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# INSURANCE TRAINING

WHERE TO SEND CLAIMS HOW TO READ INSURANCE CARDS INSURANCE SUBSCRIBER COPAYMENT AMOUNTS



### Tips to Remember:

- Verify insurance at every visit and scan in insurance card if updated insurance card.
- All insurances must have an ID number and Group Number (if applicable).
- Do not enter prescription insurance in the Information Screen.
- If insurance is terminated, be sure to check the terminated box and enter terminated date.
- If patient has Tricare, use the Benefits number not the DOD number. The sponsor name needs to be the subscriber.
- If the patient has an authorization from the VA, enter only that insurance (specified on the authorization). Health insurance should not be billed

### ALWAYS FILE WITH THE ADDRESS ON THE BACK OR FRONT OF CARD THAT SAYS MAIL CLAIMS TO

PLEASE REVIEW BOTH SIDES OF THE CARD AND SELECT THE INSURANCE BASED ON THE MAIL CLAIMS TO ADDRESS NOT THE NAMES OR LOGOS ON THE CARD.

### To find the correct insurance search by name, then find the correct address or by address.

Most insurances have more than one in eCW. This Humana gets filed with PO Box 14601 Lexington, KY 40512

There are more than one Humana listed in eCW. Make sure to pick the correct one.

		Ins	urance Lookup							(	8
		In	isurance Q Hum	<b>x</b> Name▼	Ins.Group	Group Na	ime Activ	e v	New (Copy)	New Logs	
Humana.com	Card Issued: 01/21/2021		Nama	Adda	Cite.	C++++	710	Dhama	Devended		
Customer Care: Go365 Customer Service: Nationwide Virtual Doctor 24/7:	1-800-448-6262 1-888-443-7942 doctorondemand.com	1d 75	Name	Address Line PO BOX 14635	LEXINGTON	State KY	40512	Phone 800-448-6262	61101	/0	
Humana Claims P.O. Box 14601	Payor ID: 61101	73	► HUMANA	PO BOX 14601	LEXINGTON	KY	40512-4600	800-558-4444	61101	/0	
Humana Insurance Company		76	HUMANA MEDICARE	PO BOX 14601	LEXINGTON	KY	40512	800-733-9064	61101	/0	
Humana 🗙		508	Humana Medicare	PO BOX 14678	LEXINGTON	KY	40512	800-448-6262	61101	/0	



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### MEDICARE VS MEDICARE REPLACEMENT

SOME INSURANCES HAVE THE SAME ADDRESS FOR MEDICARE REPLACEMENT AND NON-MEDICARE BUT THE NAME IS DIFFERENT THERE ARE SEVERAL PLANS, UHC, AETNA, HUMANA ETC WHO HAVE A REPLACEMENT OR DUAL PLAN



Insur	rance Lookup							(	$\otimes$
Insu	rance Q Po Box 31362	x Address → Ins.Group	o Q Insurance Gr	oup Nar	ne Active	✓ N	ew (Copy) New	Logs	5
Id	Name	Address Line	City	State	ZIP	Phone	Payer Id		
756	United Healthcare	PO BOX 31362	SALT LAKE CITY	UT	84131-0295		87726	× 0	
	UNITED HEALTHCARE MEDICARE	PO BOX 31362	SALT LAKE CITY	UT	84131	877-842-3210	87726	∕0	



