ForwardHealth Hospital Access Payment Reports

October 21, 2024



Table of Contents

1 Introduction	1
2 Access the Hospital Access Payment Listing Report Page	2
2.1 Format an Access Payment Report	9

1 Introduction

ForwardHealth makes hospital access payments to increase reimbursement for hospitals and to encourage provider participation in Wisconsin Medicaid. These add-on payments are made to certain inpatient and outpatient hospital claims for qualifying services under current ForwardHealth policy.

Hospitals can access reports that display the list of claims eligible for an access payment in a given week and the associated payment amount. These reports are available via the Hospital Access Payment Listings Report page on the user's secure ForwardHealth Provider Portal account homepage.

2 Access the Hospital Access Payment Listing Report Page

1. Access the ForwardHealth Portal at forwardhealth.wi.gov/.

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ForwardHealth				Rep	Welcome > February 8, 2022 12:51 Pl
Providers					Members
Provider-specific Resources	Welcome to the Forwar	rdHealth Portal			Find a Provider
Become a Provider Fee Schedules Wisconsin Administrative Code	COVID-19: Forwa	rdHealth Provider Ne	ews and Resources		Partners
ForwardHealth Enrollment Data ForwardHealth System Generated Claim Adjustments Health Care Enrollment Provider Revaildation	Attention: The inform members enrolled or Department of Health	nation included on the Fo looking to enroll in Wisco <u>Services website</u> for me	Find a Provider Related Programs and Services Express Enrollment for Children Express Enrollment Change Request Waiver Agencies		
Enrollment Tracking Search Bed Assessment e-Payment Medication Therapy Management Case					Trading Partners
Management Software	Elips				Trading Partner Profile PES
	Providers	Acute and Primary	Adult Long-Term	Children's Specialty	Companion Guides
Acute and Primary Managed Care		Managed Care	Care Programs	Programs	Medication Therapy Management Case
ForwardHealth Enrollment Data	()				Planagement Sottmare Approval Process
Health Care Enrollment	5 FF	R _k		E.	Children's Specialty Programs
	Trading Dartson	Manufactures Down	Partners	Mambarr	Birth to 3 Program
Manufacturer Drug Rebate	trading Partners	Rebate	Partners	mempers	Children's Long-Term Support Program
CMS Medicaid Drug Rebate Program					Katie Beckett Medicaid
Pharmacy Information					Children's Specialty Managed Care Plans

Figure 1 ForwardHealth Portal Page

2. Click Login. A Sign In box will be displayed.

ForwardHealth	
Sign In	
Username	
Keep me signed in	
Next	
Unlock account?	
Help	
Logging in for the first time?	

Figure 2 Sign In Box

- 3. Enter the user's username.
- 4. Click **Next**. A Verify with your password box will be displayed.



Figure 3 Verify With Your Password Box

5. Enter the user's password.

6. Click Verify. The secure Provider page will be displayed.



Figure 4 Secure Provider Page

7. Click Hospital Access Payment Report under Quick Links. The Hospital Access Payment Listing Report page will be displayed.

wisconsin.gov home state agencies	department of health services		
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Home Search Providers Enrolli Max Fee Home Account Contact Ir Message Center	nent Claims Prior Authorization Iformation Online Handbooks Sit	Remittance Advices Trade Files e Map iC Functionality User Guide	Health Check 5 Certification
You are logged in with NPI: 1234567890, Tax 54301, Financial Payer: Medicaid Providers » Hospital Access Payment	conomy Number: 123G00000X, Zip Code: Listing Report Page		Search
Hospital Access Payment Listin	ng Report		
Hospital Access Payment Repo	<u>rt</u>		

Figure 5 Hospital Access Payment Listing Report Page

8. Click the **Hospital Access Payment Report** link. The OnBase document viewer will open and show all of the available reports for the user.

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Figure 6 OnBase Document Viewer Window

9. Click the desired report.



Figure 7 OnBase Document Viewer Window—Select Document

10. Navigate to the location in which the report was downloaded on the computer.

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Figure 8 Downloaded File

11. Double-click to open the report. The comma-separated values (CSV) text file will be displayed in Excel.

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Figure 9 Microsoft Excel Window

12. Click **Save As** and name the report.

13. Choose a location on the computer or network and save the report.

2.1 Format an Access Payment Report

To properly read the CSV text file report after it has been saved, the user will need to first import the text file into a spreadsheet or database program and then format it. The examples shown here use the Excel spreadsheet program.

1. Open a blank spreadsheet in Excel.



Figure 10 Blank Spreadsheet

- 2. In the menu bar at the top of the screen, click **Data**. The Data menu will be displayed.
- 3. Click **From Text/CSV l**ocated on the left side of the Data menu. The Import Data window will open.
- 4. In the menu bar at the top of the screen, click **Data**. The Data menu will be displayed.

5. Navigate to the location of the report on the computer and click the report.

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Figure 11 Import Data Window

6. Click Import. The report data will be displayed.

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4.92427E+12	2923	3 20240920		null	
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4.92427E+12	213	3 20240920		null	
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Figure 12 Report Data Screen

- 7. Keep the default File Origin, Delimiter, and Data Type Detection values, as shown.
- 8. Click Load and select Load To from the drop-down menu in the bottom right corner.

9. The Import Data box will be displayed. Select how the data should be viewed and where the data should be imported and click **OK**.

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Figure 13 Import Data Box

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Figure 14 Populated Spreadsheet

- 11. Certain columns may show scientific notation in place of long numbers such as internal control numbers. To correct this:
 - a. Click a column header to highlight the entire column.

b. Under the Home menu, click the Number Format dialog box (represented by a diagonal arrow in the corner).

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Figure 15 CSV Text File Number Fix

c. Select **Custom** in the Category section.

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Figure 16 Number Format Dialog Box

d. Select # ?/? in the Type section.

e. Click **OK**. Once expanded, the column with long numbers should now appear correctly.

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Figure 17 Corrected CSV Text File

12. Save the formatted report.