



**BlueCross BlueShield
Association**

An Association of Independent
Blue Cross and Blue Shield Plans

Blue² Claims Administration User Manual

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1. Getting Started

Welcome to the Claims Administration application. The Claims Administration application contains a set of optional, extendable features that allow Plans to create, process, and manage Inter-Plan claim inventory. Claims Administration will provide the equivalent functionality that is presently available through the Online Entry and Correction (OEC) and Home Plan Aid (HPA) Workstation, as these ITS functionalities will be sunsetted.

1.1 About This Manual

This user manual explains how to use the features within the Claims Administration application that are available for Release 17.5. Functions and features that are new for Release 17.5 are indicated by the phrase “**New for Release 17.5**” in bold face type throughout this manual.

Starting with Release 17.5, any mention of the term “Alpha Prefix” in prior releases will now be defined and documented as “Prefix”.

Sections in This Manual

Chapter	Description
Chapter 2: Navigation and Basic Features	This chapter explains how to navigate the Claims Administration application and how to perform several basic features.
Chapter 3: Managing SFs	This chapter describes how to manage SFs.
Chapter 4: Managing DFs	This chapter describes how to manage DFs.

Reference Documents

Find supporting documentation for the Claims Administration application on BlueWeb.

Document	Description
Blue² User Manual	Reference this manual to learn how to use the Blue ² application.
Blue² Demos	Reference these to learn how to perform functions within the Blue ² application (<i>posted to BlueWeb R17.5 Metadata page</i>).
Claims Administration Demos	Reference these to learn how to perform functions within Blue ² Claims Administration application (<i>posted to BlueWeb R17.5 Metadata page</i>).

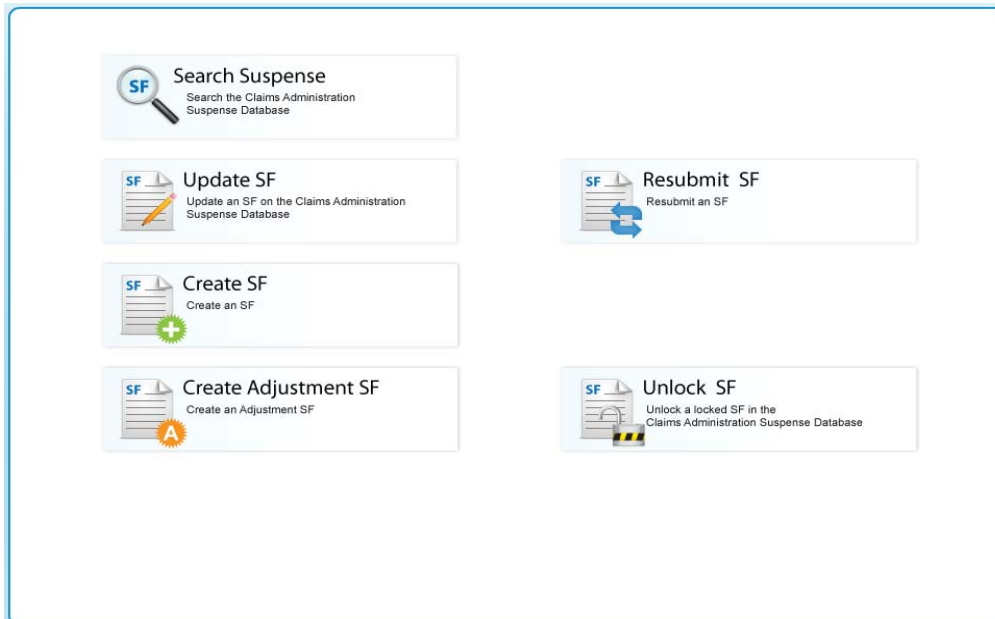
1.2 Permissions

This manual describes all the features available in the Claims Administration application. If you do not have access to some of the available features, please contact your Plan’s Blue² System Administrator to determine if you should have permission to access the feature.

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If a feature has been disabled, the Main Menu item will either appear faded or not appear at all like the screenshot below.



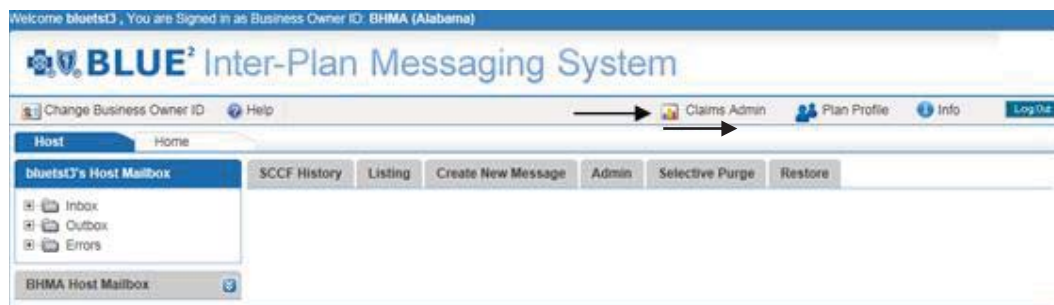
Claims Administration Main Menu Page

1.3 Starting the Claims Administration Application

Access the Claims Administration application from Blue². To learn how to access or log on to Blue², see the Blue² User Manual.

1.3.1. Log On to the Claims Administration Application

From Blue², select the **Claims Admin** button on the **Application Header**.



Blue² Main Page

The **Claims Administration** application will appear. Either the Host or Home tab will appear depending on what tab is active in Blue² when the Claims Administration button was selected.

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Welcome bluetst3. You are signed in as Business Owner ID BHMA

Host Main Menu

- Search Suspense**: Search the Claims Administration Suspense Database
- Copy SF**: Copy an existing SF from the Claims Administration Suspense or Formats Database
- Update SF**: Update an SF on the Claims Administration Suspense Database
- Resubmit SF**: Resubmit an SF
- Create SF**: Create an SF
- Purge SF**: Make an SF eligible to be removed from the Claims Administration Suspense Database
- Create Adjustment SF**: Create an Adjustment SF
- Unlock SF**: Unlock a locked SF in the Claims Administration Suspense Database

Claims Administration Main Menu Page (Host)

Welcome bluetst3. You are signed in as Business Owner ID BHMA

Home Main Menu

- Search Suspense**: Search the Claims Administration Suspense Database
- Update DF**: Update a DF on the Claims Administration Suspense Database
- Create DF**: Create a DF
- Delete DF**: Remove a DF from the Claims Administration Suspense Database
- Create Adjustment DF**: Create an Adjustment DF
- Unlock DF**: Unlock a locked DF in the Claims Administration Suspense Database
- Create Payment Override DF**: Create a Payment Override Original or Adjustment DF

Claims Administration Main Menu Page (Home)

Single Sign On capability – Along with Blue², users are provided with the option to log in to a local application and access the following Claims Administration screens without being required to log in to Claims Administration separately:

- **Claims Administration SF:**

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- Main Menu
- Update SF
- Create SF
- Create Adjustment SF
- **Claims Administration DF:**
 - Main Menu
 - Create DF
 - Create Adjustment DF
 - Create Payment Override DF
 - Update DF

To learn more about Single Sign On functionality for Claims Administration refer to Release 15.5 BlueWeb page where the Single Sign On Business Requirements and Functional Specifications/Use Case documents are posted. (BlueWeb Doc ID: [7464195](#))

1.4 Time-Out

The Claims Administration application will automatically time-out users according to the Lightweight Third Party Authentication (LTPA) expiration time that each Plan has configured on their Web Sphere Administration Console. By default, LTPA expiration time is 120 minutes. The user will be timed out at the defined expiration time, whether or not the user is actively using Claims Admin and any work in progress will be lost. To change your Plan's expiration time, please contact your local Claims Admin System Administrator.

2. Navigation and Basic Features

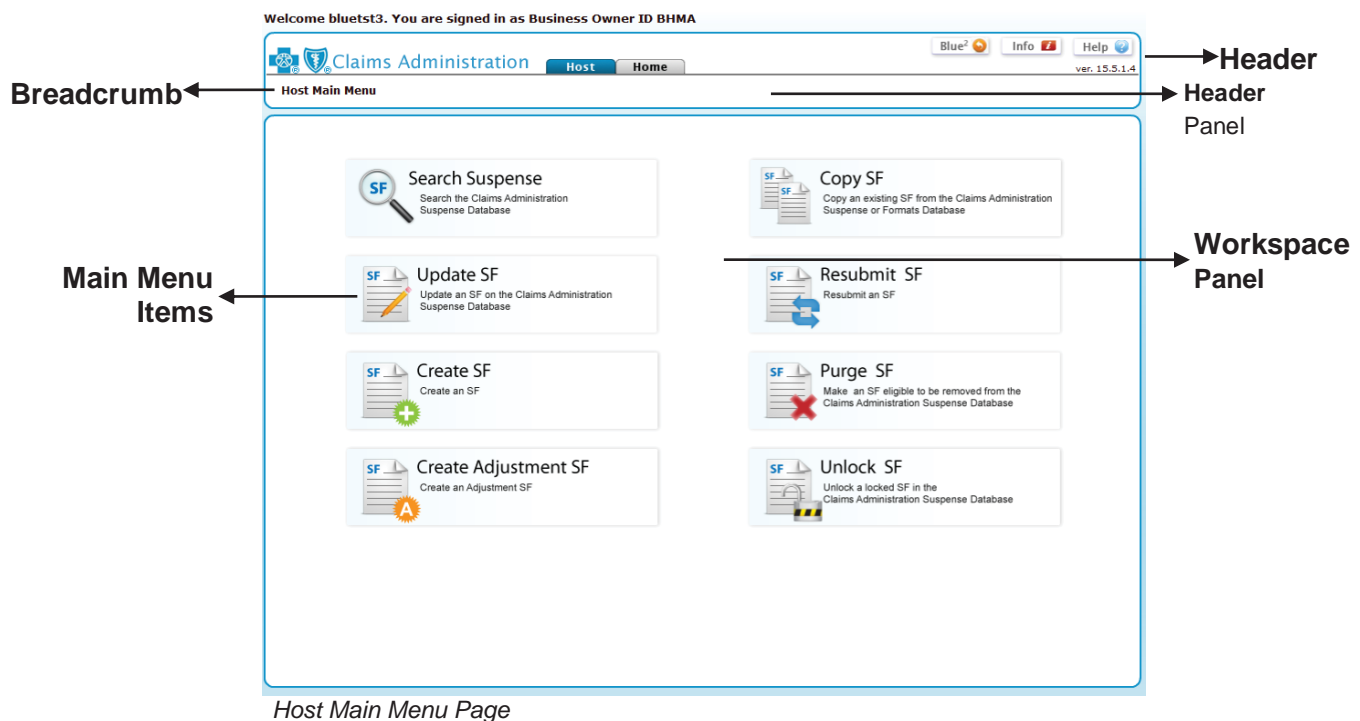
The following chapter describes how to navigate the Claims Administrative application and how to perform several basic features. It also explains common features for managing SFs and DFs.

2.1 Navigate Claims Administration Application

Use the Main Menu page to navigate through the Claims Administration application. The application contains two panels: Header and Workspace.

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Host Main Menu Page

The Application Header displays on every page of the application. It contains the Header Menu, Breadcrumbs, Host and Home tabs, and the software version number.

Application Header	
Header Item	Description
Host tab	Use the Host tab to perform Host Plan functions, for example, creating an SF. Also, when in the Host tab, you're working Host Plan inventory.
Home tab	Use the Home tab to perform Home Plan functions, for example, creating a DF. Also, when in the Home tab, you're working Home Plan inventory.
Header Menu	
Change BOID	Select the Change BOID button to change the BOID (Business Owner ID). See Section 2.2.1 .
Blue ²	Select the Blue ² button to bring the Blue ² window back into focus. See Section 2.2.2 .
Info	Select the Info button to access the Inter-Plan Data Model Documentation. See Section 2.2.3 .
Help	Select the Help button to access the Claims Administration online help. See Section 2.2.3 .
Breadcrumbs	
Main Menu > Search	The Breadcrumbs will change depending on where you are in

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Application Header	
Header Item	Description
	the application. At any location, you can return to the previous screen or to the Main Menu page by selecting the appropriate link in the Breadcrumbs. See Section 2.2.4 .

Use the Main Menu items in the Workspace panel to navigate to different areas of the application to perform specific tasks.

Workspace	
Host Main Menu Items	Description
Search Suspense	Select Search Suspense to search for SFs that are on the Suspense database.
Update SF	Select Update SF to update SF that is on Suspense database.
Create SF	Select Create SF to create a new SF.
Create Adjustment SF	Select the Create Adjustment SF to create an Adjustment SF.
Copy SF	Select Copy SF to create a new SF by copying an existing SF that is on the Suspense database or the Formats database.
Resubmit SF	Select Resubmit SF to resubmit SF that is on Formats database.
Purge SF	Select Purge SF to delete SF that is on the Suspense database.
Unlock SF	Select Unlock SF to unlock an SF that is currently locked. (This is an administrative function.)
Home Main Menu Items	Description
Search Suspense	Select Search Suspense to search for DFs that are on the Suspense database.
Create DF	Select Create DF to create a new DF.
Create Adjustment DF	Select Create Adjustment DF to create an Adjustment DF(s). Note: This feature will replicate the automated adjustment process that was used in the Home Plan Aid Workstation.
Create Payment Override DF	Select Create Payment Override DF to utilize the override process in order to create new Original DF or Adjustment DF(s).
Update DF	Select Update DF to update DF that is on Suspense database.
Delete DF	Select Delete DF to delete a DF that is on the Suspense database. Note that this will be deleted in real-time, not through a batch process unlike SF.
Unlock DF	Select Unlock DF to unlock a DF that is currently locked. (This is an administrative function.)

2.1.1. Navigate Using the TAB Key

Use the mouse to navigate through the Claims Administration application, or simply navigate through the application by using the TAB key on your keyboard.

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Press **TAB** from any screen within the Claims Administration application to navigate to a menu option, field, or button. Once at the menu option or button, press **ENTER**. Once at the field, enter the data. Once you have entered the maximum number of characters for a given field, you will be auto-tabbed to the next field.

For amount fields, the auto-tab will now occur after you have entered the second position following the decimal point.

2.1.2. Navigate Using Keyboard Shortcuts

The table below describes the supported keyboard shortcuts that provide an alternate means of performing various actions without using a mouse. It also describes where and when the shortcut key combination may be used.

Action	Key Combination	Action Availability
Switch BOID	CTRL + SHIFT + B	Header menu item; action always available
Help	CTRL + SHIFT + ?	Header menu item; action always available
Info	CTRL + ?	Header menu item; action always available
Back to Blue ²	CTRL + SHIFT + ~	Header menu item; action always available
SF Action	Key Combination	Action Availability
Host Tab	Ctrl+Alt+1	Main menu and SF detail pages
Home Tab	Ctrl+Alt+2	Main menu and SF detail pages
Search Suspense	CTRL + SHIFT + \	Main menu only
Create SF	CTRL + [Main menu only
Resubmit SF	CTRL + SHIFT + R	Main menu only
Create Adjustment SF	CTRL +]	Main menu only
Purge SF	CTRL + SHIFT + `	Main menu and SF detail pages
Update SF	CTRL + SHIFT + U	Main menu and SF detail pages
Copy SF	CTRL + SHIFT + +	Main menu and SF detail pages
Unlock SF	CTRL + SHIFT + O	Main menu only
Next Tab	CTRL + SHIFT + >	SF detail pages only
Previous Tab	CTRL + SHIFT + <	SF detail pages only
Field Level Info Button	CTRL + ;	SF detail pages only
Member	CTRL + SHIFT + 1	SF detail pages only
Provider	CTRL + SHIFT + 2	SF detail pages only
Claim	CTRL + SHIFT + 3	SF detail pages only
OPL	CTRL + SHIFT + 4	SF detail pages only
Line of Service	CTRL + SHIFT + 5	SF detail pages only
Line of Service – Summary Tab	CTRL + SHIFT + {	SF detail pages only
Line of Service – Pricing Tab	CTRL + SHIFT + }	SF detail pages only
Line of Service – OPL Tab	CTRL + SHIFT + _	SF detail pages only

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Line of Service – Provider	CTRL + SHIFT + “	SF detail pages only (Professional only)
Show/Hide Line of Service Table/Details	CTRL + SHIFT + W	SF detail pages only
Add New Line of Service	CTRL + SHIFT + ‘+’	SF detail pages only
Control	CTRL + SHIFT + 6	SF detail pages only
Special Notations	CTRL + SHIFT + 7	SF detail pages only
Audit History	CTRL + SHIFT + 8	SF detail pages only
Invoke Non-Authoritative Edits for the current Tab/Sub-Tab	CTRL + SHIFT + E	SF detail pages only
Reject	CTRL + SHIFT + O	SF detail pages only
Print	CTRL + P	SF detail pages only
Exit	CTRL + SHIFT + Y	SF detail pages only
Save	CTRL + SHIFT + S	SF detail pages only
Release	CTRL + SHIFT + R	SF detail pages only
DF Action	Key Combination	Action Availability
Host Tab	Ctrl+Alt+1	Main menu and DF detail pages
Home Tab	Ctrl+Alt+2	Main menu and DF detail pages
Search Suspense	CTRL + SHIFT + \	Main menu only
Create DF	CTRL + [Main menu only
Create Payment Override DF	CTRL + \	Main menu only
Create Adjustment DF	CTRL +]	Main menu only
Delete DF	CTRL + SHIFT + `	Main menu and DF detail pages
Update DF	CTRL + SHIFT + U	Main menu and DF detail pages
Unlock SF	CTRL + SHIFT + O	Main menu only
Save	CTRL + SHIFT + S	DF detail pages only
Next Tab	CTRL + SHIFT + >	DF detail pages only
Previous Tab	CTRL + SHIFT + <	DF detail pages only
Field Level Info Button	CTRL + ;	DF detail pages only
Adjudication Input Tab	CTRL + SHIFT + 9	DF detail pages only
Adjudication Input Claim Tab	CTRL + SHIFT + 9	DF detail pages only
Adjudication Input Line Tab	CTRL + SHIFT + :	DF detail pages only
Calculated Results Tab	CTRL + SHIFT + “	DF detail pages only
DF Details Tab	CTRL + SHIFT + 1	DF detail pages only
Member	CTRL + SHIFT + 1	DF detail pages only
Provider	CTRL + SHIFT + 2	DF detail pages only
Claim	CTRL + SHIFT + 3	DF detail pages only
Line of Service	CTRL + SHIFT + 5	DF detail pages only
Show/Hide Line of Service Table/Details	CTRL + SHIFT + W	DF detail pages only
Control	CTRL + SHIFT + 6	DF detail pages only
Special Notations	CTRL + SHIFT + 7	DF detail pages only
Audit History	CTRL + SHIFT + 8	DF detail pages only
Invoke Non-Authoritative Edits for the current Tab/Sub-Tab	CTRL + SHIFT + E	DF detail pages only

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Print	CTRL + P	DF detail pages only
Exit	CTRL + SHIFT + Y	DF detail pages only
Save	CTRL + SHIFT + S	DF detail pages only
Calculate	CTRL + , (comma)	DF detail pages only
Release	CTRL + SHIFT + R	DF detail pages only
Compare Totals	CTRL + . (period)	DF detail pages only

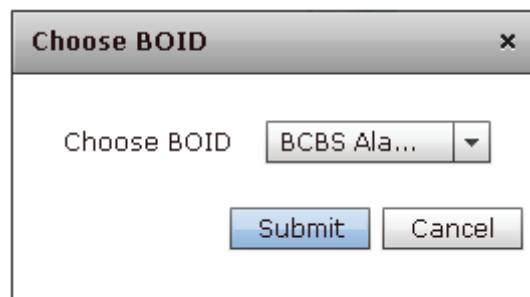
2.2 Basic Features

The following section describes several basic features to the Claims Administration application.

2.2.1. Update the BOID

The BOID in the Claims Administration application and Blue² are mutually exclusive. The Claims Administration application will default to the Blue² BOID; however, you can change the BOID in the Claims Administration application without changing or affecting the BOID in Blue². The Claims Administration application will automatically default to the Blue² BOID setting each time you start up the application. The Change BOID button is only available for multi-BOID installations.

1. From the **Claims Administration** main page, select **Change BOID** from the **Header Menu**. The **Choose BOID** dialog box will appear.



Choose BOID Dialog Box

2. Click the **Choose BOID** drop-down field and select a BOID.
3. Click **Submit**. The BOID is now updated.

2.2.2. Toggle between the Blue² and Claims Administration Application

1. To bring the Blue² application into focus when in the Claims Administration application, select the **Blue²** button on the **Header Menu**.
2. To bring the Claims Administration application into focus when in Blue², select the **Claims Admin** button on the **Header Menu**.

Note: If at any time you close the Blue² application or the Claim Administration application, simply click the **Blue²** button or the **Claims Admin** button on the **Header Menu** within the respective application. The application will re-open with its defaults settings.

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2.2.3. Access Info and the Online Help

1. Select the **Info** button on the Header Menu to access the Inter-Plan Data Model Documentation Web page.
2. The **Inter-Plan Data Model Documentation** provides release-specific technical information, for example, find information related to the data elements and error messages.
3. Select the **Help** button on the **Header Menu** to access the **Online Help**.
4. Online Help provides an online version of the Claims Administration user manual.

2.2.4. Return to a Previous Screen or the Main Menu Page



Breadcrumbs

1. Select a link in the **Breadcrumbs** to return to a previous location within application.

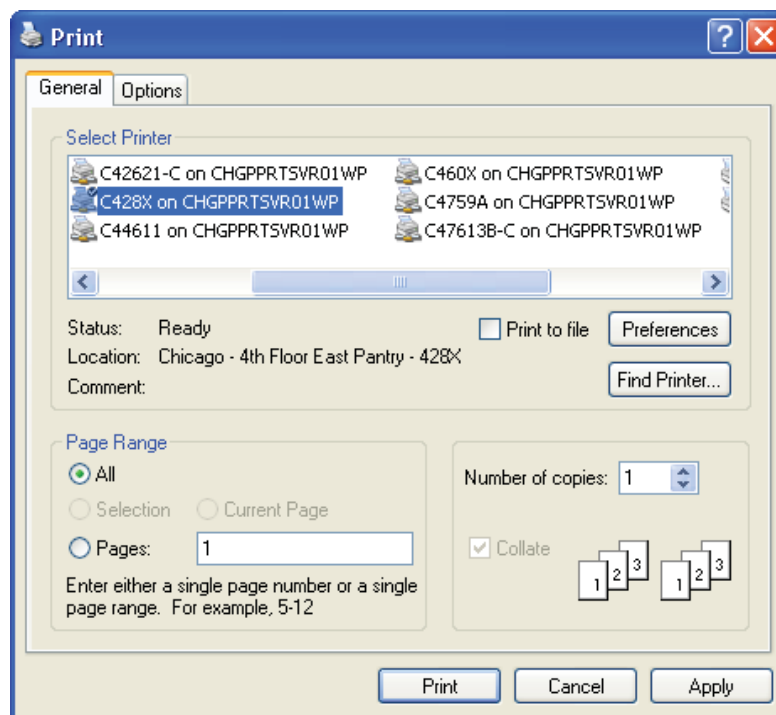
2.2.5. Print

Use the Print capability when the Print icon is available.

1. Select **Print** from the applicable page. The **Print** dialog box will appear.

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Print Dialog Box

2. Click **Print**. The application will print.

2.2.6. Technical Error Handling

Technical errors can be encountered while creating/updating SFs and DFs in Claims Administration. These errors are received due to various reasons, including but not limited to: database exceptions, web service errors and system time outs. Depending on the type of technical error that is encountered, Claims Administration will display these to the user in one of two ways.

The technical error code and description will be returned in the top right portion of the user interface in bold red font.

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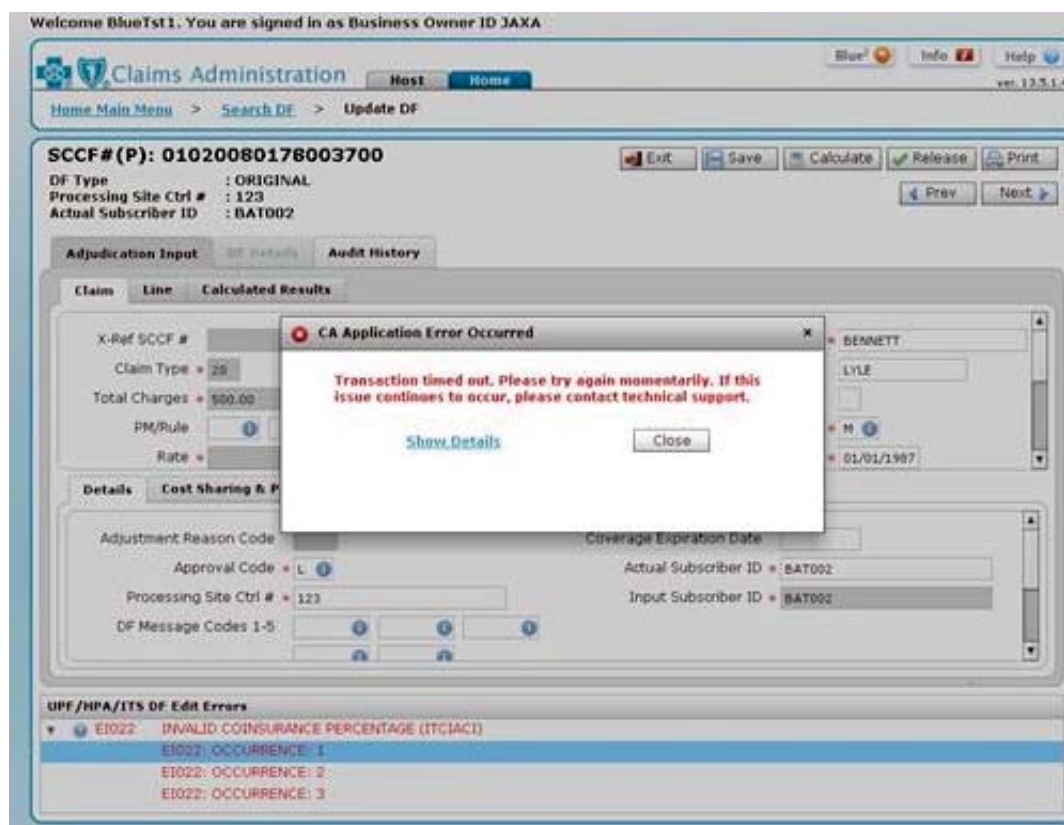
The screenshot displays the 'Claims Administration' application interface. At the top, there's a navigation bar with 'Host' and 'Home' buttons. Below it, a breadcrumb trail shows 'Host Main Menu > Search SF > Update SF'. A red error message at the top right states 'CA108 - SF NOT FOUND ON CA_SUSPENSE TABLE'. The main header shows 'SCCF#(II): 01020080818000000' and 'Host Ctrl # : ADJ SF R10.1'. Below this, there are tabs for 'Member', 'Provider', 'Claim', 'OPL', 'Line Of Service', 'Control', 'Special Notations', and 'Audit History'. The 'Provider' tab is active, showing a form for 'Billing Provider' and 'Other Physician'. The form includes fields for 'BCBS Provider Number' (1212121233545), 'National Provider ID', 'Federal Tax ID' (561231234), 'Street Address Line 1' (123), 'Street Address Line 2', 'City' (HINSDALE), 'State' (IL), 'Zip' (60101-0101), 'Provider Name' (HINSDALE HOSPITAL), 'Federal Tax Sub ID', 'Medicare Provider Number', 'Class Of Provider' (1), 'Service Eligibility Code', 'Facility Type' (0002), 'Country Code', 'Taxonomy Code', 'Payment Restriction Indicator', and '835 Indicator' (N). At the bottom, there's a section titled 'ITS Edit Results' with a list of error messages: 'IRLSJ INPATIENT STATEMENT TO DT PRIOR TO ICD-10 COMPLIANCE DT', 'IF001 FACILITY TYPE REQUIRED AND MUST BE A VALID VALUE', 'IP021 IF PRESENT, PATIENT STATUS CODE MUST BE VALID VALUE', and 'IS012 IF PROGRAM CODE = A,1 OR 9, SF MESSAGE CODE-CLAIM MUST BE VALID VALUE'.

Claims Administration Technical Errors (Applicatoin Header)

Some of the errors returned in this way can be resolved by reviewing the error code and/or description. If you are unable to determine the correct resolution steps by reviewing the error code and/or description then you should contact the appropriate area internally in order to determine the next steps. A pop up window will display to the user with a general message indicating that a technical error was encountered along with a **Details** hyperlink.

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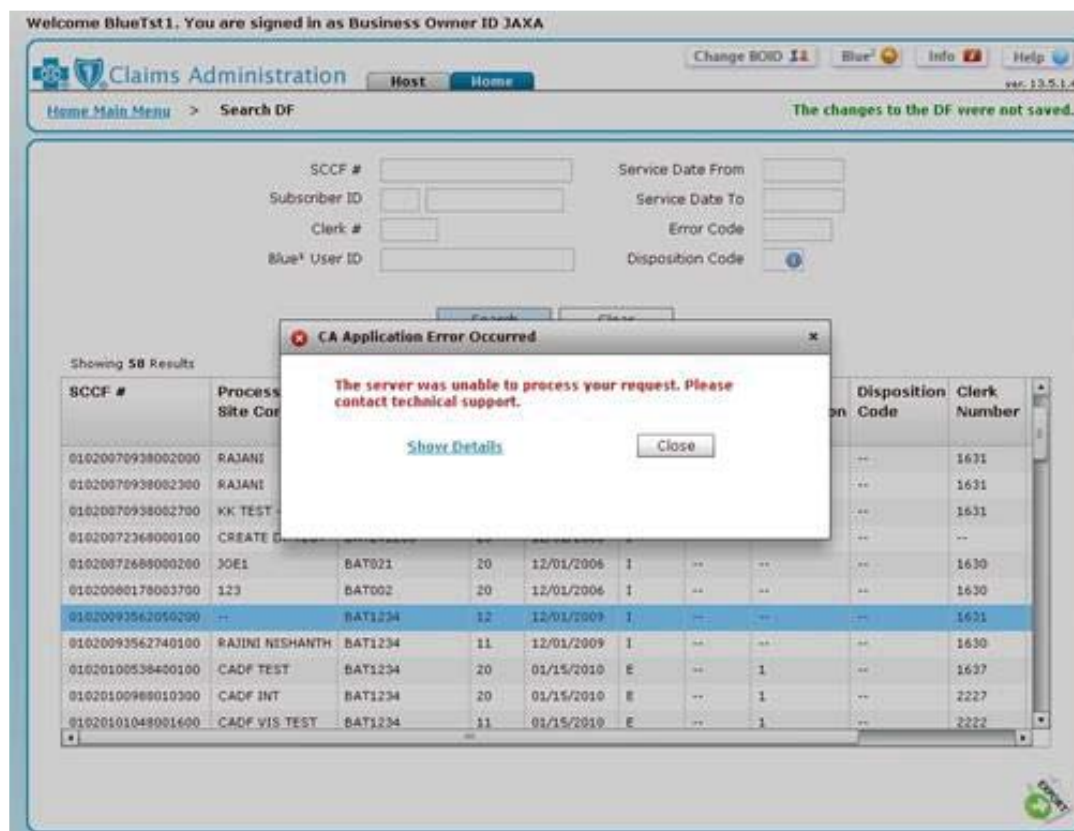


Claims Administration Technical Errors (Time Out Pop up Window without Details Displayed)

When time out errors are received, please attempt the action that you invoked again. If this error continues to be received then contact the appropriate area internally in order to determine the next steps.

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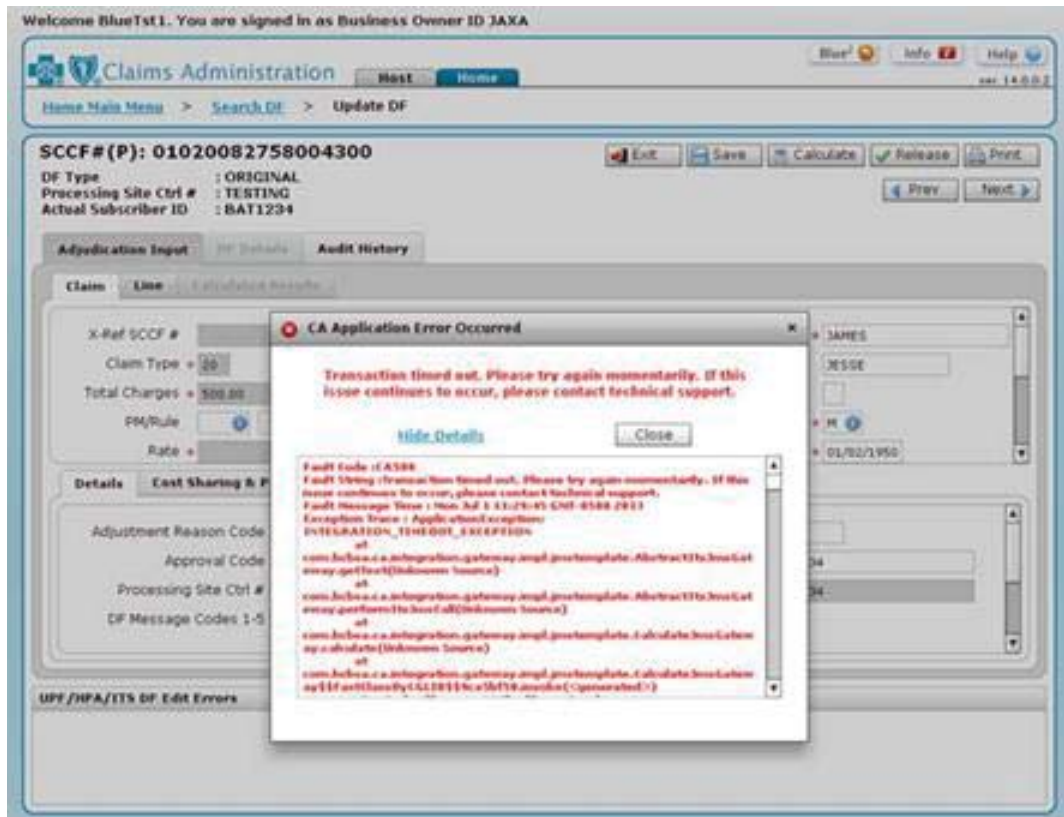


Claims Administration Technical Errors (Unknow Error Pop up Window without Details Displayed)

When unknown errors are received, please attempt the action that you invoked again. If this error continues to be received then contact the appropriate area internally in order to determine the next steps.

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Claims Administration Technical Errors (Pop up Window with Details Displayed)

If you are unable to resolve the issue causing either the timeout or unknown error pop up, then you can select the **Show Details** link. The technical details that are causing the error will be displayed. You may use this information to share it with your local area(s) to troubleshoot the cause of the error. These details will enable local staff to identify the root cause for the error more timely so that it can be resolved.

2.3 Basic Field Information

All fields marked with the red asterisk * are required fields and require data.

Fields that contain the Information button  have multiple valid values applicable to the field. Use the Information button to view the list of valid values and to select a value. The Information button valid value lists will be updated on an as needed basis in support of changes for a given release.

2.3.1. Use the Information Button to Select a Field Value

1. Click the **Information** button.
 - o A list of values will appear.

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Claim Type * II ⓘ	
Claim Type x	
Value	Description
II	Institutional Inpatient
IO	Institutional Outpatient
P	Professional

Example List of Values

2. Click one of the valid values. The field will populate with the selected value.

2.4 Common Features for SFs

The following section describes the features that are common to creating and updating SFs.

2.4.1. Get Provider

The Get Provider feature is available on several screens within the application for creating a SF. Use the Get Provider feature to quickly pull up provider information. This feature is customizable and uses one of the following fields to search for provider information: BCBS Provider Number, National Provider ID, or Federal Tax ID.

Note: Please ask your Blue² Business Owner to learn which field your Plan uses for Get Provider. This is an optional feature and may not be used by all Plans. If your Plan does not use this feature then the user must manually enter all applicable provider fields.

1. Enter either the **BCBS Provider Number**, **National Provider ID**, or **Federal Tax ID**.
2. Click **Get Provider**.
 - The provider fields will populate with the provider's information, or if there are multiple providers, the **Select a Provider** screen will appear.

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Select a Provider x				
BCBS Provider Number	Federal Tax Id	National Provider Id	Contact Name	Address
VH8	121212121	0000000000	Vishal R Ghelani	1560 W Dempster St. #2 Mt Prospect, IL 60056 US
VH8	200244662	1234567891	John W Smith	225 NORTH MICHIGAN A CHICAGO, IL 60601 US

Select a Provider Screen

- Click the appropriate provider. The provider fields will automatically populate with the selected provider's information.

2.4.2. Line of Service Summary Tables

The Line of Service Summary tables are found on the Line of Service tab for creating and updating an SF. Quickly enter key pieces of claim information using the Line of Service summary tables.

The Line of Service tab has been modified to add three new sub-tabs; Summary, Pricing and OPL. Each new sub-tab will provide a summary table that can be used to quickly enter data and the sub-sub tabs have been reordered to correspond to the fields in each summary table.

Note: Data entered in the Line of Service summary table will automatically update the corresponding fields in the corresponding sub-tab.

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Line of Service Summary Table

1. From the **Line of Service** summary table, enter the appropriate data elements. Use your mouse or the **TAB** key to navigate through the fields on the summary table. See [Section 2.1.1](#) to learn how to use the **TAB** key to navigate through the application.

Hide/Show Details

By default the Line of Service sub-tabs will be hidden.

1. To show the Line of Service sub-tabs, click the **Show Details** button. The sub-tabs will re-appear.
2. To hide the Line of Service sub-tabs, click the **Hide Details** button. The sub-tabs will disappear, and the Line of Service Summary table will expand.

Create a New Line in the Line of Service Summary Table

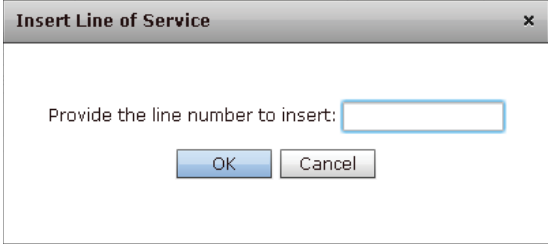
1. To create a new line, click **Add** or press **TAB** from the **Perf Prov Taxonomy** field in the **Line of Service** summary table.
2. For Institutional SFs, when the new line is added, the data in the **Rev Code** and **Svc Date** fields will be automatically populated with the same data from those same fields in the previous line.

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- For Professional SFs, when the new line is added, the data in the **Svc Date From, Svc Date To, POS** and **Type of Service** fields will be automatically populated with the same data from those same fields in the previous line.

