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Purpose

The purpose of this workshop is to provide an overview of the ADA Dental direct data entry claims submission process. Having an understanding of ADA Dental direct data entry via the New Mexico Medicaid Web Portal will improve billing practices by reducing claim denials and ensuring all rendered services are billed properly.



Objectives

Review the following processes regarding ADA Dental claim submissions:

- Claim Form Instructions
- Timely Filing
- Add/Manage Templates
- Medicaid Primary Claims
- Medicaid (TPL) Third Party Liability



Getting Access to Bill on the Web Portal

- If you are currently not registered on to the New Mexico Medicaid Web Portal you can create an account using either your New Mexico Medicaid Provider ID or your NPI using the following link: https://nmmedicaid.portal.conduent.com/webportal/webRegistration/webRegStart
- If your New Mexico Provider ID or NPI is currently registered on the New Mexico Medicaid Web Portal but you do not have access to log in to the Web Portal please contact your Master Administrator.
- If you do not know if your Provider ID or NPI is registered on the New Mexico Medicaid Web Portal or if you ٠ do not know who your Master Administrator is, you can contact the HIPAA Helpdesk for further assistance at 1-800-299-7304 or by email at <u>HIPAA.desknm@state.nm.us</u>.



Claim Form Instructions

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Where Do I Get a Copy of Claim Form Instructions?

		Recipient/Recipiente	Providers	
Provider Information	Links	FAQ	Most Requested	36
Electronic Data Exchange (EDI)	New Mexico State web sites	General Web Portal	NM Provider Login	Z
ICD-10 Testing and Provider	New Mexico Centennial Care	Glossary of Terms	Web Registration	1
Information	E mail can be submitted to	How Do I Contact?		1:1
Important State Announcements	CCInfo@state.nm.us	National Provider Identifier (NPI)		
E-News and Notices	Other Sites of Interest	Online Claims Entry (DDE)		
New Mexico Medicaid Third Party	National web sites	Policy & Billing		
Assessor/Utilization Review for	Conduent web sites	Web Registration		
Fee-For-Service	Medical Inquiry Vendor web sites			
Emergency Medical Services for				
Aliens (EMSA) Claims Process				
Provider Enrollment				ents,
HSD/Medical Assistance Division				oporto
Fee Schedules				epons.
HSD/Supplements to Program				
Rules				
Training Presentations				
Forms, Publications, and				
Instructions				edicaid
PE Determiner Forms				
Self-Direction FMA Forms (Mi Via				
& Self-Directed Community				
Benefit)				95-A,
				J
 Solicitar una tarjeta de identificación para la seconda de id	para el	• 100 • Trai	ining Presentations and Webinars	
programa de pago por servicio de Me	edicaid	• Fee	Schedules	
administrativo)	10	Nev	v Mexico Medicaid E-News	
Hacer una pregunta sobre su cobertu	ira.	• Pro	vider Information	
		• Mi \	/ia & Self-Directed Community Benefit	

under Provider Information





On the WEB PORTAL: Click Providers then Forms, Publications, and Instructions

Continued on next screen...

Where Do I Get a Copy of Claim Form Instructions?

Forms, Publications, and Instructions

For more information on HSD program policies, refer to: New Mexico Medical Assistance Division Program Policy Manual and Provider Packet Appendix for specific policy manual sections which apply to your specific provider type and specialty.

Adjustments, Voids, and Inquiries

The following publications contain detailed instructions for filling out the Adjustment/Void Request Form (AVR) and the claim inquiry form.

Downloading Tips

Торіс	PowerPoint	Adobe
Reconsideration Request	Word Format	PDF Format
Adjustment Request	Word Format	PDF Format
Void Request	Word Format	PDF Format
Request Form Instructions	Word Format	PDF Format

Instructions for Filling Out the New Paper Claim Forms

Торіс	Word	Adobe
CMS-1500 Professional Claim Form	Not Available	PDF Format
UB-04 Institutional Claim Form	Not Available	PDF Format
ADA 2006 Dental Claim Form	Not Available	PDF Format
		Back to Top



What is a Transaction Control Number (TCN)?







