

Job Aid

Pharmacy Claim Submission

This job aid provides step-by-step instructions on how to submit a Pharmacy Claim in the MESA portal. Please read the instructions thoroughly.

Review the Steps to Submit a Pharmacy Claim

Steps	Description					
Step 1	Login to the Portal. The Portal Home screen Displays.					
		Search Medicaid:				
	Home Eligibility Claims Care Management Patient Health History Files Exchange Resources Contact Us					
	Home		Wednesday 11/30/2022 04:31 PM CST			
	Provider Name SERVICE ADDRESS Location 200000047 - SERVICE ADDRESS Eligible Programs and CCO Affiliation Mississippi	Role IDs 1112211135 (NPI) Taxonomy 363A00000X-Physician Assistant Medicaid]			
	User Details	AAECA	Sign Up to Receive News			
	<u>My Profile</u>		Secure Correspondence			
	Manage Accounts Provider Name Provider ID	Welcome Health Care Professional!	Latest News			
		We are committed to make it easier for physicians and other providers to perform their business. In addition to providing the ability to verify member eligibility and submit claims, our secure site provides access to benefits, answers to frequently asked questions, and the ability to search for providers.	Late Breaking News			
			Provider Bulletins UM/QIQ			
	Location ID		Report Fraud			
	<u>Characteristics</u>					
	Provider Services					
	Member Focused Viewing Search Payment History					
	Affiliated Providers					
010	<u>340B Program Information</u>					
Step 2	 The following steps will review how to submit a Pharmacy Claim in MESA: Hover over the Claims tab on the menu bar. A list of claim types displays below. Select Submit Claim Pharm. 					
		Care Management Patient Health History Files Exchan	ge Resources Contact Us earch Payment History			
Step 3		omit Pharmacy Claim: Step 1 page. section displays the provider information.				



Steps	Description				
	NOTE: There will be information already generated in this section.				
	Submit Pharmacy Claim: Step 1				
	* Indicates a required field.				
	Provider Information				
	Service Provider ID ID Type NPI Name				
	Taxonomy				
Step 4	 Complete the Patient and Claim Information section. Select Continue to move on to step 2. NOTE: Once the Member ID is entered the system will automatically fill in the member's name and 				
	DOB. NOTE: For a newborn that does not have a Medicaid ID (KBaby), please select patient relationship code, '3-Child', and enter the mother's Medicaid ID along with the baby's First Name, Last Name, and				
	Date of Birth and Gender. Patient and Claim Information				
	ATTN: When entering a claim for a newborn that does not have a Medicaid ID (KBaby), please select patient relationship code, '3- Child', and enter the mother's Medicaid ID along with the baby's First Name, Last Name, Date of Birth and Gender.				
	*Patient Relationship Code 🗸				
	*Member ID				
	Last Name _ First Name _				
	Birth Date _				
	Pregnancy Indicator				
	*Place of Service *PCN Drug				
	*Compound Code 1-Not a Compound V				
	*Other Coverage Code				
	Continue				
Step 5	The Portal displays the Submit Pharmacy Claim: Step 2 page. The previous information that was entered in step 1 is displayed at the top of the page in step 2.				
	Scroll down to view the additional sections on this page.				
	NOTE: Select the plus and minus for each section to expand and collapse the section.				

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Steps	Description
	Submit Pharmacy Claim: Step 2 2 * Indicates a required field.
	Provider Information
	Service Provider ID ID Type NPI Name
	Taxonomy Patient and Claim Information
	Patient Relationship Code
	Member ID Member Gender
	Birth Date
	Pregnancy Indicator
	Transaction Code
	Place of Service
	PCN
	Compound Code Other Coverage Code
Step 6	Complete the Claim Information section. NOTE: Everything with a red asterisk * must be completed.
	Claim Information
	*Prescriber ID ID Type NPI Name _
	Taxonomy Code _
	*Prescription # *Fill # Date Written
	*Service Type 10-Not used *Prescription Origin Code
	*NDC 0
	*Quantity Quantity *Days Supply Dispensed Prescribed 0
	Route of O-Not Specified Special Packaging O-Not Specified
	Administration Submission *DAW Code *
	Clarification Prior Auth # PA Type 0-Not Specified
	Submitted Level of Service
Step 7	Complete the Pricing Information Submitted section.
	Once complete review the information entered on this page and select Continue.
	NOTE: Everything with a red asterisk * must be completed.
	Pricing Information Submitted
	*Usual & Customary 0.00 *Ingredient Cost 0.00 *Basis of Cost Charge Determination
	Dispensing Fee 0.00 Incentive Amount 0.00 Other Amount 0.00 Submitted
	*Gross Amount Due 0.00 *Patient Paid Amount 0.00
	Back to Step 1 Continue Cancel
0100.0	
Step 8	The Portal displays the Submit Pharmacy Claim: Step 3 page. The previous information that was entered in step 1 and step 2 is displayed at the top of the page on step 3.
	 Scroll down to view the additional sections on this page.
	NOTE: Select the plus and minus for each section to expand and collapse.
	no re. Select the plus and minus for each section to expand and collapse.

