

Billing 101 Training for Providers

Presented by Loma Romero and Maria Gonzales
Provider Relations Field Representatives

Roll Call

- We want to get to know our Community. You can either unmute yourself or place in chat:
- Your name
- The name of your company
- Who are you representing

In this training...

- Claim preparation
- Claims submissions
- MPATH Claims Setup
- MPATH Claims Solution
- MPATH Additional Portal Features
- Adjustments
- Most common billing errors
- Where do I go for help

Preparation for Submitting claims

What order should information be gathered?

1. Verify member eligibility & service limits (if applicable)
2. Obtain & review member's prior authorization (if applicable)
3. Select the proper diagnosis code
4. Select place of service
5. Select the proper CPT code (service provided) & modifier
6. Verify Fee Schedule
7. EOB from primary insurance (if applicable)

Automated System Information

The MATH/MPATH portals and the IVR do not give services limits.

Always contact the Call Center to confirm service limits.

The verbiage on the IVR can be confusing when it comes to covered services.

- It may say the member is eligible for eye exam & glasses. That only means that the member's coverage allows for this service.
- It may say that the member is eligible for vision or dental services when the member only has QMB. This is because Medicare may cover some services in medical setting.

Prior Authorizations

Prior Authorization letters are mailed by Conduent any time a prior authorization has been entered into our system.

Letters may contain multiple members. Each member will have their own prior authorization number.

If you do not receive your prior authorizations in time for billing, contact the Call Center.

Prior Authorization Letter

DATE 02/25/21

RECIP ID	NAME	PRIOR AUTH NUMBER	AUTHORIZE FROM	DATES TO			
00 [REDACTED]	[REDACTED]	10557 [REDACTED]	021521	021521			
REASON: 999							
LINE ----MAXIMUM----							
ITEM	UNITS	DOLLARS	FR-DTE	TO-DTE	PROC RANGE / MOD	DIAG	RANGE
01	1	0.00	021521	021521	A0430 A0430		
TOOTH NUM / SURFACE:			THERA CLASS: STATUS: APPROVED				
REASON:							
02	106	0.00	021521	021521	A0435 A0435		
TOOTH NUM / SURFACE:			THERA CLASS: STATUS: APPROVED				
REASON:							
RECIP ID	NAME	NUMBER	FROM	TO			
00 [REDACTED]	[REDACTED]	10557 [REDACTED]	021121	021121			
REASON: 999							
LINE ----MAXIMUM----							
ITEM	UNITS	DOLLARS	FR-DTE	TO-DTE	PROC RANGE / MOD	DIAG	RANGE
01	1	0.00	021121	021121	A0430 A0430		
TOOTH NUM / SURFACE:			THERA CLASS: STATUS: APPROVED				
REASON:							
02	182	0.00	021121	021121	A0435 A0435		
TOOTH NUM / SURFACE:			THERA CLASS: STATUS: APPROVED				
REASON:							

Diagnosis Codes

ICD-10 is short for *International Classification of Diseases, 10th Revision*.

There are many websites out there to obtain this information. This is a very user-friendly site.

<https://icd10coded.com>

Place of Service

The Place of Service List is in Appendix B, of the General Information in the Provider manuals, located on every Provider Type page of the Provider Information website.

<https://medicaidprovider.mt.gov/manuals/generalinformationforprovidersmanual>

CPT Code

Billable CPT Codes can be located on your provider page, under Fee Schedule.

Provider manuals should be reviewed for service specifics.

Check recent Provider Notices for any changes that may affect your claim.

<https://medicaidprovider.mt.gov>

Rev Codes

In addition to CPT codes, Hospitals, Federally Qualified Health Centers, Rural Health Clinics, Indian Health Services, Hospices, and Critical Access Hospitals also use Rev Codes.

Rev Codes can be found in the UB-04 manual.

Modifiers & Other Coding Resources

Resources for coders – coding manuals, diagnosis code ICD-10 book & websites, provider manuals, general manual, & provider notices.

Modifier info – CMS newsletter, provider notices, Correct Procedural Coding Manual (appendix A = modifiers).

Montana Medicaid only accepts one modifier on the UB – 04 – use billing modifier first.

Montana Medicaid only accepts up to 3 modifiers on the CMS-1500.

The Call Center is not allowed to give billing advice.

EOB for Primary Insurance

It is important that you send in all required information from the primary insurance's EOB.

- The page that shows the member and all their charges. Must include date of service, CPT codes, amount billed, and amount paid by the primary insurance.
- The page that shows the Reason and Remark Code explanations for the codes listed on the EOB.
- If there is more than one patient on the page, please cross out the information for other patients.

Electronic Claims Submission Set up

Electronic Claim Submission Setup

A clearinghouse, software, or billing agent that is contracted to submit claims with MT Medicaid can assist with claims submission.

A Montana DPHHS EDI Provider Enrollment Form can be filled out if you have a company that is not contracted. (Unless using MPATH)

The form can be found on the [Claims Instruction page of the Provider Information Website](#).

Home
COVID-19 Provider Information
Online Services ▼
Resources by Provider Type
Provider Enrollment
Subscribe to Claim Jumper
Site Search
Site Index ▼
Announcements
Archive
Claim Instructions

Electronic Claim Submission

We currently support one free billing program. The MPATH claims solution is a function on the Provider Services Portal.

The MPATH system is a web-based program. Therefore, it can be used on any computer.

The Provider Portal User Guide is available under the Claims Page of the Provider Information Website.

The Call Center can only assist with submission questions on the EDI line. They are not available to walk you through the entire process.

Please send an email to MTPRHelpdesk@Conduent.com if you have set up questions.

Electronic Claims Submission Cont.

- Electronic claims must be submitted by 2pm MST on Wednesdays in order process during that claim cycle. This is not a payment guarantee.
- Electronic claims process faster than paper claims.
- Electronic claims can also be submitted through a Billing Agency or a Clearing House.

Electronic Adjustment Submission through Clearinghouse

Electronic Adjustments are now accepted by Montana Medicaid. They can be submitted through Provider Services Portal and Clearinghouses.

Acceptable frequency codes:

- 1 Indicates the claim is an original claim.
- 7 Indicates the new claim is a replacement or corrected claim – the information present on this claim represents a complete replacement of the previously **PAID** issued claim.
- 8 Indicates the claim is a voided/canceled claim

All claim types

Loop 2300 - (CLM05-3) is the Claim Frequency Code. Enter 7 or 8.

REF*F8* - Enter the original ICN.

Paper Claim Submissions

- Paper claims can only be submitted via fax or US Mail.
- Claims may not be emailed.
- Paper claims can take several weeks longer to process than electronic claims as these claims must be manually keyed into our system.
- Claim forms can be purchased through most office supply stores and through Amazon.
- Information must be legible and in the correct fields. Please avoid using copies of copies.
- Instructions can also be found at www.nucc.org and www.nubc.org

Paper Claim Submissions

– CMS 1500

Required Fields:

- Box 1a Member ID
- Box 2 Member Name
- Box 21 Diagnosis Codes
- Box 24 Lines of Service
- Box 28 Total Charges
- Box 31 Provider's signature and date
- Box 33 Billing Provider Information
- Box 33a Billing NPI
- Box 33b Billing taxonomy

Optional fields as applicable:

- Box 11 TPL information
- Box 17a Passport number
- Box 23 Prior Authorization
- Box 29 TPL Payment amount

CMS-1500 02/12

HEALTH INSURANCE CLAIM FORM
APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

☐ FICA ☐ MEDICARE ☒ MEDICAID ☐ TRICARE ☐ CHAMPVA ☐ GROUP HEALTH PLAN ☐ FECA ☐ LONG TERM CARE ☐ OTHER (Specify)

1. PATIENT'S NAME (Last Name, First Name, Middle Initial)
Client last name, first name

2. PATIENT'S ADDRESS (No., Street)
CITY STATE ZIP CODE TELEPHONE (include Area Code)

3. OTHER INSURER'S NAME (Last Name, First Name, Middle Initial)
Possible Member ID

4. INSURER'S POLICY OR GROUP NUMBER
Possible Member ID

5. PATIENT'S BIRTH DATE MM DD YY **SEX** M ☐ F ☐

6. PATIENT RELATIONSHIP TO INSURED
Self ☐ Spouse ☐ Child ☐ Other ☐

7. INSURED'S ADDRESS (No., Street)
CITY STATE ZIP CODE TELEPHONE (include Area Code)

8. RESERVED FOR NUCC USE

9. IS PATIENT'S CONDITION RELATED TO:
a. EMPLOYMENT (Current or Previous) ☐ YES ☐ NO
b. AUTO ACCIDENT? ☐ YES ☐ NO PLACE (State) _____
c. OTHER ACCIDENT? ☐ YES ☐ NO

10. IS THERE ANOTHER HEALTH BENEFIT PLAN? ☒ YES ☐ NO (If yes, complete below)

11. INSURANCE PLAN NAME OR PROGRAM NAME
Possible TPL Information

12. IS THERE ANOTHER HEALTH BENEFIT PLAN? ☒ YES ☐ NO (If yes, complete below)

13. INSURER'S OR AUTHORIZED PERSON'S SIGNATURE
SIGNED _____ DATE _____

14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP) MM DD YY **QUAL.** _____

15. OTHER DATE MM DD YY

16. NAME OF REFERRING PROVIDER OR OTHER SOURCE
17a. Reserved for Passport #
17b. NPI Reserved for IHS Ref. ID

17. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)

18. DATE PATIENT UNABLE TO WORK IN CURRENT POSITION MM DD YY

19. HOSPITALIZATION DATES RELATED TO CURRENT ILLNESS FROM MM DD TO MM DD

20. OUTSIDE LAB? ☐ YES ☐ NO

21. DISCHARGE OR NATURE OF ILLNESS OR INJURY Relate A-L to service line below (IME) ICD 10 code

A. ICD - 10 Diagnosis code A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ G. _____ H. _____ I. _____ J. _____ K. _____ L. _____

22. PERUSION CODE _____ ORIGINAL REC. _____

23. PRIOR AUTHORIZATION NUMBER
4123456789

24. A. DATE OF SERVICE From MM DD YY To MM DD YY **B. PLACE OF SERVICE** C. CPT/HCPCS CODE D. PROCEDURE, SERVICE, OR SUPPLIER (Specify Unusual Circumstances) E. DIAGNOSIS PORTER

25. FEDERAL TAX ID. NUMBER 99-9999999 **26. PATIENT'S ACCOUNT NO.** 123456789 **27. ACCEPT ASSIGNMENT?** ☒ YES ☐ NO

28. SIGNATURE OF PHYSICIAN OR SUPPLIER Dr. Provider, MD **29. DATE** 07/01/14

30. SERVICE FACILITY LOCATION INFORMATION

31. TOTAL CHARGE \$ 100.00 **32. AMOUNT PAID** \$ 25.00

33. BILLING PROVIDER INFO & PH # Dr. Provider, MD 123 Main Street Anywhere, MT 54321-1234

34. NPI 1234567891 **35. TAXONOMY** 22.208400

NUCC Instruction Manual available at: www.nucc.org PLEASE PRINT OR TYPE APPROVED CMB 0931-115

If Atypical Provider, 33a will be blank and 33b will have G2 prefix—> G2 Atypical

Additional Montana Medicaid CMS-1500 Info

- Box 17A is for the Passport number. Box 23 is for Prior Authorization numbers. They are not interchangeable.
- Box 24J is for the rendering provider. The NPI and taxonomy must match an active provider file on the DOS.
- Box 29 is for TPL payment amounts except Medicare. When Medicare made a payment, submit the Medicare EOB with the claim without entering any Medicare payment information on the claim.
- Box 33 Billing provider information must match the physical location to include the Zip+4 on file. The Billing NPI listed in box 33A and the Billing taxonomy listed in box 33B. Montana Medicaid does not edit on box 32 for servicing location.

Paper Claim Submissions – UB-04

Required Fields:

- Box 1 Billing provider name and address
- Box 4 Type of Bill
- Box 6 Covered Days
- Box 7 Passport Referral
- Box 8b Member Name
- Box 12 Admit Date
- Box 17 Discharge Status
- Box 42 Revenue Code
- Box 44 HCPCS code
- Box 45 Service date
- Box 46 Units of Service
- Box 45 total Charges
- Creation Date

- Box 56 Billing NPI
- Box 60 Member ID
- Box 66 Diagnosis Codes
- Box 76 Attending Provider
- Box 81 Billing NPI Taxonomy

Optional fields, as applicable:

- Boxes 18-26 Condition Codes
- Box 43 Description – Can be used for NDCs
- Box 50 TPL Payer Name
- Box 51 TPL Member ID
- Box 54 TPL payment amount
- Box 63 Prior Authorization
- Box 74 Surgical procedure Codes

Provider Name Physical Address City, ST Zip+4		131			
Member First Name Last Name		Passport#			
In/Out multi ER visits		01 Condition Codes relate to copy overrides			
Occurrence codes are used to denote events relating to the bill that may effect payer processing					
Value Codes and Amounts reflect Medicare Payment Information					
250		7/6/14	1	83.95	
260		7/7/14	1	326.72	
260		7/7/14	1	32.83	
260		7/7/14	1	63.50	
301		7/7/14	1	95.56	
301		7/7/14	1	121.37	
306		7/7/14	2	223.96	
306		7/7/14	2	259.56	
320		7/7/14	1	209.83	
450		7/7/14	1	687.39	
636	N4 63323047401 4 ML	J1630	7/7/14	4	159.30
636	N4 50458016601 150 ML	J1956	7/6/14	3	75.95
PAGE OF		CREATION DATE	8/11/14	TOTALS	
Possible TPL Payer		123456789	42.80	Billing NPI	
Member Name		Member ID			
Prior Auth#		PAs are required in order for certain services to be paid.			
ICD-10 codes					
Billing Taxonomy		B3 282N00000X			
Attending Last Name		First Name			

Paper Claim Submissions ADA Dental

Required Fields:

- Box 12 Member Name
- Box 15 Member ID
- Box 29 Procedure Code
- Box 29a Diagnosis Pointer
- Box 29b Unit of Service
- Box 31 Fee
- Box 32 Total Charge
- Box 48 Billing provider Name and Address
- Box 49 Billing NPI
- Box 52a Billing Taxonomy
- Box 54 Rendering NPI
- Box 56A Rendering Taxonomy

Optional Fields, as applicable:

- Box 2 Prior Authorization
- Boxes 5-11 TPL Information
- Boxes 25-28 Tooth Number and Surfaces
- Box 33 Missing Teeth
- Box 35 Remarks (Used to indicate disabled members needing additional services or Once in Lifetime replacement)

ADA American Dental Association® Dental Claim Form

HEADER INFORMATION

1. Type of Transaction (Mark all applicable boxes)
☐ Statement of Actual Services ☐ Request for Predetermination/Prior Authorization
☐ EPSDT / Title XIX

2. Predetermination/Prior Authorization Number

DENTAL BENEFIT PLAN INFORMATION

3. Company/Plan Name, Address, City, State, Zip Code

POLICYHOLDER/SUBSCRIBER INFORMATION (Assigned by Plan Named in #3)

12. Policyholder/Subscriber Name (Last, First, Middle Initial, Suffix), Address, City, State, Zip Code

13. Date of Birth (MM/DD/CCYY) 14. Gender ☐ M ☐ F 15. Policyholder/Subscriber ID (Assigned by Plan)

16. Plan/Group Number 17. Employer Name

PATIENT INFORMATION

18. Relationship to Policyholder/Subscriber in #12 Above
☐ Self ☐ Spouse ☐ Dependent Child ☐ Other 19. Reserved For Future Use

20. Name (Last, First, Middle Initial, Suffix), Address, City, State, Zip Code

21. Date of Birth (MM/DD/CCYY) 22. Gender ☐ M ☐ F 23. Patient ID/Account # (Assigned by Dentist)

RECORD OF SERVICES PROVIDED

24. Procedure Date (MM/DD/CCYY)	25. Area of Oral Cavity	26. Tooth System	27. Tooth Number(s) or Letter(s)	28. Tooth Surface	29. Procedure Code	29a. Diag. Pointer	29b. City	30. Description	31. Fee
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

32. Missing Teeth Information (Place an "X" on each missing tooth.)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17

34. Diagnosis Code List Qualifier ☐ (ICD-10 = AB)

34a. Diagnosis Code(s) A _____ C _____
34b. Primary diagnosis in "A" B _____ D _____

31a. Other Fee(s) _____
32. Total Fee _____

35. Remarks

AUTHORIZATIONS

36. I have been informed of the treatment plan and associated fees. I agree to be responsible for all charges for dental services and materials not paid by my dental benefit plan, unless prohibited by law, or the treating dentist or dental practice has a contractual agreement with my plan prohibiting all or a portion of such charges. To the extent permitted by law, I consent to your use and disclosure of my protected health information to carry out payment activities in connection with this claim.

X Patient/Guardian Signature _____ Date _____

37. I hereby authorize and direct payment of the dental benefits otherwise payable to me, directly to the below named dentist or dental entity.

X Subscriber Signature _____ Date _____

BILLING DENTIST OR DENTAL ENTITY (Leave blank if dentist or dental entity is not submitting claim on behalf of the patient or insured/subscriber.)

48. Name, Address, City, State, Zip Code

49. NPI _____ 50. License Number _____ 51. SSN or TIN _____

52. Phone Number () - _____ 52a. Additional Provider ID _____

ANCILLARY CLAIM/TREATMENT INFORMATION

38. Place of Treatment (e.g. 11=Office, 22=OP Hospital) 39. Enclosures (Y or N) ☐

40. Is Treatment for Orthodontics? ☐ No (Skip 41-42) ☐ Yes (Complete 41-42) 41. Date Appliance Placed (MM/DD/CCYY)

42. Months of Treatment _____ 43. Replacement of Prosthesis ☐ No ☐ Yes (Complete 44) 44. Date of Prior Placement (MM/DD/CCYY)

45. Treatment Resulting from ☐ Occupational illness/injury ☐ Auto accident ☐ Other accident

46. Date of Accident (MM/DD/CCYY) 47. Auto Accident State _____

TREATING DENTIST AND TREATMENT LOCATION INFORMATION

53. I hereby certify that the procedures as indicated by date are in progress (for procedures that require multiple visits) or have been completed.

X _____
Signed (Treating Dentist) _____ Date _____

54. NPI _____ 55. License Number _____

56. Address, City, State, Zip Code _____ 56a. Provider Specialty Code _____

57. Phone Number () - _____ 58. Additional Provider ID _____

©2019 American Dental Association
J430 (Same as ADA Dental Claim Form - J431, J432, J433, J434, J430D)

To reorder call 800.947.4746
or go online at ADACatalog.org

MPATH Electronic Claims Setup

Sign in to the Provider Services Portal



- Go to the MT Medicaid Website.

TIP: save this website as a favorite. Also, save ICAP as a favorite.

<https://medicaidprovider.mt.gov/>

- Click the Provider Services Portal Link. It will take you to the ICAP Login



[ICAP Portal](#)

Sign in to the Provider Services Portal Continued



- Sign into the ICAP Portal

TIP: your Username is your email you are registered with on the Provider Services Portal.

A screenshot of the login page for the Montana Healthcare Programs. The background is a scenic image of mountains and a lake. On the left, the text "WELCOME TO Montana Healthcare Programs" is displayed above the Montana DPHHS logo and the text "DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES". Below this, it says "Montana's Medicaid Enterprise Systems (MES)". On the right, there is a "ACCESS YOUR ACCOUNT" section with two input fields for "Username" and "Password", each with a question mark icon to its right. Below these fields is a blue "Log In" button. At the bottom of the login section, there are three links: "Forgot Password?", "Create New Account", and "State Employee Log in".

Account Administration

All 3 Account Administration functions are located on one screen.

- Manage Portal Users
- Manage Billing Providers
- Manage Provider Enrollment Accounts

Manage Portal Users

? Help

A maximum of 200 users will be displayed. Adjust your search criteria in the left navigation to refine your results.

Filter your results:

ACTIONS	LOGIN NAME	FIRST NAME	LAST NAME	EMAIL	STATUS
No matching users found.					

Show entries

Showing 0 to 0 of 0 entries

[|](#) [<](#) [>](#) [|](#)

Add User Account

Manage Billing Providers

? Help

Filter your results:

ACTIONS	BILLING PROVIDER NAME	NPI/API ID
	MPATH	1003362864

Show entries

Showing 1 to 1 of 1 accounts

[|](#) [<](#) [>](#) [|](#)

Add Billing Provider

Manage Provider Enrollment Accounts

? Help

Complete LINK Request Form

Complete UNLINK Request Form

Filter your results:

ACTION	ATTACHMENT	DATE	STATUS
No matching transactions found.			

