



MMIS Replacement Project (MRP)

State of Mississippi, Office of the Governor, Division of Medicaid
(DOM)

Paper Claims Billing Instructions

Version 6.0

Change History

The following change history log contains a record of changes made to this document:

Version #	Published/ Revised	Author	Section/Nature of Change
1.0	09/28/2022	Gainwell	Initial publication.
2.0	10/05/2022	Gainwell	Updated Figure 84. FL 39-41 Situational: Value Codes and Amounts.
3.0	10/13/2022	Gainwell	Updated Figure 1. FL 1 Required: Type of Insurance, Figure 83. FL 38 Situational: Responsible Party Name and Address, Section 5.9, Figure 124: FL 80 Situational Remarks, Section 5.9, and Section 6.8.
4.0	10/17/2022	Gainwell	Updated links in section 4.5.
5.0	11/03/2022	Gainwell	Updated Figure 125. FL 81 Not Required: Code-Code Field.
6.0	12/30/2022	Gainwell	Updated Figure 100. FL 57 Situational: Other (Billing) Provider Identifier and Updated Figure 125. to FL 81cc (a-d) Required: Code-Code Field.

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1. Introduction

The Paper Claims Billing Instructions is designed to offer guidance and assistance to providers submitting claims for reimbursement to the Mississippi Division of Medicaid (DOM). The Paper Claims Billing Instructions includes detailed information specific to the submission of paper claims which includes Centers for Medicare and Medicaid (CMS)-1500, Dental, and UB-04 claims. This manual must be used in conjunction with the General Policy and DOM's Provider Specific Administrative Code. DOM policy is located at [Administrative Code](#) and [Mississippi Medicaid State Plan](#).

2. Mississippi DOM

Medicaid, as authorized by Title XIX of the Social Security Act, is a federal and state program of medical assistance to needy citizens. Each state designates a state agency as the single state agency for the administration of Medicaid. State law has designated DOM, in the Office of the Governor, as the single state agency responsible for administering the Medicaid program in Mississippi.

DOM can be contacted through the internet, by telephone, or by written correspondence. Providers may use the telephone numbers provided below to reach the DOM offices during business hours. The DOM website (<http://www.medicaid.ms.gov>) provides valuable and current information, such as provider fee schedules, provider billing handbook, Administrative Code, State Plan, and public notices.

2.1. Fiscal Agent

DOM presently works in conjunction with a fiscal agent (Gainwell) to provide accurate and efficient claims processing and payment. Both organizations work together to offer provider and beneficiary support to meet the needs of the Mississippi Medicaid community. The fiscal agent consists of technical and program staff. Technical staff maintains the claims processing operating system, and program staff assists with the actual processing of claims, payment, and customer service. Other functions include drug rebate analysis and utilization review.

DOM and Gainwell have several systems in place to make contacting the appropriate offices easier for providers. Having several different systems in place for providers to obtain needed information should decrease the time and effort required by providers to complete forms and meet requirements correctly and completely.

2.2. Telephone Contact

Gainwell provides telephone access to providers as shown in Table 1. These services include lines for provider inquiries, automated eligibility verification, and assistance with electronic claim submittal. The call center is open Monday through Friday, from 08:00 a.m. to 05:00 p.m. Central Standard Time (CST). The website includes a listing with the name and telephone number of the provider representative assigned to each area.

Table 1. Gainwell Telephone Numbers

Contact/Office	Telephone Numbers
Provider/Beneficiary Services	1-800-884-3222
Provider Services Fax Number	1-866-644-6148
Member Services Fax Number	1-866-644-6050
Automated Voice Response System (AVRS)	1-800-884-3222
Electronic Data Interchange (EDI)	1-800-884-3222
Pharmacy Call Center	1-833-660-2402
Pharmacy Prior Authorization Fax Number	1-866-644-6147

2.3. Mailing Contact Information

Providers may contact Gainwell via the mail at the addresses listed in Table 2. These post office boxes should be used for claim submittals, adjustments, and void requests. Correspondences should be sent to the appropriate post office box to lessen the chance for errors and shorten the time required to complete transactions.

Table 2. PO Box by Mail Type - Jackson

Jackson — Post Office™	Mail Type
PO Box 23076 Jackson, MS 39225	Paper Claims CMS-1500, UB-04, and Dental (including crossover claims)
PO Box 23077 Jackson, MS 39225	Paper Adjustment/Void Requests

3. Adjusting and Voiding Claims

DOM and Gainwell allow providers to adjust and void claims. The following procedures allow providers to find solutions to payment difficulties and correct under/overpayments:

- Providers may submit an adjustment/void if paid incorrectly on the RA for a Medicaid claim or if monies have been received from a third-party payer after payment from Medicaid. The adjustment/void must be submitted on the appropriate claim form (CMS-1500, UB-04, Dental).
- Providers may submit an adjustment/void claim to request an adjustment. Adjustment requests are used to change the original amount paid on a claim. The original payment can be increased or decreased. Void requests are used to refund the entire original payment on a claim.
- When refunding money to Medicaid, it is not necessary to remit a refund check.
 - If an adjustment results in a reduction in the original Medicaid payment and no refund check is included, an adjustment is made on the subsequent weekly RA.
 - If a refund check is included, the adjustment is applied against the refund check.
 - The only time the actual Medicaid check should ever be returned is in the rare event that all claims on the RA were paid incorrectly and the entire amount is to be refunded.
- A denied claim must be resubmitted on the appropriate claim form, and the error must be corrected. The Explanation of Benefits (EOB) message on the RA provides guidance for submitting the corrected claim.
- If an adjustment appears on a remittance advice and is not correct, another adjustment request may be submitted using the Internal Control Number (ICN) from the debit line of the adjusted claim.

3.1. Completing the Adjustment/Void Request Claim (CMS-1500, UB-04, ADA 2012)

Instructions for completing the adjustment/void claim are described in each of the corresponding claim sections.

4. CMS-1500 Claim Form Instructions

This section explains the procedures for obtaining reimbursement for services submitted to Medicaid on the CMS-1500 billing form and must be used in conjunction with the Mississippi Administrative Code Title 23. Professional providers are strongly encouraged to bill electronic claims to reduce the potential for errors and speed reimbursement. The Administrative Code and fee schedules should be used as a reference for issues concerning policy and the specific procedures for which Medicaid reimburses. Contact the fiscal agent's Provider and Beneficiary Services Call Center toll-free at 1-800-884-3222 for questions and assistance.

4.1. Provider Types

The instructions for the CMS-1500 claim form are to assist the following types of providers:

- Ambulance
- Ambulatory Surgical Centers
- Certified Registered Nurse Anesthetists
- Chiropractic Care
- Community/Private Mental Health Centers
- Durable Medical Equipment (DME)
- Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Screening Providers
- Federally Qualified Health Centers
- Hearing Aid Providers
- Independent Laboratory
- Independent Radiology
- Mental Health Services
- Nurse Practitioners
- Optical/Vision Providers
- Perinatal High-Risk Management
- Pharmacy Disease Management
- Physicians
- Physician Assistants
- Podiatrists
- Prescribed Pediatric Extended Care
- Private Duty Nursing
- Rural Health Clinics
- Therapy Services (physical, occupational, and speech)
- Waiver Services

4.2. MESA Web Portal Reminder

Providers are encouraged to use the MESA Web Portal for easy access to up-to-date information. The MESA web portal provides rapid, efficient information exchange with providers including eligibility verification, claim submission, electronic report retrieval, and the latest updates to provider information. The MESA web portal is available 24 hours a day, seven days a week, 365 days a year via the Internet at <https://portal.ms-medicaid-mesa.com/MS/Provider>.

4.3. Paper Claim Guidelines

To facilitate processing and minimize the chances of rejection, providers should follow the guidelines below:

- An original CMS-1500 claim form must be completed.
- No photocopied or fax claims are accepted.
- Do not include handwritten information on the claim form.
- Blue or black ink must be used to fill out the form.
- The information on the form must be legible.
- No highlighters should be used.
- Correction fluid or correction tape should not be used.
- Names, codes, numbers, etc. must print in the designated fields for proper alignment.
- Claim must be signed. Rubber signature stamps are acceptable.
- The six service lines in Locator 24 have been divided horizontally to accommodate submission of supplemental information along with NPI and other identifiers such as taxonomy codes or legacy identifiers. The top, shaded portion of each service line is for reporting supplemental information (i.e., NDC code). It is not intended to allow the billing of twelve service lines. Each procedure, service, drug, or supply must be listed on its own claim line in the bottom, unshaded portion of the claim line.

4.4. Paper Claims with Attachments

When submitting attachments with the CMS-1500 claim form, the below guidelines should be followed:

- Any attachment should be marked with the beneficiary's name and Medicaid ID number.
- For different claims that refer to the same attachment, a copy of the attachment must accompany each claim on standard 8½-by-11-inch paper.
- For claims with third-party payor source, all EOBs that relate to the claim must be included.

4.5. Multi-Page Paper Claims

When submitting CMS - 1500 claims with multiple pages, the below guidelines should be followed:

- Multi-page claims are limited to 9 pages with a maximum of 50 claim lines. The 9th page should only be used to bill two detail lines.
- The first form should not be totaled, the total should be indicated on the last page.
- Pages together must be clipped together.
- Indicate Multipage Page count X of 9 in [FL 19 \(Figure 32\)](#).

- If reporting a Third-Party Liability (TPL) payment, indicate it in [FL 29 \(Figure 51\)](#) of the last page.
- Only one copy of an attachment (e.g., EOB, EOMB, and Consent Form) is required per claim.

4.6. Electronic CMS-1500 Claims

Electronic CMS-1500 claims may be submitted to Mississippi Medicaid by:

- Using the Web Portal Claims Entry feature
- Using other proprietary software purchased by the provider
- Using a clearinghouse to forward claims to Mississippi Medicaid

Electronic CMS-1500 claims must be submitted in a format that is HIPAA compliant with the American National Standard Institute (ANSI) X12 837P claim standards.

4.7. Claim Mailing Address

Once the claim form has been completed and checked for accuracy, the completed claim form can be mailed to:

Mississippi Medicaid Program
 PO Box 23076
 Jackson, MS 39225-3076

4.8. CMS-1500 Claim Form Instructions (Version 02/12)

On August 01, 2014, Mississippi Medicaid began receiving and processing paper claims submitted only on the revised CMS-1500 Claim Form (version 02/12). The field instructions are as follows.

Figure 1. FL 1 Required: Type of Insurance

1. MEDICARE <input type="checkbox"/> (Medicare#)	MEDICAID <input checked="" type="checkbox"/> (Medicaid#)	TRICARE <input type="checkbox"/> (ID#/DoD#)	CHAMPVA <input type="checkbox"/> (Member ID#)	GROUP HEALTH PLAN <input type="checkbox"/> (ID#)	FECA BLK LUNG <input type="checkbox"/> (ID#)	OTHER <input type="checkbox"/> (ID#)
-----------------------------------------------------	-------------------------------------------------------------	------------------------------------------------	--------------------------------------------------	-----------------------------------------------------	-------------------------------------------------	-----------------------------------------

Instructions: Indicate the type(s) of insurance coverage applicable to this claim. Enter an “X” in the box marked Medicaid.

1. MEDICARE <input checked="" type="checkbox"/> (Medicare#)	MEDICAID <input type="checkbox"/> (Medicaid#)	TRICARE <input type="checkbox"/> (ID#/DoD#)	CHAMPVA <input type="checkbox"/> (Member ID#)	GROUP HEALTH PLAN <input type="checkbox"/> (ID#)	FECA BLK LUNG <input type="checkbox"/> (ID#)	OTHER <input type="checkbox"/> (ID#)
----------------------------------------------------------------	--------------------------------------------------	------------------------------------------------	--------------------------------------------------	-----------------------------------------------------	-------------------------------------------------	-----------------------------------------

Instructions: Indicate the type(s) of insurance coverage applicable to this claim. Enter an “X” in the box marked Medicare for claims where the member has Medicare Coverage.

