# Overview of Portal Navigation and Claims Submission Options



### Agenda

- Introduction
- Navigating the ForwardHealth Portal
- Portal Resources
- Claim Submission Options
- Direct Data Entry
  - Copy Claim
  - Create a Claim from PA
- Paper Claim
- 837 Submission
- Q&A



#### Introduction

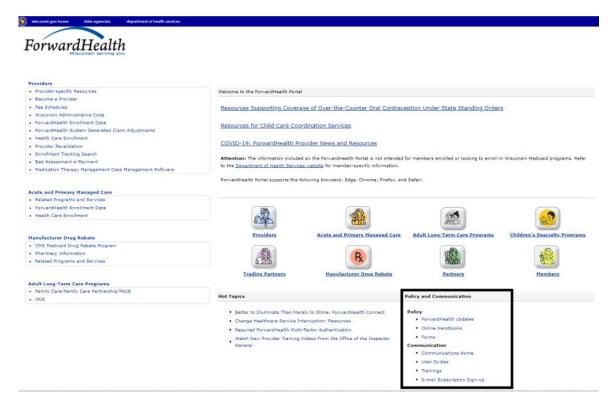
- forwardhealth.wi.gov
- The ForwardHealth Portal allows authorized users to conduct business through a secure entry point 24 hours a day, seven days a week.
- Both public and secure information are accessible through the Portal.



#### Introduction

- Public information is accessible to all users; however, users are required to establish a secure account within the Portal to gain access to secure information and to conduct business with ForwardHealth.
- Providers are encouraged to submit claims electronically as it improves efficiency, reduces billing and processing errors, and allows for the timely processing of claims.









Welcome » June 13, 2024 1:46 PM Login

Search

#### Catalog of Trainings and Educational Resources for Providers and Other Stakeholders

A number of trainings and other educational resources are available to providers and other stakeholders to offer support in the administration of ForwardHealth's programs. Some of the offered trainings serve as an introduction to program policy and operations, while others go into more depth on a particular topic. In addition, continuing education credit is available for some courses offered through the Centers for Medicare and Medicaid Services (CMS).



PROVIDER/SERVICE AREA SPECIFIC	×
OFFICE OF THE INSPECTOR GENERAL (OIG)	¥
ACUTE AND PRIMARY MANAGED CARE	×
ADULT LONG-TERM CARE PROGRAMS	V
CHILDREN'S SPECIALTY PROGRAMS (CLTS)	~
CALENDAR: UPCOMING LIVE VIRTUAL TRAININGS	¥

Other ForwardHealth Communications Resources
Communications Home Contact Information



#### ForwardHealth Communications

#### Home

#### Policy

- · ForwardHealth Updates
- Adult Long-Term Care Updates
- Online Handbooks
- Forms

#### Communication

- User Guides
- Training
- · ForwardHealth Connect Newsletter
- . Email Subscription Sign-up

#### User Guides

ForwardHealth user guides and instruction sheets provide Portal users with step-by-step instructions and screen shots to help navigate Portal functionality. They do not contain policy information.

User guides have multiple sections that contain instructions for completing tasks on the Portal, such as submitting claims and prior authorization requests, accessing Remittance Advices, and enrolling in electronic funds transfer.

Instruction sheets are short, typically single-section documents that contain instructions for procedures such as searching for a claim, copying a claim, and uploading claim attachments.

#### **General Portal Functionality**

- Account
- Demographic Maintenance Tool
- Electronic Payment
- E-mail Subscription
- Enrollment Verification
- HealthCheck
- Max Fee
- · Newborn Reporting
- Nursing Home Information
- · Nursing Home Level of Care
- Preadmission Screening and Resident Review (PASRR)
- · Provider-Based Billing
- Other Coverage Discrepancy Report
- Prior Authorization
- . Upload Audit Information Instruction Sheet

#### **Provider Portal Claims Functionality**



#### **Managed Care Information**



- · 2018 Quality
- · Annual HMO Financial Audit
- . Birth Outcome Registry Network (BORN)
- Clinical Laboratory Improvement Amendments (CLIA)
- · Encounter Based Payment
- Health Insurance Fee Reimbursement Methodology
- HMO Encounter
- Managed Care Organization Pricing Administration
- · Maternity Kick Payments
- Obstetric Medical Homes for High-Risk Medicaid Members