Insert a New Line in the Line of Service Summary Table

- To insert a line, select **Insert**. The **Insert Line of Service** dialog box will appear.



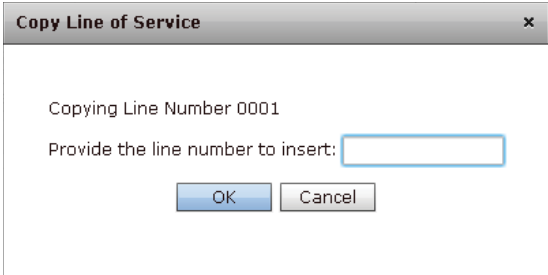
The dialog box is titled "Insert Line of Service" with a close button (X) in the top right corner. Inside the box, the text "Provide the line number to insert:" is followed by a text input field. Below the input field are two buttons: "OK" and "Cancel".

Insert Line of Service Dialog Box

- Type the liner number in the **Provide the line number to insert** field. There is no need to type the preceding zeros. Just type the appropriate number (1, 2, etc.). The row will be inserted into the summary table with the designated line number.

Copy a Line in the Line of Service Summary Table

- Select a line to copy.
- Click **Copy**. The **Copy Line of Service** dialog box will appear.



The dialog box is titled "Copy Line of Service" with a close button (X) in the top right corner. Inside the box, the text "Copying Line Number 0001" is displayed above the text "Provide the line number to insert:", which is followed by a text input field. Below the input field are two buttons: "OK" and "Cancel".

Copy Line of Service Dialog Box

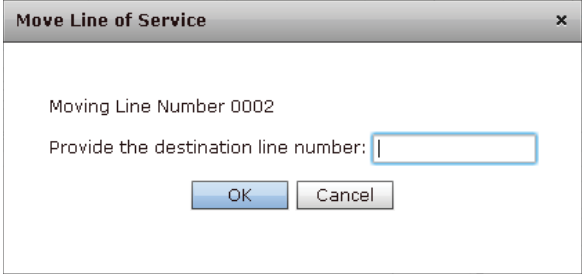
- Type the line number in the **Provide the line number to insert** field. There is no need to type the preceding zeros. Just type the appropriate number (1, 2, etc.).
- Click **OK**. The line will be inserted into the summary table with the designated line number and populated with the same information as the row that you selected to copy.

Move a Line in the Line of Service Summary Table

- Select a line to move.
- Click **Move**. The **Move Line of Service** dialog box will appear.

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A dialog box titled "Move Line of Service" with a close button (X) in the top right corner. The text inside reads: "Moving Line Number 0002" followed by "Provide the destination line number:" and a text input field. Below the input field are two buttons: "OK" and "Cancel".

Move Line of Service Dialog Box

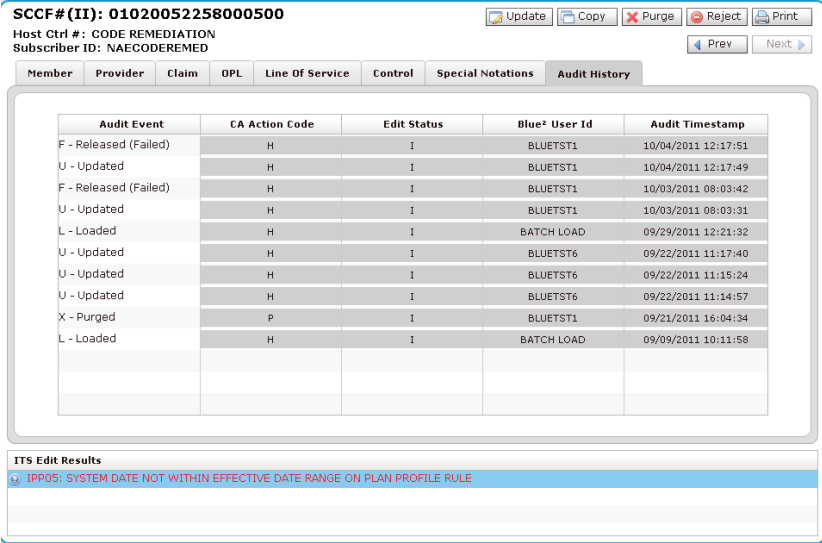
3. Type the line number to where you would like to move the selected line in the **Provide the destination line number** field.
4. Click **OK**. The summary table will update with the selected line in the specified line destination.

Delete a Line

1. Select a line to delete.
2. Click **Delete**. The line will be deleted.

2.4.3. Audit History Tab for SF

The Audit History tab in the SF Data Entry pages displays all the actions that have occurred to the SF while on the Claims Administration Suspense database. If the SF is purged, the audit history is also deleted. Once the SF is released, the audit history will be available in Blue².



A screenshot of the "Audit History" tab in a software application. The top bar shows "SCCF#(II): 01020052258000500" and several action buttons: Update, Copy, Purge, Reject, and Print. Below this, it says "Host Ctrl #: CODE REMEDIATION" and "Subscriber ID: NAECODEREMED". The "Audit History" tab is selected, showing a table with the following columns: Audit Event, CA Action Code, Edit Status, Blue² User Id, and Audit Timestamp. The table contains 12 rows of data. Below the table, there is a section titled "ITS Edit Results" with a message: "IPPOS: SYSTEM DATE NOT WITHIN EFFECTIVE DATE RANGE ON PLAN PROFILE RULE".

Audit Event	CA Action Code	Edit Status	Blue ² User Id	Audit Timestamp
F - Released (Failed)	H	I	BLUETST1	10/04/2011 12:17:51
U - Updated	H	I	BLUETST1	10/04/2011 12:17:49
F - Released (Failed)	H	I	BLUETST1	10/03/2011 08:03:42
U - Updated	H	I	BLUETST1	10/03/2011 08:03:31
L - Loaded	H	I	BATCH LOAD	09/29/2011 12:21:32
U - Updated	H	I	BLUETST6	09/22/2011 11:17:40
U - Updated	H	I	BLUETST6	09/22/2011 11:15:24
U - Updated	H	I	BLUETST6	09/22/2011 11:14:57
X - Purged	P	I	BLUETST1	09/21/2011 16:04:34
L - Loaded	H	I	BATCH LOAD	09/09/2011 10:11:58

Audit History Tab

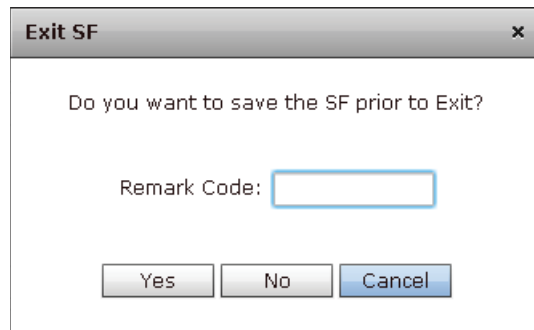
2.4.4. Exit an SF

Exit from creating or updating a SF.

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1. Select **Exit**. The **Exit SF** dialog box will appear.



The 'Exit SF' dialog box has a title bar with 'Exit SF' and a close button. The main text asks 'Do you want to save the SF prior to Exit?'. Below this is a label 'Remark Code:' followed by a text input field. At the bottom are three buttons: 'Yes', 'No', and 'Cancel'.

Exit SF Dialog Box

2. Enter a Remark Code in the **Remark Code** field. (This is optional.)
3. Select **Yes** to exit and save the SF to the Suspense database with a held Invalid status (Status Code = I, Action Code = H).
4. Select **No** to exit without saving any updates.
5. Select **Cancel** to cancel the exit and return.

2.4.5. Save an SF

Save updates made to a SF.

1. Select **Save**. The **Save SF** dialog box will appear.



The 'Save SF' dialog box has a title bar with 'Save SF' and a close button. The main text asks 'Save the SF?'. Below this is a label 'Remark Code:' followed by a text input field. At the bottom are two buttons: 'OK' and 'Cancel'.

Save SF Dialog Box

2. Enter a Remark Code in the **Remark Code** field. (This is optional.)
3. Click **OK**.
4. Select **Cancel** to cancel the exit and return. The SF is saved to the Suspense database with a held Invalid status (Status Code = I, Action Code = H).

2.4.6. Release an SF

Submit a SF for final validation against the Standard ITS Edits and/or Plan-defined local edits. Plan-defined local edits are applied prior to the Standard ITS Edits.

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1. Select **Release**.

- If the SF passes validation, the message **SF [SCCF number] successfully released** will display.
- If the SF does not pass validation, up to five ITS Edits may display. See [Section 2.4.7](#) for more information about ITS Edits.
- Based on the Transmission Mode Code, if the Transmission Mode Code = 1 (Batch/NDM), then the SF will be saved to the Suspense database with Status Code = V, Action Code = E.
- If the Transmission Mode Code = 4 (Real-time Transport), then the SF will not be saved to the Suspense database, and it will be sent to the Plan in real-time.
- If the SF does not pass validation, the ITS Edit Results panel will display edits that need to be corrected. Make the corrections and release the SF again.

2.4.7. Correct ITS Edits

1. Select the **ITS Edit** in the **ITS Edit Results** panel.
2. Review fields in error and make corrections.

SCCF#(IO): 01020052348001300

Host Ctrl #: CODE REMEDIATION
Subscriber ID: ZBMCODEREMEDIATN

Exit Save Release Reject Print

Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Patient Subscriber

Last Name * KAZZMANIO-13 State IL

First Name BETH Zip 60606-6060

Middle Initial

Gender * **PATIENT SEX REQUIRED AND MUST = M,F OR U** Other Carrier Indicator * N

Date of Birth * 02/01/1971 Marital Status

Street Address Line 1 564 FIRST AVE Patient Control Number SIRFNF-10-13

Street Address Line 2 Patient Paid Amount 0.00

City CHICAGO Medical Record Number

ITS Edit Results

▶ P0006 DATE OF SERVICE START REQUIRED AND MUST BE VALID FORMAT

▼ PRL16 ALL OCCURRENCES OF DATE OF SERVICE START MUST BE WITHIN SAME YEAR

PRL16 OCCURRENCE: 2

PRL16 OCCURRENCE: 4

PRL16 OCCURRENCE: 5


10

ITS Edit Results

- The first field in error relative to the ITS Edit will appear, along with a description of the error in a red caption. All the fields in error are highlighted.
- A maximum of five ITS Edit errors can be displayed in the ITS Edit Results panel.

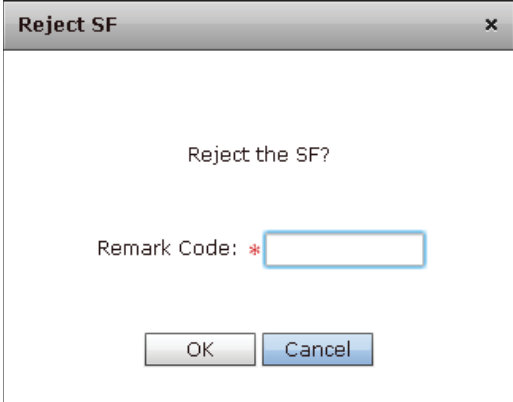
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- The grey arrow indicates that the error occurs multiple times. The red circle shows the number of times the error occurs. Click the arrow to expand the field to show the errors.
3. Select the **Information** button  to view a description of the error and all of the data elements associated with the edit.

2.4.8. Reject a SF

1. Select **Reject**. The **Reject SF** dialog box will appear.



The image shows a dialog box titled "Reject SF" with a close button (X) in the top right corner. The main text inside the dialog box asks "Reject the SF?". Below this text is a label "Remark Code:" followed by a red asterisk and an empty text input field. At the bottom of the dialog box are two buttons: "OK" and "Cancel".

Reject SF Dialog Box

2. Enter a Remark Code in the **Remark Code** field.
3. Click **OK**. The SF will save to the Suspense database with Status Code = R, Action Code = E.

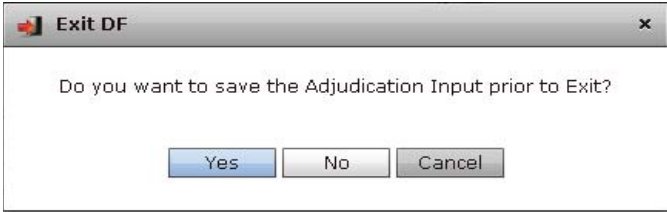
2.5 Common Features for DFs

The following section describes the features that are common to creating and updating DFs.

2.5.1. Exit a DF

Exit from creating or updating a DF.

1. Select **Exit**.



The image shows a dialog box titled "Exit DF" with a close button (X) in the top right corner. The main text inside the dialog box asks "Do you want to save the Adjudication Input prior to Exit?". Below this text are three buttons: "Yes", "No", and "Cancel".

Exit DF Dialog Box

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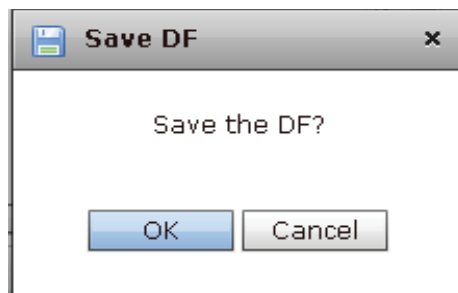
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- The **Exit DF** dialog box will appear. The message displayed in the dialog box will be customized based on whether you are exiting from the Adjudication Input page(s) or the DF Detail page(s).
- 2. Select **Yes** to exit and save the DF to the Suspense database. Adjudication Input will be saved with a blank Status Code and an Action Code of 'I' (In Progress). DFs will be saved with a held Invalid status (Status Code = I, Action Code = H).
- 3. Select **No** to exit without saving any updates.
- 4. Select **Cancel** to cancel the exit and return.

2.5.2. Save a DF

Save updates made to a DF.

1. Select **Save**. The **Save DF** dialog box will appear.



Save DF Dialog Box

2. Click **OK**.
3. Select **Cancel** to cancel the exit and return.

2.5.3. Release a DF

1. Submit Adjudication Input/DF for final validation against the UPF, HPA and Standard ITS DF Edits and/or Plan-defined local edits. Plan-defined local edits are applied prior to the Standard ITS Edits. For Payment Override Adjudication Input, only applicable UPF/HPA validations will be performed. The Release button is available on the Adjudication Input tab/sub-tabs, Calculated Results tab/sub-tabs and DF Details tab/sub-tabs.
2. Select **Release** from the Adjudication Input tab/sub-tabs or the Calculated Results tab/sub-tabs
 - The information entered in all of the Adjudication Input tab/sub-tabs will be submitted for UPF/HPA calculation/validation.
 - If there are errors found in the Adjudication Input and it does not pass HPA/UPF validations, the UPF/HPA/ITS DF Edit Results panel will display edits that need to be corrected. Make the corrections and

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calculate the Adjudication Input again. See the [Section 2.5.7](#) for more information about correcting UPF, HPA and ITS Edits.

- If no errors are found, then the DF will be created and submitted for final ITS edit validation.
- If the DF does not pass validation, the UPF/HPA/ITS DF Edit Results panel will display edits that need to be corrected. Make the corrections and release the DF again. See the [Section 2.5.7](#) for more information about correcting UPF, HPA and ITS Edits.
- If the DF passes validation, the message **DF [SCCF number] successfully released** will display.
- Based on the Transmission Mode Code, if the Transmission Mode Code = 1 (Batch/NDM), then the DF will be saved to the Suspense database with Status Code = V, Action Code = E.
- If the Transmission Mode Code = 4 (Real-time Transport), then the DF will not be saved to the Suspense database, and it will be sent to the Plan in real-time.

3. Select **Release** from the DF Details tab

- The DF will be submitted for final ITS DF and/or local edit validation.
- If the DF passes validation, the message **DF [SCCF number] successfully released** will display.
- If the DF does not pass validation, the UPF/HPA/ITS DF Edit Results panel will display edits that need to be corrected. Make the corrections and release the DF again. See the [Section 2.5.7](#) for more information about correcting UPF, HPA and ITS Edits.
- Based on the Transmission Mode Code, if the Transmission Mode Code = 1 (Batch/NDM), then the DF will be saved to the Suspense database with Status Code = V, Action Code = E.
- If the Transmission Mode Code = 4 (Real-time Transport), then the DF will not be saved to the Suspense database, and it will be sent to the Plan in real-time.

2.5.4. Calculate Adjudication Input

1. Submit Adjudication Input for UPF/HPA calculations/validations and receive the results of the calculations/validations in real-time. For Payment Override Adjudication Input, only applicable UPF/HPA validations will be performed. The Calculate button is only enabled on the Adjudication Input tab/sub-tabs and Calculated Results tab/sub-tabs.
2. Select Calculate from the Adjudication Input tab/sub-tabs or the Calculated Results tab/sub-tabs

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- The information entered in all of the Adjudication Input tab/sub-tabs will be submitted for UPF/HPA calculation/validation.
- If no errors are found in the Adjudication Input, the user will be advanced to the Calculated Results tab/sub-tabs in order to view the results.
- If there are errors found in the Adjudication Input and it does not pass HPA/UPF validations, the UPF/HPA/ITS DF Edit Results panel will display edits that need to be corrected. Make the corrections and calculate the Adjudication Input again. See the [Section 2.5.7](#) for more information about correcting UPF, HPA and ITS Edits.
- Once the Calculated results are acceptable and are deemed eligible for DF creation, then the Adjudication Input can be submitted for release.

2.5.5. Compare Payment Override Entry Totals

The **Compare Totals** feature will allow the user to, at a glance, compare claim level and line level amount fields that are used to balance Adjudication Input. The purpose of this feature is to provide the user with a way to identify balancing issues quickly without having to manually determine what is causing the out of balance situation. The window will display the claim level totals and the sum for each of the line level fields used in balancing. This is especially important when using the **Payment Override** process to build a DF, which is why this button is only available on these pages. If there is a discrepancy between the claim level total and the line level total for a particular field(s), then the font will be red (see example below).

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Compare Claim and Line Totals

SCCF#(P) : 01020092165011100

Description	Claim Level Totals	Line Level Totals
TOTAL CHARGES	5000.00	5000.00
TOTAL COVERED CHARGES	5000.00	5000.00
NON-COVERED AMOUNT	0.00	0.00
OTHER CARRIER PAID AMOUNT	0.00	0.00
DEDUCTIBLE AMOUNT	0.00	0.00
TOTAL COPAYMENT AMOUNT	0.00	0.00
TOTAL COINSURANCE AMOUNT	0.00	0.00
TOTAL AMOUNT APPROVED FOR PAYMENT	0.00	0.00
TOTAL PATIENT LIABILITY AMOUNT	0.00	0.00

Payment Reduction Totals

Claim Level Totals		Line Level Totals	
Reason Code	Amount	Reason Code	Amount

Close
 Print

Compare Claim and Line Totals Page (No Discrepancies)

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SCCF#(P) : 01020092165011100

Description	Claim Level Totals	Line Level Totals
TOTAL CHARGES	5000.00	5000.00
TOTAL COVERED CHARGES	5000.00	5000.00
NON-COVERED AMOUNT	2000.00	0.00
OTHER CARRIER PAID AMOUNT	0.00	0.00
DEDUCTIBLE AMOUNT	100.00	0.00
TOTAL COPAYMENT AMOUNT	0.00	0.00
TOTAL COINSURANCE AMOUNT	500.00	0.00
TOTAL AMOUNT APPROVED FOR PAYMENT	1000.00	0.00
TOTAL PATIENT LIABILITY AMOUNT	500.00	0.00

Payment Reduction Totals		Claim Level Totals		Line Level Totals	
	Reason Code	Amount		Reason Code	Amount

Close Print

Compare Claim and Line Totals Page (With Discrepancies)

2.5.6. Clear Adjudication Input Fields

The **Adjudication Input** entry pages provide two buttons, the **Clear** and **Clear All** buttons. This will allow users to clear certain Adjudication Input entry fields automatically without having to manually remove this information. Fields excluded from this feature are fields that are non-editable and fields that are system-generated or pre-populated.

1. Select the **Clear** button from the **Adjudication Input** entry page.
 - o All entry fields on the sub-tab will be cleared or initialized of data.
2. Select the **Clear All** button from the **Adjudication Input** entry page.
 - o All entry fields under the **Claim** or **Line** tab (including all sub-tabs), dependent upon where the button is selected, will be cleared or initialized of data.

2.5.7. Correct UPF / HPA / ITS Edits

1. Select the **UPF, HPA or ITS Edit** in the **UPF/HPA/ITS DF Edit Results** panel.

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2. Review fields in error and make corrections.

UPF/HPA/ITS DF Edit Errors

- The first field in error relative to the UPF, HPA or ITS Edit will appear, along with a description of the error in a red caption. All the fields in error are highlighted.
 - If a grey arrow is present it indicates that the error occurs multiple times. The red circle shows the number of times the error occurs. Click the arrow to expand the field to show the errors.
3. Select the **Information** button ⓘ to view a description of the error and all of the data elements associated with the edit.

3. Managing SFs

The following chapter describes Host Plan functions available for managing SFs. These functions include searching the Suspense database, updating, creating, copying, resubmitting, purging, and unlocking SFs.

3.1 Searching for Suspense SFs

The Suspense database contains all the SFs that have not yet been sent to the Home Plan. These SFs include those that have been loaded or created by the Host Plan in the Claims Administration application.

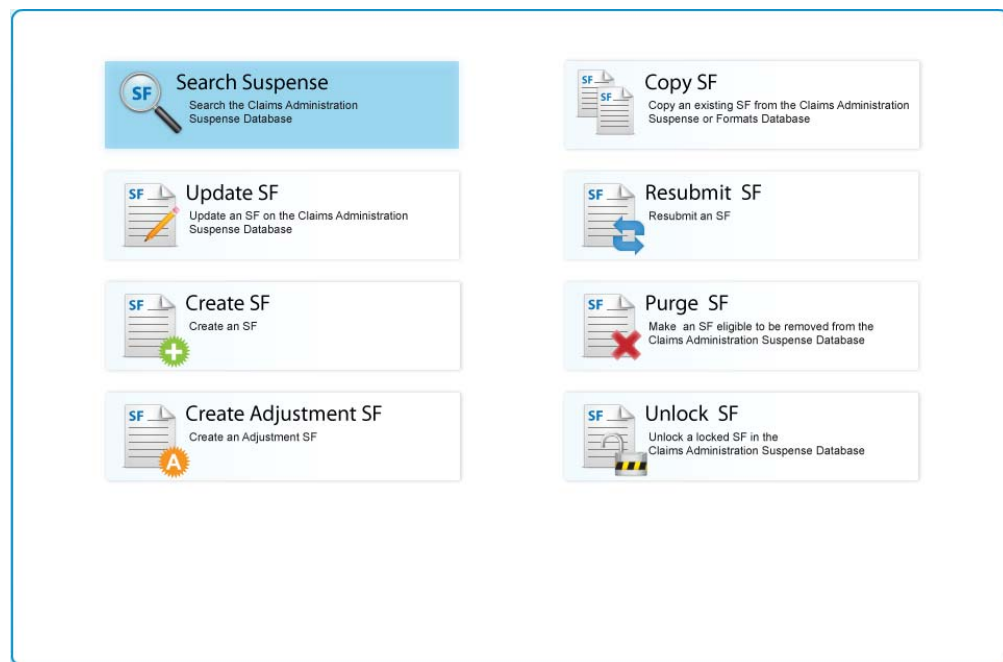
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3.1.1. Search Suspense SFs

Use the Search capability within the Claims Administration application to find SFs that meet a certain criteria. By entering Search criteria, you limit your Search results to specific SFs.

This capability allows you to search for SFs by using **multiple** search criteria at a time. For example, search the Suspense database by Subscriber ID, Local Plan Receipt Date From and Local Plan Receipt Date To. However, there are certain search fields that cannot be used in conjunction with other search fields when searching the Suspense database. Those fields are the SCCF # and the Error Code.

1. From the main menu page, select **Search Suspense**. The **Search** workspace will appear.



Main Menu Page

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[Host Main Menu](#) > **Search SF**

SCCF #
XREF SCCF #
Host Plan Control #
Subscriber ID
Blue² User ID

Local Plan Receipt Date From
Local Plan Receipt Date To
BCBS Provider Number
Error Code
Remark Code

Search Workspace

New for Release 17.5 XREF SCCF # search field added to Search SF screen.

- Enter the criteria in the **Search** field. Please note the following information about the **Search** fields:

Search Field	Required	Field Details	Expected Search Results
SCCF #	No	<ul style="list-style-type: none"> Only accepts numeric characters. Up to 17 characters allowed (required for non-wildcard searches). Minimum of three characters are required. Wildcard searches accepted and are indicated by use of an asterisk * (must be the right-most character). Wildcard searches with an embedded or beginning asterisk * are not allowed. 	<ul style="list-style-type: none"> Non wildcard search results will yield any SF(s) on the suspense database with an exact match SCCF number as entered by the user. Wildcard search results will yield any SF(s) on the Suspense database with exact matching characters for characters that precede the asterisk. Search results will be displayed in ascending order (oldest to newest) by the SCCF number.
Subscriber ID (Prefix)	No	<ul style="list-style-type: none"> Only accepts alpha 	<ul style="list-style-type: none"> Search results will yield any

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Search Field	Required	Field Details	Expected Search Results
		characters. <ul style="list-style-type: none"> Minimum of three characters are required. Embedded spaces are not allowed. Wildcard searches accepted and assumed if the search does not include a value in the Subscriber ID Suffix field. 	SF(s) on the suspense database with an exact match Subscriber ID Prefix as entered by the user. <ul style="list-style-type: none"> Search results will be displayed in ascending order (oldest to newest) by the SCCF number.
Subscriber ID (Suffix)	No	<ul style="list-style-type: none"> Allows alpha, numeric and special characters. A minimum of one character is required (in addition to the wildcard character for wildcard searches) in order to use this search field Embedded spaces are not allowed. Wildcard searches accepted and are indicated by use of an asterisk * (must be right most character). Wildcard searches with an embedded asterisk * are not allowed. 	<ul style="list-style-type: none"> Non wildcard search results will yield any DF(s) on the suspense database with an exact match Subscriber ID Suffix as entered by the user. Wildcard search results will yield any SF(s) on the Suspense database with exact matching characters for characters that precede the asterisk. Search results will be displayed in ascending order (oldest to newest) by the SCCF number.
Clerk #	No	<ul style="list-style-type: none"> Allows alpha, numeric and special characters Wildcard searches are not allowed 	<ul style="list-style-type: none"> Search results will yield any SF(s) on the Suspense database with an exact match Clerk # as entered by the user Search results will be displayed in ascending order (oldest to newest) by the SCCF number.
Blue ² User ID	No	<ul style="list-style-type: none"> Allows alpha, numeric and special characters. Wildcard searches are not allowed. 	<ul style="list-style-type: none"> Search results will yield any SF(s) on the Suspense database with an exact match Blue² User ID as entered by the user. Search results will be displayed in ascending order (oldest to newest) by the SCCF number.

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Search Field	Required	Field Details	Expected Search Results
			newest) by the SCCF number.
Local Plan Receipt Date From	No	<ul style="list-style-type: none"> Auto format MM/DD/YYYY. Note: Both a Local Plan From and To Date are required when either field is used for searching. From Date must be less than or equal to the To Date. 	<ul style="list-style-type: none"> Search results will yield any SF(s) on the Suspense database with a Local Plan Receipt Data that is equal to or falls within the Date From and Date To entered by the user. Search results will be displayed in ascending order (oldest to newest) by the Local Plan Receipt Date.
Local Plan Receipt Date To	No	<ul style="list-style-type: none"> Auto format MM/DD/YYYY. Note: Both a Local Plan From and To Date are required when either field is used for searching. To Date must be equal to or greater than the From Date. 	<ul style="list-style-type: none"> Search results will yield any SF(s) on the suspense database with a Local Plan Receipt Data that is equal to or falls within the Date From and Date To entered by the user. Search results will be displayed in ascending order (oldest to newest) by the Local Plan Receipt Date.
BCBS Provider Number	No	<ul style="list-style-type: none"> Allows alpha, numeric and special characters. Wildcard searches are not allowed. 	<ul style="list-style-type: none"> Search results will yield any SF(s) on the suspense database with an exact match BCBS Provider Number as entered by the user Search results will be displayed in ascending order (oldest to newest) by the SCCF number.
Error Code	No	<ul style="list-style-type: none"> Allows alpha, numeric and special characters. Minimum of five characters required. Wildcard searches are not allowed. 	<ul style="list-style-type: none"> Search results will yield any SF(s) on the suspense database with an exact match Error Code as entered by the user. Search results will be displayed in ascending order (oldest to newest) by the SCCF number.
Remark Code	No	<ul style="list-style-type: none"> Allows alpha, numeric and special characters. Wildcard searches are not allowed. 	<ul style="list-style-type: none"> Search results will yield any SF(s) on the suspense database with an exact match Remark Code as entered by the user. Search results will be displayed in ascending order (oldest to newest) by the SCCF number.
No search criteria	N/A	N/A	<ul style="list-style-type: none"> Search results will be displayed in ascending order (oldest to newest) by the SCCF number.

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Note: None of the fields in the **Search** workspace are required fields. If you would like to view *all* the SFs (up to the maximum number allowed per the defined number decided by your Plan) on the Suspense database, leave the **Search** fields blank.

3. Click **Search**. The **Search** workspace will populate with the appropriate results.

The screenshot shows the Search workspace with the following search criteria fields:

- SCCF #
- XREF SCCF #
- Host Plan Control #
- Subscriber ID
- Blue² User ID
- Local Plan Receipt Date From
- Local Plan Receipt Date To
- BCBS Provider Number
- Error Code
- Remark Code

Buttons: Search, Clear

Showing 250 Results

SCCF #	XREF SCCF #	Host Plan Control #	Subscriber ID	Claim Type	Online Date Of Last Activity	CA Action Code	Status Code	Type of Subm	F
01020163440000500	--	--	BAT1234	11	12/09/2016	H	I	1	Y
01020163440000600	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	Y
01020163440000700	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	J
01020163440000900	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	J
01020163440001200	--	PD_117211	XJA81263562	20	05/05/2017	H	I	1	--
01020163440001300	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	--
01020163440001400	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	--
01020163440001500	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	--
01020163440001600	--	PD_117211	XJA81263562	20	12/15/2016	H	I	1	--
01020163480000400	01020163480000400	--	BAT1234	11	12/13/2016	H	I	1	Y

Export icon

Search Results

- **Search** results will display differently based on the **Search** criteria. All **Search** results will return in ascending order (oldest to newest) by **SCCF #** except when you search by **Local Plan Receipt Date**. When you perform this search, it will return results in ascending order (oldest to newest) by **Local Plan Receipt Date**.
- Plans may customize the number of records that are returned through searches on the Suspense database.
- **New for Release 17.5** XREF SCCF # search field added to Search Results table.

3.1.2. Clear Search Criteria and/or Search Results

1. To clear the entries in the **Search** fields or to clear the **Search** results, select **Clear**.


3.1.3. Customize the Search Results

You can customize the Search results by resizing columns, moving columns from one location

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to another, or by sorting the results.

1. To **resize a column**, select the column border. When the pointer becomes the arrow keys , use the arrows to drag the column border and resize the column.



SCCF #	XREF SCCF #	Host Plan Control #	Subscriber ID	Claim Type	Online Date Of Last Activity	CA Action Code	Status Code	Type of Subm	R
01020163440000500	--	--	BAT1234	11	12/09/2016	H	I	1	Y
01020163440000600	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	Y
01020163440000700	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	J
01020163440000900	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	J
01020163440001200	--	PD_117211	XJA81263562	20	05/05/2017	H	I	1	--
01020163440001300	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	--
01020163440001400	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	--
01020163440001500	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	--
01020163440001600	--	PD_117211	XJA81263562	20	12/15/2016	H	I	1	--
01020163480000400	01020163480000400	--	BAT1234	11	12/13/2016	H	I	1	Y

Resize a Column

2. To **move a column** from one location to another, select the column header and drag-and-drop the column into a new location.

SCCF #	XREF SCCF #	Host Plan Control #	Subscriber ID	Claim Type	Online Date Of Last Activity	CA Action Code	Status Code	Type of Subm	R
01020163440000500	--	--	BAT1234	11	12/09/2016	H	I	1	Y
01020163440000600	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	Y
01020163440000700	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	J
01020163440000900	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	J
01020163440001200	--	PD_117211	XJA81263562	20	05/05/2017	H	I	1	--
01020163440001300	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	--
01020163440001400	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	--
01020163440001500	--	PD_117211	XJA81263562	20	12/09/2016	H	I	1	--
01020163440001600	--	PD_117211	XJA81263562	20	12/15/2016	H	I	1	--
01020163480000400	01020163480000400	--	BAT1234	11	12/13/2016	H	I	1	Y

Move a Column

3. To **sort a column**, click the column header. The arrow will indicate that the results are sorted in ascending  order. To sort the results in descending  order, click the column header once more.

SCCF #	XREF SCCF #	Host Plan Control #	Subscriber ID	Claim Type	Online Date Of Last Activity	CA Action Code	Status Code	Type of Subm	R
01020171370000200	--	E114749_COPR	B24123IMS45	11	05/17/2017	H	I	1	--
01020171370000100	--	E114749_COPR	B24123IMS45	11	05/17/2017	H	I	1	--
01020171350000300	--	E112076	AWC12345	11	05/15/2017	H	I	1	J
01020171350000200	--	AEALPHANUMERIC	VICAETEST05	12	05/15/2017	H	--	1	--
01020171350000100	--	AEALPHANUMERIC	VICAETEST05	12	05/15/2017	H	--	1	--
01020171320000200	--	AEALPHANUMERIC	VICAETEST05	12	05/12/2017	H	--	1	--
01020171310000300	--	AEALPHANUMERIC	VICAETEST05	12	05/11/2017	H	--	1	--
01020171310000100	01020171220001500	E112447KWBDCTAG34	XJBE112447K	20	05/11/2017	H	D	3	V
010201712500002000	--	E112076	2AA12345	11	05/05/2017	H	I	1	J
01020171250001000	--	--	XJBE112447	20	05/05/2017	H	I	1	--

Sort a Column (descending sort in SCCF # column pictured)

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3.1.4. Select a SF from the Search Results

1. To select an SF from the **Search Results**, Click the **SF row**.

SCCF # Local Plan Receipt Date From

XREF SCCF # Local Plan Receipt Date To


Host Plan Control # BCBS Provider Number

Subscriber ID Error Code

Blue² User ID Remark Code

Showing 250 Results

SCCF #	XREF SCCF #	Host Plan Control #	Subscriber ID	Claim Type	Online Date Of Last Activity	CA Action Code	Status Code	Type of Subm	F C
01020171370000200	--	E114749_COPR	B24123IMS45	11	05/17/2017	H	I	1	--
01020171370000100	--	E114749_COPR	B24123IMS45	11	05/17/2017	H	I	1	--
01020171350000300	--	E112076	AWC12345	11	05/15/2017	H	I	1	J
01020171350000200	--	AEALPHANUMERIC	VICAETEST05	12	05/15/2017	H	--	1	--
01020171350000100	--	AEALPHANUMERIC	VICAETEST05	12	05/15/2017	H	--	1	--
01020171320000200	--	AEALPHANUMERIC	VICAETEST05	12	05/12/2017	H	--	1	--
01020171310000300	--	AEALPHANUMERIC	VICAETEST05	12	05/11/2017	H	--	1	--
01020171310000100	01020171220001500	E112447KWBDCTAG34	XOBE112447K	20	05/11/2017	H	D	3	V
01020171250002000	--	E112076	2AA12345	11	05/05/2017	H	I	1	J
01020171250001000	--	--	XOBE112447	20	05/05/2017	H	I	1	--



SF Row in Search Results

- o The **SF** details will appear in the Workspace.

SCCF#(II): 01020052238000600

Host Ctrl #: CODE REMEDIATION
Subscriber ID: XMSCODEREMED

Member **Provider** **Claim** **OPL** **Line Of Service** **Control** **Special Notations** **Audit History**

Patient **Subscriber**

Last Name * JIGNESHPA State 11
First Name PWEDQAEQ11 Zip 11111
Middle Initial 1 Other Carrier Indicator * 1
Gender * 1 Marital Status 1
Date of Birth * 11/11/1111 Patient Control Number 11111111111111111111
Street Address Line 1 1111111111111111118 SOUTH Patient Paid Amount 1111111.00
Street Address Line 2 111111111111111111111111 Medical Record Number
City 1111111111111111

ITS Edit Results


SF Patient Tab

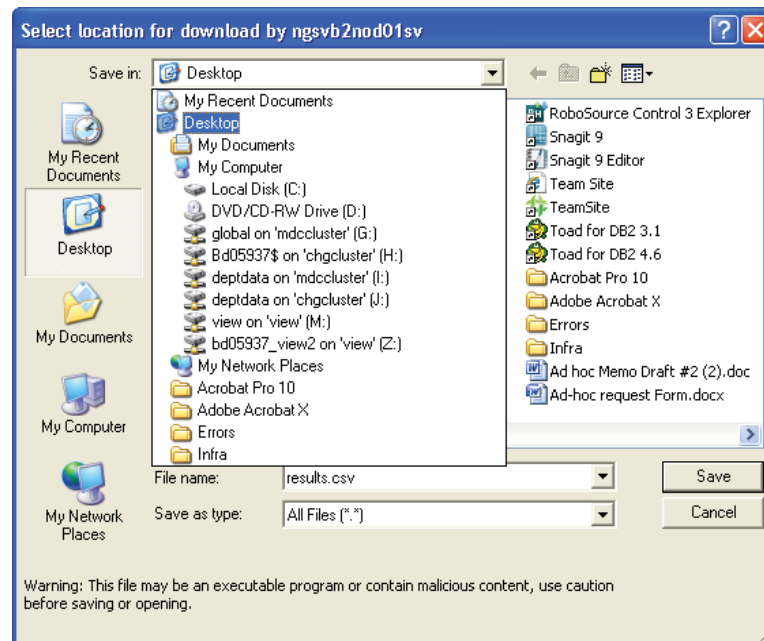
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3.1.5. Export Search Results to Excel

Note: Customized Search results will now export. The Search results will open in the customized formatting in the Excel file.

1. Click the **Export** button  at the bottom of the **Search Workspace**.
 - o The **Download** dialog box will appear.



Download Dialog Box

2. Select a location from the **Save In** drop-down field to save the Excel **.csv** file.
3. Click **Save**. The file will save.

3.2 Creating an SF

Create two types of SFs: Institutional and Professional.

Note: The **ICD-10 fields** have been added and are now enabled; users **may now enter information** in these new fields since the ICD-10 compliance date was Oct. 1, 2015.

