How do I...

Create a timely proof of claim submission ...

When a claim is printed, it gets flagged with the date it was printed. This information can be printed on the claim itself, usually at the top of the form where the insurance company address is printed. It also gets flagged with the date it is sent electronically. These dates can be seen on the Payment and Admin screens of the Billing module.

The letter you send to the insurance company should include:

Enclosed please find a copy of the HCFA form with the dates it was submitted clearly stated at the top of the form. Our software vendor puts these dates on the form so that you can see when we sent in our claim.

How to add the necessary fields to the HCFA form if they are not there

1. Go to the Claims Printing Module and select EDIT LAYOUTS

2. Follow the red up arrow and change it from EDIT to the layout you want to modify. Your choices are as follows (if you are using a pre-NPI version of the Claims Printing Module, the old layout names are also provided):

HCFA Fill-in 1 NPI   (old *HCFA LzrFill1*)
    HCFA form with NPI 6 or fewer charges
HCFA Fill-in 2 NPI   (old *HCFA LzrFill2*)
    HCFA form with NPI 7 or more charges
HCFA Inkjet1   (old *HCFA Dw1*)
    HCFA form without NPI 6 or fewer charges
HCFA Inkjet2   (old *HCFA Dw2*)
    HCFA form without NPI 7 or more charges
HCFA LzrFill1 Pre-NPI (old *HCFA Complete1*)
    HCFA form without NPI 6 or fewer charges
HCFA LzrFill2 Pre-NPI (old *HCFA Complete2*)
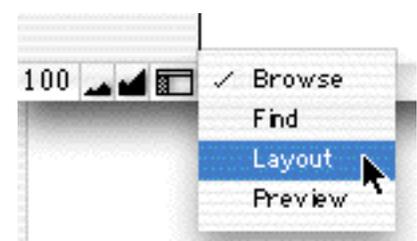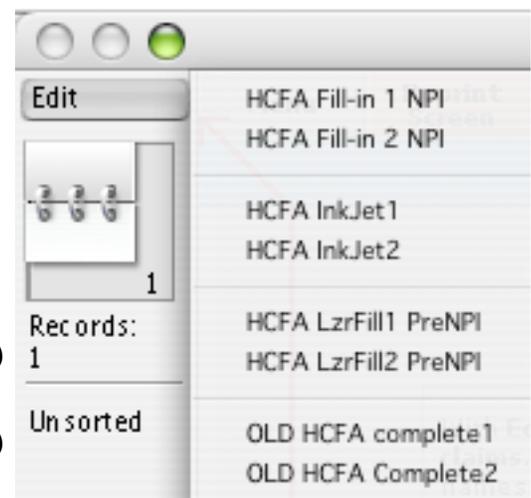   HCFA form without NPI 7 or more charges
Old HCFA Complete1
    HCFA form without NPI 6 or fewer charges, draws lines on blank paper
Old HCFA Complete1
    HCFA form without NPI 7 or more charges, draws lines on blank paper

3. Go up under VIEW and change it to LAYOUT. You can also go to the bottom of the screen and change it from BROWSE to LAYOUT.

4. You will be adding two fields (just to be sure) to the top of the form. Take into account if you are using a new form or an old form (and does the old form have a barcode or is it without the barcode). On the new forms there is space above where it says "Health Insurance Claim Form" to put these fields.

5. Click and hold on FIELD. Your cursor will change to a hand and you will see a field appear on the layout. Move this field where you would like it to be (somewhere at the top of the page is good)

6. When you "drop" the field, you will get a dialog so that you can choose what field you want. The default is **Current File** you want to change it to **Inv** (your list of choices may be different, but **Inv** should still be there)
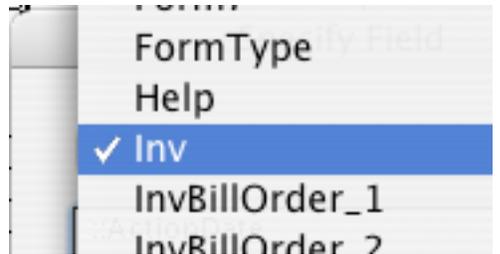
7. Scroll through the list until you come to **::LastDatePrint** (if they're in alphabetical order, **::LastDateECS** will be right above it, as shown in the example. Create field label should also be checked.
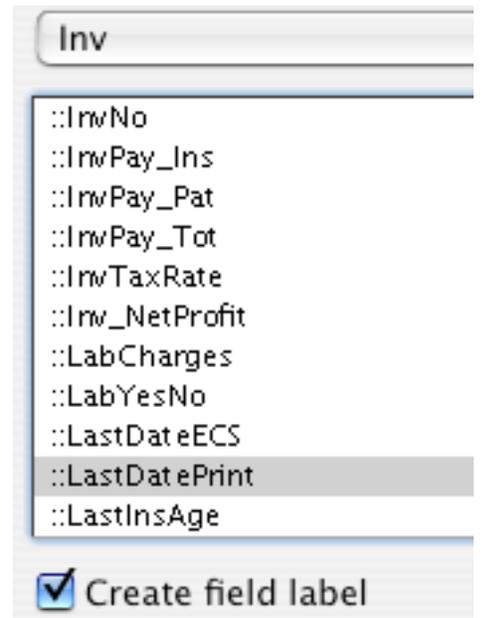
8. You will most likely need to clean it up a bit. The field label will say **LastDatePrint** you want to change it to read **Claim Last Printed on:** and align it with the field. You will want to make the field larger to show as many dates as you can. If you click on the field it will have little black squares on the corners. Grabbing the squares and dragging will change the size of the field. The most current date will be first with the oldest dates last.

9. Repeat steps 7 and 8 for the ECS dates. The field label for ECS will say **LastDateECS**, you want to change it to **Sent via Eclaims on:** and then adjust the field size and placement of field and label.

10. Print the invoice(s) in question. They should now show the dates send electronically and on paper (the **LastDatePrint** will change to include "today").

If you sent the claims via MCS Clearinghouse, you can log into your MCS account and download a report of what claims were sent when. If you have questions about how to get the MCS report, you can contact them for assistance.