

How to Submit Smart Claims

Molina Healthcare Providers

Where healthcare **connects**.

September 2022

Important Notes About Using Availity



When you use Availity Essentials, results and data come from payer systems. Information can vary by payer, plan, product, member, your user permissions, and so on.



Information and images were current at the time this presentation was developed. Screen images and demonstrations are from a demo environment containing pre-loaded generic, deidentified information. Information might also be redacted or blurred.



It is a violation of HIPAA regulations to share credentials to a system that contains PII or PHI. Do not share an Availity user ID with others. Your organization's Availity administrator sets up user ID's and assigns roles.

You should know ...

Availity supports Google Chrome, Mozilla Firefox[®], and Microsoft Edge v79.



Be sure to allow pop-ups from:

- Availity Essentials: apps.availity.com
- Availity website: www.availity.com
- Availity Learning Center (ALC): https://availitylearning.learnupon.com
- Or any third-party websites accessed from Availity Essentials, such as a payer's website

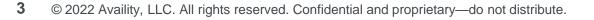


What we'll cover



Looking for more training?

Availity offers free on-demand and live training in the Availity Learning Center (ALC). Log in and select **Help & Training | Get Trained** to search the ALC catalog, including:





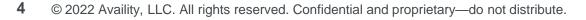
What's new for providers?

For Molina Healthcare Providers



Smart Claims Benefits:

- The ability to use data from eligibility and benefits submissions to search for patients and autofill your claim.
- Create and Save Templates
 - Save a group of patients (up to 50) as a template to accelerate future claim submissions (primary claims only).
- Simplified Claim Entry Tool
 - Includes only the essential fields you need.



Helpful Tips

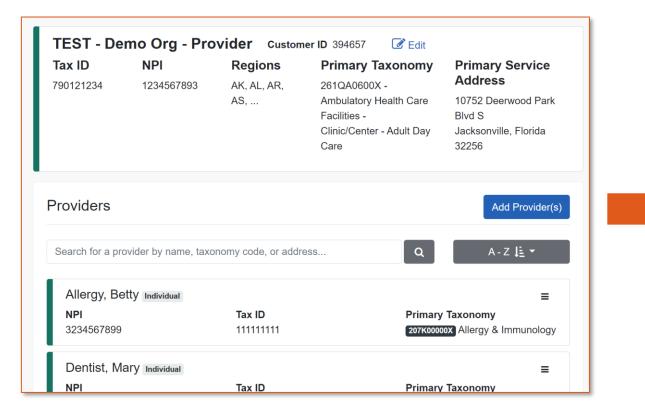
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🗞 Availity 🛛 🤤 essentials 🖪	Home 🌲 Notifications 2 🛛 🌣 My Favorites 🗸	😮 Help & Training 🗸	🥯 Kelsey's Account 🗸 🔒 Logout
Patient Registration ~ Clain	ns & Payments - My Providers - Reporting - Payer Spaces - More -		Keyword Search Q
	Roles for Kelsey Kitten		
	TEST - Demo Org - Provider		_
	Choose the best option: This user needs a new set of roles. This user needs the same set of roles as an existing user. 		
	Role(s)	Permissions What is this?	
	User Roles		
	Base Role	More Info	
	Claims	More Info	

Tip # 2 – Enter Provider Data on the Manage My Organization Page

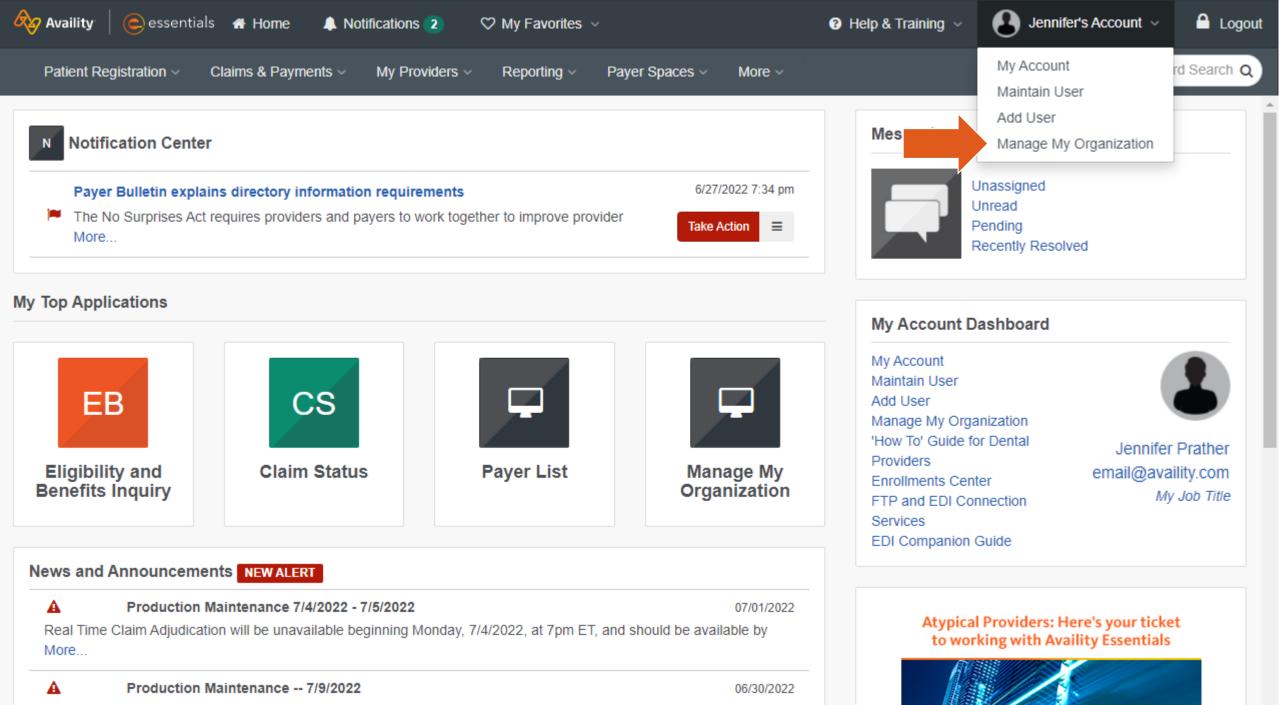
Add providers here...



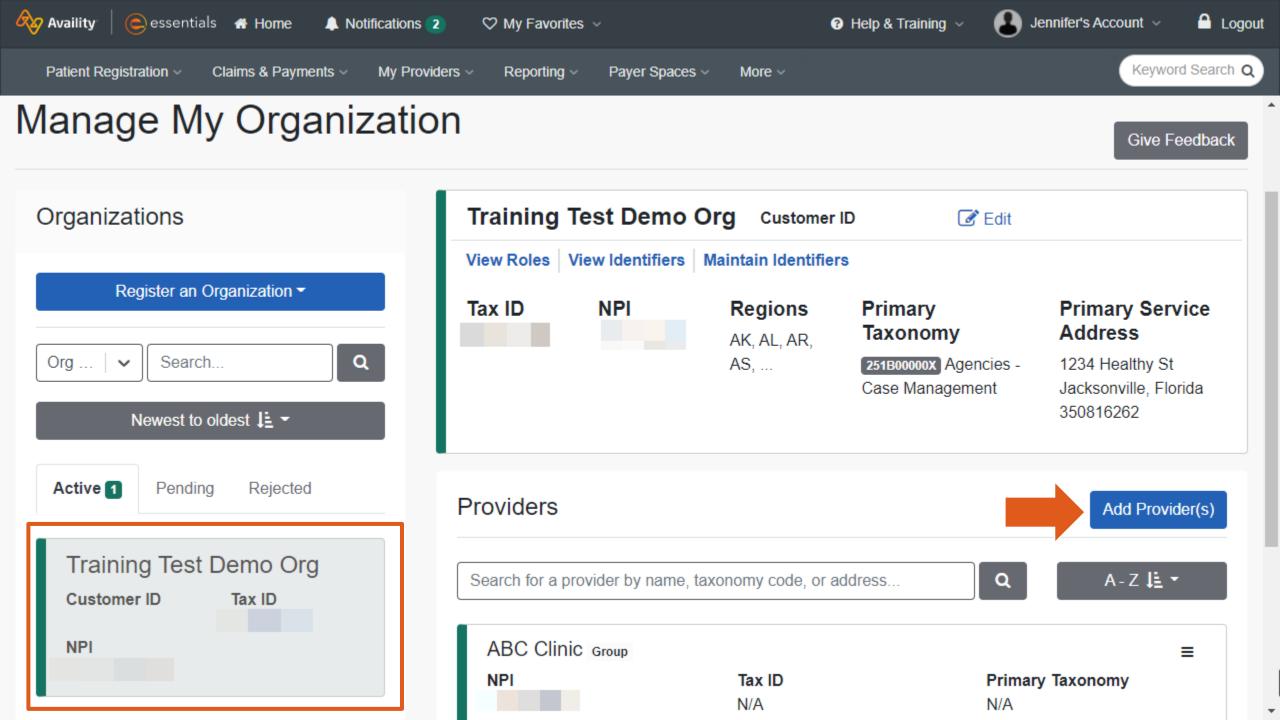
...so they display here

BILLING PROVIDER	
Select a Provider 🕜	
Type to search]
Allergy, Betty - 3234567899	
Dentist, Mary - 3156870131	~
Family, Robert - 2234567891	
Joe, Atypical	
Maternity, James - 1234567893	•
Med Supply Inc	0
Country ? * Address ?	
United X V	



