

Healthcare Claim Batch



Hint: To create, proof and submit claim batches, you must have Create Healthcare Claims and/or Manage Claims function assigned to your Role in SSIS Admin.

Claim Batch

SSIS provides a means to:

- Validate and correct potential claims
- Submit claim batches to your MN-ITS mailbox
- Send claims to MMIS (Medicaid Management Information System) to process and view Claim Status and Remittance Advice files from MMIS in SSIS

SSIS generates and processes Healthcare claims as a batch for a single Claim category.

CW-TCM	Child Welfare – Targeted Case Management
MH-TCM	Mental Health – Targeted Case Management
RSC-TCM	Relocation Service Coordination – Targeted Case Management
Rule 5	Children’s Residential Mental Health Treatment
VA/DD-TCM	Vulnerable Adult/Developmentally Disabled – Targeted Case Management
Waiver and AC	AC – Alternative Care
	BI – Brain Injury
	CAC – Community Alternative Care
	CADI – Community Alternative Care for Disabled Individuals
	DD – Developmental Disabilities
	ECS – Essential Community Supports
	EW – Elderly Waiver
Void	Used to reverse original claims and mark as ready to be resubmitted or finalized.

Note: DD Screening and LTCC Screening are no longer claimed through SSIS for service dates after 09/30/2013.



Reference: Void, Resubmit and Finalize Claims handout on SSIS Fiscal Documentation website for steps on Void Batches

Claim Batch

New Claim Batch	Claims	Time Proofing	Payment Proofing
Claim category:	Included record types:	Claim batch #:	
<input type="text"/>	Time and Payments	211968406	
Batch start date:	Batch end date:	Claiming county:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Owner:			
Zzdhs-Heath, Janel			
Description:			
<input type="text"/>			
Batch status:	Generated date:	Submitted date:	
Draft	<input type="text"/>	<input type="text"/>	
Claims total:	# of claims:		
<input type="text"/>	<input type="text"/>	<input type="button" value="Generate"/>	



New Claim Batch:

1. Access **Healthcare Claiming** on the Task Panel and select **Claim Batch Search**.
2. Access **Action** and select **New Claim Batch**.
3. Select a **Claim category** from the drop-down menu.
4. Select the **Included record types**, if applicable.
5. Enter **Batch start date**. This must be the first day of a month.
6. Enter **Batch end date**. This must be the last day of a month.
7. For agencies with a shared database, select **Claiming county**.
 - a. This field is visible only for agencies with a shared database
8. Enter a **Description**, if applicable.
9. Click the **Generate** button.

Once the batch is created, the next step is to search Time Proofing and/or Payment Proofing to ensure all eligible records are submitted and claimed. See the Healthcare Claim Proofing handout for more information on proofing.



References:

- Refer to *Software Specs on the SSIS Software Specs webpage for Healthcare Claiming contain category-specific claiming requirements*
 - *Healthcare Claiming Spec – Part 1: Requirements*
 - *Healthcare Claiming Spec – Part 2: Design*
 - *Healthcare Claiming Spec – Part 3: Appendices*
- Refer to the *Healthcare Claim Proofing handout on the SSIS Fiscal Documentation website for more information regarding Healthcare Claim Proofing*

**Hints:**

- The owner of the batch is the only one who can edit the batch information, generate claims and submit the batch.
- To change batch owners, you must have Manage Claims assigned to your Role.
- Once a claim is associated to a batch, the same claim cannot generate in any other batch. You must submit that batch for it to be processed and your agency reimbursed.
- Remove claims from a batch if they should not be submitted by adding a Do Not Claim Determination record or an Exclusion to the Time Record or Payment, and regenerate the batch.

Once proofing is complete, the Claim Batch is ready for submission.

**To Submit a Claim Batch:**

1. Access **Action** and select **Submit**.
2. Confirm the submission on the dialog box by selecting **Yes**.



Hint: Regenerate the Claim Batch prior to submitting to include Payments or Time Records entered after the last generated date and time on the Claim Batch.

Once the batch is submitted, the claims are submitted and any status updates are done through an interface process between SSIS and MN-ITS. The Batch status updates to Receipt Acknowledged as this process is completed. If there are Transmission Errors, have your mentor/coordinator contact the SSIS Help Desk.



Hint: Search for Draft Batches on a regular basis to verify that all claims are submitted and any possible reimbursement is not lost.

Delete Claim Batches with a Draft status if they should not be submitted and no claims are associated to the batch. To delete the batch, follow the process below.

**To Delete a Claim Batch:**

1. Select the **Claim Batch** to delete.
 - a. If there are claims associated to this batch, continue with Step 2. If no claims are included in this batch, skip to Step 5.
2. Select or enter a **future date** in the **Batch start date** and **Batch end date** fields.
3. Click the **Generate** button.
 - a. No claims generate.
4. Access **Action** and select **Delete**.
5. Click **Yes**.



Hints:

- *Once a batch has claims associated you cannot delete-it unless you change the batch dates to future dates and re-generate so no claims are associated with the batch. You can then delete the batch.*
- *You cannot delete Void batches if there are claims associated. If you need to delete a void batch with claims in it, contact the SSIS Help Desk.*