Figure 2. FL 1a Required: Insured’s ID Number

1a. INSURED’S I.D. NUMBER 123456789	(For Program in Item 1)
----------------------------------------	-------------------------

Instructions: Enter the member’s nine-digit identification number as listed on their Medicaid card.

Figure 3. Example of Insured's Medicaid ID Card



Figure 4. FL 2 Required: Patient Name

2. PATIENT'S NAME (Last Name, First Name, Middle Initial) Doe, John B.

Instructions: Enter the member's name as it appears on the Medicaid ID card in the last name, first name, and middle initial format.

Figure 5. FL 3 Required: Patient Birth Date, Sex

3. PATIENT'S BIRTH DATE			SEX	
MM	DD	YY	M	F
01	01	1991	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Instructions: The date format is eight digits MM/DD/CCYY (e.g., 01011991). Enter the month, day, and year of birth of the member. If the full birth date is unknown, indicate zeros for all eight digits.

Enter the sex of the patient. If Sex is Unknown, do not mark either the "F" or "M" box

- F- Female
- M – Male
- U – Unknown

Figure 6. FL 4 Not Required: Insured Name

4. INSURED'S NAME (Last Name, First Name, Middle Initial)

Instructions: Leave this field blank.

Figure 7. FL 5 Not Required: Patient Address

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

Instructions: Leave this field blank.

Figure 8. FL 6 Not Required: Patient Relationship

6. PATIENT RELATIONSHIP TO INSURED							
Self	<input type="checkbox"/>	Spouse	<input type="checkbox"/>	Child	<input type="checkbox"/>	Other	<input type="checkbox"/>

Instructions: Leave this field blank.

Figure 9. FL 7 Not Required: Insured Address

7. INSURED'S ADDRESS (No., Street)

Instructions: Leave this field blank.

Figure 10. FL 8 Not Required: Reserved for NUCC USE

8. RESERVED FOR NUCC USE

Instructions: Leave this field blank.

Figure 11. FL 9 Situational: Other Insured Name

9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)
<i>Doe, Mary A.</i>

Instructions: Enter the last name, first name, and middle initial format of the member if different than shown in [FL 2 \(Figure 4\)](#). The other insured name indicates that there is a holder of another policy that may cover the patient.

Figure 12. FL 9a Situational: Other Insured Policy or Group Number

a. OTHER INSURED'S POLICY OR GROUP NUMBER
72431

Instructions: Enter policy number of the other insured as it appears on the insured's Insurance ID card. If group number is available, enter both.

Note: The policy number is used to verify the policy by the Office of Third Party Liability/Recovery, when applicable.

Figure 13. FL 9b Not Required: Reserved for NUCC Use

b. RESERVED FOR NUCC USE

Instructions: Leave this field blank.

Figure 14. FL 9c Not Required: Reserved for NUCC Use

c. RESERVED FOR NUCC USE

Instructions: Leave this field blank.

Figure 15. FL 9d Situational: Insurance Plan or Program Name

d. INSURANCE PLAN NAME OR PROGRAM NAME Merit Insurance

Instructions: Enter the other insured's insurance plan or program name.

Figure 16. FL 10a-c Situational: Is Patient's Condition Related To:

- a. Employment?
- b. Auto Accident?
- c. Other Accident?

10. IS PATIENT'S CONDITION RELATED TO:	
a. EMPLOYMENT? (Current or Previous)	
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
b. AUTO ACCIDENT?	
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	PLACE (State) _____
c. OTHER ACCIDENT?	
<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

Instructions: Check the appropriate box to indicate whether one or more of the services described in FL 24 a-j (Figures 37-46) are for a condition or injury that occurred on the job or as a result of an auto accident or other accident.

Note: Enter the State code if 10b. is checked "YES". Any item checked "YES" indicates there may be other insurance primary to Medicaid. Identify primary insurance information in [FL 11 \(Figure 18\)](#).

Figure 17. FL 10d Situational: Claim Codes

10d. CLAIM CODES (Designated by NUCC) AI

Instructions: When applicable, use to report appropriate claim codes. Applicable claim codes are designated by the National Uniform Claim Committee (NUCC) under Code Set <https://www.nucc.org/>.

Figure 18. FL 11 Situational: Insured's Policy Group or Federal Employees Compensation Act (FECA) Number

11. INSURED'S POLICY GROUP OR FECA NUMBER 15974

Instructions: Enter the insured's policy or group number as it appears on the insured's healthcare identification card.

Figure 19. FL 11a Not Required: Insured's Date of Birth, Sex

a. INSURED'S DATE OF BIRTH			SEX	
MM	DD	YY	M	F
			<input type="checkbox"/>	<input type="checkbox"/>

Instructions: Leave this field blank.

Figure 20. FL 11b Situational: Other Claim ID

b. OTHER CLAIM ID (Designated by NUCC)

Instructions: When applicable, use to report appropriate Other Claim ID. Applicable Other Claim ID are designated by the NUCC under Code Set <https://www.nucc.org/>.

Figure 21. FL 11c Situational: Insurance Plan Name or Program Name

c. INSURANCE PLAN NAME OR PROGRAM NAME

Instructions: Enter the other insured's insurance plan or program name.

Figure 22. FL 11d Not Required: Is There Another Health Benefit Plan?

d. IS THERE ANOTHER HEALTH BENEFIT PLAN?
<input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, complete items 9, 9a, and 9d.</i>

Instructions: Leave this field blank.

Figure 23. FL 12 Situational: Patient Signature

READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM.	
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.	
SIGNED <i>Signature or "Signature on File"</i>	DATE <i>MM/DD/CCYY</i>

Instructions: Enter the member signature or signature on file with the date in MM/DD/CCYY format.

Figure 24. FL 13 Not Required: Insured's or Authorized Person's Signature

13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.
SIGNED _____

Instructions: Leave this field blank.

Figure 25. FL 14 Situational: Date of Current Illness, Injury, or Pregnancy

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

Instructions: For current illness, injury, or pregnancy, enter the date in the MM/DD/CCYY format.

Valid Values:

- 431 = Onset of current symptoms or illness
- 439 = Injury
- 484 = LMP

Figure 26. FL 15 Situational: Other Date

15. OTHER DATE	MM	DD	YY
QUA			

Instructions: Enter other date in the MM/DD/CCYY format. Applicable Qualifiers are designated by the NUCC under Code Set <https://www.nucc.org/>.

Figure 27. FL 16 Not Required: Date Patients Unable to Work in Current Occupation

16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION
FROM MM DD YY TO MM DD YY

Instructions: Leave this field blank.

Figure 28. FL 17 Situational: Name of Referring Provider or Other Source

17. NAME OF REFERRING PROVIDER OR OTHER SOURCE
DN Josephine Smith, M.D.

Instructions: Enter referring or ordering provider information, including the following:

- Provider Qualifier
 - Valid Values:
 - DN – Referring Provider
 - DK – Ordering Provider
 - DQ – Supervising Provider
- First and Last Name

Note: Lab, DME, and radiology claims require ordering physician to be entered.

Figure 29. FL 17a Required: Other ID Number

17a.	G2	001234856
------	----	-----------

Instructions: Enter the nine-digit Medicaid provider number of the ordering/referring provider and the appropriate qualifier.

Qualifier valid values are:

- 0B – State License Number
- 1G – Provider UPIN Number
- G2 – Provider Medicaid ID
- LU – Location Number (Used for Supervising Provider only)
- ZZ – Taxonomy

Figure 30. FL 17b Required: Referring/Ordering NPI

17b.	NPI	999999999
------	-----	-----------

Instructions: Enter the ten-digit NPI number.

Figure 31. FL 18 Situational: Hospitalization Dates Related to Current Services

18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES							
	MM	DD	YY		MM	DD	YY
FROM	01	03	20	TO	01	03	20

Instructions: Enter the date of hospital admission and discharge if the services billed are related to a hospitalization. If the patient has not been discharged, leave the discharge date blank.

Figure 32. FL 19 Situational: Additional Claim Information (Designated by NUCC)

19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)

Instructions: Use this field for when submitting a multi-page claim to indicate page count X of 9.

Figure 33. FL 20 Not Required: Outside Lab Charges

20. OUTSIDE LAB?	\$ CHARGES
<input type="checkbox"/> YES <input type="checkbox"/> NO	

Instructions: Leave this field blank.

Figure 34. FL 21 Required: Diagnosis or Nature of Illness or Injury

21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Relate A-L to service line below (24E)				ICD Ind.	0		
A.	R06.00	B.	J18.9	C.	N39.0	D.	
E.		F.		G.		H.	
I.		J.		K.		L.	

Instructions: Enter the appropriate International Classification of Diseases (ICD) indicator for the date of service.

Note: The ICD indicator must be 0 (ICD-10-CM), 9 (ICD-9-CM), or blank. At least one Diagnosis code is required with eight characters or less.

Figure 35. FL 22 Situational: Resubmission Code (Original Reference No.)

22. RESUBMISSION CODE	ORIGINAL REF. NO.
7	2120364026258

Instructions: This form locator is used for submitting an adjustment or a void. Enter a 7 in the resubmission code area to indicate an adjustment/replacement. Enter an 8 in the resubmission code area to indicate a void. Enter previous ICN or Transaction Control Number (TCN) assigned to the claim in the "Original Reference No" area. Additionally, please indicate "Adjustment" or "Void" in the blank space in the top right hand corner of the claim form. See [Figure 60](#).

Figure 36. FL 23 Situational: Prior Authorization Number

23. PRIOR AUTHORIZATION NUMBER
A1234567

Instructions: Enter an authorization number without hyphens, dashes, spaces, etc. Enter only one authorization per one claim form. The leading letter must be

Figure 37. FL 24a Required: Date of Service (lines 1-6)

24. A. DATE(S) OF SERVICE					
From			To		
MM	DD	YY	MM	DD	YY
01	03	20	01	03	20
01	03	20	01	03	20

Instructions: Enter the date for each procedure, service, or supply in MM/DD/YY format. When “From” and “To” dates are shown for a service of identical services, enter the number of days or units in [FL 24g \(Figure 43\)](#).

Figure 38. FL 24b Required: Place of Service

B. PLACE OF SERVICE
11
11

Instructions: Enter the appropriate two-digit code for the place of service code. The Place of Service Codes are available at: www.cms.gov/Medicare/Coding/place-of-service-codes/Place_of_Service_Code_Set.html.

Figure 39. FL 24c Situational: EMG

C. EMG

Instructions: Enter “Y” (Yes) or “N” (No) in the appropriate box.

Figure 40. FL 24d Required: Procedures, Services, or Supplies

D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances)				
CPT/HCPCS	MODIFIER			
99251				
20600	25			

Instructions: Enter the following information:

- **Procedure Code** – Enter the appropriate Current Procedural Terminology (CPT)-4 / Healthcare Common Procedures Coding System (HCPCS) code that identifies the service provided.

- **Procedure Modifier** – Enter the appropriate procedure modifier that further qualifies the service provided. (Note: This field should only be used when applicable.)

Note: Some mental health providers are required to enter a specific modifier for each claim line. Fee schedules identifying modifier requirements are available at: [Fee Schedules and Rates](#).

Figure 41. FL 24e Required: Diagnosis Pointer

E. DIAGNOSIS POINTER
A
B

Instructions: Enter one diagnosis indicator (A, B, C, D, E, F, G, H) that identifies appropriate diagnosis for the procedures. These indicators should correspond to the line numbers of the diagnosis codes listed in [FL 21 \(Figure 34\)](#).

Figure 42. FL 24f Required: Charges (lines 1-6)

F. \$ CHARGES
50 00
250 00

Instructions: Enter the charge for each listed service/procedure. Do not use commas when reporting dollar amounts. Negative dollar amounts are not allowed. Dollar signs should not be entered. Enter 00 in the right-hand area of the field if the amount is a whole number.