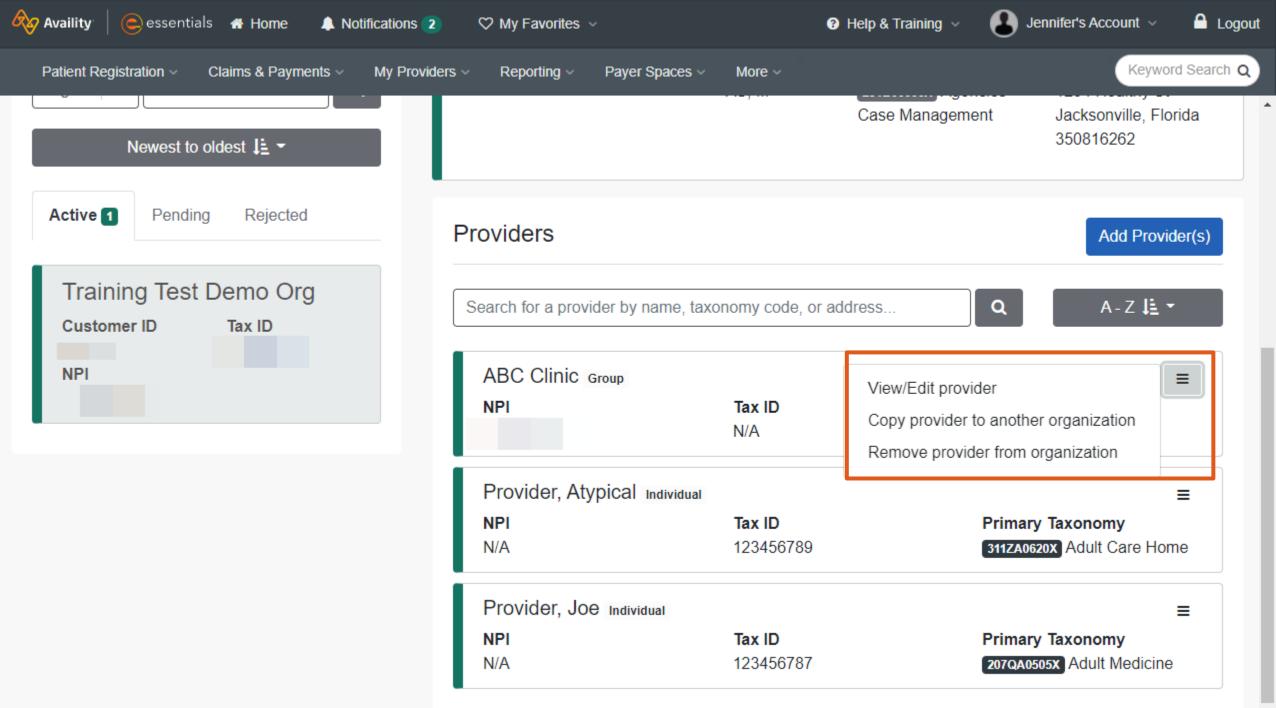


will perform maintenance on Sat, 7/9/2022, from 2am-6am ET. Claims, Eligibility & Benefit, Claim Status,



Availity essentials A Home A Notifications 1	♡ My Favorites ∨	😗 Help & Training \vee 🛛 🚱 Kelsey's Accou	unt 🗸 🔒 Logoi
Patient Registration - Claims & Payments - My Provide	ers ~ Reporting ~ Payer Spaces ~ More ~		Keyword Search Q
Manage My Organization Add Provider	h		×ack
Orc LET'S FIND YOUR PROVIDER Tax ID Enter Tax ID	Type EIN 🗸		
Org home and vehicle modifications for those with of Check the box when adding an atypical provider. This will eliminate the NPI	de health care, as defined under HIPAA regulations. (disabilities) zation? Upload up to 500 at once via a spreadsheet		k
TEST - Demo Org - Provider Customer ID Tax ID	Providers Search for a provider by name, taxonomy code, o		d Provider(s) Z J≞ ▼

B



Help! I am an atypical provider and set up my providers with NPI's.

It's ok! You can correct this by...

- 1. Remove the atypical provider that was added with an NPI from the organization.
- 2. Readd the provider, but this time select that option stating "this is an atypical provider..."

	 Logout
My Providers v Reporting v Payer Spaces v More v	eyword Search Q
Case Management Jacksonville 350816262	Florida
Providers Add P	trovider(s)
Search for a provider by name, taxonomy code, or address Q A-Z	12 · 1
ABC Clinic group NPI Tax ID N/A View/Edit provider Copy provider to another organization Remove provider from organization	
Provider, Atypical Individual NPI Tax ID Primary Taxonomy	=
allity 🛛 🕞 essentials 🗰 Home 🌲 Notifications 💶 🗢 My Favorites 🗸 🤉 State 🗸 😧 Help & Training 🗸 🌍	Kelsey's Account 🗸 🔒
ient Registration Claims & Payments My Providers Reporting Payer Spaces More	Keyword Sea
Add Provider	×
LET'S FIND YOUR PROVIDER Tax ID Type National Provider ID (NPI)	
Enter Tax ID EIN Image: Control of the second seco	
This is an atypical provider and does not provide health care, as defined under HIPAA regulations. (Examples include: taxi service home and vehicle modifications for those with disabilities)	es, respite services,
Do you need to add many providers to this organization? Upload up to 500 at once via a spreadsheet upload.	
	cel Find Provider
Can	
Can Providers TEST - Demo Org -	Add Provider(s)

Why is this important?

Your claim may be denied if the billing provider is atypical but has an NPI added within Manage my Organization.

Tip # 3 – Run an Eligibility and Benefits Inquiry

Availity Cessentials 🛪 Home 🔺 Notif	fications 1 🛛 🏷 My Favorites 🗸	🕑 Help & Training 🗸	Jennifer's Account	✓ ▲ Logout
Patient Registration ~ Claims & Payments ~	My Providers ~ Reporting ~ Payer Spaces ~ Mo	ore ~	Ke	yword Search Q
EB Eligibility and Benefits Inquiry A&R Authorizations & Referrals	By submitting an eligibi benefits inquiry for a pa store the patient inform	atient, it will	est Demo Org 🔹 🖈 N	New Request
 View Essentials Plans PCS Patient Care Summary Inquiry 	months. You can then us a Patient drop-down to fill in the patient information	automatically	•	
Tell us what you think.	Search for a Provider		•	
	Provider Last Name/Org Name			

Smart Claims

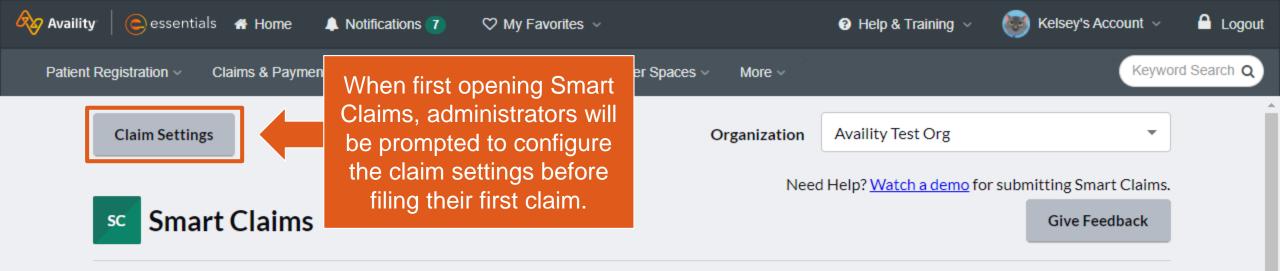
The Smart Claims application dramatically accelerates the claims process for repeatable transactions and includes templates that enable you to reuse information from a submitted claim in subsequent claims.





Use the Smart Claims application when...

- The claim does not have any attachments.
- The patient:
 - has only one insurance provider.
 - has agreed to allow the payer to pay the provider for services.
 - release of information is on file at the service provider or utilization review organization.
 - signature is on file using the authorization form for CMS-1500 claim form block 12 and 13.



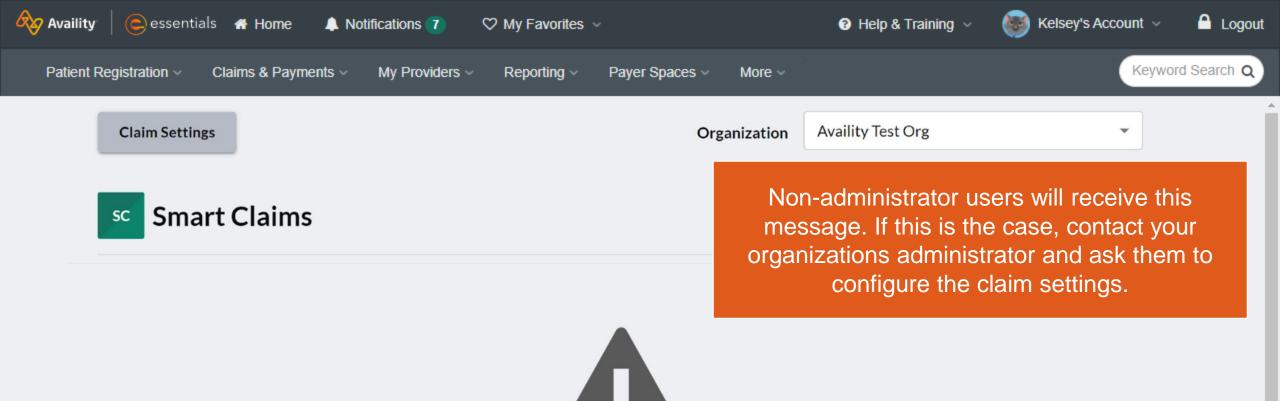


Smart Claim Settings have not been configured. Open Claim Settings now to continue.