Note: The new **HIPPA 50-10 fields** have been added and are now enabled.

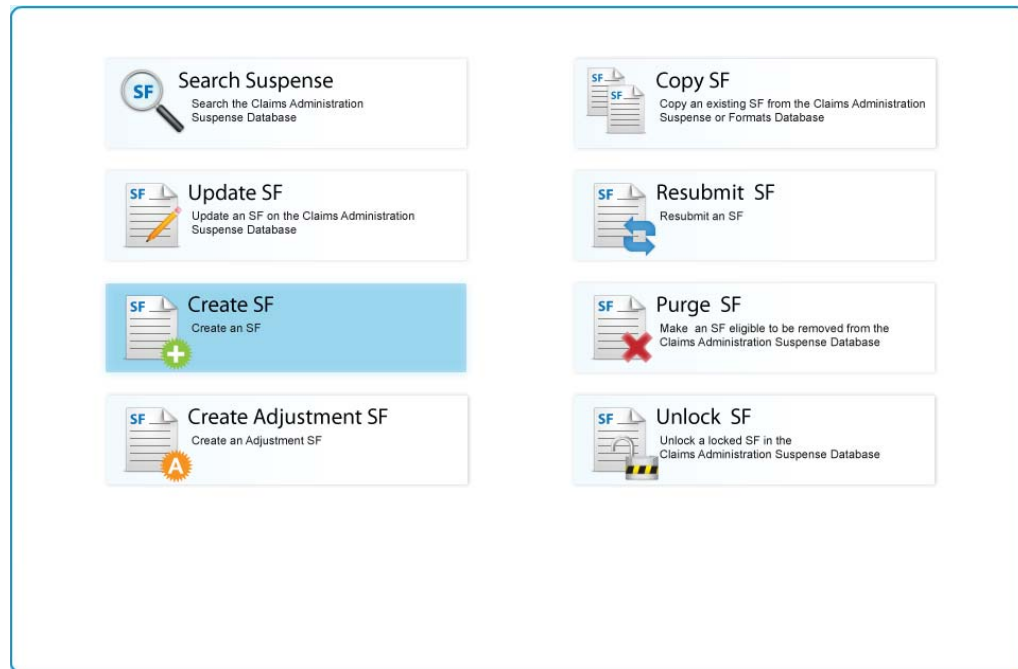
3.2.1. Create an Institutional SF

Note: Once you are finished populating a screen, press CTRL + SHIFT + E to validate that all the fields have been populated properly. If there is an error with a field, the field will be highlighted in red. Simply place your mouse over the field or tab to the field to view the error

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message.

1. From the **Claims Administration** main menu page, select **Create SF**.



Claims Administration Main Menu Page

- o The **Create SF – Enter Plan Profile Retrieval Info** screen will appear.

 A screenshot of the 'Create SF – Enter Plan Profile Retrieval Info' dialog box. It has a title bar with a green plus icon and a close button. The form contains several fields: 'Claim Type' with a dropdown menu showing 'II' and an information icon; 'Subscriber ID' with two text input fields; 'Local Plan Code' with a dropdown menu showing '010' and an information icon; 'Control Plan Code' with a text input field; 'Incur Date' with a date picker; 'Local Plan Receipt Date' with a date picker; 'Payment Disposition Code' with a dropdown menu and an information icon; and 'Type of Submission' with a dropdown menu showing '1'. At the bottom are 'OK' and 'Cancel' buttons.

Create SF – Enter Plan Profile Retrieval Info Screen

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2. Enter the appropriate data in the **Create SF – Enter Plan Profile Retrieval Info** screen. See [Section 2.3.1](#) to learn how to use the **Information** button. The **Claim Type**, the **Local Plan Code**, and the **Payment Disposition** fields are configured according to your system's configuration settings.
3. Click **OK**. The **Patient** tab will open.

SCCF# (II): 01020112720006400

Host Ctrl #:
Subscriber ID: XJG1234

Exit Save Release Reject Print

Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Patient Subscriber

Last Name * State

First Name Zip

Middle Initial Other Carrier Indicator *

Gender * Marital Status

Date of Birth * Patient Control Number

Street Address Line 1 Patient Paid Amount

Street Address Line 2 Medical Record Number

City

ITS Edit Results

Patient Tab

4. Enter the appropriate data in the **Patient** tab. The value entered in the **Other Carrier Indicator** field will determine whether or not OPL is required for this SF.
5. Click the **Subscriber** tab. The **Subscriber** tab will open.

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Subscriber Tab

- Enter the appropriate data in the **Subscriber** tab. Check the **Patient is Subscriber** checkbox to automatically populate this tab with the patient data entered in the **Patient** tab. Check the **Same as Patient Address** checkbox to automatically populate the patient address information from the **Patient** tab.

Note: The **Source of Payment** field is system generated with a value of 'BL' and is protected.

- Click the **Provider** tab. The **Billing Provider** tab will open.

Billing Provider Tab

New for Release 17.5 Flex Net Cost Grp field.

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8. Enter the appropriate data in the **Billing Provider** tab. See [Section 2.4.1](#) to learn how to use the **Get Provider** button.
9. Select the **Other Physician** tab. The **Other Physician** tab will open.

SCCF# (II): 01020112720006400
Host Ctrl #:
Subscriber ID: XJG1234

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Billing Provider Other Physician

Attending Phys Num Other Phys Num 1
Attending Phys Num Qual Other Phys Num Qual 1
Get Provider Get Provider
Attending Phys Last Name Other Phys Last Name 1
Attending Phys First Name Other Phys First Name 1
Attending Phys M.I. Other Phys M.I. 1
Operating Phys Num Other Phys Num 2
Operating Phys Num Qual Get Provider
Get Provider Other Phys Last Name 2
Operating Phys Last Name Other Phys First Name 2
Operating Phys First Name Other Phys M.I. 2
Operating Phys M.I. Referring Provider Num

ITS Edit Results

Other Physician Tab

10. Enter the appropriate data in the **Other Physician** tab.
11. Select the **Claim** tab. The **Details** tab will open.

SCCF# (II): 01020112730000500
Host Ctrl #:
Subscriber ID: XJG11111111111111

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Details Condition Occurrence Value Cd Diagnosis Procedure Claim Pricing SF Message Codes Special Pricing

Claim Type Individual Case Management Status
Type of Bill Attachment Indicator
Statement Covers From Date Total Number of Days/Visits
Statement Covers To Date Total Accommodation Charges
Type of Admission Total Accommodation Noncovered Charges
Source of Admission Total Ancillary Charges
Admission Date Total Ancillary Noncovered Charges
Admission Hour POS Indicator
Discharge Hour
Length of Stay
Patient Status Code

ITS Edit Results

Details Tab

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12. Enter the appropriate data in the **Details** tab. The **Claim Type** and **Admission Date** fields are populated with the data that was entered in the **Create SF – Enter Plan Profile Retrieval Info** screen.

Note: The grayed-out fields are system generated. You cannot enter data in these fields.

13. Click the **Condition** tab. The **Condition** tab will open.

The screenshot displays the Blue2 Claims Administration software interface. At the top, the header shows 'SCCF# (II): 01020112720006400' and 'Subscriber ID: XJG1234'. Below the header are several tabs: 'Member', 'Provider', 'Claim', 'OPL', 'Line Of Service', 'Control', 'Special Notations', and 'Audit History'. The 'Condition' tab is currently selected. Within the 'Condition' tab, there are sub-tabs: 'Details', 'Condition', 'Occurrence', 'Value Cd', 'Diagnosis', 'Procedure', 'Claim Pricing', 'SF Message Codes', and 'Special Pricing'. The 'Condition' sub-tab is active, showing a 'Condition Code' field with a list of codes. Below the 'Condition' sub-tab is the 'ITS Edit Results' section.

Condition Tab

14. Enter the appropriate data in the **Conditions** tab.
15. Select the **Occurrence** tab. The **Occurrence Codes** tab will open.

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SCCF#(II): 01020112720006400

Host Ctrl #:
Subscriber ID: XJG1234

Exit Save Release Reject Print

Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Details Condition Occurrence Value Cd Diagnosis Procedure Claim Pricing SF Message Codes Special Pricing

Occurrence Codes Occurrence Span Codes

Code	Date

ITS Edit Results

Occurrence Codes Tab

16. Enter the appropriate data in the **Occurrence Codes** tab.
17. Select the **Occurrence Span Codes** tab. The **Occurrence Span Codes** tab will open.

SCCF#(II): 01020121730000500

Host Ctrl #:
Subscriber ID: XJG1111111111111111

Exit Save Release Reject Print

Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Details Condition Occurrence Value Cd Diagnosis Procedure Claim Pricing SF Message Codes Special Pricing

Occurrence Codes Occurrence Span Codes

Code	From	To

ITS Edit Results

Occurrence Span Codes Tab

18. Enter the appropriate data in the **Occurrence Span Codes** tab.
19. Select the **Value Cd** tab. The **Value Cd** tab will open.

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SCCF#(II): 01020112720006400
Host Ctrl #: [blank]
Subscriber ID: XJG1234

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Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Details Condition Occurrence Value Cd Diagnosis Procedure Claim Pricing SF Message Codes Special Pricing

Code	Amount

ITS Edit Results

Value Cd Tab

20. Enter the appropriate data in the **Value Cd** tab.
21. Select the **Diagnosis** tab. The **Diagnosis Codes** tab will open.

SCCF#(II): 01020121580000400
Host Ctrl #: [blank]
Subscriber ID: XJG11111111111111

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Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Details Condition Occurrence Value Cd Diagnosis Procedure Claim Pricing SF Message Codes Special Pricing

Diagnosis Codes External Cause of Injury Codes Patient Reason for Visit

ICD Provider Submitted Version [i]

Diagnosis Code #	ICD-10	ICD-9	POA Indicator
PRINCIPAL			
ADMITTING			
1			
2			
3			
4			
5			
6			

ITS Edit Results

Diagnosis Codes Tab

22. Enter the appropriate data in the **Diagnosis Codes** tab. The **ICD-10** column is disabled. It will be available once it has been released.
23. Select the **External Cause of Injury Codes** tab. The **External Cause of Injury Codes** tab will open.

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SCCF#(II): 01020121580000400
 Host Ctrl #:
 Subscriber ID: XJG11111111111111

Exit

Save

Release

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Print

Prev

Next

Member

Provider

Claim

OPL

Line Of Service

Control

Special Notations

Audit History

Details

Condition

Occurrence

Value Cd

Diagnosis

Procedure

Claim Pricing

SF Message Codes

Special Pricing

Diagnosis Codes

External Cause of Injury Codes

Patient Reason for Visit

Injury Code #	ICD-10	ICD-9	POA Indicator
1			
2			
3			
4			
5			
6			
7			

ITS Edit Results

External Cause of Injury Codes Tab

24. Enter the appropriate data in the **External Cause of Injury Codes** tab.
25. Select the **Patient Reason for visit** tab. The **Patient Reason for visit** tab will open.

SCCF#(II): 01020121580000400

Host Ctrl #: _____

Subscriber ID: XJG11111111111111

Reason for Visit #	ICD-10	ICD-9
1		
2		
3		

ITS Edit Results

Patient Reason for Visit Tab

26. Select the **Procedure** tab. The **Procedure** tab will open.

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SCCF# (II): 01020121580000400
Host Ctrl #:
Subscriber ID: XJG1111111111111111

Exit Save Release Reject Print
Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Details Condition Occurrence Value Cd Diagnosis Procedure Claim Pricing SF Message Codes Special Pricing

Procedure Code #	ICD-10	ICD-9	Procedure Date
PRINCIPAL			
1			
2			
3			
4			
5			
6			
7			

ITS Edit Results

Procedure Tab

27. Enter the appropriate data in the **Procedure** tab.
28. Select the **Claim Pricing** tab. The **Claim Pricing** tab will open.

SCCF# (II): 01020052238000400
Host Ctrl #: CODE REMEDIATION
Subscriber ID: AQHCODEREMED

Update Copy Purge Reject Print
Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Details Condition Occurrence Value Cd Diagnosis Procedure Claim Pricing SF Message Codes Special Pricing

Pricing Method	01	Case Allowance Amount	0.00
Primary Rule Number		Administrative Expense Allowance *	0.00
Secondary Rule Number		Network Availability	
Percentage Factor	0.00	Provider Type Availability	
Average Semi-Private Room Rate	0.00	Access Fee Percentage	10.00
Private Room Rate	0.00		
Per Diem	0.00		
Supplemental Amount	0.00		
DRG Code			

ITS Edit Results

Claim Pricing Tab

29. Enter the appropriate data in the **Claim Pricing** tab. The **Administrative Expense Allowance** field is system generated and will automatically populate

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with the value of zero. The **Access Fee Percentage** field is system generated but may be edited.

Note: The fields on this tab may be system generated through your local pricing system. When you select **Release**, the fields will automatically populate with system generated values.

30. Select the **SF Message Codes** tab. The **SF Message Codes** tab will open.

The screenshot displays the Blue2 Claims Administration software interface. At the top, the header shows 'SCCF# (II): 01020112720006400' and 'Subscriber ID: XJG1234'. Below this, there are tabs for 'Member', 'Provider', 'Claim', 'OPL', 'Line Of Service', 'Control', 'Special Notations', and 'Audit History'. The 'Claim' tab is selected, and within it, the 'SF Message Codes' sub-tab is active. The main area shows a table with the title 'SF Message Code' and several rows. To the right of the table, there are five circular icons with the letter 'I' inside. At the bottom of the interface, there is a section labeled 'ITS Edit Results'.

SF Message Codes Tab

31. Enter the appropriate data in the **SF Message Codes** tab.
32. Select the **SF Info Only Message Codes** tab. The **SF Info Only Message Codes** tab will open.

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SCCF# (II): 010200522580000000

Host Ctrl #: CODE REMEDIATION
Subscriber ID: XMBCODEREMED

Exit Save Release Reject Print

Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Details Condition Occurrence Value Cd Diagnosis Procedure Claim Pricing SF Message Codes Special Pricing

SF Message Codes SF Info Only Message Codes

SF Info Only Message Code

ITS Edit Results

SF Info Only Message Codes Tab

33. Enter the appropriate data in the **SF Info Only Message Codes** tab.
34. Select the **Special Pricing** tab. The **Special Pricing** tab will open.

SCCF# (II): 01020112720006400

Host Ctrl #: XJG1234
Subscriber ID: XJG1234

Exit Save Release Reject Print

Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Details Condition Occurrence Value Cd Diagnosis Procedure Claim Pricing SF Message Codes Special Pricing

Code Amount Percent Days

ITS Edit Results

Special Pricing Tab

35. Enter the appropriate data in the **Special Pricing** tab. Based on the value selected in the **Code** field, the fields, **Amount**, **Percent**, or **Days** will activate. For example, if you select code 004, the **Amount** field will activate.

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Note: If on the **Patient** tab, the **Other Carrier Indicator** is marked **N**, the application will skip the **OPL** tab and open the **Lines of Service** tab. This only occurs when you are using the **TAB** key to navigate through the screens.

36. Select the **OPL** tab if you selected **Y** or **I** for the **Other Carrier Indicator** field on the **Patient** tab. The **Details** tab will open.

Details Tab

37. Enter the appropriate data in the **Details** tab. The **ITS Payer Indicator** field is system generated. The **SPPQ**, **MPPQ Code Assigned**, **MPPQ Code Unassigned** and **Other Carrier Financial Code** fields are auto-populated based off the data entered in the **Subscriber** tab. The following fields are required fields for this tab if OPL information is available for the SF: **Last Name**, **Patient Relationship to Sub**, **Source of Payment Code**, **SPPQ**, **MPPQ Code Assigned**, and **MPPQ Code Unassigned**.

38. Select the **Claim Adjustment** tab. The **Claim Adjustment** tab opens.

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SCCF# (II): 01020121730000500
Host Ctrl #:
Subscriber ID: XJG11111111111111

Exit Save Release Reject Print
Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Payer A Payer B OPL Value Codes

Details Claim Adjustment

Group Code	Reason Code	Amount

ITS Edit Results

Claim Adjustment Tab

39. Enter the appropriate data in the **Claim Adjustment** tab.
40. Select the **Payer B** tab. The **Details** tab will open.

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Payer A Payer B OPL Value Codes

Details Claim Adjustment

Subscriber ID Control Plan Code

Last Name Payer Plan Name

First Name ITS Payer Indicator

Middle Initial Assignment of Benefits

Street Address Line 1 Release of Info

Street Address Line 2 Medicare Assignment Indicator

City Group Number

Zip Medicare Claim Number

Patient Relationship to Sub Medicare Claim Reject Code

Source of Payment Code Benefit Mgmt Trmt Auth Number

SPPQ Other Carrier Financial Code *

MPPQ Code Assigned

MPPQ Code Unassigned

Details Tab

41. Enter the appropriate data in the **Details** tab. The **ITS Payer Indicator** field is system generated. The **SPPQ**, **MPPQ Code Assigned**, **MPPQ Code Unassigned** and **Other Carrier Financial Code** fields are auto-populated based off the data entered in the **Subscriber** tab. The following fields are required fields for this tab if OPL information is available for the SF: **Last Name**,

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Patient Relationship to Sub, Source of Payment Code, SPPQ, MPPQ Code Assigned, and MPPQ Code Unassigned.

Welcome Blue2!7. You are signed in as Business Owner ID B106A

Claims Administration

Host Ctrl # : E_101097
Subscriber ID : PVT-41233557

SCCF#(P): 01020150851208900

Update Copy Purge Reject Print

Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Patient Subscriber

Patient is Subscriber ☒ Same as Patient Address ☐

Subscriber ID : PVT-41233557

Last Name: [Redacted]
First Name: [Redacted]
Middle Initial: [Redacted]
Date of Birth: [Redacted]

Street Address Line 1: [Redacted]
Street Address Line 2: [Redacted]
City: [Redacted]
Zip: [Redacted]

Assignment of Benefits: [Redacted]
Release of Info: [Redacted]
Medicare Assignment Ind: [Redacted]
Group Number: [Redacted]

Patient Relationship to Sub: [Redacted]
SPPQ: [Redacted]
MPPQ Code Assigned: [Redacted]
MPPQ Code Unassigned: [Redacted]

ITS Edit Results

Subscriber Tab

42. Select the **Claim Adjustment** tab. The **Claim Adjustment** tab opens.

SCCF#(II): 01020121730000500

Host Ctrl #: [Redacted]
Subscriber ID: XJG11111111111111

Exit Save Release Reject Print

Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Payer A Payer B OPL Value Codes

Details Claim Adjustment

Group Code	Reason Code	Amount
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

ITS Edit Results

Claim Adjustment Tab

43. Enter the appropriate data in the **Claim Adjustment** tab.

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44. Select the **OPL Value Codes** tab.

SCCF# (II): 01020112720006400
Host Ctrl #: XJG1234
Subscriber ID: XJG1234

Exit Save Release Reject Print
Prev Next

Member Provider Claim **OPL** Line Of Service Control Special Notations Audit History

Payer A Payer B **OPL Value Codes**

Host OPL Provider Arrangement Code ⓘ

Value Code	Value Amount
①	
②	
③	
④	
⑤	
⑥	
⑦	
⑧	
⑨	
⑩	

ITS Edit Results

OPL Value Codes Tab

45. Enter the appropriate data in the **OPL Value Codes** tab. Note: The Value Amount field(s) will no longer be initialized to 0.00 if a value is not entered. Users must enter the amount although the amount may be 0.00.
46. Select the **Line of Service** tab.
- The **Line of Service** summary table will appear and the **Summary** tab will open. The **Line of Service Summary Table** details will be shown by default. If you wish to view the hidden sub-tabs, you must select the **Show Details** button. New sub-tabs have been added **Summary**, **Pricing** and **OPL**.

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SCCF#(II): 01020122790033100

Host Ctrl # : BA041 101LN VALID
Subscriber ID : BAT1234

Exit Save Release Reject Print

Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Summary Pricing OPL

Line	Rev	Proc	M1	M2	M3	M4	Natl Drug Code	Svc Date	Num Svcs	Charges	Accom Rate	Perf Prov Tax
0001	0120								0002	500.00	0.00	
0002	0270								0002	100.00	0.00	
0003	0300								0002	100.00	0.00	
0004	0301								0002	100.00	0.00	
0005	0310								0002	100.00	0.00	
0006	0320								0002	100.00	0.00	
0007	0330								0002	100.00	0.00	
0008	0340								0002	100.00	0.00	
0009	0350								0002	100.00	0.00	
0010	0360								0002	100.00	0.00	
0011	0370								0002	100.00	0.00	
0012	0380								0002	100.00	0.00	

Add Insert Copy Delete Move Show Details

ITS Edit Results

Line of Service Summary Table

- See [Section 2.4.2](#) for more information about how to use the **Line of Service** Summary table.

- Enter the appropriate data in the **Summary** table. Use the **Details** sub-tab to edit the **Line of Service** summary table. The **Line of Service** summary table will update when a corresponding field in the **Details** sub-tab is updated.
- Select the **Details** tab. The **Details** tab will open.

SCCF#(II): 36320111010000500

Host Ctrl # :
Subscriber ID : XJB1111

Exit Save Release Reject Print

Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Summary Pricing OPL

Line	Rev	Proc	M1	M2	M3	M4	Natl Drug Code	Svc Date	Num Svcs	Charges	Accom Rate	Perf Prov Tax
0001												

Add Insert Copy Delete Move Hide Details

Line #: 0001

Details Point Of Service

Line Number * 0001

Revenue Code *

Procedure Code

Modifier 1

Modifier 2

Modifier 3

Charges *

Accommodation Rate

National Drug Code

Performing Provider Taxonomy Code

Service Eligibility Code

Revenue Type Code *

ITS Edit Results

Details Tab

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49. Enter the appropriate data in the **Details** sub-tab.

50. Select the **Point of Service** tab. The **Point of Service** tab will open.

The screenshot displays the Blue2 Claims Administration software interface. At the top, the header shows 'SCCF# (II): 36320111010000500' and 'Host Ctrl # : XJB1111'. Below this, there are tabs for 'Member', 'Provider', 'Claim', 'OPL', 'Line Of Service', 'Control', 'Special Notations', and 'Audit History'. The 'Line Of Service' tab is selected, and within it, the 'Summary' sub-tab is active. A table with columns 'Line', 'Rev', 'Proc', 'M1', 'M2', 'M3', 'M4', 'Natl Drug Code', 'Svc Date', 'Num Svcs', 'Charges', 'Accom Rate', and 'Perf Prov Tax' is shown. The first row is highlighted in blue. Below the table, there are buttons for 'Add', 'Insert', 'Copy', 'Delete', and 'Move'. The 'Line #: 0001' is displayed. The 'Details' sub-tab is selected, and the 'Point Of Service' section is visible. It contains two columns of fields: 'Provider-Based Penalty Amount', 'Provider-Based Penalty Percent', 'Provider-Based Penalty Application Rule', 'Capitation Indicator', and 'Host Plan Referral Number' on the left; and 'Number of Approved Services', 'POS Pricing Level Indicator', 'Preauth/Precert Status Indicator', 'Referral Status Indicator', and 'Referred by PCP Indicator' on the right. Each field has a corresponding input box or indicator. At the bottom, there is a section for 'ITS Edit Results'.

Point of Service Tab

51. Enter the appropriate data in the **Point of Service** tab.

52. Select the **Pricing** tab.

- The **Pricing** tab will open. The **Line of Service Pricing Table** details will be shown by default. If you wish to view the hidden sub-tabs, you must select the **Show Details** button.

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Line of Service Pricing Table

- See [Section 2.4.2](#) for more information about how to use the **Line of Service Summary** table.
53. Enter the appropriate data in the **Pricing Summary table**. Use the **Pricing, SF Message Codes and Special Pricing** sub-tabs to edit the **Pricing Summary Table**. The **Pricing Summary Table** will update when a corresponding field in the sub-tabs is updated.

Note: Pricing fields may be system generated through your local pricing system.

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54. Select the **Pricing** sub-tab. The **Pricing** tab will open.

The screenshot displays the SCCF#(II): 01020132460000300 interface. At the top, there are buttons for Exit, Save, Release, Reject, and Print. Below these are navigation buttons for Prev and Next. The interface has a tabbed menu with options: Member, Provider, Claim, OPL, Line Of Service, Control, Special Notations, and Audit History. The 'Line Of Service' tab is selected, and within it, the 'Pricing' sub-tab is active. A table with columns: Line, Rev, Loc Rate, PM, Rule, % Factor, Incl Grp #, SF Msg 1, SF Msg 2, SF Msg 3, SF Msg 4, SF Msg 5, and SPC Cl is shown. The first row (Line 0001) is highlighted. Below the table are buttons for Add, Insert, Copy, Delete, and Move. A 'Hide Details' button is also present. Under 'Line #: 0001', there are sub-tabs for Pricing, SF Message Codes, and Special Pricing. The 'Pricing' sub-tab is selected, showing fields for Local Rate, Pricing Method, Rule Number, Percentage Factor, and Inclusive Grouping Number. At the bottom, there is an 'ITS Edit Results' section.

Line of Service Pricing Table

55. Enter the appropriate data in the **Pricing** tab.

56. Select the **SF Message Codes** tab. The **SF Message Codes** tab will open.

This screenshot shows the same SCCF#(II): 01020132460000300 interface, but with the 'SF Message Codes' sub-tab selected under the 'Line Of Service' > 'Pricing' path. The table and buttons from the previous screenshot are still visible. In the 'SF Message Codes' sub-tab, there is a list box titled 'SF Message Code' containing several entries, each with a blue 'i' icon to its right. The 'ITS Edit Results' section remains at the bottom.

SF Message Codes Tab

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57. Enter the appropriate data in the **SF Message Codes** tab.

58. Select the **Special Pricing** tab. The **Special Pricing** tab will open.

The screenshot displays the Blue2 Claims Administration software interface. At the top, the header shows 'SCCF#(II): 01020132460000300' and 'Subscriber ID : XJG123456'. Below this are tabs for 'Member', 'Provider', 'Claim', 'OPL', 'Line Of Service', 'Control', 'Special Notations', and 'Audit History'. The 'Special Pricing' tab is currently selected. The main area shows a table with columns: Line, Rev, Loc Rate, PM, Rule, % Factor, Incl Grp #, SF Msg 1, SF Msg 2, SF Msg 3, SF Msg 4, SF Msg 5, and SPC Cl. Below this table is a section for 'Line #: 0001' with sub-tabs for 'Pricing', 'SF Message Codes', and 'Special Pricing'. The 'Special Pricing' sub-tab is active, showing a table with columns: Code, Amount, and Percent. The bottom of the screen shows an 'ITS Edit Results' section.

Special Pricing Tab

59. Enter the appropriate data in the **Special Pricing** tab.

60. Select the **OPL** tab.

- The **OPL** tab will open. The **Line of Service OPL Table** details will be shown by default. If you wish to view the hidden sub-tabs, you must select the **Show Details** button.

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The screenshot displays the Blue2 Claims Administration software interface. At the top, the header shows 'SCCF#(II): 01020132460000100', 'Host Ctrl #', and 'Subscriber ID : XJG1111111'. Navigation buttons include Exit, Save, Release, Reject, Print, Prev, and Next. Below the header, a tabbed interface shows 'Member', 'Provider', 'Claim', 'OPL', 'Line Of Service', 'Control', 'Special Notations', and 'Audit History'. The 'Line Of Service' tab is active, displaying a table with columns: Line, Rev, Val 1, Val Amt 1, Val 2, Val Amt 2, Val 3, Val Amt 3, Val 4, Val Amt 4, Val 5, and Val Amt 5. The first row (0001) is highlighted in blue. Below the table are buttons for Add, Insert, Copy, Delete, Move, and Show Details. At the bottom, there is a section for 'ITS Edit Results'.

Line of Service OPL Table

- See [Section 2.4.2](#) for more information about how to use the **Line of Service Summary** table.
61. Enter the appropriate data in the **OPL Summary table**. Use the **OPL** and **Claim Adjustment** sub-tabs to edit the **OPL Summary Table**. The **OPL Summary Table** will update when a corresponding field in the sub-tabs is updated.
 62. Select the **OPL** sub-tab. The **OPL** tab will open.

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SCCF#(II): 01020132460000300 Exit Save Release Reject Print

Host Ctrl # :
Subscriber ID : XJG123456 Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Summary Pricing OPL

Line	Rev	Val 1	Val Amt 1	Val 2	Val Amt 2	Val 3	Val Amt 3	Val 4	Val Amt 4	Val 5	Val Amt 5
0001											

Add Insert Copy Delete Move Hide Details

Line #: 0001

OPL Claim Adjustment

Value Code	Value Amount

ITS Edit Results

OPL Tab

63. Enter the appropriate data in the **OPL** tab.
64. Select the **Claim Adjustment** tab. The **Payer A** tab will open.

SCCF#(II): 01020132460000300 Exit Save Release Reject Print

Host Ctrl # :
Subscriber ID : XJG123456 Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Summary Pricing OPL

Line	Rev	Val 1	Val Amt 1	Val 2	Val Amt 2	Val 3	Val Amt 3	Val 4	Val Amt 4	Val 5	Val Amt 5
0001											

Add Insert Copy Delete Move Hide Details

Line #: 0001

OPL Claim Adjustment

Payer A Payer B

Group Code	Reason Code	Amount

ITS Edit Results

Payer A Tab

65. Enter the appropriate data in the **Payer A** tab.

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66. Select the **Payer B** tab. The **Payer B** tab will open.

The screenshot shows the SCCF#(II): 01020132460000300 interface. The top bar includes buttons for Exit, Save, Release, Reject, and Print. Below the header, there are tabs for Member, Provider, Claim, OPL, Line Of Service, Control, Special Notations, and Audit History. The OPL tab is selected, and within it, the Summary, Pricing, and OPL sub-tabs are visible. The OPL sub-tab is active, displaying a table with columns: Line, Rev, Val 1, Val Amt 1, Val 2, Val Amt 2, Val 3, Val Amt 3, Val 4, Val Amt 4, Val 5, and Val Amt 5. The first row (Line 0001) is highlighted. Below the table, there are buttons for Add, Insert, Copy, Delete, and Move. The Line #: 0001 is displayed. The Payer A and Payer B tabs are visible, with Payer B selected. The Payer B tab shows a table with columns: Group Code, Reason Code, and Amount. The first row is highlighted. The ITS Edit Results section is at the bottom.

Payer B Tab

67. Enter the appropriate data in the **Payer B** tab.

68. Select the **Control** tab. The **Control Data** tab will open.

The screenshot shows the SCCF#(II): 01020112720006400 interface. The top bar includes buttons for Exit, Save, Release, Reject, and Print. Below the header, there are tabs for Member, Provider, Claim, OPL, Line Of Service, Control, Special Notations, and Audit History. The Control tab is selected, and within it, the Control Data and Plan Profile sub-tabs are visible. The Control Data sub-tab is active, displaying a form with various fields. The fields are organized into two columns. The left column includes: SCCF Number (01020112720006400), Cross Ref SCCF #, Host Plan Code (010), Host Plan Station Code (BHMA), Home Plan Code (090), Processing Site Plan Code (090), Processing Site Stn Code (JAXA), Host Plan Control #, Host Plan Claim Ref #, Home Plan Control #, BlueCard Prgm Prod Type, Host Plan Receipt Date (02/01/2006), and Adjustment Receipt Date. The right column includes: Delivery Method (1), Plan Payer Code (1), Payment Disposition Code (2), Exclude Per User, Exclude Per BlueCard, Claim Development Indicator, Remark Code, Recycle Counter, International Code, Electronic Claims Routing Ind, System Input Source, Estimate Indicator, and Plan Owner Indicator. The ITS Edit Results section is at the bottom.

Control Data Tab

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69. Enter the appropriate data in the **Control Data** tab. The **SCCF Number**, **Host Plan Code**, **Home Plan Code**, **Processing Site Plan Code**, **FDB Posting Date**, **Type of Submission**, **Release Number**, **Initial Transmission Mode Code**, **Transaction Indicator**, **UPF Pricing Edit Code**, **Delivery Method**, **Remark Code**, **Recycle Counter**, **Estimate Indicator**, **Clerk Number**, **Status Code**, **Edit Date**, **Blue² User ID**, **System Creator Code**, **System Updater Code** fields are grayed out and system generated. The **Processing Site Station Code**, **Host Plan Receipt Date**, **Transmission Mode Code**, **Plan Payer Code**, and **Payment Disposition Code** are auto-populated fields but may be edited. The **BlueCard Program Product Type** field is system generated but may be edited.

70. Select the **Special Notations** tab. The **Special Notations** tab will open.

Special Notations Tab

71. Enter the appropriate data in the **Special Notations** tab.

72. Select **Release**. The SF has been sent.

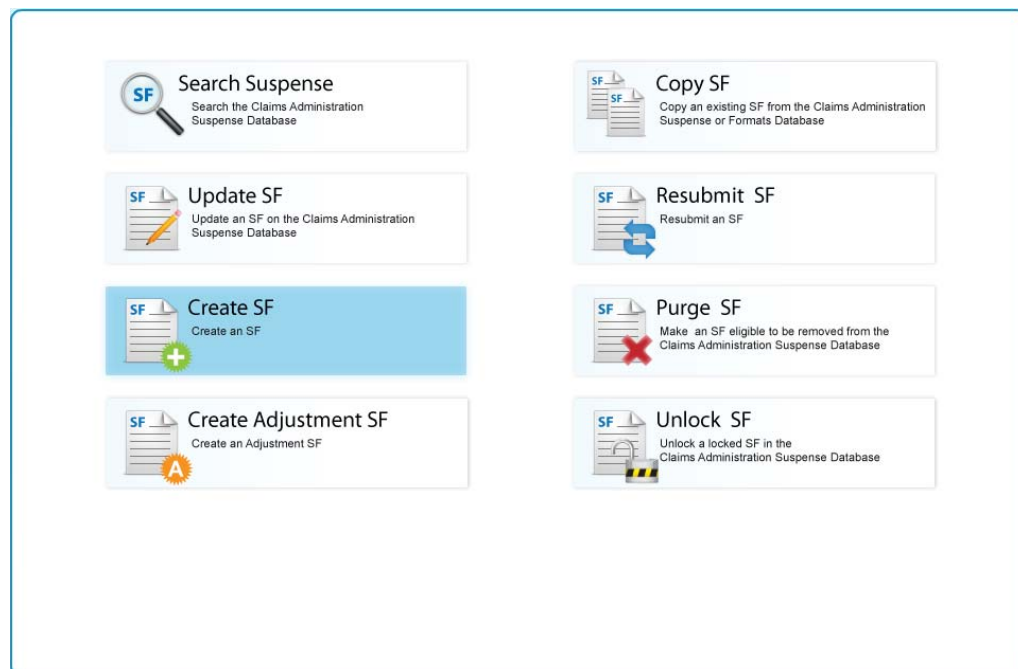
3.2.2. Create a Professional SF

Note: Once you are finished populating a screen, press CTRL + SHIFT + E to validate that all the fields have been populated properly. If there is an error with a field, the field will be highlighted in red. Simply place your mouse over the field or tab to the field to view the error message.

1. From the **Claims Administration** main menu page, select **Create SF**.

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Claims Administration Main Menu Page

- o The **Create SF – Enter Plan Profile Retrieval Info** screen will appear.

The image shows the 'Create SF - Enter Plan Profile Retrieval Info' screen. It contains the following fields and controls:

- Claim Type ***: A dropdown menu with a blue information icon.
- Subscriber ID ***: A text input field.
- Subscriber Group Number**: A text input field.
- Local Plan Code ***: A text input field with a blue information icon.
- Control Plan Code**: A text input field.
- Incur Date ***: A date input field.
- Local Plan Receipt Date ***: A date input field.
- Payment Disposition Code ***: A dropdown menu with a blue information icon.
- Type of Submission ***: A dropdown menu with the value '1' selected.
- Buttons**: 'OK' and 'Cancel' buttons at the bottom.

Create SF – Enter Plan Profile Retrieval Info Screen

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2. Enter the appropriate data in the **Create SF – Enter Plan Profile Retrieval Info** screen. See [Section 2.3.1](#) to learn how to use the **Information** button. The **Claim Type**, the **Local Plan Code**, and the **Payment Disposition** fields are configured according to your system's configuration settings.
3. Click **OK**. The **Patient** tab will open.

SCCF# (P): 01020112720006500
Host Ctrl #:
Subscriber ID: XJG1234

Exit Save Release Reject Print
Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Patient Subscriber

Last Name *
First Name
Middle Initial
Gender *
Date of Birth *
Street Address Line 1
Street Address Line 2
City
State
Zip
Other Carrier Indicator *
Patient Control Number

Patient Paid Amount
Marital Status
Worker's Compensation Indicator
Date of Accident/Onset of Illness
Auto/Other Accident Code
Unable to Work From Date
Unable to Work To Date
Emergency Code

ITS Edit Results

Patient Tab

4. Enter the appropriate data in the **Patient** tab. The value entered in the **Other Carrier Indicator** field will determine whether or not OPL is required for the SF.
5. Click the **Subscriber** tab. The **Subscriber** tab will open.

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Subscriber Tab

6. Enter the appropriate data in the **Subscriber** tab. Check the **Patient is Subscriber** checkbox to automatically populate this tab with the patient data entered in the **Patient** tab. Check the **Same as Patient Address** checkbox to automatically populate the patient address information from the **Patient** tab.
7. Click the **Provider** tab. The **Billing Provider** tab will open.

Billing Provider Tab

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8. Enter the appropriate data in the **Billing Provider** tab. See [Section 2.4.1](#) to learn how to use the **Get Provider** button.
9. Select the **Performing Provider** tab. The **Performing Provider** tab will open.

SCCF#(P): 01020133300000500

Host Ctrl # :
Subscriber ID : XJG112233

Exit Save Release Reject Print

Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Billing Provider Performing Provider Referring / Other Provider Service Facility

Performing Provider Number

National Provider ID

Last Name

First Name

Middle Initial

Type

Specialty

Taxonomy Code

Zip

Service Eligibility Code

POS Indicator

IHS Provider Indicator

ITS Edit Results

Performing Provider Tab

10. Enter the appropriate data in the **Performing Provider** tab.
11. Select the **Referring / Other Provider** tab. The **Referring / Other Provider** tab will open.

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SCCF#(P): 01020112720006500
Host Ctrl #:
Subscriber ID: XJG1234

Exit Save Release Reject Print
Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Billing Provider Performing Provider Referring / Other Provider Service Facility

Referring Provider Number
Referring Provider Number Qualifier
Get Provider
Referring Provider Last Name
Referring Provider First Name
Referring Provider Middle Initial
Other Physician Number
Get Provider
Other Physician Last Name
Other Physician First Name
Other Physician Middle Initial

ITS Edit Results

Referring / Other Provider Tab

- Enter the appropriate data in the **Referring / Other Provider** tab.
- Select the **Service Facility** tab. The **Service Facility** tab will open.