1= Debit 2= Credit





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Timely Filing

The information for Timely Filing is found on page 4 under the 8.302.2.11 portion section A. (3): •

http://www.hsd.state.nm.us/uploads/files/Providers/New%20Mexico%20Administrative%20Code%20Program%20 Rules%20and%20Billing/NMAC%20Program%20Rules/Chapter%20302/8_302_2(3).pdf

The rule can also be accessed via: <u>http://www.hsd.state.nm.us/providers/rules-nm-administrative-code-.aspx</u>



Timely Filing

- Re-billing Claims can be done via the NM Web Portal only with claims that were originally submitted via the Portal.
- To re-bill a denied claim, click **Claim Re-bill** under "Claims Entry" when you are logged in to your account.
- Re-billing allows you to submit a corrected claim for a denied claim as long as the re-billed claim is submitted within 90 days from the denial of the original claim, not to exceed 210 calendar days from the date of service. When re-billing, you will need to use the TCN from your original claim as your proof of timely filing.

		New 1	Mexico Medicaid I	Portal
			User logged in as 00002601-SU VIDA SE	Logout [testWaiver] RVICES INC
INFORMATION Provider Information FAQ Help PROVIDER - Secure Options • ADMINISTRATION	Claims – Rebill Recipient ID: Billing Medicaid Provider ID: TCN:	Home H	Input Recipient ID and previously denied TCN and	8
CLAIMS ENTRY	Submit Clear All		click Submit	
Manage Templates INQUIRIES REPORTS PROVIDER UPDATE WEB REGISTRATION				
ASK SERVICE REPRESENTATIVE				
PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment Application				

3/22/2018



bmitted via the Portal. your account. laim is submitted e date of service. filing.

Timely Filing Continued

Indicate the TCN in the "Timely Filing Justification – Prior TCN Number" field.

Imely Filing ustification - Prior CN Number Reading Claim Data Place Of Treatment Date of Accident: Immi/dd/ccyy Auto Accident State: Is Treatment for Orthodontics: O Yes Date of Appliance Placed: Immi/dd/ccyy Months of Treatment Remaining: Replacement of Prosthesis: O Yes No Treatment Resulting From: Immi/dd/ccyy	Prior Authorization	
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Ancillary Claim Data Place Of Treatment Select Date of Accident: mm/dd/ccyy Auto Accident State: Select One Is Treatment for Orthodontics: O Yes Date of Appliance Placed: mm/dd/ccyy Months of Treatment Remaining: O Yes Replacement of Prosthesis: O Yes Date Prior Placement: mm/dd/ccyy Treatment Resulting From: None O The Accident O The Accident	Patient Account#	Medical Record #
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Treatment Resulting From: O Employment O Auto Accident O Other Accident		None
Auto Accident Other Accident	Treatment Resulting From:	O Employment
O Other Accident		O Auto Accident
		O Other Accident
	32. 31. 30. 29. 28. 2	7. 🗌 26. 🗌 25. 🗌 24. 🗌 23. 🗌 22. 🗌 21. 🗌 20. 🗌 19. 🗌 18. 🗌 17.
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.	Diagnosis Codes	
□ 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. Diagnosis Codes		



Creating and Managing Templates



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ADA Dental– Create a Claim Template

	Home	Help	Conta
INFORMATION Provider Information FAQ	Add Claim Template		
Help PROVIDER - Secure Options ADMINISTRATION CLAIMS ENTRY Adjustment/Void Claim Re-Bill ADA Dental CMS1500 UR04	Please choose a claim type: UB04 Dental CMS 1500 Template Name: Submit Cancel		
Add Template Manage Templates INQUIRIES REPORTS PROVIDER UPDATE		Pleare	ase note
WEB REGISTRATION ASK SERVICE REPRESENTATIVE			
PROVIDER ENROLLMENT Enroll Online Check Enrollment Status Download Enrollment Application	The best time to directly enter your claim is Sunday through Friday between the hours of 6 a.m 6 p.m. (MST). Claims entered by Friday 6 pm could be adjudicated and reflect as early as Monday on your Remittance Advice.		