Open Claim Settings







Smart Claims requires and organization administrator to perform configuration. Please contact your organization administrator.

Open Claim Settings

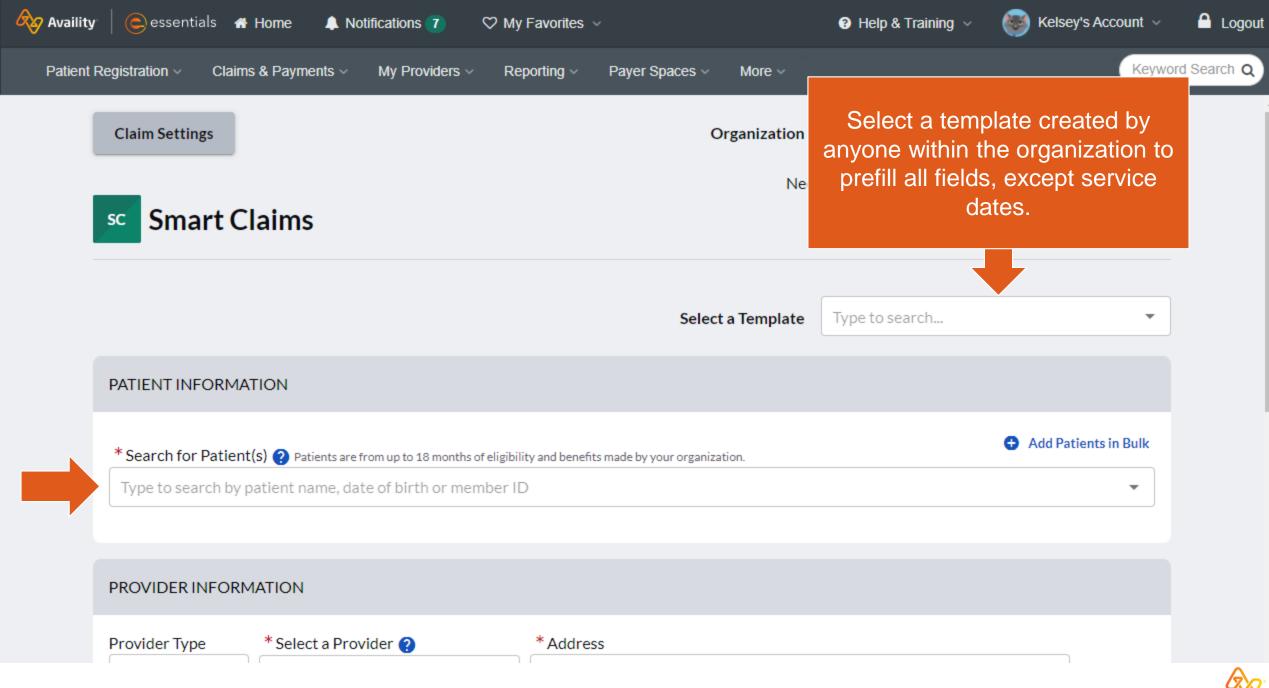
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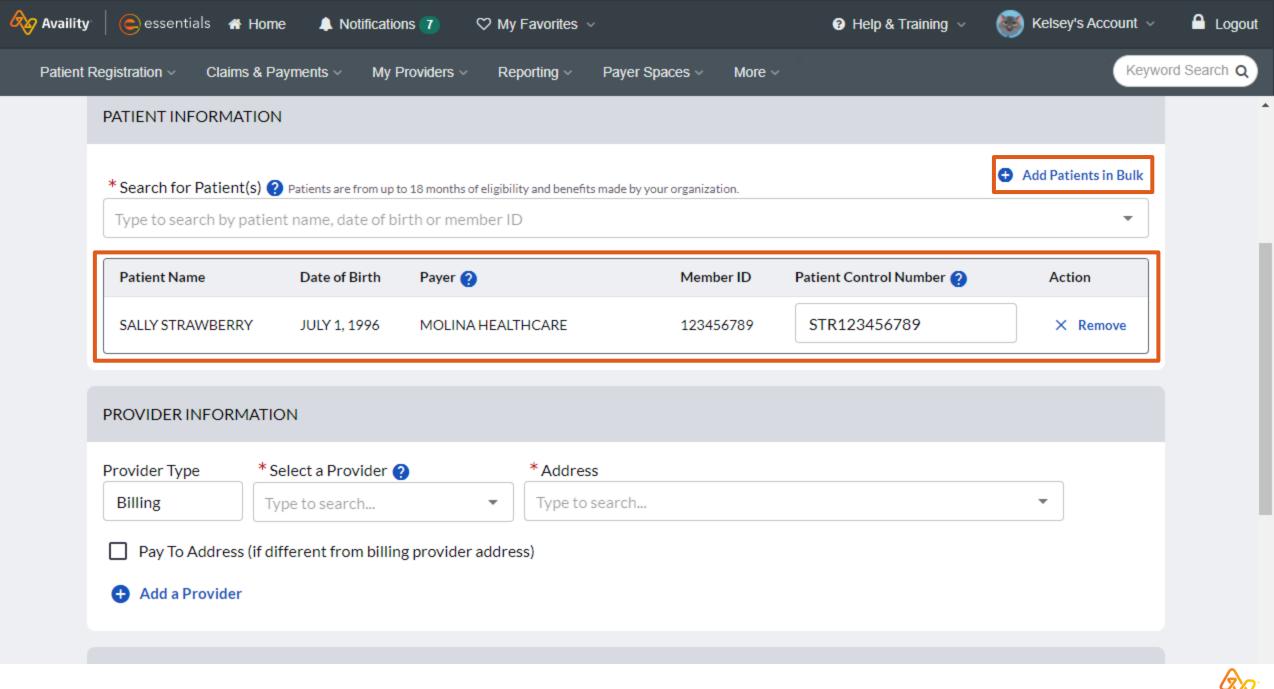


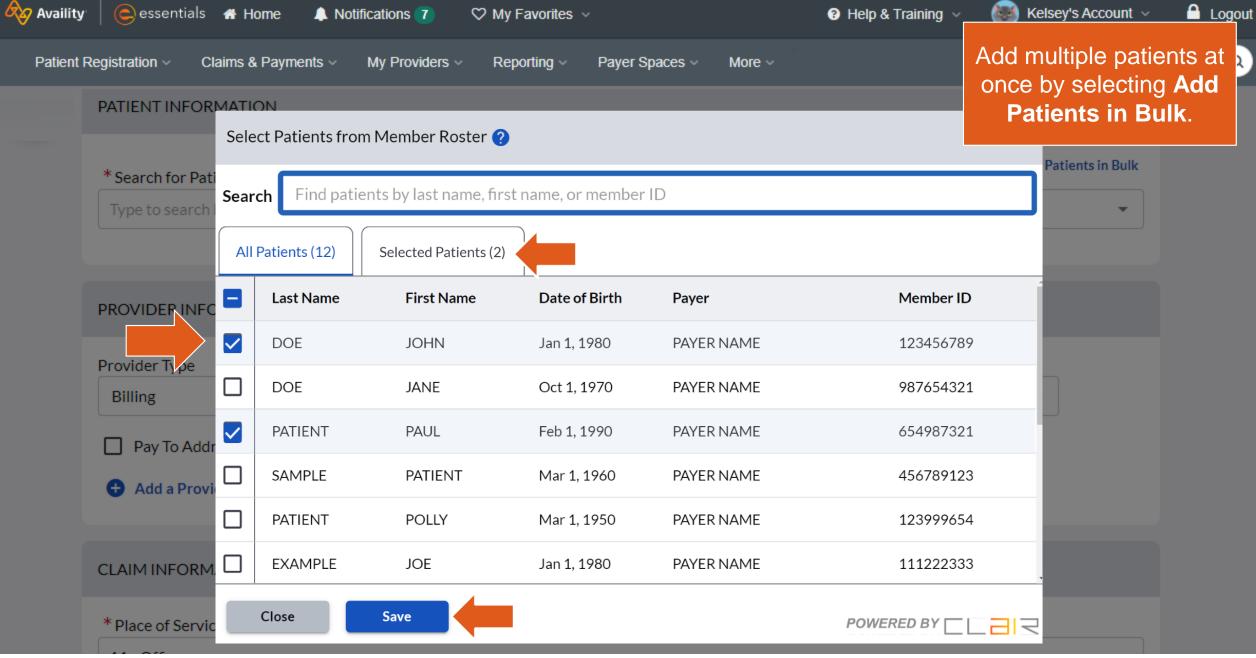
Claim Settings for Smart Claims

Note: Smart Claims settings can only be updated by an organization administrator.

