

Provider Portal

Batch Claims Submission

Batch Claims Submission

To submit batch claims select “Claims”

The screenshot shows the Iowa Total Care web dashboard. At the top, there is a navigation bar with the Iowa Total Care logo on the left and several icons on the right: a calendar for 'Eligibility', a person for 'Patients', a document for 'Authorizations', a dollar sign for 'Claims' (which is circled in red), and an envelope for 'Messaging'. Below the navigation bar, there is a 'Viewing Dashboard For' section with two dropdown menus: the first contains '850267212' and the second contains 'Iowa Total Care', followed by a green 'GO' button. The main content area is divided into two columns. The left column has a 'Quick Eligibility Check' section with input fields for 'Member ID or Last Name' (containing '123456789 or Smith') and 'Birthdate' (containing 'mm/dd/yyyy'), and a green 'Check Eligibility' button. Below this is a 'Recent Claims' section with a yellow background and the text 'No Data Found'. The right column has a 'Welcome' section with a list of links: 'Add a TIN to My ACCOUNT', 'Manage Accounts', 'Reports', 'Patient Analytics-', and 'Provider Analytics-'. At the bottom of the right column is a 'Recent Activity' section with a table header showing 'Date' and 'Activity'.

Batch Claims Submission

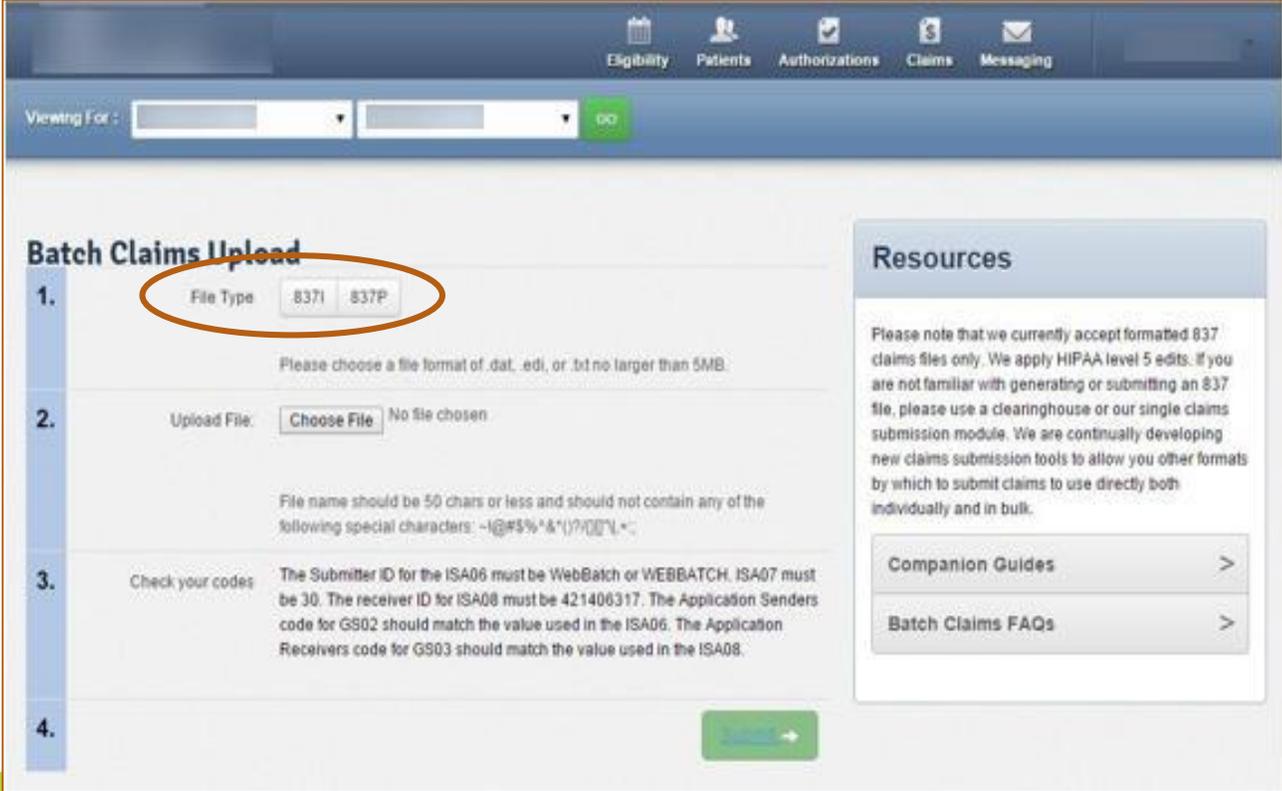
To upload a batch of claims click “Upload EDI” button



NOTE
Before submitting batched claims, verify you have EDI set up

On the Batch Claims Upload screen select one of the following based on the claim form for your provider type:

- 837I- Institutional
- 837P- Professional



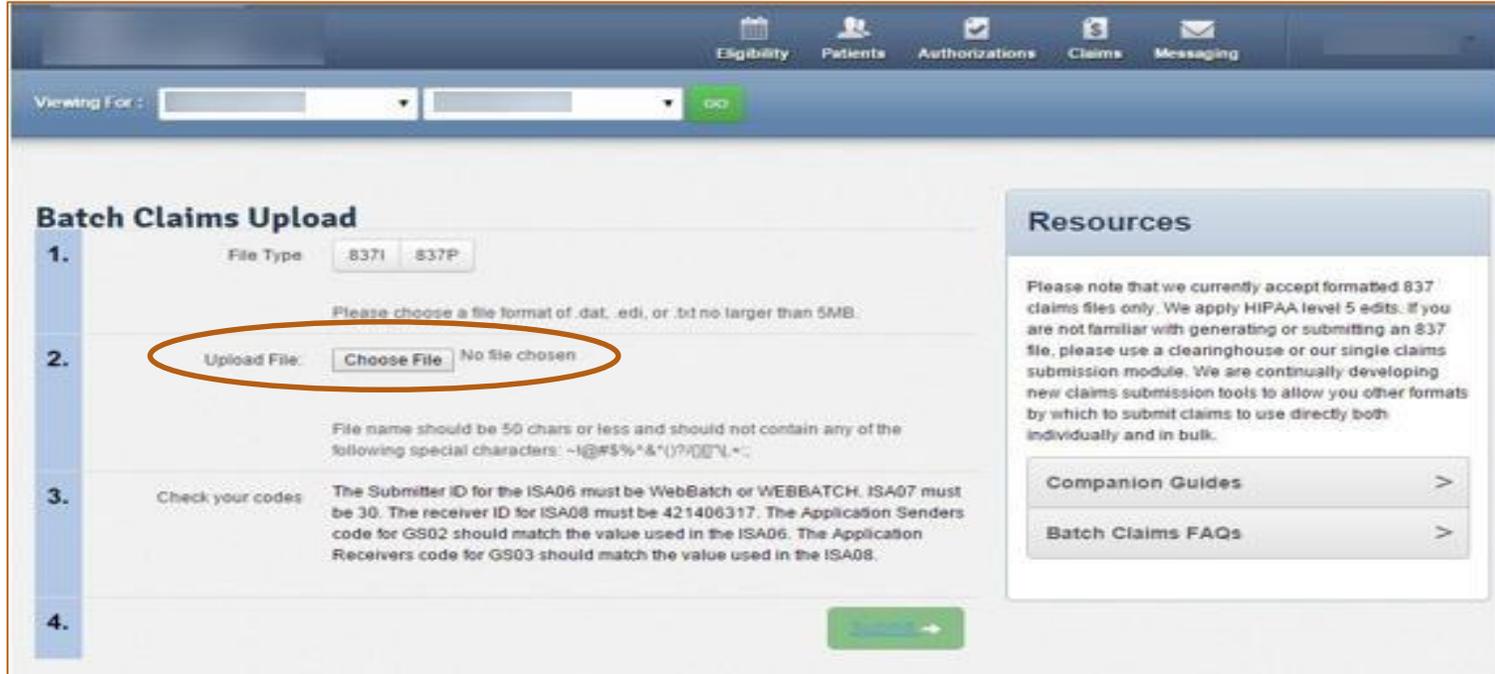
The screenshot shows the 'Batch Claims Upload' interface. At the top, there is a navigation bar with icons for Eligibility, Patients, Authorizations, Claims, and Messaging. Below this is a 'Viewing For' section with two dropdown menus and a green 'GO' button. The main content area is titled 'Batch Claims Upload' and contains four numbered steps:

- 1. File Type:** Two buttons, '837I' and '837P', are visible. The '837P' button is circled in orange. Below this step, it says 'Please choose a file format of .dat, .edi, or .txt no larger than 5MB.'
- 2. Upload File:** A 'Choose File' button is present, with the text 'No file chosen' next to it. Below this step, it says 'File name should be 50 chars or less and should not contain any of the following special characters: -|@#%*!()/?/[]\,=:'.
- 3. Check your codes:** A text block providing instructions: 'The Submitter ID for the ISA06 must be WebBatch or WEBBATCH. ISA07 must be 30. The receiver ID for ISA08 must be 421406317. The Application Senders code for GS02 should match the value used in the ISA06. The Application Receivers code for GS03 should match the value used in the ISA08.'
- 4.** A green button with a right-pointing arrow is located at the bottom right of this section.