# Some cards will say Medicare on the back. Some will say Medicare on the front.



# Aetna vs Aetna Medicare in eCW

Insura	ance Lookup							$\otimes$
Insur	ance 🔍 Aetna	x Name → Ins.Grou	p 🔍 Insurance G	roup Nar	me Active	~ I	New (Copy) New	Logs
Id	Name	Address Line	City	State	ZIP	Phone	Payer Id	
634	AETNA	PO BOX 30259	ТАМРА	FL	33630		60054	/0
5	AETNA	PO BOX 981106	EL PASO	ΤX	79998-1106	888-632-3862	60054	/0
854	AETNA BETTER HEALTH OF KS	PO BOX 61838	PHOENIX	AZ	85082-1838	855-221-5656	128KS	/0
590	AETNA BETTER HEALTH OF MO	PO BOX 65855	PHOENIX	AZ	85082-5851	800-566-6444	00010	/0
46	Aetna Coventry Advantra	PO BOX 7370	LONDON	KY	40742	800-727-9712	25133	/0
774	Aetna International	PO BOX 981543	EL PASO	TX	79998-1106	800-231-7729	60054	/0
482	AETNA LIFE INSURANCE	PO BOX 14079	LEXINGTION	KY	40512-4079	888-632-3862	60054	/0
933	AETNA MEDICARE	PO BOX 981106	EL PASO	TX	79998-1106	800-624-0756	60054	/0
577	Aetna Pharmacy Management	PO BOX 52446	PHOENIX	AZ	85072-2400	844-233-1938		/0
785	Aetna Senior Supplemental	PO Box 14226	Lexington	KY	40512	855-323-8914	10897	/0
579	Aetna Senior Supplemental Ins	PO Box 14770	Lexington	KY	40512	800-264-4000	00010	/0
494	Coresource/Aetna Signature/W	PO BOX 25938	OVERLAND PARK	KS	66225	800-990-9058	48117	/0
856	Medicaid Aetna Better Health	PO BOX 61838	PHOENIX	AZ	85082-1838	855-221-5656	128KS	/0

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# MEDICARE TIPS

- Entering Medicare ID numbers
  - o DO NOT use DASHES
- If patient has a Medicare Advantage plan
  - $\circ$   $\,$  DO NOT enter Medicare as an active insurance
- KMC has an agreement with CARE (Consolidated Association of Railroad Employees)
  - When RR Medicare or Medicare is the primary insurance and CARE is secondary to submit claims directly to CARE. CARE will process either the RR Medicare or Medicare and CARE portion. Do not enter RR Medicare or Medicare as an active insurance



# Medicare- Old vs New Old has SSN and a letter New has a mix of letters and numbers



### **Medicare Health Insurance:**

Claims to Medicare Part B Subscriber is John L Smith Sub Number 1EG4TEMK72

### **Front of Medicare Card**



### **Back of Medicare Card**

1. Carry your card with you when you are away from home. 2. Let your hospital or doctor see your card when you require hospital, medical, or health services under Medicare. 3. Your card is good wherever you live in the United States. WARNING: Issued only for use of the named beneficiary. Intentional misuae of this card is unlexful and will make the offender liable to penalty. If found drop in nearest U.S. Mail box. If you have questions about Medicare, call 1-800-MEDICARE contrast in undercast a selected attent (1-800-633-4227; TTY/TDD: 1-877-486-2048) Centers for Medicare & or visit us at Medicald Services Baltimore, MD 21244-1850 www.medicare.gov. Form CMS-1966 (01/200



### Medicare Railroad Card:

Claims to Medicare Railroad Subscriber Name-Jane Doe Subscriber Number-A00000000 (no dashes)

#### **Front of card**

MEDICARE	HEALTH INSURANCE
ALC: NOTE: THE REAL PROPERTY OF	
RAILROAD RETI	REMENT BOARD
NAME OF BENEFICIARY	
JANE DOE	
MEDICARE CLAIM NUMBER	SEX
A-000-00-0000 ==	FEMALE
IS ENTITIED TO	EFFECTIVE DATE
HOSPITAL (PAPTA)	7.1.96
HOSEITAL (PARFA)	/-1-80
MEDICAL (PART B)	7-1-86
neve	

#### Back of card



### Blue Cross Blue Shields-File with Local BCBS:

BCBS of Kansas-Topeka, Manhattan, Emporia, Lawrence, Hunters Ridge BCBS of Kansas City- Mission, KCK, Olathe, Leawood, Independence

### There are different BCBS cards

BlueCross BlueShield of Kansas		
Member Name Member Identification Number XSB123456789	GROUP NAME Health Single Dental Single	
Group No. 2606511 Plan Code 650/150 Rx BIN/PCN 610455/BCBSKS Card Print Date 02/12/16 Deductible/Coinsurance Applies	Office Visit Copay Emergency Copay Ded <b>\$500/\$1000</b>	\$25 \$100 Coin \$1000/2000
Benefit Plan Comprehensive Major Medical	BCBSKS Dental	PPO R