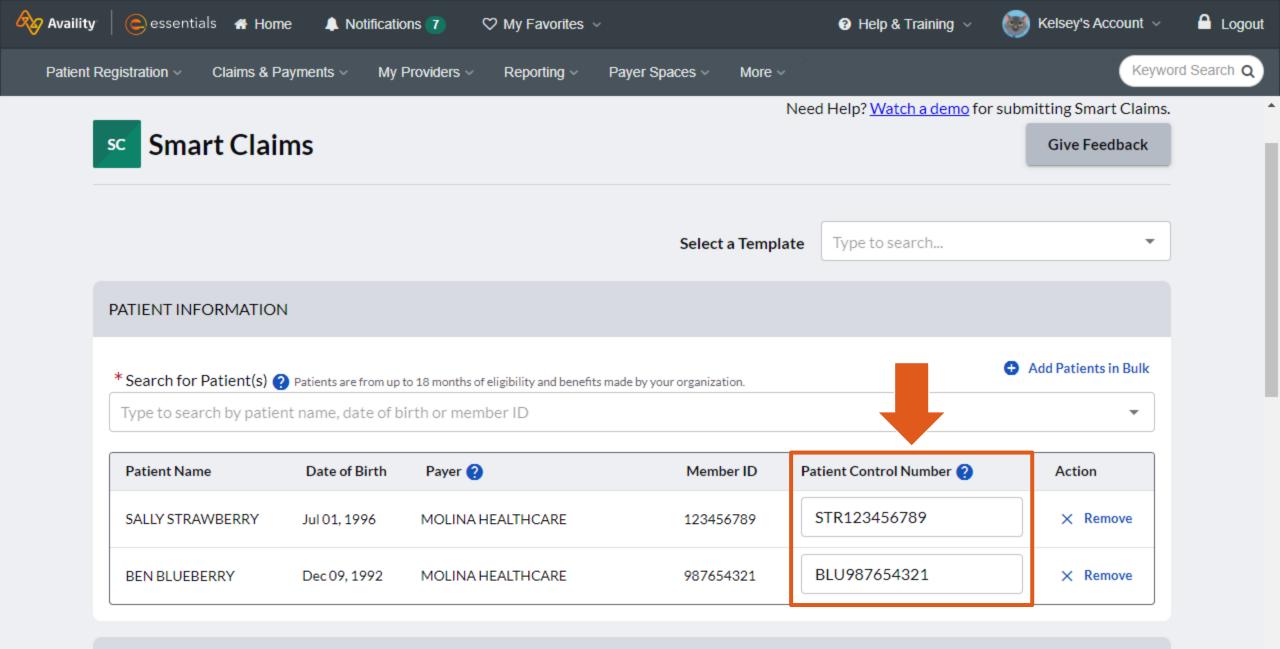
		r		For CA - CalAIM ONLY:
Welcome to Smart Claim	×		Welcome to Smart Claim	Select Yes to default the patient
Let's get started.			Time Saver-Tip	control number on all smart
To make things simple, let's set up a few pieces of basic information about your organization's claims. Don't worry, you ca	in		Set up your defaults now and save precious tin	claims.
always update these settings later if they change.			Default the patient control number on all sma	rt claims? 🕐
Does the provider have a signature on file?			Yes	
• Yes			-	
O No			O No	
			Default the provider assignment to: 💡	
O Not Applicable			Accepts Assignment	
Would you like to authorize the health plan to remit payments to the provider?			Accepts Assignment on Clinical Lab Service	oc Oply
• Yes				
O No			O Does Not Accept Assignments	
			Default the provider's Release of Information	Code to: 2
O Not Applicable				ormation for condition or diagnoses regulated by Federal Statutes
* Set your default place of service? ?				
11 - Office	-		Y - Yes, provider has a signed statement pe	rmitting release of information
Next				Back Save & Continue
		l		





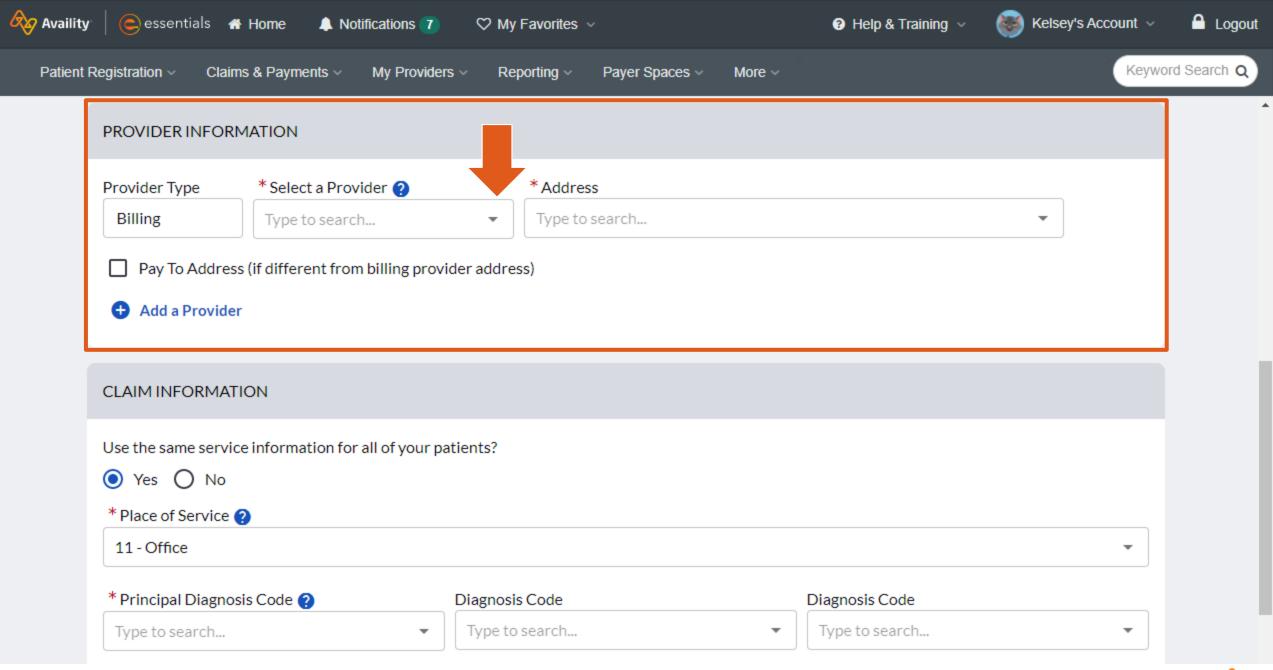


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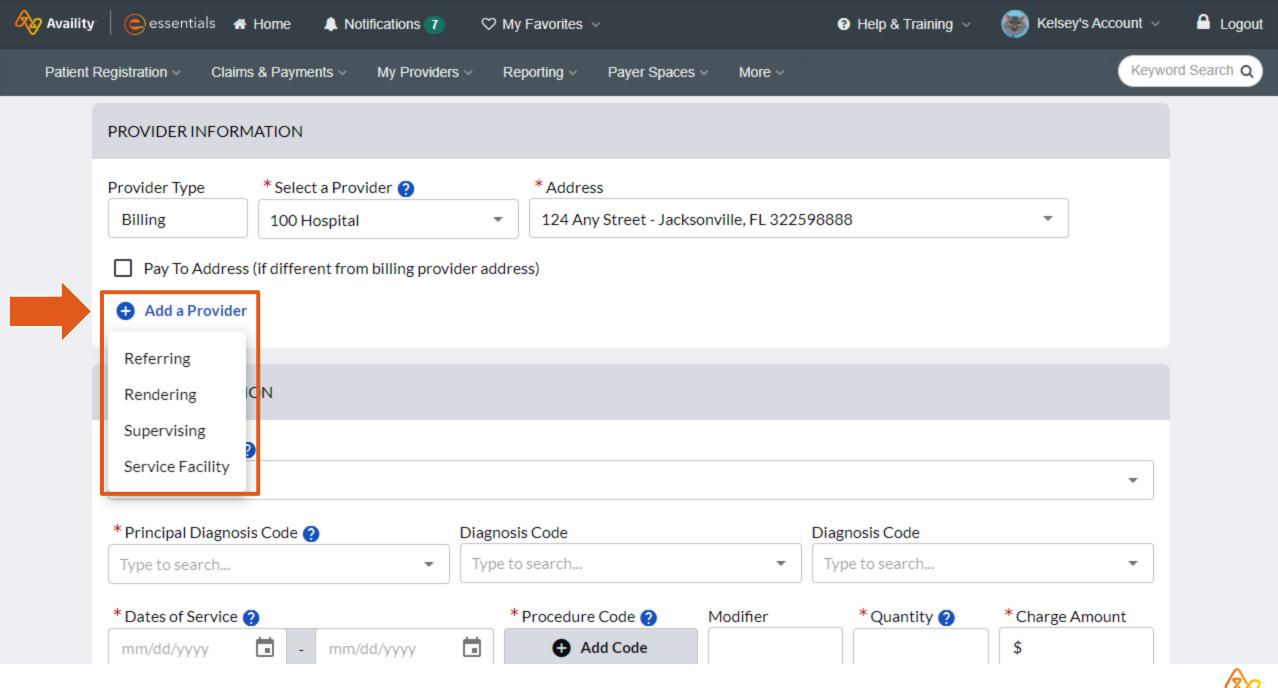