Show entries

Showing 0 to 0 of 0 entries

[|](#) [<](#) [>](#) [|](#)

Upload Request

Manage Billing Providers

Add Billing NPIs to this section
ONLY if,

- You will be submitting claims through MPATH
- You need access to the weekly Remittances for this NPI

This is the Optum assigned Provider ID number. *Not the PID from MT Medicaid. You will need to contact the PR Call Center for this information.*

Note : Fields marked with an asterisk * are required.

Provider Name or Organization Name?* ☐ Provider Name ☐ Organization Name

NPI or API?* ☐ NPI ☐ API

TIN/FEIN:*

Enter Provider ID Number:*

Manage Billing Providers Cont.

To find Provider ID

- Click on blue arrow
- Provider ID# will show in gray box

Select	Actions	Type	Enrollment Status	Submission Date ↓	Confirmation #	Tax ID	NPI/Atypical ID	Provider Name	Last Accessed By	Last Accessed Date
☐		Enrollment	Submitted	02-25-2026	79738729					02-25-2026

Programs Provider ID#: 200036614

Manage Affiliations

Manage Affiliations

This action is **needed** if a facility that employs Rendering Providers and/or the facility is billing on the Provider Services Portal.

******The person completing this action will need the facility NPI on their Enrollment workbench.

Add an Affiliation

Click the **Provider Enrollment** tab under myMenu.

Click the **Radio button** on the Enrollment line of the facility.

Click the **Manage Affiliations** tab on the left, now visible under the Enrollment Menu.

Actions	Type	Status
     	Enrollment	Enrolled



Add an Affiliation Cont.

Search for Providers tab.

Enter **Provider's NPI or name.**

Click Search.

Click the **Radio button** on the provider line now visible.

Search for Providers

Pending Approval

Requested Affiliations

Existing Affiliations

User Guide

Search for Provider

?

Help

To build an affiliation, search for the provider you want to affiliate by entering the first name, last name, or NPI. If no information displays the provider isn't an active enrolled provider and the application will display a 'no affiliation found' message. Based upon your search criteria multiple providers may display, if this is the case, select the provider you want to participate by selecting the radio button next to the provider's name. For authentication and security, please enter the last four (4) digits of the provider's Social Security Number and enter the effective date of the affiliation. When completed select the add and continue button at the bottom of the screen and the request will move to the pending approval tab.

First Name

Last Name

NPI/Atypical ID

Search

HEATHER

THOMAS-CLARK

1083670285

MM/DD/YYYY

Assigned Locations

Address Line

1111 BAKER AVE

Items per page

10

1 - 1 of 1

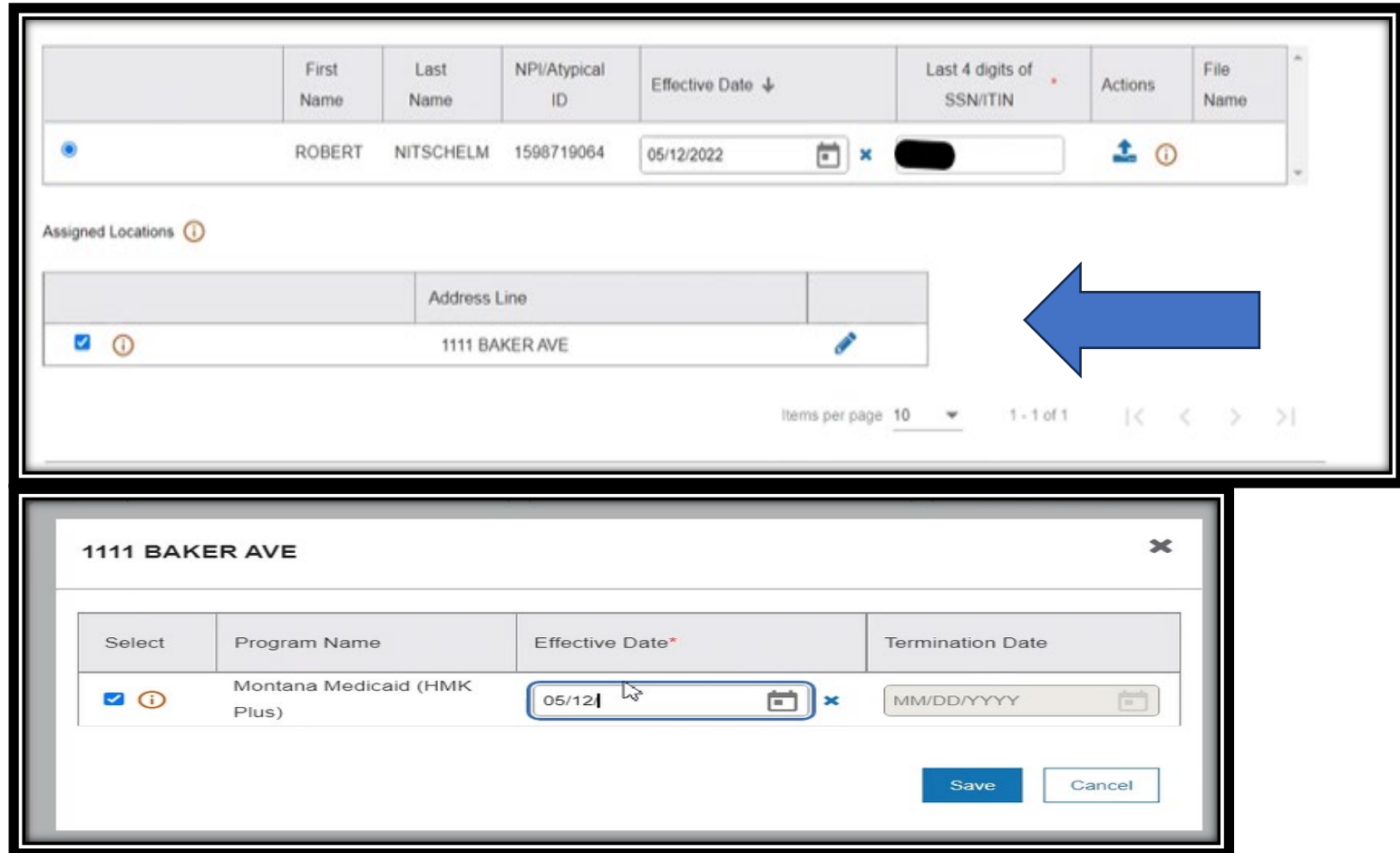
Add an Affiliation Cont.

1. Enter **Effective Date** & last **4 digits** of the provider's **SS#**.

2. Click the **box** under Assigned Locations for each location the provider will be practicing. Then click the **Pencil** icon.

In the Pop-up box, enter **Effective Date** again. Click **Save**.

Click **Add and Continue**.



The screenshot displays a web form for adding an affiliation. The top section contains a table with provider information: First Name (ROBERT), Last Name (NITSCHHELM), NPI/Atypical ID (1598719064), Effective Date (05/12/2022), Last 4 digits of SSN/TIN (a masked field), and Actions (upload and info icons). Below this is the 'Assigned Locations' section, which includes a table with columns for a checkbox, an info icon, and an address line. The address line contains '1111 BAKER AVE'. A blue arrow points to this row. At the bottom right of the main form, there are pagination controls showing 'Items per page 10' and '1 - 1 of 1'. A pop-up box titled '1111 BAKER AVE' is open, showing a table with columns for Select, Program Name, Effective Date*, and Termination Date. The Program Name is 'Montana Medicaid (HMK Plus)'. The Effective Date* field is highlighted with a blue border and contains '05/12'. The Termination Date field is empty and has a placeholder 'MM/DD/YYYY'. At the bottom of the pop-up box are 'Save' and 'Cancel' buttons.

	First Name	Last Name	NPI/Atypical ID	Effective Date ↓	Last 4 digits of SSN/TIN	Actions	File Name
☒	ROBERT	NITSCHHELM	1598719064	05/12/2022			

Assigned Locations

	Address Line	
☒	1111 BAKER AVE	

Items per page 10 1 - 1 of 1 < >

1111 BAKER AVE

Select	Program Name	Effective Date*	Termination Date
☒	Montana Medicaid (HMK Plus)	05/12	MM/DD/YYYY

SaveCancel

Manage Existing Affiliations

Pending Approval tab will show any providers that have submitted to be affiliated by your facility.

Requested Affiliations are providers who are requesting affiliation.

Approved affiliations can be searched under the **Existing Affiliations** tab.

The screenshot shows the 'Manage Affiliations' interface. At the top, there's a header 'Manage Affiliations' and a 'User Guide' link. Below the header are five tabs: 'Search for Providers', 'Pending Approval', 'Requested Affiliations', 'Existing Affiliations' (which is selected), and 'Denied Affiliations'. Under the 'Existing Affiliations' tab, there's a 'Search for Provider' section with a text box for 'First Name', a text box for 'Last Name', and a text box for 'NPI/Atypical ID' containing '1144064783'. A 'Search' button is next to the NPI/Atypical ID field. Below the search section is a table with the following columns: 'First Name', 'Last Name', 'NPI/Atypical ID', 'Effective Date ↑', 'Terminate Date', 'Actions', and 'File Name'. The table contains one row with the following data: 'Emma', 'Windauer', '1144064783', '06/24/2024', 'MM/DD/YYYY', and a row of icons for actions. There is also a 'Help' link in the top right corner of the search section.

First Name	Last Name	NPI/Atypical ID	Effective Date ↑	Terminate Date	Actions	File Name
Emma	Windauer	1144064783	06/24/2024	MM/DD/YYYY	 	

Ending Affiliations

Click the **Existing Providers** tab.

Click the **Search** button.

This will bring up a list of the providers affiliated to this NPI.

Click the **Radio** button for the provider you wish to end affiliation.

Existing Affiliations

Search for Provider

The existing affiliation tab lists all affiliations linked to the organizational provider. To manage the affiliation, enter in additional information. For example, adding a new physical address to an existing rendering affiliation. Within this tab, the organizational user has the ability to terminate the affiliation by entering in a termination date.

First Name Last Name NPI/Atypical ID Search

	First Name	Last Name	NPI/Atypical ID	Effective Date	Terminate Date	Actions	File Name
☐	KATHRYN	NEFF	1710945829		MM/DD/YYYY		
☐	DANIEL	MUNZING	1700844966		MM/DD/YYYY		
☐	HIKMAT	MAALIKI	1295897650		MM/DD/YYYY		
☐	JOHN	KALBFLEISCH	1609824283		MM/DD/YYYY		
☐	ANITA	BEACH	1922064401		MM/DD/YYYY		
☐	SUZANNE	DANIELL	1811966526		MM/DD/YYYY		
☐	JON	MILLER	1841267192		MM/DD/YYYY		

ANITA BEACH 1922064401

MM/DD/YYYY

Ending Affiliations Cont.

The **Assign Locations** box is now visible.

Click the **radio button** under **Deactivate**.
Enter the **termination date**.



Address Line	Active	Deactivate	Effective Date	Terminate Date	
1111 BAKER AVE	☐	☒	01/01/2008	05/11/2022	

Click the **Save and Continue** button.

The provider will remain on your Affiliations list. However, it will not appear in the claims drop down.

Questions?

Provider Services Portal Claims Submission

Provider Services Portal

Provider Portal User Guide

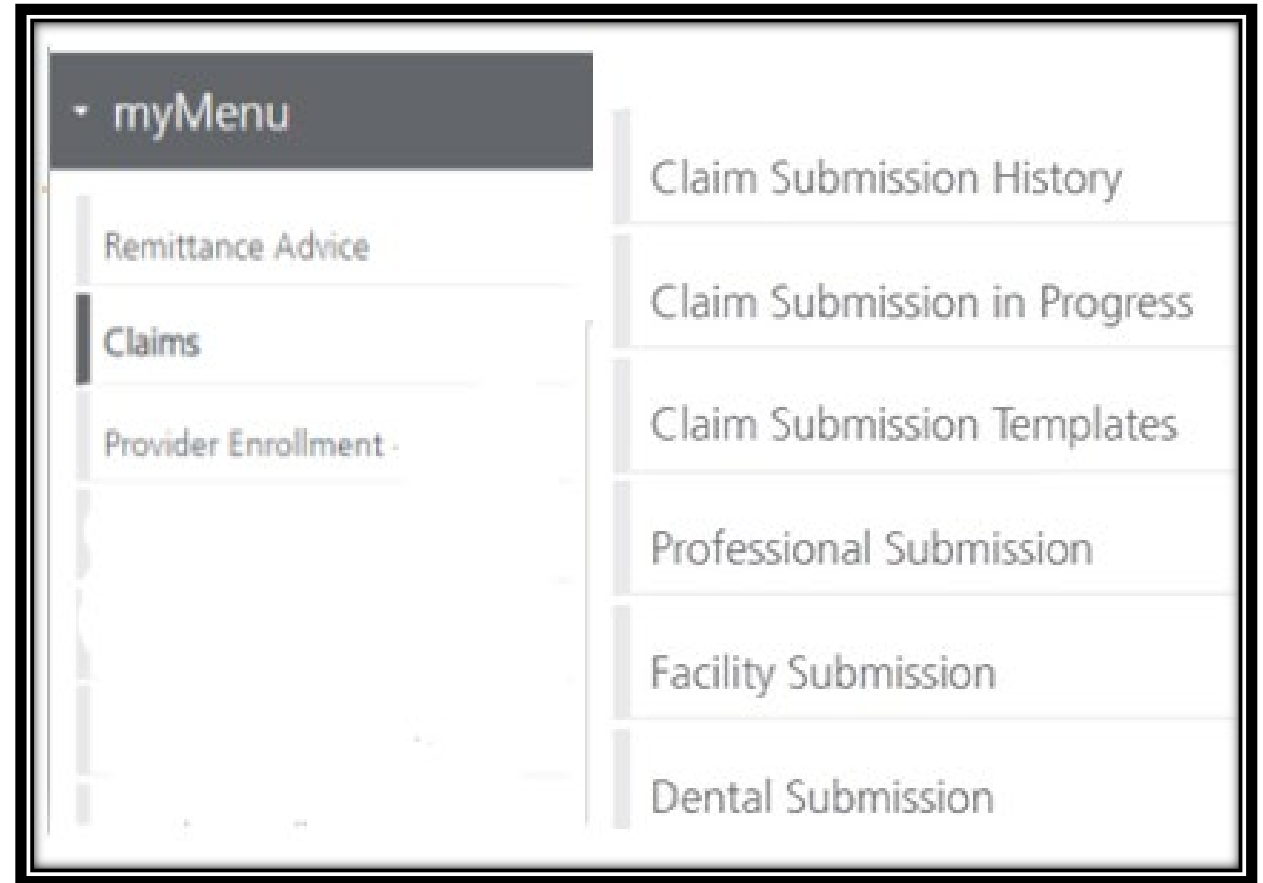
This is a resource to go step by step for claim submission.

Professional Claim Submission Menu

Under myMenu, without clicking, place your curser on the **Claims** tab.

A side menu with submission options will appear.

The following slides will describe each function.



Claims Submission History

This option will show you the most recent claims SUBMITTED to Montana Medicaid for processing.

This function comes in handy if you have a big batch of claims to submit and lose track of who you have completed.

This section will not give you any charge line details or adjudication information.

Claims Submission History Cont.

The last claims submitted will show here.

Claims Detail				
▼ Claim search results				
You are viewing: Claims for NPI/API 1003362864 and time period from 03/22/2026 to 04/21/2026.				
▼ Claim activity ? Help				
A maximum of 200 claims will be displayed. Adjust your search criteria to refine your results.				
Filter your results:				
CONFIRMATION ID	SUBMISSION DATE	MEMBER NAME	PROVIDER NAME	BILLED AMOUNT
MT260406I00057590	04/06/2026		MPATH NORTHWEST COMMUNITY HEALTHCARE	\$150.00
MT260330P00889088	03/30/2026		MPATH NORTHWEST COMMUNITY HEALTHCARE	\$150.00
MT260330P00889071	03/30/2026		MPATH NORTHWEST COMMUNITY HEALTHCARE	\$150.00

Claims Submission in Progress

This function is for claims started but not submitted.

Example:

You begin to complete the information for claim. You are interrupted and need to exit the system. When you click Save and Exit at the bottom of the current claim screen; your claim moves to this section.

When you return, click Claims Submission in Progress. Click the **Pencil** icon to pick up where you left off on that claim.

Claims Submission in Progress Cont.

When you return, click Claims Submission in Progress. Click the **Pencil** icon to pickup where you left off on that claim.

Claim Submission in Progress

▼ Claim Submission in Progress ? Help

A maximum of 200 in-progress claims will be displayed.

Filter your results:

Action	Member Name	Date of Service	NPI/API	Date Last Modified
 			1003362864	04/07/2026
 			1003362864	04/07/2026
 			1003362864	04/06/2026
 			1003362864	04/06/2026
 			1003362864	04/02/2026
 			1003362864	04/02/2026
 			1003362864	04/02/2026
 			1003362864	04/02/2026
 			1003362864	04/02/2026
 			1003362864	04/02/2026

Show entries

Showing 1 to 10 of 59 in-progress claims < < > >

Professional Claim Submission Templates

Professional Claim Submission Templates

This function is a time saving tool for reoccurring claims.

Example:

You see the same member for the same service on a consistent basis. You can create a template for that member with all the claim information except the date of service, and maybe the units & billed amount.

When it is time to submit the claim; select the billing provider NPI & Rendering Provider NPI (if applicable). Enter any additional required information on the Claim Information screen. Submit your claim.

Creating a Professional Claim Template

To create a template, select the **Claims Submission Templates** tab.

Click the **blue button** for the claim form needed.

*Section 6, of the Provider Portal User Guide.

Claim Submission Templates

Maximum Templates Allowed : 2000

Filter your results:

Actions	Name of Template	Created By	Last Modified By	Last Modified
  	Fred	Test, Conduent	Test, Conduent	12/08/2025
  	H0043 U1	Test, Conduent	Test, Conduent	10/16/2024
  	Maria	Test, Conduent	Test, Conduent	11/26/2025
  	Maria G	Test, Conduent	Test, Conduent	09/24/2025
  	office visit	Test, Conduent	Test, Conduent	06/12/2025
  	Sarah E	Test, Conduent	Test, Conduent	08/12/2025
  	Template 2	Test, Conduent	Test, Conduent	05/01/2025
  	test	Test, Conduent	Test, Conduent	07/02/2025
  	Threeirons A	Test, Conduent	Test, Conduent	02/26/2026

Show entries

Showing 1 to 9 of 9 templates

Create Professional Claim Submission Template

Create Facility Claim Submission Template

Create Dental Claim Submission Template

Creating a Professional Template cont.

Select the Billing Provider file.

If you have multiple NPIs listed under Manage Billing Providers, The NPI/API field will have a drop down.

Select NPI.

Select Program/Waiver.

Select Specialty.

Click **Save and Continue**.

NPI/API: * 1245490713

Provider Name: * NORTH WEST HOME CAI

Program/Waiver: * Montana Medicaid (HMK Plus) v

Specialty: * In Home Supportive Care v

Service Location Address 1: * 818 W CENTRAL

Service Location Address 2: *

City: * MISSOULA

State: * MT

ZIP: * 59801-0000

Taxonomy Code: * 253Z00000X

Enrollment Unit: * 0000262208

NPI/API: * 1033508080 v

Provider Name: * LIBERTY PLACE, INC

Program/Waiver: * Severe Disabling Mental Illness Waiver (v)

Specialty: * Select Program/Waiver

Service Location Address 1: * Severe Disabling Mental Illness Waiver (SDMI)

Service Location Address 2: * Big Sky Waiver

City: * BOOTSTRAP RANCH E

State: * BELGRADE

State: * MT

ZIP: * 59714-8121

Taxonomy Code: * 251S00000X

Enrollment Unit: * 0000801034

Creating a Professional Template cont.