#### **Remember to file with local BCBS**



# BCBS Federal- still file with local BCBS



BlueCross. BlueShield. Federal Employee Program.	www.fepblue.org	
This card is used to obtain covered benefits under	Customer Service:	1-800-522-5566
Plan Basic Option. You MUST use Preferred	Precertification:	1-800-255-2042
providers to get benefits. Precertification is required for all hospital admissione and is ultimately your responsibility. Benefits are reduced by \$500 if precertification is not obtained. For instructions, call the local Blue Gross and Blue Shelid Plan serving the area where you are treated. In some areas, Preferred hospitals will obtain precertification for you. Certain other services require prior approval. Please consult your benefit brochure for more information.	Mental Health/ Substance Abuse: Betail Pharmacy: Blue Health Connection: Assistance Overseas (Call collect):	1-800-554-9504 1-800-626-5060 1-888-258-3432 1-804-673-1678
Use of this card constitutes acceptance of the terms and conditions in the Service Senefit Plan Brochure (RI 71-005) for the applicable contract year, which is the only legal description of benefits.	BlueCross and BlueS An independent license and BlueShield Associa	ihield of Geography re of the BlueCross tion.



# Insurance Subscriber Information

- Insured's name is the policy holder of the insurance.
- This could be the patient, spouse, parent, guardian, etc.
- When entering someone other than the patient as the subscriber to an insurance, be sure to enter complete information, DOB (01/01/1900, if unknown) and address.
- Use the ellipses to change insured if not patient

<u>fo</u> • Insuran	nce Detail (BC BS of KANSAS CITY)				
Insurance	Q BC BS OF KANSAS CIT	Q Insurance Billing Info			
3C BS of KANS. 2O BOX 41916 (ANSAS CITY, 1 rel: 888-989-88 Payor Id: 0004	AS CITY 9 MO- 64141-6169 842 1 Medigap Id:	<ul> <li>Primary</li> <li>Secondary</li> <li>Tertiary</li> <li>Terminated</li> </ul>	Source of Payment E Insurance Class for Reports Coverage Dates*	3L ANSI-Blue  04/16/2021 III To	e Cross/Blue Shield
			Subsc	riber Additional Inform	ation Benefits Notes
	XSB888483937	Со-рау	70.00 \$ ~		A
sured's name	Rousselo, Sammi	Patient Relationship	1 Self - patient is th	Hual'ross HuaShadd	
				🖳 🔍 Kansas	BlueChoice* Preferred-Care Blue* Networks
roup No	24833	Group Name		Kansas SAMMI J ROUSSELO Identification Number XSB8884A3937	BlueChoice* Prefored-Care Blue* Networks KANSAS MEDICAL CLINIC PA Health Individual Dental Individual
roup No edicaid ID No.	24833	Group Name Supplemental Insurance Indicator		Group No. 24833 Plancket 2004 Planktet 2004 State 2004 Plancket 2004 Plancket 2004 Plancket 2004 State 2004 Plancket 2004 State 2004	BlueChoice* Profemed-Care Blue* Networks KANSAS MEDICAL CLINIC PA Health Individual Dental Individual Office Visit Copay \$35 Specialist Copay \$50 Emergency Copay \$250 Emergency
oup No edicaid ID No. tient's Alternat	24833	Group Name Supplemental Insurance Indicator	Vame	Group No. 25483 Plan Code 25843 Plan Code 25843 Plan Code 25843 Plan Code 25843 Deductible/Coinsurance Applies	BlueChoice* Printmed-Care Blue* Networks KANSAS MEDICAL CLINIC PA Health Individual Dental Individual Office Visit Copey \$25 Specialist Copey \$25 Emergency Copay \$250 Ded \$3500 Coin 20%
oup No edicaid ID No. tient's Alternat	24833	Group Name Supplemental Insurance Indicator Last Name	Vame	Kansas KAMMI J ROUSSELO Identification Number X58889483937 Pin Code \$50/150 Rx BiN/PON \$10485/ROESKS Card Print Date 08/27/20 Deductible/Coinsurance Applies	BlueChoice* Preferend-Care Blue* Networks KANSAS MEDICAL CLINIC PA Health Individual Office Visit Copay \$35 Specialist Copay \$35 Emergency Copay \$250 Ded \$3500 Coin 20%
roup No edicaid ID No. atient's Alternat ist Name	24833	Group Name Supplemental Insurance Indicator Last Name First Name		Kansas KAMMI J ROUSSELO Identification Number XB029 No 24833 Group 850/150 Re BIN/PCN 610455/BCBSKS Card Print Date 08/27/20 Deductible/Coinsurance Applies	BlueChoice* Preferend-Care Blue* KANSAS MEDICAL CLINIC PA Health Individual Dental Individual Office Visit Copay \$35 Specialist Copay \$35 Emergency Copay \$250 Ded \$3500 Coin 20%
oup No edicaid ID No. tient's Alternat st Name st Name	24833	Group Name Supplemental Insurance Indicator Insured's Alternate N Last Name First Name MI	Name	Kansas SAMMI J ROUSSELO Identification Number XB0B04A3937 Group & 456/150 Rv.BIN/PCN & 550/450 Rv.BIN/PCN & 510455/BCBSKS Card Print Date 09/2720 Deductible/Colinsurance Applies	BlueChoice* Proferend-Care Blue* KANSAS MEDICAL CLINIC PA Health Individual Dental Individual Office Visit Copey \$35 Specialist Copey \$35 Emergency Copey \$250 Ded \$3500 Coin 20%