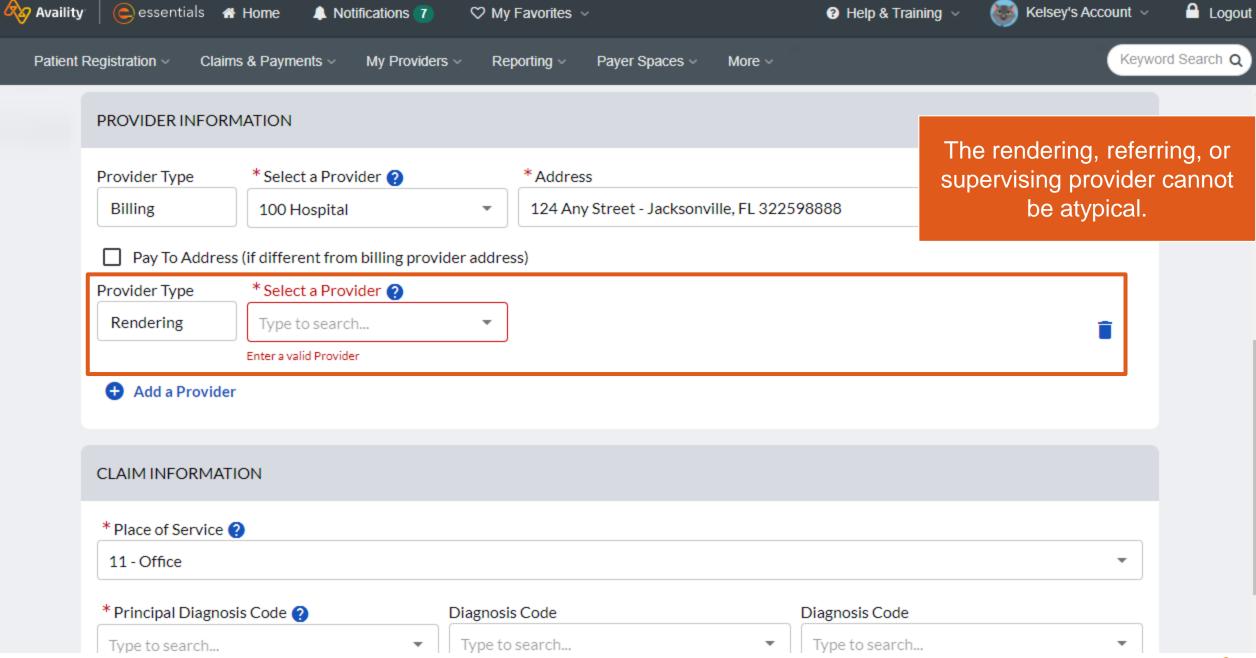
DROVIDED INFORMATION



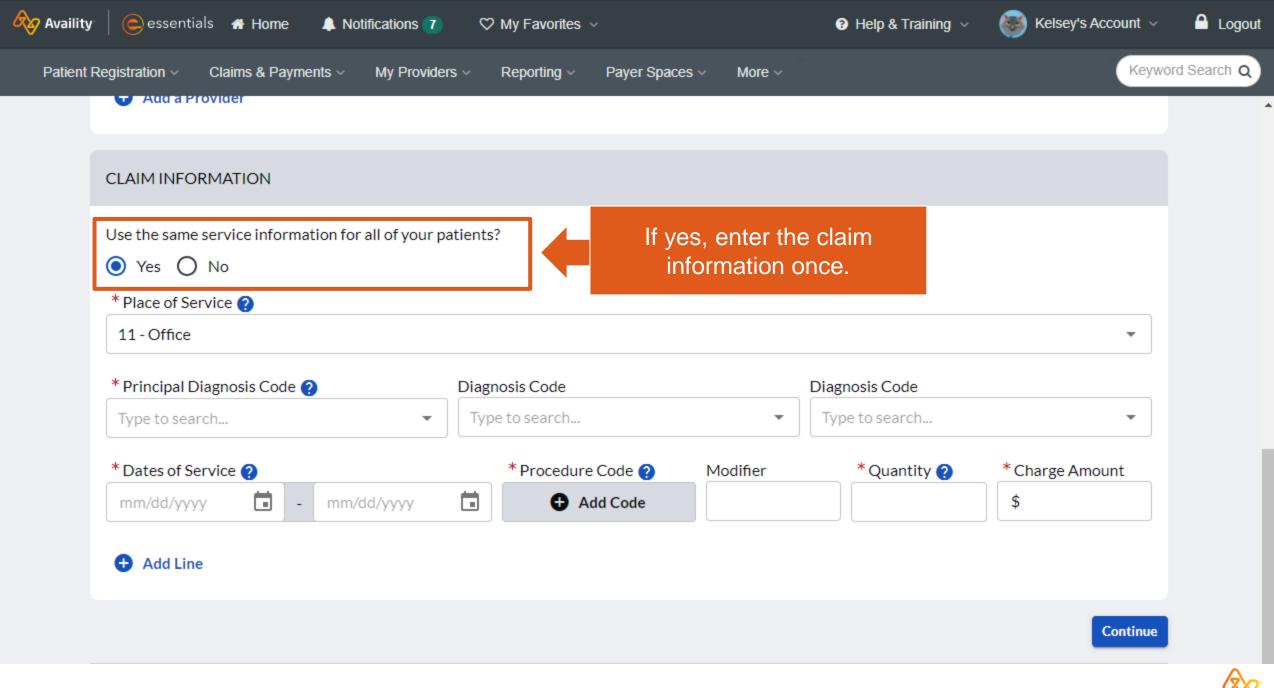


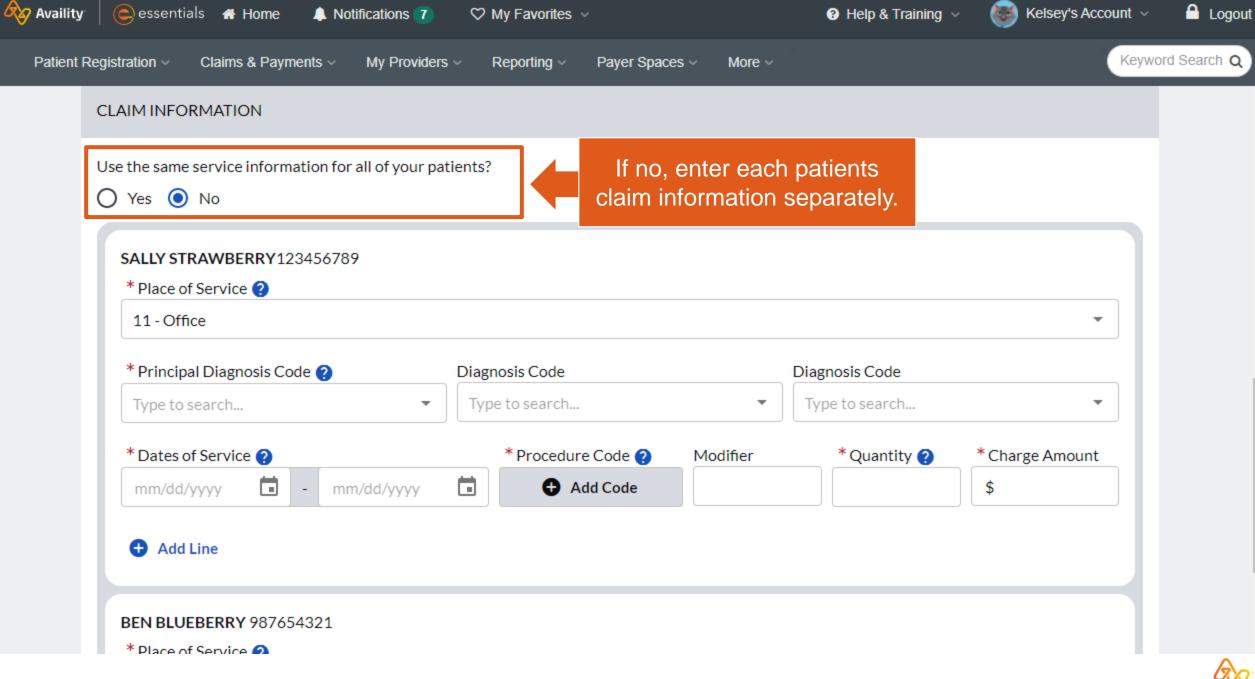
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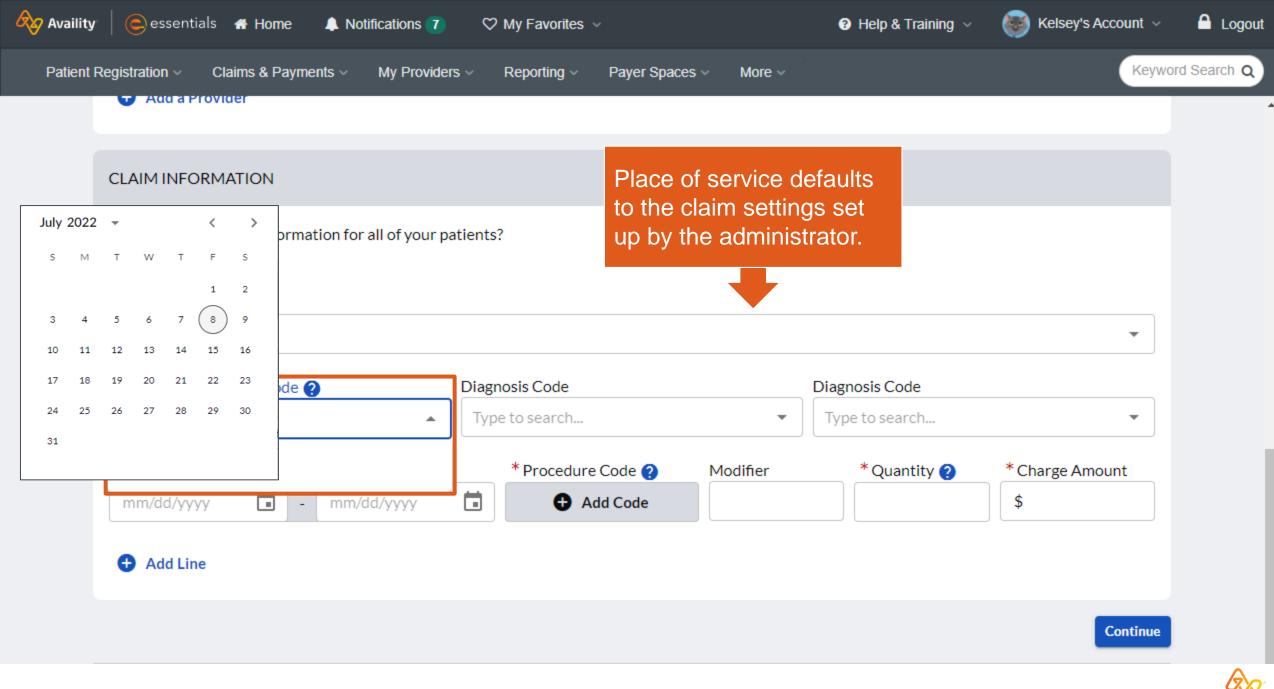