SCCF#(P): 01020121590000100
Host Ctrl #:
Subscriber ID: XJG11111111111111

Exit Save Release Reject Print
Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Billing Provider Performing Provider Referring / Other Provider Service Facility

Name
Number
Location Num
Location Num Qualifier
State
Zip
Ambulance Pick-Up Address
Ambulance Pick-Up City
Ambulance Pick-Up State
Ambulance Pick-Up Zip
Ambulance Drop Off Location Name
Ambulance Drop Off Location Address
Ambulance Drop Off Location City
Ambulance Drop Off Location State
Ambulance Drop Off Location Zip

ITS Edit Results

Service Facility Tab

- Enter the appropriate data in the **Service Facility** tab. The **Ambulance Pick-Up** and **Drop-Off** fields will be available once **ICD-10** has been released.
- Select the **Claim** tab. The **Details** tab will open.

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SCCF#(P): 01020121590000100
Host Ctrl #:
Subscriber ID: XJG1111111111111111

Exit Save Release Reject Print
Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Details Diagnosis Claim Pricing SF Message Codes Special Pricing Condition

Claim Type * 20
Type of Bill *
Total Charge *
Signature on File
Attachment Indicator
Admission Date
Discharge Date
Benefit Mgmt Trmt Auth Number
Individual Case Management Status

Tooth Number
Tooth Status
Special Program Code
POS Indicator
Anesthesia Related Procedure Code

ITS Edit Results

Details Tab

- Enter the appropriate data in the **Details** tab. The **Claim Type** and **Admission Date** fields are populated with the data that was entered in the **Create SF – Enter Plan Profile Retrieval Info** screen.
- Select the **Diagnosis** tab. The **Diagnosis Codes** tab will open.

SCCF#(P): 01020121580000500
Host Ctrl #:
Subscriber ID: XJG1111111111111111

Exit Save Release Reject Print
Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Details Diagnosis Claim Pricing SF Message Codes Special Pricing Condition

ICD Provider Submitted Version

Diagnosis Code #	ICD-10	ICD-9
1		
2		
3		
4		
5		
6		
7		
8		
9		

ITS Edit Results

Diagnosis Codes

- Enter the appropriate data in the **Diagnosis Codes** tab. The **ICD-10** column is disabled. It will be available once it has been released.

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19. Select the **Claim Pricing** tab. The **Claim Pricing** tab will open.

Claim Pricing Tab

20. Enter the appropriate data in the **Claim Pricing** tab. The **Administrative Expense Allowance** field is system generated and will automatically populate with the value of zero. The **Access Fee Percentage** field is system generated but may be edited.

Note: The fields on this tab may be system generated through your local pricing system. When you select **Release**, the fields will automatically populate with system generated values.

21. Select the **SF Message Codes** tab. The **SF Message Codes** tab will open.

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SCCF#(P): 01020112720006500
Host Ctrl #:
Subscriber ID: XJG1234

Exit Save Release Reject Print
Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Details Diagnosis Claim Pricing SF Message Codes Special Pricing Condition

SF Message Code

	1
	1
	1
	1
	1

ITS Edit Results

SF Message Codes Tab

22. Enter the appropriate data in the **SF Message Codes** tab.
23. Select the **Special Pricing** tab. The **Special Pricing** tab will open.

SCCF#(P): 01020112720006500
Host Ctrl #:
Subscriber ID: XJG1234

Exit Save Release Reject Print
Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Details Diagnosis Claim Pricing SF Message Codes Special Pricing Condition

Code	Amount	Percent	Days/Months/Units

ITS Edit Results

Special Pricing Tab

24. Enter the appropriate data in the **Special Pricing** tab. Based on the value selected in the **Code** field, the fields, **Amount**, **Percent**, or **Days** will activate. For example, if you select code 004, the **Amount** field will activate.

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Note: If on the **Patient** tab, the **Other Carrier Indicator** is marked **N**, the application will skip the **OPL** tab and open the **Lines of Service** tab. This only occurs when you are using the **TAB** key to navigate through the screens.

25. Select the **Condition** tab. The **Condition** tab will appear.

The screenshot shows a software interface for a claim. At the top, it displays 'SCCF# (P): 01020112720006500' and 'Subscriber ID: XJG1234'. Below this are several tabs: Member, Provider, Claim, OPL, Line Of Service, Control, Special Notations, and Audit History. The 'Condition' tab is currently selected. Within this tab, there are sub-tabs: Details, Diagnosis, Claim Pricing, SF Message Codes, Special Pricing, and Condition. The 'Condition' sub-tab is active, showing a list of 'Condition Code' entries. At the bottom, there is a section for 'ITS Edit Results'.

Condition Tab

26. Enter the appropriate data in the **Condition** tab.

27. Select the **OPL** tab if you selected **Y** or **I** for the **Other Carrier Indicator** field on the **Patient** tab. The **Details** tab will open.

The screenshot shows the same software interface as before, but now the 'OPL' tab is selected. Within the 'OPL' tab, the 'Details' sub-tab is active. This sub-tab contains several input fields for claim information, including 'Other Insured ID Number', 'Other Insured Last Name', 'Patient Rel. to Other Insured', 'Source of Payment', 'Control Plan Code', 'Other Payer Name', 'Medicare Claim Number', 'Medicare Claim Reject Code', and 'Other Carrier Financial Code'. Some fields have dropdown menus or icons next to them.

Details Tab

28. Enter the appropriate data in the **Details** tab. The following fields are required fields for this tab if OPL information is available for the SF: **Other Insured Last**

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Name, Patient Relationship to Other Insured, Source of Payment and Other Carrier Financial Code.

29. Select the **Claim Adjustment** tab. The **Claim Adjustment** tab opens.

SCCF#(P): 01020121730000700
Host Ctrl #:
Subscriber ID: XJG1111111111111111

Exit Save Release Reject Print
Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Payer A Payer B OPL Value Codes

Details Claim Adjustment

Group Code	Reason Code	Amount

ITS Edit Results

Claim Adjustment Tab

30. Enter the appropriate data in the **Claim Adjustment** tab.

31. Select the **Payer B** tab. The **Details** tab will open.

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Payer A Payer B OPL Value Codes

Details Claim Adjustment

Other Insured ID Number Control Plan Code
Other Insured Last Name Other Payer Name
Patient Rel. to Other Insured Medicare Claim Number
Source of Payment Medicare Claim Reject Code
Other Carrier Financial Code *

Details Tab

32. Enter the appropriate data in the **Details** tab. The following fields are required fields for this tab if OPL information is available for the SF: **Other Insured Last Name, Patient Relationship to Other Insured, Source of Payment, and Other Carrier Financial Code.**

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33. Select the **Claim Adjustment** tab. The **Claim Adjustment** tab opens.

SCCF# (P): 01020121730000700
Host Ctrl #: XJG11111111111111
Subscriber ID: XJG11111111111111

Member Provider Claim **OPL** Line Of Service Control Special Notations Audit History

Payer A Payer B **OPL Value Codes**

Details Claim Adjustment

Group Code	Reason Code	Amount

ITS Edit Results

Claim Adjustment Tab

34. Enter the appropriate data in the **Claim Adjustment** tab.

35. Select the **OPL Value Codes** tab.

SCCF# (P): 01020112720006500
Host Ctrl #: XJG1234
Subscriber ID: XJG1234

Member Provider Claim **OPL** Line Of Service Control Special Notations Audit History

Payer A Payer B **OPL Value Codes**

Host OPL Provider Arrangement Code

Value Code	Value Amount

ITS Edit Results

OPL Value Codes Tab

36. Enter the appropriate data in the **OPL Value Codes** tab. The Value Amount field(s) will no longer be initialized to 0.00 if a value is not entered. Users must enter the amount although the amount may be 0.00

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37. Select the **Line of Service** tab.

- The **Line of Service** summary table will appear and the **Summary** tab will open. The **Line of Service Summary Table** details will be shown by default. If you wish to view the hidden sub-tabs, you must select the **Show Details** button. A new **Provider** sub-tab has been added

The screenshot displays a software interface for a claims administration system. At the top, it shows the SCCF#(P): 01020080178004000. Below this, there are fields for Host Ctrl # (V/R 285 VALID) and Subscriber ID (BAT002). A toolbar contains buttons for Update, Copy, Purge, Reject, and Print. Below the toolbar, there are tabs for Member, Provider, Claim, OPL, Line Of Service, Control, Special Notations, and Audit History. The Line Of Service tab is selected, and within it, the Summary sub-tab is active. The Summary sub-tab displays a table with columns: Line, From Dt, To Date, Plc Svc, Serv Ty, Proc, M1, M2, M3, M4, DX1, DX2, DX3, DX4, Charges, and Num. The table contains three rows of data. Below the table, there are buttons for Add, Insert, Copy, Delete, and Move. At the bottom right, there is a Show Details button. Below the table, there is a section for ITS Edit Results.

Line	From Dt	To Date	Plc Svc	Serv Ty	Proc	M1	M2	M3	M4	DX1	DX2	DX3	DX4	Charges	Num
0001	12/01/2006	12/01/2006	11	600	99212	91	59	91	59	1				200.00	C
0002	12/01/2006	12/01/2006	11	600	36415	91	59	91	59	1				100.00	C
0003	12/01/2006	12/01/2006	11	600	86888	91	59	91	59	1				200.00	C

Line of Service Summary Table

- See [Section 2.4.2](#) for more information about how to use the **Line of Service** Summary table.
38. Enter the appropriate data in the **Summary** table. Use the **Details** sub-tab to edit the **Line of Service** summary table. The **Line of Service** summary table will update when a corresponding field in the **Details** sub-tab is updated.
39. Select the **Details** tab. The **Details** tab will open.

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SCCF#(P): 01020080178004000 Update Copy Purge Reject Print

Host Ctrl # : V/R 285 VALID
Subscriber ID : BAT002 Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Summary Pricing Provider OPL

Line	From Dt	To Date	Plc Svc	Serv Ty	Proc	M1	M2	M3	M4	DX1	DX2	DX3	DX4	Charges	Nu
0001	12/01/2006	12/01/2006	11	600	99212	91	59	91	59	1				200.00	C
0002	12/01/2006	12/01/2006	11	600	36415	91	59	91	59	1				100.00	C

Add Insert Copy Delete Move Hide Details

Line #: 0001

Details Point Of Service

Line Number * 0001 Diagnosis Code Indicators * 1

Service From Date * 12/01/2006 Number of Services 0001

Service To Date * 12/01/2006 Service Hours/Minutes 00 00

Place of Service * 11 Charges * 200.00

Type of Service * 600 Anesthesia/Other Conditions Code

Procedure Code * 99212 National Drug Code

ITS Edit Results

Details Tab

40. Enter the appropriate data in the **Details** tab.
41. Select the **Point of Service** tab. The **Point of Service** tab will open.

SCCF#(P): 01020080178004000 Update Copy Purge Reject Print

Host Ctrl # : V/R 285 VALID
Subscriber ID : BAT002 Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Summary Pricing Provider OPL

Line	From Dt	To Date	Plc Svc	Serv Ty	Proc	M1	M2	M3	M4	DX1	DX2	DX3	DX4	Charges	Nu
0001	12/01/2006	12/01/2006	11	600	99212	91	59	91	59	1				200.00	C
0002	12/01/2006	12/01/2006	11	600	36415	91	59	91	59	1				100.00	C

Add Insert Copy Delete Move Hide Details

Line #: 0001

Details Point Of Service

Host Plan Referral Number Review Determ Condition Code

POS Pricing Level Indicator Preauth/Precert Status Indicator

Referral Status Indicator Performed by PCP Indicator

Referred by PCP Indicator Capitation Indicator

Number of Approved Services 0

ITS Edit Results

Point of Service Tab

42. Select the **Pricing** tab.

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- The **Pricing** tab will open. The **Line of Service Pricing Table** details will be shown by default. If you wish to view the hidden sub-tabs, you must select the **Show Details** button.

SCCF#(P): 01020080178004000
Host Ctrl # : V/R 285 VALID
Subscriber ID : BAT002

Update Copy Purge Reject Print
Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Summary Pricing Provider OPL

Line	Proc	Allow Amt	PM	Rule	% Factor	Incl Grp #	SF Msg 1	SF Msg 2	SF Msg 3	SF Msg 4	SF Msg 5	SPC
0001	99212	0.00	10	003	80.00000		1009					
0002	36415	0.00	10	003	80.00000		8384					
0003	86888	0.00	10	003	80.00000		1009					

Add Insert Copy Delete Move Show Details

ITS Edit Results

Line of Service Pricing Summary Table

- See [Section 2.4.2](#) for more information about how to use the **Line of Service Summary** table.
43. Enter the appropriate data in the **Pricing Summary table**. Use the **Pricing, SF Message Codes and Special Pricing** sub-tabs to edit the **Pricing Summary Table**. The **Pricing Summary Table** will update when a corresponding field in the sub-tabs is updated.

Note: These fields may be system generated through your local pricing system.

44. Select the **Pricing** tab. The **Pricing** tab will open.

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SCCF#(P): 01020080178004000

Host Ctrl # : V/R 285 VALID
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Update Copy Purge Reject Print

Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Summary Pricing Provider OPL

Line	Proc	Allow Amt	PM	Rule	% Factor	Incl Grp #	SF Msg 1	SF Msg 2	SF Msg 3	SF Msg 4	SF Msg 5	SPC
0001	99212	0.00	10	003	80.00000		1009					
0002	36415	0.00	10	003	80.00000		8384					

Add Insert Copy Delete Move

Hide Details

Line #: 0001

Pricing SF Message Codes Special Pricing

Allowance Amount 0.00

Pricing Method 10

Rule Number 003

Percentage Factor 80.00

Inclusive Grouping Number

Provider Type Availability

Provider-Based Penalty Application Rule

Provider-Based Penalty Amount 0.00

Provider-Based Penalty Percent 0.00

ITS Edit Results

45. Enter the appropriate data in the **Pricing** tab.

46. Select the **SF Message Codes** tab. The **SF Message Codes** tab will open.

SCCF#(P): 01020080178004000

Host Ctrl # : V/R 285 VALID
Subscriber ID : BAT002

Update Copy Purge Reject Print

Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Summary Pricing Provider OPL

Line	Proc	Allow Amt	PM	Rule	% Factor	Incl Grp #	SF Msg 1	SF Msg 2	SF Msg 3	SF Msg 4	SF Msg 5	SPC
0001	99212	0.00	10	003	80.00000		1009					
0002	36415	0.00	10	003	80.00000		8384					

Add Insert Copy Delete Move

Hide Details

Line #: 0001

Pricing SF Message Codes Special Pricing

SF Message Code

1009

ITS Edit Results

SF Message Codes Tab

47. Select the **Special Pricing** tab. The **Special Pricing** tab will open.

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SCCF#(P): 01020080178004000

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Subscriber ID : BAT002

Update Copy Purge Reject Print

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Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Summary Pricing Provider OPL

Line	Proc	Allow Amt	PM	Rule	% Factor	Incl Grp #	SF Msg 1	SF Msg 2	SF Msg 3	SF Msg 4	SF Msg 5	SPC
0001	99212	0.00	10	003	80.00000		1009					
0002	36415	0.00	10	003	80.00000		8384					

Add Insert Copy Delete Move

Hide Details

Line #: 0001

Pricing SF Message Codes Special Pricing

Code	Amount	Percent
	0.00	0.00000
	0.00	0.00000
	0.00	0.00000
	0.00	0.00000
	0.00	0.00000

ITS Edit Results

Special Pricing Tab

48. Enter the appropriate data in the **Special Pricing** tab.

49. Select the **Provider** tab.

- The **Provider** tab will open. The **Line of Service Provider Table** details will be shown by default. If you wish to view the hidden sub-tabs, you must select the **Show Details** button.

SCCF#(P): 01020080178004000

Host Ctrl # : V/R 285 VALID
Subscriber ID : BAT002

Update Copy Purge Reject Print

Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Summary Pricing Provider OPL

Line	Proc	Perf Pro Nun	Perf Pro NPI	Last Name	First Name	MI	Type	Sp	Tax Code	Zip Code	Class Of
0001	99212										
0002	36415										
0003	86888										

Add Insert Copy Delete Move

Show Details

ITS Edit Results

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Line of Service Provider Summary Table

- See [Section 2.4.2](#) for more information about how to use the **Line of Service** Summary table.
50. Enter the appropriate data in the **Pricing Summary table**. Use the **Performing Provider and Service Facility** sub-tabs to edit the **Pricing Summary Table**. The **Pricing Summary Table** will update when a corresponding field in the sub-tabs is updated.
 51. Select the **Performing Provider** sub-tab. The **Performing Provider** sub-tab will open.

The screenshot displays the Blue2 Claims Administration software interface. At the top, the header shows 'SCCF#(P): 01020080178004000' and 'Host Ctrl # : V/R 285 VALID'. Below this, there are tabs for 'Member', 'Provider', 'Claim', 'OPL', 'Line Of Service', 'Control', 'Special Notations', and 'Audit History'. The 'Line Of Service' tab is selected, and within it, the 'Summary' sub-tab is active. A table lists two lines: Line 0001 with Proc 99212 and Line 0002 with Proc 36415. Below the table, there are buttons for 'Add', 'Insert', 'Copy', 'Delete', and 'Move'. The 'Line #: 0001' is highlighted. Underneath, there are two sub-tabs: 'Performing Provider' (selected) and 'Service Facility'. The 'Performing Provider' sub-tab contains fields for 'Performing Provider Number', 'National Provider ID', 'Last Name', 'First Name', 'Middle Initial', 'Taxonomy Code', 'Zip', 'Class of Provider', 'Service Eligibility Code', 'POS Indicator', and 'IHS Provider Indicator'. At the bottom, there is a section for 'ITS Edit Results'.

Performing Provider Tab

52. Enter the appropriate data in the **Performing Provider** tab.
53. Select the **Service Facility** tab. The **Service Facility** tab will open.

SCCF#(P): 01020080178004000
 Host Ctrl # : V/R 285 VALID
 Subscriber ID : BAT002

Update Copy Purge Reject Print
 Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Summary Pricing Provider OPL

Line	Proc	Perf Pro Nun	Perf Pro NPI	Last Name	First Name	MI	Type	Spe	Tax Code	Zip Code	Class Of
0001	99212										
0002	36415										

Add Insert Copy Delete Move Hide Details

Line #: 0001

Performing Provider Service Facility

Location Number
 Location Number Qualifier
 State
 Zip

ITS Edit Results

Service Facility Tab

54. Enter the appropriate data in the **Service Facility** tab.

55. Select the **OPL** tab. The **OPL** tab will open.

SCCF#(P): 01020080178004000
 Host Ctrl # : V/R 285 VALID
 Subscriber ID : BAT002

Exit Save Release Reject Print
 Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Summary Pricing Provider OPL

Line	Proc	Val 1	Val Amt 1	Val 2	Val Amt 2	Val 3	Val Amt 3	Val 4	Val Amt 4	Val 5	Val Amt
0001	99212										
0002	36415										
0003	86888										

Add Insert Copy Delete Move Show Details

ITS Edit Results

Line of Service OPL Tab

- See [Section 2.4.2](#) for more information about how to use the **Line of Service Summary** table.

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56. Enter the appropriate data in the **OPL Summary** table. Use the **OPL** and **Claim Adjustment** sub-tabs to edit the **OPL Summary Table**. The **OPL Summary Table** will update when a corresponding field in the sub-tabs is updated.

57. Select the **OPL** sub-tab.

The screenshot displays the Blue2 Claims Administration software interface. At the top, the header shows 'SCCF#(P): 01020080178004000' and 'Host Ctrl # : V/R 285 VALID'. Below this, there are buttons for 'Exit', 'Save', 'Release', 'Reject', and 'Print'. A 'Prev' and 'Next' button are also present. The main menu includes 'Member', 'Provider', 'Claim', 'OPL', 'Line Of Service', 'Control', 'Special Notations', and 'Audit History'. The 'OPL' sub-tab is selected, showing a table with columns: Line, Proc, Val 1, Val Amt 1, Val 2, Val Amt 2, Val 3, Val Amt 3, Val 4, Val Amt 4, Val 5, and Val Amt. The table contains two rows of data. Below the table, there are buttons for 'Add', 'Insert', 'Copy', 'Delete', and 'Move'. A 'Hide Details' button is also visible. The 'Line #' is set to '0001'. Below the table, there are two sub-tabs: 'OPL' and 'Claim Adjustment'. The 'Claim Adjustment' sub-tab is selected, showing a table with columns: Value Code and Value Amount. The table is empty. At the bottom, there is a section for 'ITS Edit Results'.

OPL Tab

58. Enter the appropriate data in the **OPL** tab.

59. Select the **Claim Adjustment** tab. The **Payer A** tab will open.

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SCCF#(P): 01020080178004000 Exit Save Release Reject Print

Host Ctrl # : V/R 285 VALID
Subscriber ID : BAT002 Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Summary Pricing Provider OPL

Line	Proc	Val 1	Val Amt 1	Val 2	Val Amt 2	Val 3	Val Amt 3	Val 4	Val Amt 4	Val 5	Val Amt
0001	99212										
0002	36415										

Add Insert Copy Delete Move Hide Details

Line #: 0001

OPL Claim Adjustment

Payer A Payer B

Group Code	Reason Code	Amount

ITS Edit Results

Payer A Tab

60. Enter the appropriate data in the **Payer A** tab.

61. Select the **Payer B** tab. The **Payer B** tab will open.

SCCF#(P): 01020080178004000 Exit Save Release Reject Print

Host Ctrl # : V/R 285 VALID
Subscriber ID : BAT002 Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Summary Pricing Provider OPL

Line	Proc	Val 1	Val Amt 1	Val 2	Val Amt 2	Val 3	Val Amt 3	Val 4	Val Amt 4	Val 5	Val Amt
0001	99212										
0002	36415										

Add Insert Copy Delete Move Hide Details

Line #: 0001

OPL Claim Adjustment

Payer A Payer B

Group Code	Reason Code	Amount
		0.00
		0.00
		0.00

ITS Edit Results

Payer B Tab

62. Enter the appropriate data in the **Payer B** tab.

63. Select the **Control** tab. The **Control Data** tab will open.

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SCCF#(P): 01020112720006500

Host Ctrl #:
Subscriber ID: XJG1234

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Control Data Plan Profile

SCCF Number * 01020112720006500

Cross Ref SCCF #

Host Plan Code * 010

Host Plan Station Code * BHMA

Home Plan Code * 090

Processing Site Plan Code * 090

Processing Site Stn Code * JAXA

Host Plan Control #

Host Plan Claim Ref #

Home Plan Control #

BlueCard Prgm Prod Type

Host Plan Receipt Date * 02/01/2006

Adjustment Receipt Date

Delivery Method * 1

Plan Payer Code * 1

Payment Disposition Code * 2

Exclude Per User

Exclude Per BlueCard

Claim Development Ind *

Remark Code

Recycle Counter *

International Code

Electronic Clm Routing Ind

System Input Source

Estimate Indicator

Plan Owner Indicator

ITS Edit Results

Control Data Tab

64. Enter the appropriate data in the **Control Data** tab. The **SCCF Number**, **Host Plan Code**, **Home Plan Code**, **Processing Site Plan Code**, **FDB Posting Date**, **Type of Submission**, **Release Number**, **Initial Transmission Mode Code**, **Transaction Indicator**, **UPF Pricing Edit Code**, **Delivery Method**, **Remark Code**, **Recycle Counter**, **Estimate Indicator**, **Clerk Number**, **Status Code**, **Edit Date**, **Blue² User ID**, **System Creator Code**, **System Updater Code** fields are grayed out and system generated. The **Processing Site Station Code**, **Host Plan Receipt Date**, **Transmission Mode Code**, **Plan Payer Code**, and **Payment Disposition Code** are auto-populated fields but may be edited. The **BlueCard Program Product Type** field is system generated but may be edited.
65. Select the **Special Notations** tab. The **Special Notations** tab will open.

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Special Notations Tab

66. Enter the appropriate data in the **Special Notations** tab.
 - To create a Special Notation, you must complete the Number column.
67. Select **Release**. The SF has been sent.

3.3 Adjusting an SF

Note: The **ICD-10 fields** have been added and are now enabled; users **may now enter information** in these new fields since the ICD-10 compliance date was Oct. 1, 2015.

Note: The new **HIPPA 50-10 fields** have been added and are now enabled.

Adjust an SF when changes to the claim are necessary, for example, a Host Plan receives a corrected claim that impacts pricing information, claim information, provider information, member information, etc.

3.3.1. Create an Adjustment SF

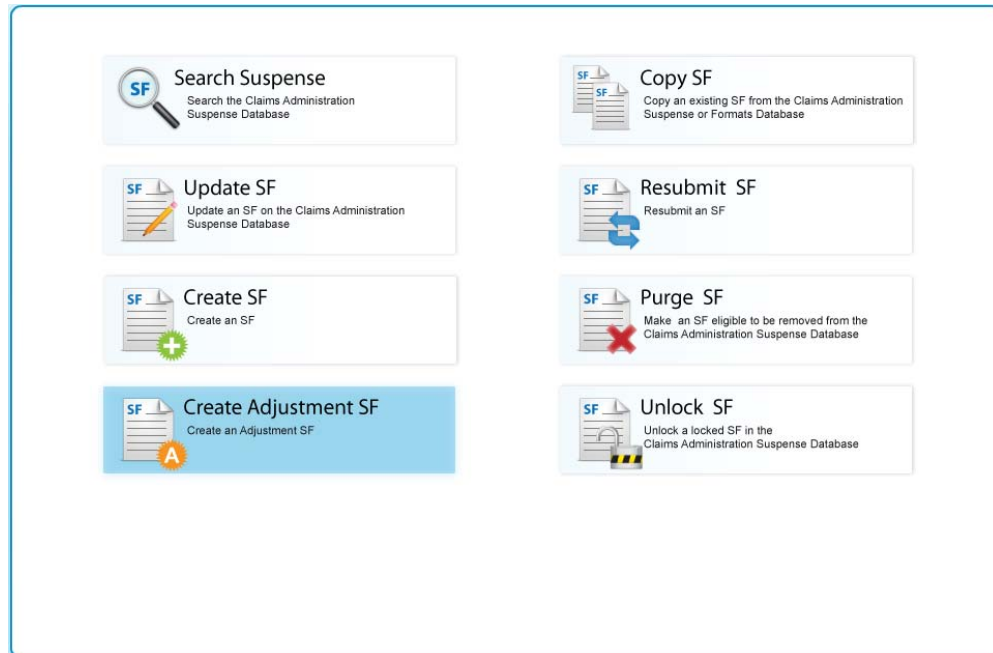
All the functions for creating an SF (Exit, Save, Release, and Reject) are available when updating an SF. **Adjustment SFs** can now be sent as **Real-Time Transport, Transmission Mode Code (TMC) 4**.

Note: Once you are finished populating a screen, press CTRL + SHIFT + E to validate that all the fields have been populated properly. If there is an error with a field, the field will be highlighted in red. Simply place your mouse over the field or tab to the field to view the error message.

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1. From the **Claim Administration** main menu page, select **Create Adjustment SF**.



Claims Administration Main Menu Page

- The **Create Adjustment SF – Enter SCCF # of DF to be Adjusted** dialog box will appear.

Create Adjustment SF – Enter SCCF # of DF to be Adjusted Dialog Box

2. Enter the **SCCF** number of the DF that you would like to adjust in the **SCCF #** field.
3. Click **OK**.
 - The system performs validations to ensure that the DF is in an adjustable state.

Note: All of the edits that are performed on an NF06 adjustment request is performed to ensure that the DF can be adjusted prior to creating an adjustment SF.

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- The **Create Adjustment SF – Enter Plan Profile Retrieval Info** screen will appear. Some fields are pre-populated with the information from the most recent SF. The most recent SF may be the original SF or the most recent cross-reference SF. The grayed-out fields are system generated and cannot be modified.

Create Adjustment SF – Enter Plan Profile Retrieval Info Screen

4. Enter or modify the data in the fields.
5. Click **OK**. The **SF Data Entry** pages will appear.

SF Data Entry Pages

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- Some fields are pre-populated with the information from the most recent SF. A new SCCF number is assigned.
6. Navigate through pages and modify the data. See [Section 3.2](#) to learn more about the fields in the SF Data Entry pages.

Note: On the **Control** tab, the **Cross Ref SCCF #** and the **Home Plan Control #** fields are required and pre-populated with the information on the DF. The **Adjustment Receipt Date** field is also required.

7. Select **Release**.

3.4 Updating an SF

Note: The **ICD-10 fields** have been added and are now enabled; users **may now enter information** in these new fields since the ICD-10 compliance date was Oct. 1, 2015.

Note: The new **HIPPA 50-10 fields** have been added and are now enabled.

Use the update SF feature to update a claim on the Suspense database.

3.4.1. Update an SF

All the functions for creating an SF (Exit, Save, Release, and Reject) are available when updating an SF.

There are two ways to access the SF Data Entry pages to update an SF.

Note: Once you are finished populating a screen, press CTRL + SHIFT + E to validate that all the fields have been populated properly. If there is an error with a field, the field will be highlighted in red. Simply place your mouse over the field or tab to the field to view the error message.

1. Select an SF from the **Search** results. See the [Section 3.1](#) for more information about searching for SFs. The **SF Data Entry** pages will appear.

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SCCF#(IO): 01020112840000500 Exit Save Release Reject Print

Host Ctrl #: INFRA 878162 RIAZ
Subscriber ID: BAT123 Prev Next

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Patient Subscriber

Last Name * INFRA878162 State

First Name DOE Zip

Middle Initial

Gender * M

Other Carrier Indicator * N

Marital Status

Date of Birth * 01/01/1900 Patient Control Number INFRA 878162 RIAZ

Street Address Line 1 Patient Paid Amount 0.00

Street Address Line 2 Medical Record Number

City

ITS Edit Results

SF Data Entry Pages in View Only Mode

2. **Select Update.** The **SF Data Entry** pages will be an **Update** mode.

OR

3. From the **Claims Administration** main menu, select **Create Update SF**.

Search Suspense
Search the Claims Administration
Suspense Database

Update SF
Update an SF on the Claims Administration
Suspense Database

Create SF
Create an SF

Create Adjustment SF
Create an Adjustment SF

Copy SF
Copy an existing SF from the Claims Administration
Suspense or Formats Database

Resubmit SF
Resubmit an SF

Purge SF
Make an SF eligible to be removed from the
Claims Administration Suspense Database

Unlock SF
Unlock a locked SF in the
Claims Administration Suspense Database

Claim Administration Main Menu Page

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- The **Update SF – Enter SCCF # of SF to Update** dialog box will appear.

Update SF – Enter SCCF # of SF to Update Dialog Box

4. Enter the **SCCF** number of the SF you would like to update in the **SCCF #** field.
5. Click **OK**. The **SF Data Entry** pages will appear.
6. Update the SF. See [Section 3.2](#) to learn more about the fields in the SF Data Entry pages.

3.5 Copying an SF

Note: The **ICD-10 fields** have been added and are now enabled; users **may now enter information** in these new fields since the ICD-10 compliance date was Oct. 1, 2015.

Note: The new **HIPPA 50-10 fields** have been added and are now enabled.

Use the Copy SF feature to create a new SF from a previously created SF on the Suspense or Formats database.

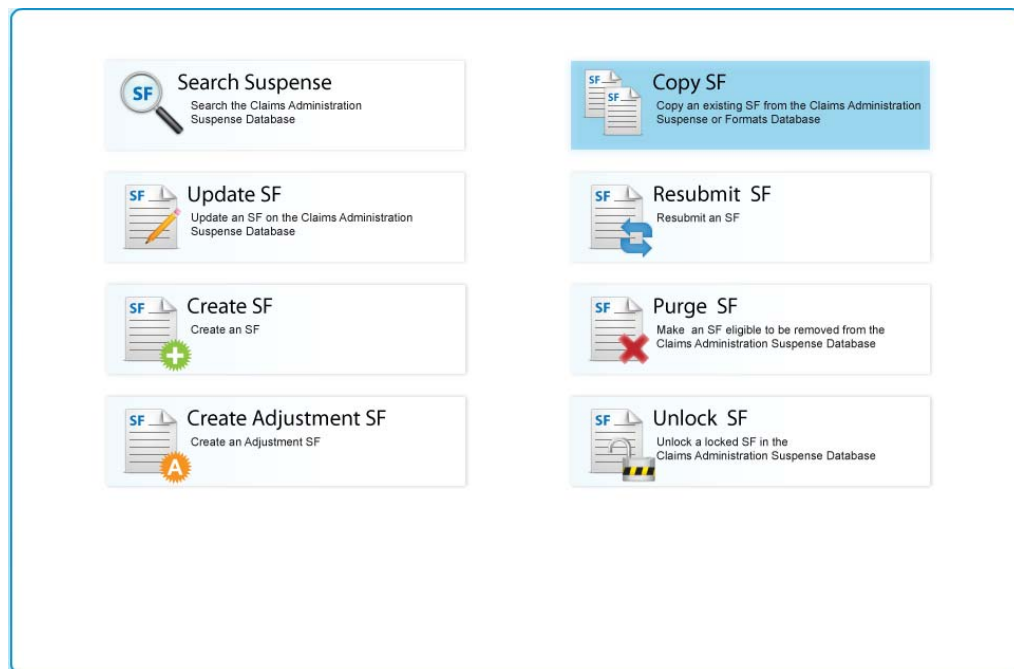
3.5.1. Copy an SF

All the functions for creating an SF (Exit, Save, Release, and Reject) are available when updating an SF.

Note: Once you are finished populating a screen, press CTRL + SHIFT + E to validate that all the fields have been populated properly. If there is an error with a field, the field will be highlighted in red. Simply place your mouse over the field or tab to the field to view the error message.

1. From the **Claims Administration** main menu, select **Copy SF**.

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Claim Administration Main Menu Items

- The **Copy SF – Enter SCCF # of SF to Copy** dialog box will appear.

Copy SF – Enter SCCF # of SF to Copy Dialog Box

2. Enter the **SCCF** number of the SF you would like to copy in the **SCCF #** field.
3. Click **OK**.
 - The **Copy SF – Enter Plan Retrieval Info** screen will appear with details pre-populated from the SF you would like to copy.

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Copy SF – Enter Plan Profile Retrieval Info Screen

4. Enter or modify the data in the fields.
5. Click **OK**. The **SF Data Entry** pages will appear with a new SCCF number.
6. Edit/create the SF. See [Section 3.2](#) to learn more about the fields in the SF Data Entry pages.

3.6 Purging an SF

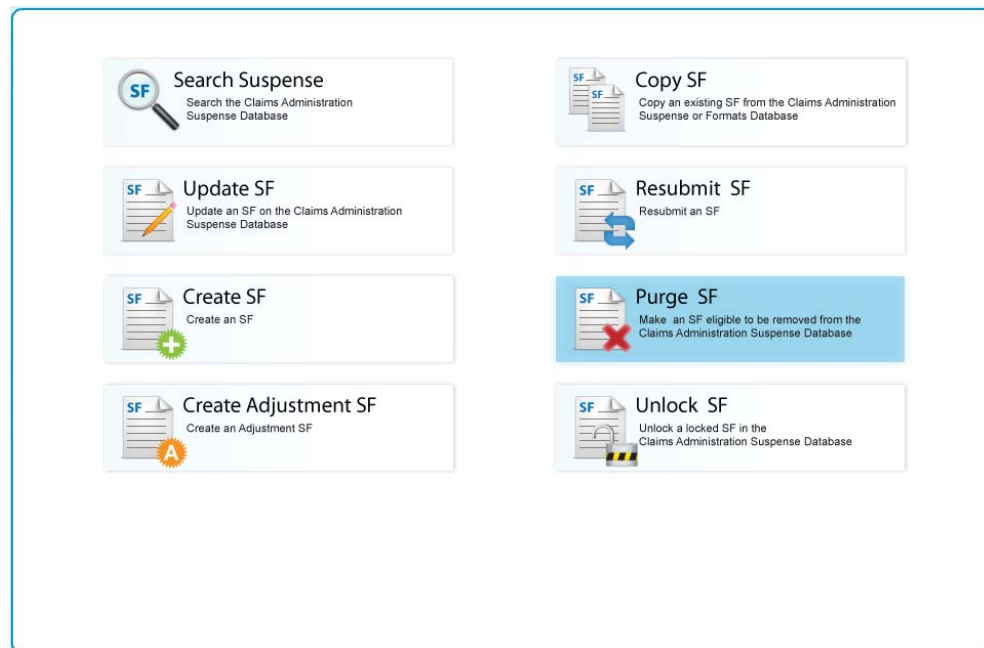
Only SFs from the Suspense database can be purged.

3.6.1. Purge an SF

There are two ways to access the SF you would like to purge.

1. From the **Claims Administration** main menu, select **Purge SF**.

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Claim Administration Main Menu Page

- The **Purge SF – Enter # of SF to Purge** dialog box will appear.

The dialog box is titled 'Purge SF - Enter SCCF # of SF to Purge' with a red X icon on the left and a close button (X) on the right. It contains a text input field labeled 'SCCF #: *' and two buttons at the bottom: 'OK' and 'Cancel'.

Purge SF – Enter SCCF # of SF to Purge Dialog Box

2. Enter the **SCCF** number of the SF you would like to purge in the **SCCF #** field.
3. Click **OK**. The **SF Data Entry** pages appear.

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SCCF# (II): 01020052238000600
Host Ctrl #: CODE REMEDIATION
Subscriber ID: XMSCODEREMED

Buttons: Purge, Exit, Print, Prev, Next

Tabs: Member, Provider, Claim, OPL, Line Of Service, Control, Special Notations, Audit History

Subtabs: Patient, Subscriber

Subscriber Information:

Last Name *	JIGNESHPA	State	11
First Name	P WEDQAEQ11	Zip	11111
Middle Initial	1	Other Carrier Indicator *	1
Gender *	1	Marital Status	1
Date of Birth *	11/11/1111	Patient Control Number	11111111111111111111
Street Address Line 1	11111111111111111118 SOUTH	Patient Paid Amount	11111111.00
Street Address Line 2	11111111111111111111 11111	Medical Record Number	
City	1111111111111111		

ITS Edit Results

SF Data Entry Pages

4. Review the SF to make sure this is the correct SF that you would like to purge.
5. Select **Purge**. The **Purge SF** dialog box will appear.

Purge SF

Are you sure you want to purge the SF?

Buttons: OK, Cancel

Purge SF Dialog Box

6. Click **OK**.
 - The SF is saved to the suspense database with an Action Code equal to P. The SF will be available for update in the suspense database until it is extracted.