When you click on the ellipses it will pop up this screen. Click on the circle that applies. You may need to create a new guarantor if not in the system. Must have complete address

Patient Relationship to Insured	1 Self - patient is th	1.
Insured is		
Self		
<ul> <li>Another Patient</li> </ul>		
🔍 Search By Name	Name 👻 🛛 Info	
 <ul> <li>Guarantor</li> </ul>		
 Q Both	Name Info	
	OK Cancel	





### **Sub No- auto populates when insurance card is scanned REMEMBER TO ALWAYS DOUBLE CHECK AND MAKE SURE IT PUT THE CORRECT LETTERS AND NUMBERS IN THE SYSTEM**

Patient-Insurance	ce Detail ROUSSELO, Sammi 🛓 e Detail (BC BS of KANSAS CITY)	Mar 24, 1977 (44 yo F) 🔎 Acc Nc	o. 74565		
Insurance	BC BS OF KANSAS CIT C	Insurance Billing Info			
BC BS of KANSA PO BOX 419169 KANSAS CITY, M Tel: 888-989-884 Payor Id: 00041	IS CITY IO- 64141-6169 42 Medigap Id:	<ul> <li>Primary</li> <li>Secondary</li> <li>Tertiary</li> <li>Terminated</li> </ul>	Source of Payment Insurance Class for Reports Coverage Dates*	BL      ANSI-Blue           04/16/2021     Image: Constraint of the second secon	e Cross/Blue Shield
			Sul	oscriber Additional Inform	ation Benefits Notes
Sub No *	XSB888483937	Со-рау	70.00 \$ ~		AB
nsured's name	Rousselo, Sammi	Patient Relationship to Insured	1 Self - patient is th	Kansas	BlueChoice*
Group No	24833	Group Name		SAMMI J ROUSSELO	KANSAS MEDICAL CLINIC PA
Vedicaid ID No.		Supplemental Insurance Indicator		XSB8848393         24833           Group wor         24833           Plan Code         650/150           Rx BIN/PCN         610455/BCBSKS	Dental Individual Office Visit Copay \$35 Specialist Copay \$70 Emergency Copay \$250
Patient's Alternate	e Name	Insured's Alternate I	Name	Card Print Date 08/27/20 Deductible/Coinsurance Applies	Ded \$3500 Coin 20%
ast Name		Last Name		•	P
First Name		First Name			
MI		MI			
					OK Cancel

### O Back of card

Printed: 03/27/20 **Coverage date** ٠ Members: We're here to help. Check benefits, view claims, find a doctor, ask a question and more. Where to mail the claims • Web: myuhc.com **ALWAYS USE THE MEDICAL CLAIMS** ADDRESS NOT JUST THE NAME OF THE Phone: 888-555-4444 **INSURANCE** Providers: 877-842-3210 or UHCprovider.com Medical Claims: PO Box 740800, Atlanta GA 30374-0800 Providers: If you need to check benefits- number • to call Pharmacists: 888-290-5416 Pharmacy Claims: OptumRx PO Box 650540 Dallas, TX 75265-0540