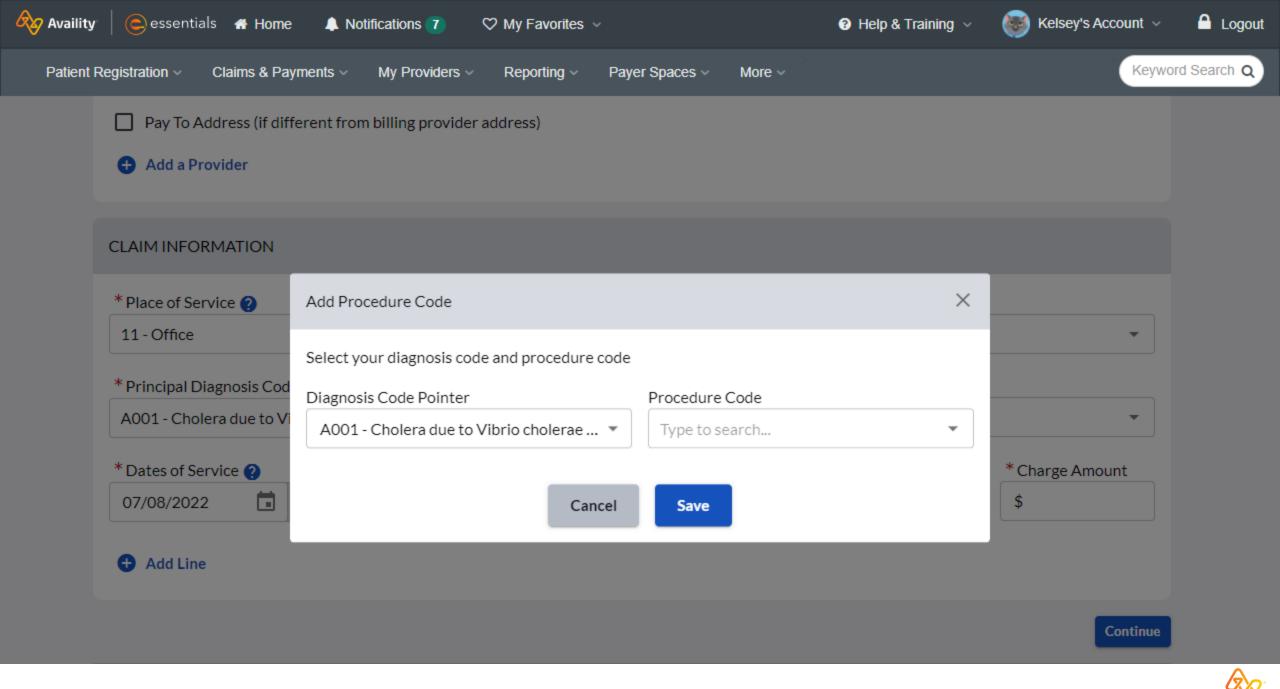


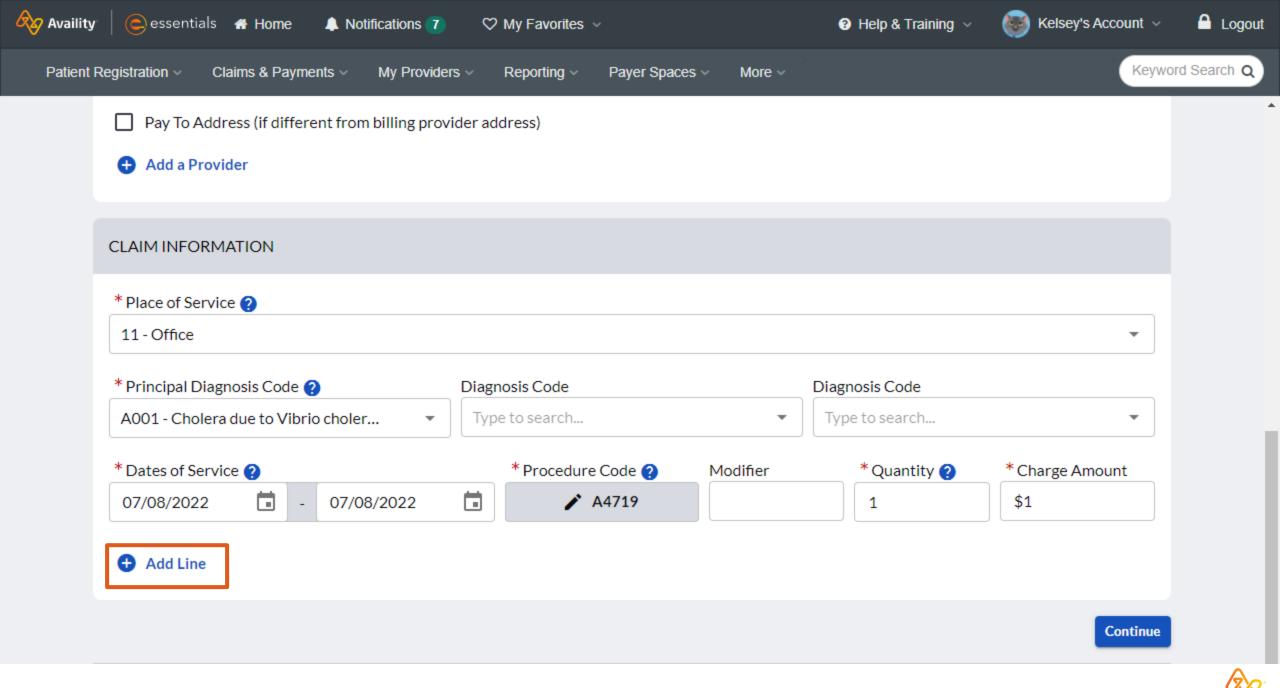


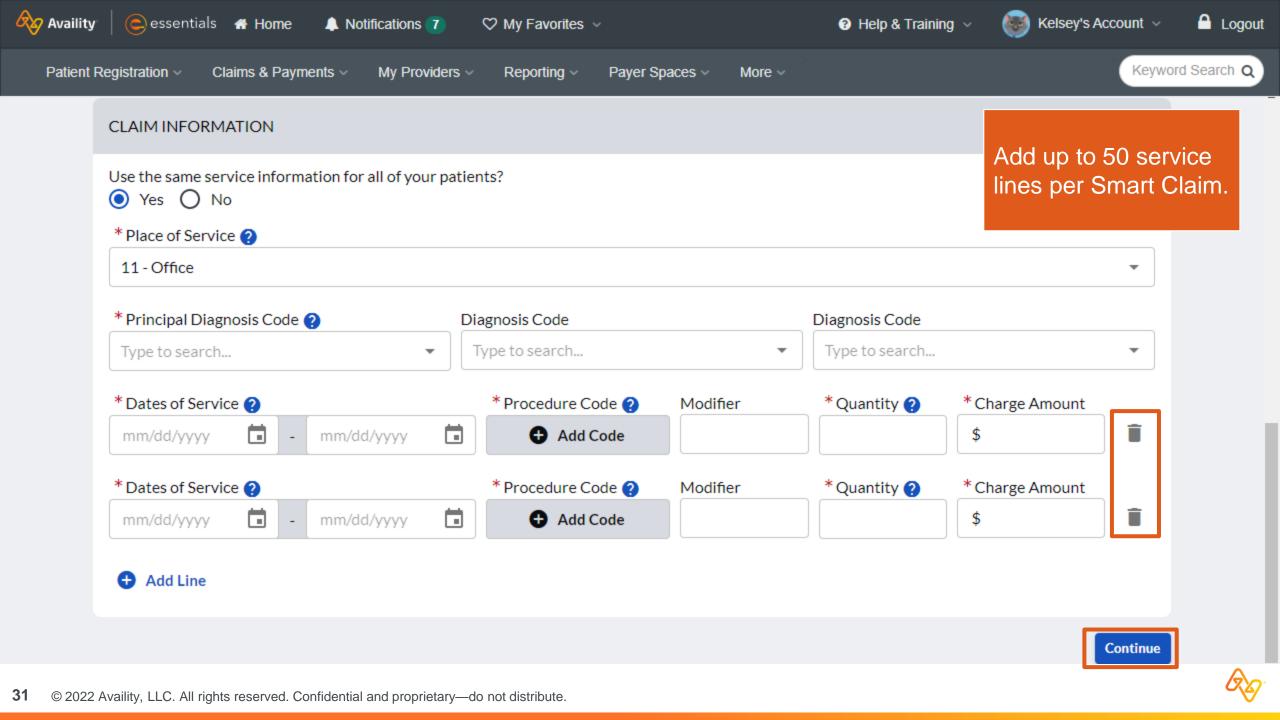








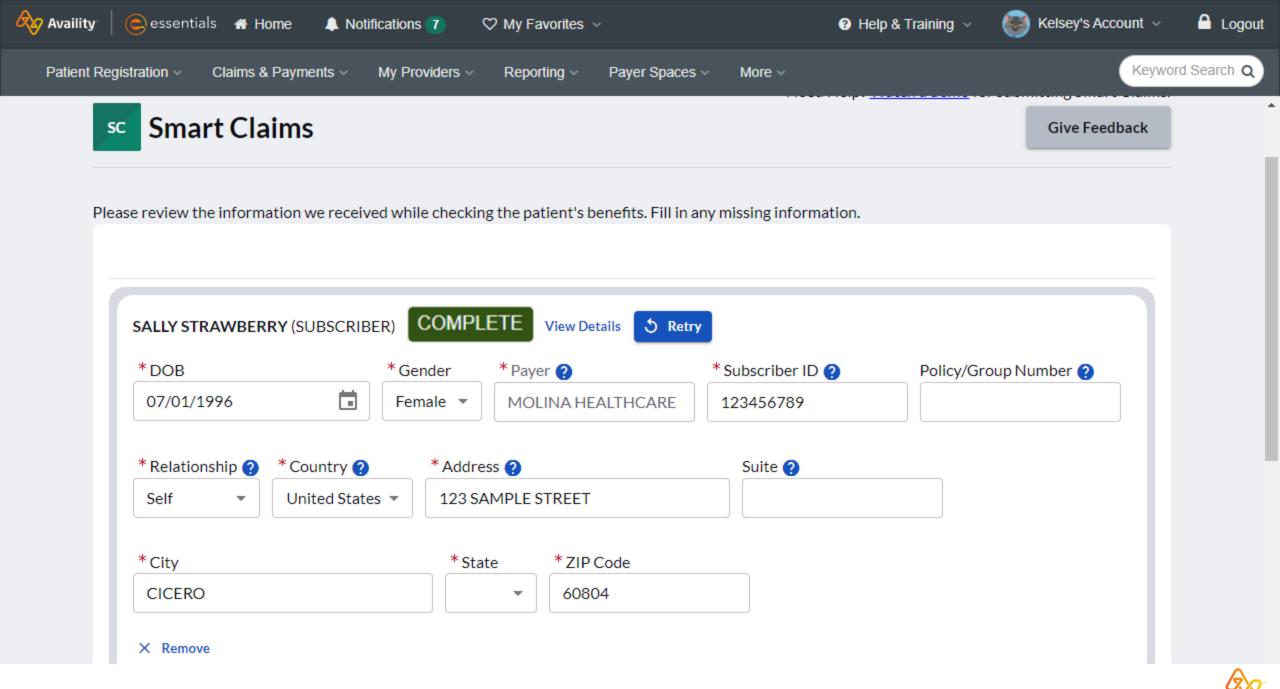




Additional Requirements for California

Some Procedure Code and Modifier combinations will require an Invoice ID

Availity	essentials 🔏 Home 🔺	Notifications 7 🛛 🌣 M	y Favorites 🗸	California 🗸 🥳	Help & Training 🗸	💓 Kelsey's Account 🗸	Logout
Patient F	Registration ~ Claims & Payments	✓ My Providers ✓ Relation	eporting ~ Payer Spaces	s v More v		Keywo	ord Search Q
	* Principal Diagnosis Code ? I2724 - Chronic thromboembol	ic p • Diagnos	is Code o search		nosis Code be to search	•	