OR

1. Select an SF from the **Search** results. See the [Section 3.1](#) for more information about searching for SFs.
 - The **SF Data Entry** pages will appear.

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SCCF# (II): 01020052238000600
Host Ctrl #: CODE REMEDIATION
Subscriber ID: XMSCODEREMED

Member Provider Claim OPL Line Of Service Control Special Notations Audit History

Patient Subscriber

Last Name * JIGNESHPA State 11
First Name PWEDQAEQ11 Zip 11111
Middle Initial 1 Other Carrier Indicator * 1
Gender * 1 Marital Status 1
Date of Birth * 11/11/1111 Patient Control Number 11111111111111111111
Street Address Line 1 11111111111111111118 SOUTH Patient Paid Amount 11111111.00
Street Address Line 2 11111111111111111111
City 11111111111111111111 Medical Record Number

ITS Edit Results

SF Data Entry Pages

2. Select **Purge**. The **Purge SF** dialog box will appear.

Purge SF

Are you sure you want to purge the SF?

OK Cancel

Purge SF Dialog Box

3. Click **OK**.
 - o The SF is saved to the suspense database with an Action Code equal to P. The SF will be available for update in the suspense database until it is extracted.

3.7 Resubmitting an SF

Note: The **ICD-10 fields** have been added and are now enabled; users **may now enter information** in these new fields since the ICD-10 compliance date was Oct. 1, 2015.

Note: The new **HIPPA 50-10 fields** have been added and are now enabled.

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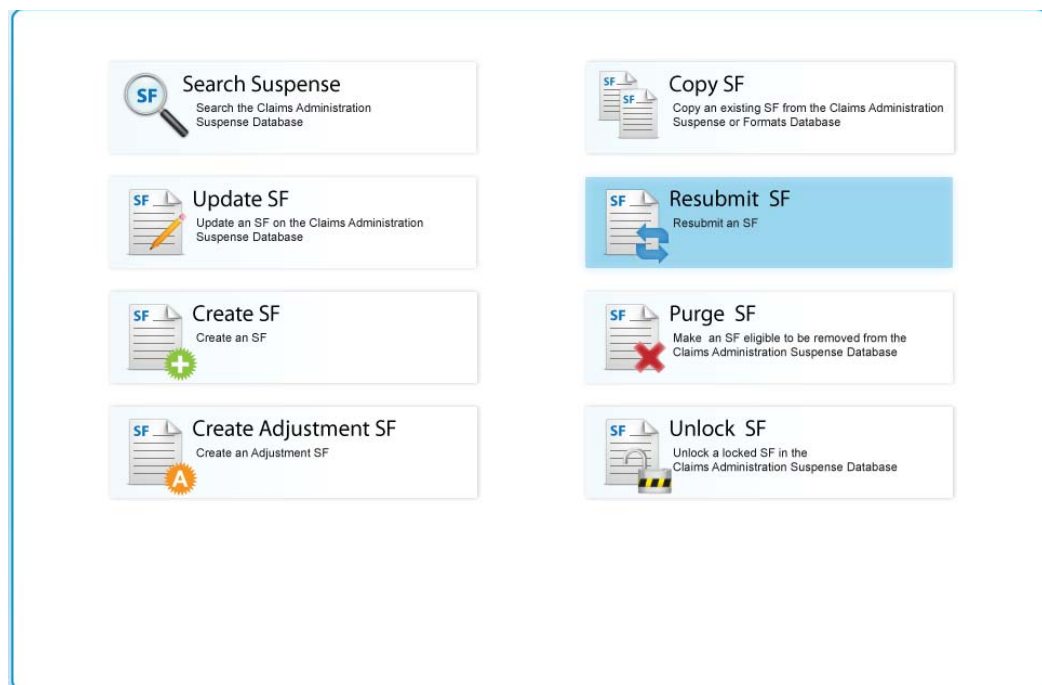
Use the Resubmit SF feature as a Host Plan to make changes to the SF that was originally submitted to the Home Plan.

3.7.1. Resubmit an SF

All the functions for creating an SF (Exit, Save, Release, and Reject) are available when updating an SF.

Note: Once you are finished populating a screen, press CTRL + SHIFT + E to validate that all the fields have been populated properly. If there is an error with a field, the field will be highlighted in red. Simply place your mouse over the field or tab to the field to view the error message.

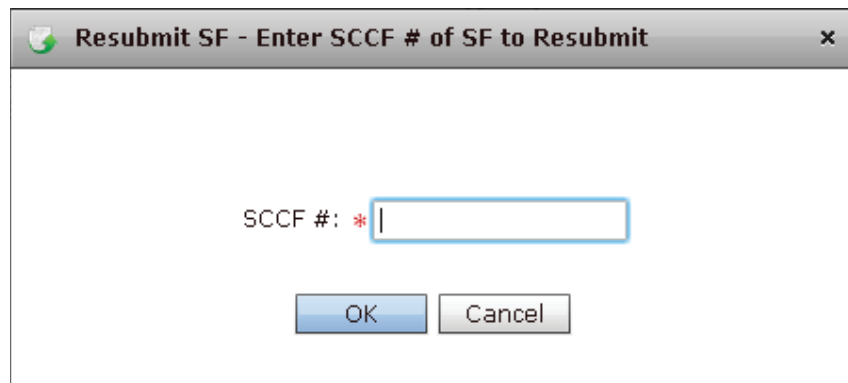
1. From the **Claims Administration** main menu, select **Resubmit SF**.



Claim Administration Main Menu Page

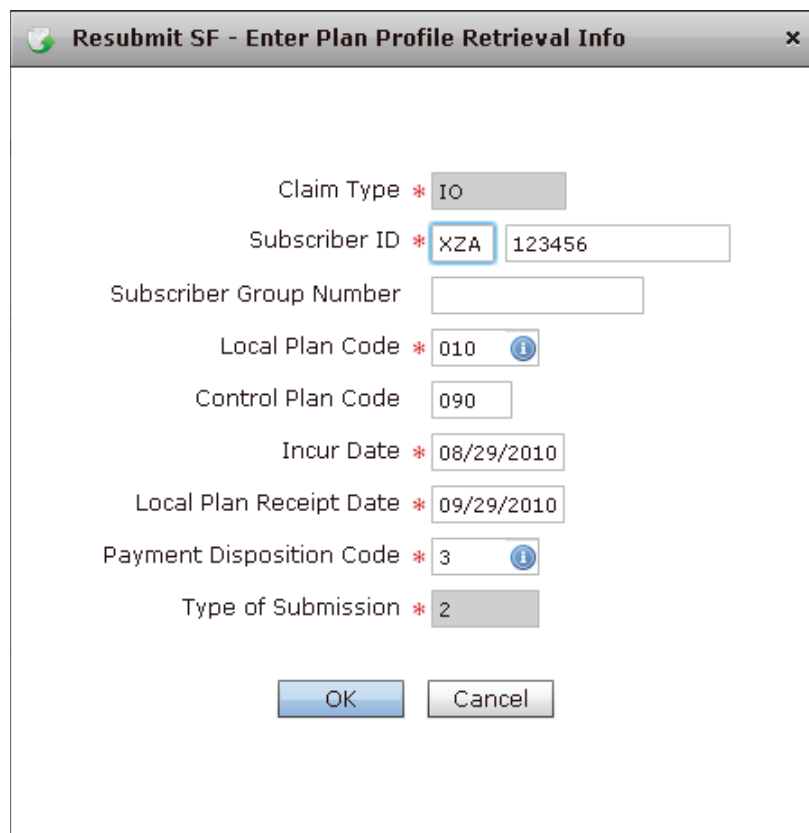
- The **Resubmit SF – Enter SCCF # of SF to Resubmit** dialog box will appear.

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Resubmit SF – Enter SCCF # of SF to Resubmit Dialog Box

2. Enter the **SCCF** number of the SF you would like to resubmit in the **SCCF #** field.
3. Click **OK**.
 - The **Resubmit SF – Enter Plan Profile Retrieval Info** screen appears. The fields are pre-populated with the information from the SF.



Resubmit SF – Enter Plan Profile Retrieval Info Screen

4. Enter or modify the data in the fields.

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5. Click **OK**. The **SF Data Entry** fields will appear.
6. Update the SF. See [Section 3.2](#) to learn more about the fields in the SF Data Entry pages.

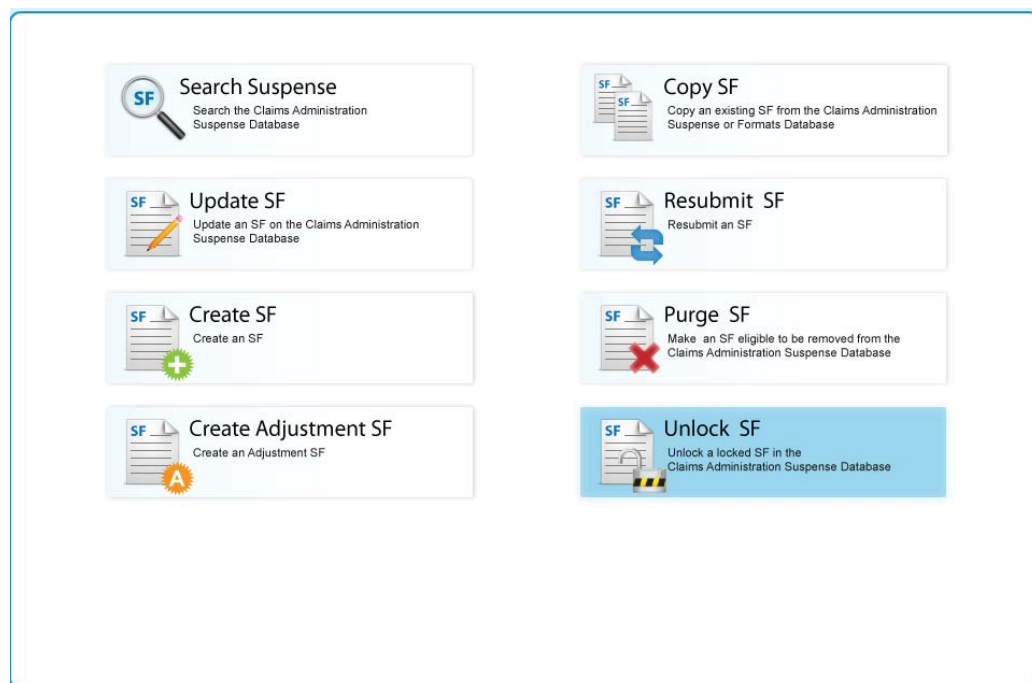
3.8 Unlocking an SF

Note: This is an administrative function.

An SF may be locked if a user is currently updating an SF or if a user incorrectly closed an SF upon exiting the application (for example, a user closes out of the Claims Administration application by shutting down the Web browser instead of exiting the SF and logging out of the application).

3.8.1. Unlock an SF

1. From the **Claims Administration** main menu, select **Unlock SF**.



Claims Administration Main Menu Page

- The **Unlock SF – Enter SCCF # of SF to Unlock** dialog box will appear.

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Unlock SF – Enter SCCF # of SF to Unlock Dialog Box

2. Enter the **SCCF** number of the SF you would like to unlock in the **SCCF #** field.
3. Click **OK**. The SF is unlocked.

4. Managing DFs

Claims Administration DF and all of its features were available beginning in Release 13.5.

The following chapter describes Home Plan functions available for managing DFs. These functions include searching the Suspense database, creating (through payment override and non-payment override paths) original and adjustment DFs, deleting and unlocking DFs.

4.1 DF Entry Pages Overview

Claims Administration DF allows users to create DFs (original, adjustment, non-payment override and payment override) through entry of adjudication input, which results in a DF being created. It also allows for DFs to be loaded to the suspense database for update or correction. This section describes the different entry pages and how they work based on what information is present on the Suspense database for a given DF.

4.1.1. Adjudication Input Pages

The **Adjudication Input** pages are available to allow users to enter adjudication information in order to create a DF. You can enter claim level and line level information. Also under the **Adjudication Input** pages, you may review calculation results to ensure the information entered is accurate before creating the DF. See [Section 2.5.4](#) for more information about calculating adjudication input. These pages provide equivalent capabilities that can be achieved through the Home Plan Aid Workstation. The Adjudication Input tab will only be accessible if there is **Adjudication Input** available on the Suspense database for the DF.

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SCCF#(P): 01020152850001300 Exit Save Calculate Release Print

DF Type : ORIGINAL
Processing Site Ctrl # : E100886
Actual Subscriber ID : PVT12345

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

X-Ref SCCF # ASO Ind * N Patient Last Name * SMITH
Claim Type * 20 Indem Cut Back First Name JANE
Total Charges * 200.00 Carveout Ind * N Middle Initial
PM/Rule Carveout Days 0 Gender * F
Rate * SLA Ind Birth Date * 05/12/1961

Details Cost Sharing & Payment Maximum OPL

Adjustment Reason Code Coverage Expiration Date
Adjustment Receipt Date Actual Subscriber ID * PVT12345
Approval Code * A Input Subscriber ID * PVT12345
Processing Site Ctrl # * E100886 Alternate Priced Amt
DF Message Codes 1-5

UPF/HPA/ITS DF Edit Errors

Adjudication Input Claim Page

The **DF Type** (located in the Header Panel) will identify the type of DF being created/viewed; Original, Reissue, and Closeout, Void Only, Void/Reissue, Streamlined or Void/Reissue/Closeout. The top section contains fields used to verify that you are creating a DF for the correct SF. The bottom section, with the sub-tabs, contains all claim level adjudication entry fields.

SCCF#(P): 01020092165007500 Exit Save Calculate Release Print

DF Type : ORIGINAL
Processing Site Ctrl # : RAJANI UPF E1151
Actual Subscriber ID : BAT1234

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

Line #	Proc Code	Modifier-1	Modifier-2	Service Date	DVU	Charges	PM	Rule	Incl Grp #	Local Rate	% Factor	SF Msg Codes
0001	99120			12/01/2006	1	100.00	10	003		0.00	80.00	
0002	71120			12/01/2006	1	100.00	10	003		0.00	80.00	
0003	88120			12/01/2006	1	100.00	10	003		0.00	80.00	
0004	99121			12/02/2006	1	100.00	10	003		0.00	80.00	

Line #: 0001 Hide Details

Details Managed Care Healthcare Policy IDs

Co-Payment Amt - 1 * 0.00 DF Message Code Maximum Payment
Co-Payment Amt - 2 * 0.00 Non-Covered Code * 1 Max Pay Code-1 * Y
Co-Insurance % * 0.00 Non-Covered DVU * 0 Max Pay Code-2 * Y
Deductible Code-1 * Y Max Allowed Max Pay Code-3 * Y

Adjudication Input Line Page

This Line tab displays the line of service summary table. This table lists line level information

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needed to enter your line level adjudication information. The bottom sub-tabs contain all line level adjudication entry fields.

SCCF#(P): 01020092165007500

DF Type : ORIGINAL
Processing Site Ctrl # : RAJANI UPF EI151
Actual Subscriber ID : BAT1234

Exit Save Calculate Release Print

Prev Next

Adjudication Input **DF Details** **Audit History**

Claim **Line** **Calculated Results**

Claim **Line**

X-Ref SCCF # Status Code 0 Input Subscriber ID BAT1234
Claim Type 20 Adjudication Status 1 Name CHARLES BARKLEY
PM/Rule Adjustment Reason Bypass Ind
PM Alter Ind N SLA Ind 1 Line of Business 1
Override Ind N Payment Disposition 3 DF Message Codes 1-5
Indem Cut Back Payer 1

Details

Approved to Pay 4000.00 Non-Covered Private Room Charges
Subscriber Liability 0.00 Deductible Amount 0.00

Calculated Results Claim Page

This is the Calculated Results tab. This tab will display claim and line level results of the UPF/HPA calculations in real-time. It will only be accessible if there are results available.

SCCF#(P): 09020110608003100

DF Type : ORIGINAL
Processing Site Ctrl # : PDB 1.00
Actual Subscriber ID : ZZF1234

Update Delete Print

Prev Next

Adjudication Input **DF Details** **Audit History**

Claim **Line** **Calculated Results**

Claim **Line**

Line Number	Proc Code	Msg Code	Mod 1	Mod 2	DYU	PM	Rule	Incl Grp #	Approv Amt	Sub Liab Amt	Ded Amt	Copay Amt	Coins Amt	OT
0001	99120				0	01								
0002	99120				0	01								

Calculated Results Line Page

4.1.2. DF Detail Pages

The **DF Details** pages represent the actual DF that was either created in Claims Administration or loaded to the Suspense database for update or correction. These pages provide equivalent

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capabilities that can be achieved through the Online Entry and Correction (DF portion) application. The **DF Details** tab will only be accessible if there is a DF present on the suspense database for the **DF**.

SCCF# (P): 01020100968004000

DF Type : ORIGINAL
Processing Site Ctrl # : CADF-LINE
Actual Subscriber ID : BATDCRL

Update Delete Print
Prev Next

Adjudication Input **DF Details** Audit History

Member Provider Claim Line Of Service Control Special Notations

Patient Subscriber Other Carrier

Last Name * LESLIE Date of Birth * 10/01/1969
First Name JONES Patient Control Number
Middle Initial Coverage Expiration Date
Gender * F

DF Details Page

The tabs and sub-tabs under the DF Details tab represent all the information that can be sent on a DF. It will also contain results of the adjudication input if the DF was created in Claims Administration.

4.2 Searching for Suspense DFs

4.2.1. Search Suspense DFs

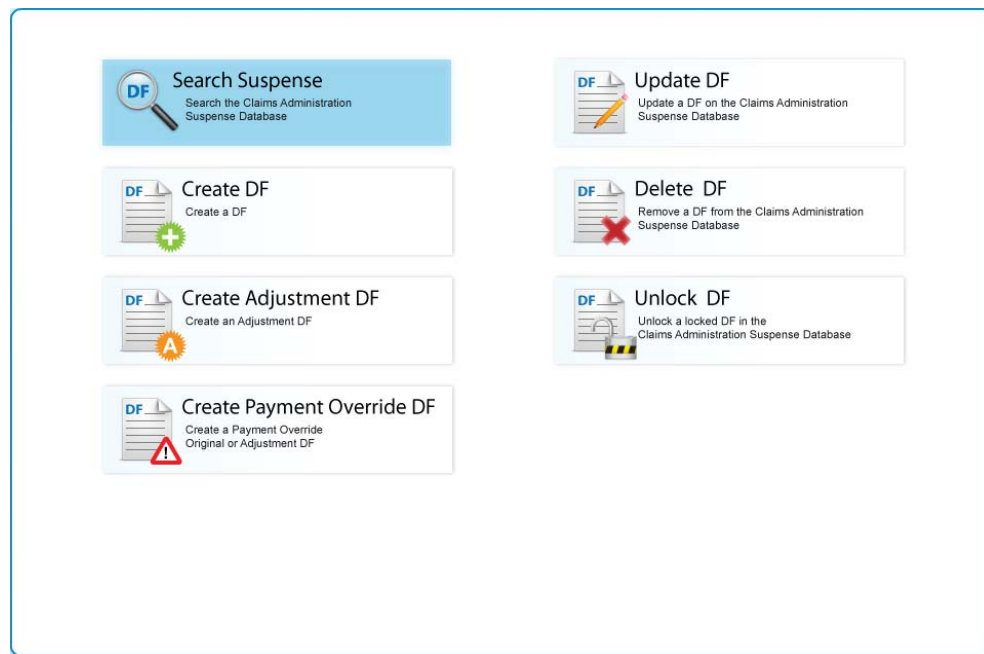
Use the **Search** capability within the Claims Administration application to find DFs that meet a certain criteria. By entering Search criteria, you limit your Search results to specific DFs. This capability allows you to search for DFs by using multiple search criteria at a time. For example, search the Suspense database by Subscriber ID, Service Date From and Service Date To. However, there are certain search fields that cannot be used in conjunction with other search fields when searching the Suspense database. Those fields are the SCCF # and the Error Code.

Claims Administration is used to save Adjudication Input, as well as, DFs. Therefore, search results may include both Adjudication Input and DFs. In situations where there is Adjudication Input and a DF present for a given SCCF Number, the information for the DF will display in the search results, not the Adjudication Input information.

1. From the **Claims Administration** main menu, select **Search Suspense**.
 - o The **Search** workspace will appear.

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Main Menu Page

The Search Workspace form contains the following input fields and buttons:

- SCCF #
- Subscriber ID
- Clerk #
- Blue² User ID
- Service Date From
- Service Date To
- Error Code
- Disposition Code
- Search button
- Clear button

Search Workspace

- Enter the search criteria in the **Search** field(s). Please note the following information about the search fields:

Search Field	Required	Field Details	Expected Search Results
SCCF #	No	<ul style="list-style-type: none"> Only accepts numeric characters. 	<ul style="list-style-type: none"> Non wildcard search results will yield any DF(s) on the suspense

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Search Field	Required	Field Details	Expected Search Results
		<ul style="list-style-type: none"> Up to 15 characters allowed (required for non-wildcard searches). Minimum of three characters are required. Wildcard searches accepted and are indicated by use of an asterisk * (must be the right-most character). Wildcard searches with an embedded or beginning asterisk * are not allowed. 	<p>database with an exact match SCCF number as entered by the user.</p> <ul style="list-style-type: none"> Wildcard search results will yield any DF(s) on the Suspense database with exact matching characters for characters that precede the asterisk. Search results will be displayed in ascending order (oldest to newest) by the SCCF number.
Subscriber ID (Prefix)	No	<ul style="list-style-type: none"> Only accepts alpha characters. Minimum of three characters are required. Embedded spaces are not allowed. Wildcard searches accepted and assumed if the search does not include a value in the Subscriber ID Suffix field. 	<ul style="list-style-type: none"> Search results will yield any DF(s) on the suspense database with an exact match Subscriber ID Prefix as entered by the user. Search results will be displayed in ascending order (oldest to newest) by the SCCF number.
Subscriber ID (Suffix)	No	<ul style="list-style-type: none"> Allows alpha, numeric and special characters. A minimum of one character is required (in addition to the wildcard character for wildcard searches) in order to use this search field Embedded spaces are not allowed. Wildcard searches accepted and are indicated by use of an asterisk * (must be right most character). Wildcard searches 	<ul style="list-style-type: none"> Non wildcard search results will yield any DF(s) on the suspense database with an exact match Subscriber ID Suffix as entered by the user. Wildcard search results will yield any DF(s) on the Suspense database with exact matching characters for characters that precede the asterisk. Search results will be displayed in ascending order (oldest to newest) by the SCCF number.

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Search Field	Required	Field Details	Expected Search Results
		with an embedded asterisk * are not allowed.	
Clerk #	No	<ul style="list-style-type: none"> Allows alpha, numeric and special characters Wildcard searches are not allowed 	<ul style="list-style-type: none"> Search results will yield any DF(s) on the Suspense database with an exact match Clerk # as entered by the user Search results will be displayed in ascending order (oldest to newest) by the SCCF number.
Blue ² User ID	No	<ul style="list-style-type: none"> Allows alpha, numeric and special characters. Wildcard searches are not allowed. 	<ul style="list-style-type: none"> Search results will yield any DF(s) on the Suspense database with an exact match Blue² User ID as entered by the user. Search results will be displayed in ascending order (oldest to newest) by the SCCF number.
Service Date From	No	<ul style="list-style-type: none"> Auto format MM/DD/YYYY. Note: Both a Service Date From and To Date are required when either field is used for searching. From Date must be less than or equal to the To Date. 	<ul style="list-style-type: none"> Search results will yield any DF(s) on the Suspense database with a Service Date From that is equal to or falls within the Date From and Date To entered by the user. Search results will be displayed in ascending order (oldest to newest) by the Date of Service column in the search results.
Service Date To	No	<ul style="list-style-type: none"> Auto format MM/DD/YYYY. Note: Both a Service Date From and To Date are required when either field is used for searching. To Date must be equal to or greater than the From Date. 	<ul style="list-style-type: none"> Search results will yield any DF(s) on the suspense database with a Service Date To that is equal to or falls within the Date From and Date To entered by the user. Search results will be displayed in ascending order (oldest to newest) by the Date of Service column in the search results.
Error Code	No	<ul style="list-style-type: none"> Allows alpha, numeric and special characters. Minimum of five characters required. Wildcard searches are not allowed. 	<ul style="list-style-type: none"> Search results will yield any DF(s) on the suspense database with an exact match Error Code as entered by the user. Search results will be displayed in ascending order (oldest to newest) by the SCCF number.
Disposition Code	No	<ul style="list-style-type: none"> Allows alpha, numeric and special 	<ul style="list-style-type: none"> Search results will yield any DF(s) on the suspense

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Search Field	Required	Field Details	Expected Search Results
		characters. <ul style="list-style-type: none"> Valid values: 1 (Original or Reissue), 4 (Void) 	database with an exact match Disposition Code as entered by the user. <ul style="list-style-type: none"> Search results will be displayed in ascending order (oldest to newest) by the SCCF number.
No search criteria	N/A	N/A	<ul style="list-style-type: none"> Search results will be displayed in ascending order (oldest to newest) by the SCCF number.

Note: None of the fields in the **Search** workspace are required fields. If you would like to view *all* the DFs (up to the maximum number allowed per the defined number decided by your Plan) on the Suspense database, leave the **Search** fields blank.

3. Click **Search**. The **Search** workspace will populate with the appropriate results.

The screenshot shows the Search workspace with the following search criteria:

- SCCF #: [Empty]
- Subscriber ID: [Empty]
- Clerk #: [Empty]
- Blue² User ID: [Empty]
- Service Date From: [Empty]
- Service Date To: [Empty]
- Error Code: [Empty]
- Disposition Code: [1]

Buttons: Search, Clear

Showing 9 Results

SCCF #	Processing Site Control #	Subscriber ID	Claim Type	Date Of Service	CA Action Code	Status Code	Type of Disposition	Disposition Code	Clerk Number
01020070938044600	--	DPB0017	20	12/01/2006	D	V	1	1	1631
01020072318000300	--	ZBMCODERE MEDN	11	06/05/2007	I	--	--	--	1631
01020072718031600	--	BAT023	11	12/01/2006	D	V	1	1	1630
01020073318000300	--	ZBMCODERE MEDN	11	06/05/2007	D	V	1	1	1631
01020090968829100	--	BATTC24	20	03/01/2009	D	V	1	1	1631

Search Results

- **Search** results will display differently based on the **Search** criteria. All **Search** results will return in ascending order (oldest to newest) by **SCCF #** except when you search by **Service Date From/To**. When you perform this search, it will return results in ascending order (oldest to newest) by the **Date of Service** column.
- Plans may customize the number of records that are returned through searches on the Suspense database.

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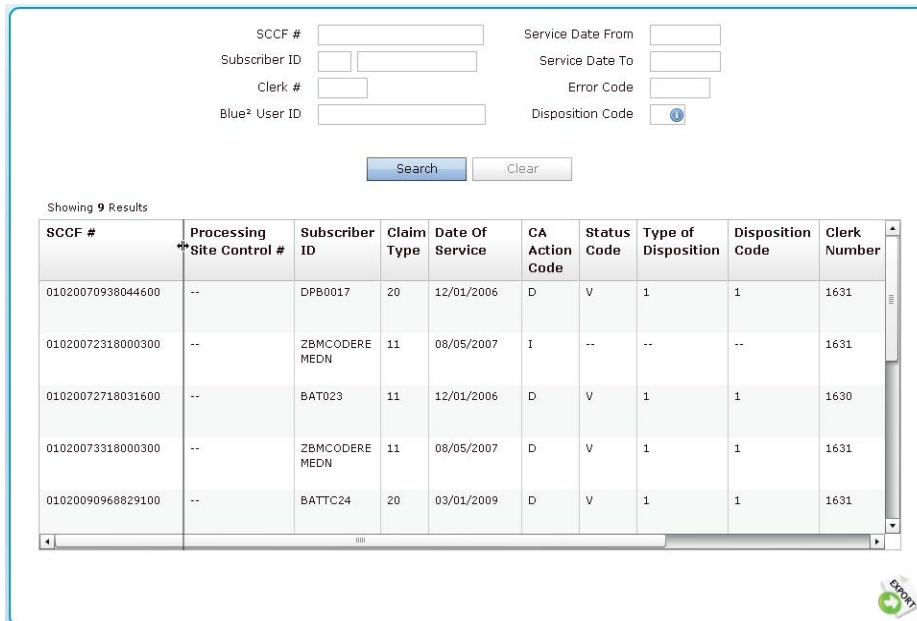
4.2.2. Clear Search Criteria and/or Search Results

To clear the entries in the **Search** fields or to clear the **Search** results, select **Clear**.

4.2.3. Customize Search Results

You can customize the Search results by resizing columns, moving columns from one location to another, or by sorting the results.

1. To **resize a column**, select the column border. When the pointer becomes the arrow keys , use the arrows to drag the column border and resize the column.



SCCF #	Processing Site Control #	Subscriber ID	Claim Type	Date Of Service	CA Action Code	Status Code	Type of Disposition	Disposition Code	Clerk Number
01020070938044600	--	DPB0017	20	12/01/2006	D	V	1	1	1631
01020072318000300	--	ZBMCODERE MEDN	11	08/05/2007	I	--	--	--	1631
01020072718031600	--	BAT023	11	12/01/2006	D	V	1	1	1630
01020073318000300	--	ZBMCODERE MEDN	11	08/05/2007	D	V	1	1	1631
01020090968829100	--	BATTC24	20	03/01/2009	D	V	1	1	1631

Resize a Column

2. To **move a column** from one location to another, select the column header and drag-and-drop the column into a new location.

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SCCF # Service Date From
 Subscriber ID Service Date To
 Clerk # Error Code
 Blue² User ID Disposition Code

Showing 13 Results

SCCF #	Processing Site Control #	Subscriber ID	Claim Type	Date Of Service	CA Action Code	Status Code	Type of Disposition	Disposition Code	Clerk Number
09020051961353300	81000511155	HLS737922083	12	06/21/2005	I	--	--	--	987
09020060388022500	4006257	FXB386275267	11	01/14/2006	I	--	--	--	UWQ2
09020103548001300	YR-	JA11234	20	01/15/2010	H	I	1	1	1631
09020110608000700	PDB 1.00	ZZE1234	11	01/10/2011	I	--	--	--	1637
09020110608003100	PDB 1.00	ZZF1234	20	01/10/2011	I	--	--	--	1637
09020110608003400	PDB 1.00	ZZB1234	20	01/10/2011	I	--	--	--	1637
09020111168001600	123456789	XZACODESET462	20	04/26/2011	I	--	--	--	1630
09020111168003400	PDB 1.00	DUV12345LDGA	12	01/15/2011	I	--	--	--	1637
09020111198000700	121212123122222	BAT904206444	11	04/04/2011	H	I	1	1	1632
53020051956284100	--	BLS029959776	12	05/23/2005	I	--	--	--	--
99320001398000400	82132	ABAECR-	11	05/01/2000	E	--	1	1	1634

Export

Move a Column

- To **sort a column**, click the column header. The arrow will indicate that the results are sorted in ascending ▲ order. To sort the results in descending ▼ order, click the column header once more.

SCCF # Service Date From
 Subscriber ID Service Date To
 Clerk # Error Code
 Blue² User ID Disposition Code

Showing 13 Results

SCCF #	Processing Site Control #	Claim Type ▲	Subscriber ID	Date Of Service	CA Action Code	Status Code	Type of Disposition	Disposition Code	Clerk Number
99320001398000400	82132	11	ABAECR- ADDENDUM	05/01/2000	E	--	1	1	1634
09020060388022500	4006257	11	FXB386275267	01/14/2006	I	--	--	--	UWQ2
09020111198000700	121212123122222	11	BAT904206444	04/04/2011	H	I	1	1	1632
09020110608000700	PDB 1.00	11	ZZE1234	01/10/2011	I	--	--	--	1637
09020051961353300	81000511155	12	HLS737922083	06/21/2005	I	--	--	--	987
09020111168003400	PDB 1.00	12	DUV12345LDGA	01/15/2011	I	--	--	--	1637
9932008090801000	123444444444444	12	111111111111111	03/01/2008	I	--	--	--	1631

Export

Sort a Column

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4.2.4. Select a DF From The Search Results

1. To select a DF from the **Search Results**, Click the **DF row**.

SCCF # Service Date From
 Subscriber ID Service Date To
 Clerk # Error Code
 Blue² User ID Disposition Code

Showing 13 Results

SCCF #	Processing Site Control #	Claim Type	Subscriber ID	Date Of Service	CA Action Code	Status Code	Type of Disposition	Disposition Code	Clerk Number
99320001398000400	82132	11	ABAEGR-ADDENDUM	05/01/2000	E	--	1	1	1634
09020060388022500	4006257	11	FXB386275267	01/14/2006	I	--	--	--	UWQ2
09020111198000700	1212121231222222	11	BAT904206444	04/04/2011	H	I	1	1	1632
09020110608000700	PDB 1.00	11	ZZE1234	01/10/2011	I	--	--	--	1637
09020051961353300	81000511155	12	HLS737922083	06/21/2005	I	--	--	--	987
09020111168003400	PDB 1.00	12	DUV12345LDGA	01/15/2011	I	--	--	--	1637
99320080908901000	1234444444444444	12	1111111111111111	03/01/2008	I	--	--	--	1631



DF Row in Search Results

- o The **DF** details will appear in the Workspace.

SCCF# (II): 99320001398000400

DF Type : ORIGINAL
 Processing Site Ctrl # : 82132
 Actual Subscriber ID : ABAEGR-ADDENDUM

Adjudication Input **DF Details** **Audit History**

Member **Provider** **Claim** **Line Of Service** **Control** **Special Notations**

Patient **Subscriber** **Other Carrier**


Last Name * FOWLER Date of Birth * 04/04/1942
 First Name STEVE Patient Control Number SFBS 1.01
 Middle Initial D Coverage Expiration Date
 Gender * M

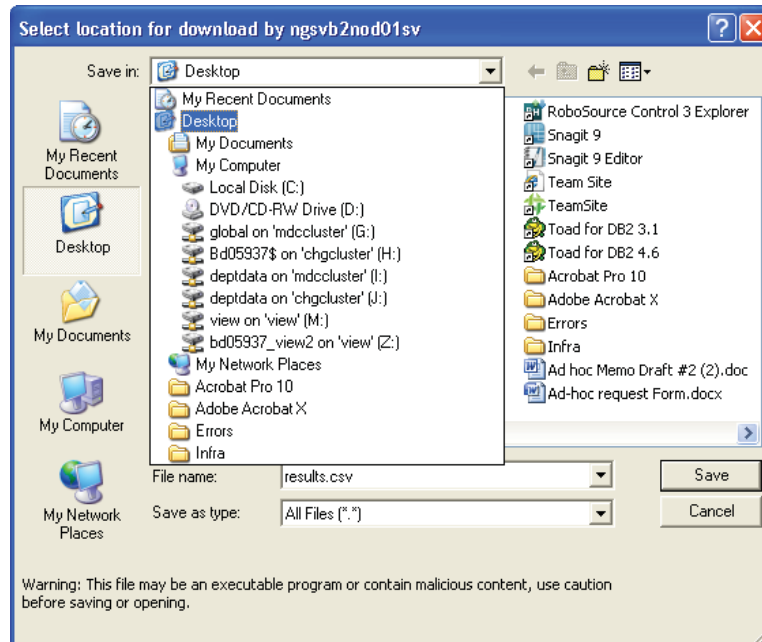
UPF/HPA/ITS DF Edit Errors

DF Detail Pages

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4.2.5. Export Search Results to Excel

1. Click the **Export** button  at the bottom of the **Search Workspace**. The **Download** dialog box will appear.



Download Dialog Box

2. Select a location from the **Save In** drop-down field to save the Excel **.csv** file.
3. Click **Save**. The file will save.

4.3 Creating a DF

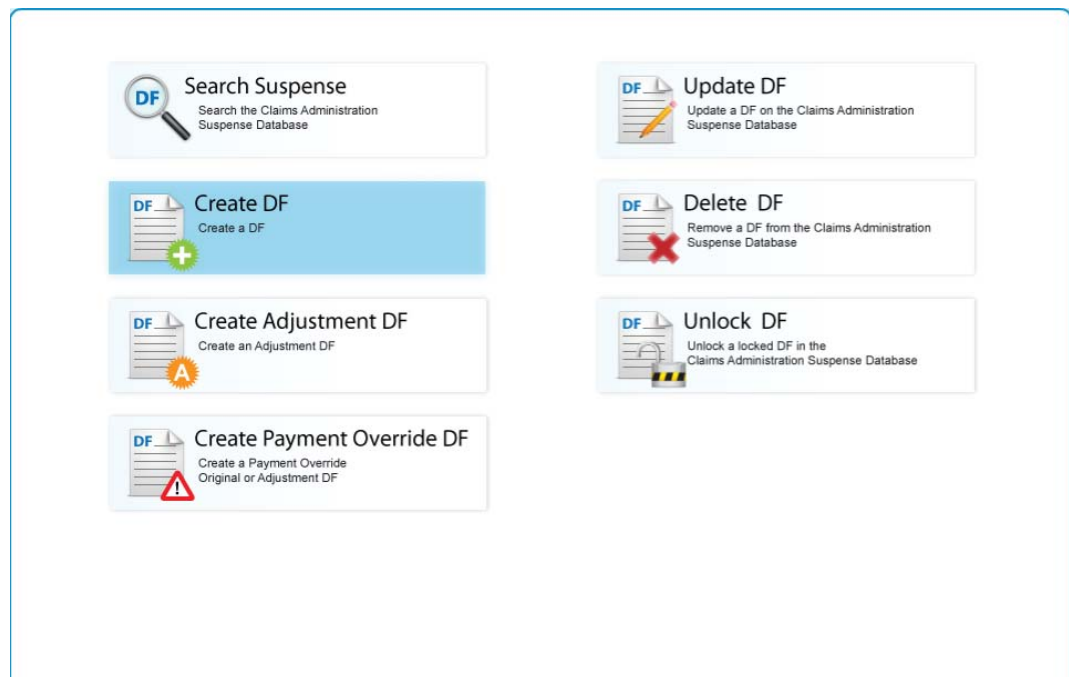
Use the **Create DF** capability within the Claims Administration application to create a new **Original DF**.

Note: Once you are finished populating a screen, press CTRL + SHIFT + E to validate that all the fields have been populated properly. If there is an error with a field, the field will be highlighted in red. Simply place your mouse over the field or tab to the field to view the error message.

1. From the **Claims Administration** main menu page, select **Create DF**.

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Claims Administration Main Menu Page

- The **Create DF - Enter SCCF #** dialogue box appears.