#### **Partner Portal Functionality**

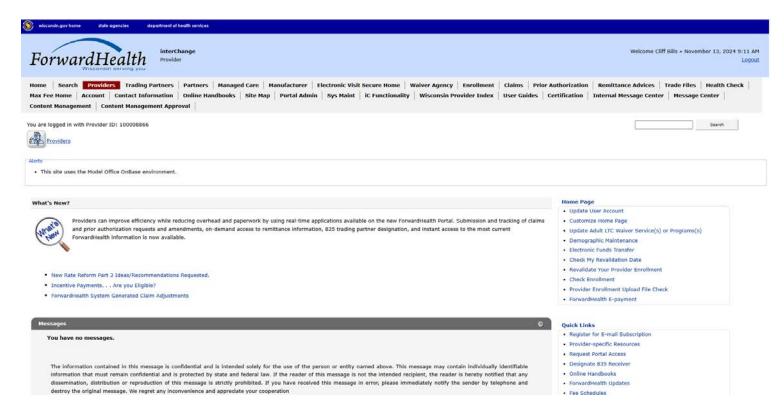


Partner Portal

Trading Dartner Information









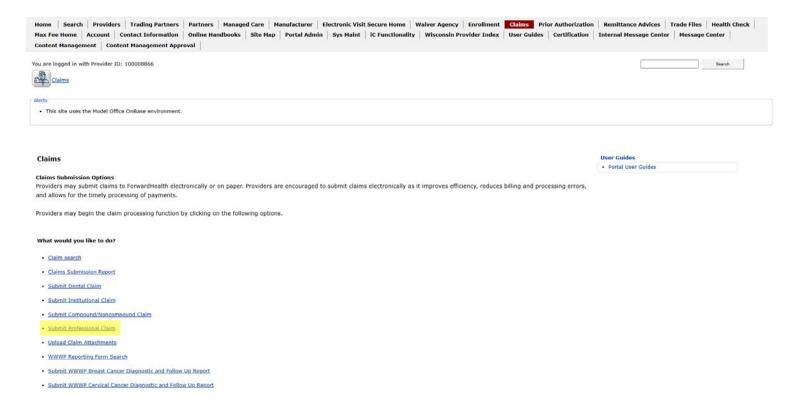
#### Claim Submission Options

- Direct data Entry (DDE)
  - Copy a paid claim
  - Create a claim from a PA
- Paper Claims
- 837



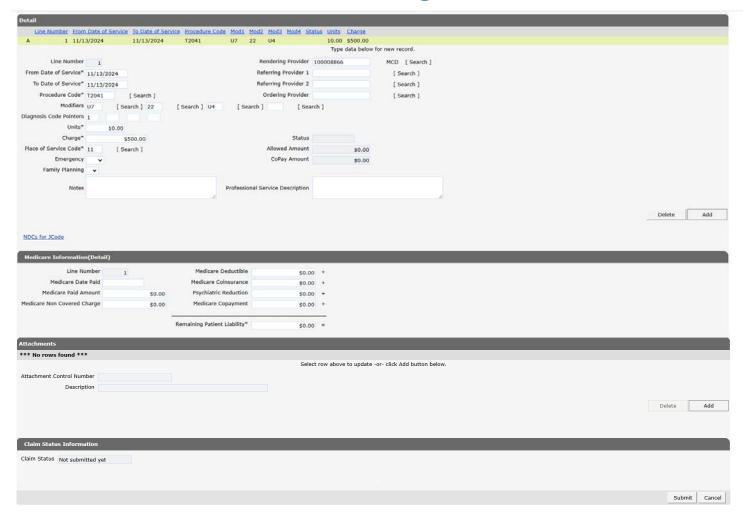
- Submit claims directly within the ForwardHealth Portal
- Submit claims 24 hours a day, seven days a week
- Immediate feedback to any errors
- Specific functionality to make submitting multiple claims easier
- Great option for providers submitting 1-1000 claims per month (Depending on the needs of your organization)







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Professional Claim									
Required fields are indicated with an asterisk (*).									
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First Name, MI THIRD ONE	Other Insurance Indicator	~							
Date of Birth 05/08/2019	Referral Number								
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#### The following messages were generated:

Invalid Diagnosis Code - Z41.8

Diagnosis Code is required.

Diagnosis code pointed to from detail - 1 is not available.

The sum of the detail Charge amounts is not equal to the header Total Charge amount.