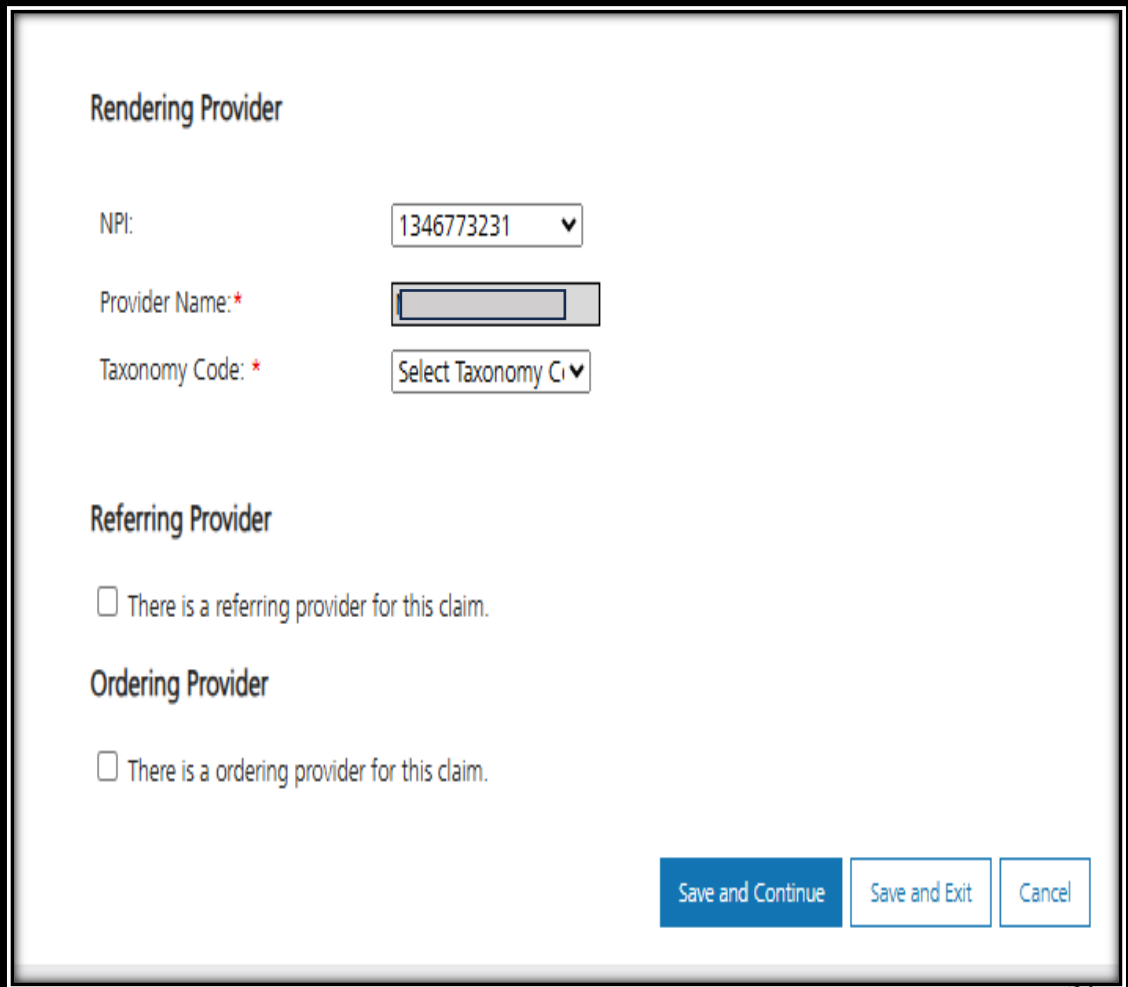
Select the Rendering Provider file.

If you have multiple NPIs listed under Affiliations, The NPI field will have a drop down.

Select NPI.

Select Specialty.

Click **Save and Continue**.



The screenshot shows a web form titled "Creating a Professional Template cont." with the following sections:

- Rendering Provider**
 - NPI: A dropdown menu showing "1346773231".
 - Provider Name: A text input field with a red asterisk indicating it is required.
 - Taxonomy Code: A dropdown menu showing "Select Taxonomy C" with a red asterisk indicating it is required.
- Referring Provider**
 - ☐ There is a referring provider for this claim.
- Ordering Provider**
 - ☐ There is a ordering provider for this claim.

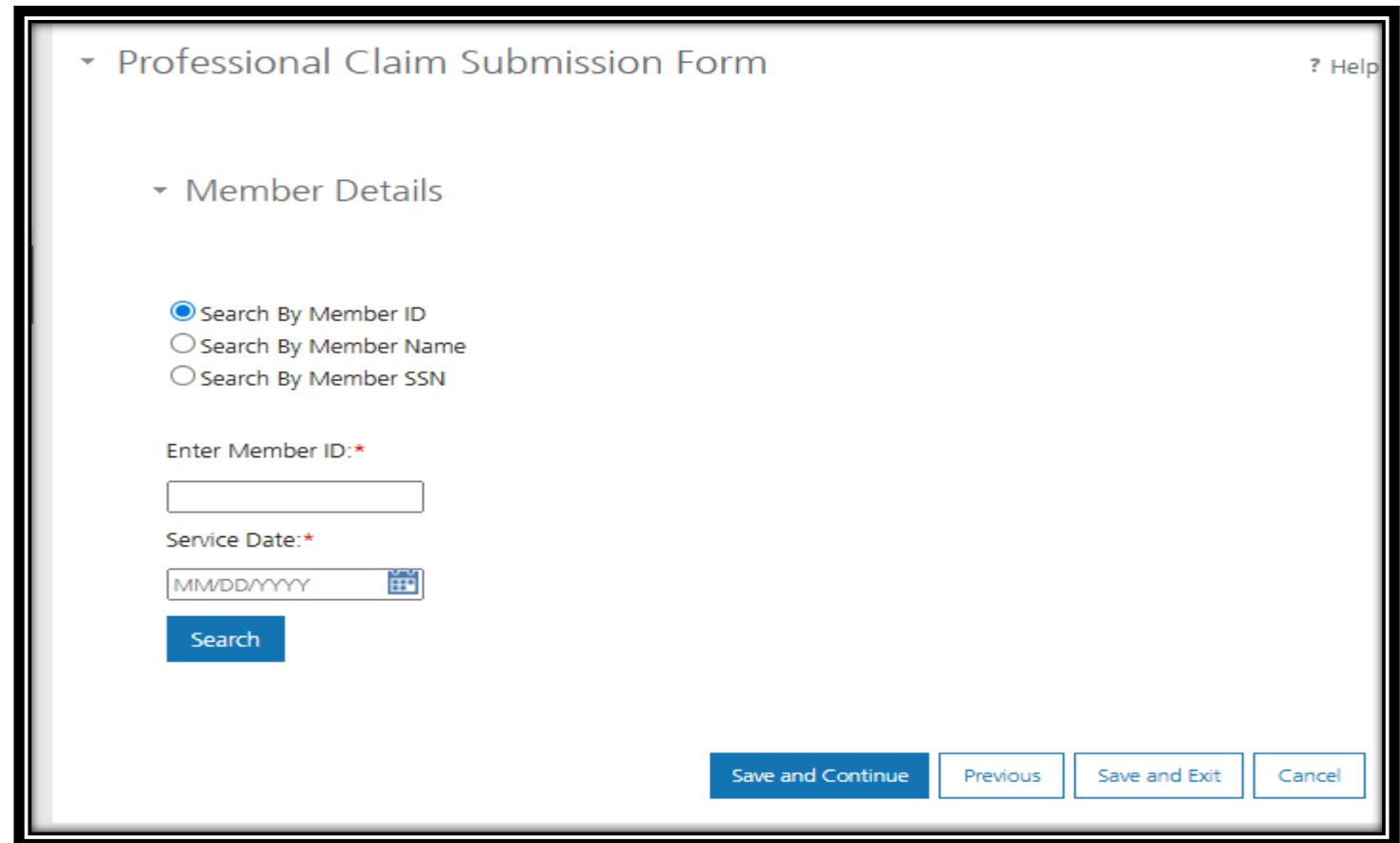
At the bottom right, there are three buttons: "Save and Continue" (highlighted in blue), "Save and Exit", and "Cancel".

Creating a Professional Template Cont.

Enter the member's MT
Medicaid ID number and Date
of Service.

Click **Search**.

When the member information
populates, verify and click
Save and Continue.



The screenshot displays the 'Professional Claim Submission Form' interface. At the top, there is a title bar with a dropdown arrow and the text 'Professional Claim Submission Form', and a help icon with the text '? Help' on the right. Below the title bar, there is a section titled 'Member Details' with a dropdown arrow. Under 'Member Details', there are three radio button options: 'Search By Member ID' (which is selected), 'Search By Member Name', and 'Search By Member SSN'. Below these options, there is a label 'Enter Member ID: *' followed by a text input field. Below the input field, there is a label 'Service Date: *' followed by a date input field with the placeholder text 'MMDD/YYYY' and a calendar icon. Below the date input field, there is a blue button labeled 'Search'. At the bottom of the form, there are four buttons: 'Save and Continue' (highlighted in blue), 'Previous', 'Save and Exit', and 'Cancel'.

Creating a Professional Claim Template Cont.

Complete the fields that will not change.

For instance, the diagnosis code, place of service, CPT code, modifier & diagnosis point fields will most likely not change for reoccurring visits.

▼ Claim Information

Note : Fields marked with an asterisk * are required.

Note : Do not include any decimals when entering Diagnosis Code Information. Enter at least first three (3) characters of a Diagnosis and/or Procedure code before utilizing the search icon.

Diagnosis Codes

Diagnosis Codes (ICD 10):

1 *	2	3	4	5	6
7	8	9	10	11	12

Claim Details

Note : COB or NDC indicates all required fields for COB or NDC have been entered.

Note : Use a comma "," if multiple values are needed in Modifier or Diagnosis Pointer fields.

From Date*	To Date*	POS*	CPT/ HCPCS Code*	Modifier	Diagnosis Pointer*	Charges*	Days or Units*	Type	COB	NDC	EPSDT	Emergency Service	Family Planning
		Select ▼				\$		UN ▼	COB	NDC	☐	☐	
		Select ▼				\$		UN ▼	COB	NDC	☐	☐	
		Select ▼				\$		UN ▼	COB	NDC	☐	☐	
		Select ▼				\$		UN ▼	COB	NDC	☐	☐	
		Select ▼				\$		UN ▼	COB	NDC	☐	☐	
		Select ▼				\$		UN ▼	COB	NDC	☐	☐	
		Select ▼				\$		UN ▼	COB	NDC	☐	☐	
		Select ▼				\$		UN ▼	COB	NDC	☐	☐	
		Select ▼				\$		UN ▼	COB	NDC	☐	☐	

Total Charges: \$

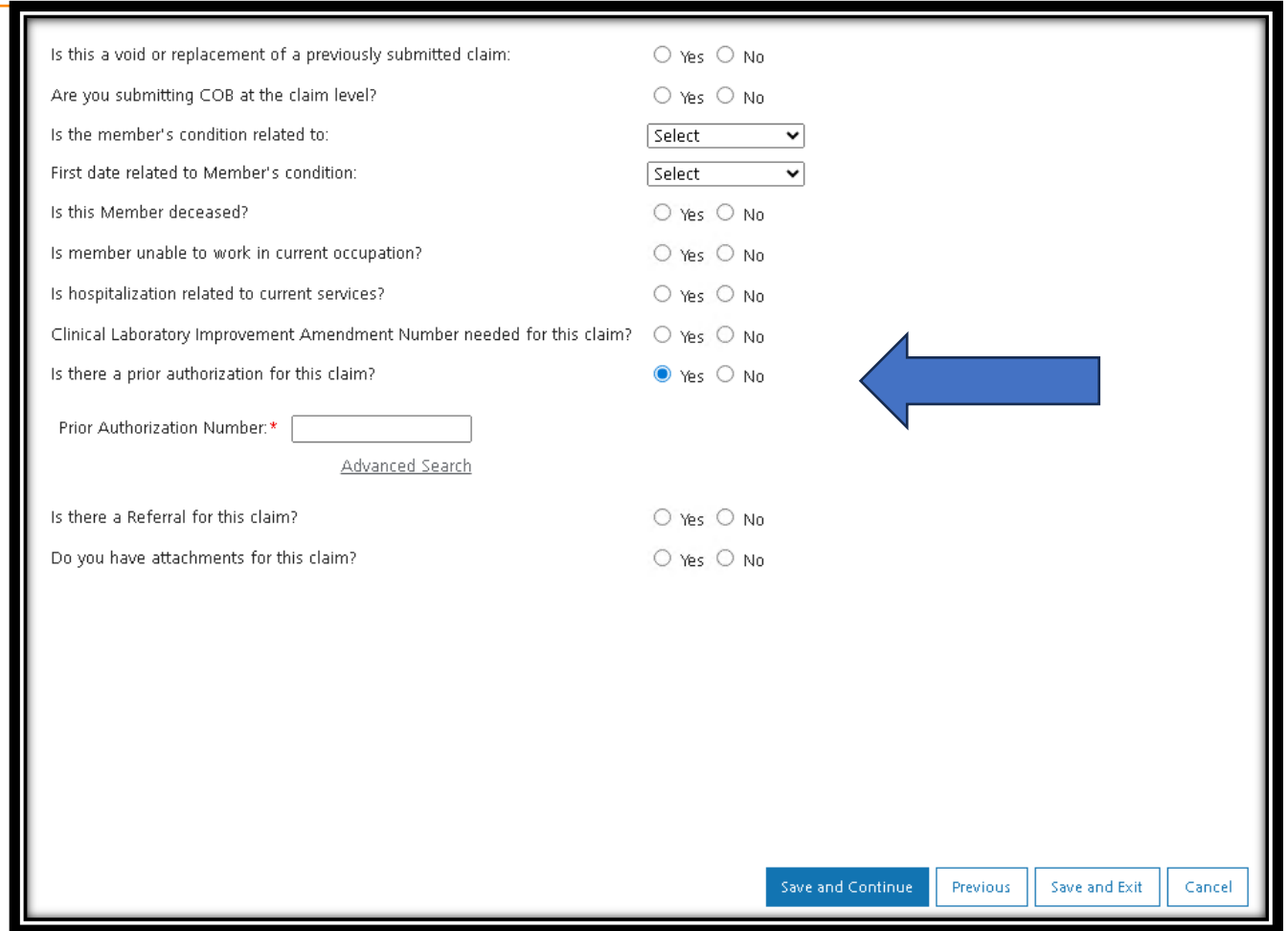
Note : Total Claim Lines are limited to a maximum of 50 for each submission.

Creating a Professional Claim Template Cont.

Answer all the questions at the bottom of the screen if applicable.

If your claim requires a Prior Authorization, make sure to add that number to your template.

Click **Save and Continue**.



Is this a void or replacement of a previously submitted claim: ☐ Yes ☐ No

Are you submitting COB at the claim level? ☐ Yes ☐ No

Is the member's condition related to:

First date related to Member's condition:

Is this Member deceased? ☐ Yes ☐ No

Is member unable to work in current occupation? ☐ Yes ☐ No

Is hospitalization related to current services? ☐ Yes ☐ No

Clinical Laboratory Improvement Amendment Number needed for this claim? ☐ Yes ☐ No

Is there a prior authorization for this claim? ☒ Yes ☐ No

Prior Authorization Number: *

[Advanced Search](#)

Is there a Referral for this claim? ☐ Yes ☐ No

Do you have attachments for this claim? ☐ Yes ☐ No

Save and Continue Previous Save and Exit Cancel

Creating a Professional Template Cont.

The last step is to name the Template.

Your template is now visible.



Professional Claim Submission Form ? Help

▼ Terms and Agreements

Note : Fields marked with an asterisk * are required.

Provider Name: *

NPI/API: *

☒ * I certify I have read the [Terms and Conditions](#)  that apply to this bill and are made a part thereof.

Creating a Professional Template Cont.

Your template is now under Claim Submission Templates.

To submit a claim, click on the **Name**.

To edit a template, click on the **Pencil** icon.

To delete a template, click on the **Garbage can** icon.

Claim Submission Templates

Maximum Templates Allowed : 2000

Filter your results:

Actions	Name of Template	Created By	Last Modified By	Last Modified
  	Fred	Test, Conduent	Test, Conduent	12/08/2025
  	H0043 U1	Test, Conduent	Test, Conduent	10/16/2024
  	Maria	Test, Conduent	Test, Conduent	11/26/2025
  	Maria G	Test, Conduent	Test, Conduent	09/24/2025
  	office visit	Test, Conduent	Test, Conduent	06/12/2025
  	Sarah E	Test, Conduent	Test, Conduent	08/12/2025
  	Template 2	Test, Conduent	Test, Conduent	05/01/2025
  	test	Test, Conduent	Test, Conduent	07/02/2025
  	Threeirons A	Test, Conduent	Test, Conduent	02/26/2026

Show entries

Showing 1 to 9 of 9 templates

Create Professional Claim Submission Template

Create Facility Claim Submission Template

Create Dental Claim Submission Template

Questions?

Professional Claim Submission

Creating a Professional Claim

Select the Billing Provider file.

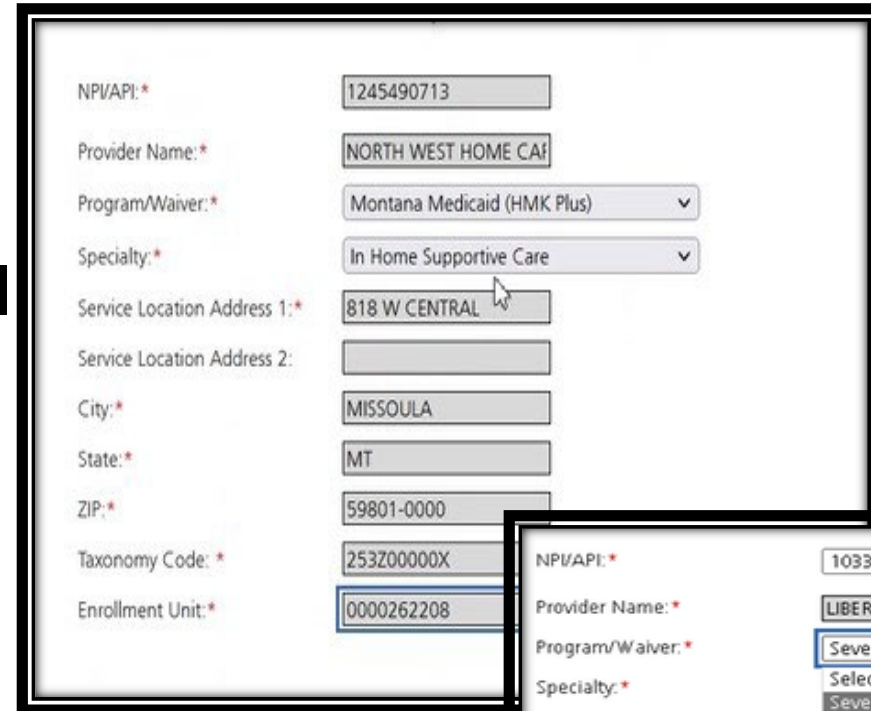
If you have multiple NPIs listed under Manage Billing Providers, The NPI/API field will have a drop down.

Select NPI.

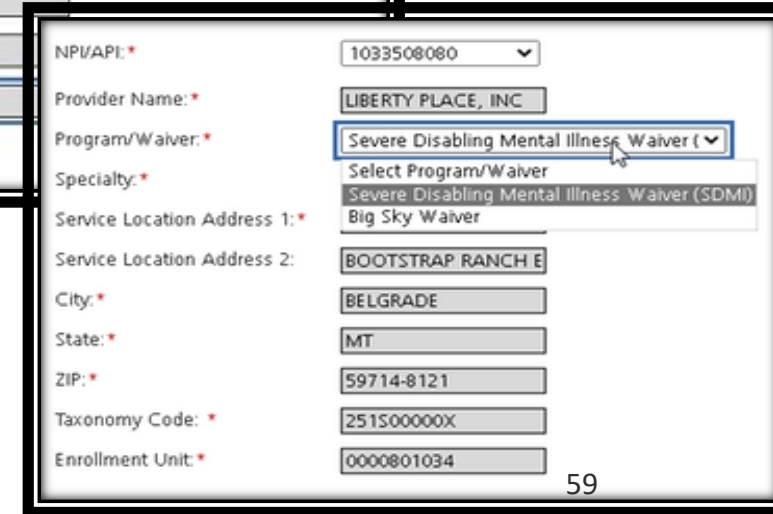
Select Program/Waiver.

Select Specialty.

Click **Save and Continue**.



NPI/API: *	1245490713
Provider Name: *	NORTH WEST HOME CAI
Program/Waiver: *	Montana Medicaid (HMK Plus) ▼
Specialty: *	In Home Supportive Care ▼
Service Location Address 1: *	818 W CENTRAL
Service Location Address 2:	
City: *	MISSOULA
State: *	MT
ZIP: *	59801-0000
Taxonomy Code: *	253Z00000X
Enrollment Unit: *	0000262208



NPI/API: *	1033508080 ▼
Provider Name: *	LIBERTY PLACE, INC
Program/Waiver: *	Severe Disabling Mental Illness Waiver (SDMI) ▼
Specialty: *	Severe Disabling Mental Illness Waiver (SDMI) ▼
Service Location Address 1: *	BOOTSTRAP RANCH E
Service Location Address 2:	
City: *	BELGRADE
State: *	MT
ZIP: *	59714-8121
Taxonomy Code: *	251S00000X
Enrollment Unit: *	0000801034

Creating a Professional Claim cont.