ADA Dental - Add Claim Template

Other Insurance Info

* Please identify if there is another health benefit plan whether services were paid or denied:

\bigcirc	M	e di	ica	re

- Medicare Advantage
- Medicare but benefits have been exhausted or claim is for medical equipment, supplies, or oxygen, or other service that Medicare does not cover
- PPO/HMO (Other than a Medicaid Managed Care Organization)
- Other insurance
- Workers' Compensation
- None

*Other payer payment or denial date: mm/dd/ccyy

Fill out any information you would like included in your template.

The following are not considered other health plans or insurance for New Mexico Medicaid recipients. You do not need to report coverage of a Medicaid contracted Managed Care Organization, I.H.S., or a Medicaid/Medicaid Fiscal Agent.

Claim Information			
Prior Authorization]		
Timely Filing Justification - Prior TCN Number			
Claim Data			
Patient Account#		Medical Record #	





ADA Dental - Add Claim Template

Basic Line Item Information

Note: Please ensure you have entered any necessary claim information (found in the other sections of this or another page) before adding this service line.

If appropriate NPI or provider info is not listed, click here for Provider Enrollment contact information.

		Area of		Tooth Numbers					Trea	iting		
	Procedure	Oral	Tooth	ог	Tooth	Proc		Diagnosis				
#	Date	Cavity	System	Letters	Surface	Code	Fee	Pointers	Provider ID	NPI	Edit	Delete
Add Service Line Item												
Sur	nmary											-
* T(otal Charge		50.00)]			Fill ou	it any ir	nforma	tion	
Prio	r Payment An	nount						you w	ould lik	(e		

included in your

template.

Clear Cancel

50.00

* Amount Due

Save





ADA Dental Manage Templates





Medicaid Primary Web Portal Claim Submission



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Online Claims Entry





Online Claims Entry Primary Claim Continued

DA Dental Claim Form	al Claim Form instructions	Click on the RED text for the ADA Dental Claim form instructions.		
* denotes required field(s)			
If appropriate NI Billing Provider Info	PI or provider info is not listed, rmation	click here for P	rovider Enrollment con	tact information.
Provider ID:			Current NPI:	
Address:				
* Is Billing Provider also	the Treating Provider? Yes 🔍 N	o ©		
Supervising Provider				
Medicaid Provider ID	Current	NPI		
		· · · · · · · · · · · · · · · · · · ·		
* Is this service the rest	ult of a referral? Yes 🔘 No 🔘			
Recipient Information				
Recipient ID:		Nar	ne:	
Additional Recipi	ent Information			



Additional Recipient Information Option

Recipient Information			
Recipient ID:	Name:		
Additional Recipient Information <	Sections can be exp sections v	banded by sele vith Red Text	ecting
Recipient's Birth Date		Gender	
Address			
Telephone			

Select "Additional Recipient information" if Patient Condition information is needed to process claim.





Medicaid Primary Claim Forms

Other Insurance Info	Identify if another heath benefits plan denied, click the corresponding radio b
* Please identify if there is another health benefit plan whether s	ervices were paid or defiled.
Medicare	
Medicare Advantage	
Medicare but benefits have been exhausted or claim is for m service that Medicare does not cover	nedical equipment, supplies, or oxygen, or other
PPO/HMO (Other than a Medicaid Managed Care Organization)	tion)
Other insurance	
Compensation	
None	
Other payer payment or denial date: mm/dd/ccyy	
The following are not considered other health plans or insurance coverage of a Medicaid Contracted Managed Care Organization	for New Mexico Medicaid recipients. You do not need , I.H.S., or a Medicaid/Medicaid Fiscal Agent.



paid or button.