	* Dates of Service ? 08/18/2022 - 0 + Add Line	8/18/2022	* Procedure Code ?	Modifier U6	*Quantity ?	* Charge Amount \$	
	ADDITIONAL REQUIREMENTS						
	Name	Member ID	Procedure Code(s)	Invoice	ID		
	SAMPLE PATIENT	10000001234	T2033				

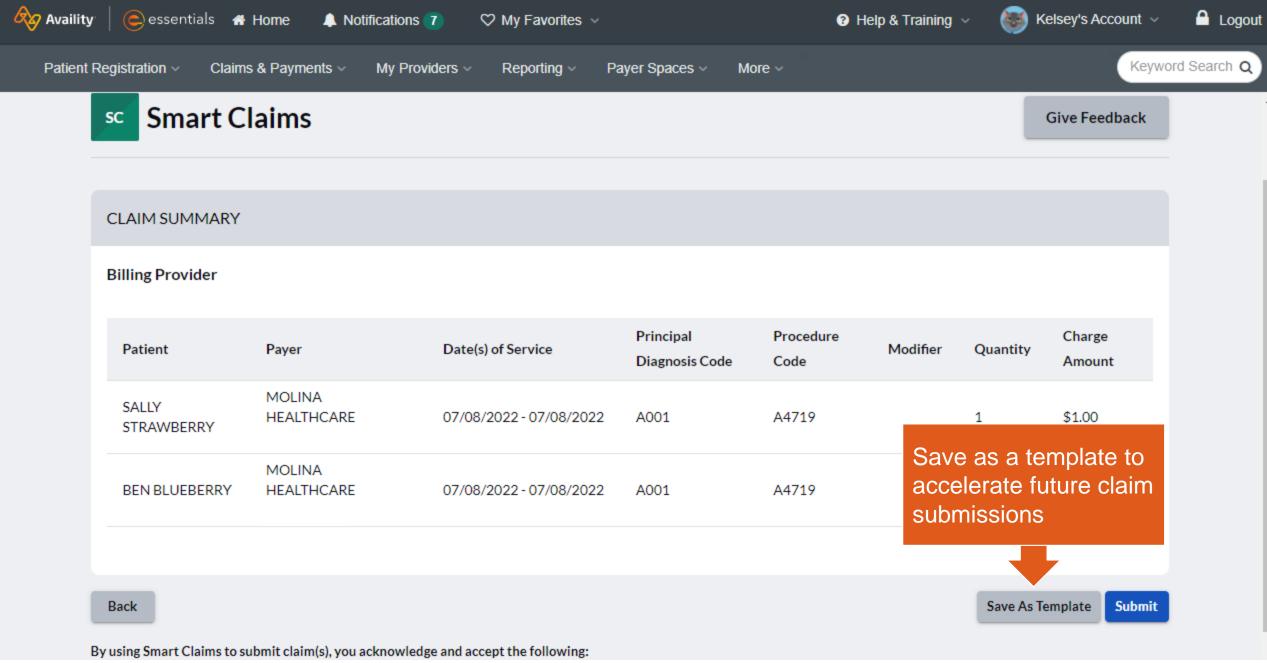


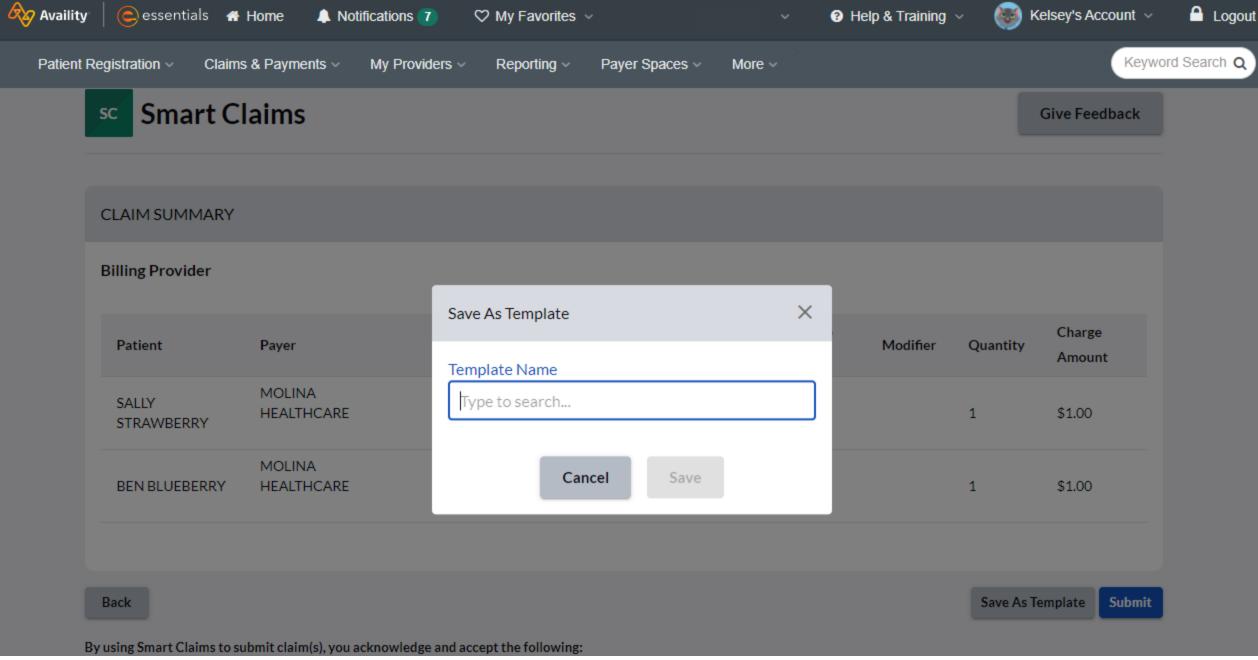
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× Remove					
BEN BLUEBERRY (SUBSCRIBER)	COMPLET	E View Details SRetry		
* DOB		* Gender	* Payer ?	* Subscriber ID ?	Policy/Group Number ?
12/19/1992		Male 💌	MOLINA HEALTHCARE	987654321	
*Relationship ? Self	* Country ? United States		ress 🕜 AMPLE DRIVE	Suite 🕜	
* City		* St	ate * ZIP Code		
PEORIA			• 61603		
× Remove					