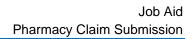


Steps	Description						
	Submit	Pharmacy Claim: Step 3					?
	* Indicat	tes a required field.					
	Provide	r Information					
		Service Provider ID		ID Type NPI	Name		
		Taxonomy					
	Patient	and Claim Information					
Patient Relationship Code							
	Member ID Member Gender Birth Date Pregnancy Indicator						
		Transaction Code					
		Place of Service					
		PCN					
		Compound Code Other Coverage Code					
						Expand A	II <u>Collapse All</u>
	Claim Ir	nformation					÷
	Pricing	Information Submitted					+
	NOTE: Everything with a red asterisk * must be completed if the section is applicable to the claim. Diagnosis Codes Select the row number to edit the row. Click the Remove link to remove the entire row. Please note that the 1st diagnosis entered is considered to be the principal (primary) Diagnosis Code.					Action	
	# Diagnosis Code Type Diagnosis Code Action 1 *Diagnosis Code Type ICD-10-CM *Diagnosis Code @						Action
		Add Reset					
Step 10 This Other Insurance Details section displays the value 2-Other coverage exists-payment in selected for Other Coverage Code. NOTE: This panel displays if Other Coverage Code value of 2-Other coverage exists-paymindicated.					ent is		
		nsurance Details he row number to edit the row. C	Click the Remove link to	remove the entire row.			
	#	Coverage Type	Other Payer ID	ID Qualifier	Other Payer Date	Reject Codes	Action
	1				-		
	1	*Other Payer Coverage Type	~	Other Payer ID	Reject Codes		
		ther Payer Date 🛛	📰 🛛 Other Pa	yer ID Qualifier		~	
	Benef	fit Stage Information					E
	Paid /	Amount Information					
	Patie	nt Paid Amount Information					•
Add Reset							

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Steps	Description					
Step 11	• Select the plus sign in the Attachments section to submit an attachment with the claim.					
	Attachments					
	Click the Remove link to remove the entire ro	w.				
	# Transmission Method	File	Control #	Attachment Type	Action	
	Click to add attachment.					
Step 12	This selection affects the	required fields for this sec	tion and select A	.dd.		
	Click the Remove link to remove the entire ro	w.				
	# Transmission Method	File	Control #	Attachment Type	Action	
	Click to collapse.					
		e Transfer 🗸 🗸				
	*Attachment Type			~		
	Add Cancel					
	If NotSpecified-Not Specified Number (ACN) must be add NOTE: A unique Attachment Not Specified is selected as accompany each Explanatio ACN as it was entered in the	ed in the Control # field. t Control Number (ACN) m the Transmission Method. n of Medicaid Benefits (EC Attachments section. The	nust be created fo In addition, a CI DMB) and must io	or each claim if NotSpe aim Attachment Form dentify the Provider's N	ecified- must NPI and	
	Forms - Mississippi Divisi	on of Medicald.				
	Attachments Click the Remove link to remove the entire ro	w.				
	# Transmission Method	File	Control #	Attachment Type	Action	
	1 FT-File Transfer	Attachment.pdf (1925K)	20221221142941170516	Admission Summary	<u>Remove</u>	
	Click to collapse.					
	*Transmission Method NotSp	ecified-Not Specified 🗸				
	*Control # *Attachment Type					
	Description					
	Add					
Step 13	The two added attachments display in the Attachments section.					