The image shows a dialogue box titled 'Create DF - Enter SCCF #' with a close button (X) in the top right corner. Inside the box, there is a label 'SCCF #:' followed by a red asterisk and a text input field. At the bottom of the box are two buttons: 'OK' and 'Cancel'.

Create DF – Enter SCCF # Dialogue Box

2. Enter the 15 character **SCCF** number of the SF that you would like to create a DF for in the **SCCF #** field.
3. Click Ok.

Note: After clicking OK, all validations will occur to ensure that the SCCF number is eligible for a new Original DF to be created. For example: The SF must be a valid SF, there must not be a valid DF with the same SCCF number present, there must not be another DF with the same SCCF Number present on the Suspense Database etc.

- The **Adjudication Input Entry** pages will appear. The **Claim** tab and **Details** tab will open.

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SCCF#(IO): 09020051961354500

DF Type : ORIGINAL
Processing Site Ctrl # : 010
Actual Subscriber ID : HLS990291113

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

X-Ref SCCF # ASO Ind * N Patient Last Name * ANDERSON
Claim Type * 12 Indem Cut Back First Name BARBARA
Total Charges * 425.00 Carveout Ind * N Middle Initial C
PM/Rule 01 Carveout Days 0 Gender * F
Rate * SLA Ind Birth Date * 08/20/1962

Details Cost Sharing & Payment Maximum OPL

Adjustment Reason Code Coverage Expiration Date
Adjustment Receipt Date Actual Subscriber ID * HLS990291113
Approval Code * A Input Subscriber ID * HLS990291113
Processing Site Ctrl # * 010 Alternate Priced Amt
DF Message Codes 1-5

Claim Tab and Details Tab

- Enter the appropriate data in the **Claim** tab & **Details** tab. You must minimally enter the **Approval Code**, **Processing Site Ctrl #** and **Transmission Mode Code** (this field will be system-generated, however users with the appropriate security may modify the system-generated value). The **Approval Code** (value 'L') will indicate that you need to enter line level adjudication information. If you update the Approval Code to an 'L' and then change it to another value, you will receive a confirmation message.
- Click the **Cost Sharing & Payment Maximum** tab. The **Cost Sharing & Payment Maximum** tab will open.

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SCCF#(P): 01020122790034000

DF Type : ORIGINAL
Processing Site Ctrl # :
Actual Subscriber ID : XJJ11111

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

X-Ref SCCF # ASO Ind * N Patient Last Name * JOHNSON
Claim Type * 20 Indem Cut Back First Name JOSEPH
Total Charges * 100.00 Carveout Ind * N Middle Initial L
PM/Rule Carveout Days 0 Gender * M
Rate * SLA Ind Birth Date * 07/19/1980

Details Cost Sharing & Payment Maximum OPL

Co-Insurance Percentage 0.00 Maximum Payment Amount - 1
Deductible Remaining - 1 0.00 Maximum Payment Amount - 2
Deductible Remaining - 2 0.00 Maximum Payment Amount - 3
Deductible Remaining - 3 0.00 Plan Calc Approved to Pay
Cost Sharing Sea Cd Plan Calc Sub Liability

UPF/HPA/ITS DF Edit Errors

Cost Sharing & Payment Maximum Tab

- Enter the appropriate data in the **Cost Sharing & Payment Maximum** tab.
- Click the **OPL** tab. The **OPL** tab will open.

SCCF#(P): 01020122790034000

DF Type : ORIGINAL
Processing Site Ctrl # :
Actual Subscriber ID : XJJ11111

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

X-Ref SCCF # ASO Ind * N Patient Last Name * JOHNSON
Claim Type * 20 Indem Cut Back First Name JOSEPH
Total Charges * 100.00 Carveout Ind * N Middle Initial L
PM/Rule Carveout Days 0 Gender * M
Rate * SLA Ind Birth Date * 07/19/1980

Details Cost Sharing & Payment Maximum OPL

Primacy Indicator * P Other Subscriber ID
COB Method Other Subscriber Last Name
Other Carrier Paid Amount 0.00 First Name
Corrected Priority Payer Middle Initial
SPPO Code 1

UPF/HPA/ITS DF Edit Errors

OPL Tab

- Enter the appropriate data in the **OPL** tab.

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- If there is no need to enter line level adjudication information, then you may skip to Step 15.
9. Click the Line tab.
- The **Line** tab and **Details** tab will open.
 - By default, the user will view the first line of service. You may only access the Line tab and sub-tabs if the Approval Code entered at the claim level is 'L' (Limited Approval).

SCCF#(P): 01020122790034000

DF Type : ORIGINAL
Processing Site Ctrl # :
Actual Subscriber ID : XJJ11111

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

Line #	Proc Code	Modifier-1	Modifier-2	Service Date	DVU	Charges	PM	Rule	Incl Grp #	Local Rate	% Factor	SF Msg Codes
0001	99211			01/01/2011	1	50.00	42	012		25.00	0.00	
0002	88305	26		01/01/2011	1	50.00	42	026		0.00	0.00	

Line #: 0001 Hide Details

Details Managed Care Healthcare Policy IDs

Co-Payment Amt - 1 * 0.00 DF Message Code Maximum Payment
Co-Payment Amt - 2 * 0.00 Non-Covered Code * 1 Max Pay Code-1 * Y
Co-Insurance % * 0.00 Non-Covered DVU * 0 Max Pay Code-2 * Y
Deductible Code-1 * Y Max Allowed Max Pay Code-3 * Y

UPF/HPA/ITS DF Edit Errors

Line Tab and Details Tab

10. Enter the appropriate data in the **Details** tab.
11. Click the **Managed Care** tab. The **Managed Care** tab will open.

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SCCF#(P): 01020122790034000

DF Type : ORIGINAL
Processing Site Ctrl # :
Actual Subscriber ID : XJJ11111

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

Line #	Proc Code	Modifier-1	Modifier-2	Service Date	DVU	Charges	PM	Rule	Incl Grp #	Local Rate	% Factor	SF Msg Codes
0001	99211			01/01/2011	1	50.00	42	012		25.00	0.00	
0002	88305	26		01/01/2011	1	50.00	42	026		0.00	0.00	

Line #: 0001

Hide Details

Details Managed Care Healthcare Policy IDs

Reduction Reason Code Non-Coverage Code *
Reduction Amount * Non-Covered DVU *
Reduction Percentage * Maximum Allowed

Close Clear All

UPF/HPA/ITS DF Edit Errors

Managed Care Tab

12. Enter the appropriate data in the **Managed Care** tab.

13. Click the **Healthcare Policy IDs** tab. The **Healthcare Policy IDs** tab will open.

SCCF#(P): 01020122790034000

DF Type : ORIGINAL
Processing Site Ctrl # :
Actual Subscriber ID : XJJ11111

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

Line #	Proc Code	Modifier-1	Modifier-2	Service Date	DVU	Charges	PM	Rule	Incl Grp #	Local Rate	% Factor	SF Msg Codes
0001	99211			01/01/2011	1	50.00	42	012		25.00	0.00	
0002	88305	26		01/01/2011	1	50.00	42	026		0.00	0.00	

Line #: 0001

Hide Details

Details Managed Care Healthcare Policy IDs

Healthcare Policy ID-1 Healthcare Policy ID-4
Healthcare Policy ID-2 Healthcare Policy ID-5
Healthcare Policy ID-3

Close Clear All

UPF/HPA/ITS DF Edit Errors

Healthcare Policy IDs Tab

14. Enter the appropriate data in the **Healthcare Policy IDs** tab.

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15. Click the **Calculate** button.

- The **Calculated Results** will appear. The **Claim** tab will open. See [Section 2.5.4](#) for more information about calculating adjudication input.

Note: If you do not wish to review the UPF/HPA calculation results, skip to Step 18.

The screenshot displays the 'Calculated Results' tab within the 'Adjudication Input' section of the Blue2 Claims Administration software. The interface includes a header with the SCCF# (P): 01020122790034000 and buttons for Exit, Save, Calculate, Release, and Print. Below the header, there are tabs for 'Adjudication Input', 'DF Details', and 'Audit History'. The 'Calculated Results' tab is active, showing a 'Claim' sub-tab. The 'Claim' sub-tab displays various fields for adjudication input, including X-Ref SCCF #, Status Code, Input Subscriber ID, Claim Type, Adjudication Status, Name, PM/Rule, Adjustment Reason, Bypass Ind, PM Alter Ind, SLA Ind, Line of Business, Override Ind, Payment Disposition, DF Message Codes 1-5, Indem Cut Back, Payer, Approved to Pay, Non-Covered Private Room Charges, Subscriber Liability, and Deductible Amount. The 'Details' section shows the 'UPF/HPA/ITS DF Edit Errors' section.

Calculated Results Tab (Claim)

16. Review the results under the **Claim** tab to ensure it is accurate.

- If the **Calculated Results** are not correct, then you may return to the **Adjudication Input** pages to make corrections and select the **Calculate** button again. You can continue to do this until the results are deemed acceptable.

17. Click the **Line** tab.

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SCCF# (P): 01020122790034000

DF Type : ORIGINAL
Processing Site Ctrl # : JOEUM1
Actual Subscriber ID : XJJ11111

Buttons: Exit, Save, Calculate, Release, Print, Prev, Next

Tabs: Adjudication Input, DF Details, Audit History

Sub-tabs: Claim, Line, Calculated Results

Line Number	Proc Code	Msg Code	Mod 1	Mod 2	DYU	PM	Rule	Incl Grp #	Approv Amt	Sub Liab Amt	Ded Amt	Copay Amt	Coins Amt	DF
0001	99211				1	42	012		25.00	0.00	0.00	0.00	0.00	(
0002	88305		26		1	42	026		0.00	0.00	0.00	0.00	0.00	(

UPF/HPA/ITS DF Edit Errors

Calculated Results (Line)

18. Review the results under the **Line** tab to ensure it is accurate.
 - If the **Calculated Results** are not correct, then you may return to the **Adjudication Input** pages to make corrections and select the **Calculate** button again. You can continue to do this until the results are deemed acceptable.
19. Click the **Release** button.
 - The DF has been sent. See [Section 2.5.3](#) for more information about releasing a DF.

4.4 Creating an Adjustment DF

Use the **Create Adjustment DF** capability within the Claims Administration application to create **Adjustment DFs**, which include **Void Only** DFs, **Void/Reissue** DFs, **Streamlined Adjustment** DFs and **Void/Reissue/Close-out** DFs. **Adjustment DFs** can be sent as **Real-Time Transport, Transmission Mode Code (TMC) 4**.

This feature will provide equivalent capabilities that are available through the automated adjustment process in the Home Plan Aid Workstation. The ability to create separate void, reissue and close-out DFs is not supported in Claims Administration. The application will determine the type of adjustment that needs to be performed based on the information present on the Formats Database.

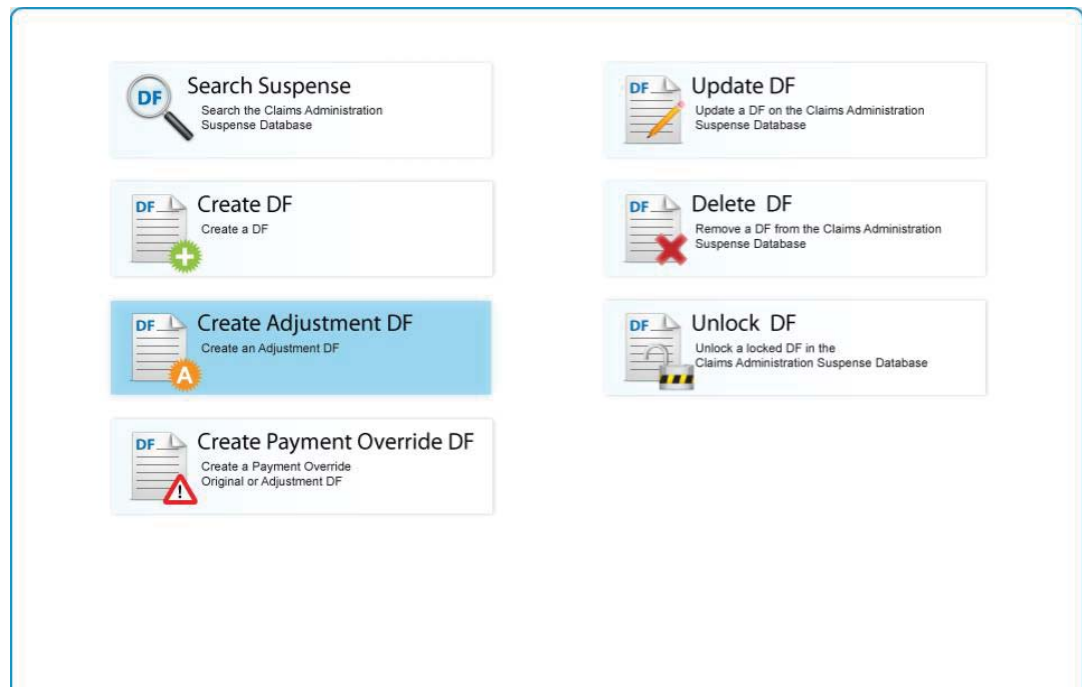
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4.4.1. Create a Void Only Adjustment DF

Note: Once you are finished populating a screen, press CTRL + SHIFT + E to validate that all the fields have been populated properly. If there is an error with a field, the field will be highlighted in red. Simply place your mouse over the field or tab to the field to view the error message.

1. From the **Claims Administration** main menu page, select **Create Adjustment DF**.



Claims Administration Main Menu Page

- o The **Create Adjustment DF - Enter SCCF #** dialogue box appears.

 A screenshot of a dialogue box titled 'Create Adjustment DF - Enter SCCF #'. The box has a grey header bar with a close button (X) in the top right corner. The main area is white and contains the text 'SCCF #: *' followed by a text input field. Below the input field are two buttons: 'OK' and 'Cancel'.

Create Adjustment DF – Enter SCCF # Dialogue Box

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2. Enter the 15 character **SCCF** number of the SF that you would like to perform a **Void DF Adjustment** for in the **SCCF #** field.
3. Click OK.
 - The **Adjudication Input** entry pages appear. Information from the most recent SF is retrieved and displayed on various entry pages. The pages are read only as you cannot make changes to a **Void DF**. The **Adjustment Reason Code** is retrieved from the **Adjustment Request/Response** from the Formats Database. The **Adjustment Receipt Date** has been added to **Adjudication Input**. The **Adjustment Receipt Date** is retrieved from the **Adjustment Request Message**.

SCCF#(IO): 01020152680003900

DF Type : VOID ONLY
 Processing Site Ctrl # :
 Actual Subscriber ID : JAU1234

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

X-Ref SCCF # ASO Ind * N Patient Last Name * L
 Claim Type * 12 Indem Cut Back First Name M
 Total Charges * 500.00 Carveout Ind * N Middle Initial
 PM/Rule Carveout Days 0 Gender * F
 Rate * SLA Ind Birth Date * 05/12/1961

Details Cost Sharing & Payment Maximum OPL

Adjustment Reason Code 234 Coverage Expiration Date
 Adjustment Receipt Date 10/01/2015 Actual Subscriber ID * JAU1234
 Approval Code * Input Subscriber ID * JAU1234
 Processing Site Ctrl # * Alternate Priced Amt
 DF Message Codes 1-5

UPF/HPA/ITS DF Edit Errors

Adjudication Input Entry Pages

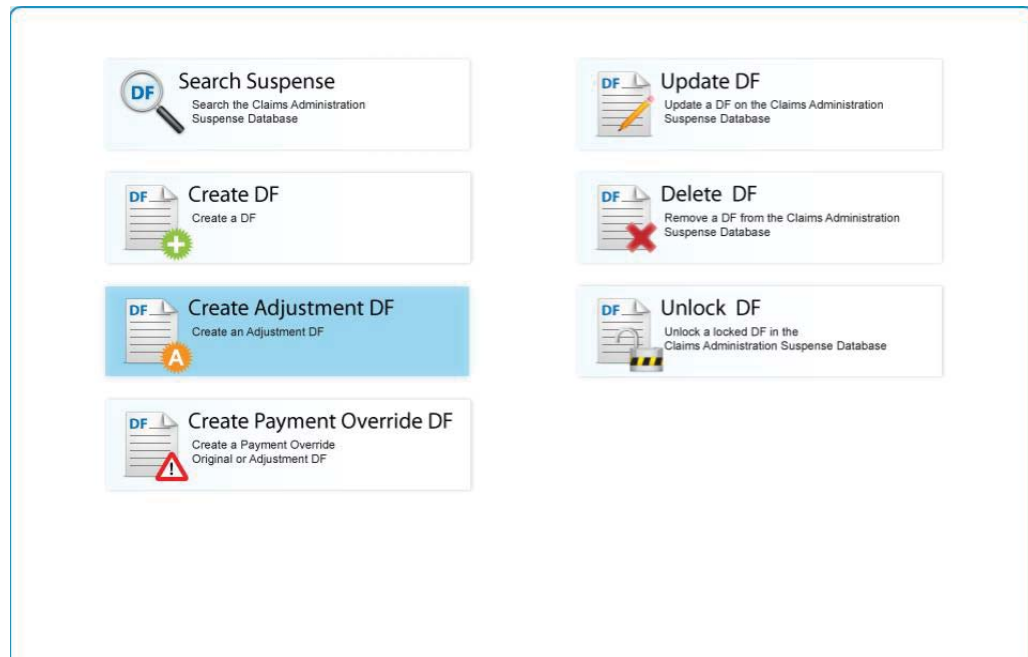
4. Review the information to ensure you want to proceed with creating the **Void DF**.
5. Select the **Release** button.
 - The Void DF has been sent. See [Section 2.5.3](#) for more information about releasing a DF.

4.4.2. Create Void/Reissue DFs

Note: Once you are finished populating a screen, press CTRL + SHIFT + E to validate that all the fields have been populated properly. If there is an error with a field, the field will be highlighted in red. Simply place your mouse over the field or tab to the field to view the error message.

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1. From the **Claims Administration** main menu page, select **Create Adjustment DF**.



Claims Administration Main Menu Page

- The Create Adjustment DF - Enter SCCF # dialogue box appears.

The screenshot shows a dialogue box titled 'Create Adjustment DF - Enter SCCF #'. It contains a text input field labeled 'SCCF #: *' with a red asterisk indicating a required field. Below the field are two buttons: 'OK' and 'Cancel'.

Create Adjustment DF – Enter SCCF # Dialogue Box

2. Enter the 15 character **SCCF** number of the SF that you would like to perform a **Void/Reissue Adjustment** for in the **SCCF #** field.
3. Click OK.
 - The **Adjudication Input** entry pages appear. Information from the most recent SF is retrieved and displayed on various entry pages. The **Adjustment Reason Code** field is pre-populated and protected as it is retrieved from the **Adjustment Request/Response** from the Formats Database. The **Adjustment Receipt Date** has been added to

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Adjudication Input. The **Adjustment Receipt Date** is retrieved from the **Adjustment Request Message**.

SCCF#(P): 01020152680000600

DF Type : STREAMLINED
Processing Site Ctrl # :
Actual Subscriber ID : JBS016

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

X-Ref SCCF # ASO Ind * N Patient Last Name * JAMES
Claim Type * 20 Indem Cut Back First Name JIMMY
Total Charges * 3000.00 Carveout Ind * N Middle Initial
PM/Rule Carveout Days 0 Gender * M
Rate * SLA Ind Y Birth Date * 12/01/1970

Details Cost Sharing & Payment Maximum OPL

Adjustment Reason Code * 247 Coverage Expiration Date
Adjustment Receipt Date * Actual Subscriber ID * JBS016
Approval Code * Input Subscriber ID * JBS016
Processing Site Ctrl # * Alternate Priced Amt
DF Message Codes 1-5

UPF/HPA/ITS DF Edit Errors

Claim Tab and Details Tab

4. Enter the appropriate data in the **Claim** tab & **Details** tab. You must minimally enter the **Approval Code**, **Processing Site Ctrl #** and **Transmission Mode Code**. The **Approval Code** (value 'L') will indicate that you need to enter line level adjudication information. If you update the Approval Code to an 'L' and then change it to another value, you will receive a confirmation message.
5. Click the **Cost Sharing & Payment Maximum** tab. The **Cost Sharing & Payment Maximum** tab will open.

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SCCF#(P): 01020092572000600

DF Type : VOID/REISSUE
Processing Site Ctrl # :
Actual Subscriber ID : BAT1234

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

X-Ref SCCF # ASO Ind * N Patient Last Name * BARKLEY
Claim Type * 20 Indem Cut Back First Name CHARLES
Total Charges * 5000.00 Carveout Ind * N Middle Initial
PM/Rule Carveout Days 0 Gender * M
Rate * SLA Ind Birth Date * 05/15/1958

Details Cost Sharing & Payment Maximum OPL

Co-Insurance Percentage 0.00 Maximum Payment Amount - 1
Deductible Remaining - 1 0.00 Maximum Payment Amount - 2
Deductible Remaining - 2 0.00 Maximum Payment Amount - 3
Deductible Remaining - 3 0.00 Plan Calc Approved to Pay
Cost Sharing Seq Cd Plan Calc Sub Liability

UPF/HPA/ITS DF Edit Errors

Cost Sharing & Payment Maximum Tab

- Enter the appropriate data in the **Cost Sharing & Payment Maximum** tab.
- Click the **OPL** tab. The **OPL** tab will open.

SCCF#(P): 01020092572000600

DF Type : VOID/REISSUE
Processing Site Ctrl # :
Actual Subscriber ID : BAT1234

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

X-Ref SCCF # ASO Ind * N Patient Last Name * BARKLEY
Claim Type * 20 Indem Cut Back First Name CHARLES
Total Charges * 5000.00 Carveout Ind * N Middle Initial
PM/Rule Carveout Days 0 Gender * M
Rate * SLA Ind Birth Date * 05/15/1958

Details Cost Sharing & Payment Maximum OPL

Primacy Indicator * P Other Subscriber ID
COB Method Other Subscriber Last Name
Other Carrier Paid Amount 0.00 First Name
Corrected Priority Payer Middle Initial
SPPO Code 1

UPF/HPA/ITS DF Edit Errors

OPL Tab

- Enter the appropriate data in the **OPL** tab.

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- If there is no need to enter line level adjudication information, then you may skip to Step 15.
9. Click the **Line** tab.
- The **Line** tab and **Details** tab will open.
 - By default, the user will view the first line of service. You may only access the Line tab and sub-tabs if the Approval Code entered at the claim level is 'L' (Limited Approval).

SCCF#(P): 01020092572000600 Exit Save Calculate Release Print

DF Type : VOID/REISSUE
Processing Site Ctrl # :
Actual Subscriber ID : BAT1234 Prev Next

Adjudication Input **DF Details** **Audit History**

Claim **Line** **Calculated Results**

Line #	Proc Code	Modifier-1	Modifier-2	Service Date	DVU	Charges	PM	Rule	Incl Grp #	Local Rate	% Factor	SF Msg Codes
0001	99120			09/01/2009	1	100.00	10	003		0.00	80.00	
0002	71120			09/01/2009	1	100.00	10	003		0.00	80.00	
0003	88120			09/01/2009	1	100.00	10	003		0.00	80.00	
0004	99121			09/02/2009	1	100.00	10	003		0.00	80.00	

Line #: 0001 Hide Details

Details **Managed Care** **Healthcare Policy IDs**

Co-Payment Amt - 1 * 0.00 DF Message Code ? Maximum Payment

Co-Payment Amt - 2 * 0.00 Non-Covered Code * 1 ? Max Pay Code-1 * Y ?

Co-Insurance % * 0.00 Non-Covered DVU * 0 Max Pay Code-2 * Y ?

Deductible Code-1 * Y ? Max Allowed Max Pay Code-3 * Y ?

UPF/HPA/ITS DF Edit Errors

Line Tab and Details Tab

10. Enter the appropriate data in the **Details** tab.
11. Click the **Managed Care** tab. The **Managed Care** tab will open.

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SCCF#(P): 01020092572000600

DF Type : VOID/REISSUE
Processing Site Ctrl # :
Actual Subscriber ID : BAT1234

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

Line #	Proc Code	Modifier-1	Modifier-2	Service Date	DVU	Charges	PM	Rule	Incl Grp #	Local Rate	% Factor	SF Msg Codes
0001	99120			09/01/2009	1	100.00	10	003		0.00	80.00	
0002	71120			09/01/2009	1	100.00	10	003		0.00	80.00	
0003	88120			09/01/2009	1	100.00	10	003		0.00	80.00	
0004	99121			09/02/2009	1	100.00	10	003		0.00	80.00	

Line #: 0001

Hide Details

Details Managed Care Healthcare Policy IDs

Reduction Reason Code Non-Coverage Code * 1

Reduction Amount * 0.00 Non-Covered DVU * 0

Reduction Percentage * 0.00 Maximum Allowed

Close Close All

UPF/HPA/ITS DF Edit Errors

Managed Care Tab

12. Enter the appropriate data in the **Managed Care** tab.

13. Click the **Healthcare Policy IDs** tab. The **Healthcare Policy IDs** tab will open.

SCCF#(P): 01020092572000600

DF Type : VOID/REISSUE
Processing Site Ctrl # :
Actual Subscriber ID : BAT1234

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

Line #	Proc Code	Modifier-1	Modifier-2	Service Date	DVU	Charges	PM	Rule	Incl Grp #	Local Rate	% Factor	SF Msg Codes
0001	99120			09/01/2009	1	100.00	10	003		0.00	80.00	
0002	71120			09/01/2009	1	100.00	10	003		0.00	80.00	
0003	88120			09/01/2009	1	100.00	10	003		0.00	80.00	
0004	99121			09/02/2009	1	100.00	10	003		0.00	80.00	

Line #: 0001

Hide Details

Details Managed Care Healthcare Policy IDs

Healthcare Policy ID-1 Healthcare Policy ID-4

Healthcare Policy ID-2 Healthcare Policy ID-5

Healthcare Policy ID-3

Close Close All

UPF/HPA/ITS DF Edit Errors

Healthcare Policy IDs Tab

14. Enter the appropriate data in the **Healthcare Policy IDs** tab.

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15. Click the **Calculate** button.

- The **Calculated Results** will appear. The **Claim** tab will open. See [Section 2.5.4](#) for more information about calculating adjudication input.

Note: If you do not wish to review the UPF/HPA calculation results, skip to Step 19.

The screenshot displays the 'Calculated Results' tab within the Blue2 Claims Administration software. At the top, the SCCF# (P) is 01020092572000600. Below this, the DF Type is VOID/REISSUE, Processing Site Ctrl # is JOE111, and Actual Subscriber ID is BAT1234. The interface includes buttons for Exit, Save, Calculate, Release, and Print, along with Prev and Next navigation buttons. The 'Adjudication Input' tab is selected, showing the 'Claim' and 'Line' sub-tabs. The 'Claim' sub-tab is active, displaying various fields for the claim details, including X-Ref SCCF #, Status Code (0), Input Subscriber ID (BAT1234), Claim Type (20), Adjudication Status (1), Name (CHARLES BARKLEY), PM/Rule, Adjustment Reason (88), Bypass Ind, PM Alter Ind (N), SLA Ind, Line of Business (1), Override Ind (N), Payment Disposition (3), DF Message Codes 1-5, Indem Cut Back, Payer (1), and a Details section with Approved to Pay (4000.00), Non-Covered Private Room Charges, Subscriber Liability (0.00), and Deductible Amount (0.00). The 'UPF/HPA/ITS DF Edit Errors' section is empty.

Calculated Results Tab (Claim)

16. Review the results under the **Claim** tab to ensure it is accurate.

- If the **Calculated Results** are not correct, then you may return to the **Adjudication Input** pages to make corrections and select the **Calculate** button again. You can continue to do this until the results are deemed acceptable.

17. Click the **Line** tab.

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SCCF# (P): 01020092572000600

DF Type : VOID/REISSUE
Processing Site Ctrl # : JOE111
Actual Subscriber ID : BAT1234

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

Line Number	Proc Code	Msg Code	Mod 1	Mod 2	DVU	PM	Rule	Incl Grp #	Approv Amt	Sub Liab Amt	Ded Amt	Copay Amt	Coins Amt	Of
0001	99120				1	10	003		80.00	0.00	0.00	0.00	0.00	
0002	71120				1	10	003		80.00	0.00	0.00	0.00	0.00	
0003	88120				1	10	003		80.00	0.00	0.00	0.00	0.00	
0004	99121				1	10	003		80.00	0.00	0.00	0.00	0.00	
0005	71121				1	10	003		80.00	0.00	0.00	0.00	0.00	
0006	88122				1	10	003		80.00	0.00	0.00	0.00	0.00	
0007	99122				1	10	003		80.00	0.00	0.00	0.00	0.00	
0008	77123				1	10	003		80.00	0.00	0.00	0.00	0.00	
0009	88123				1	10	003		80.00	0.00	0.00	0.00	0.00	
0010	99124				1	10	003		80.00	0.00	0.00	0.00	0.00	

UPF/HPA/ITS DF Edit Errors

Calculated Results (Line)

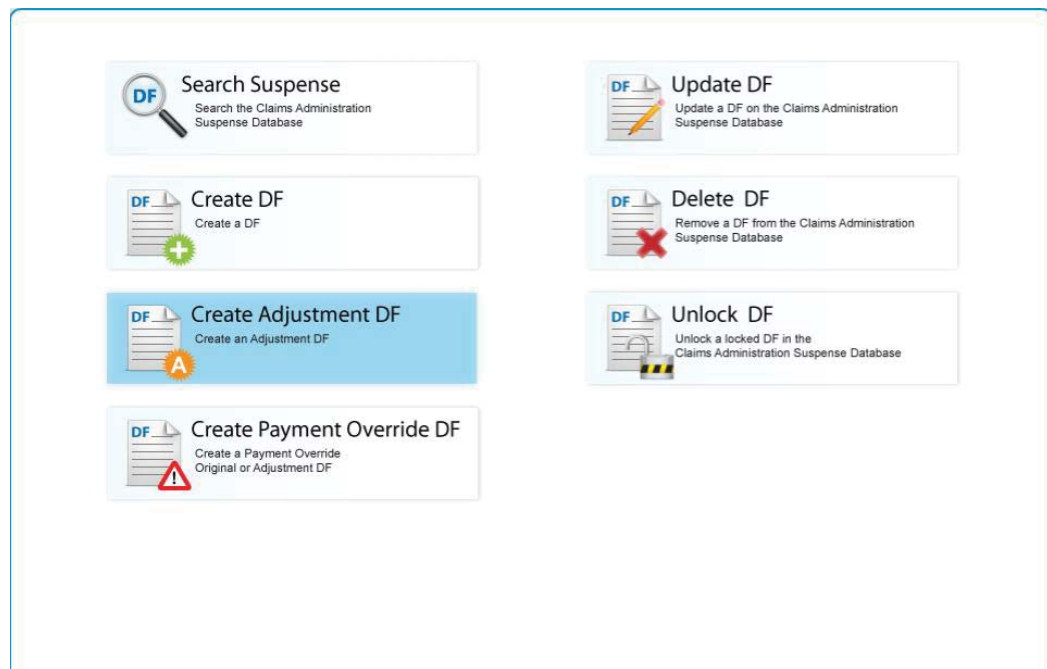
18. Review the results under the **Line** tab to ensure it is accurate.
 - If the **Calculated Results** are not correct, then you may return to the **Adjudication Input** pages to make corrections and select the **Calculate** button again. You can continue to do this until the results are deemed acceptable.
19. Click the **Release** button.
 - The DF has been sent. See [Section 2.5.3](#) for more information about releasing a DF. Both the **Void DF** and the **Reissue DF** have been created and saved to the suspense database. However, you can only view the Reissue DF through the Claims Administration user interface.

4.4.3. Create Streamlined Adjustment DFs

Note: Once you are finished populating a screen, press CTRL + SHIFT + E to validate that all the fields have been populated properly. If there is an error with a field, the field will be highlighted in red. Simply place your mouse over the field or tab to the field to view the error message.

1. From the **Claims Administration** main menu page, select **Create Adjustment DF**.

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Claims Administration Main Menu Page

- The **Create Adjustment DF - Enter SCCF #** dialogue box appears.

The screenshot shows a dialogue box titled 'Create Adjustment DF - Enter SCCF #'. It contains a text input field labeled 'SCCF #: *' with a red asterisk indicating a required field. Below the input field are two buttons: 'OK' and 'Cancel'.

Create Adjustment DF – Enter SCCF # Dialogue Box

2. Enter the 15 character **SCCF** number of the SF that you would like to perform a **Streamlined Adjustment** for in the **SCCF #** field.
3. Click OK.
 - The **Adjudication Input** entry pages appear. Information from the most recent SF is retrieved and displayed on various entry pages. The **Adjustment Reason Code** field is **NOT** pre-populated and is editable. The **Adjustment Receipt Date** has been added to **Adjudication Input**. The **Adjustment Receipt Date** is **NOT** pre-populated and is editable.

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SCCF#(P): 01020152680000600

DF Type : STREAMLINED
Processing Site Ctrl # :
Actual Subscriber ID : JBS016

Exit Save Calculate Release Print
Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

X-Ref SCCF # ASO Ind * N Patient Last Name * JAMES
Claim Type * 20 Indem Cut Back First Name JIMMY
Total Charges * 3000.00 Carveout Ind * N Middle Initial
PM/Rule Carveout Days 0 Gender * M
Rate * SLA Ind Y Birth Date * 12/01/1970

Details Cost Sharing & Payment Maximum OPL

Adjustment Reason Code * 247
Adjustment Receipt Date *
Approval Code *
Processing Site Ctrl # *
DF Message Codes 1-5
Coverage Expiration Date
Actual Subscriber ID * JBS016
Input Subscriber ID * JBS016
Alternate Priced Amt

UPF/HPA/ITS DF Edit Errors

Claim Tab and Details Tab

- Enter the appropriate data in the **Claim** tab & **Details** tab. You must minimally enter the **Adjustment Reason Code**, **Approval Code**, **Processing Site Ctrl #** and **Transmission Mode Code**. The **Approval Code** (value 'L') will indicate that you need to enter line level adjudication information. If you update the Approval Code to an 'L' and then change it to another value, you will receive a confirmation message.
- Click the **Cost Sharing & Payment Maximum** tab. The **Cost Sharing & Payment Maximum** tab will open.

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SCCF#(P): 01020070938001600 Exit Save Calculate Release Print

DF Type : STREAMLINED
Processing Site Ctrl # :
Actual Subscriber ID : DPB0017 Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

X-Ref SCCF # ASO Ind * N Patient Last Name * PATTERSON
Claim Type * 20 Indem Cut Back First Name * PATTY
Total Charges * 2400.00 Carveout Ind * N Middle Initial
PM/Rule Carveout Days 0 Gender * F
Rate * DEN: R046 SLA Ind Y Birth Date * 01/01/1970

Details Cost Sharing & Payment Maximum OPL

Co-Insurance Percentage 0.00 Maximum Payment Amount - 1
Deductible Remaining - 1 0.00 Maximum Payment Amount - 2
Deductible Remaining - 2 0.00 Maximum Payment Amount - 3
Deductible Remaining - 3 0.00 Plan Calc Approved to Pay
Cost Sharing Seq Cd Plan Calc Sub Liability

UPF/HPA/ITS DF Edit Errors

Cost Sharing & Payment Maximum Tab

- Enter the appropriate data in the **Cost Sharing & Payment Maximum** tab.
- Click the **OPL** tab. The **OPL** tab will open.

SCCF#(P): 01020070938001600 Exit Save Calculate Release Print

DF Type : STREAMLINED
Processing Site Ctrl # :
Actual Subscriber ID : DPB0017 Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

X-Ref SCCF # ASO Ind * N Patient Last Name * PATTERSON
Claim Type * 20 Indem Cut Back First Name * PATTY
Total Charges * 2400.00 Carveout Ind * N Middle Initial
PM/Rule Carveout Days 0 Gender * F
Rate * SLA Ind Y Birth Date * 01/01/1970

Details Cost Sharing & Payment Maximum OPL

Primacy Indicator * P Other Subscriber ID
COB Method Other Subscriber Last Name
Other Carrier Paid Amount 0.00 First Name
Corrected Priority Payer Middle Initial
SPPO Code 1

UPF/HPA/ITS DF Edit Errors

OPL Tab

- Enter the appropriate data in the **OPL** tab.

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- If there is no need to enter line level adjudication information, then you may skip to Step 15.
9. Click the Line tab.
- The **Line** tab and **Details** tab will open.
 - By default, the user will view the first line of service. You may only access the Line tab and sub-tabs if the Approval Code entered at the claim level is 'L' (Limited Approval).

SCCF#(P): 01020070938001600

DF Type : STREAMLINED
Processing Site Ctrl # :
Actual Subscriber ID : DPB0017

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

Line #	Proc Code	Modifier-1	Modifier-2	Service Date	DVU	Charges	PM	Rule	Incl Grp #	Local Rate	% Factor	SF Msg Codes
0001	99212			12/01/2006	1	100.00	10	003	01	0.00	80.00	
0002	88150			12/01/2006	1	100.00	10	003	02	0.00	80.00	
0003	36415			12/01/2006	1	100.00	10	003	03	0.00	80.00	
0004	72010			12/01/2006	1	100.00	10	003		0.00	80.00	

Line #: 0001 Hide Details

Details Managed Care Healthcare Policy IDs

Co-Payment Amt - 1 * 0.00 DF Message Code Maximum Payment
Co-Payment Amt - 2 * 0.00 Non-Covered Code * 1 Max Pay Code-1 * Y
Co-Insurance % * 0.00 Non-Covered DVU * 0 Max Pay Code-2 * Y
Deductible Code-1 * Y Max Allowed Max Pay Code-3 * Y

UPF/HPA/ITS DF Edit Errors

Line Tab and Details Tab

10. Enter the appropriate data in the **Details** tab.
11. Click the **Managed Care** tab. The **Managed Care** tab will open.