Figure 43. FL 24g Required: Days or Units Billed

G. DAYS OR UNITS
1
1

Instructions: Enter the number of days or units. This field is most used for multiple visits, units of supplies, anesthesia minutes, or oxygen volume. If only one service is performed, the numeral 1 must be entered.

Figure 44. FL 24h Situational: EPSDT/ Family Planning

H. EPSDT Family Plan

Instructions: When there is a requirement to report a Family Planning service, enter “F”; when there is a requirement to report this as a EPSDT service, enter “E”. When there is no requirement for Family Planning Services or EPSDT, leave the field blank.

Figure 45. FL 24i Required: ID Qualifier

I. ID. QUAL.
G2

Instructions: Enter the appropriate qualifier to identify if the number is a non-NPI.

Qualifier valid values are:

- 0B – State License Number
- 1G – Provider UPIN Number
- G2 – Provider Medicaid ID
- LU – Location Number (Used for Supervising Provider only)
- ZZ – Taxonomy

Figure 46. FL 24j Required: Rendering Provider ID and NPI

J. RENDERING PROVIDER ID. #
282N0000X
8888888888

Instructions: Enter the rendering provider’s Taxonomy (ZZ) or related value to the qualifiers (0B, 1G, G2, and LU) in the shaded half of the claim line. Enter the ten-digit NPI in the bottom, (unshaded half of the claim line).

Figure 47. FL 25 Not Required: Federal Tax ID or SSN

25. FEDERAL TAX I.D. NUMBER	SSN EIN
	<input type="text"/> <input type="text"/>

Instructions: Leave this field blank.

Figure 48. FL 26 Situational: Patient Account Number

26. PATIENT'S ACCOUNT NO. 123548F

Instructions: Enter the patient's account number assigned by the provider of service or supplier's accounting system. This field is optional to assist the provider in patient identification.

Figure 49. FL 27 Not Required: Accept Assignment?

27. ACCEPT ASSIGNMENT? (For govt. claims, see back)
<input type="checkbox"/> YES <input type="checkbox"/> NO

Instructions: Leave this field blank.

Figure 50. FL 28 Required: Total Charge

28. TOTAL CHARGE
\$ 300 00

Instructions: Enter total charges for the services [i.e., total of all charges in [FL 24f \(Figure 42\)](#)].

Figure 51. FL 29 Situational: Amount Paid

29. AMOUNT PAID
\$ 125 00

Instructions: Enter total amount the member and/or other payers paid on the covered services only.

Figure 52. FL 30 Not Required: Reserved for NUCC Use

30. Rsvd for NUCC Use

Instructions: Leave this field blank.

Figure 53. FL 31 Required: Signature of Physician or Supplier and Date

31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)	
<i>Add Signature Here</i>	MM/DD/CCYY
SIGNED	DATE

Instructions: Enter the signature of provider of service or supplier, or his/her representative, and the date in the MM/DD/CCYY format or alphanumeric date (e.g., January 01, 2022).

Figure 54. FL 32 Situational: Service Facility Location

32. SERVICE FACILITY LOCATION INFORMATION ABC Hospital 123 Easy Street Anytown, PA 19003

Instructions: Enter the service location where the services were rendered in the following format:

- Facility Name
- Street Address
- City, State Zip Code

Figure 55. FL 32a Situational: Service Facility NPI

a. 0123456789

Instructions: Enter the NPI of the servicing provider.

Figure 56. FL 32b Situational: Service Facility Other ID #

b. 282N0000X

Instructions: Enter the qualifier ZZ followed by the Taxonomy code if the NPI was used in FL 32a. Enter the qualifier (0B, G2, and LU) identifying the non-NPI number followed by the ID number. The non-NPI ID number of the service facility is the payer assigned unique identifier of the facility.

Figure 57. FL 33 Required: Billing Provider Info and Phone Number

33. BILLING PROVIDER INFO & PH # (215) 555-5555 ABC Medical Group 8 North American Street Anytown, PA 19003

Instructions: Enter the billing provider name (last name, first name), address (including the expanded ZIP Code+4), and telephone number currently on file with DOM as the billing provider where services were rendered.

Figure 58. FL 33a Required: Billing Provider NPI

a. 2222222222

Instructions: Enter the NPI of the billing provider.

Atypical providers are required to enter the Medicaid provider ID on field 33b.

Figure 59. FL 33b Required: Billing Provider Other ID#

b. 282N0000X

Instructions: Enter the qualifier ZZ followed by the Taxonomy code if the NPI was used in FL 33a. Enter the qualifier (0B, G2, and LU) identifying the non-NPI number followed by the ID number. The non-NPI ID number of the billing provider refers to the payer assigned unique identifier of the provider.


Figure 60. CMS-1500 Claim Form

Adjustment or Void

CARRIER

PATIENT AND INSURED INFORMATION

PHYSICIAN OR SUPPLIER INFORMATION



HEALTH INSURANCE CLAIM FORM

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

PICA <input type="checkbox"/> <input type="checkbox"/>											
1. MEDICARE <input type="checkbox"/> MEDICAID <input type="checkbox"/> TRICARE <input type="checkbox"/> CHAMPVA <input type="checkbox"/> GROUP HEALTH PLAN <input type="checkbox"/> FECA EXCLUSION <input type="checkbox"/> OTHER <input type="checkbox"/> <small>(Medicare) (Medicaid) (DM/DoD) (Member/ID#) (ID#) (ID#) (ID#)</small>				1a. INSURED'S I.D. NUMBER (For Program in Item 1)							
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)				3. PATIENT'S BIRTH DATE MM DD YY M F				4. INSURED'S NAME (Last Name, First Name, Middle Initial)			
5. PATIENT'S ADDRESS (No., Street)				6. PATIENT RELATIONSHIP TO INSURED Self Spouse Child Other				7. INSURED'S ADDRESS (No., Street)			
CITY STATE				8. RESERVED FOR NUCC USE				CITY STATE			
ZIP CODE TELEPHONE (Include Area Code)								ZIP CODE TELEPHONE (Include Area Code)			
9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)				10. IS PATIENT'S CONDITION RELATED TO: a. EMPLOYMENT? (Current or Previous) YES NO b. AUTO ACCIDENT? PLACE (State) YES NO c. OTHER ACCIDENT? YES NO				11. INSURED'S POLICY GROUP OR FECA NUMBER			
10a. OTHER INSURED'S POLICY OR GROUP NUMBER								a. INSURED'S DATE OF BIRTH MM DD YY M F			
b. RESERVED FOR NUCC USE								b. OTHER CLAIM ID (Designated by NUCC)			
c. RESERVED FOR NUCC USE								c. INSURANCE PLAN NAME OR PROGRAM NAME			
g. INSURANCE PLAN NAME OR PROGRAM NAME				10c. CLAIM CODES (Designated by NUCC)				d. IS THERE ANOTHER HEALTH BENEFIT PLAN? YES NO <i>If yes, complete items 9, 9a, and 9d.</i>			
READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM.											
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.						13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.					
SIGNED _____ DATE _____						SIGNED _____					
14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP) MM DD YY QUAL				15. OTHER DATE QUAL MM DD YY				16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY			
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE				17a. NPI				18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY			
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)											
20. OUTSIDE LAB? \$ CHARGES YES NO											
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Refer to A.L.D. 69400 in the DSM (24E) ICD 10d											
A. _____			B. _____			C. _____			D. _____		
E. _____			F. _____			G. _____			H. _____		
I. _____			J. _____			K. _____			L. _____		
24. A. DATES OF SERVICE From MM DD YY To MM DD YY			B. PLACE OF SERVICE RMS			C. PROCEDURES, SERVICES, OR SUPPLIES (Specify Unusual Circumstances) CPT/HCPCS MODIFIER			E. DIAGNOSIS POINTER		
F. \$ CHARGES			G. DAYS OF SERVICE			H. HPT (Priority Ref.)			I. ID QUAL		
J. RENDERING PROVIDER ID #											
22. RESUBMISSION CODE ORIGINAL REF. NO.											
23. PRIOR AUTHORIZATION NUMBER											
25. FEDERAL TAX I.D. NUMBER SSN EIN											
26. PATIENT'S ACCOUNT NO.				27. ACCEPT ASSIGNMENT? (For dates only) YES NO				28. TOTAL CHARGE \$		29. AMOUNT PAID \$	
30. Ref'd for NUCC Use											
31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (If certificates of statements or the reverse apply to this bill and are made a part thereof)				32. SERVICE FACILITY LOCATION INFORMATION				33. BILLING PROVIDER INFO & PH # ()			
SIGNED _____ DATE _____				a. NPI b. _____				a. NPI b. _____			

NUCC Instruction Manual available at: www.nucc.org PLEASE PRINT OR TYPE APPROVED OMB-0638-1197 FORM 1500 (02-12)

Clear Form

4.9. Filing Medicare Crossover Claims on the CMS-1500

Beneficiaries that are both Medicare and Medicaid eligible require a slightly different approach to claims submission. Complying with the following instructions expedites claims adjudication:

- In [FL 1 \(Figure 1\)](#), enter X in the box labeled “Medicare” when submitting a crossover claim and enter X in the box labeled “Medicaid” for non-crossover claims.
- Ensure that the beneficiary’s nine-digit Medicaid number is in [FL 1a \(Figure 2\)](#).
- Enter the NPI number of the billing provider who is the one to which Medicaid payment will be made in [FL 33 \(Figure 57\)](#). If FL 33 contains a group NPI provider number, enter the ten-digit NPI of the servicing/ rendering provider in [FL 24j \(Figure 46\)](#).
- Circle the corresponding claim information on the Explanation of Medicare Benefits (EOMB). Attach the EOMB to the back of the claim.
- The claim detail information should match the individual EOMB detail level information.

The Medicare EOMB must be completely legible and copied in its entirety. The only acceptable alterations or entries on a Medicare EOMB are as follows:

- The provider may line out patient data not applicable to the claim submitted.
- The provider may line out any claim line that has been previously paid by Medicaid that the provider chooses not to bill Medicaid, or that has been paid in full by Medicare.
- If the claim lines on the EOMB have been lined out, the “claim totals” line on the EOMB must be changed to reflect the deleted line(s).
- The claim lines or “recipient section” on the EOMB that are being submitted for reimbursement must be circled and never highlighted.

The MISSISSIPPI CROSSOVER CLAIM FORM will no longer be accepted.

Please mail claim forms to:

Mississippi Medicaid Program
PO Box 23076
Jackson, MS 39225-3076

5. UB-04 Claim Form Version CMS-1450

This section explains the procedures for obtaining reimbursement for services submitted to Medicaid on the UB-04 billing form and must be used in conjunction with the Mississippi Administrative Code Title 23. Institutional providers are strongly encouraged to bill electronic claims to reduce the potential for errors and speed reimbursement. The Administrative Code and fee schedules should be used as a reference for issues concerning policy and the specific procedures for which Medicaid reimburses. Contact Gainwell's Provider and Beneficiary Services Call Center toll-free at 1-800-884-3222 for questions and assistance.

5.1. Provider Types

The instructions for the UB-04 claim form are to assist the following types of providers:

- Dialysis Centers
- Home Health Agencies
- Hospice Providers
- Hospitals
- Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID)
- Nursing Facilities
- Psychiatric Residential Treatment Facilities (PRTF)
- Swing-Bed

5.2. Web Portal Reminder

Providers are encouraged to use the Mississippi MESA Web Portal for easy access to up-to-date information. The web portal provides rapid, efficient information exchange with providers including eligibility verification, claim submission, electronic report retrieval, and the latest updates to provider information. The web portal is available 24 hours a day, seven days a week, 365 days a year via the Internet at <https://portal.ms-medicaid-mesa.com/MS/Provider>.