### ADDRESS MUST MATCH

#### Info Insurance Detail (UNITED HEALTHCARE) UNITED HEALTHCARE ... Q Insurance Billing Info Insurance UNITED HEALTHCARE ANSI-Commercial Insurance Co. CI Source of Payment Primary ... PO BOX 740800 Secondary Insurance Class for Reports ATLANTA, GA- 30374 ... Tertiary Tel: 877-842-3210 5.5 0.0 Coverage Dates\* 12/06/2018 То Payor Id: 87726 Medigap Id: Terminated Subscriber Additional Information Benefits \*Notes Sub No \* Co-pay 936681683 40.00 \$ $\sim$ В А Patient Relationship Insured's name Self - patient is th... 1 to Insured ... This card does not guarantee coverage. To verify benefits, view claims, or find a provider, visit the websites or call. For Members: myuhc.com 866-230-5739 Group No 192988 Group Name For Providers: UHCprovider.com 877-842-3210 Medical Claims: PO Box 740800, Atlanta GA 30374-0800 Medicaid ID No. Supplemental Insurance Indicator MultiPlan Pharmacy Claims: OptumRx PO Box 29044 Hot Springs, AR 71903 For Pharmacists: 888-290-5416 Patient's Alternate Name Insured's Alternate Name Last Name Last Name First Name First Name MI MI OK Cancel

/////

Each insurance card will have a different copay amount. Make sure when scanning insurance cards, it populates the correct copay amount. eCW normally populates the Office Visit not the Specialist copay. You will need to update to specialist copay

UnitedHealthcare Health Plan (80840) 911-8772	6-04	BlueCross 🗑 BlueShiel	s d
Member ID: 123456789 Member: EMPLOYEE SMITH Dependents	Group Number: 98765 Gustomer Name Sample with Rx	Member Name Member Name Member ID XYZ123456789	Dependents Dependent One Dependent Two Dependent Three
HILD1 SMITH HILD2 SMITH HILD3 SMITH HILD3 SMITH fice: \$25 ER: \$100 ImCare: \$50 Spec: \$50	Payer ID 87726 OPTUMRx' Rx Bin: 610279 Rx PCN: 9999	Group No. 023457 BIN 987654 Benefit Plan HIOPT Effective Date 00/00/00	Plan PPO Office Visit \$15 Specialist Copay \$15 Emergency \$75 Deductible \$50
06-0501	UnitedHealthcare [Plan Name] Underwritten by [Appropriate Legal Entity]		

# eCW will populate the PCP/Office visit copay. Make sure to change to Specialist copay







### **INSURANCE ELIGIBILITY-IE**

To be able to verify the insurance the following must be correct in the system:

- Patient name
- Patient DOB
- Insurance name
- Where to mail the claims to
- ID number
- Group number- if applies
- Name of subscriber
- Subscriber's DOB- if not the patient and unknown use- 01/01/1900

|||||

# Insurance Eligibility

#### **Click on Check**

Insurance Eligibility		3:
ONOT Verified	Check	4:
RX Eligibility		4:
Nothing	Check	▼ 4:

#### This error means the insurance is not

 
 set up for IE
 status

 ERROR: Either this payer is not supported for electronic eligibility checking OR eligibility payer id is invalid/missing under File->Insurance->Update.

 Please populate eligibility payer id from Billing -> Miscellaneous Configuration Options -> Configure EDI Receivers -> Configure Eligibilit Receiver Headers OR Use Manual Verification to record eligibility manually.

#### **Click on Resubmit and Refresh**

Primary-BC BS of KANSAS CITY	ROUSSELO, Sammi J 🛓 Mar 24, 1977 (44 yo F) 🗰 Acc No. 74565
	ELIGIBILITY CHECK STATUS REPORT
TRANSACTION TIMES	TAMP STATUS
2021-06-14 @ 07:42:11	CDT Transaction sent to clearing house, please view the file after few minut s. Refresh