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SCCF# (P): 01020070938001600 Exit Save Calculate Release Print

DF Type : STREAMLINED
Processing Site Ctrl # :
Actual Subscriber ID : DPB0017 Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

Line #	Proc Code	Modifier-1	Modifier-2	Service Date	DVU	Charges	PM	Rule	Incl Grp #	Local Rate	% Factor	SF Msg Codes
0001	99212			12/01/2006	1	100.00	10	003	01	0.00	80.00	
0002	88150			12/01/2006	1	100.00	10	003	02	0.00	80.00	
0003	36415			12/01/2006	1	100.00	10	003	03	0.00	80.00	
0004	72010			12/01/2006	1	100.00	10	003		0.00	80.00	

Line #: 0001 Hide Details

Details Managed Care Healthcare Policy IDs

Reduction Reason Code Non-Coverage Code *

Reduction Amount * Non-Covered DVU *

Reduction Percentage * Maximum Allowed

Close Close All

UPF/HPA/ITS DF Edit Errors

Managed Care Tab

12. Enter the appropriate data in the **Managed Care** tab.

13. Click the **Healthcare Policy IDs** tab. The **Healthcare Policy IDs** tab will open.

SCCF# (P): 01020070938001600 Exit Save Calculate Release Print

DF Type : STREAMLINED
Processing Site Ctrl # :
Actual Subscriber ID : DPB0017 Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

Line #	Proc Code	Modifier-1	Modifier-2	Service Date	DVU	Charges	PM	Rule	Incl Grp #	Local Rate	% Factor	SF Msg Codes
0001	99212			12/01/2006	1	100.00	10	003	01	0.00	80.00	
0002	88150			12/01/2006	1	100.00	10	003	02	0.00	80.00	
0003	36415			12/01/2006	1	100.00	10	003	03	0.00	80.00	
0004	72010			12/01/2006	1	100.00	10	003		0.00	80.00	

Line #: 0001 Hide Details

Details Managed Care Healthcare Policy IDs

Healthcare Policy ID-1 Healthcare Policy ID-4

Healthcare Policy ID-2 Healthcare Policy ID-5

Healthcare Policy ID-3

Close Close All

UPF/HPA/ITS DF Edit Errors

Healthcare Policy IDs Tab

14. Enter the appropriate data in the **Healthcare Policy IDs** tab.

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15. Click the **Calculate** button.

- The **Calculated Results** will appear. The **Claim** tab will open. See [Section 2.5.4](#) for more information about calculating adjudication input.

Note: If you do not wish to review the UPF/HPA calculation results, skip to Step 19.

The screenshot displays the 'Calculated Results' tab within the Blue2 Claims Administration software. At the top, the header shows 'SCCF# (P): 01020122790016800' and navigation buttons: Exit, Save, Calculate, Release, and Print. Below the header, a sub-header indicates 'DF Type : STREAMLINED', 'Processing Site Ctrl # : TESTJOE', and 'Actual Subscriber ID : XJG111111'. The main interface is divided into three tabs: 'Adjudication Input', 'DF Details', and 'Audit History'. The 'Adjudication Input' tab is active, showing a 'Claim' sub-tab. The 'Claim' sub-tab displays a grid of fields for 'X-Ref SCCF #', 'Status Code', 'Input Subscriber ID', 'Claim Type', 'Adjudication Status', 'Name', 'PM/Rule', 'Adjustment Reason', 'Bypass Ind', 'PM Alter Ind', 'SLA Ind', 'Line of Business', 'Override Ind', 'Payment Disposition', 'DF Message Codes 1-5', 'Indem Cut Back', 'Payer', and 'Details'. The 'Details' section shows 'Approved to Pay' as 75.00, 'Subscriber Liability' as 0.00, 'Non-Covered Private Room Charges' as 0.00, and 'Deductible Amount' as 0.00. At the bottom, there is a section for 'UPF/HPA/ITS DF Edit Errors'.

Calculated Results Tab (Claim)

16. Review the results under the **Claim** tab to ensure it is accurate.

- If the **Calculated Results** are not correct, then you may return to the **Adjudication Input** pages to make corrections and select the **Calculate** button again. You can continue to do this until the results are deemed acceptable.

17. Click the **Line** tab.

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The screenshot displays the 'Calculated Results' tab within the 'Line' sub-tab of the 'Adjudication Input' section. The interface includes a header with the SCCF# (P): 01020122790016800 and buttons for Exit, Save, Calculate, Release, and Print. Below the header, there are tabs for Claim, Line, and Calculated Results. The 'Line' tab is active, showing a table with columns: Line Number, Proc Code, Msg Code, Mod 1, Mod 2, DVU, PM, Rule, Incl Grp #, Approv Amt, Sub Liab Amt, Ded Amt, Copay Amt, Coins Amt, and OI. The table contains one row with the following data: Line Number 0001, Proc Code 99211, Mod 1, Mod 2, DVU 1, PM 40, Rule 009, Incl Grp #, Approv Amt 75.00, Sub Liab Amt 0.00, Ded Amt 0.00, Copay Amt 0.00, Coins Amt 0.00, and OI. Below the table, there is a section for 'UPF/HPA/ITS DF Edit Errors'.

Calculated Results Tab (Line)

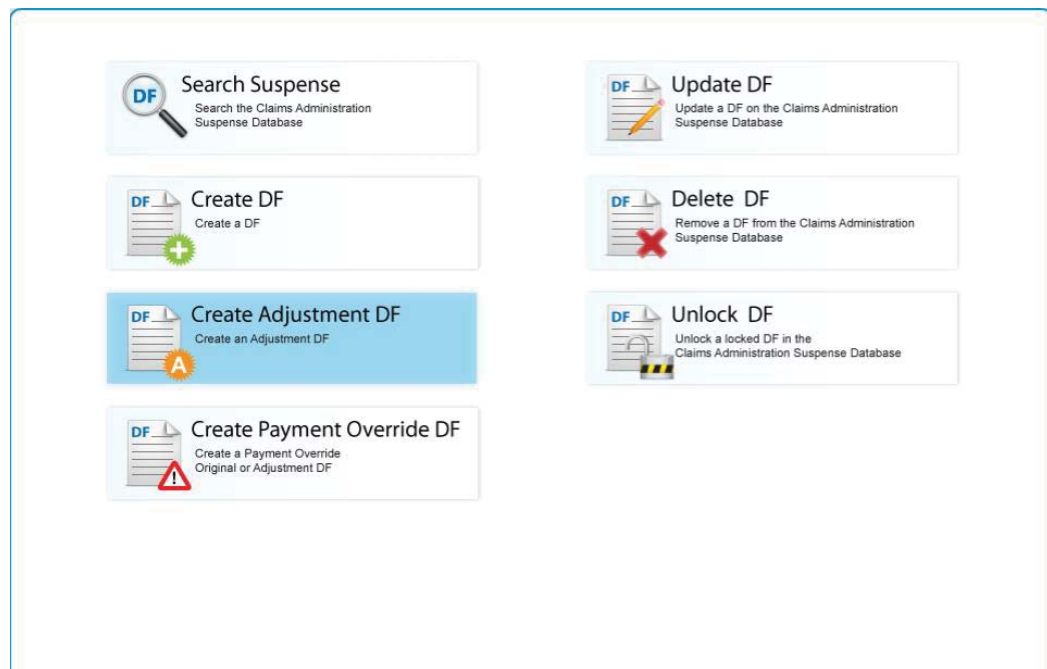
18. Review the results under the **Line** tab to ensure it is accurate.
 - If the **Calculated Results** are not correct, then you may return to the **Adjudication Input** pages to make corrections and select the **Calculate** button again. You can continue to do this until the results are deemed acceptable.
19. Click the **Release** button.
 - The DF has been sent. See [Section 2.5.3](#) for more information about releasing a DF. Both the **Void DF** and the **Reissue DF** have been created and saved to the suspense database. However, you can only view the Reissue DF through the Claims Administration user interface.

4.4.4. Create Void/Reissue/Closeout DFs

Note: Once you are finished populating a screen, press CTRL + SHIFT + E to validate that all the fields have been populated properly. If there is an error with a field, the field will be highlighted in red. Simply place your mouse over the field or tab to the field to view the error message.

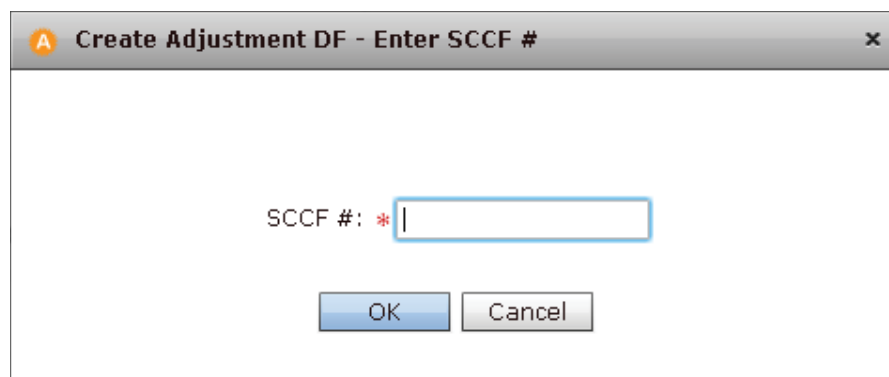
1. From the **Claims Administration** main menu page, select **Create Adjustment DF**.

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Claims Administration Main Menu Page

- The **Create Adjustment DF - Enter SCCF #** dialogue box appears.



Create Adjustment DF – Enter SCCF # Dialogue Box

2. Enter the 15 character **SCCF** number of the SF that you would like to perform a **Void/Reissue/Closeout Adjustment** for in the **SCCF #** field.
3. Click OK.
 - The **Adjudication Input** entry pages appear. Information from the most recent SF is retrieved and displayed on various entry pages. The **Adjustment Reason Code** is retrieved from the **Adjustment Request/Response** from the Formats Database. The **Adjustment Receipt Date** has been added to **Adjudication Input**. The **Adjustment Receipt Date** is retrieved from the **Adjustment Request Message**.

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SCCF#(II): 01020152730000900

DF Type : VOID/REISSUE/CLOSEOUT
Processing Site Ctrl # : TEST
Actual Subscriber ID : YBLE24765

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

X-Ref SCCF # 01020152780003900 ASO Ind * N Patient Last Name * SMITH
Claim Type * 11 Indem Cut Back First Name TERRANCE
Total Charges * 5000.00 Carveout Ind * N Middle Initial
PM/Rule 01 Carveout Days 0 Gender * M
Rate * SLA Ind Birth Date * 08/15/1965

Details Cost Sharing & Payment Maximum OPL

Adjustment Reason Code 260 Coverage Expiration Date
Adjustment Receipt Date 05/05/2015 Actual Subscriber ID * YBLE24765
Approval Code * I Input Subscriber ID * YBLE24765
Processing Site Ctrl # * TEST Alternate Priced Amt
DF Message Codes 1-5

UPF/HPA/ITS DF Edit Errors

Claim Tab and Details Tab

- Enter the appropriate data in the **Claim** tab & **Details** tab. You must minimally enter the **Approval Code**, **Processing Site Ctrl #** and **Transmission Mode Code**. The **Approval Code** (value 'L') will indicate that you need to enter line level adjudication information. If you update the Approval Code to an 'L' and then change it to another value, you will receive a confirmation message.
- Click the **Cost Sharing & Payment Maximum** tab. The **Cost Sharing & Payment Maximum** tab will open.

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SCCF#(IO): 01020073478002400

DF Type : VOID/REISSUE/CLOSEOUT
Processing Site Ctrl # : 123
Actual Subscriber ID : BAT002

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

X-Ref SCCF # 01020080178003900 ASO Ind * N Patient Last Name * BENNET
Claim Type * 12 Indem Cut Back First Name CLAIRE
Total Charges * 6000.00 Carveout Ind * N Middle Initial
PM/Rule 10 003 Carveout Days 0 Gender * F
Rate * SLA Ind Birth Date * 01/01/1985

Details Cost Sharing & Payment Maximum OPL

Co-Insurance Percentage 0.00 Maximum Payment Amount - 1
Deductible Remaining - 1 0.00 Maximum Payment Amount - 2
Deductible Remaining - 2 0.00 Maximum Payment Amount - 3
Deductible Remaining - 3 0.00 Plan Calc Approved to Pay
Cost Sharing Seq Cd Plan Calc Sub Liability

UPF/HPA/ITS DF Edit Errors

Cost Sharing & Payment Maximum Tab

- Enter the appropriate data in the **Cost Sharing & Payment Maximum** tab.
- Click the **OPL** tab. The **OPL** tab will open.

SCCF#(IO): 01020073478002400

DF Type : VOID/REISSUE/CLOSEOUT
Processing Site Ctrl # : 123
Actual Subscriber ID : BAT002

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

X-Ref SCCF # 01020080178003900 ASO Ind * N Patient Last Name * BENNET
Claim Type * 12 Indem Cut Back First Name CLAIRE
Total Charges * 6000.00 Carveout Ind * N Middle Initial
PM/Rule 10 003 Carveout Days 0 Gender * F
Rate * SLA Ind Birth Date * 01/01/1985

Details Cost Sharing & Payment Maximum OPL

Primacy Indicator * P Other Subscriber ID
COB Method Other Subscriber Last Name
Other Carrier Paid Amount 0.00 First Name
Corrected Priority Payer Middle Initial
SPPO Code 1

UPF/HPA/ITS DF Edit Errors

OPL Tab

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8. Enter the appropriate data in the **OPL** tab.
 - If there is no need to enter line level adjudication information, then you may skip to Step 15.
9. Click the Line tab.
 - The **Line** tab and **Details** tab will open.
 - By default, the user will view the first line of service. You may only access the Line tab and sub-tabs if the Approval Code entered at the claim level is 'L' (Limited Approval).

SCCF#(IO): 01020073478002400

DF Type : VOID/REISSUE/CLOSEOUT
 Processing Site Ctrl # : 123
 Actual Subscriber ID : BAT002

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

Line #	Rev Code	Service Date	DVU	Charges	PM	Rule	Incl Grp #	Local Rate	% Factor	SF Msg Codes
0001	0250		1	1000.00				0.00	0.00	
0002	0270		1	1000.00				0.00	0.00	
0003	0320		1	1000.00				0.00	0.00	
0004	0360		1	1000.00				0.00	0.00	

Line #: Hide Details

Details Managed Care Healthcare Policy IDs

Co-Payment Amt - 1 * DF Message Code Maximum Payment
 Co-Payment Amt - 2 * Non-Covered Code * Max Pay Code-1 *
 Co-Insurance % * Non-Covered DVU * Max Pay Code-2 *
 Deductible Code-1 * Max Allowed Max Pay Code-3 *

UPF/HPA/ITS DF Edit Errors

Line Tab and Details

10. Enter the appropriate data in the **Details** tab.
11. Click the **Managed Care** tab. The **Managed Care** tab will open.

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SCCF#(IO): 01020073478002400

DF Type : VOID/REISSUE/CLOSEOUT
Processing Site Ctrl # : 123
Actual Subscriber ID : BAT002

Exit Save Calculate Release Print
Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

Line #	Rev Code	Service Date	DVU	Charges	PM	Rule	Incl Grp #	Local Rate	% Factor	SF Msg Codes
0001	0250		1	1000.00				0.00	0.00	
0002	0270		1	1000.00				0.00	0.00	
0003	0320		1	1000.00				0.00	0.00	
0004	0360		1	1000.00				0.00	0.00	

Line #:

Hide Details

Details Managed Care Healthcare Policy IDs

Reduction Reason Code Non-Coverage Code *
Reduction Amount * Non-Covered DVU *
Reduction Percentage * Maximum Allowed

Close Close All

UPF/HPA/ITS DF Edit Errors

Managed Care Tab

12. Enter the appropriate data in the **Managed Care** tab.

13. Click the **Healthcare Policy IDs** tab. The **Healthcare Policy IDs** tab will open.

SCCF#(IO): 01020073478002400

DF Type : VOID/REISSUE/CLOSEOUT
Processing Site Ctrl # : 123
Actual Subscriber ID : BAT002

Exit Save Calculate Release Print
Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

Line #	Rev Code	Service Date	DVU	Charges	PM	Rule	Incl Grp #	Local Rate	% Factor	SF Msg Codes
0001	0250		1	1000.00				0.00	0.00	
0002	0270		1	1000.00				0.00	0.00	
0003	0320		1	1000.00				0.00	0.00	
0004	0360		1	1000.00				0.00	0.00	

Line #:

Hide Details

Details Managed Care Healthcare Policy IDs

Healthcare Policy ID-1 Healthcare Policy ID-4
Healthcare Policy ID-2 Healthcare Policy ID-5
Healthcare Policy ID-3

Close Close All

UPF/HPA/ITS DF Edit Errors

Healthcare Policy IDs Tab

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14. Enter the appropriate data in the **Healthcare Policy IDs** tab.

15. Click the **Calculate** button.

- The **Calculated Results** will appear. The **Claim** tab will open. See [Section 2.5.4](#) for more information about calculating adjudication input.

Note: If you do not wish to review the UPF/HPA calculation results, skip to Step 19.

The screenshot displays a software interface for claim adjudication. At the top, the header shows 'SCCF# (IO): 01020073478002400' and navigation buttons (Exit, Save, Calculate, Release, Print, Prev, Next). Below the header, there are tabs for 'Adjudication Input', 'DF Details', and 'Audit History'. The 'Adjudication Input' tab is active, showing a 'Claim' sub-tab. The 'Claim' sub-tab displays various fields for claim details, including X-Ref SCCF #, Claim Type, PM/Rule, PM Alter Ind, Override Ind, Indem Cut Back, Status Code, Adjudication Status, Adjustment Reason, SLA Ind, Payment Disposition, Payer, Input Subscriber ID, Name, Bypass Ind, Line of Business, and DF Message Codes 1-5. Below these fields, there is a 'Details' section showing 'Approved to Pay' (4800.00), 'Subscriber Liability' (0.00), 'Non-Covered Private Room Charges' (0.00), and 'Deductible Amount' (0.00). At the bottom, there is a section for 'UPF/HPA/ITS DF Edit Errors'.

Calculated Results Tab (Claim)

16. Review the results under the **Claim** tab to ensure it is accurate.

- If the **Calculated Results** are not correct, then you may return to the **Adjudication Input** pages to make corrections and select the **Calculate** button again. You can continue to do this until the results are deemed acceptable.

17. Click the **Line** tab.

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SCCF#(IO): 01020073478002400

DF Type : VOID/REISSUE/CLOSEOUT
Processing Site Ctrl # : 123
Actual Subscriber ID : BAT002

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

Claim Line

Line Number	Rev Code	Msg Code	DVU	PM	Rule	Incl Grp #	Approv Amt	Sub Liab Amt	Ded Amt	Copay Amt	Coins Amt	OC Paid	Charges
0001	250		1				800.00	0.00	0.00	0.00	0.00	0.00	1000.00
0002	270		1				800.00	0.00	0.00	0.00	0.00	0.00	1000.00
0003	320		1				800.00	0.00	0.00	0.00	0.00	0.00	1000.00
0004	360		1				800.00	0.00	0.00	0.00	0.00	0.00	1000.00
0005	370		1				800.00	0.00	0.00	0.00	0.00	0.00	1000.00
0006	450		1				800.00	0.00	0.00	0.00	0.00	0.00	1000.00

UPF/HPA/ITS DF Edit Errors

Calculated Results (Line)

18. Review the results under the **Line** tab to ensure it is accurate.
 - If the **Calculated Results** are not correct, then you may return to the **Adjudication Input** pages to make corrections and select the **Calculate** button again. You can continue to do this until the results are deemed acceptable.
19. Click the **Release** button.
 - The DF has been sent. See [Section 2.5.3](#) for more information about releasing a DF. The **Void DF**, **Reissue DF** and **Closeout DF** have been created and saved to the suspense database. However, you can only view the Reissue and Closeout DFs through the Claims Administration user interface.

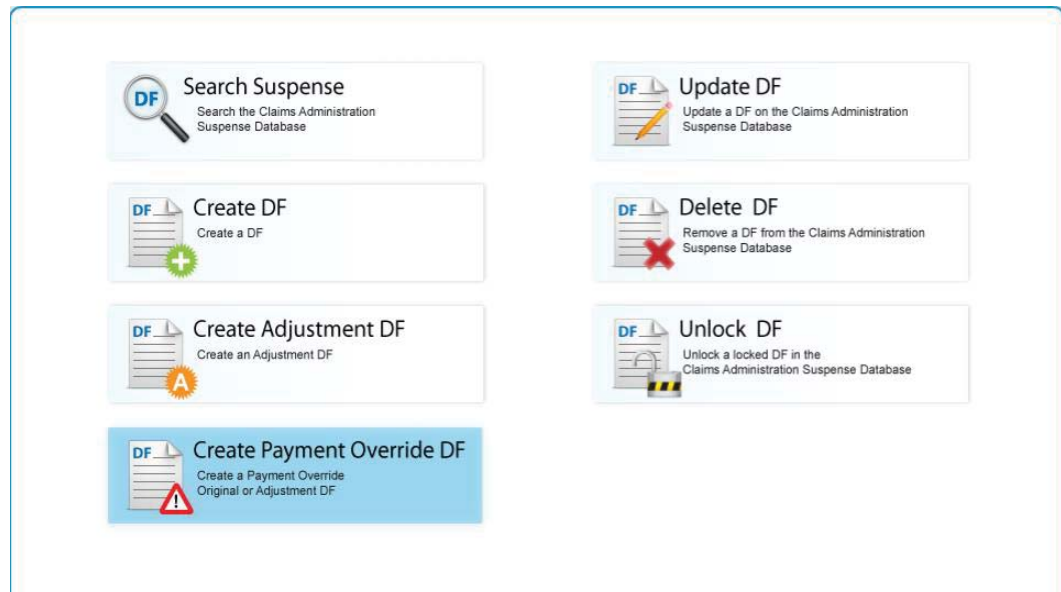
4.5 Creating a Payment Override DF

Use the **Create Payment Override DF** capability within the Claims Administration application to utilize the payment override process to create new original or adjustment DFs.

Note: Once you are finished populating a screen, press CTRL + SHIFT + E to validate that all the fields have been populated properly. If there is an error with a field, the field will be highlighted in red. Simply place your mouse over the field or tab to the field to view the error message.

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1. From the **Claims Administration** main menu, select Create **Payment Override DF**.



Claims Administration Main Menu

- o The Payment Override DF - Enter SCCF dialogue box appears.

2. Enter the 15 character **SCCF** number of the SF that you would like to create a new original DF or adjustment DF through the Payment Override process in the **SCCF # field**.
3. Click Ok.

Note: After clicking OK, all validations will occur to ensure that the SCCF number is eligible for a new Original DF or Adjustment DF to be created. For example: For Original DFs, The SF must be a valid SF, there must not be a valid DF with the same SCCF number present, etc. For Adjustment DFs, the SCCF must meet certain criteria before it can be adjusted, the proper Adjustment Request/Response must be present, etc.

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- The **Payment Override Adjudication Input Entry** pages will appear. The **Claim** tab will open. The Payment Override claim tab is a single scrollable entry page consisting of sections, unlike the claim non-Payment Override page layout.

SCCF#(P): 09020051960041200

DF Type : ORIGINAL - OVERRIDE
Processing Site Ctrl # :
Actual Subscriber ID : BSO015361159

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results Compare Totals

X-Ref SCCF # ASO Ind * N Indem Cut Back
Claim Type * 20 Carveout Ind * N Carveout Days 0
Total Charges * 1131.00 SLA Ind
PM/Rule Rate * Percentage Factor *
Incur Date * 05/03/2005 Transmission Mode Code * 1
SF Msg Codes 1-5 P302
Info Only 1-5
Patient Last Name * DATILLMAN
First Name PEGGY
Middle Initial
Gender * F Birth Date * 09/04/1937
Patient Rel to Sub * 18
Line of Business 2 Group
Blue² User ID * BLUETST1
Excess Days 0

UPF/HPA/ITS DF Edit Errors

Payment Override Claim SF Verification Fields Section

- Review the information within this section to ensure you are creating a DF for the correct SF. Enter or update appropriate data in this section.
- Navigate to the **Details** section
 - See Section 2.1 for more information about navigating in Claims Administration. When creating adjustment DFs through this process, the Adjustment Reason Code will be pre-populated and protected for all scenarios excluding streamlined adjustment DFs. For streamlined adjustment DFs, this field will be enabled.

Details

Adjustment Reason Code Coverage Expiration Date
Processing Site Ctrl # * Actual Subscriber ID * BSO015361159
DF Message Codes 1-5 Input Subscriber ID * BSO015361159
Clear Clear All

Payment Override Details Section

- Enter the appropriate data in the **Details** section.
- Navigate to the **Cost Sharing** section.

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Payment Override Cost Sharing Section

8. Enter the appropriate data in the **Cost Sharing** section.
9. Navigate to the **Payment Reduction** section.

Payment Override Payment Reduction Section

10. Enter the appropriate data in the **Payment Reduction** section.
11. Navigate to the OPL section.

Payment Override OPL Section

12. Enter the appropriate data in the **OPL** section.
13. Click the **Line** tab. The **Line** tab and the **Details** tab will open.

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SCCF#(P): 09020051960041200

DF Type : ORIGINAL - OVERRIDE
Processing Site Ctrl # :
Actual Subscriber ID : BSO015361159

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results Compare Totals

Line #	Proc Code	Mod 1	Mod 2	Service Date	DYU	DF Msg Code	Charges	Cov Charges	Approv Amt	Patient Liability	OC Paid Amt
0001	99214	25		05/03/2005	1		143.00	143.00	0.00	0.00	0.00
0002	G0349			05/03/2005	1		76.00	76.00	0.00	0.00	0.00
0003	G0350			05/03/2005	1		45.00	45.00	0.00	0.00	0.00
0004	G0359			05/03/2005	1		306.00	306.00	0.00	0.00	0.00

Line #: 0001 Hide Details

Details Payment Reduction Managed Care Healthcare Policy IDs

DF Message Code Non-Covered Amount

Charges Non-Covered Private Room

Covered Charges Non-Covered Days/Visits/Units

Amount Approved for Payment Deductible Amount

UPF/HPA/ITS DF Edit Errors

Payment Override Line Tab and Details Tab

- Enter the appropriate data in the **Details** tab.
- Click the **Payment Reduction** tab. The **Payment Reduction** tab will open.

SCCF#(P): 09020051960041200

DF Type : ORIGINAL - OVERRIDE
Processing Site Ctrl # :
Actual Subscriber ID : BSO015361159

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results Compare Totals

Line #	Proc Code	Mod 1	Mod 2	Service Date	DYU	DF Msg Code	Charges	Cov Charges	Approv Amt	Patient Liability	OC Paid Amt
0001	99214	25		05/03/2005	1		143.00	143.00	0.00	0.00	0.00
0002	G0349			05/03/2005	1		76.00	76.00	0.00	0.00	0.00
0003	G0350			05/03/2005	1		45.00	45.00	0.00	0.00	0.00
0004	G0359			05/03/2005	1		306.00	306.00	0.00	0.00	0.00

Line #: 0001 Hide Details

Details Payment Reduction Managed Care Healthcare Policy IDs

Reason Code	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

UPF/HPA/ITS DF Edit Errors

Payment Override Payment Reduction Tab

- Enter the appropriate data in the **Payment Reduction** tab.

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17. Click the **Managed Care** tab. The **Managed Care** tab will open.

SCCF#(P): 09020051960041200 Exit Save Calculate Release Print

DF Type : ORIGINAL - OVERRIDE
Processing Site Ctrl # :
Actual Subscriber ID : BSO015361159 Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results Compare Totals

Line #	Proc Code	Mod 1	Mod 2	Service Date	DVU	DF Msg Code	Charges	Cov Charges	Approv Amt	Patient Liability	OC Paid Amt
0001	99214	25		05/03/2005	1		143.00	143.00	0.00	0.00	0.00
0002	G0349			05/03/2005	1		76.00	76.00	0.00	0.00	0.00
0003	G0350			05/03/2005	1		45.00	45.00	0.00	0.00	0.00
0004	G0359			05/03/2005	1		306.00	306.00	0.00	0.00	0.00

Line #: 0001 Hide Details

Details Payment Reduction Managed Care Healthcare Policy IDs

Reduction Reason Code

Reduction Amount *

Non-Covered DVU

Close Close All

UPF/HPA/ITS DF Edit Errors

Payment Override Managed Care Tab

18. Enter the appropriate data in the **Managed Care** tab.

19. Click the **Healthcare Policy IDs** tab. The **Healthcare Policy IDs** tab will open.

SCCF#(P): 09020051960041200 Exit Save Calculate Release Print

DF Type : ORIGINAL - OVERRIDE
Processing Site Ctrl # :
Actual Subscriber ID : BSO015361159 Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results Compare Totals

Line #	Proc Code	Mod 1	Mod 2	Service Date	DVU	DF Msg Code	Charges	Cov Charges	Approv Amt	Patient Liability	OC Paid Amt
0001	99214	25		05/03/2005	1		143.00	143.00	0.00	0.00	0.00
0002	G0349			05/03/2005	1		76.00	76.00	0.00	0.00	0.00
0003	G0350			05/03/2005	1		45.00	45.00	0.00	0.00	0.00
0004	G0359			05/03/2005	1		306.00	306.00	0.00	0.00	0.00

Line #: 0001 Hide Details

Details Payment Reduction Managed Care Healthcare Policy IDs

Healthcare Policy ID-1 Healthcare Policy ID-4

Healthcare Policy ID-2 Healthcare Policy ID-5

Healthcare Policy ID-3

Close Close All

UPF/HPA/ITS DF Edit Errors

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20. Enter the appropriate data in the **Healthcare Policy IDs** tab.

21. Click the **Calculate** button.

- The **Calculated Results** will appear. The **Claim** tab will open. See [Section 2.5.4](#) for more information about calculating adjudication input.

Note: If you do not wish to review the UPF/HPA calculation results, skip to Step 25. Only applicable edits/calculations occur when creating DFs through the override process.

The screenshot displays the 'SCCF# (P): 01020122790034000' interface. At the top, there are buttons for Exit, Save, Calculate, Release, and Print. Below these are fields for DF Type (ORIGINAL), Processing Site Ctrl # (JOEUM1), and Actual Subscriber ID (XJJ11111). The main section is titled 'Adjudication Input' and contains tabs for 'DF Details' and 'Audit History'. The 'Calculated Results' tab is active, showing a 'Claim' tab and a 'Line' tab. The 'Claim' tab is selected, displaying a form with various fields: X-Ref SCCF #, Status Code (0), Input Subscriber ID (XJJ11111), Claim Type (20), Adjudication Status (1), Name (JOSEPH L JOHNSON), PM/Rule, Adjustment Reason, Bypass Ind, PM Alter Ind (N), SLA Ind, Line of Business (2), Override Ind (N), Payment Disposition (3), DF Message Codes 1-5, Indem Cut Back, and Payer (1). Below these fields is a 'Details' section with 'Approved to Pay' (25.00), 'Subscriber Liability' (0.00), 'Non-Covered Private Room Charges', and 'Deductible Amount' (0.00). At the bottom, there is a section for 'UPF/HPA/ITS DF Edit Errors'.

Calculated Results Tab (Claim)

22. Review the results under the **Claim** tab to ensure it is accurate.

- If the **Calculated Results** are not correct, then you may return to the **Adjudication Input** pages to make corrections and select the **Calculate** button again. You can continue to do this until the results are deemed acceptable.

23. Click the **Line** tab.

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SCCF#(P): 01020122790034000

DF Type : ORIGINAL
Processing Site Ctrl # : JOEUM1
Actual Subscriber ID : XJJ11111

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

Line Number	Proc Code	Msg Code	Mod 1	Mod 2	DVU	PM	Rule	Incl Grp #	Approv Amt	Sub Liab Amt	Ded Amt	Copay Amt	Coins Amt	DF
0001	99211				1	42	012		25.00	0.00	0.00	0.00	0.00	(
0002	88305		26		1	42	026		0.00	0.00	0.00	0.00	0.00	(

UPF/HPA/ITS DF Edit Errors

Calculated Results (Line)

24. Review the results under the **Line** tab to ensure it is accurate.
 - If the **Calculated Results** are not correct, then you may return to the **Adjudication Input** pages to make corrections and select the **Calculate** button again. You can continue to do this until the results are deemed acceptable.
25. Click the **Release** button.
 - The DF has been sent. See [Section 2.5.3](#) for more information about releasing a DF.

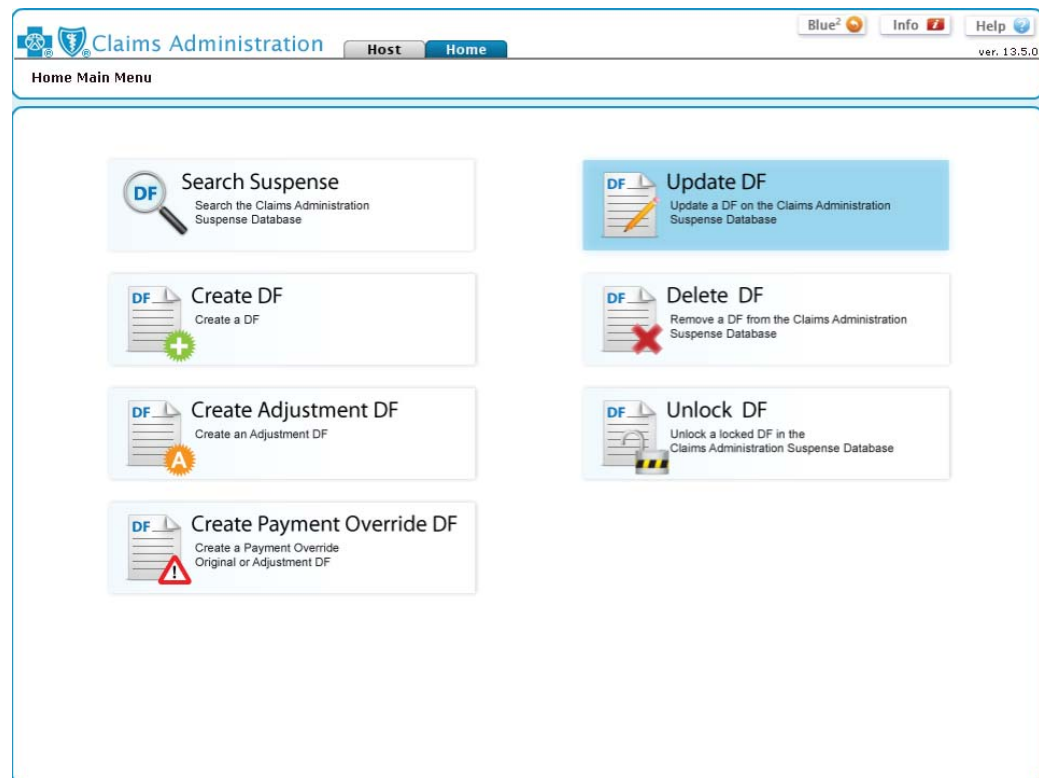
4.6 Updating a DF

Use the **Update DF** capability within the Claims Administration application to update Adjudication Input that has been saved to the suspense database or update a DF that was loaded to the suspense database.

4.6.1. Update Adjudication Input

1. From the **Claims Administration** main menu, select **Update DF**.

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Claims Administration Main Menu

- The **Update DF – Enter SCCF #** dialogue box will appear.



Update DF – Enter SCCF # Dialogue Box

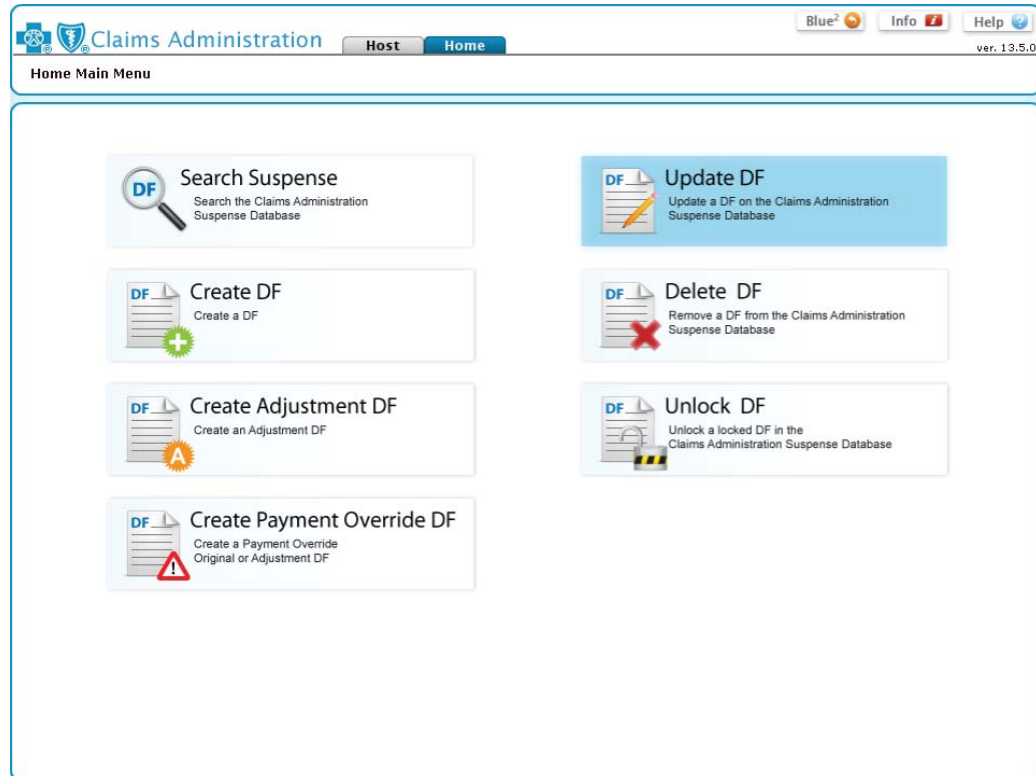
2. Enter the 15 character **SCCF** number of the DF that you would like to update in the **SCCF #** field.
3. Click OK.
 - The **Adjudication Input** entry pages appear with the most recent information presented on the screen.
4. Update the Adjudication Input. See [Section 4.1.1](#) to learn more about the fields in the Adjudication Input entry pages.

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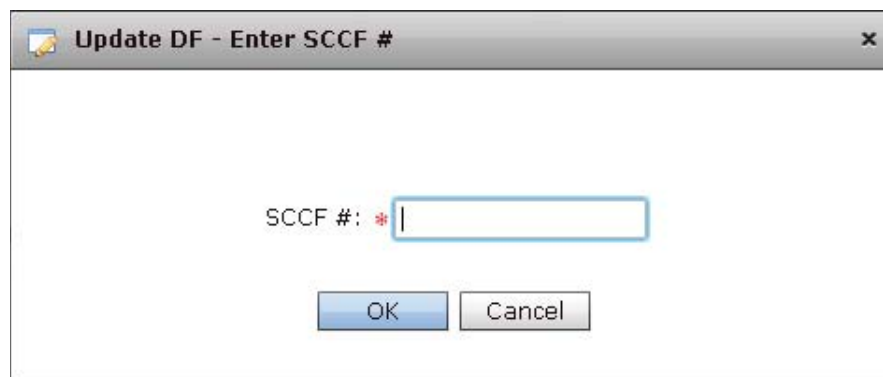
4.6.2. Update Payment Override Adjudication Input

1. From the **Claims Administration** main menu, select **Update DF**.



Claims Administration Main Menu

- o The **Update DF – Enter SCCF #** dialogue box will appear.



