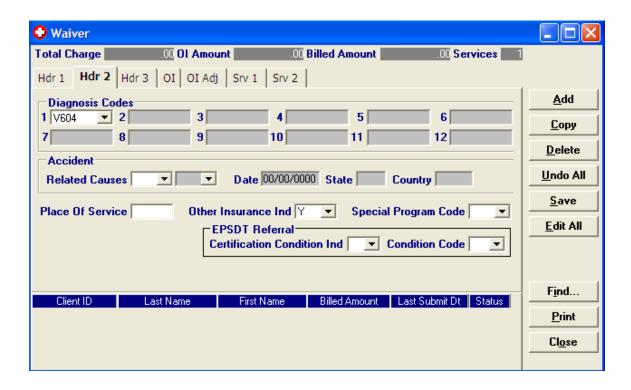
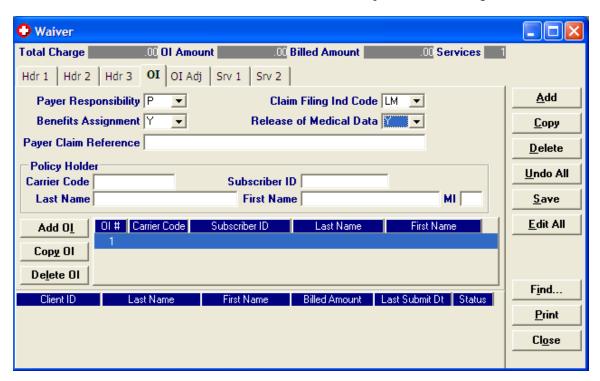
To supply a recipient cost of care or liability select 'Y' in the Other Insurance indicator on Header 2 of the Waiver claim form



Once you have selected 'Y' for Other Insurance two additional tabs will be display – OI and OI Adj.

On the first OI tab - Payer Responsibility is defaulted to 'P', and Benefits Assignment is defaulted to 'Y', leave the defaults in both fields. Select 'LM' - Liability Medical in the Claim filing indicator box. Select 'Y' for Release of Medical information

Then double click in the Carrier Code field under Policy Holder heading



The policy Holder Screen will be displayed. Here you will enter the information pertaining to your patient

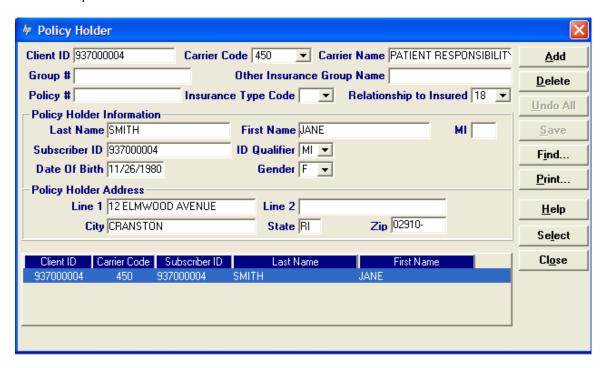
On the Policy Holder Screen select the Medicaid ID from the list in the Client ID field.

Select or type '450' for Carrier Code, hit the tab key on your keyboard and Patient Responsibility will appear in the Carrier Name field.

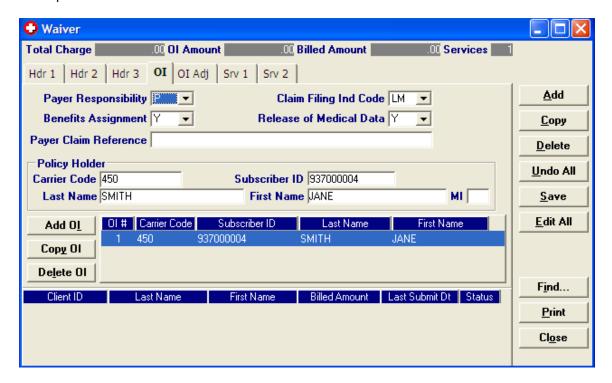
Select '18' (Self) in the Relationship to Insured field

If not previously populated Enter Recipient Information in Policy Holder Section

See example below:



Click Save and then Select. The Policy Holder information selected will populate on OI tab. .See example below:

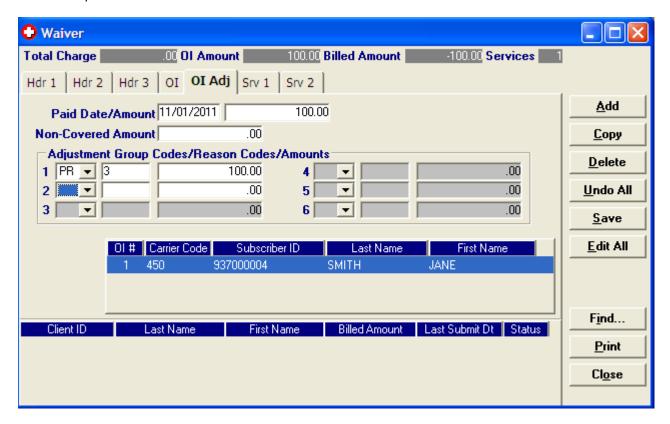


For future claim submissions, you will need only select the Policy Holder information by clicking on the Carrier Code field on the OI screen and selecting the appropriate recipient from the Policy Holder List.

To provide cost of care or liability amounts, provide a **Paid Date** (this can be the date the payment was collected from the recipient) for each billing (**this field is mandatory**, **informational only**, **and cannot be a future date**) and **Amount** of payment. Allowed amount and Non-covered amount are not required.

Enter 'PR' (Patient Responsibility) in the Adjustment Group Code field Enter '3' (Co-Pay Amount) in the n the Reason Code field Enter the amount of the cost of care

See example below



To complete your claim; enter information on the SRV 1 tab, then the SRV 2 tab, if applicable. Click and Save when you have completed your claim information