5.3. Paper Claim Guidelines

To facilitate processing and minimize the chances of rejection, providers should follow the guidelines below:

- An original UB-04 claim form must be completed.
- No photocopied or fax claims are accepted.
- Do not include handwritten information on the claim form.
- Blue or black ink must be used to fill out the form.
- The information on the form must be legible.
- No highlighters should be used.
- Correction fluid or correction tape should not be used.
- Names, codes, numbers, etc. must print in the designated fields for proper alignment.
- Claim information must remain within the outlines of the data fields.
- Claim information includes:
 - Beneficiary Medicaid ID
 - Provider NPI

- Diagnosis code
- Type of Bill
- At least one claim line detail
- Claim must include all required attachments when applicable. Attachments must be legible and paid date must be included on the EOB/EOMB.

5.4. Multi-Page Paper Claims

When submitting UB-04 claims with multiple pages, the below guidelines should be followed:

- Multi-page claims are limited to ten pages with a maximum of 220 claim lines.
- The first form should not be totaled.
- Pages together must be clipped together.
- Indicate Page X of 10 in line 23.
- Use code 0001 (total charges) on the last page. Enter the 0001 totals code in the box next to the number 23 on the last page.
- If reporting a Third-Party Liability (TPL) payment, indicate in [FL 54 \(Figure 97\)](#) on the first page.
- Only one copy of an attachment (e.g., EOB, EOMB, and Consent Form) is required per claim.

5.5. Paper Claims with Attachments

To facilitate processing and minimize the chances of rejection, providers should follow the guidelines below:

- Any attachment should be marked with the beneficiary's name and Medicaid ID number.
- For different claims that refer to the same attachment, a copy of the attachment must accompany each claim.
- For claims with third party payor source, all EOBs that relate to the claim should be included.
- MEDICARE DENIAL, SEE ATTACHED should be entered in [FL 80 \(Figure 124\)](#) for Medicare denials.
- TPL DENIAL, SEE ATTACHED should be entered in FL 80 for other insurance denials.

5.6. Electronic UB-04 Claims

Electronic UB-04 claims may be submitted to Mississippi Medicaid by:

- Using the Web Portal Claims Entry feature
- Using other proprietary software purchased by the provider
- Using a clearinghouse to forward claims to Mississippi Medicaid
- Electronic UB-04 claims must be submitted in a format that is HIPAA compliant with the ANSI X12 837I claim standards.

5.7. Claim Mailing Address

Once the claim form has been completed and checked for accuracy, the completed claim form can be mailed to:

Mississippi Medicaid Program
PO Box 23076
Jackson, MS 39225-3076

5.8. UB-04 Claim Form Instructions – Institutional Claims

The field instructions are as follows:

Figure 61. FL 1 Required: Billing Provider Name, and Address

1	Sunny Hospital
	P.O. Box 5789
	Jackson, MS 39201-0015

Instructions: Enter the billing provider name and address (including the expanded ZIP Code+4) currently on file with DOM as follows:

- Line 1: Billing Provider Name
- Line 2: Billing Provider Street Address
- Line 3: Billing Provider City, State and Zip Code+4

Figure 62. FL 2 Situational: Service Location Information

2	Sunny Hospital
	321 Sun Lane Drive
	Jackson, MS 39201-0015

Instructions: This field is required when the billing provider has multiple Medicaid Provider ID numbers associated with the NPI. Enter the service location name and address (including the expanded ZIP Code+4) where the patient was seen (which must match the service location address currently on file with DOM for the billing provider where the service was rendered) as follows:

- Line 1: Billing Provider Name
- Line 2: Billing Provider Street Address
- Line 3: Billing Provider City, State and Zip Code+4

Figure 63. FL 3a Situational: Patient Control Number

3a PAT. CNTL #	987562
---------------------------	---------------

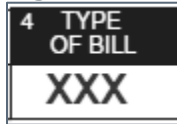
Instructions: Enter the patient's unique account number assigned by the provider account number. Patient Control number must be 20 characters or less.

Figure 64. FL 3b Situational: Medical/Health Record Number

b. MED. REC. #	HX1590Z1
---------------------------	-----------------

Instructions: The number assigned to the patient's medical/health record by the provider. This is not the same information as FL 3a. Patient Medical/Health Record number must be 38 characters or less.

Figure 65. FL 4 Required: Type of Bill



Instructions: Enter the appropriate Type of Bill (TOB) code. This code indicates the specific TOB being submitted and is critical to ensure accurate payment. This four-digit code requires a leading zero plus one digit from each of the four categories, written in the following sequence:

- First digit – Type of Facility
- Second digit – Bill Classification
- Third digit – Frequency

Example: TOB 111

- First digit – 1-Hospital
- Second digit – 1-Inpatient (Including Medicare Part A)
- Third digit – 1-Admit Through Discharge

The valid values for the first, second, and third digits are listed in the tables below.

Table 3. Type of Facility (First Digit) Code Values

Type of Facility (First Digit)	Code
Hospital	1
Skilled Nursing	2
Home Health	3
Christian Science (Hospital)	4
Christian Science (Extended Care)	5
Intermediate Care	6
Clinic	7
Specialty Facility	8
RESERVED for NATIONAL USE	9

Table 4. Bill Classification – Except Clinics and Special Facilities (Second Digit) Code Values

Bill Classification – Except Clinics and Special Facilities (Second Digit)	Code
Inpatient (Including Medicare Part A)	1
Inpatient (Medicare Part B Only)	2
Outpatient	3
Other (for Hospital Referenced Diagnostic Services, or Home Health Not Under Plan of Treatment)	4
Intermediate Care - Level I	5
Intermediate Care - Level II	6
Subacute Inpatient (Revenue Code 19X Required)	7
Swing Beds	8
RESERVED for NATIONAL USE	9

Table 5. Bill Classification – Clinics Only (Second Digit) Code Values

Bill Classification – Clinics Only (Second Digit)	Code
Rural Health	1
Hospital Based or Independent Renal Dialysis Center	2
Free Standing	3
Outpatient Rehabilitation Facility (ORF)	4
Comprehensive Outpatient Rehabilitation Facilities (CORFS)	5
Community Mental Health Center	6
RESERVED for NATIONAL USE	7-8
Other	9

Table 6. Bill Classification – Special Facilities Only (Second Digit) Code Values

Bill Classification – Special Facilities Only (Second Digit)	Code
Hospice (Non-Hospital Based)	1
Hospice (Hospital Based)	2
Ambulatory Surgery Center	3
Free Standing Birthing Center	4
Rural Primary Care Hospital	5
RESERVED for NATIONAL USE	6-8
Other	9

Table 7. Frequency (Third Digit) Code Values

Frequency (Third Digit)	Code
Non-Payment/Zero Claim	0
Admit Through Discharge	1
Interim, First Claim	2
Interim, Continuing Claim	3
Interim, Last Claim	4
Late Charge(s) Only Claim	5
Replacement of Prior Claim	7
Void/Cancel of Prior Claim	8
RESERVED for NATIONAL USE	9

Figure 66. FL 5 Situational: Federal Tax Number

5 FED. TAX NO.
64-XXXXXXX

Instructions: This is the Tax Identification Number (TIN) of the entity to be paid for the submitted services.

Figure 67. FL 6 Required: Statement Covers Period (From – Through)

6	STATEMENT COVERS PERIOD
	FROM THROUGH
01012022	01052022

Instructions: The date format is eight digits MMDDCCYY (e.g., 01012022). Enter the beginning service date in the "From" area and the end service date in the "Through" area of this field. For services received on a single day, enter that date on both the "From" and "Through" box.

Figure 68. FL 7 Not Required: Reserved for Assignment by the NUBC

7

Instructions: Leave this field blank.

Figure 69. FL 8a-b: Patient Name

8 PATIENT NAME	a	
b	Smile, Joe L	

Instructions: Enter the patients full name as follows:

- FL 8a: Patient’s Identifier – Leave this field blank.
- FL 8b: Patient’s Name – This is a required field. Enter the patient’s name as it appears on the Medicaid ID card in the last name, first name, and middle initial format.

Figure 70. Examples of Patient’s Medicaid ID Card



Figure 71. FL 9a-e Situational: Patient Address

9 PATIENT ADDRESS	a	402 Concourse Lane			
b	Meridian	c	MS	d	39207
				e	

Instructions: Enter the patient’s full mailing address as follows:

- FL 9a: Patient’s Street Address – Enter the patient’s street address or PO Box.
- FL 9b: Patient’s City – Enter the patient’s city.
- FL 9c: Patient’s State – Enter the patient’s state.
- FL 9d: Patient’s ZIP Code – Enter the patient’s zip code.
- FL 9e: Patient’s Country Code – Enter the patient’s country code only required if the country is other than USA.

Figure 72. FL 10 Required: Patient Birth Date

10 BIRTHDATE
03201971

Instructions: Enter the month, day, and year of birth of patient. The date format is eight digits [MMDDCCYY (e.g., 03201971)].

Figure 73. FL 11 Required: Patient Sex

11 SEX
M

Instructions: Enter the sex of the patient. The valid values are:

- F – Female
- M – Male
- U – Unknown

Figure 74. FL 12 - 15 Situational: Admission Date, Hour, Type, and Source

ADMISSION				
12	DATE	13 HR	14 TYPE	15 SRC
01022022	1800	1		2

Instructions: Enter the admission date, hour, type, and source as follows:

- FL 12: Admission Date – Enter the month, day, and year of the admission of the member.
 - The date format is eight digits [MMDDCCYY (e.g., 01012022)].
 - This field is required on inpatient claims.
- FL 13: Admission Hour – Enter the time of admission in military time (e.g., 06:00 p.m. is 18:00 in military time). This field is required on inpatient claims.
- FL 14: Admission Type – Enter the appropriate admission code. This field is required when patient is being admitted for inpatient services.
 - Valid values are:
 - 1 – Emergency
 - The patient requires immediate intervention as a result of severe, life-threatening, or potentially disabling conditions.
 - 2 – Urgent
 - The patient requires immediate attention for the care and treatment of a physical or mental disorder.
 - 3 – Elective
 - The patient’s condition permits adequate time to schedule the availability of a suitable accommodation.
 - 4 – Newborn
 - Any newborn infant born within a hospital setting.
 - 5 - Trauma Center
 - The patient visits a trauma center/hospital (as licensed or designated by the state or local government entity authorized to do so, or as verified by the American College of Surgeons and involving a trauma activation).
 - 9 – Information Unavailable
 - The provider is unable to clarify the type of admission; this is rarely used.

- FL 15: Admission Source – Enter the code indicating the source of the referral for the admission or visit. Required for all inpatient and outpatient services.

Table 8. Admission Source Code Definitions

Code	Newborn Admission Sources/Definition
1-3	Discontinued
4	Born inside hospital
5	Born outside hospital
Code	Admission Sources/Definition
1	Non-healthcare Facility Point of Origin
*2	Clinic Referral
3	Discontinued
*4	Transfer from a Hospital (different facility)
5	Transfer from a Skilled Nursing Facility
*6	Transfer from another Health Care Facility
7	Emergency Room
8	Court/Law Enforcement
9	Information not available
A	Reserved for Assignment by NUBC
B	Transfer from another home health agency
C	Readmission to same home health agency
D	Transfer from one distinct unit of hospital to another distinct unit of hospital
*E	Transfer from Ambulatory Surgical Center
*F	Transfer from Hospice

* require NPI in FL 76

Figure 75. FL 16 Not Required: Discharge Hour

16 DHR

Instructions: Leave this field blank.

Figure 76. FL 17 Required: Patient Discharge Status

17 STAT
01

Instructions: Enter the member’s disposition or discharge status at the end of service for the period covered on this bill, as reported in [FL 6, \(Figure 67\)](#). The valid values and their descriptions for this field are listed in the following table.