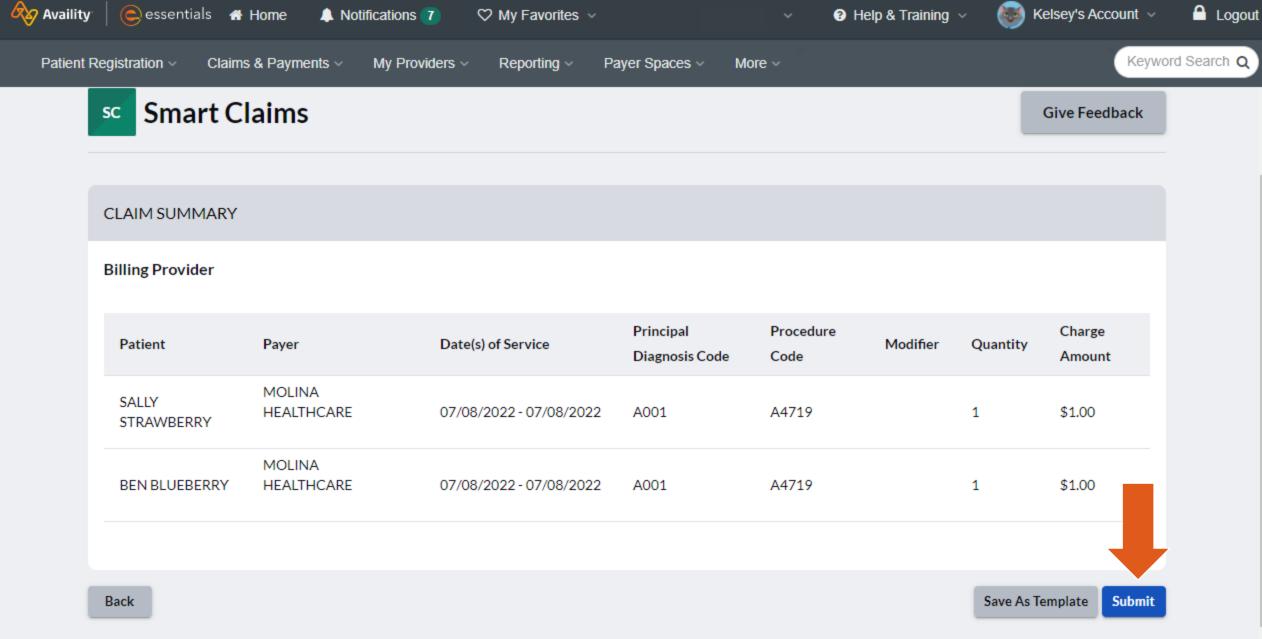
Example of one claim being rejected and another claim being accepted

ustom	ner ID: 1194						Transaction D	ate: 07/06/20
	SUMMARY							
XAMF	Provider PLE PROVIDER · AIN ST, SOMEW							
	Patient	Payer	Date(s) of Service	Principal Diagnosis Code	Procedure Code	Modifier	Quantity	Charge Amount
0	JOHN DOE	PAYER NAME	06/04/2022 - 06/04/2022 07/04/2022 - 07/04/2022	F411	4064F 4064F		1 1	\$100.00 \$100.00
	Code (51) wh		nvalid in Subscriber City, State, ZIP (IS. Segment N4 is defined in the guid through 683					
0	PAUL PATIENT	PAYER NAME	06/02/2022 - 06/02/2022 07/02/2022 - 07/02/2022	F411	4064F 4064F		1 1	\$100.00 \$100.00
	T	D: 456064413						



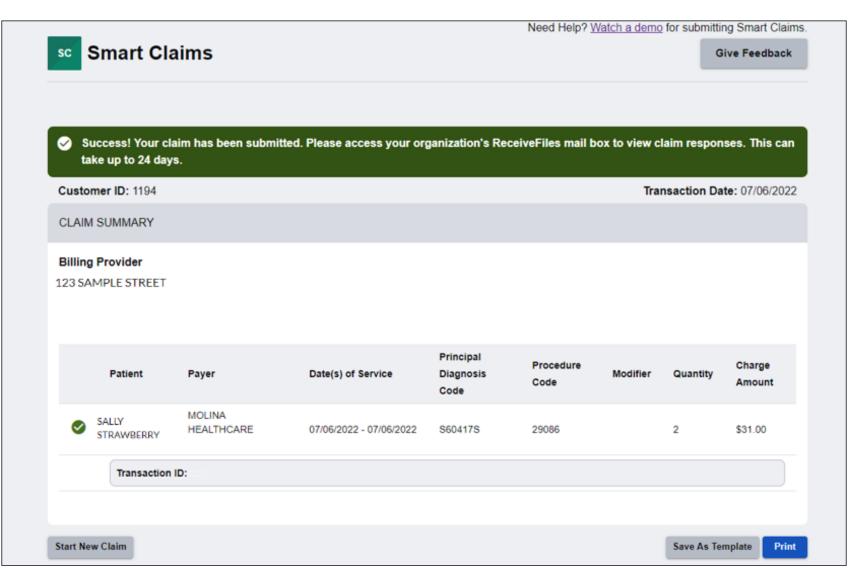






By using Smart Claims to submit claim(s), you acknowledge and accept the following:

Claim Response Page





Example – Print

1 / 2 | - 156% + | 🗊 🕎

Smart Claims (1 of 2)

Success! Transaction Date: Friday, 07/01/2022	Customer ID: 1194
DOE, JOHN	
Subscriber	
Transaction ID	123456789
Patient Account Number	987654321
Submission Type	Smart Claim - Professional
Submission Date	07/01/2022
Date(s) of Service	06/04/2022-07/04/2022
Patient Name	DOE, JOHN
Subscriber ID	ABC123456789
Billing Provider Name	EXAMPLE PROVIDER
Billing Provider NPI	1234567893
Billing Provider Tax ID	123456789
Total Charges	\$200.00

Smart Claims (2 of 2)

Success!		
Transaction Date: Friday, 07/01/2022	Customer ID: 1194	



± 🙃

Example – Select a Template Select a template created by anyone within your organization to prefill all the fields, except Select a Template Type to search... service dates. Î **TEMPLATE A** PATIENT INFORMATION **TEMPLATE B** * Search for Patient(s) 🕐 Patients are from up to 18 months of eligibility and benefits made by your orga EXAMPLE TEMPLATE Select a Template Type to search by patient name, date of birth or member ID PATIENT INFORMATION **PROVIDER INFORMATION** Add Patients in Bulk * Search for Patient(s) ? Patients are from up to 18 months of eligibility and benefits made by your organization. * Select a Provider 🕐 *Address **Provider Type** Type to search by patient name, date of birth or member ID -Billing Type to search... Type to search... \mathbf{w} Patient Name Date of Birth Payer 🕜 Member ID Patient Control Number (2) Action Pay To Address (if different from billing provider address) JOHN DOE Jan 1, 1980 PAYER NAME 123456789 DOE123456789 X Remove Add a Provider Feb. 1.1980 PAT987654321 PAYER NAME 654987321 PAUL PATIENT × Remove **PROVIDER INFORMATION** Provider Type * Select a Provider 🥐 * Address Billing EXAMPLE PROVIDER - 1234... 🔻 123 Main Street - Somewhere, FL 12345 \mathbf{w}

Q

Training Resources

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Help & Training ~

View Network Outages

Find Help Get Trained Availity Support Use **Find Help** to launch the Provider Help Center and access training documentation plus payer-specifics.

- Use Get Trained to launch Availity Learning Center (ALC) to enroll in on-demand and live training options.
- Use Availity Support to submit a support ticket online to Availity Client Services (ACS).
- Use View Network Outages to review current outages and scheduled maintenance.

Register by going to: Help & Training | Get Trained | Sessions

Upcoming Live Webinars

- Claim Status for Molina Healthcare (9/19 @ 3:00pm ET)
- Claim Status for Molina Healthcare (9/21 @ 10:00am ET)
- Availity Essentials Provider Portal Overview for Molina Providers (09/22 @ 11:30am ET)
- Claim Status for Molina Healthcare (9/23 @ 11:00am ET)
- How to Submit Smart Claims for Molina Healthcare (9/23 @ 1:00pm ET)
- How to Submit Smart Claims for Molina Healthcare (9/29 @ 3:00pm ET)
- Availity Essentials Provider Portal Overview for Molina Providers (09/30 @ 11:00am ET)

Thank you for attending!

For Availity customer support, contact 1.800.282.4548, or select Help & Training I Availity Support.