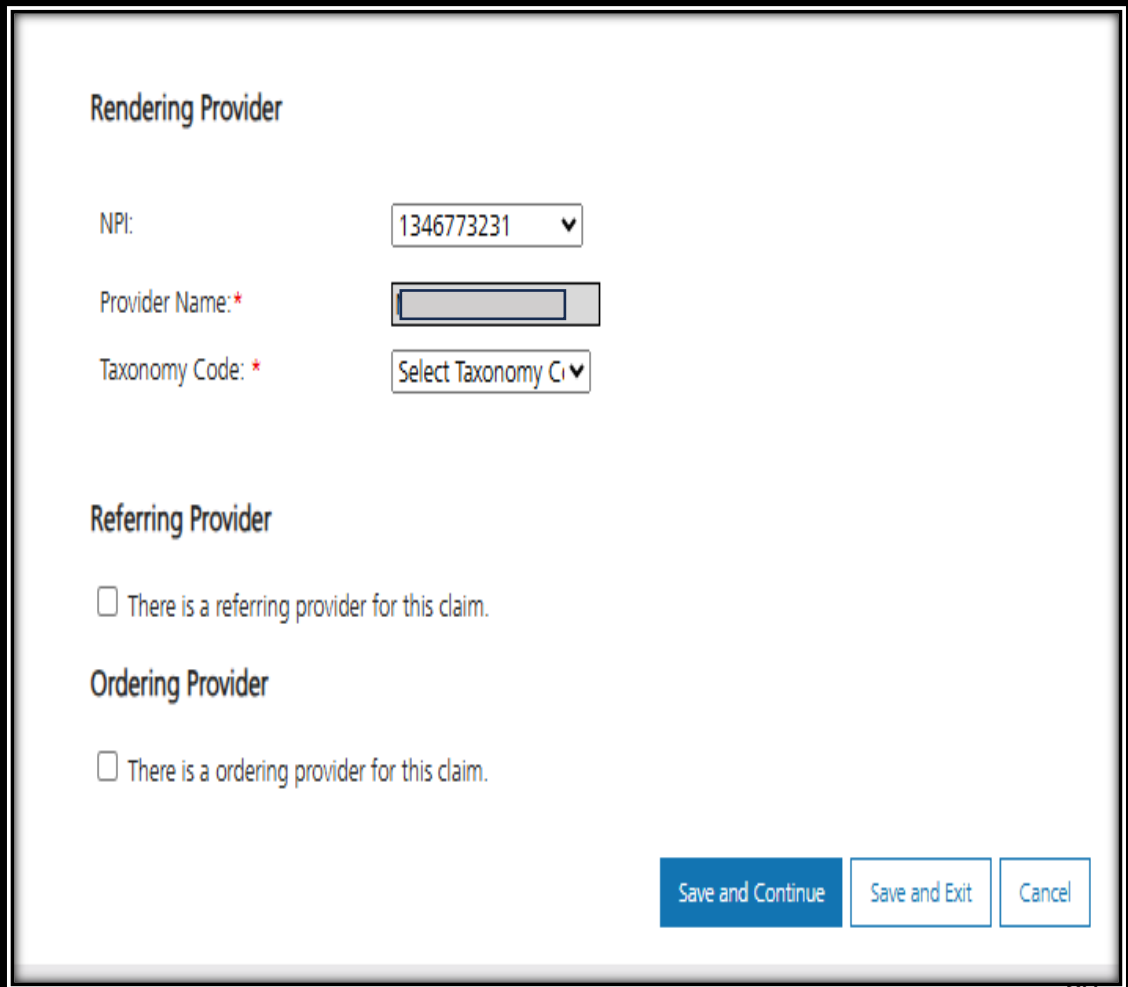
Select the Rendering Provider file.

If you have multiple NPIs listed under Affiliations, The NPI field will have a drop down.

Select NPI.

Select Specialty.

Click **Save and Continue**.



The screenshot shows a web form titled "Creating a Professional Claim cont." with the following sections:

- Rendering Provider**
 - NPI: A dropdown menu showing "1346773231".
 - Provider Name: A text input field with a red asterisk indicating it is required.
 - Taxonomy Code: A dropdown menu showing "Select Taxonomy C" with a red asterisk indicating it is required.
- Referring Provider**
 - ☐ There is a referring provider for this claim.
- Ordering Provider**
 - ☐ There is a ordering provider for this claim.

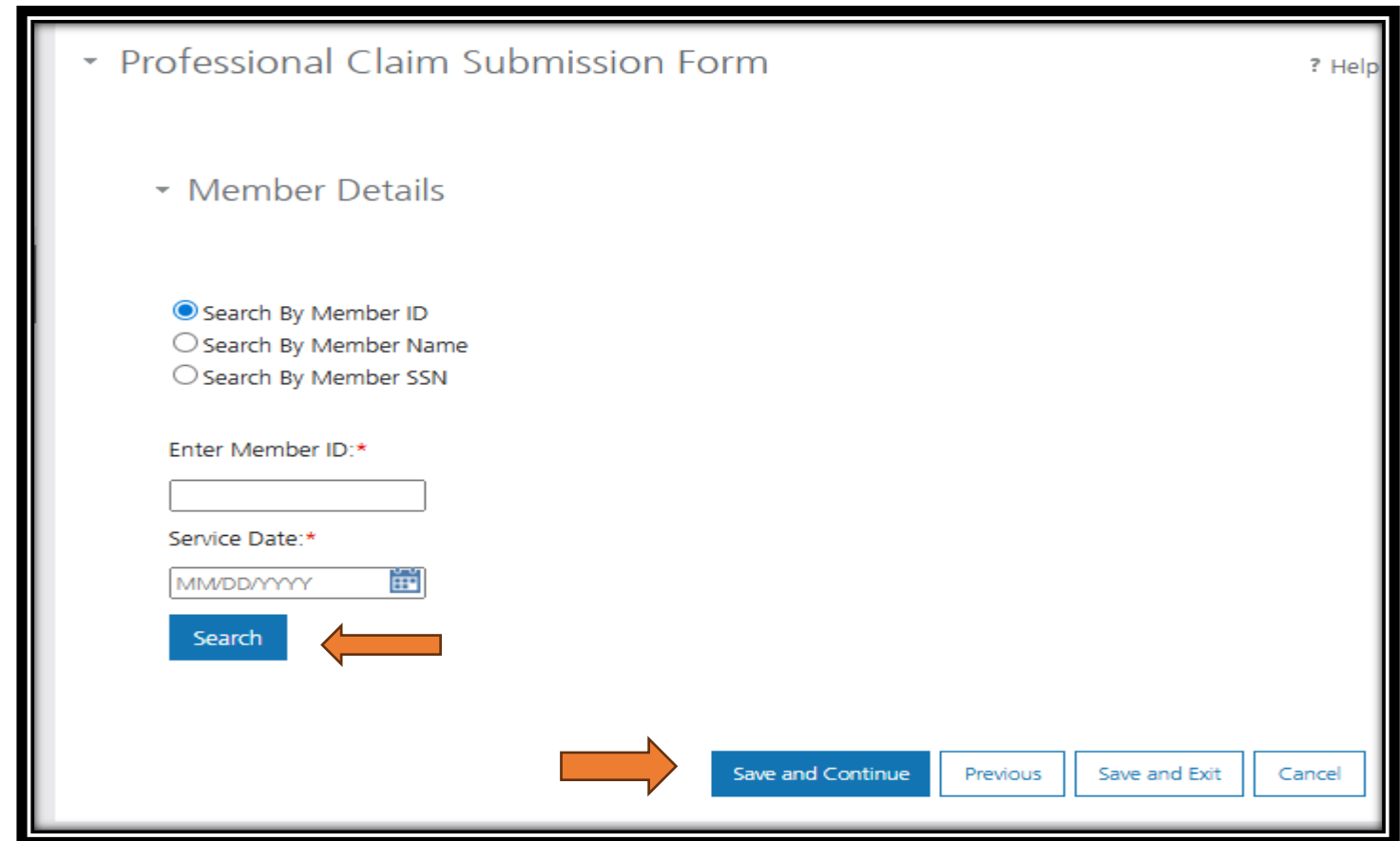
At the bottom right, there are three buttons: "Save and Continue" (blue), "Save and Exit" (white), and "Cancel" (white).

Creating a Professional Claim Cont.

Enter the member's MT Medicaid ID number and Date of Service.

Click **Search**.

When the member information populates, verify and click **Save and Continue**.



The screenshot displays the 'Professional Claim Submission Form' interface. At the top, there is a title bar with a dropdown arrow and the text 'Professional Claim Submission Form', and a 'Help' link on the right. Below the title bar, there is a section titled 'Member Details' with a dropdown arrow. Under 'Member Details', there are three radio button options: 'Search By Member ID' (which is selected), 'Search By Member Name', and 'Search By Member SSN'. Below these options, there are two required input fields: 'Enter Member ID: *' and 'Service Date: *'. The 'Enter Member ID' field is a text box, and the 'Service Date' field is a date picker showing 'MM/DD/YYYY'. Below the 'Enter Member ID' field, there is a blue 'Search' button. An orange arrow points to the 'Search' button. At the bottom of the form, there are four buttons: 'Save and Continue' (highlighted with an orange arrow), 'Previous', 'Save and Exit', and 'Cancel'.

Creating a Professional Claim Cont.

Complete the fields.

For instance, the diagnosis code, place of service, CPT code, modifier & diagnosis pointer, charges, units.

Claim Information

Note : Fields marked with an asterisk * are required.

Note : Do not include any decimals when entering Diagnosis Code Information. Enter at least first three (3) characters of a Diagnosis and/or Procedure code before utilizing the search icon.

Diagnosis Codes

Diagnosis Codes (ICD 10):

1 *	2	3	4	5	6
7	8	9	10	11	12

Claim Details

Note :  or  indicates all required fields for COB or NDC have been entered.

Note : Use a comma ", " if multiple values are needed in Modifier or Diagnosis Pointer fields.

From Date*	To Date*	POS*	CPT/ HCPCS Code*	Modifier	Diagnosis Pointer*	Charges*	Days or Units*	Type	COB	NDC	EPSDT	Emergency Service	Family Planning

Total Charges: \$

Note : Total Claim Lines are limited to a maximum of 50 for each submission.

Creating a Professional Claim Cont.

TIP: Any time there is a magnifying glass icon you can put in the beginning of the Diagnosis or CPT and it will give you options.

Diagnosis Codes

Diagnosis Codes (ICD 10):

1 *	2	3	4	5	6
7	8	9	10	11	12

Search Results

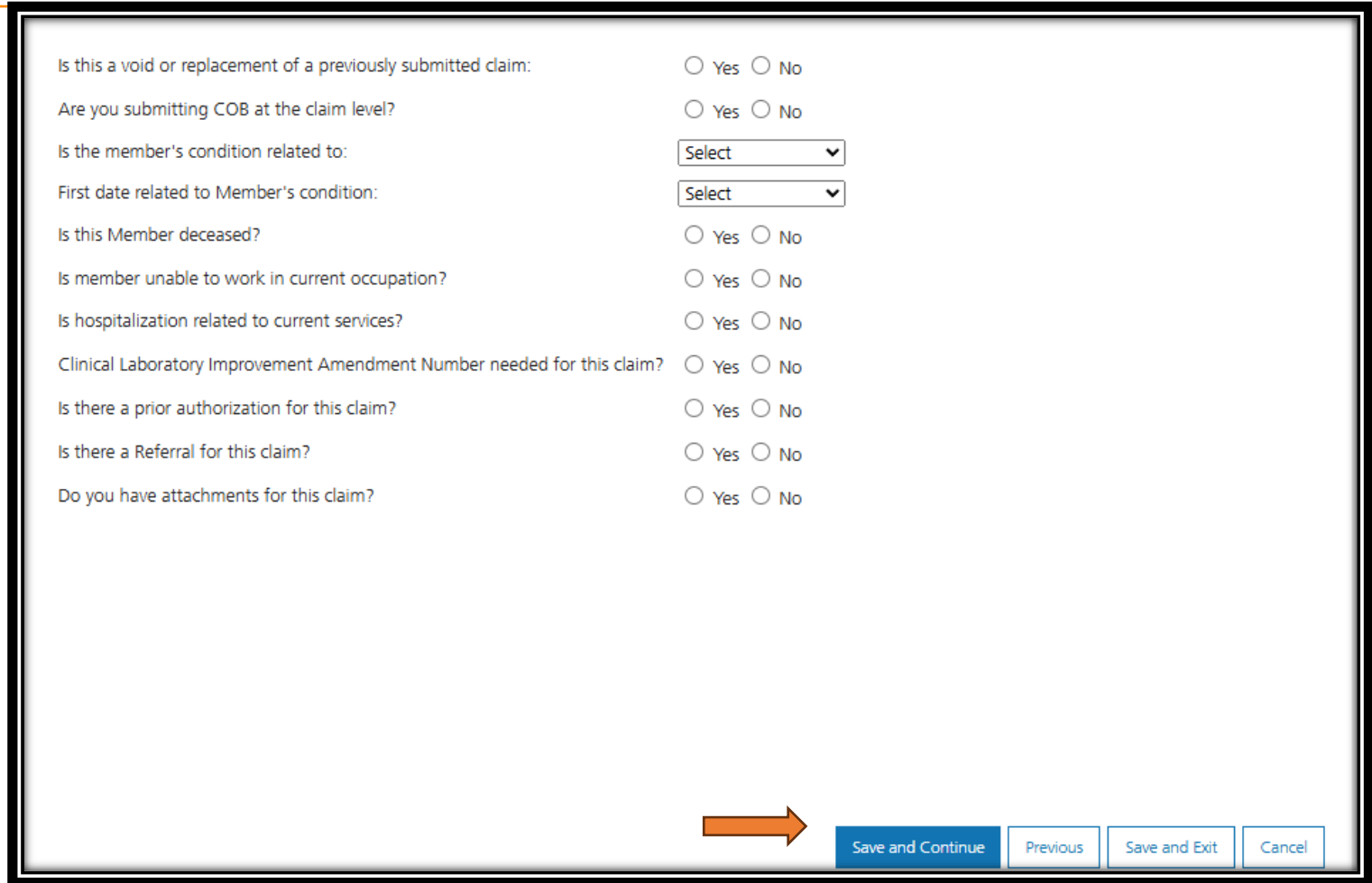
Code	Description
<u>F41</u>	Other anxiety disorders
<u>F410</u>	Panic disorder [episodic paroxysmal anxiety]
<u>F411</u>	Generalized anxiety disorder
<u>F413</u>	Other mixed anxiety disorders
<u>F418</u>	Other specified anxiety disorders
<u>F419</u>	Anxiety disorder, unspecified

MM/DD/YYYY	MM/DD/YYYY	Select			\$		UN	COB	NDC		☐	☐	☐	☐
MM/DD/YYYY	MM/DD/YYYY	Select			\$		UN	COB	NDC		☐	☐	☐	☐

Creating a Professional Claim Cont.

Answer all the questions at the bottom of the screen if applicable.

Click **Save and Continue**.



Is this a void or replacement of a previously submitted claim: ☐ Yes ☐ No

Are you submitting COB at the claim level? ☐ Yes ☐ No

Is the member's condition related to:

First date related to Member's condition:

Is this Member deceased? ☐ Yes ☐ No

Is member unable to work in current occupation? ☐ Yes ☐ No

Is hospitalization related to current services? ☐ Yes ☐ No

Clinical Laboratory Improvement Amendment Number needed for this claim? ☐ Yes ☐ No

Is there a prior authorization for this claim? ☐ Yes ☐ No

Is there a Referral for this claim? ☐ Yes ☐ No

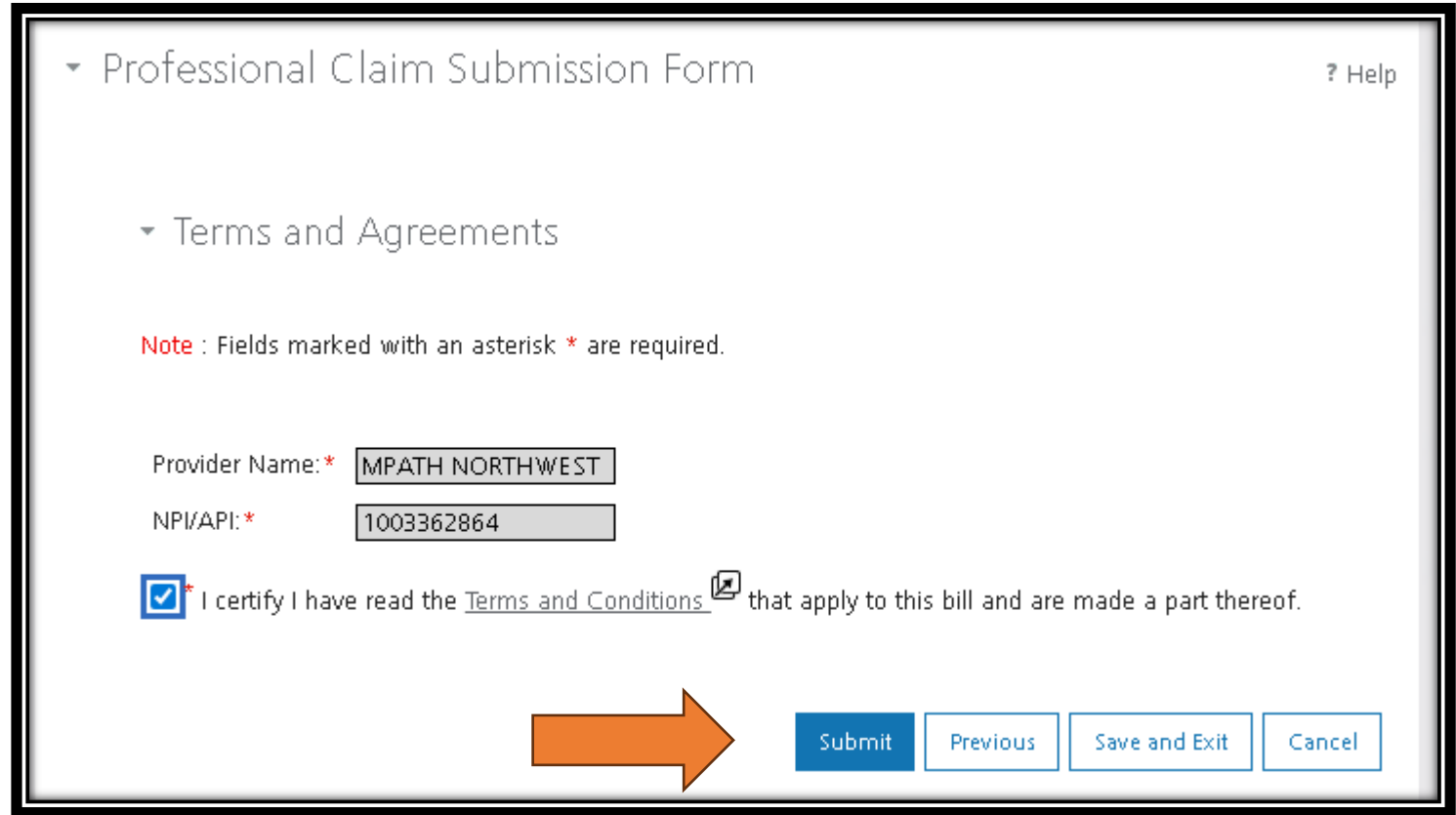
Do you have attachments for this claim? ☐ Yes ☐ No



Creating a Professional Claim Cont.

The last step is to certify that you have read the terms and agreement.

Click Submit.



The screenshot shows a web form titled "Professional Claim Submission Form" with a "? Help" link in the top right. Below the title is a section for "Terms and Agreements". A red note states: "Note : Fields marked with an asterisk * are required." The form contains two input fields: "Provider Name: *" with the value "MPATH NORTHWEST" and "NPI/API: *" with the value "1003362864". Below these is a checkbox labeled "I certify I have read the [Terms and Conditions](#) that apply to this bill and are made a part thereof." The checkbox is checked. At the bottom right, there are four buttons: "Submit", "Previous", "Save and Exit", and "Cancel". A large orange arrow points from the left towards the "Submit" button.