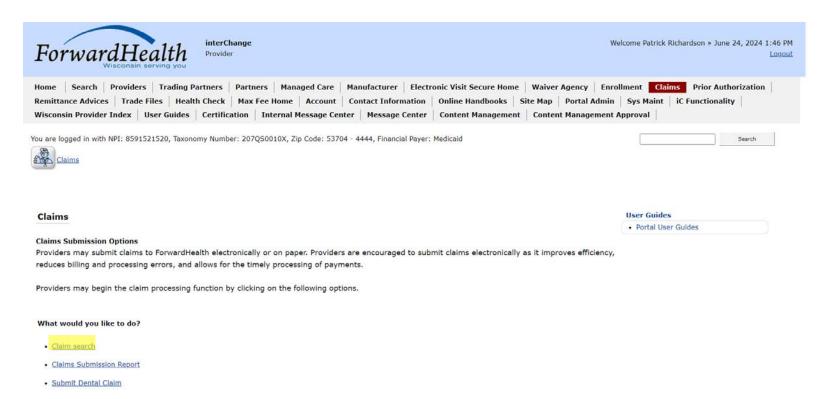


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		Delete Add
Claire Chabra Tafarranakian		
Claim Status Information		
Claim Status PAY		
Claim ICN 2224318001024		
Paid Date 11/13/2024		
Paid Amount \$500.00		
\$500.00		
		Cancel Adjust Void Copy claim



- Providers may copy a claim if it is in PAY status.
- All the information on the claim will be copied to a new claim.
- Providers can then make any desired changes to the claim and submit it as a new claim.
- After submission, ForwardHealth will assign the claim a new internal control number (ICN) and status.
- Providers may refer to Copying a Claim User Guide.

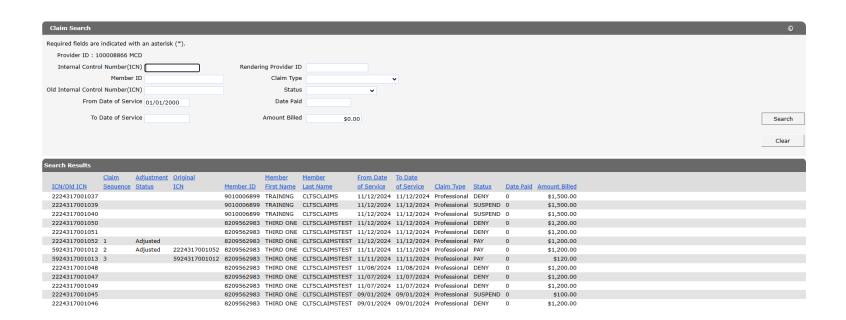






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You are logged in with NPI: 8591521520, Taxonomy Number: 20 Claims » Portal Search	7QS0010X, Zip Code: 53704 - 4444,	Financial Payer: Medicaid	Search
Message Description At least one of the search parameters must be entered.			
Claim Search			<b>②</b>
Required fields are indicated with an asterisk $(*)$ .			
Provider ID: 8591521520 NPI			
Internal Control Number(ICN)	Rendering Provider ID		
Member ID	Claim Type	~	
Old Internal Control Number(ICN)	Status	~	
From Date of Service 01/01/2000	Date Paid		
To Date of Service	Amount Billed	\$0.00	Search
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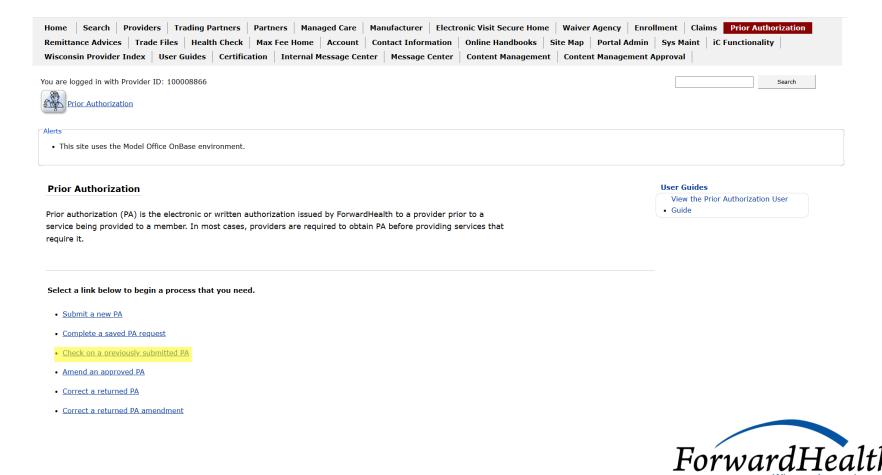