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Steps	Description					
	Attachments					
	Click the Remove link to remove the entire row.					
	# Transm	ission Method	File	Control #	Attachment Type	Action
	1 FT-File Transfer		Attachment.pdf (1925K)	20221221142941170516	Admission Summary	Remove
	2 NotSpecified-No	t Specified		123	Admission Summary	Remove
	➡ Click to add attach	ment.				
Stop 14	- Complete (wide Cedee costion			
Step 14	•		rride Codes section.	(1. ¹		
			ne information entered on			
		•	asterisk * must be comple		••	laim.
	NOTE: This se	ction is only re	equired if the claim submit	ted previously se	t a ProDUR alert.	
	DUR Override Codes	;				-
	Note: This section is a	only required if the claim	submitted previously set a ProDUR alert.			
	Select the row numbe	r to edit the row. Click th	ne Remove link to remove the entire row.			
	# Reas	on for Service	Professional Service	Result of Ser	vice Level of Effort	Action
	1					
	1 *Reason for s	Service 🛛	*	Professional Service		
	*Result of s	Service e		Level of Effort 0-	Not Specified 🗸	
		Baset				
	Add	Reset				
			- 2		Colority Concert	
	Back to	Step 1 Back to Ste	:p 2		Submit Cancel	
Step 15	The Dortel diar	love the Con	firm Pharmacy Claim pag	20		
Step 15		•		-	nue to evenend and ee	llanaa
			ntered for this claim. Select Il and Collapse All to expa	•	•	•
	for this claim.	n me page, se	elect Back to Step 1, 2, or	S to go back and		niereu
	After review	wing all entere	ed claims data, select Con	firm to confirm th	ne claim submission.	



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Steps	Description					
	Confirm Pharmacy Claim					
	Provider Information					
	Service Provider ID	ID Type NPI	Name			
	Taxonomy					
	Patient and Claim Information					
	Patient Relationship Code					
	Member ID					
	Member		Gender			
	Birth Date Pregnancy Indicator					
	Transaction Code					
	Place of Service					
	Place of Service					
	Compound Code					
	Other Coverage Code					
			Ex	pand All Collapse All		
	Claim Information		1.58			
	Prescriber ID	ID Type NPI	Name			
	Taxonomy Code					
		Fill # Date Written	Date of Service			
	Service Type NDC	Pre	escription Origin Code			
	Quantity	Quantity	Days Si	upply		
	Dispensed	Prescribed				
	Route of Administration	Special Packaging				
	Submission	DAW Code				
	Clarification					
	Prior Auth # Submitted	PA Type Level of Service				
	Pricing Information Submitted					
	Usual & Customary \$1.00	Ingredient Cost \$1.00	Basis of Cost 00-Not Specified			
	Charge		Determination			
	Dispensing Fee _	Incentive Amount _	Other Amount _ Submitted			
	Gross Amount Due \$1.00	Patient Paid Amount \$1.00	Submitted			
	Diagnosis Codes			-		
		nsidered to be the principal (primary) Diagnosis Code	2.			
	# Diagnosis Code Type		Diagnosis Code			
	1 02-ICD-10-CM	D010-C4	ARCINOMA IN SITU OF COLON			
		No Other Insurance Details exist for	r this claim			
	Attachments			÷		
	DUR Override Codes					
	# Reason for Service	Professional Service	Result of Service	Level of Effort		
	1 PC-Patient Question/Concern	R0-Pharmacist consulted other source	1B-Filled prescription as is	0-Not Specified		
	Back to Step 1 Back to Step	2 Back to Step 3 Print Preview	Confirm	Cancel		
Step 16	The Portal returns to the Sub	mit Pharmacy Claim: Confirm	mation page.			



Steps	Description				
	NOTE: The confirmation page displays. ALL Crossover claims go to a PENDING status to verify the EOMB.				
	NOTE: If the claim has an attachment with a not-specified transmission method then the Confirmation page has an Attachments Coversheet(s) button for the cover page.				
	NOTE: It is required to mail the attachment after submitting the claim when a not-specified value is selected for the transmission method.				
	Submit Pharmacy Claim: Confirmation				
	Pharmacy Claim Receipt				
	Your Pharmacy Claim was successfully submitted The claim status is Finalized Payment.				
	The Claim ID is 2323031000001.				
	Click Attachment Coversheet(s) to view the claim attachments coversheet(s).				
	Click Print Preview to view the claim details as they have been saved on the payer's system.				
	Click Copy to copy member or claim data.				
	Click New to submit a new claim.				
	Click View to view the details of the submitted claim.				
	Attachment Coversheet(s) Print Preview Copy New View				



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	03/16/2023	Gainwell	Initial publication
1.1	6/2/2023	Gainwell	Update providers display to show CCO information CR1925.