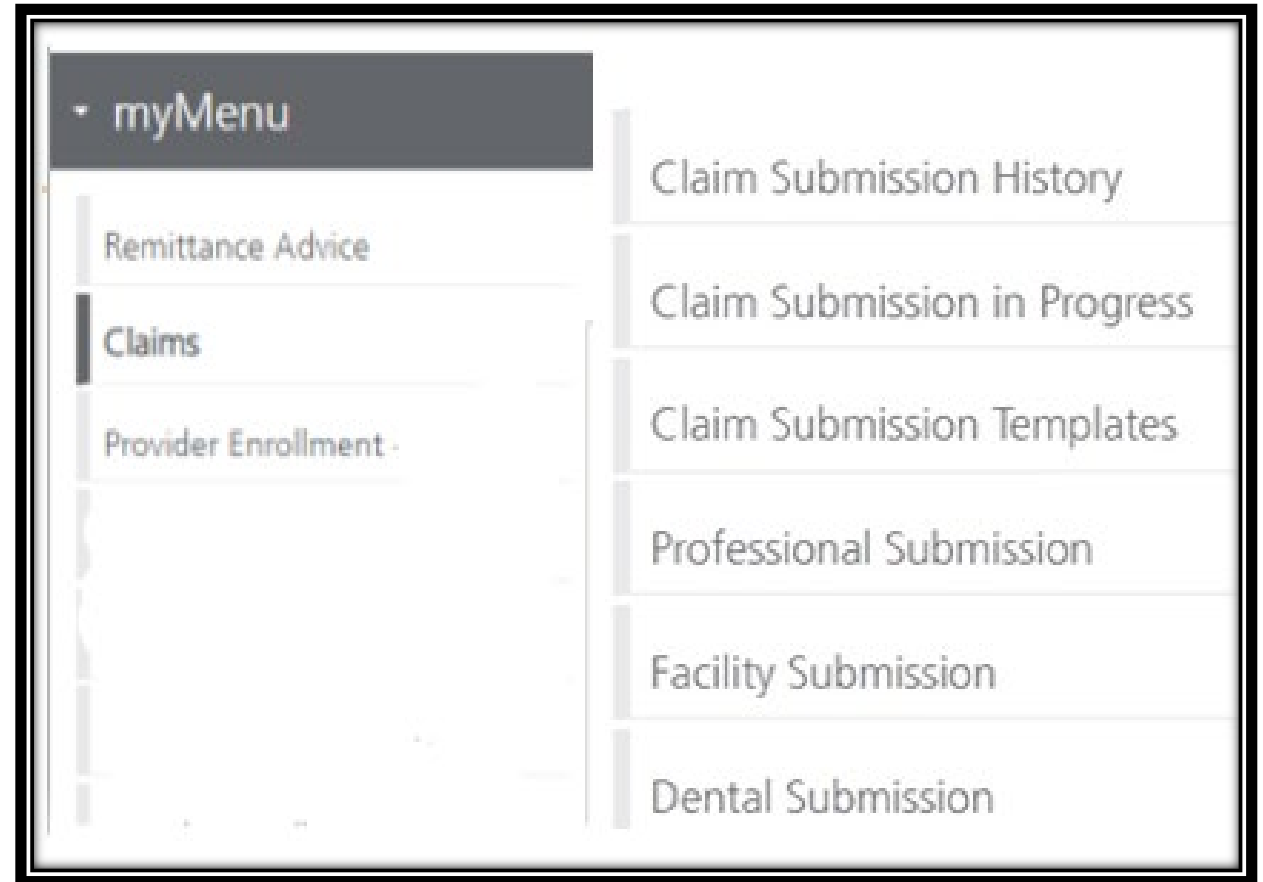
Facility Claim Submission

Facility Claim Submission Menu

Under myMenu, without clicking, place your curser on the **Claims** tab.

A side menu with submission options will appear.

Choose the **Facility Submission** Option

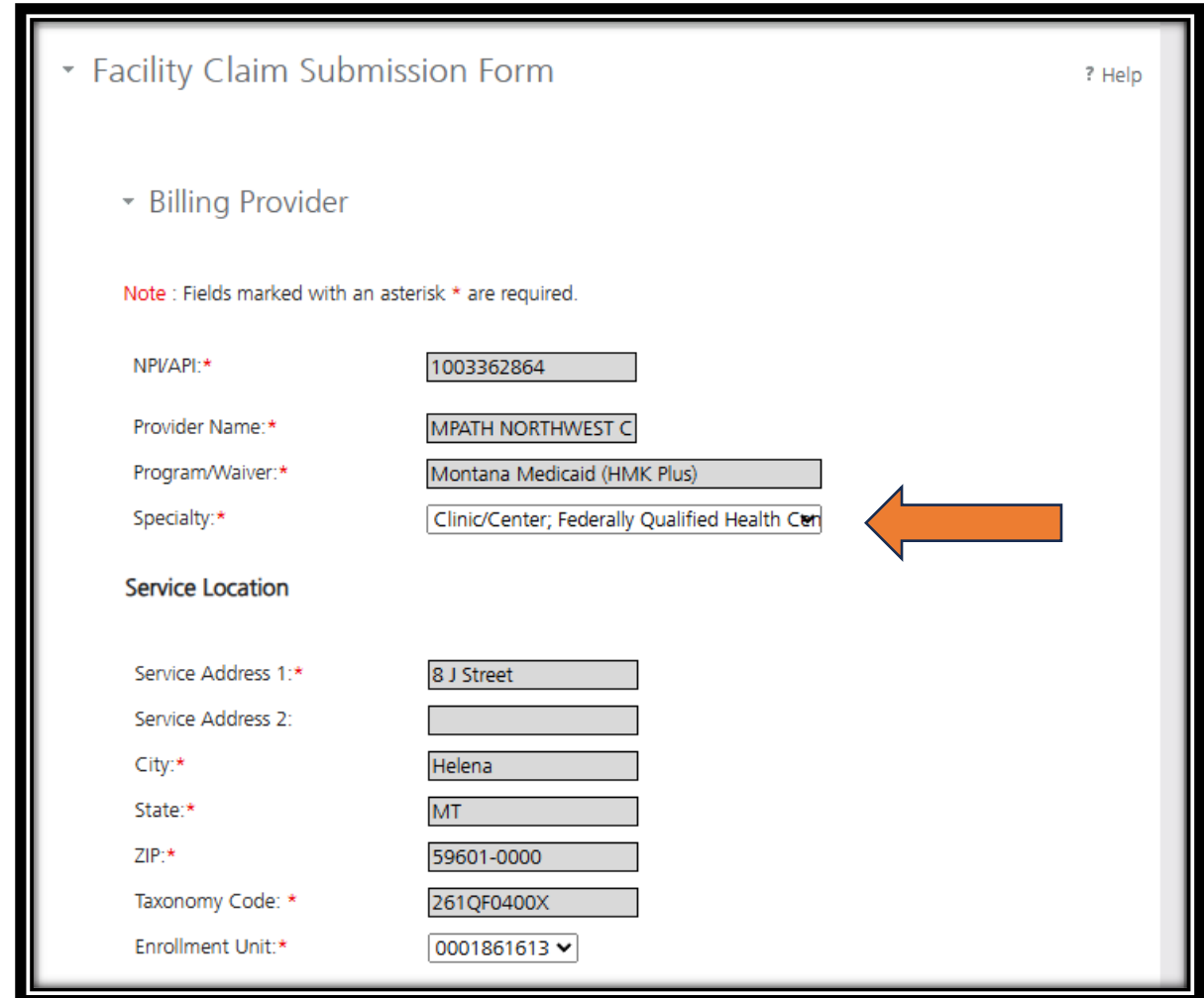


Facility Claim Submission

The first step is choosing your Billing Provider, Program and Specialty.

If the facility has multiple specialities at the location, you will have a drop down to choose from.

Tip: Review what you have selected.



Facility Claim Submission Form Help

Billing Provider

Note : Fields marked with an asterisk * are required.

NPV/API: * 1003362864

Provider Name: * MPATH NORTHWEST C

Program/Waiver: * Montana Medicaid (HMK Plus)

Specialty: * Clinic/Center, Federally Qualified Health Cen 

Service Location

Service Address 1: * 8 J Street

Service Address 2:

City: * Helena

State: * MT

ZIP: * 59601-0000

Taxonomy Code: * 261QF0400X

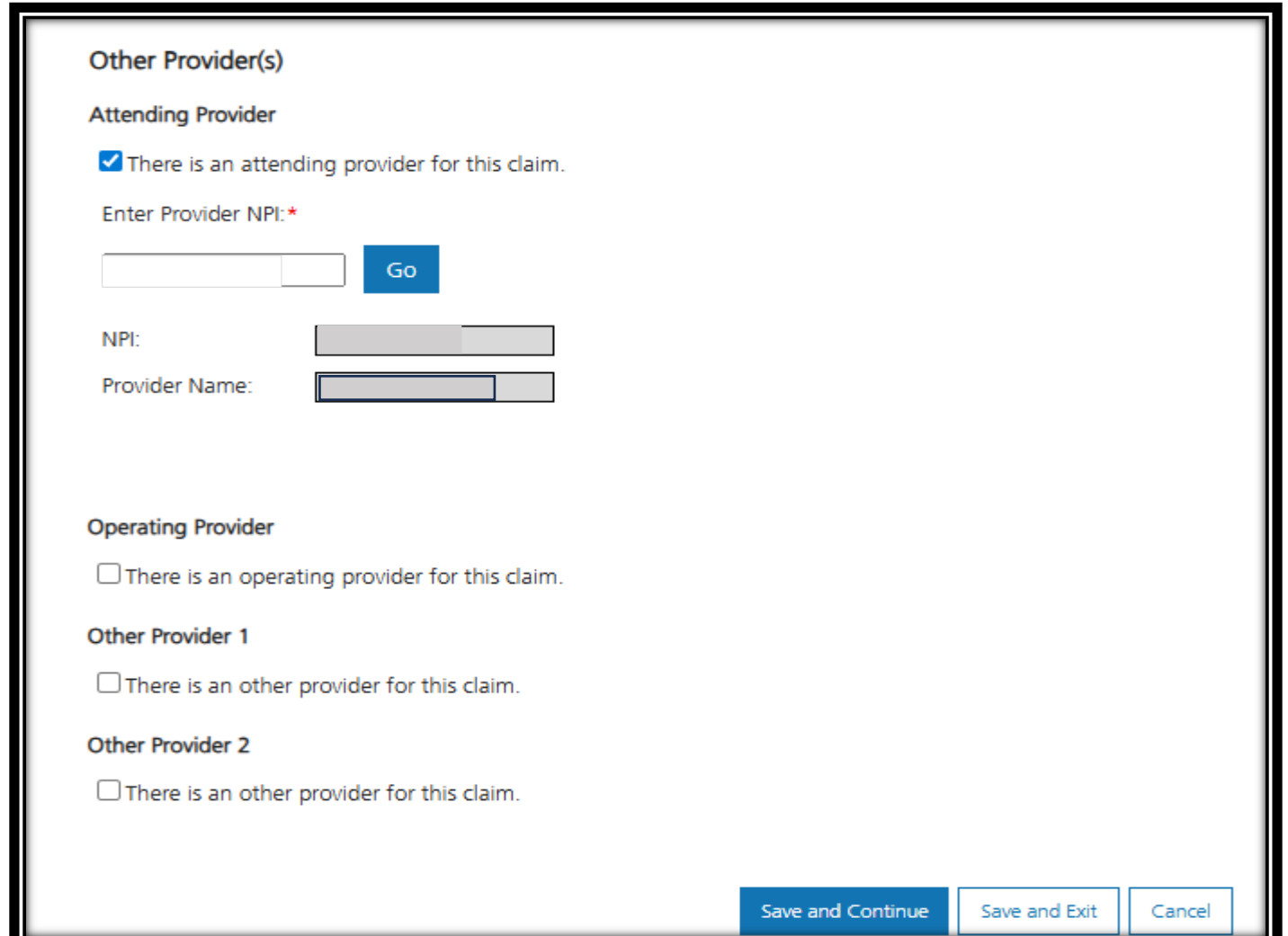
Enrollment Unit: * 0001861613 ▼

Facility Claim Submission Continued

The second step is clicking provider(s) to add.

Put in the NPI, click GO.

Save and continue.



The screenshot shows a web form titled "Other Provider(s)". Under the "Attending Provider" section, there is a checked checkbox "There is an attending provider for this claim." followed by the text "Enter Provider NPI: *". Below this is a text input field for the NPI, a "Go" button, and a label "NPI:" with a corresponding input field. Below that is a label "Provider Name:" with a corresponding input field. The "Operating Provider" section has an unchecked checkbox "There is an operating provider for this claim.". The "Other Provider 1" section has an unchecked checkbox "There is an other provider for this claim.". The "Other Provider 2" section has an unchecked checkbox "There is an other provider for this claim.". At the bottom right, there are three buttons: "Save and Continue", "Save and Exit", and "Cancel".

Other Provider(s)

Attending Provider

☒ There is an attending provider for this claim.

Enter Provider NPI: *

NPI:

Provider Name:

Operating Provider

☐ There is an operating provider for this claim.

Other Provider 1

☐ There is an other provider for this claim.

Other Provider 2

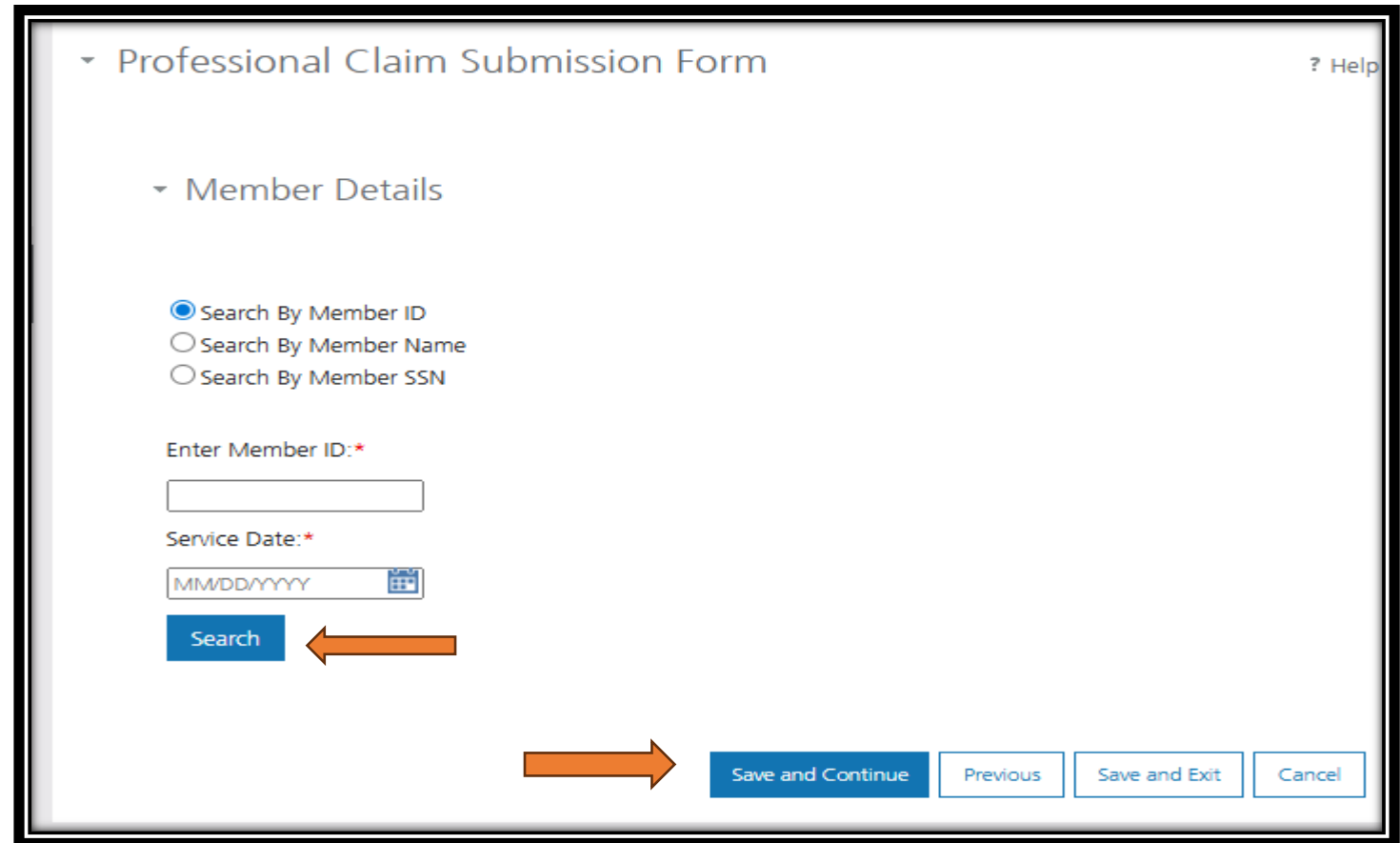
☐ There is an other provider for this claim.

Creating a Facility Claim Cont.

Enter the member's MT Medicaid ID number and Date of Service.

Click **Search**.

When the member information populates, verify and click **Save and Continue**.



The screenshot displays the 'Professional Claim Submission Form' interface. Under the 'Member Details' section, there are three radio button options for searching: 'Search By Member ID' (selected), 'Search By Member Name', and 'Search By Member SSN'. Below these are two required input fields: 'Enter Member ID: *' and 'Service Date: *'. The 'Service Date' field includes a calendar icon. A blue 'Search' button is positioned below the input fields, with an orange arrow pointing to it from the right. At the bottom right of the form, there are four buttons: 'Save and Continue' (highlighted with an orange arrow from the left), 'Previous', 'Save and Exit', and 'Cancel'.

Creating a Facility Claim Cont.

Answer all the questions with the red asterisk.

Read the notes about the bill types and adjustments.

Fill out appropriate required information.

Facility Claim Submission Form

? Help

Claim Information

Note : Fields marked with an asterisk * are required.

Note : Type of Bill value field is 4 character code with the first value always being zero. To void or replace a claim, enter the original submitted Type of Bill, change the last digit to 8 (Void) or 7 (Replacement) and enter the 17-digit MMIS ICN in the Original MMIS ICN field.

Type of Bill:*

Inpatient or Outpatient:*

Statement Period From:*

Statement Period Through:*

Select

MM/DD/YYYY

MM/DD/YYYY

Admission Date:

Admission Hour:

Admission Type: *

Source of Admission:*

Discharge Hour:

Member Discharge Status:*

MM/DD/YYYY

Select

Select

Note : Changing only the Type of Bill on the claim cannot be done via electronic adjustment. This must be done using the Individual Adjustment Request.

Creating a Facility Claim Cont.

Fill out the optional
fields where applicable.

Tip: if you click on the
? The application give
you helpful info.

Condition Codes ?

Condition Codes:

Accident State:

Select

Occurrence Codes

Occurrence Code:

Date:

MM/DD/YYYY

Occurrence Code:

Date:

MM/DD/YYYY

Occurrence Code:

Date:

MM/DD/YYYY

Occurrence Code:

Date:

MM/DD/YYYY

Occurrence Span Codes

Occurrence Span Code:

From:

MM/DD/YYYY

Through:

MM/DD/YYYY

Occurrence Span Code:

From:

MM/DD/YYYY

Through:

MM/DD/YYYY

Occurrence Span Code:

From:

MM/DD/YYYY

Through:

MM/DD/YYYY

Occurrence Span Code:

From:

MM/DD/YYYY

Through:

MM/DD/YYYY

To report Personal Resource Amount for a skilled Nursing Facility claim enter Value Code 31 and enter the dollar amount into the Amount/Days field.

Value Codes ?

Creating a Facility Claim Cont.

Fill out the body of the claim. The asterisk field are required.

Please read notes for tips.

Tip: if you are unsure of the exact information for each field. Click on the **Magnifying Glass Icon**, and the application give you helpful info.

Claim Details

Note :  indicates all required fields for NDC have been entered.

Note : Use a comma " , " if multiple values are needed in Modifier field.

Revenue Code:*	HCPCS Code:	Modifier:	From Date:*	To Date:*	Service Units:*	NDC:	Total Charges:*

Total Charges:

Note : Do not include any decimals when entering Diagnosis Code Information. Enter at least first three (3) characters of a Diagnosis and/or Procedure code before utilizing the search icon.

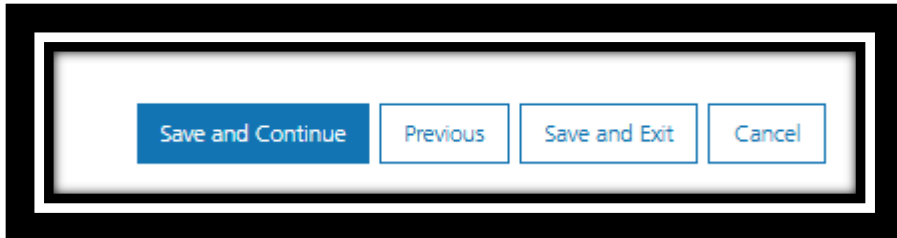
Primary Diagnosis Code: * Present on Admission: * Diagnosis Related Groups(DRG):

Note : Primary Diagnosis Code should not be repeated within the listed Other Diagnosis Codes.