Table 9. Patient Discharge Status and Description

Patient Status	Description
01	DISCHARGED TO HOME OR SELF CARE (ROUTINE DISCHARGE)
02	DISCHARGED/TRANSFERRED TO A SHORT-TERM GENERAL HOSPITAL FOR INPATIENT CARE
03	DISCHARGED/TRANSFERRED TO SNF WITH MEDICARE CERTIFICATION IN ANTICIPATION OF COVERED SKILLED CARE
04	DISCHARGED/TRANSFERRED TO AN INTERMEDIATE CARE FACILITY (ICF)

Patient Status	Description
05	DISCHARGED/TRANSFERRED TO A DESIGNATED CANCER CENTER OR CHILDRENS HOSPITAL
06	DISCHARGED/TRANSFERRED HOME UNDER CARE OF ORGANIZED HH SVC ORG IN ANTICIPATION OF COVD SKILLED CARE
07	LEFT AGAINST MEDICAL ADVICE OR DISCONTINUED CARE
08	DISCHARGED/TRANSFERRED TO HOME UNDER CARE OF HOME IV PROVIDER
09	ADMITTED AS AN INPATIENT TO THIS HOSPITAL
20	EXPIRED
21	DISCH/TRANSF TO COURT/LAW ENFORCEMENT
30	STILL PATIENT
40	EXPIRED AT HOME
41	EXPIRED IN A MEDICAL FACILITY (E.G. HOSPITAL, SNF, ICF, OR FREE-STANDING HOSPICE)
42	EXPIRED - PLACE UNKNOWN
43	DISCHARGED/TRANSFERRED TO A FEDERAL HEALTH CARE FACILITY
50	HOSPICE - HOME
51	HOSPICE - MEDICAL FACILITY
61	DISCHARGED/TRANSFERRED TO HOSPITAL-BASED MEDICARE APPROVED SWING BED
62	DISCHARGED/TRANSFERRED TO IP REHAB FACILITY (IRF) INCLUDING REHAB DISTINCT PART UNITS OF A HOSPITAL
63	DISCHARGED/TRANSFERRED TO A MEDICARE CERTIFIED LONG TERM CARE HOSPITAL (LTCH)
64	DISCHARGED/TRANSFERRED TO A NURSING FACILITY CERTIFIED UNDER MEDICAID BUT NOT UNDER MEDICARE
65	DISCHARGED/TRANSFERRED TO A PSYCHIATRIC HOSPITAL OR PSYCHIATRIC DISTINCT PART UNIT OF A HOSPITAL
66	DISCHARGED/TRANSFERRED TO A CRITICAL ACCESS HOSPITAL (CAH)
69	DISCH/TRANSF TO A DESIGNATED DISASTER ALTERNATIVE CARE SITE
70	DISCH/TRANSF TO ANOTHER TYPE OF INSTITUTION NOT DEFINED ELSEWHERE IN THIS CODE LIST

Figure 77. FL 18 -28 Situational: Condition Codes

CONDITION CODES										
18	19	20	21	22	23	24	25	26	27	28
02	40									

Instructions: Enter the corresponding code (in numerical order) to describe any of the following conditions or events that apply to this billing period. This field is required when there is a Condition Code that applies to this claim.

Figure 78. FL 29 Not Required: Accident State

29 ACDT STATE

Instructions: Leave this field blank.

Figure 79. FL 30 Not Required: Reserved

30

Instructions: Leave this field blank.

Figure 80. FL 31-34 Situational: Occurrence Codes/Date

31 CODE	OCCURRENCE DATE	32 CODE	OCCURRENCE DATE	33 CODE	OCCURRENCE DATE	34 CODE	OCCURRENCE DATE
24	01152022						

Instructions: Enter the Occurrence code and date. The date format is eight digits [MMDDCCYY (e.g., 01012022)]. This field is required when there is a significant occurrence (event) relating to this claim. Event codes should be submitted in alphanumeric sequence.

Figure 81. FL 35-36 Situational: Occurrence Span Codes From and Through Dates

35 CODE	OCCURRENCE SPAN FROM	THROUGH	36 CODE	OCCURRENCE SPAN FROM	THROUGH
74	01022022	01052022			

Instructions: Enter the Occurrence Span Code from and through dates. This field is required when there is a significant occurrence (event) relating to this claim. Event codes are two alphanumeric digits; dates are shown numerically as MMDDCCYY through MMDDCCYY.

Figure 82. FL 37 Not Required: Reserved

37

Instructions: Leave this field blank.

Figure 83. FL 38 Situational: Responsible Party Name and Address

38 Medicare

Instructions: Enter "Medicare" in this field if the member has Medicare when billing a Medicare crossover claim.

Figure 84. FL 39-41 Situational: Value Codes and Amounts

39		40		41	
CODE	VALUE CODES AMOUNT	CODE	VALUE CODES AMOUNT	CODE	VALUE CODES AMOUNT
a	66 1000 00	80	15	81	5
b	82 25				
c					
d					

Correct:

39		40		41	
CODE	VALUE CODES AMOUNT	CODE	VALUE CODES AMOUNT	CODE	VALUE CODES AMOUNT
a	80 25	A1	992 00	66	500 00
b	A2 6200 00	82	25 00	81	0
c					
d					

Incorrect:

Value Codes are NOT in numerical order.

This represents 2500 days, NOT 25!

Do not list Value Codes if zero.

Instructions: Value codes must be entered in numeric sequence, starting in Form Locators 39a through 41a, 39b through 41b, 39c through 41c, and lastly, 39d through 41d.

Please note that when entering days, place the number to the far right of the Value Code Amount (in the cents field). For example, 1 – 9 days would be entered in the same position you would enter 1 – 9 cents. Days 10 – 99 would be entered in the same positions you would enter ten to ninety-nine cents. Days 100 – 999 would be entered in the same positions you would enter one dollar to nine dollars and ninety-nine cents.

Figure 85. FL 42 Required: Revenue Code

42 REV. CD.
0110
0250
0450

Instructions: Enter the revenue code that identifies a specific service or item. The specific revenue codes can be taken from the revenue code section of the Uniform Billing Manual. Codes are also available from the National Uniform Billing Committee (NUBC) (www.nubc.org) via the NUBC’s Official UB-04 Data Specifications Manual.

Note: 0001 is not a valid Revenue Code and should not be used.

Figure 86. FL 43 Required: Revenue Code Description

43 DESCRIPTION
Room and Board-Private
Pharmacy - General
Emergency Room - General

Instructions: Enter the standard abbreviated description of the related revenue code categories included on this bill. (See FL 42 for description of each revenue code category.) FL 43 is also

used to report the NDC. The NDC must begin with 'N4' followed by the 11-digit NDC and the Unit Measure Qualifier. Unit Measure Qualifiers are:

F2 – International Unit

GR – Gram

ME – Milligram

ML – Milliliter

UN - Unit

Example N400023114501UN

Figure 87. FL 44 Situational: HCPCS/Rate/HIPPS Code

44 HCPCS / RATE / HIPPS CODE

Instructions: Enter the following when applicable:

1. The HCPCS codes applicable to the ancillary service and outpatient bills
2. The accommodation rate for inpatient bills
3. The Health Insurance Prospective Payment System (HIPPS) rate codes that represent specific set of patient characteristics (or case-mix groups) on which payment determinations are made under several prospective payment systems

Figure 88. FL 45 Required: Service Date

45 SERV. DATE
01012022
01012022
01012022

Instructions: Enter the month, day, and year the member service was provided. The date format is eight digits [MMDDCCYY (e.g., 01012022)].

Figure 89. FL 46 Required: Service Units

46 SERV. UNITS
4
500
1

Instructions: Enter the quantitative measure of services rendered for each procedure or revenue code for the total number of covered accommodation days, ancillary units of service, or visits, where appropriate. When a decimal is used, the maximum number of digits allowed to the right of the decimal is three.

Figure 90. FL 47 Situational: Total Charges

47 TOTAL CHARGES	
4744	00
1742	79
800	00

Instructions: Enter the total charges for the related revenue or procedure code for the current billing period as entered in [FL 6 \(Figure 67\)](#) of the statement covers period.

Figure 91. FL 48 Not Required: Non-Covered Charges

48 NON-COVERED CHARGES	
	:
	:
	:

Instructions: Leave this field blank.

Figure 92. FL 49 Not Required: Reserved for Assignment by the NUBC

49

Instructions: Leave this field blank.

Figure 93. FL 50 Required: Payer Name

50 PAYER NAME	
A	Primary Insurance Group
B	Medicaid
C	

Instructions: As applicable, enter the name of the member's primary, secondary, and tertiary insurance on Lines A, B and C, respectively and to always include Medicaid. "Medicaid" information is entered on line A if the claim is submitted with no TPL.

Figure 94. FL 51 Situational: Payer ID

51 HEALTH PLAN ID	

Instructions: Enter the number used to identify the payer. This field is required. If other payers are involved in potentially paying the claim, enter the ID number used to identify the payer.

If other insurance is involved in the payment of the claim, the EOB from the other insurance must be included with the submission of the claim.

Figure 95. FL 52 Situational: Claim Filing Indicator Code

52 REL. INFO

Instructions: Enter the appropriate claim filing indicator code. Required for Medicare Advantage Part C/Medicare Part A and Part B claims.

Note: Use a value of 'MA', 'MB' to identify Medicare Payers or '16' to identify Medicare C Advantages Plan. Any Commercial Insurance payer use a value of "CI" to identify TPL Payer.

Figure 96. FL 53 Situational: Assignment of Benefits

53 ASG. BEN.

Instructions: Enter the assignment of benefits. Valid values are "N" for No and "Y" for Yes.

Figure 97. FL 54 Situational: Prior Payments

54 PRIOR PAYMENTS
5500.00

Instructions: Enter payment(s) received from any other insurance carriers for claim services.

Figure 98. FL 55 Situational: Estimated Amount Due

55 EST. AMOUNT DUE
1100.00

Instructions: Enter the amount estimated by the provider to be due from the indicated payer (estimated responsibility less prior payments).

Figure 99. FL 56 Required: NPI – Billing Provider

56 NPI	9874561230
--------	------------

Instructions: Enter the unique identification number assigned to the provider submitting the bill. This is a 10-digit number that will be used to identify you to your health care partners including all payers.

Figure 100. FL 57 Situational: Other (Billing) Provider Identifier

57	
OTHER	
PRV ID	


Instructions: Enter the other (billing) provider identifier. Identifiers can be: 0B,1B,1G, G2, LU.  This field may be used to report other provider identifiers as assigned by the health plan [as indicated in [FL 50 Lines A-C \(Figure 93\)](#)]. Use the qualifiers (0B,1B,1G, G2, and LU) to identify the other providers. (Example: G2 Provider Medicaid ID – 123456789 = G2123456789.)

Figure 101. FL 58 Required: Insured’s Name

58 INSURED’S NAME	
A	Smile, Joe L
B	Smile, Joe L
C	

Instructions: Enter the name of the individual under whose name the insurance benefit is carried. Enter the policyholder's last name, first name, and middle initial.

Figure 102. FL 59 Not Required: Patient Relationship to Insured

59 P.REL

Instructions: Leave this field blank.

Figure 103. FL 60 Required: Insured’s Unique Identifier

60 INSURED’S UNIQUE ID
8764531A
333666999

Instructions: Enter the unique number assigned by the health plan to the insured if there is another health plan, as well as entering the Members Medicaid ID.

Figure 104. FL 61 Situational: Insured’s Group Name

61 GROUP NAME
National Health Care Plus

Instructions: Enter the group name or plan providing the member’s primary, secondary, and tertiary insurance on lines A, B, and C according to proper billing order, exactly as it appears on the health insurance card. Do not enter a group name on the line that shows payor, “Medicaid”. This field is required when there is third party coverage.

Figure 105. FL 62 Situational: Insured’s Group Number

62 INSURANCE GROUP NO.	
45-1690	A
	B
	C

Instructions: Enter the identification number, control number, or code assigned by the carrier or fund administrator identifying the group under which the individual is covered. Enter the

member's primary, secondary, and tertiary insurance on Lines A, B and C, according to proper billing order.