On the right side of the screen, there is a 'Resources' section with the following text: 'Please note that we currently accept formatted 837 claims files only. We apply HIPAA level 5 edits. If you are not familiar with generating or submitting an 837 file, please use a clearinghouse or our single claims submission module. We are continually developing new claims submission tools to allow you other formats by which to submit claims to use directly both individually and in bulk.' Below this text are two buttons: 'Companion Guides' and 'Batch Claims FAQs', both with right-pointing arrows.

Browse and attach your batch claims file to upload

- Verify your codes before clicking Submit to upload the file



Viewing For : [] [] GO

Batch Claims Upload

1. File Type: .837I .837P
Please choose a file format of .dat, .edi, or .txt no larger than 5MB.
2. Upload File: **Choose File** No file chosen
File name should be 50 chars or less and should not contain any of the following special characters: ~!@#%&*(){}[]\|,.;
3. Check your codes: The Submitter ID for the ISA06 must be WebBatch or WEBBATCH. ISA07 must be 30. The receiver ID for ISA08 must be 421406317. The Application Senders code for GS02 should match the value used in the ISA06. The Application Receivers code for GS03 should match the value used in the ISA08.
4. Submit

Resources

Please note that we currently accept formatted 837 claims files only. We apply HIPAA level 5 edits. If you are not familiar with generating or submitting an 837 file, please use a clearinghouse or our single claims submission module. We are continually developing new claims submission tools to allow you other formats by which to submit claims to use directly both individually and in bulk.

Companion Guides >

Batch Claims FAQs >

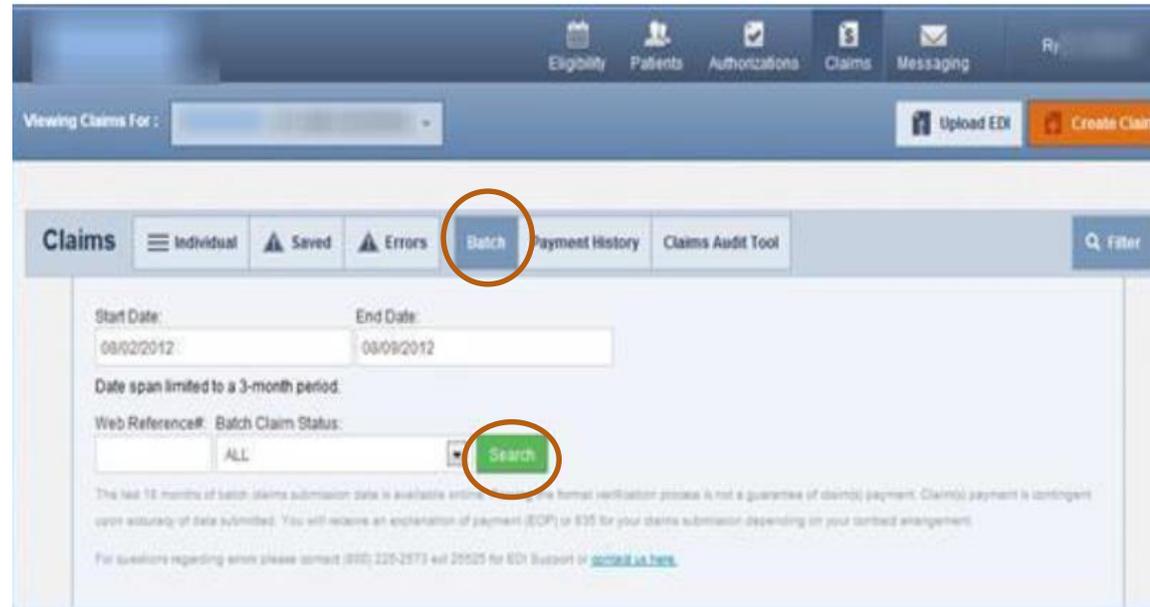
When a file is successfully uploaded, a Web Reference ID# will be generated for your records

Viewing Batch Claims

- Click Batch to view a summary of batch claims submitted
 - Only the last 18 months of batch claims history is available online
- To search for a specific submission date, click on Filter and complete the following fields:

- Start Date
- End Date
- Web Reference #
- Batch Claim Status

- Click Search



The screenshot displays the Iowa Total Care Claims Management System interface. At the top, there is a navigation bar with icons for Eligibility, Patients, Authorizations, Claims, and Messaging. Below this, a "Viewing Claims For:" dropdown menu is visible. The main content area features a "Claims" section with a menu that includes "Individual", "Saved", "Errors", "Batch", "Payment History", and "Claims Audit Tool". The "Batch" option is circled in orange. Below the menu, there are input fields for "Start Date" (08/02/2012) and "End Date" (08/09/2012). A note states "Date span limited to a 3-month period." There are also fields for "Web Reference#" and "Batch Claim Status" (set to "ALL"). A green "Search" button is circled in orange. At the bottom, there is a disclaimer and contact information for EDI support.