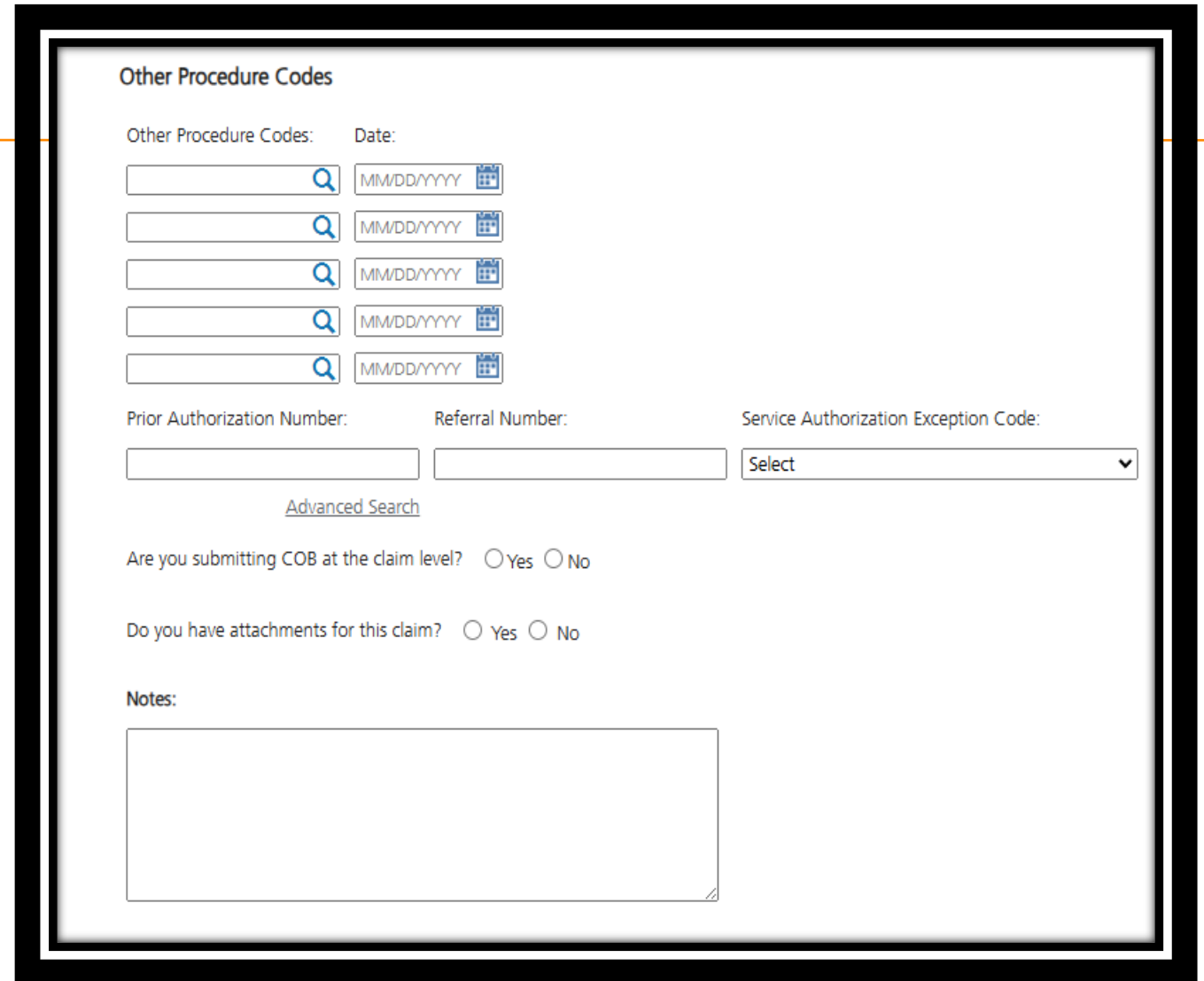
Creating a Facility Claim Cont.

Fill out the other
procedure codes and
other fields.

Save and continue.



Save and Continue Previous Save and Exit Cancel



Other Procedure Codes

Other Procedure Codes: Date:

MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY

Prior Authorization Number: Referral Number: Service Authorization Exception Code:

Select

[Advanced Search](#)

Are you submitting COB at the claim level? ☐ Yes ☐ No

Do you have attachments for this claim? ☐ Yes ☐ No

Notes:

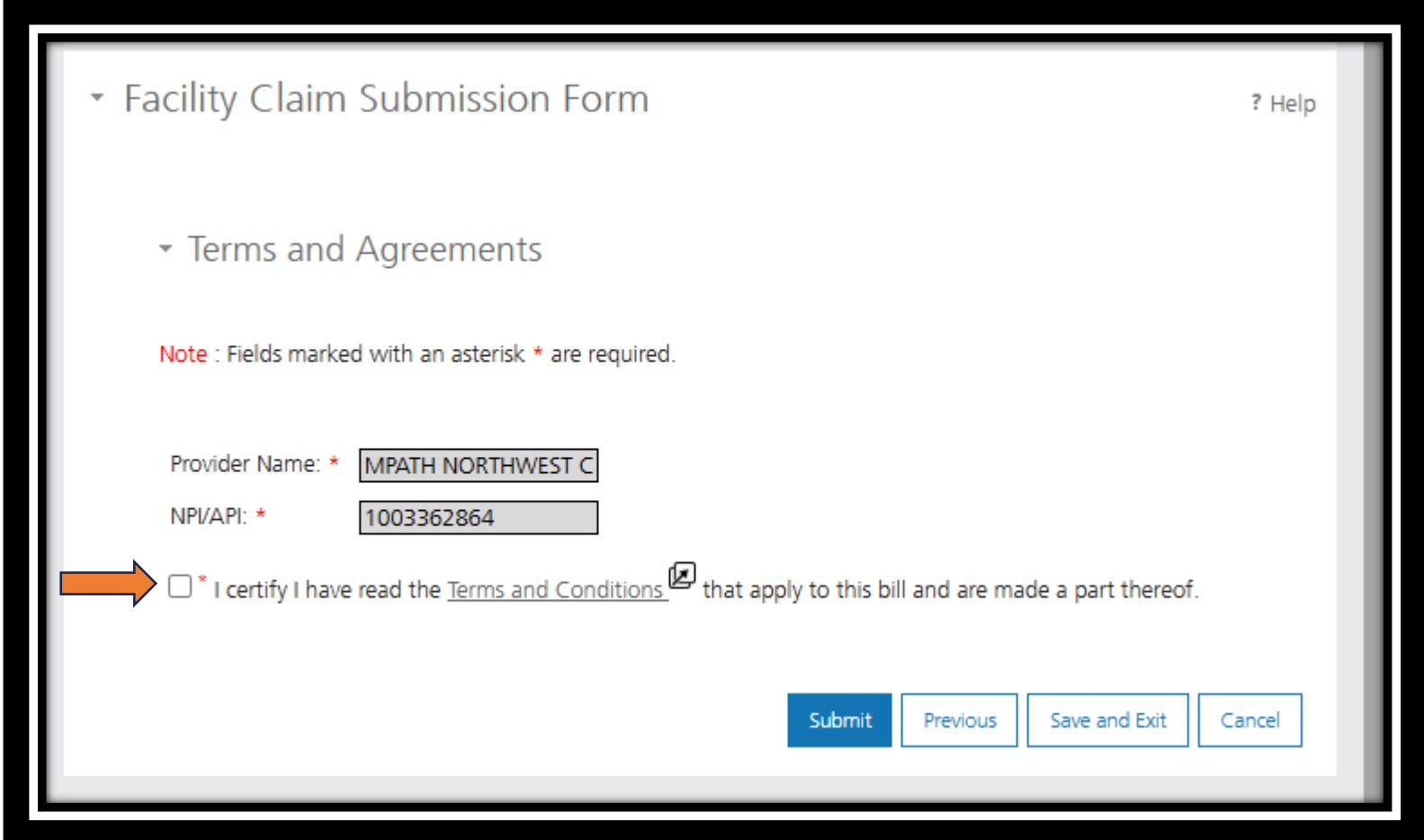
Creating a Facility Claim Cont.

The last step is to click the I certify box. Click the Terms and Conditions if you would like to read the Terms and agreements.

Submit.

After submitting your claim, there will be a thank you for submitting and confirmation number and a print icon.

Print or save.



The screenshot shows a web form titled "Facility Claim Submission Form" with a "? Help" link in the top right. Below the title is a section for "Terms and Agreements". A red note states: "Note : Fields marked with an asterisk * are required." There are two input fields: "Provider Name: *" containing "MPATH NORTHWEST C" and "NPI/API: *" containing "1003362864". Below these is a checkbox with an orange arrow pointing to it, followed by the text: "* I certify I have read the [Terms and Conditions](#) that apply to this bill and are made a part thereof." At the bottom right are four buttons: "Submit" (blue), "Previous" (light blue), "Save and Exit" (light blue), and "Cancel" (light blue).

Questions?

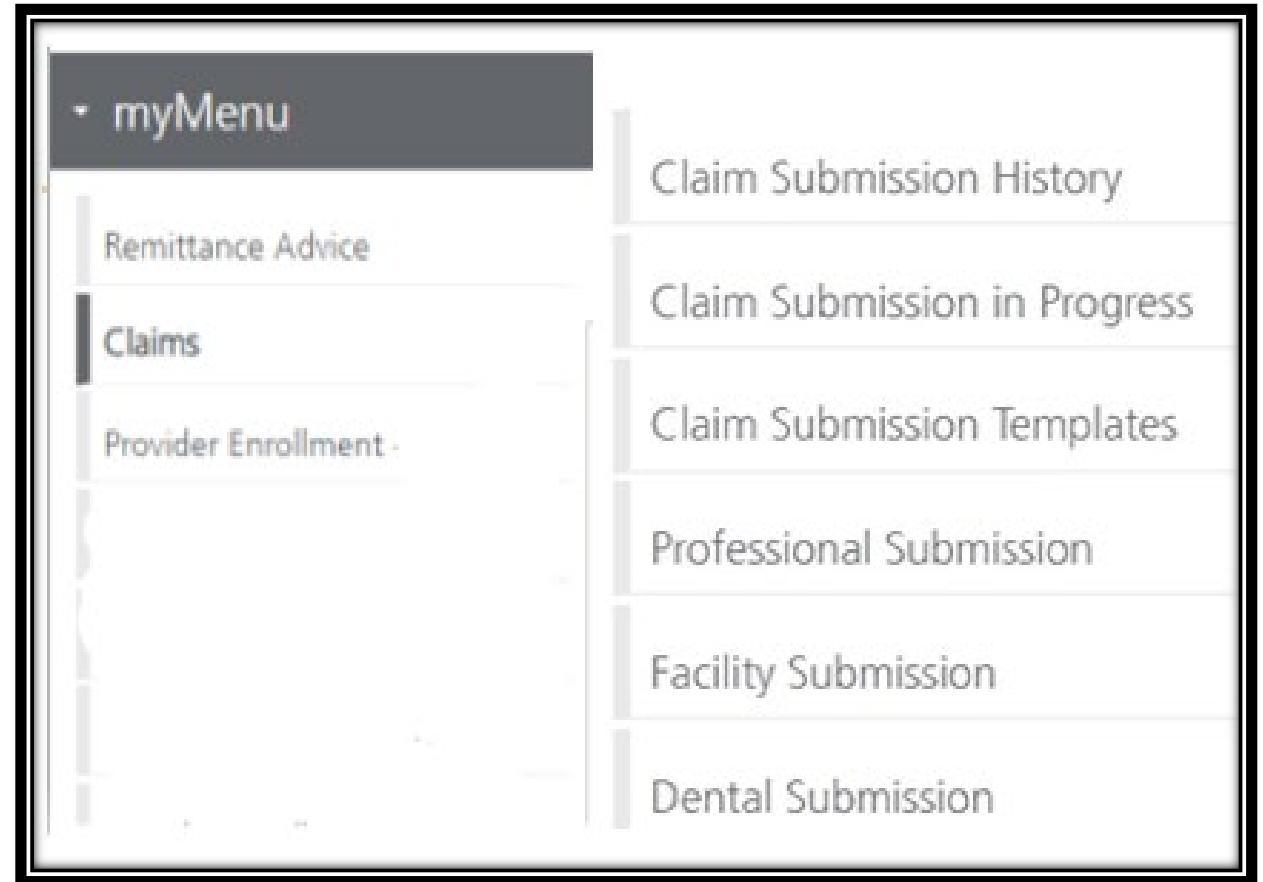
Dental Claim Submission

Dental Claim Submission Menu

Under myMenu, without clicking, place your curser on the **Claims** tab.

A side menu with submission options will appear.

Choose the **Dental Submission** Option



Creating a Dental Claim

Select the Billing Provider file.

If you have multiple NPIs listed under Manage Billing Providers, The NPI/AP field will have a drop down.

Select NPI.

Select Program/Waiver.

Select Specialty.

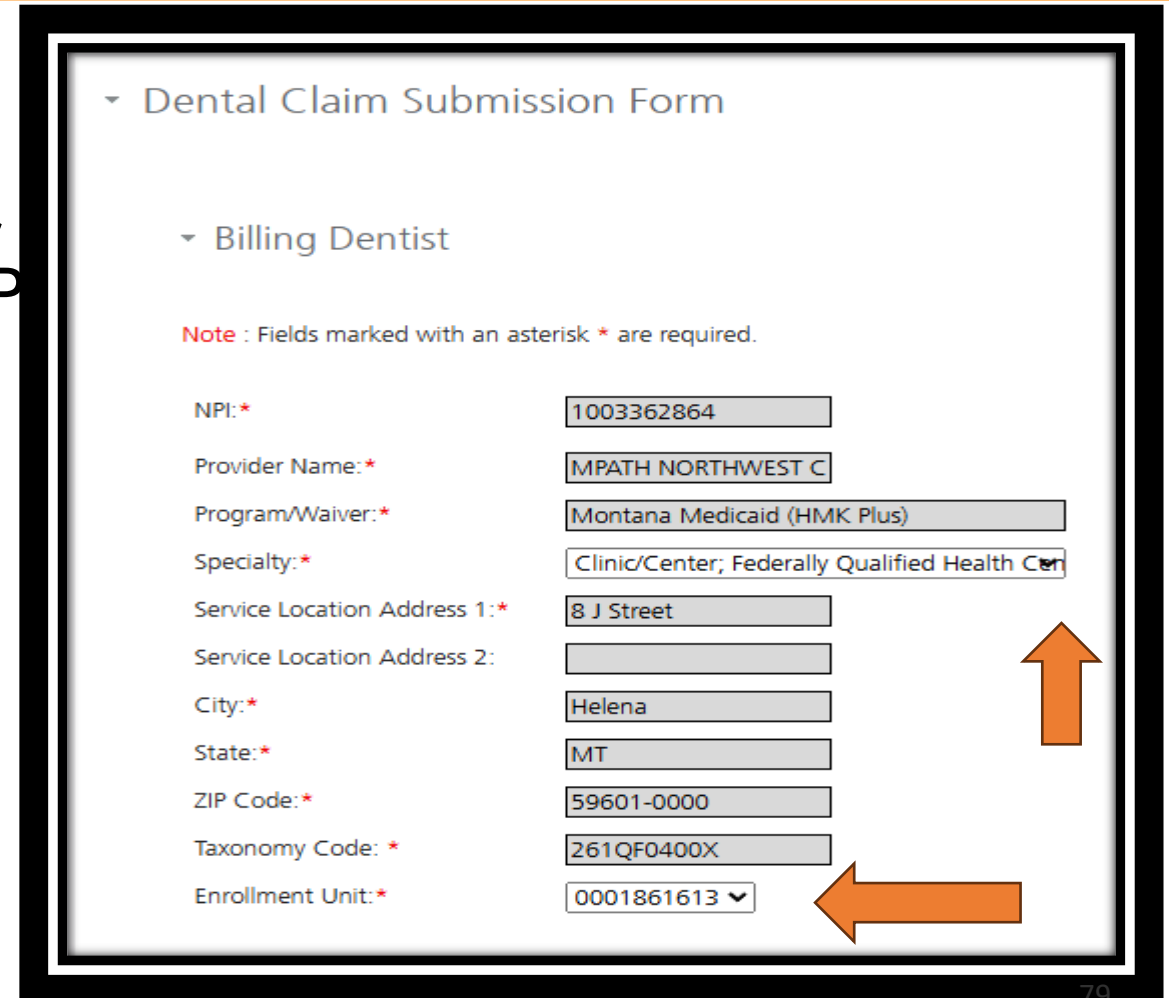
Enrollment Unit.

▼ Dental Claim Submission Form

▼ Billing Dentist

Note : Fields marked with an asterisk * are required.

NPI: *	1003362864
Provider Name: *	MPATH NORTHWEST C
Program/Waiver: *	Montana Medicaid (HMK Plus)
Specialty: *	Clinic/Center; Federally Qualified Health Cen
Service Location Address 1: *	8 J Street
Service Location Address 2:	
City: *	Helena
State: *	MT
ZIP Code: *	59601-0000
Taxonomy Code: *	261QF0400X
Enrollment Unit: *	0001861613 ▼

The screenshot shows a web form titled "Dental Claim Submission Form" with a sub-section "Billing Dentist". A note indicates that fields marked with an asterisk are required. The form contains several text input fields and one dropdown menu. Two orange arrows are overlaid on the form: one points upwards to the "Specialty" field, and another points leftwards to the "Enrollment Unit" dropdown menu.

Creating a Dental Claim cont.

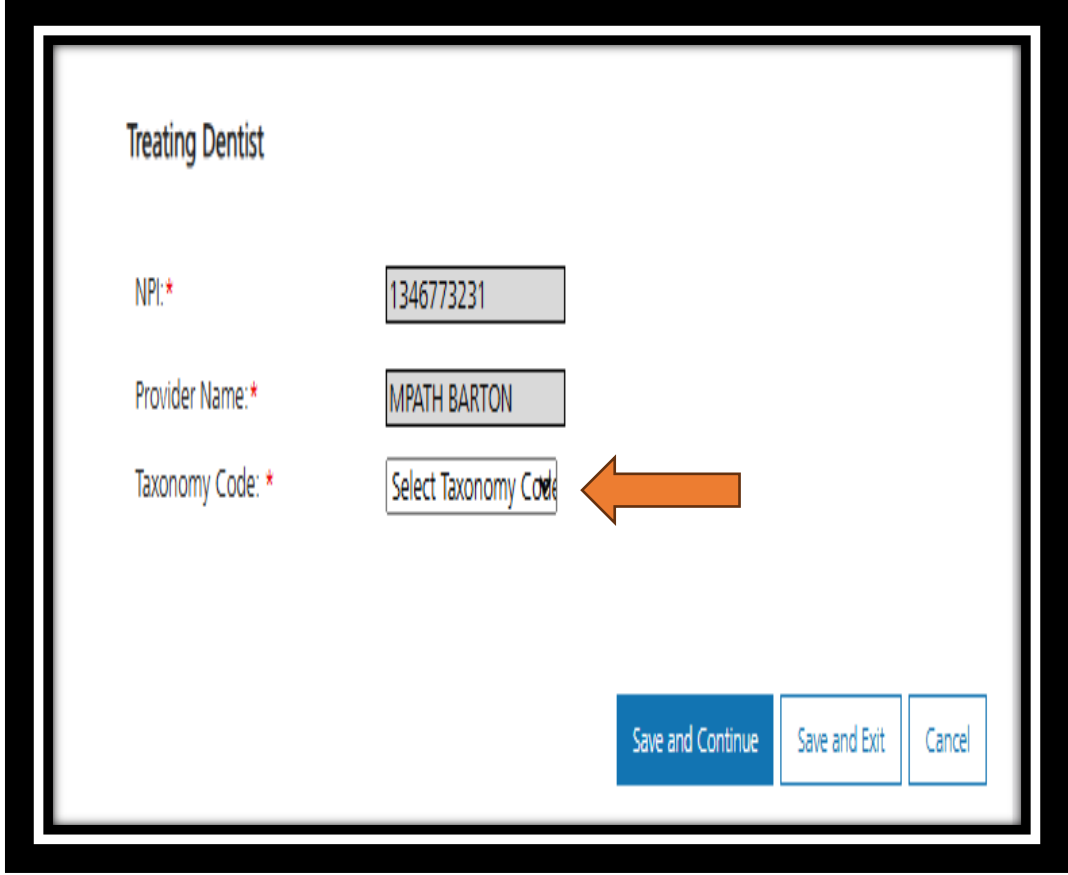
Select the Treating Provider.

If you have multiple NPIs listed under Affiliations, The NPI field will have a drop down.

Select NPI.

Select Specialty.

Click **Save and Continue**.