Figure 106. FL 63 Situational: Treatment Authorization Codes

63 TREATMENT AUTHORIZATION CODES	
A	
B	A500001
C	

Instructions: Enter the authorization number in this field. Only one authorization number may be entered per claim. This field is required when an authorization code assigned by the Utilization Management Organization is required to be reported on the claim.

Figure 107. FL 64 Situational: Document Control Number (Used for Submitting Adjustments/Voids)

64 DOCUMENT CONTROL NUMBER
22210290000002

Instructions: Enter the original claim ICN that is being requested to be replaced/adjusted or voided. This field is required when the TOB Frequency [\[FL 4 \(Figure 65\)\]](#) indicates this claim is a replacement/adjusted (7) or void (8) to a previously adjudicated claim. Additionally, please indicate "Adjustment" or "Void" in FL 80 of the claim form. See [Figure 126](#).

Figure 108. FL 65 Not Required: Employer Name

65 EMPLOYER NAME

Instructions: Leave this field blank.

Figure 109. FL 66 Required: Diagnosis and Procedure Code Qualifier (ICD Revision Indicator)

66 DX 0

Instructions: Enter the qualifier that denotes the revision of International Classification of Diseases (ICD) reported. Qualifier code "9" [ICD Ninth Revision (ICD-9-CM)] or "0" [ICD Tenth Revision (ICD-10-CM/ICD-9-PCS)] is required.

Figure 110. FL 67 Required: Principal Diagnosis Code (DX) and Present on Admission (POA) Indicator

E871	Y
-------------	----------

Instructions: Enter the ICD diagnosis code, appropriate to the ICD revision indicated in [FL 66 \(Figure 109\)](#) describing the principal diagnosis (i.e., the condition established after study to be chiefly responsible for occasioning the admission of the patient for care). The DX is required; the POA is situational but required for Inpatient claims.

Figure 111. FL 67(a – q) Situational: Other DX and POA Indicator

M810	Y	M4850XA	Y
------	---	---------	---

Figure 112. FL 68 Not Required: Reserved for Assignment by the NUBC

68

Instructions: Leave this field blank.

Figure 113. FL 69 Situational: Admitting Diagnosis Code

69 ADMIT DX	E871
-------------	------

Instructions: Enter the ICD diagnosis code, appropriate to the ICD revision indicated in [FL 66 \(Figure 109\)](#), describing the patient’s diagnosis at the time of admission. This field is required when claim involves an inpatient admission.

Figure 114. FL 70 Situational: Patient’s Reason for Visit

70 PATIENT REASON DX	a	b	c
----------------------	---	---	---

Instructions: Enter the ICD diagnosis codes, appropriate to the ICD revision indicated in [FL 66 \(Figure 109\)](#), describing the patient’s stated reason for visit.

Figure 115. FL 71 Not Required: Prospective Payment System (PPS) Code

71 PPS CODE	
-------------	--

Instructions: Leave this field blank.

Figure 116. FL 72a – c Situational: External Cause of Injury (ECI) Code and POA Indicator

72 ECI	V8604XA	Y	b	c
--------	---------	---	---	---

Instructions: Enter the ICD diagnosis codes, appropriate to the ICD revision indicated in [FL 66 \(Figure 109\)](#), pertaining to the environmental events, circumstances, and conditions as the cause of injury, poisoning, and other adverse effects.

Figure 117. FL 73 Not Required: Reserved for Assignment by the NUBC

73

Instructions: Leave this field blank.

Figure 118. FL 74 Situational: Principal Procedure Code and Date

74	PRINCIPAL PROCEDURE CODE	DATE
	009A0ZZ	01022022

Instructions: Enter the ICD procedure code appropriate to the ICD revision indicated in [FL 66 \(Figure 109\)](#), that identifies the inpatient principal procedure performed for definitive treatment, rather than one performed for diagnostic or exploratory purposes, or was necessary to take care of a complication. This field is required on inpatient claims when a procedure was performed. The date format is eight digits MMDDCCYY (e.g., 01022022). If there appear to be two procedures that are principal, then the one most related to the principal diagnosis should be selected as the principal procedure.

Figure 119. FL 74a-e Situational: Other Procedure Codes and Dates

a. OTHER PROCEDURE CODE DATE		b. OTHER PROCEDURE CODE DATE	
009B3ZX	01022022		

c. OTHER PROCEDURE CODE DATE		d. OTHER PROCEDURE CODE DATE		e. OTHER PROCEDURE CODE DATE	

Instructions: Enter the other procedure codes and dates. This field is required on inpatient claims when additional procedures must be reported. The date format is eight digits [MMDDCCYY (e.g., 01012022)]. The ICD procedure codes appropriate to the ICD revision indicated in [FL 66 \(Figure 109\)](#), that identify all significant procedures, other than the principal procedure, and the dates (identified by code) on which the procedures were performed.

Figure 120. FL 75 Not Required: Reserved for Assignment by the NUBC

75

Instructions: Leave this field blank.

Figure 121. FL 76 Situational: Attending Provider Name and Identifiers

76 ATTENDING	NPI 3575986110	QUAL	207Q00000X
LAST	Murdoch	FIRST	Sam

Instructions: Enter the attending provider’s NPI, Qualifier (ZZ)/Taxonomy, Last Name, and First Name. The Attending Provider is the individual who has overall responsibility for the patient’s medical care and treatment reported in this claim.

Figure 122. FL 77 Situational: Operating Physician Name and Identifiers

77 OPERATING	NPI	QUAL	
LAST		FIRST	

Instructions: Enter the name and identification number of the individual with the primary responsibility for performing the surgical procedure(s).

Figure 123. FL 78 – 79 Situational: Other Provider (Individual) Names and Identifiers

78 OTHER	NPI	QUAL	
LAST		FIRST	
79 OTHER	NPI	QUAL	
LAST		FIRST	

Instructions: Enter the identification number and name of the other physician if applicable.

Figure 124. FL 80 Situational: Remarks

80 REMARKS
Adjustment or Void

Instructions: Enter “Adjustment” or “Void” here.

Figure 125. FL 81cc Required: Code-Code Field

81CC a	B3	282N00000X	
b			
c			
d			

Instructions: Enter the "B3" Qualifier followed by the billing provider taxonomy. This is a required field to report billing provider taxonomy.

Figure 126. UB-Claim Form

1		2		3A PAT CONT #		4 TYPE OF BILL	
				3B NPI #			
				3C NPI REC #			
				5 FED TAX NO.		6 STATEMENT COVER PERIOD FROM TO/THROUGH	
8 PATIENT NAME		9 PATIENT ADDRESS					
10 BIRTHDATE		11 SEX		12 DATE		13 ADMISSION DATE	
14 TYPE		15 ICD-9		16 ICD-10		17 STATE	
18		19		20		21	
22		23		24		25	
26		27		28		29	
30		31		32		33	
34		35		36		37	
38		39		40		41	
42		43		44		45	
46		47		48		49	
50		51		52		53	
54		55		56		57	
58		59		60		61	
62		63		64		65	
66		67		68		69	
70		71		72		73	
74		75		76		77	
78		79		80		81	
82		83		84		85	
86		87		88		89	
90		91		92		93	
94		95		96		97	
98		99		100		101	
102		103		104		105	
106		107		108		109	
110		111		112		113	
114		115		116		117	
118		119		120		121	
122		123		124		125	
126		127		128		129	
130		131		132		133	
134		135		136		137	
138		139		140		141	
142		143		144		145	
146		147		148		149	
150		151		152		153	
154		155		156		157	
158		159		160		161	
162		163		164		165	
166		167		168		169	
170		171		172		173	
174		175		176		177	
178		179		180		181	
182		183		184		185	
186		187		188		189	
190		191		192		193	
194		195		196		197	
198		199		200		201	
202		203		204		205	
206		207		208		209	
210		211		212		213	
214		215		216		217	
218		219		220		221	
222		223		224		225	
226		227		228		229	
230		231		232		233	
234		235		236		237	
238		239		240		241	
242		243		244		245	
246		247		248		249	
250		251		252		253	
254		255		256		257	
258		259		260		261	
262		263		264		265	
266		267		268		269	
270		271		272		273	
274		275		276		277	
278		279		280		281	
282		283		284		285	
286		287		288		289	
290		291		292		293	
294		295		296		297	
298		299		300		301	
302		303		304		305	
306		307		308		309	
310		311		312		313	
314		315		316		317	
318		319		320		321	
322		323		324		325	
326		327		328		329	
330		331		332		333	
334		335		336		337	
338		339		340		341	
342		343		344		345	
346		347		348		349	
350		351		352		353	
354		355		356		357	
358		359		360		361	
362		363		364		365	
366		367		368		369	
370		371		372		373	
374		375		376		377	
378		379		380		381	
382		383		384		385	
386		387		388		389	
390		391		392		393	
394		395		396		397	
398		399		400		401	
402		403		404		405	
406		407		408		409	
410		411		412		413	
414		415		416		417	
418		419		420		421	
422		423		424		425	
426		427		428		429	
430		431		432		433	
434		435		436		437	
438		439		440		441	
442		443		444		445	
446		447		448		449	
450		451		452		453	
454		455		456		457	
458		459		460		461	
462		463		464		465	
466		467		468		469	
470		471		472		473	
474		475		476		477	
478		479		480		481	
482		483		484		485	
486		487		488		489	
490		491		492		493	
494		495		496		497	
498		499		500		501	
502		503		504		505	
506		507		508		509	
510		511		512		513	
514		515		516		517	
518		519		520		521	
522		523		524		525	
526		527		528		529	
530		531		532		533	
534		535		536		537	
538		539		540		541	
542		543		544		545	
546		547		548		549	
550		551		552		553	
554		555		556		557	
558		559		560		561	
562		563		564		565	
566		567		568		569	
570		571		572		573	
574		575		576		577	
578		579		580		581	
582		583		584		585	
586		587		588		589	
590		591		592		593	
594		595		596		597	
598		599		600		601	
602		603		604		605	
606		607		608		609	
610		611		612		613	
614		615		616		617	
618		619		620		621	
622		623		624		625	
626		627		628		629	
630		631		632		633	
634		635		636		637	
638		639		640		641	
642		643		644		645	
646		647		648		649	
650		651		652		653	
654		655		656		657	
658		659		660		661	
662		663		664		665	
666		667		668		669	
670		671		672		673	
674		675		676		677	
678		679		680		681	
682		683		684		685	
686		687		688		689	
690		691		692		693	
694		695		696		697	
698		699		700		701	
702		703		704		705	
706		707		708		709	
710		711		712		713	
714		715		716		717	
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722		723		724		725	
726		727		728		729	
730		731		732		733	
734		735		736		737	
738		739		740		741	
742		743		744		745	
746		747		748		749	
750		751		752		753	
754		755		756		757	
758		759		760		761	
762		763		764		765	
766		767		768		769	
770		771		772		773	
774		775		776		777	
778		779		780		781	
782		783		784		785	
786		787		788		789	
790		791		792		793	
794		795		796		797	
798		799		800		801	
802		803		804		805	
806		807		808		809	
810		811		812		813	
814		815		816		817	
818		819		820		821	
822		823		824		825	
826		827		828		829	
830		831		832		833	
834		835		836		837	
838		839		840		841	
842		843		844		845	
846		847		848		849	
850		851		852		853	
854		855		856		857	
858		859		860		861	
862		863		864		865	
866		867		868		869	
870		871</					

5.9. Filing Medicare Part, A Crossover Claims on the UB-04

Beneficiaries that are both Medicare and Medicaid eligible require a slightly different approach to claims submission. Complying with the following instructions expedites claims adjudication:

- The word “Medicare” should be entered in [FL 38 \(Figure 83\)](#).
- The beneficiary’s Medicare number should be entered in [FL 60 \(Figure 103\)](#).
- The beneficiary’s nine-digit Medicaid number should be entered in [FL 60 \(Figure 93\)](#).
- The ten-digit NPI number should be entered in [FL 56 \(Figure 99\)](#).
- Optional: The nine-digit Medicaid provider number should be entered in [FL 57 \(Figure 100\)](#).
- The corresponding claim information should be circled on the EOMB and the EOMB attached to the back of the claim.
- The claim detail information should match the individual EOMB detail level information.
- Any prior payer payments should be reported in [FL 54 \(Figure 97\)](#) of the UB-04.