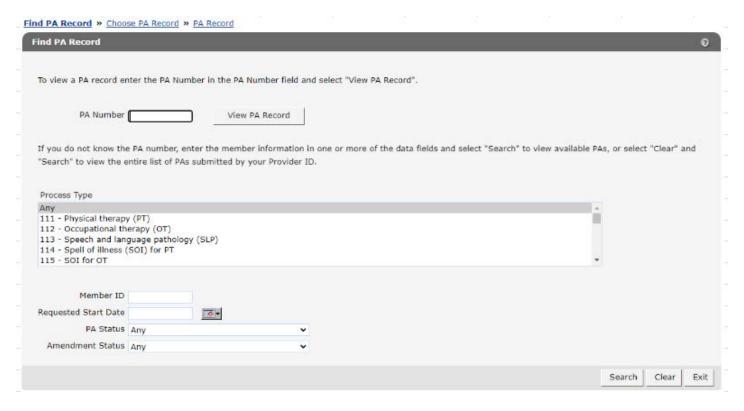
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5924317001012 2 Adjusted 11/12/2024 PAY \$1,200.00 (\$1,080.00)	
5924317001013 3 11/12/2024 PAY \$120.00	
Claim Status Information	
Claim Status p <sub>A</sub> y	
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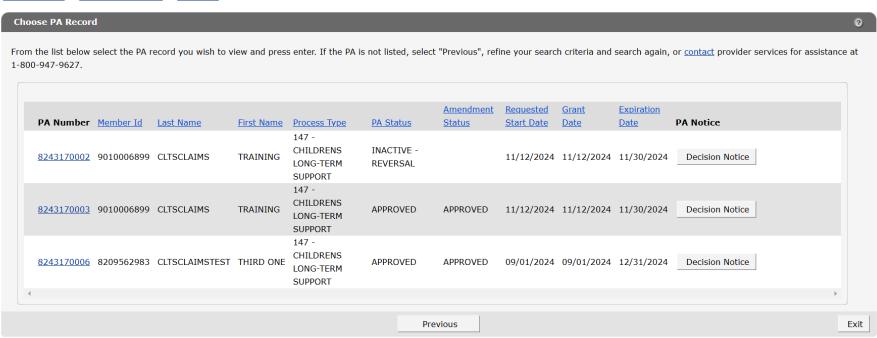




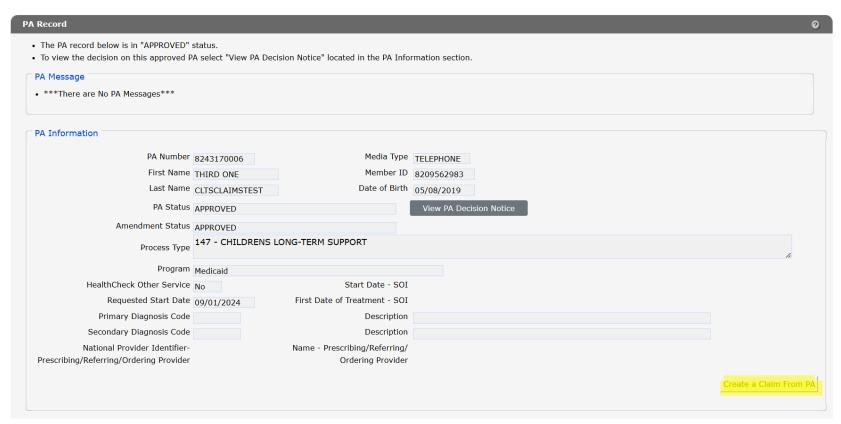




Find PA Record » Choose PA Record » PA Record









#### Paper Claims

- ForwardHealth will accept paper claims.
- ForwardHealth does not supply 1500 Professional or UB-04 Claim Forms.



#### 837 Claim Submission

- Providers have the option to submit 837 claims to ForwardHealth.
- CLTS TPA Webinar 837 Demonstration Session 8.13.24 on Vimeo



### **Questions?**

#### Thank You