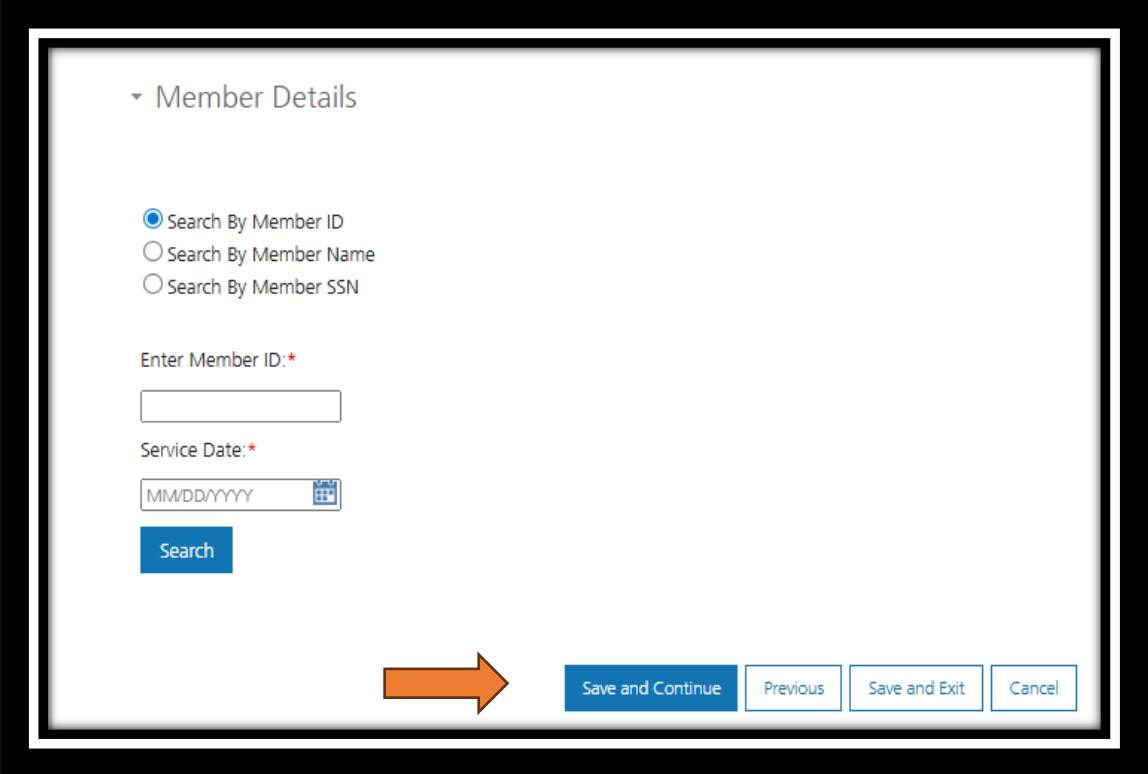
The screenshot shows a form titled "Treating Dentist" with three input fields: "NPI: *" containing "1346773231", "Provider Name: *" containing "MPATH BARTON", and "Taxonomy Code: *" containing "Select Taxonomy Code". An orange arrow points to the "Taxonomy Code" field. At the bottom right are three buttons: "Save and Continue" (blue), "Save and Exit" (white with blue border), and "Cancel" (white with blue border).

Creating a Dental Claim cont.

Enter the member's MT
Medicaid ID number and Date
of Service.

Click **Search**.

When the member information
populates, verify and click
Save and Continue.



▼ Member Details

☒ Search By Member ID
☐ Search By Member Name
☐ Search By Member SSN

Enter Member ID:*

Service Date:*





Creating a Dental Claim cont.

Read the notes for tips in completing the claim.

Complete required fields, Procedure Date, Procedure Code, Quantity, and Fee.

▼ Claim Information

Note : Do not include any decimals when entering Diagnosis Code Information. Enter at least first three (3) characters of a Diagnosis and/or Procedure code before utilizing the search icon.

Note : Fields marked with an asterisk * are required.

Record of services provided

Note :  indicates all required fields of COB have been entered.

Note : Use a comma ", " if multiple values are needed in Area of Oral Cavity, Tooth Number(s) or Letter(s), and Tooth Surface fields.

Procedure Date*	Area of Oral Cavity	Tooth Number(s) or Letter(s)	Tooth Surface	Procedure Code*	Diagnosis Code Pointer	Quantity*	COB	Fee*
MM/DD/YYYY 							COB	
MM/DD/YYYY 							COB	
MM/DD/YYYY 							COB	
MM/DD/YYYY 							COB	
MM/DD/YYYY 							COB	
MM/DD/YYYY 							COB	
MM/DD/YYYY 							COB	
MM/DD/YYYY 							COB	
MM/DD/YYYY 							COB	

Total Charges: \$

Creating a Dental Claim Cont.

The Diagnosis and Missing teeth sections have no asterisk.

Answer the required information with red asterisk in Ancillary Claim/Treatment Information.

Click **Save and Continue**.

Diagnosis Codes

Diagnosis Codes (ICD 10): 1 2 3 4

Missing Teeth Information

Click to highlight each missing tooth

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17

Ancillary Claim/Treatment Information

Is this a void or replacement of a previously submitted claim: ☐ Yes ☐ No

Are there EPSDT services for this claim? ☐ Yes ☐ No

Are you submitting COB at the claim level? ☐ Yes ☐ No

Place of Treatment:*

Is this Treatment or Orthodontics:*

Replacement of Prosthesis: ☐ Yes ☐ No

Treatment Resulting From:

Predetermination Number:

Prior Authorization Number:

[Advanced Search](#)

Do you have attachments for this claim? ☐ Yes ☐ No

Notes:

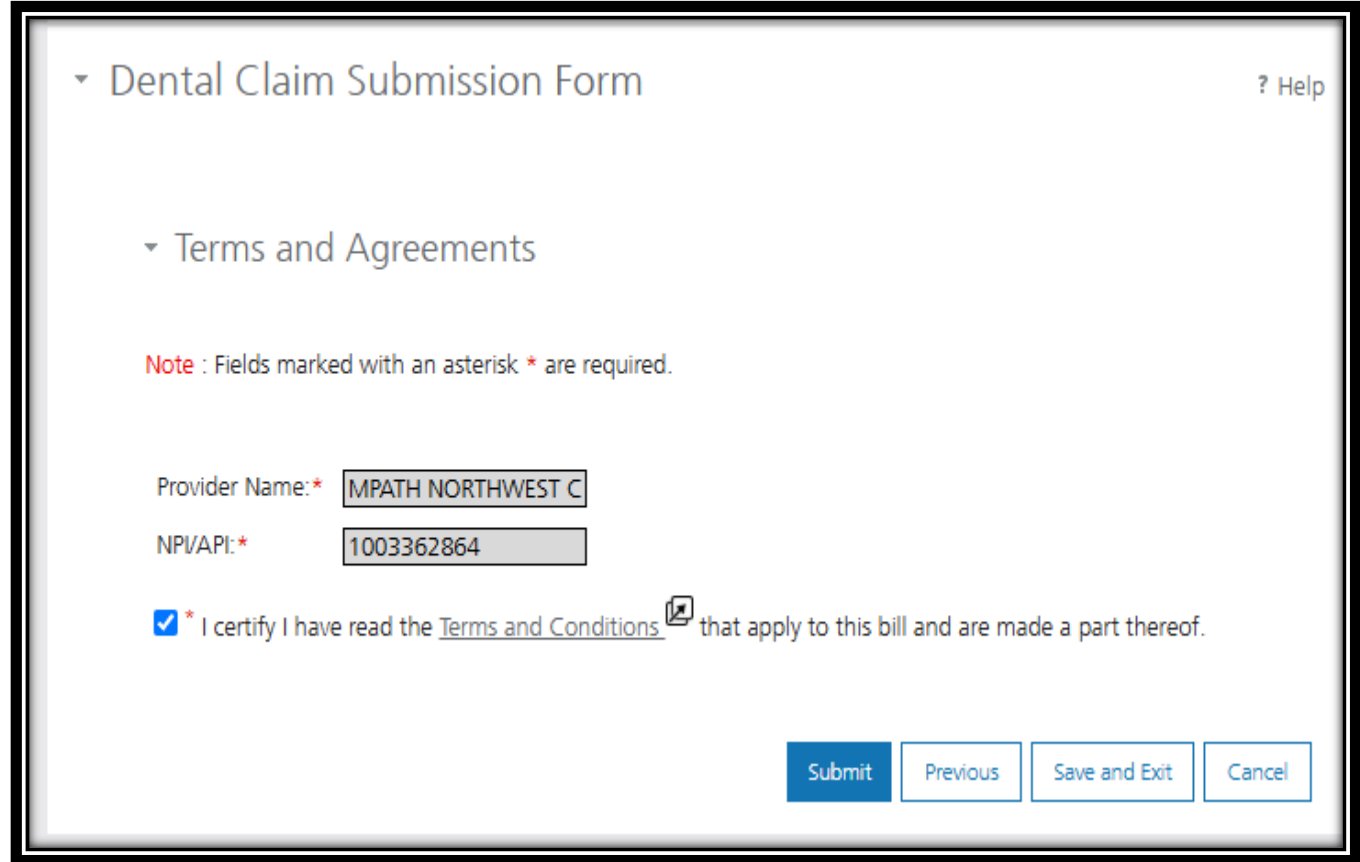
Creating a Dental Claim Cont.

The last step is to click the I certify box. Click the Terms and Conditions if you would like to read the Terms and agreements.

Submit.

After submitting your claim, there will be a thank you for submitting and confirmation number and a print icon.

Print or save.



The screenshot shows a web form titled "Dental Claim Submission Form" with a "? Help" link in the top right. Below the title is a section for "Terms and Agreements". A red note states: "Note : Fields marked with an asterisk * are required." There are two input fields: "Provider Name:*" containing "MPATH NORTHWEST C" and "NPI/API:*" containing "1003362864". Below these is a checkbox labeled "I certify I have read the [Terms and Conditions](#) that apply to this bill and are made a part thereof." The checkbox is checked. At the bottom right are four buttons: "Submit" (blue), "Previous" (white), "Save and Exit" (white), and "Cancel" (white).

▼ Dental Claim Submission Form ? Help

▼ Terms and Agreements

Note : Fields marked with an asterisk * are required.

Provider Name:*

NPI/API:*

☒ * I certify I have read the [Terms and Conditions](#) that apply to this bill and are made a part thereof.

Claims Body Questions

Claim Information Questions

The next slides are a highlight of the question that might be applicable to your claim.

There is a section for Adjustments later in the PowerPoint

Claim Adjustment Question

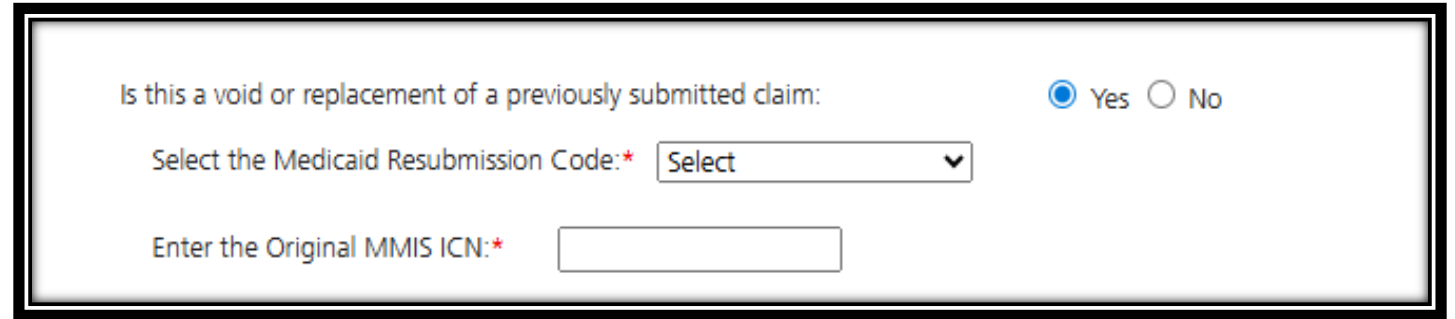
Select Yes to complete a claim adjustment.

TIP: An adjustment can only be done on a **PAID** claim.

A denied claim resubmit a clean claim.

Select Replacement or Void claim.

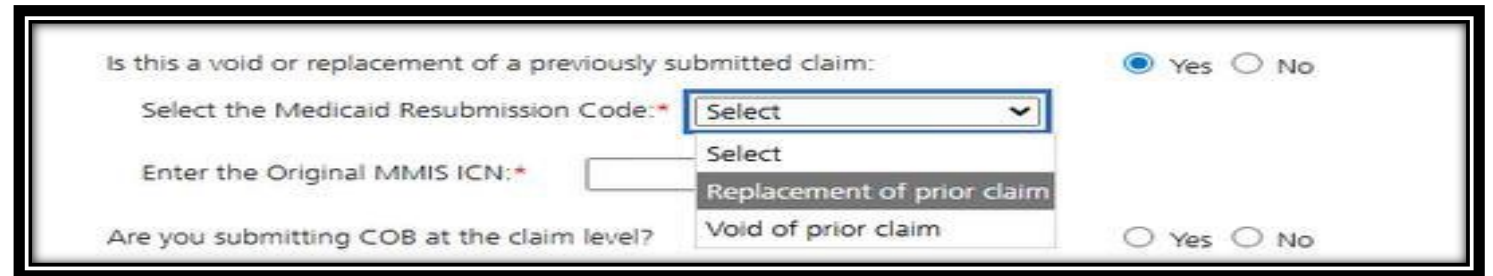
Enter Original ICN.



Is this a void or replacement of a previously submitted claim: ☒ Yes ☐ No

Select the Medicaid Resubmission Code:*

Enter the Original MMIS ICN:*



Is this a void or replacement of a previously submitted claim: ☒ Yes ☐ No

Select the Medicaid Resubmission Code:*

Enter the Original MMIS ICN:*

Are you submitting COB at the claim level? ☐ Yes ☐ No

Replacement of prior claim

Primary Insurance EOB

- Answer Yes to this question, only if you have received payment from a primary insurance. Do not use for Medicare payments.
- If you have a primary EOB but they did not pay, do not use this screen.
- For Medicare payments or Zero payment EOBs, skip this step and proceed to the attachment question.

Are you submitting COB at the claim level? ☒ Yes ☐ No

Primary Payer			Secondary Payer		
Insurance Type:*	Select	▼	Insurance Type:	Select	▼
Carrier Name:*			Carrier Name:		
Carrier Code:			Carrier Code:		
Subscriber First Name:*			Subscriber First Name:		
Subscriber Middle Name:			Subscriber Middle Name:		
Subscriber Last Name:*			Subscriber Last Name:		
Allowed:	\$		Allowed:	\$	
Copay:	\$		Copay:	\$	
Deductible:	\$		Deductible:	\$	
Coinsurance:	\$		Coinsurance:	\$	
Paid Amount:*	\$		Paid Amount:	\$	
Group	Reason	Amount	Group	Reason	Amount
		\$			\$
		\$			\$
		\$			\$
EOB Payment Date:*			EOB Payment Date:		
MM/DD/YYYY			MM/DD/YYYY		

Electronic Claim Attachments

Do you have attachments for this claim? * ☒ Yes ☐ No

Note: When uploading an attachment electronically, cover sheets are not required. For attachments that are being mailed or faxed, please download the [Paperwork Attachment Cover Sheet](#) for instructions on how to create a Paperwork Attachment Control Number. The Paperwork Attachment Control Number must be the same number as the Attachment Control Number on the corresponding electronic claim.

Report Code Type: * Transmission Code: * Control Number: *

Select Select Attachments

Add

Report Code Type: Select what type of document you are attaching.

Transmission Code: Select Electronic submission.

Control Number: The control number will auto-generate once the attachment is uploaded.

Add: Click add if you have more than one attachment type.

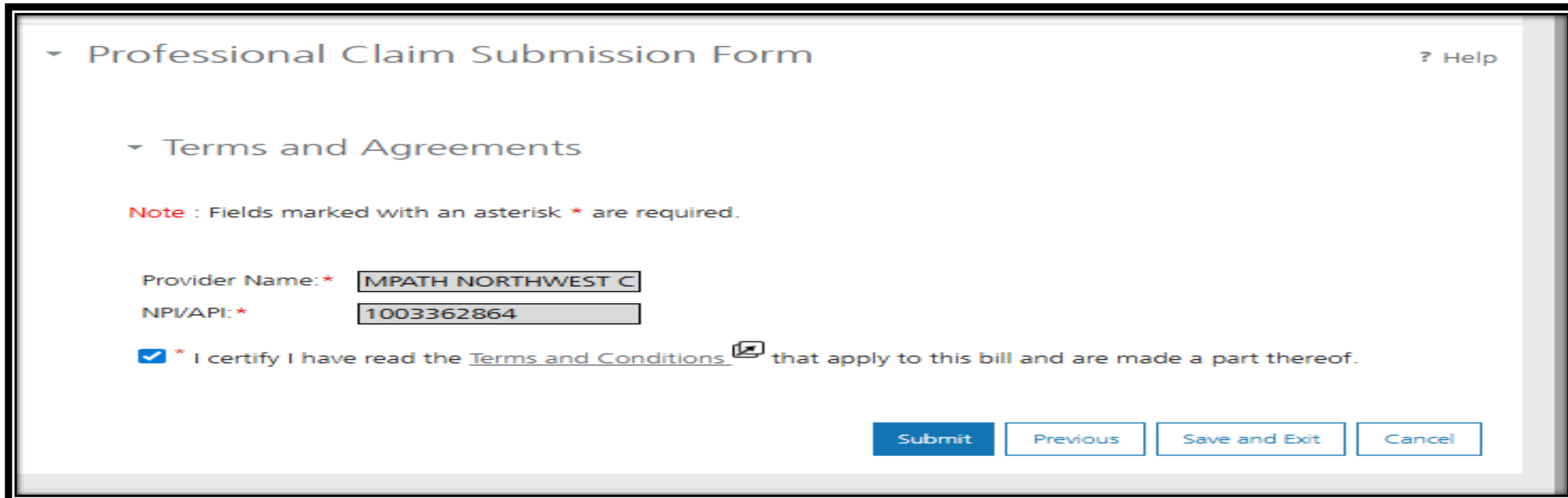
Report Code Type: * Transmission Code: * Control Number: *

EB-Explanation of Benefi FT-Electronic Attachmen Attachments

Add

Final Submission

Check the box to certify that you have read the Terms and Conditions



Professional Claim Submission Form [? Help](#)

Terms and Agreements

Note : Fields marked with an asterisk * are required.

Provider Name:*

NPI/API:*

☒ * I certify I have read the [Terms and Conditions](#)  that apply to this bill and are made a part thereof.

After Final Submission

Check the box to certify that you have read the Terms and Conditions. Click Submit and you will have the option to Print or Save.

▼ Terms and Agreements

Note

: Fields marked with an asterisk * are required.

Provider Name:*

MPATH NORTHWEST C

NPV/API:*

1003362864

☒

* I certify I have read the [Terms and Conditions](#)  that apply to this bill and are made a part thereof.

Submit

Previous

Save and Exit

Cancel

Bulk HIPPA Claim Submission

Bulk HIPAA Transactions

Your file must be is an accepted format of either .edi or .bil.

▼ Bulk HIPAA Transactions activity

Filter your results:

ACTIONS	TRANSACTION DATE ▼	FILE NAME
No matching transactions found.		

Show entries

Showing 0 to 0 of 0 entries

[|](#) [<](#) [>](#) [|](#)

Upload

Bulk HIPAA Transactions Cont.

File Upload



NPI/API: 1427003862

File Type: Claim Submission (837) ▼

Browse

Please upload file formats of .edi or contact customer service for assistance.