The Medicare EOMB must be completely legible and copied in its entirety. The only acceptable alterations or entries on a Medicare EOMB are as follows:

- The provider may line out patient data not applicable to the claim submitted.
- The provider may line out any claim line that has been previously paid by Medicaid that the provider chooses not to bill Medicaid, or that has been paid in full by Medicare.
- If the claim lines on the EOMB have been lined out, the “claim totals” line on the EOMB must be changed to reflect the deleted line(s).
- The claim lines or “recipient section” on the EOMB that are being submitted for reimbursement must be circled and never highlighted.

Note: The MISSISSIPPI CROSSOVER CLAIM FORM is no longer accepted.

6. Dental Claim Form Instructions (Version 2012 American Dental Association)

This section explains the procedures for obtaining reimbursement for dental services submitted to Medicaid on the 2012 American Dental Association (ADA) claim form. Mississippi Medicaid accepts both electronic and paper dental claims. Dental providers are strongly encouraged to bill electronic claims to reduce the potential for errors and speed reimbursement. This section only addresses billing procedures and must be used in conjunction with the Administrative Code Title 23 Part 204. The Dental Fee Schedule is available on the Medicaid web site at <http://www.medicaid.ms.gov> or on the Web Portal at <https://portal.ms-medicaid-mesa.com/MS/Provider>. For questions, contact Gainwell's Provider and Beneficiary Services Call Center toll-free at 1-800-884-3222.

6.1. Provider Types

The instructions for the 2012 ADA claim form are to assist the following providers:

- Dentists
- Federally Qualified Health Center (FQHC) dentists
- Rural Health Clinic (RHC) dentists

6.2. Electronic Dental Claims

Electronic dental claims may be submitted to Mississippi Medicaid by:

- Using the Web Portal Claims Entry feature
- Using other proprietary software purchased by the dental provider.

Electronic dental claims must be submitted in a format that is HIPAA compliant with the ANSI X12 837D claim standards.

6.3. Paper Dental Claims Guidelines

To facilitate processing and minimize the chances of rejection, providers should follow the guidelines below:

- An original 2012 ADA claim form must be completed.
- No photocopied or fax claims are accepted.
- Do not include handwritten information on the claim form.
- Blue or black ink must be used to fill out the form.
- The information on the form must be legible.
- No highlighters should be used.
- Correction fluid or correction tape should not be used.
- Names, codes, numbers, etc. must print in the designated fields for proper alignment.
- Claim must be signed. Rubber signature stamps are acceptable.

6.4. Multi-Page Paper Claims

When submitting American Dental Association Dental (ADA) claims form with multiple pages, the below guidelines should be followed:

- Multi-page claims are limited to five pages with a maximum of 50 claim lines.
- If the number of procedures reported exceeds the number of lines available on one claim (ten lines per claim), the remaining procedures must be listed on a separate, fully completed claim form.
- The first form should not be totaled.
- Multiple pages should be clipped together.
- Indicate Page X of 5 in the white space at the bottom of the claim form.
- [FL 31 \(Figure 139\)](#) should be used to indicate a TPL payment on last page, if applicable.
- Only one copy of an attachment (e.g., EOB, EOMB, Consent Form) is required.

6.5. Paper Claims with Attachments

When submitting attachments with the ADA Dental claim form, the below guidelines should be followed:

- Attachments must be clipped to the claim.
- Any attachment should be marked with the beneficiary's name and Medicaid ID number.
- For different claims that refer to the same attachment, a copy of the attachment must accompany each claim.

Be sure to include Treatment Authorization Number (TAN), timely filing ICN or TCN, proper procedure codes, modifiers, units, etc. to prevent claims from denying inappropriately.

6.6. Claim Mailing Address

Once the claim form has been completed and checked for accuracy, please mail the completed claim form to:

Mississippi Medicaid Program

PO Box 23076

Jackson, MS 39225-3076

6.7. 2012 ADA American Dental Association Dental Claim Form

The field instructions are as follows:

Figure 127. FL 1 Not Required: Type of Transaction

HEADER INFORMATION	
1. Type of Transaction (Mark all applicable boxes)	
<input type="checkbox"/> Statement of Actual Services	<input type="checkbox"/> Request for Predetermination/Preauthorization
<input type="checkbox"/> EPSDT / Title XIX	

Instructions: Leave this field blank.

Figure 128. FL 2 Situational: Predetermination/Prior Authorization Number (Treatment Authorization Number)

2. Predetermination/Preauthorization Number
A0012345

Instructions: Enter an authorization number without hyphens, dashes, spaces, etc. if entering a pre-authorized claim. Enter only one authorization per one claim form.

Figure 129. FL 3 Situational: Company/Plan Name, Address, City, Zip Code

3. Company/Plan Name, Address, City, State, Zip Code
**Division of Medicaid
123 High Street
Jackson, MS 30542**

Instructions: Enter the name and address for the insurance company or dental benefit plan that is receiving the claim.

Figure 130. FL 4 Situational: Other Dental or Medical Coverage?

4. Dental? Medical? (If both, complete 5-11 for dental only.)

Instructions: Mark the box after “Dental?” or “Medical?” whenever a patient has coverage under any other dental or medical plan, regardless of whether the dentist or the patient is submitting a claim to collect benefits under the other coverage. If either box is marked, complete FL 5-11.

Figure 131. FL 5 Required: Name of Policyholder/Subscriber with Other Coverage in #4

5. Name of Policyholder/Subscriber in # 4 (Last, First, Middle Initial, Suffix)
Johnson, Sarah A.

Instructions: Enter the name of the policyholder for the other dental or medical plan. If the patient has other coverage through spouse, domestic partner, or if a child, through a parent, the name of the person who has the other coverage is reported here.

Figure 132. FL 6 Not Required: Date of Birth (MM/DD/CCYY)

6. Date of Birth (MM/DD/CCYY)

Instructions: Leave this field blank.

Figure 133. FL 7 Not Required: Gender

7. Gender
 M F

Instructions: Leave this field blank.

Figure 134. FL 8 Situational: Policyholder/Subscriber ID (SSN or ID#)

8. Policyholder/Subscriber ID (SSN or ID#)
350015555

Instructions: Enter the unique identifying number assigned by the third-party payer (e.g., insurance company) to the person named in [FL 5 \(Figure 131\)](#), which is on the identification card.

Figure 135. FL 9 Situational: Plan/Group Number

9. Plan/Group Number 456789

Instructions: Enter the group plan or policy number of the person identified in [FL 5 \(Figure 131\)](#).

Figure 136. FL 10 Situational: Patient's Relationship to Person named in #5

10. Patient's Relationship to Person named in #5
<input checked="" type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent <input type="checkbox"/> Other

Instructions: Mark the box corresponding to the patient's relationship to the other insured name in [FL 5 \(Figure 131\)](#).

Figure 137. FL 11 Situational: Other Insurance Company/Dental Benefit Plan Name, Address, City, State, Zip Code

11. Other Insurance Company/Dental Benefit Plan Name, Address, City, State, Zip Code
Delta Dental 123 Main St Anywhere, MS 12345

Instructions: Enter the complete information of the additional payer, benefit plan, or entity for the insured named in [FL 5 \(Figure 131\)](#).

Figure 138. FL 12 Required: Policyholder/Subscriber Name (Last, First, Middle Initial, Suffix), Address, City, State, Zip Code

12. Policyholder/Subscriber Name (Last, First, Middle Initial, Suffix), Address, City, State, Zip Code
Johnson, Sarah A. 789 Lane Drive Moss Point, MS 34567

Instructions: Enter the complete name, address, and zip code of the Medicaid beneficiary receiving treatment.

Figure 139. FL 13 Required: Date of Birth (MM/DD/CCYY)

13. Date of Birth (MM/DD/CCYY)
01 05 1994

Instructions: Enter the Medicaid beneficiary's [from [FL 12 \(Figure 138\)](#)] date of birth with two digits for month and day and four digits for the year.

Figure 140. FL 14 Required: Gender

14. Gender
<input type="checkbox"/> M <input checked="" type="checkbox"/> F

Instructions: Mark "M" for male, or "F" for female

Figure 141. FL 15 Required: Policyholder/Subscriber ID (SSN or ID#)

15. Policyholder/Subscriber ID (SSN or ID#)
350015555

Instructions: Enter the full nine-digit identification number as listed on the policy holder's Medicaid card.

Figure 142. FL 16 Not Required: Plan/Group Number

16. Plan/Group Number

Instructions: Leave this field blank.

Figure 143. FL 17 Situational: Employer Name

17. Employer Name Joe's Tire Shop

Instructions: Enter the name of the policyholder/subscriber's employer.

Figure 144. FL 18 Required: Relationship to Policyholder/Subscriber in #12

PATIENT INFORMATION				
18. Relationship to Policyholder/Subscriber in #12 Above				
<input checked="" type="checkbox"/> Self	<input type="checkbox"/> Spouse	<input type="checkbox"/> Dependent Child	<input type="checkbox"/> Other	

Instructions: Mark the relationship of the patient to the person in [FL 12 \(Figure 138\)](#) who has the primary insurance coverage. For Medicaid beneficiaries, mark the box titled "Self" and skip to [FL 24 \(Figure 150\)](#).

Figure 145. FL 19 Not Required: Reserved for Future Use

19. Reserved For Future Use

Instructions: Leave this field blank.

Figure 146. FL 20 Not Required: Name (Last, First, Middle Initial, Suffix) Address, City, State, Zip Code

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

Instructions: Leave this field blank.

Figure 147. FL 21 Not Required: Date of Birth (MM/DD/CCYY)

21. Date of Birth (MM/DD/CCYY)

Instructions: Leave this field blank.

Figure 148. FL 22 Not Required: Gender

22. Gender
<input type="checkbox"/> M <input type="checkbox"/> F

Instructions: Leave this field blank.

Figure 149. FL 23 Not Required: Patient ID/Account # (Assigned by Dentist)

23. Patient ID/Account # (Assigned by Dentist)

Instructions: Leave this field blank.

Figure 150. FL 24 Required: Procedure Date (MM/DD/CCYY)

24. Procedure Date (MM/DD/CCYY)
02 21 2020
02 21 2020

Instructions: Enter the procedure date for actual services performed. A total of eight digits are required; two for month, two for the day of the month and four for the year.

Figure 151. FL 25 Situational: Area of Oral Cavity

25. Area of Oral Cavity
10
00

Instructions: Enter the area of the oral cavity designated by a two-digit code from the following list:

- 00 – Entire oral cavity
- 01 – Maxillary arch
- 02 – Mandibular arch
- 10 – Upper right quadrant
- 20 – Upper left quadrant
- 30 – Lower left quadrant
- 40 – Lower right quadrant

Figure 152. FL 26 Not Required: Tooth System

26. Tooth System

Instructions: Leave this field blank.

Figure 153. FL 27 Situational: Tooth Number(s) or Letter(s)

27. Tooth Number(s) or Letter(s)
2
7, 8

Instructions: Enter the appropriate tooth number or letter when the procedure directly involves a tooth or range of teeth. Otherwise, leave blank.

If the same procedure is performed on more than a single tooth on the same date of service, report each procedure code and tooth involved on separate lines on the claim form. Supernumerary teeth in the permanent dentition are identified by tooth numbers 51 through 82; for primary dentition, supernumerary is identified by placement of the letter "S" following the letter identifying the adjacent primary tooth.

Figure 154. FL 28 Situational: Tooth Surface

28. Tooth Surface
F
D

Instructions: Enter a tooth surface code.