to report

Claim Information

Claim Information						
Prior Authorization						
Timely Filing Justification - Prior TCN Number						
Claim Data						
Patient Account#	Medical Record #					
Ancillary Claim Data	· · ·					
Place Of Treatment	Select V					
Date of Accident:	mm/dd/ccyy					
Auto Accident State:	Select One					
Is Treatment for Orthodontics:	O Yes O No					
Date of Appliance Placed:	mm/dd/ccyy					
Months of Treatment Remaining:						
Replacement of Prosthesis:	O Yes O No					
Date Prior Placement:	mm/dd/ccyy					
Treatment Resulting From: O None O Employment O Auto Accident O Other Accident						
Missing Tooth Information 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.						
Diagnosis Codes						
B.						



Claims Information – Attachments

From the 'Select' drop correct attachment typ

* Does the	e Claim have Attachments? 💿 Yes 🛛 🔘 No	/	to the cla
Each atta documer	achment may have a maximum size of 10 MB nt files. Please do not attach ZIP files or pass	3. It's recommended to attach PE sword-protected files.	OF, JPG, TIFF, PN
*Type	Select		* Attac
Туре	Select		Attachn



p down, pick the be you are adding aim.					
G, and Word					
hment 1					
nent 2					
nent 3					
nent 4					
nent 5					

Claims Information – Attachment Upload

Claim Attachment - Add Webpage Dialog	Review the Uploading Attachments Res	strictio
Claim Attachment - Add	You can attach files up to 10 MB in size	
Each attachment may have a maximum siz TIFF, PNG, and Word document files. Plea files.	ze of 10 MB. It's recommended to attach PDF se do not attach ZIP files or password-protec	; JPG cted
Browse		
Add Reset		
Do not upload ZIP Files, Excel Spread PDF, JPG, TIFF, and Word Documer	adsheets or Password Protected F	Files.





Line Item Information

Basic Line Item Information

Note: Please ensure you have entered any necessary claim information (found in the other sections of this or another adding this service line.

If appropriate NPI or provider info is not listed, click here for Provider Enrollment contact information.

		Area of		Tooth Numbers					Treat	ting
#	Procedure Date	Oral Cavity	Tooth System	or Letters	Tooth Surface	Proc Code	Fee	Diagnosis Pointers	Provider ID	NPI
Ad	ld Service Lir	ne Item	} ←	(Click to	add	Line Ite	ems.		



r page)	before
Edit	Delete

Adding Additional Line Item Information

denotes required field(s)								
*Procedure Date:	mm/dd/ccyy		Area	of Oral	Se	lect		•
Tooth System (Use Universal Numbering System):			Toot or L	th Numbers etters:	Se	elect		
Tooth Surface:	Select	Select	•	Select	•]	Select	• Sele	ct 🔹
Procedure Code								
			Diagnosis Pointers		56	elect •		
Charges	1				Se	elect •		
end geo	1.1				Se	elect •		
					Se	elect •		
Treating Provider								
Provider ID:			Curr	ent NPI:				
	ſ		1					

The fields with Red Asterisks (*) are REQUIRED.





Claims Summary

Summary				
* Total Charge		<	Indicate the Total Charge.	
Prior Payment Amount]		
Amount Due			Indicate the Amount Due.	
REQUIRED: I certify that personally furnished by me of charged and intend to collect	t the services listed a or my employee unde t for the payments.	above were mee er my personal o	dically indicated and necessary to direction, and that the fees submitt	the health of ed are the a
Submit Clear			Box must be populated in claim to be submitted.	order for



this patient and were ctual fees I have





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Other Primary Insurance Tips

- If Medicaid requires a Prior Authorization (PA) for the service, then a PA issued by the Medicaid Third-Party Assessor (TPA) is always required when Third Party Liability (TPL) is involved, no matter if TPL paid or denied the service.
- Attach the TPL EOB showing the payment/denial with the claim.
- Always include the explanation page of the EOB along with the page of the EOB that shows payment/denial.