C:\fakepath\HSS Mar22 Pick-up.txt

Upload

Cancel

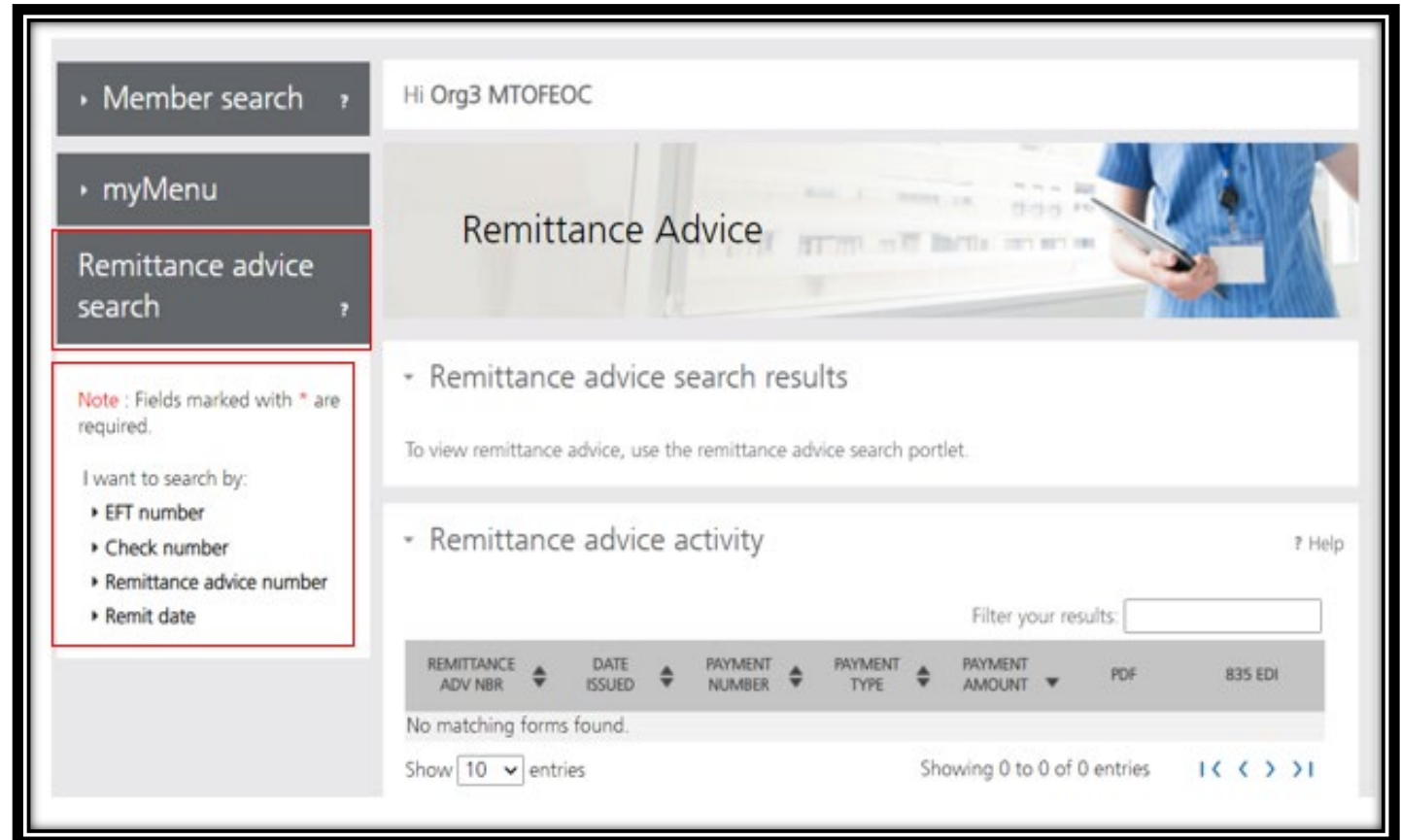
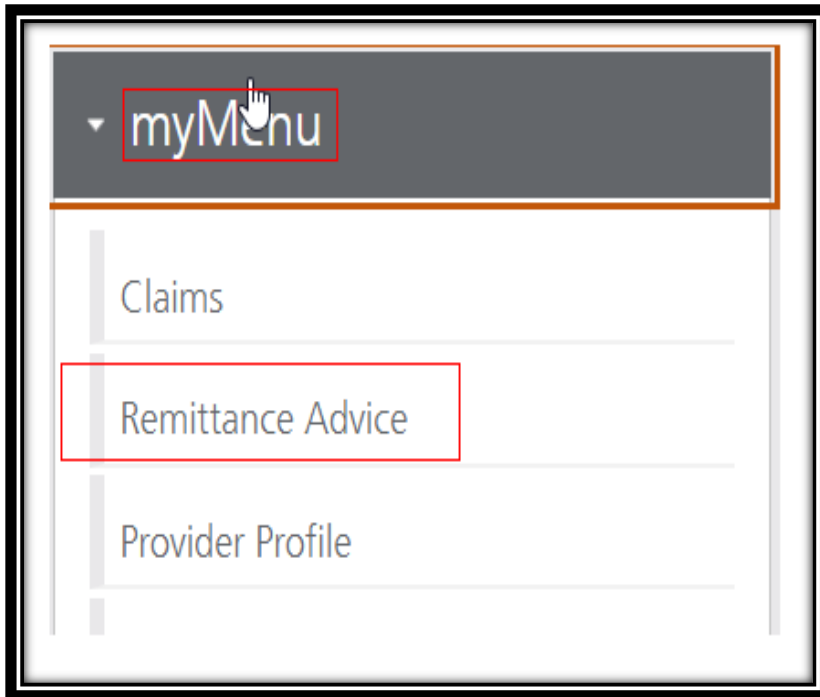
Questions?

MPATH Portal Additional Features

Remittance Advice- e!Sor

- Remits can be found on the Provider Services Portal back rolling 12 month
- Information about upcoming events and provider type specific updates.
- Sections for paid claims, denied claims, and pending claims.
- Includes any adjusted claims, voids or credit balance claims.
- Includes the Internal Claim Number(ICN).

Remittance Advice



Remits Search

I want to search by:

▼ EFT number

Enter EFT number: *

▼ Check number

Enter check number: *

▼ Remittance advice number

Enter remittance advice number: *

▼ Remit date

From Date(mm/dd/yyyy): *

09/02/2021 

To Date(mm/dd/yyyy): *

12/01/2021 

Search

Remits Results

Filter your results:							
REMITTANCE ADV NBR	DATE ISSUED	PAYMENT NUMBER	PAYMENT TYPE	PAYMENT AMOUNT	PDF	835 EDI	
C	09/27/2021	01	Check	\$1150550.83	View	Download	
O	09/27/2021	01	Check	\$246077.51	View	Download	
O	09/27/2021	01	Check	\$94875.42	View	Download	
O	09/20/2021	01	Check	\$14843.00	View	Download	
O	09/27/2021	01	Check	\$7195.51	View	Download	
O	09/06/2021	01	Check	\$1572.51	View	Download	
O	09/13/2021	01	Check	\$520.36	View	Download	

Show entries Showing 1 to 7 of 7 forms [|](#) [<](#) [>](#) [|](#)

VENDOR # 0001 REMIT ADVISE # 81 EFT/CHK #01 DATE 09/27/2021 PAGE 2
NPI #: 121 TAXONOMY:

RECIP ID	NAME	SERVICE FROM	DATES TO	UNIT OF SVC	PROCEDURE REVENUE NDC	TOTAL CHARGES	ALLOWED	CO-PAY	REASON & REMARK CODES
PAID CLAIMS - MISCELLANEOUS CLAIM									
ICN 22	PATIENT	07012021	07312021	1.000	S5141	2453.93	2453.93		
TEAM NUMBER 01									
CLAIM TOTAL**						2453.93	2453.93		
ICN 221	PATIENT	08012021	08312021	1.000	S5141	2453.93	2453.93		
TEAM NUMBER 01									
CLAIM TOTAL**						2453.93	2453.93		
ICN 221	PATIENT	07012021	07312021	1.000	T2032	767.70	767.70		
TEAM NUMBER 01									
CLAIM TOTAL**						767.70	767.70		
ICN 221	PATIENT	07012021	07312021	5.000	S5135	115.50	115.50		
TEAM NUMBER 01						883.20	883.20		
CLAIM TOTAL**						883.20	883.20		
ICN 221	PATIENT	08012021	08312021	1.000	T2032	767.70	767.70		
TEAM NUMBER 01									
CLAIM TOTAL**						767.70	767.70		
ICN 2212	PATIENT	08012021	08312021	5.000	S5135	115.50	115.50		
TEAM NUMBER 01						883.20	883.20		
CLAIM TOTAL**						883.20	883.20		
ICN 2212	PATIENT	07012021	07312021	8.000	T2021	782.48	782.48		
TEAM NUMBER 01									
CLAIM TOTAL**						782.48	782.48		

Remittance

AS OF 02/08/2024

HELENA, MT 59604

REMITTANCE ADVICE FOR MEDICAID/CHIP/MHSP

Provider Name

Address

VENDOR #	REMIT ADVICE #	EFT/CHK #	DATE 02/12/2024	PAGE 1
NPI #:	TAXONOMY: 282N00000X			

- NEWSLETTER UPDATE -

PLEASE CHECK OUT THE PROVIDER INFORMATION WEBSITE,
[HTTPS://MEDICAIDPROVIDER.MT.GOV/](https://medicaidprovider.mt.gov/), FOR NEW AND UPDATED PROVIDER
NOTICES, CLAIM JUMPER NEWSLETTERS, FEE SCHEDULES, PROVIDER MANUALS,
TRAINING, AND OTHER RESOURCES.

WE ARE SEEING A HIGH VOLUME OF CLAIMS POSTING DUPLICATE CLAIM ERRORS.
PLEASE MAKE SURE YOU DO NOT HAVE MULTIPLE CLAIMS FOR THE SAME MEMBER,
DATE OF SERVICE, AND SERVICE(S). ATTENTION TO THIS LEVEL OF DETAIL WILL
HELP REDUCE CLAIM PROCESSING TIME.

Paid Claims

VENDOR #		REMIT ADVICE #		EFT/CHK #018077531		DATE	02/12/2024	PAGE	2
NPI #:		TAXONOMY: 282N00000X							
RECIP ID	NAME	SERVICE FROM	DATES TO	UNIT OF SVC	PROCEDURE REVENUE NDC	TOTAL CHARGES	ALLOWED	CO-PAY	REASON & REMARK CODES
PAID CLAIMS - INPATIENT CLAIM									
ICN		01042024	01252024	6.000	124	17359.50	0.00		
		PATIENT NUMBER=							
DRG CODE 0753-2 DRG									
		01042024	01252024	16.000	204	59332.00	0.00		
		01042024	01252024	347.000	259	3999.87	0.00		
		01042024	01252024	11.000	300	1817.75	0.00		
		01042024	01252024	1.000	306	112.00	0.00		
		01042024	01252024	1.000	450	1942.25	0.00		
		01042024	01252024	9.000	636	261.00	0.00		
CLAIM TOTAL**						84824.37	5578.90		

Claims Pending

VENDOR #		REMIT ADVICE #		EFT/CHK #		DATE 02/12/2024		PAGE 21	
NPI #:		TAXONOMY: 282N00000X							
RECIP ID	NAME	SERVICE FROM	DATES TO	UNIT OF SVC	PROCEDURE REVENUE NDC	TOTAL CHARGES	ALLOWED	CO-PAY	REASON & REMARK CODES
CLAIMS PENDING:		INPATIENT CLAIM							
ICN		10172023	10222023	1.000	120	2038.50	0.00		
	PATIENT NUMBER=								
DRG CODE 0560-3 DRG		10172023	10222023	4.000	122	8154.00	0.00		
		10172023	10222023	72.000	259	1232.42	0.00		
		10172023	10222023	2.000	270	472.50	0.00		
		10172023	10222023	1.000	271	124.25	0.00		
		10172023	10222023	19.000	300	2229.00	0.00		
		10172023	10222023	1.000	351	2067.75	0.00		
		10172023	10222023	1.000	611	2341.25	0.00		
		10172023	10222023	1.000	615	2143.50	0.00		
		10172023	10222023	101.000	636	2125.94	0.00		
		10172023	10222023	1.000	720	4088.50	0.00		
		10172023	10222023	22.000	721	5263.50	0.00		
		CLAIM TOTAL**				32281.11	0.00		133

Denied Claims

RECIP ID	NAME	SERVICE FROM	DATES TO	UNIT OF SVC	PROCEDURE REVENUE NDC	TOTAL CHARGES	ALLOWED	CO-PAY	REASON & REMARK CODES
DENIED CLAIMS - OUTPATIENT CLAIM									
ICN		12122022	12122022	2.000	259	40.00	0.00		
	PATIENT NUMBER=								
	OUTPATIENT GROUP 00								
		12122022	12122022	4.000	310	1500.00	0.00		
		12122022	12122022	7.000	310	2625.00	0.00		119 M53
		12122022	12122022	1.000	312	290.50	0.00		
		12122022	12122022	6.000	312	1743.00	0.00		
		12122022	12122022	60.000	636	95.19	0.00		
		12122022	12122022	1.000	750	2273.00	0.00		
		CLAIM TOTAL**				8566.69	0.00		29
ICN		01212024	01212024	1.000	300	78.25	0.00		
	PATIENT NUMBER=								
	OUTPATIENT GROUP 00								
		01212024	01212024	1.000	300	85.00	0.00		
		CLAIM TOTAL**				163.25	0.00		31

Total Warrant Amount

VENDOR #		REMIT ADVICE #		EFT/CHK #		DATE 02/12/2024		PAGE 631	
NPI #:		TAXONOMY: 282N00000X							
RECIP ID	NAME	SERVICE FROM	DATES TO	UNIT OF SVC	PROCEDURE REVENUE NDC	TOTAL CHARGES	ALLOWED	CO-PAY	REASON & REMARK CODES
CLAIMS PENDING: MEDICARE OUTPATIENT CROSSOVER									
ICN	PATIENT NUMBER=	06192023	06192023	1.000	300	27.00	0.00		
		06192023	06192023	1.000	510	129.44	0.00		
		*** MEDICARE PAYMENT*****					101.47		
		CLAIM TOTAL**				156.44	0.00		133
OUR RECORDS INDICATE THAT THE RECIPIENT LISTED ABOVE HAS INSURANCE WITH									
UNITED HEALTHCARE SPRINGFIELD SERVICE CENTER P O BOX 740800 ATLANTA, GA 30374-0800									
		POLICY #:		GROUP CERT #:		SUBSCRIBER SSN:			
		SUBSCRIBER NAME:				SUBSCRIBER INITIAL:			
ICN	PATIENT NUMBER=	11102023	11102023	1.000	510	129.44	0.00		133
		*** MEDICARE PAYMENT*****					101.47		
		CLAIM TOTAL**				129.44	0.00		133
		01092024	01092024	1.000	300	67.25	0.00		
ICN	PATIENT NUMBER=	01092024	01092024	1.000	300	70.75	0.00		
		01092024	01092024	1.000	300	60.75	0.00		
		*** MEDICARE PAYMENT*****					31.23		
		CLAIM TOTAL**				198.75	0.00		133
		CLAIMS PENDING TOTALS -MEDICARE OUTPATIENT						**NUMBER OF CLAIMS-	47 145357.81
TOTAL WARRANT AMOUNT							522768.96		

Reason and Remark Codes

RECIP ID	NAME	SERVICE FROM	DATES TO	UNIT OF SVC	PROCEDURE REVENUE NDC	TOTAL CHARGES	ALLOWED	CO-PAY	REASON & REMARK CODES
*****THE FOLLOWING IS A DESCRIPTION OF THE REASON/REMARK CODES THAT APPEAR ABOVE *****									
B13	Previously paid. Payment for this claim/service may have been provided in a previous payment.								
B5	Coverage/program guidelines were not met or were exceeded.								
MA04	Secondary payment cannot be considered without the identity of or payment information from the primary payer. The information was either not reported or was illegible.								
MA30	Missing/incomplete/invalid type of bill.								
MA66	Missing/incomplete/invalid principal procedure code.								
M119	Missing/incomplete/invalid/ deactivated/withdrawn National Drug Code (NDC).								
M123	Missing/incomplete/invalid name, strength, or dosage of the drug furnished.								
M2	Not paid separately when the patient is an inpatient.								
M20	Missing/incomplete/invalid HCPCS.								
M50	Missing/incomplete/invalid revenue code(s).								
M53	Missing/incomplete/invalid days or units of service.								
M62	Missing/incomplete/invalid treatment authorization code.								
M67	Missing/incomplete/invalid other procedure code(s).								
M81	You are required to code to the highest level of specificity.								
M86	Service denied because payment already made for same/similar procedure within set time frame.								
N10	Adjustment based on the findings of a review organization/professional consult/manual adjudication/medical advisor/dental advisor/peer review.								
N192	Patient is a Medicaid/Qualified Medicare Beneficiary.								
N286	Missing/incomplete/invalid referring provider primary identifier.								
N3	Missing consent form.								
N30	Patient ineligible for this service.								
N378	Missing/incomplete/invalid prescription quantity.								
N45	Payment based on authorized amount.								
N54	Claim information is inconsistent with pre-certified/authorized services.								
119	Benefit maximum for this time period or occurrence has been reached.								
125	Submission/billing error(s). At least one Remark Code must be provided (								

Adjustments

Electronic vs Paper Claim Adjustments

When you submit a **paper** Individual Adjustment Request (IAR) form:

<https://medicaidprovider.mt.gov/docs/forms/IndividualAdjustmentRequest.pdf>

1. Provide only the corrections needed.
2. Must attach the remittance advice showing the paid claim.
3. Call Center can see who submitted & any reason listed.

When submitting an **electronic** replacement claim:

1. Include all charge lines, including lines that paid correctly.
2. No additional paperwork is required.
3. Call Center can NOT see who submitted & why.

Adjustment Tips

- Cannot adjust denied claims.
- Claims cannot be electronically adjusted more than 12 months from the paid date. These will reject. Claims needing to be adjusted past this time frame must be sent via a paper IAR form.
- If a claim was previously adjusted, you must use the most recent paid ICN.
- If you have a claim that is split, please use a Paper Adjustment form and put both ICN's on the adjustment form

Electronic Claim Adjustments

Electronic Adjustments are now accepted by Montana Medicaid. There will be 2 options for submitting an electronic adjustment.

Acceptable frequency codes:

- 1 Indicates the claim is an original claim.
- 7 Indicates the new claim is a replacement or corrected claim – the information present on this claim represents a complete replacement of the previously issued claim.
- 8 Indicates the claim is a voided/canceled claim

All claim types

Loop 2300 - (CLM05-3) is the Claim Frequency Code. Enter 7 or 8.

REF*F8* - Enter the original ICN.

Electronic Claim Adjustments Cont.

MPATH Claims Solutions

Create a new claim with the corrected information to include the correctly paid lines. If you are voiding the claim, claim information must match original claim.

Professional Claims (CMS-1500) & Dental Claims

Answer YES, to the first question at the bottom of the claim entry screen. The next two fields are now visible.

Select either ***Replacement of prior claim*** or ***Void of prior claim*** from the Medicaid Resubmission drop down.

Enter the Paid ICN of the claim being adjusted in the Original Reference Number field.

Claim Adjustments Cont.

- Original Reference Number must be a valid paid claim ICN.
- Cannot adjust denied claims.

Is this a void or replacement of a previously submitted claim:*

☒ Yes ☐ No

Select the Medicaid Resubmission Code:*

Select



Enter the Original Reference Number:*

Claim Adjustments for Institutional Claims

Institutional Claims (UB-04)

When recreating the claim, change the last digit of the Type of Bill code to either **7 for replacement** or **8 for void**.

The Original Reference Number filed is now visible. Enter the Paid ICN of the claim being adjusted in the Original Reference Number field.

Type of Bill:*	Inpatient or Outpatient:*	Statement Period From:*	Statement Period Through:*		
0117	Select				
Admission Date:	Admission Hour:	Admission Type:*	Source of Admission:*	Discharge Hour:	Member Discharge Status:*
	Select			Select	
Original Reference Number:*					

Questions?

Common Billing Errors

Common Billing Errors

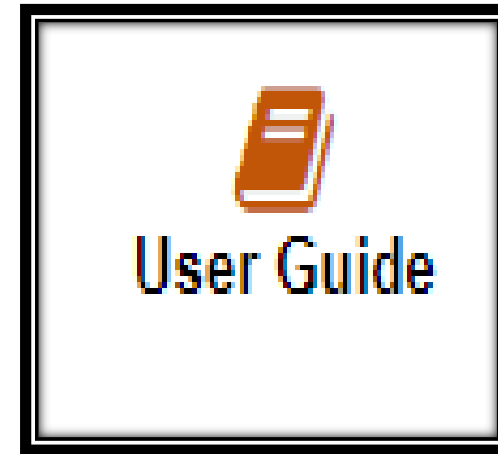
- Missing/Invalid Information
- Prior Authorization Number Missing or Invalid
- Exact Duplicate
- Proc. Code or Rev Code Not Covered/Not Allowed for Provider Type
- Recipient Not Eligible DOS
- Missing primary EOB
- Using the incorrect modifier for a provider type (HCBS vs SDMI)

Additional Resources

Need Help with MPATH?

At the top of each screen is a **User Guide** icon.

When you click on the icon, the user guide will open to the section matching the screen you are on.



Online Resources

<https://medicaidprovider.mt.gov>

Claims Information Page

- Electronic Submission Setup
- Electronic Submission Resources and User Guides
- Claim instructions
- Adjustment instructions

Other Pages

- FAQs
- Provider Type pages (Provider notices, Provider manuals, Fee Schedules)
- Claim Jumper Newsletters

Provider Relations Contact Information

Provider Relations Call Center:

(800) 624-3958

Monday through Friday

8 AM to 5 PM Mountain Time

MTPRHelpdesk@conduent.com

Email Assistance

- The MTPRhelpdesk@conduent.com can be used for generic questions. Questions related to specific member information or specific claims must be directed to the Call Center. Emails must not contain PHI.
- If you have specific questions regarding an enrollment in process or to follow up on missing documentation, please email MTEnrollment@conduent.com. Make sure to include the NPI, name, and confirmation number of the enrollment in question.
- Secured emails are not accepted.

MPATH Portal Help

For technical assistance with the Provider Services portal (MPATH)

Email the following to MTPRhelpdesk@conduent.com so we can submit a help ticket to our Tech Team.

Name:

Email registered:

NPI used to register:

Phone number:

A full screen, screen shot of the error:

For issues registering, please provide screen shots of both the Details tab and Review tab showing all information entered and any error messages.

*Include the issue and function you're attempting.

Questions?

Thank you for the care and support of
Montana Healthcare Programs members
that you provide.