Figure 155. FL 29 Required: Procedure Code

29. Procedure Code
D7210
D7310

Instructions: Enter the appropriate procedure code from the current version of the ADA Current Dental Terminology Manual, Code on Dental Procedure and Nomenclature (CDT Code).

Figure 156. FL 29a Required: Diag. Pointer (Diagnosis Code Pointer)

29a. Diag. Pointer
A
B

Instructions: Enter the letter(s) from [FL 34 \(Figure 163\)](#) that identify the diagnosis code(s) applicable to the dental procedure. List the primary diagnosis pointer first.

Figure 157. FL 29b Situational: Qty. (Quantity)

29b. Qty.
1
1

Instructions: Enter the number of times (01-99) the procedure identified in [FL 29 \(Figure 155\)](#) is delivered to the patient on the date of service shown in [FL 24 \(Figure 150\)](#). The default value is "01".

Figure 158. FL 30 Not Required: Description

30. Description

Instructions: Leave this field blank.

Figure 159. FL 31 Required: Fee

31. Fee
145 00
200 00

Instructions: Enter the dentist's full fee or usual and customary charge. Do not deduct co-payment from the usual and customary charge.

Figure 160. FL 31a Situational: Other Fee(s)

31a. Other Fee(s)	10 00

Instructions: When other charges applicable to dental services provided must be reported, enter the amount here. Charges may include state tax and other charges imposed by regulatory bodies.

Figure 161. FL 32 Required: Total Fee

32. Total Fee	345 00
---------------	--------

Instructions: Enter the sum of all fees from lines in [FL 31 \(Figure 159\)](#) and [FL 31a \(Figure 160\)](#).

Figure 162. FL 33 Situational: Missing Teeth Information

33. Missing Teeth Information (Place an "X" on each missing tooth.)															
X	2	3	4	X	6	7	8	9	X	11	12	13	14	15	16
32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17

Instructions: Mark an "X" on the number of the missing tooth for identifying missing permanent dentition only. Report a missing tooth/teeth when pertinent to periodontal, prosthodontic (fixed and removable), or implant procedures.

Figure 168. FL 38 Required: Place of Treatment

38. Place of Treatment **11** (e.g. 11=office; 22=O/P Hospital)(Use
"Place of Service Codes for Professional Claims")

Instructions: Enter the two-digit Place of Service Code for Professional Claims; this is a HIPAA standard. A complete list of the Place of Service Codes is available at:
www.cms.gov/Medicare/Coding/place-of-service-codes/Place_of_Service_Code_Set.html.

Figure 169. FL 39 Not Required: Enclosures

39. Enclosures (Y or N)

Instructions: Leave this field blank.

Figure 170. FL 40 Not Required: Is Treatment for Orthodontics?

40. Is Treatment for Orthodontics?

No (Skip 41-42) Yes (Complete 41-42)

Instructions: Leave this field blank.

Figure 171. FL 41 Not Required: Date Appliance Placed (MM/DD/CCYY)

41. Date Appliance Placed (MM/DD/CCYY)

Instructions: Leave this field blank.

Figure 172. FL 42 Not Required: Months of Treatment

42. Months of Treatment

Instructions: Leave this field blank.

Figure 173. FL 43 Not Required: Replacement of Prosthesis

43. Replacement of Prosthesis

No Yes (Complete 44)

Instructions: Leave this field blank.

Figure 174. FL 44 Not Required: Date of Placement (MM/DD/CCYY)

44. Date of Prior Placement (MM/DD/CCYY)

Instructions: Leave this field blank.

Figure 175. FL 45 Situational: Treatment Resulting from?

45. Treatment Resulting from
<input type="checkbox"/> Occupational illness/injury <input type="checkbox"/> Auto accident <input type="checkbox"/> Other accident

Instructions: If dental treatment is listed on the claim was provided as a result of an accident or injury, mark the appropriate box in this item, and proceed to [FL 46 \(Figure 176\)](#) and [FL 47 \(Figure 177\)](#). If the services you are providing are not the result of an accident, this field does not apply; skip to [FL 48 \(Figure 178\)](#).

Figure 176. FL 46 Situational: Date of Accident (MM/DD/CCYY)

46. Date of Accident (MM/DD/CCYY)

Instructions: Enter the date on which the accident noted in [FL 45 \(Figure 175\)](#) occurred. Otherwise, leave blank.

Figure 177. FL 47 Situational: Auto Accident State

47. Auto Accident State

Instructions: Enter state where the auto accident occurred.

Figure 178. FL 48 Required: Name, Address, City, State, Zip Code

48. Name, Address, City, State, Zip Code
University Dentists 2500 North State Street Jackson, MS 39216

Instructions: Enter the name and complete address of the billing dentist or dental entity (group, corporation, etc.)

Figure 179. FL 49 Required: NPI

49. NPI
0123456789

Instructions: Enter the appropriate ten-digit NPI number for the billing entity. The NPI is an identifier assigned by the federal government to all providers considered to be HIPAA covered entities. An NPI is required for payment of Medicaid claims.

Figure 180. FL 50 Not Required: License Number

50. License Number

Instructions: Leave this field blank.

Figure 181. FL 51 Not Required: SSN or TIN

51. SSN or TIN

Instructions: Leave this field blank.

Figure 182. FL 52 Not Required: Phone Number

52. Phone Number

Instructions: Leave this field blank.

Figure 183. FL 52a Situational: Additional Provider ID

52a. Additional Provider ID

Instructions: Enter the qualifier ZZ followed by the Taxonomy code, if the NPI was used in [FL 49 \(Figure 179\)](#). Enter the qualifier (0B, G2, and LU) identifying the non-NPI number followed by the ID number. The non-NPI ID number of the billing provider refers to the payer assigned unique identifier of the dental provider.

Figure 184. FL 53 Required: Certification

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 <u>Add Signature or Signature on File (SOF)</u> Signed (Treating Dentist)	<u>MM/DD/YYYY</u> Date

Instructions: Enter the signature of the treating or rendering dentist and the date the form was signed. The provider must sign and date the claim form; a rubber stamp signature is acceptable. The provider is certifying that it is understood that payment and satisfaction of the claim is from federal or state funds, and that any false claims, statements, or documents, or concealment of a material fact may be prosecuted und applicable federal and state laws. Claim forms prepared by the dentist’s management software may insert the treating dentist’s printed name in this item.

Note: Red ink should not be used for the signature.

Figure 185. FL 54 Required: NPI

54. NPI 4567891230

Instructions: Enter the appropriate ten-digit NPI number for the treating dentist. The NPI is an identifier assigned by the federal government to all providers considered to be HIPAA covered entities. An NPI is required for payment of Medicaid claims.

Figure 186. FL 55 Not Required: License Number

55. License Number

Instructions: Leave this field blank.

Figure 187. FL 56 Not Required: Name, Address, City, State, Zip Code

56. Address, City, State, Zip Code

Instructions: Leave this field blank.

Figure 188. FL 56a Required: Provider Specialty Code

56a. Provider Specialty Code

Instructions: Enter the code that indicates the type of dental professional who delivered the treatment. Provider specialty codes, also known as “provider taxonomy codes,” come from Dental Service Provider section of the Healthcare Providers Taxonomy code list, which is used in HIPAA transactions. The valid values for the specialty code are in the following figure.

Figure 189. Provider Specialty Codes

Source	Description
Dentist	122300000X
General Practice	1223G0001X
Dental Public Health	1223D0001X
Endodontics	1223E0200X
Orthodontics	1223X0400X
Pediatric Dentistry	1223P0221X
Periodontics	1223P0300X
Prosthodontics	1223P0700X
Oral & Maxillofacial Pathology	1223P0106X
Oral & Maxillofacial Radiology	1223D0008X
Oral & Maxillofacial Surgery	1223S0112X

Figure 190. FL 57 Not Required: Phone Number

57. Phone Number

Instructions: Leave this field blank.

Figure 191. FL 58 Situational: Additional Provider ID

58. Additional Provider ID

Instructions: Enter the qualifier (0B, G2, and LU) identifying the non-NPI number followed by the ID number.

Figure 192. ADA Dental Claim Form (Version 2012)

Medicare

ADA American Dental Association* Dental Claim Form

HEADER INFORMATION

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

2. Predetermination/Preauthorization Number

INSURANCE COMPANY/DENTAL BENEFIT PLAN INFORMATION

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

POLICYHOLDER/SUBSCRIBER INFORMATION (For Insurance Company Named in #3)

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

13. Date of Birth (MM/DD/YYYY) 14. Gender M F 15. Policyholder/Subscriber ID (SSN or ID#)

16. Plan/Group Number 17. Employer Name

OTHER COVERAGE (Mark applicable box and complete items 5-11, if none, leave blank.)
 4. Dental? Medical? (If both, complete 5-11 for dental only)

5. Name of Policyholder/Subscriber in #4 (Last, First, Middle Initial, Suffix)

PATIENT INFORMATION

6. Date of Birth (MM/DD/YYYY) 7. Gender M F 8. Policyholder/Subscriber ID (SSN or ID#)

18. Relationship to Policyholder/Subscriber in #12 Above
 Self Spouse Dependent Child Other

19. Reserved For Future Use

9. Plan/Group Number 10. Patient's Relationship to Person named in #5
 Self Spouse Dependent Other

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

11. Other Insurance Company/Dental Benefit Plan Name, Address, City, State, Zip Code

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

RECORD OF SERVICES PROVIDED

24. Procedure Date (MM/DD/YYYY)	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									

33. 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
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

34. Diagnosis Code List Classifier (ICD-9 = B; ICD-10 = AB)

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

31a. Other Fee(s) _____

32. Total Fee \$0.00

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 dental 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 dental or dental entity.

X
 Subscriber Signature _____ Date _____

ANCILLARY CLAIM/TREATMENT INFORMATION

38. Place of Treatment (e.g. 11=office; 22=OP Hospital) 39. Enclosures (Y or N)

(Use "Place of Service Codes for Professional Claims")

40. Is Treatment for Orthodontics?
 No (Skip 41-42) Yes (Complete 41-42)

41. Date Appliance Placed (MM/DD/YYYY)

42. Months of Treatment 43. Replacement of Prosthesis
 No Yes (Complete 44)

44. Date of Prior Placement (MM/DD/YYYY)

45. Treatment Resulting from
 Occupational Injury Auto accident Other accident

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

BILLING DENTIST OR DENTAL ENTITY (Leave blank if dental 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

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

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

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6.8. Filing Medicare Part, A Crossover Claims on the Dental Claim Form

Beneficiaries that are both Medicare and Medicaid eligible require a slightly different approach to claims submission. Complying with the following instructions expedites claims adjudication:

- The word "Medicare" should be indicated the white space of the upper right hand corner of the claim form as shown in [Figure 192](#).

- The beneficiary's Medicare number should be entered in [FL 12 \(Figure 138\)](#).
- The beneficiary's nine-digit Medicaid number should be entered in [FL 15 \(Figure 141\)](#).
- The ten-digit NPI number should be entered in [FL 49 \(Figure 179\)](#).
- Optional: The nine-digit Medicaid provider number should be entered in [FL 52A \(Figure 183\)](#).
- The claim detail information should match the individual EOMB detail level information.
- The corresponding claim information should be circled on the EOMB and the EOMB attached to the back of the claim.
- Any prior payer payments should be reported in [FL 31a \(Figure 160\)](#) of the UB-04.

The Medicare EOMB must be completely legible and copied in its entirety. The only acceptable alterations or entries on a Medicare EOMB are as follows:

- The provider may line out patient data not applicable to the claim submitted.
- The provider may line out any claim line that has been previously paid by Medicaid that the provider chooses not to bill Medicaid, or that has been paid in full by Medicare.
- If the claim lines on the EOMB have been lined out, the "claim totals" line on the EOMB must be changed to reflect the deleted line(s).
- The claim lines or "recipient section" on the EOMB that are being submitted for reimbursement must be circled and never highlighted.

Note: The MISSISSIPPI CROSSOVER CLAIM FORM is no longer accepted.