TPL Web Portal Claim Submission

* Please identify if there is another health benefit plan whether	services were paid or denied:
Medicare	
Medicare Advantage	
Medicare but benefits have been exhausted or claim is for	or medical equipment, supplies, or oxygen, or other service that
Medicare does not cover	
PPO/HMO (Other than a Medicaid Managed Care Organia)	When filling out a Medicaid clai
Other insurance	by selecting the appropriate op
Workers' Compensation	
None	
Medicare Claim Number:	When filling out a Medicaid clair
*Other payer payment or denial date: mm/dd/ccyy	payer, be sure to fill in all require secondary payer information
The following are not considered other health plans or insuran	ce for New Mexico Medicaid recipients. You do not need to report





m where TPL is primary ed primary and

Claims Information – Attachments

Each att files. Ple	achment may have a maximum size of 5 M ase do not attach ZIP files, PowerPoint, E	IB. It's recommended to attach PDF, JPC xcel or password-protected files.	G, TIF, PNG, and Word document
*Type	Select		* Attachment 1
Туре	Select	•	Attachment 2
Туре	Select		Attachment 3
Туре	Select	~	Attachment 4
Type	Select		Attachment 5



Attach a copy of the EOB along with the explanation of denials page

Primary Payer Insurance Summary

Summary				
* Total Charge				
Prior Payment Amount		<	TPL Payment.	
* Amount Due		←	Total Charge minus TPL	Payment
REQUIRED: I hereby contracted and the been completed and the been co	ertify that the procedur hat the fees submitted	res as indicated b are the actual fee	y date are in progress(for procedures es I have charged and intend to collect	that require multiple visits) or the procedures.
Submit Clear Canc	el		Box must be populated in claim to be submitted.	order for



ADA Dental Tips

- Utilize a TCN for proof of Timely Filing
- Attach EOBs if other insurance is primary
- Attach any required documentation





Summary

Provided general billing guidelines for direct data entry submission of the ADA Dental Online claim form for the below coverage scenarios.

- Add/Manage Templates
- Medicaid Primary Claims
- Medicaid Third Party Liability (TPL) Claims



New Mexico Medicaid Resources

- New Mexico Medicaid Online
 - Provider Information
 - Provider Login Screen Notices
 - Provider E-News Newsletters
- Medicaid Provider Relations Call Center
- Provider Communication Updates
- Provider Field Representative
- Provider Webinars
- Open Forums and Live Training Sessions



New Mexico Medicaid Resources Continued

New Mexico Medicaid Portal – <u>https://nmmedicaid.portal.conduent.com/static/index.htm</u> Claim Inquiries, Eligibility Verification, Electronic Claim Submission, Provider Manuals, E-News

NM Human Services Department – <u>http://www.hsd.state.nm.us/mad/</u> Supplements, Memos, Provider Billing Packets and Policy

Consolidated Customer Service Center (CCSC) Helpdesk– (800) 299 - 7304. Claim Status, Eligibility, Prior Authorization, Medicaid Updates

Consolidated Customer Service Center (CCSC) Helpdesk – <u>NM.Providers@state.nm.us</u> Claim research assistance, general Medicaid inquiries, Provider Enrollment Applications, Forms & Instructions

HIPAA Helpdesk – <u>HIPAA.desknm@state.nm.us</u> Assistance on NM Web Portal, EDI inquiries, and Online Claim Submission with DDE (Direct Data Entry)

Consolidated Customer Service Center (CCSC) Helpdesk – (800) 283-4465 Eligibility inquiries, Fee-for-Service Replacement Medicaid Identification Card, Enroll or change a Managed Care Organization and Eligibility application status

Medical Assistance Division, Program Rules – <u>http://www.hsd.state.nm.us/providers/rules-nm-administrative-code-.aspx</u> NMAC for Programs administered by the Medical Assistance Division

Yes New Mexico - <u>https://www.yes.state.nm.us/yesnm/home/index</u> Apply, check, update, or renew Medical Assistance (Medicaid) benefits





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