

## Healthcare Claim Proofing

Healthcare Claim Proofing helps identify errors that prevent a claim from generating for a Time Record or Payment. The information causing the error can be the Time Record or Payment itself. Client information, MMIS eligibility, MMIS Service Agreement information or information entered elsewhere in SSIS can also cause the error. Print reports with proofing messages and distribute to social workers to correct the information.

Workers can research and/or correct errors using the Data Clean-up tab. Not all errors can be corrected. There are situations when the information in SSIS is correct and the Time Record or Payment cannot be claimed.

Access Healthcare Claim Proofing from the Healthcare Claim Batch. The Claim Batch screen contains a Time Proofing tab and Payment Proofing tab based on whether Time records, Payments, or both are claimable for the Claim Category. Errors display on the proofing tabs and are specific to the date range and the Claim Category selected on the Healthcare Claim Batch. Each tab has a set of proofing category checkboxes. Checking the box includes certain types of edits on the proofing report. Proofing categories are defined for each Claim Category, based on the claiming requirements for that category. Some edits are common to all claim categories; others are specific to the Claim Category.



*Hint: Proofing is not available for Void Healthcare Claim Batches.*

### Example of a Time Proofing Tab

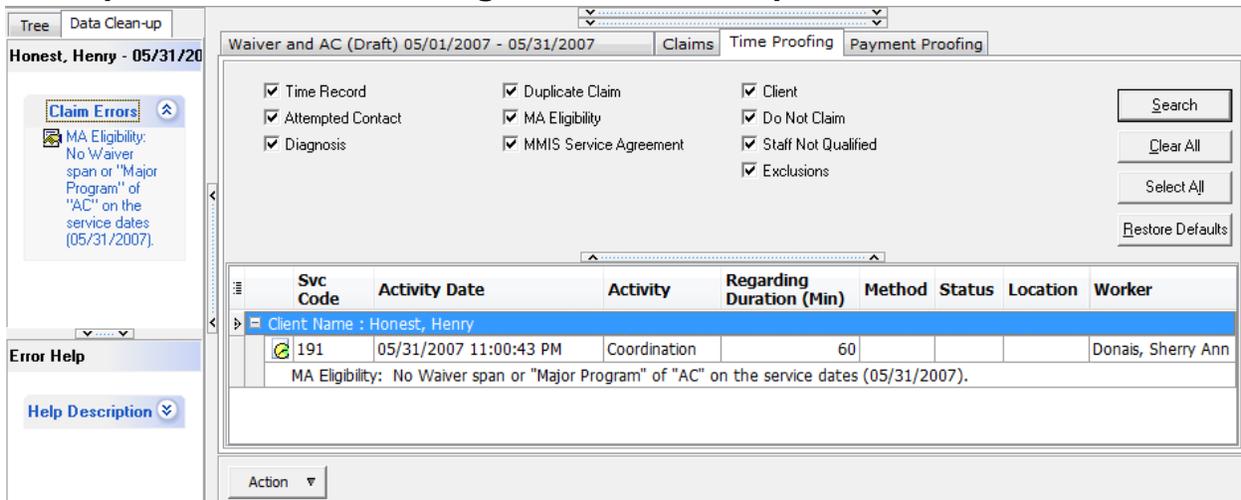
Waiver and AC (Draft) 01/01/2012 - 01/31/2012		Claims	Time Proofing	Payment Proofing
<input checked="" type="checkbox"/> Time Record	<input checked="" type="checkbox"/> Duplicate Claim	<input type="checkbox"/> Client	<input type="button" value="Search"/> <input type="button" value="Clear All"/> <input type="button" value="Select All"/> <input type="button" value="Restore Defaults"/>	
<input checked="" type="checkbox"/> Attempted Contact	<input checked="" type="checkbox"/> MA Eligibility	<input type="checkbox"/> Do Not Claim		
<input checked="" type="checkbox"/> Diagnosis	<input checked="" type="checkbox"/> MMIS Service Agreement	<input type="checkbox"/> Staff Not Qualified		
		<input type="checkbox"/> Exclusions		

### Example of a Payment Proofing Tab



Users search for proofing messages specific to a Claim Category, which list Time Records and Payments that cannot be claimed because they do not meet all of the requirements for the Claim Category. Users with the Create Health Care Claims security function can run proofing on any batch regardless of whether or not they are the owner of the batch.

### Example of a Time Proofing – Data Clean-up Tab



Proofing reports assist the users with correcting client information, eligibility information, staff qualifications and information on the Time Records or Payments. Not all proofing messages can be corrected in SSIS. Users may need to work with others, such as the financial worker or an SSIS Admin person, in order to correct information regarding MA eligibility. Some errors need to be corrected in MMIS or SSIS Admin.

**Hints:**

- *Clicking on a specific Time Record or Payment in the grid displays data cleanup information on the left side of the screen.*
- *While working with errors using the Data Clean-up tab, use the green back arrow to navigate back to the Proofing tab on the Healthcare Claim Batch.*

After making any changes, regenerate the batch to include the corrected records.



*Hint: Run proofing and regenerate multiple times to ensure that all the claims possible are included in the Healthcare Claim Batch before submitting. New errors may display when searching proofing after regenerating.*



*References: Refer to the Healthcare Claiming Software Specs on the SSIS Fiscal website for more details regarding proofing messages and requirements for each Claim Category.*

- *Healthcare Claiming Spec – Part 1: Requirements*
- *Healthcare Claiming Spec – Part 2: Design*
- *Healthcare Claiming Spec – Part 3: Appendices*