ReSubmit		Print	270 Data Format	~	View
	_				



# **Insurance Eligibility**

### **Insurance is Eligible**

Primary-BC BS of KANSAS CITY ROUSSELO,	Sammi J 🛓 Mar 24, 1	977 (44 yo F) 📫 Acc No. 745								
Payer Information Payer Name: BCBS OF KANSAS CITY Payer ID: 47171 Information Contact: CUSTOMER SERVICE CENTER Telephone: 8004323990	Category Al	Category All V Keyword Q								
	Co-Payments	Deductible Co-Insurance	Coverage Info							
	Benefit	Service Description	Network (Y/N)	Coverage Type	Insurance Type	Benefit Amount (\$)	Time Period	Product/Ser		
Eligibility Provider Information Provider Name: AREMU,OLUBUKOLA Provider NPI: 1508877523	Chiropractic									
	Co-Payment	Chiropractic	Not Applicable	Individual		35.00	Visit			
Insured or Subscriber Information	Details		PRIMARY CARE P	ROVIDER						
	Details		APPLIES TO SPINAL MANIPULATIONS, EXAMS AND OTHER MANIPULATIONS							
Member Identification Number:	Co-Payment	Chiropractic	Not Applicable	Individual		70.00	Visit			
Group Number: 24833	Details		SPECIALIST							
Address2:	Details		APPLIES TO SPINAL MANIPULATIONS, EXAMS AND OTHER MANIPULATIONS							
Birth Date:	Emergency a	and Urgent Care								
Gender: Female Relationship with Insured: Self	Co-Payment	Urgent Care	Not Applicable	Individual		35.00	Visit			
Insured Relationship: Subscriber	Co-Payment	Emergency Services	Not Applicable	Individual		250.00	Visit			
Service Date: 06/15/2021 Plan Date: 09/01/2020 to 08/31/2021 Policy Effective Date: 09/01/2018	Details		THE COPAY IS IN ADDITION TO ANY APPLICABLE DEDUCTIBLE AND COINSURANCE							
	Hospital - Inpatient and Outpatient									
PCP Name: PCP Name: PCP NE: Trace Information Time: 04:38 PM Trace Number: FCW 74565-2137880	Co-Payment	Hospital - Emergency Accident	Not Applicable	Individual		250.00	Visit			
	Details		THE COPAY IS IN ADDITION TO ANY APPLICABLE DEDUCTIBLE AND COINSURANCE							
	Co-Payment	Hospital - Emergency Medical	Not Applicable	Individual		250.00	Visit			
Date: 06/15/2021 Payer Trace Number #: 3261119511	<b>D</b> 1 1		TIE CODIVIO III				NOT			
ReSubmit Print 270 Data Format	✓ View									

#### **Something is incorrect: Insurance is** not Eligible

#### Primary-BC BS of KANSAS CITY

Payer Information Payer Name: BCBS OF KANSAS CITY Payer ID: 47171 Information Contact: BLUECARD ELIGIBILITY Telephone: 8006762583

Eligibility Provider Information Provider Name: AREMU, OLUBUKOLA Provider NPI: 1508877523

#### Subscriber Request Validation

Reject Reason Code: Invalid/Missing Subscriber/Insured ID Follow-up Action Code: Please Correct and Resubmit Is Eligibility Request Valid? : No

Primary Care Provider PCP Name: PCP NPI:

Trace Information Time: 04:54 PM Trace Number: ECW-74565-2327891 Date: 06/15/2021 Payer Trace Number #: 3261147530

### ISSUES WITH INSURANCE ELIGIBILITY

 After trying all the tips and tricks for Eligibility and it is still not going through:

 Some smaller insurance companies are not set up with TriZetto- so they will not IE
 Contact Whitney in Billing- if insurance is not going through- send a bean asking if that insurance should go through





## If patient does not have insurance or has an insurance we are not in network with-they will be Self Pay. Self Pay charges must be collected at time of service.





# PATIENT PRESENTS WITH 2 INSURANCES

### • IT IS ALWAYS BEST TO ASK THE PATIENT

- IF MEDICARE AND COMMERCIAL MAKE SURE TO ASK IF POLICY HOLDER IS WORKING. IF THEY ARE, MEDICARE IS SECONDARY.
- ALWAYS BEST TO ASK PATIENT WHICH ONE IS PRIMARY!

![](_page_29_Picture_0.jpeg)

![](_page_29_Picture_1.jpeg)

![](_page_29_Picture_2.jpeg)

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THANK YOU FOR ALL YOU DO!

![](_page_30_Picture_2.jpeg)