Update DF – Enter SCCF # Dialogue Box

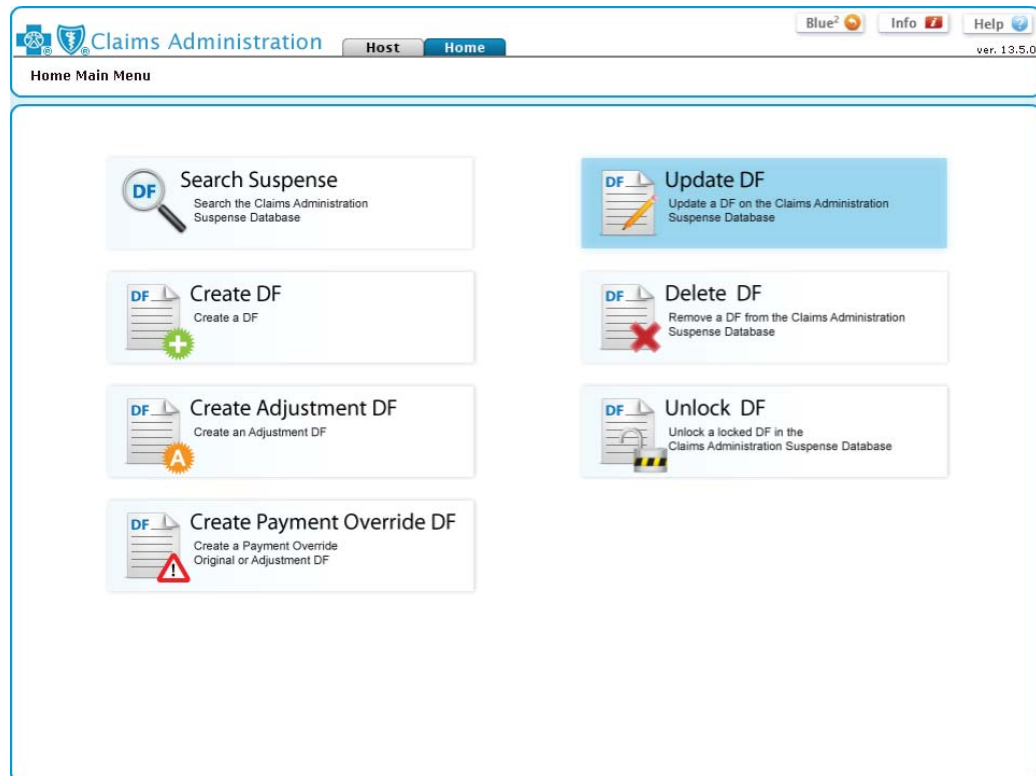
2. Enter the 15 character **SCCF** number of the DF that you would like to update in the **SCCF #** field.
3. Click OK.

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- The **Payment Override Adjudication Input** entry pages appear with the most recent information presented on the screen.
4. Update the Payment Override Adjudication Input. See [Section 4.5](#) to learn more about the fields in the Payment Override Adjudication Input entry pages.

4.6.3. Update DF Details

1. From the **Claims Administration** main menu, select **Update DF**.



Claims Administration Main Menu

- The **Update DF – Enter SCCF #** dialogue box will appear.



Update DF – Enter SCCF # Dialogue Box

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2. Enter the 15 character **SCCF** number of the DF that you would like to update in the **SCCF #** field.
3. Click OK.
 - The **DF Details** Pages will appear. Make the appropriate changes to any of the DF Detail pages. The following steps will provide the screens for the DF Details and their ordering. Once your updates are complete proceed to Step 23.

SCCF#(IO): 01020091048000400
Exit Save Calculate Release Print

DF Type : ORIGINAL
Processing Site Ctrl # : CADF VIS
Actual Subscriber ID : BAT123
Prev Next

Adjudication Input **DF Details** Audit History

Member Provider Claim Line Of Service Control Special Notations

Patient **Subscriber** Other Carrier

Last Name *
Date of Birth *

First Name
Patient Control Number

Middle Initial
Coverage Expiration Date

Gender * ☒ M

UPF/HPA/ITS DF Edit Errors

Patient Tab

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4. Click the **Subscriber** tab. The **Subscriber** tab will open.

SCCF#(IO): 01020091048000400 Exit Save Calculate Release Print

DF Type : ORIGINAL
Processing Site Ctrl # : CADF VIS
Actual Subscriber ID : BAT123 Prev Next

Adjudication Input **DF Details** **Audit History**

Member **Provider** **Claim** **Line Of Service** **Control** **Special Notations**

Patient **Subscriber** **Other Carrier**

Actual Subscriber ID * BAT123
Input Subscriber ID * BAT123
Last Name
First Name
Middle Initial
ASO Indicator * N ⓘ

Street Address Line 1
Street Address Line 2
City
State ⓘ
Zip
Group Number
Patient Relationship to Subscriber * 18 ⓘ

UPF/HPA/ITS DF Edit Errors

Subscriber Tab

5. Click the **Other Carrier** tab. The **Other Carrier** tab will open.

SCCF#(IO): 01020091048000400 Exit Save Calculate Release Print

DF Type : ORIGINAL
Processing Site Ctrl # : CADF VIS
Actual Subscriber ID : BAT123 Prev Next

Adjudication Input **DF Details** **Audit History**

Member **Provider** **Claim** **Line Of Service** **Control** **Special Notations**

Patient **Subscriber** **Other Carrier**

Other Subscriber ID Number
Other Subscriber Last Name
Other Subscriber First Name
Other Subscriber Middle Initial
Corrected Priority Payer Name

UPF/HPA/ITS DF Edit Errors

Other Carrier Tab

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6. Click the **Provider** tab. The **Billing Provider** tab will open.

SCCF#(IO): 01020130920000200 Exit Save Calculate Release Print

DF Type : ORIGINAL
Processing Site Ctrl # : UK
Actual Subscriber ID : BAT72746 Prev Next

Adjudication Input DF Details Audit History

Member Provider Claim Line Of Service Control Special Notations

Billing Provider Other Provider Representative Payee

BCBS Provider ID: BCBS123456789 MPPQ Code Assigned: ⓘ
Name: HAZEL MPPQ Code Unassigned: ⓘ
National Provider ID: 1111234567 Street Address Line 1: 225 N MICHIGAN
Federal Tax ID: 123456 City: CHICAGO
Federal Tax ID Type: ⓘ State: IL ⓘ
Class of Provider: 1 ⓘ Zip: 60119
Payment Restriction Indicator: ⓘ Medicare Assignment Indicator: Y ⓘ
SPPQ: ⓘ Medicare Provider Number:

UPF/HPA/ITS DF Edit Errors

Billing Provider Tab

7. Click the **Other Provider** tab. The **Other Provider** tab will open.

SCCF#(IO): 01020091048000400 Exit Save Calculate Release Print

DF Type : ORIGINAL
Processing Site Ctrl # : CADF VIS
Actual Subscriber ID : BAT123 Prev Next

Adjudication Input DF Details Audit History

Member Provider Claim Line Of Service Control Special Notations

Billing Provider Other Provider Representative Payee

Referring Provider Number:

DEN: R019

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Other Provider Tab

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8. Click the **Representative Payee** tab. The **Representative Payee** tab will open.

SCCF#(IO): 01020091048000400 Exit Save Calculate Release Print

DF Type : ORIGINAL
Processing Site Ctrl # : CADF VIS
Actual Subscriber ID : BAT123 Prev Next

Adjudication Input **DF Details** **Audit History**

Member **Provider** **Claim** **Line Of Service** **Control** **Special Notations**

Billing Provider **Other Provider** **Representative Payee**

Name
Street Address
City
State i
Zip

UPF/HPA/ITS DF Edit Errors

Representative Payee Tab

9. Click the **Claim** tab. The **Details** tab will open.

SCCF#(IO): 01020091048000400 Exit Save Calculate Release Print

DF Type : ORIGINAL
Processing Site Ctrl # : CADF VIS
Actual Subscriber ID : BAT123 Prev Next

Adjudication Input **DF Details** **Audit History**

Member **Provider** **Claim** **Line Of Service** **Control** **Special Notations**

Details **Adjudication** **Pricing** **Payment Reduction** **DF Message Codes** **Payer**

Claim Type * i Admission Date *
Type of Bill * Length of Stay
Statement Covers From Date * Case Management Indicator i
Statement Covers To Date * POS Indicator i

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Details Tab

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10. Click the **Adjudication** tab. The **Adjudication** tab will open.

SCCF# (IO): 01020091048000400 Exit Save Calculate Release Print

DF Type : ORIGINAL
Processing Site Ctrl # : CADF VIS
Actual Subscriber ID : BAT123 Prev Next

Adjudication Input DF Details Audit History

Member Provider Claim Line Of Service Control Special Notations

Details Adjudication Pricing Payment Reduction DF Message Codes Payer

Default Claim Resolution Indicator	<input type="checkbox"/>	Inclusive Calculated Discount Amount	0.00
Total Charges All Services	9000.00	Inclusive Maximum Supplemental Amount	0.00
Total Amount Approved For Payment	0.00	Supplemental Payment Amount 1	0.00
Total Covered Charges	9000.00	Supplemental Payment Amount 2	0.00
Total Noncovered Charges	0.00	Out of Network Savings/Penalty Amount	0.00
Total Patient Liability Amount	0.00	Total Covered Accommodation Charges	0.00
Total Deductible Amount	0.00	Total Covered Ancillary Charges	9000.00
Total Coinsurance Amount	0.00	Total Days Approved for Payment	0.00
Total Copay Amount	0.00	Total Private Room Noncovered Amount	0.00
Total Amount Paid by Other Carrier	0.00	Total Benefits Management Reduction Days	0

UPF/HPA/ITS DF Edit Errors

Adjudication Tab

11. Click the **Pricing** tab. The **Pricing** tab will open.

SCCF# (IO): 01020091048000400 Exit Save Calculate Release Print

DF Type : ORIGINAL
Processing Site Ctrl # : CADF VIS
Actual Subscriber ID : BAT123 Prev Next

Adjudication Input DF Details Audit History

Member Provider Claim Line Of Service Control Special Notations

Details Adjudication Pricing Payment Reduction DF Message Codes Payer

Pricing Method	10
Primary Rule Number	003
Secondary Rule Number	
Percentage Factor	0.00
Indemnity Cutback Indicator	<input type="checkbox"/>

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Pricing Tab

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12. Click the **Payment Reduction** tab. The **Payment Reduction** tab will open.

SCCF#(IO): 01020091048000400 Exit Save Calculate Release Print

DF Type : ORIGINAL
Processing Site Ctrl # : CADF VIS
Actual Subscriber ID : BAT123

Prev Next

Adjudication Input DF Details Audit History

Member Provider Claim Line Of Service Control Special Notations

Details Adjudication Pricing Payment Reduction DF Message Codes Payer

Reason Code	Amount
K	9000.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00

UPF/HPA/ITS DF Edit Errors

Payment Reduction Tab

13. Click the **DF Message Codes** tab. The **DF Message Codes** tab will open.

SCCF#(IO): 01020091048000400 Exit Save Calculate Release Print

DF Type : ORIGINAL
Processing Site Ctrl # : CADF VIS
Actual Subscriber ID : BAT123

Prev Next

Adjudication Input DF Details Audit History

Member Provider Claim Line Of Service Control Special Notations

Details Adjudication Pricing Payment Reduction DF Message Codes Payer

DF Message Code

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DF Message Codes Tab

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14. Click the **Payer** tab. The **Payer** tab will open.

The screenshot shows the 'Payer' tab selected in the 'DF Details' section. The form contains the following fields:

- Payer Name: [Text Box]
- Payer Tax ID: [Text Box]
- Payer State: [Dropdown Menu]
- Payer Zip: [Text Box]
- Payer Address: [Text Box]
- Payer City: [Text Box]
- Date Check Generated: [Text Box]
- Check/Voucher Number: [Text Box]
- Bank Account Number: [Text Box]

Buttons at the top include Exit, Save, Calculate, Release, and Print. Navigation buttons include Prev and Next. The bottom section is labeled 'UPF/HPA/ITS DF Edit Errors'.

Payer Tab

15. Click the **Line of Service** tab. The **Details** tab will open.

- By default, the user will view the first line of service.

The screenshot shows the 'Line of Service' tab selected. It displays a table with the following data:

Line Number	Rev Code	Num Svcs	Charges	Non-Cov Charges	Cov Charges	Msg Code	Ded Amt	Coins Amt	Copay Amt	Appr
0001	0250	0001	1000.00	0.00	1000.00	0	0.00	0.00	0.00	0
0002	0290	0001	1000.00	0.00	1000.00	0	0.00	0.00	0.00	0

Below the table, the 'Details' sub-tab is selected for Line #: 0001. The details include:

- DF Message Code: [Text Box]
- Line Number: 0001
- Revenue Code: 250
- Procedure Code: [Text Box]
- Modifier 1: [Text Box]
- Modifier 2: [Text Box]
- Service Charges: 1000.00
- Accommodation Rate: 0.00
- Home Plan Referral Number: [Text Box]
- Home Plan Auth Number: [Text Box]

Buttons at the top include Exit, Save, Calculate, Release, and Print. Navigation buttons include Prev and Next. The bottom section is labeled 'UPF/HPA/ITS DF Edit Errors'.

Details Tab

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16. Click the **Adjudication** tab. The **Adjudication** tab will open.

SCCF#(IO): 01020091048000400 Exit Save Calculate Release Print

DF Type : ORIGINAL
Processing Site Ctrl # : CADF VIS
Actual Subscriber ID : BAT123

Prev Next

Adjudication Input DF Details Audit History

Member	Provider	Claim	Line Of Service	Control	Special Notations					
Line Number	Rev Code	Num Svcs	Charges	Non-Cov Charges	Cov Charges	Msg Code	Ded Amt	Coins Amt	Copay Amt	Appr
0001	0250	0001	1000.00	0.00	1000.00	i	0.00	0.00	0.00	0.
0002	0290	0001	1000.00	0.00	1000.00	i	0.00	0.00	0.00	0.

Line #: 0001 Hide Details

Details Adjudication Pricing Payment Reduction Point of Service

Amount Approved for Payment: 0.00
Covered Charges: 1000.00
Noncovered Charges: 0.00
Patient Liability Amount: 0.00
Deductible Amount: 0.00
Coinsurance Amount: 0.00

Benefit Management Reduction Days: 0
Amount Exceeding Maximum: 0.00
Additional Line of Business Indicator: i
Calculated Discount Amount: 1000.00
Days Approved for Payment: 0
Noncovered Days: 0

UPF/HPA/ITS DF Edit Errors

Adjudication Tab

17. Click the **Pricing** tab. The **Pricing** tab will open.

SCCF#(IO): 01020091048000400 Exit Save Calculate Release Print

DF Type : ORIGINAL
Processing Site Ctrl # : CADF VIS
Actual Subscriber ID : BAT123

Prev Next

Adjudication Input DF Details Audit History

Member	Provider	Claim	Line Of Service	Control	Special Notations					
Line Number	Rev Code	Num Svcs	Charges	Non-Cov Charges	Cov Charges	Msg Code	Ded Amt	Coins Amt	Copay Amt	Appr
0001	0250	0001	1000.00	0.00	1000.00	i	0.00	0.00	0.00	0.
0002	0290	0001	1000.00	0.00	1000.00	i	0.00	0.00	0.00	0.

Line #: 0001 Hide Details

Details Adjudication Pricing Payment Reduction Point of Service

Pricing Method: i
Rule Number: i
Percentage Factor: 0.00
Inclusive Grouping Number:
Line Allowed Pre-Priced Amount: 1000.00

UPF/HPA/ITS DF Edit Errors

Pricing Tab

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18. Click the **Payment Reduction** tab. The **Payment Reduction** tab will open.

SCCF#(IO): 01020091048000400

DF Type : ORIGINAL
Processing Site Ctrl # : CADF VIS
Actual Subscriber ID : BAT123

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Member	Provider	Claim	Line Of Service	Control	Special Notations					
Line Number	Rev Code	Num Svcs	Charges	Non-Cov Charges	Cov Charges	Msg Code	Ded Amt	Coins Amt	Copay Amt	Appr
0001	0250	0001	1000.00	0.00	1000.00	i	0.00	0.00	0.00	0.
0002	0290	0001	1000.00	0.00	1000.00	i	0.00	0.00	0.00	0.

Line #: 0001

Hide Details

Details Adjudication Pricing Payment Reduction Point of Service

Reason Code	Amount
K	1000.00
	0.00
	0.00
	0.00
	0.00

UPF/HPA/ITS DF Edit Errors

Payment Reduction Tab

19. Click the **Point of Service** tab. The **Point of Service** tab will open.

SCCF#(IO): 01020091048000400

DF Type : ORIGINAL
Processing Site Ctrl # : CADF VIS
Actual Subscriber ID : BAT123

Exit Save Calculate Release Print

Prev Next

Adjudication Input DF Details Audit History

Member	Provider	Claim	Line Of Service	Control	Special Notations					
Line Number	Rev Code	Num Svcs	Charges	Non-Cov Charges	Cov Charges	Msg Code	Ded Amt	Coins Amt	Copay Amt	Appr
0001	0250	0001	1000.00	0.00	1000.00	i	0.00	0.00	0.00	0.
0002	0290	0001	1000.00	0.00	1000.00	i	0.00	0.00	0.00	0.

Line #: 0001

Hide Details

Details Adjudication Pricing Payment Reduction Point of Service

Capitation Indicator ☒ POS Pricing Level Indicator ☒

Host Plan Referral Number Preauth/Precert Status ☒

Review Determ Condition Code ☒ Referral Status ☒

Referred by PCP Indicator ☒

UPF/HPA/ITS DF Edit Errors

Point of Service Tab

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20. Click the **Control** tab. The **Control Data** tab will open.

The screenshot shows a software interface for a claims administration system. At the top, the header displays 'SCCF#(IO): 01020091048000400' and includes buttons for Exit, Save, Calculate, Release, and Print. Below the header, there are tabs for 'Adjudication Input', 'DF Details', and 'Audit History'. The 'DF Details' tab is active, showing 'DF Type : ORIGINAL', 'Processing Site Ctrl # : CADF VIS', and 'Actual Subscriber ID : BAT123'. Below this, there are sub-tabs: 'Member', 'Provider', 'Claim', 'Line Of Service', 'Control', and 'Special Notations'. The 'Control' sub-tab is selected, and within it, the 'Control Data' tab is active. The 'Control Data' tab contains various fields for plan information, including 'SCCF Number', 'Cross Reference SCCF Number', 'Host Plan Code', 'Host Plan Station Code', 'Home Plan Code', 'Processing Site Plan Code', 'Processing Site Str Code', 'Host Plan Control #', 'Host Plan Claim Ref #', 'Home Plan Control #', 'Plan Payer Code', 'Payment Disposition Code', 'Exclude Per User', 'Exclude Per BlueCard', 'Recycle Counter', 'International Code', 'Electronic Claims Routing Ind', 'Estimate Indicator', 'Plan Owner Indicator', and 'Clerk Number'. The 'UPF/HPA/ITS DF Edit Errors' section is empty.

Control Data Tab

21. Click the **Plan Profile** tab. The **Plan Profile** tab will open.

The screenshot shows the same software interface as the previous one, but with the 'Plan Profile' tab selected within the 'Control' sub-tab. The 'Plan Profile' tab contains fields for 'Access Fee Code', 'AEA Code', 'CFA Code', 'Control Plan CFA Account Code', 'Resubmission DF Indicator', 'National/OOA Code', 'Adjustment Edit Indicator', 'Program Code', 'Custom Primary Network', 'Custom Secondary Network', 'Account Type Code', and 'Plan Profile Standard Indicator'. The 'UPF/HPA/ITS DF Edit Errors' section is empty.

Plan Profile Tab

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22. Click the **Special Notations** tab. The **Special Notations** tab will open.

Special Notations Tab

23. Click the **Release** button.

- The DF has been sent. See [Section 2.5.3](#) for more information about releasing a DF.

4.7 Deleting a DF

Use the **Delete DF** capability within the Claims Administration application to delete Adjudication Input and/or DF Details from the suspense database. When Adjudication Input and/or DF Details are deleted from Claims Administration, these will be deleted in real-time. Unlike Claims Administration SF, deletes will not occur through a batch process.

There are three scenarios possible when deleting from the Claims Administration suspense database. The DF could contain **Adjudication Input** only, **DF Details** only or both **Adjudication Input** and **DF Details**.

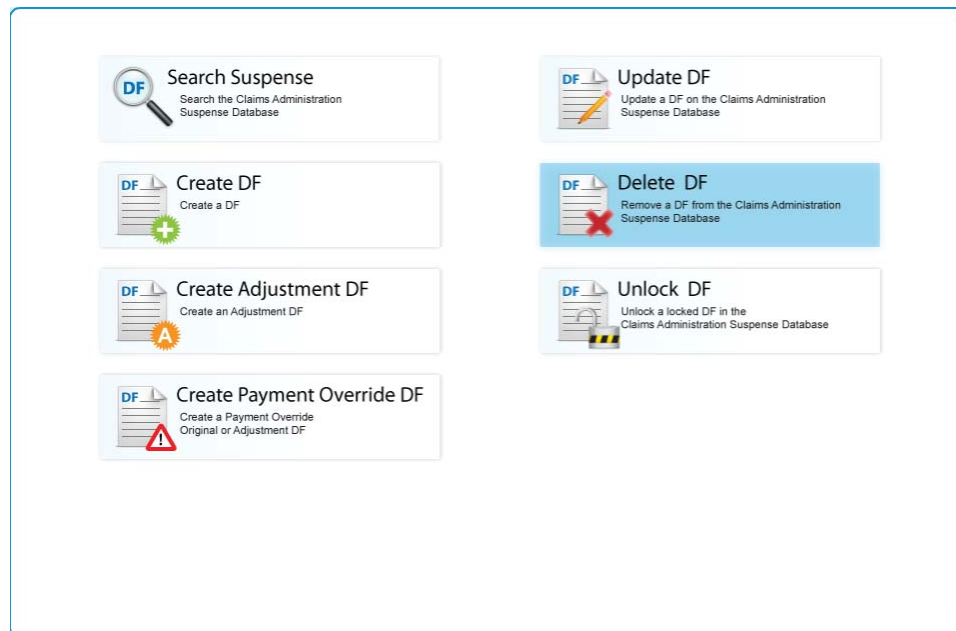
There are two ways to access a **DF** you would like to delete, from the Claims Administration Main Menu or through the results of a search on the suspense database.

4.7.1. Delete Adjudication Input Only

1. From the **Claims Administration** main menu, select **Delete DF**.

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Claims Administration Main Menu Page

- The Delete DF – Enter SCCF # of DF to Delete dialogue box will appear.

The screenshot shows a dialog box titled 'Delete DF - Enter SCCF # of DF to Delete'. It contains a text input field labeled 'SCCF #: *' and two buttons at the bottom: 'OK' and 'Cancel'.

Delete DF – Enter SCCF # of DF to Delete Dialogue Box

2. Enter the 15 character **SCCF** number of the Adjudication Input you would like to delete in the **SCCF #** field.
3. Click **OK**. The Adjudication Input pages appear.

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SCCF#(P): 01020152850001300

DF Type : ORIGINAL
Processing Site Ctrl # : E100886
Actual Subscriber ID : PVT12345

Delete Exit Print
Prev Next

Adjudication Input DF Details Audit History

Claim Line Calculated Results

X-Ref SCCF # ASO Ind * N Patient Last Name * SMITH
Claim Type * 20 Indem Cut Back First Name JANE
Total Charges * 200.00 Carveout Ind * N Middle Initial
PM/Rule Carveout Days 0 Gender * F
Rate * SLA Ind Birth Date * 05/12/1961

Details Cost Sharing & Payment Maximum OPL

Adjustment Reason Code Coverage Expiration Date
Adjustment Receipt Date Actual Subscriber ID * PVT12345
Approval Code * A Input Subscriber ID * PVT12345
Processing Site Ctrl # * E100886 Alternate Priced Amt
DF Message Codes 1-5

UPF/HPA/ITS DF Edit Errors

Adjudication Input Entry Pages

- This **DF** only contains **Adjudication Input** information.
4. Review the Adjudication Input to make sure this is the correct item that you would like to delete.
 5. Select **Delete**. The **Delete DF** dialogue box will appear.

Delete DF

Are you sure you want to delete the Adjudication Input?

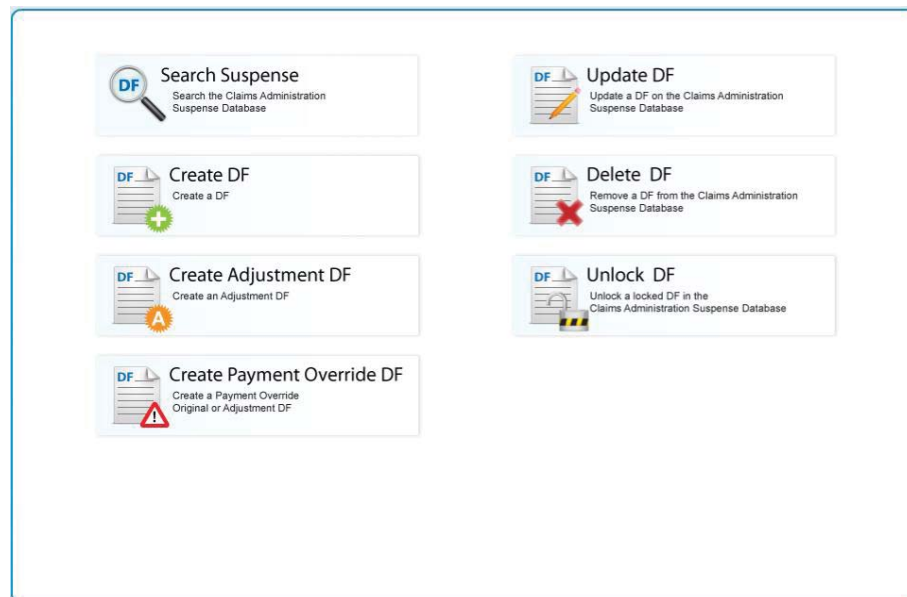
OK Cancel

Delete DF Dialogue Box

6. Click **OK**. You are returned to the Claims Administration Main Menu.

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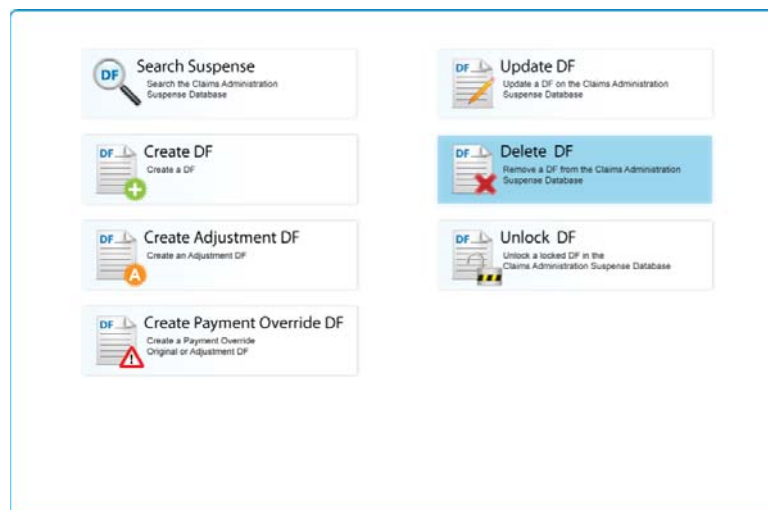


Claims Administratin Main Menu

- The Adjudication Input has been permanently deleted from the suspense database.

4.7.2. Delete DF Details Only

1. From the **Claims Administration** main menu, select **Delete DF**.



Claims Administration Main Menu Page

- The **Delete DF – Enter SCCF # of DF to Delete** dialogue box will appear.

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A dialog box titled "Delete DF - Enter SCCF # of DF to Delete" with a close button (X) in the top right corner. Inside the dialog, there is a label "SCCF #:" followed by a red asterisk and a text input field. Below the input field are two buttons: "OK" and "Cancel".

Delete DF – Enter SCCF # of DF to Delete Dialogue Box

2. Enter the 15 character **SCCF** number of the **DF** you would like to delete in the **SCCF #** field.
3. Click Ok. The **DF Details** pages appear.

A screenshot of the "DF Details" page. At the top, it displays "SCCF#(P): 01020093482830301". To the right are buttons for "Update", "Delete", and "Print". Below these are "Prev" and "Next" buttons. The page has three tabs: "Adjudication Input", "DF Details" (which is selected), and "Audit History". Under the "DF Details" tab, there are sub-tabs: "Member", "Provider", "Claim", "Line Of Service", "Control", and "Special Notations". The "Member" sub-tab is active, showing a "Patient" section with sub-tabs "Subscriber" and "Other Carrier". The "Subscriber" sub-tab is active, displaying fields for "Last Name" (BARKLEY), "First Name" (CHARLES), "Middle Initial" (empty), "Gender" (M), "Date of Birth" (05/15/1958), "Patient Control Number" (empty), and "Coverage Expiration Date" (empty).

DF Details Pages

- The **DF** only contains **DF Details** information.
4. Review the **DF Details** to make sure this is the correct item that you would like to delete.
 5. Select **Delete**. The **Delete DF** dialogue box will appear.

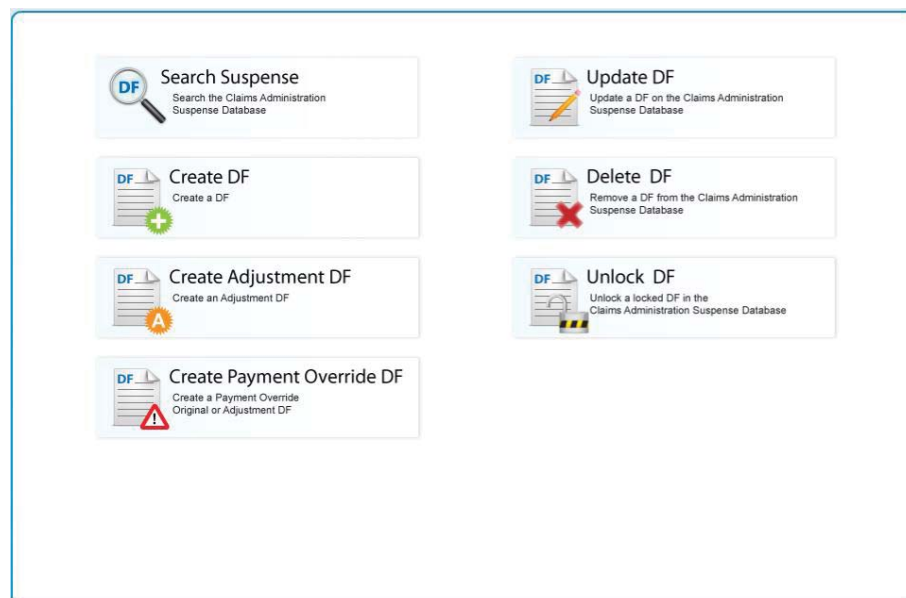
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Delete DF Dialogue Box

6. Click **Ok**. You are returned to the Claims Administration Main Menu.



Claims Administration Main Menu

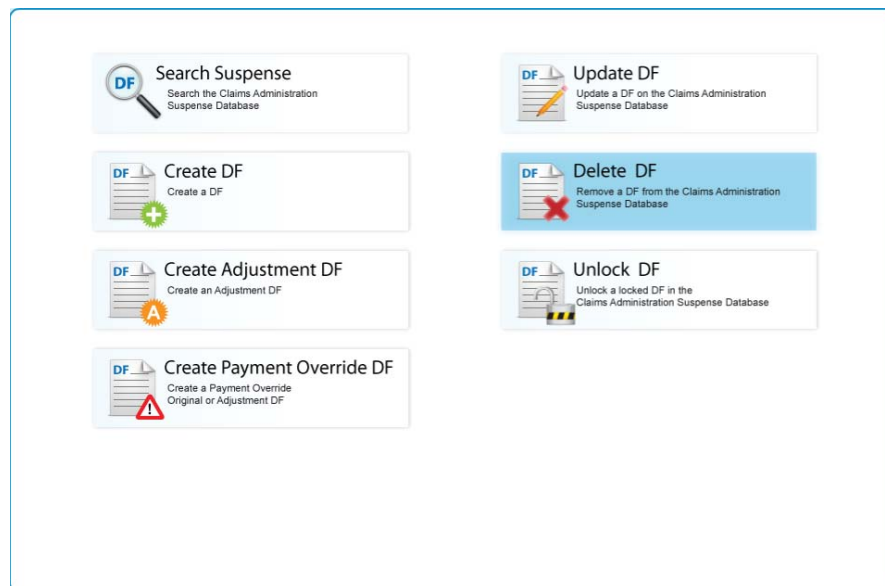
- The **DF Details** have been permanently deleted from the suspense database.

4.7.3. Delete Adjudication Input and DF Details

1. From the **Claims Administration** main menu, select **Delete DF**.

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Claims Administration Main Menu Page

- The **Delete DF – Enter SCCF # of DF to Delete** dialogue box will appear.

 The image shows a dialogue box titled 'Delete DF - Enter SCCF # of DF to Delete'. It has a red X icon in the top left corner and a close button (X) in the top right corner. The main area of the box contains the text 'SCCF #: *' followed by a text input field. Below the input field are two buttons: 'OK' and 'Cancel'.

Delete DF – Enter SCCF # of DF to Delete Dialogue Box

2. Enter the 15 character **SCCF** number of the Adjudication Input/DF Details you would like to delete in the **SCCF #** field.
3. Click **Ok**. The Adjudication Input and DF Details pages appear.

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Adjudication Input/DF Entry Pages

- The **DF** contains both **Adjudication Input** and **DF Details** information.
- 4. Review the **Adjudication Input** and **DF Details** to make sure this is the correct item that you would like to delete.
- 5. Select **Delete**. The **Delete DF** dialogue box will appear.

Delete DF Dialogue Box (Adjudication Input and DF)

- For DFs on the suspense database which contain both **Adjudication Input** and **DF Details**, you will have the option to either delete the DF Details only or to delete both the DF Details and Adjudication Input. If you choose to delete the DF Details only, then the Adjudication Input will remain available for updating. If you choose to delete both the DF Details and Adjudication Input, then both will be deleted from the suspense

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database simultaneously. If you wish to only delete the DF Details, then proceed to Step 6 and disregard Step 7. If you wish to delete both the DF Details and Adjudication Input, then disregard Step 6 and skip to Step 7.

6. Select **DF Only**. The **Adjudication Input** pages will display.

SCCF#(P): 01020152850001300

DF Type : ORIGINAL
Processing Site Ctrl # : E100886
Actual Subscriber ID : PVT12345

Buttons: Delete, Exit, Print, Prev, Next

Adjudication Input | DF Details | Audit History

Claim | Line | Calculated Results

X-Ref SCCF # [] ASO Ind * N Patient Last Name * SMITH
Claim Type * 20 Indem Cut Back [] First Name JANE
Total Charges * 200.00 Carveout Ind * N Middle Initial []
PM/Rule [] Carveout Days 0 Gender * F
Rate * [] SLA Ind [] Birth Date * 05/12/1961

Details | Cost Sharing & Payment Maximum | OPL

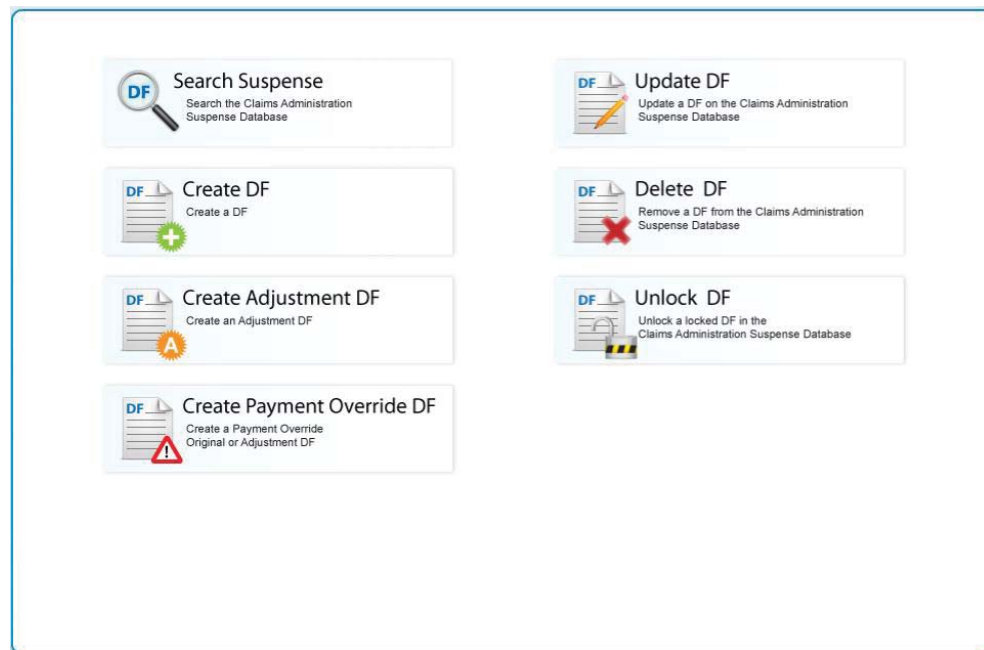
Adjustment Reason Code [] Coverage Expiration Date []
Adjustment Receipt Date [] Actual Subscriber ID * PVT12345
Approval Code * A Input Subscriber ID * PVT12345
Processing Site Ctrl # * E100886 Alternate Priced Amt []
DF Message Codes 1-5 [] [] []

UPF/HPA/ITS DF Edit Errors

Adjudication Input Entry Pages

- The DF Details have now been deleted. The Adjudication Input is still available on the suspense database for updating.
7. Select **DF & Adjudication Input**.
 - You will be returned to the Claims Administration Main Menu.

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Claims Administration Main Menu Page

- The Adjudication Input and DF have now been deleted permanently from the suspense database.

4.7.4. Delete Adjudication and/or DF Details from Search Results

1. Select a DF from the **Suspense Search** results. See [Section 4.1](#) for more information about searching for DFs.
 - If the DF contains Adjudication Input only refer to [Section 4.7.1](#), Step 4.
 - If the DF contains DF Details only, refer to [Section 4.7.2](#), Step 4.
 - If the DF contains both Adjudication Input and DF Details, refer to [Section 4.7.3](#), Step 4.
2. Complete all steps in each section to permanently delete the **Adjudication Input** and/or **DF Details** from the suspense database.

4.8 Unlocking a DF

Note: This is an administrative function.

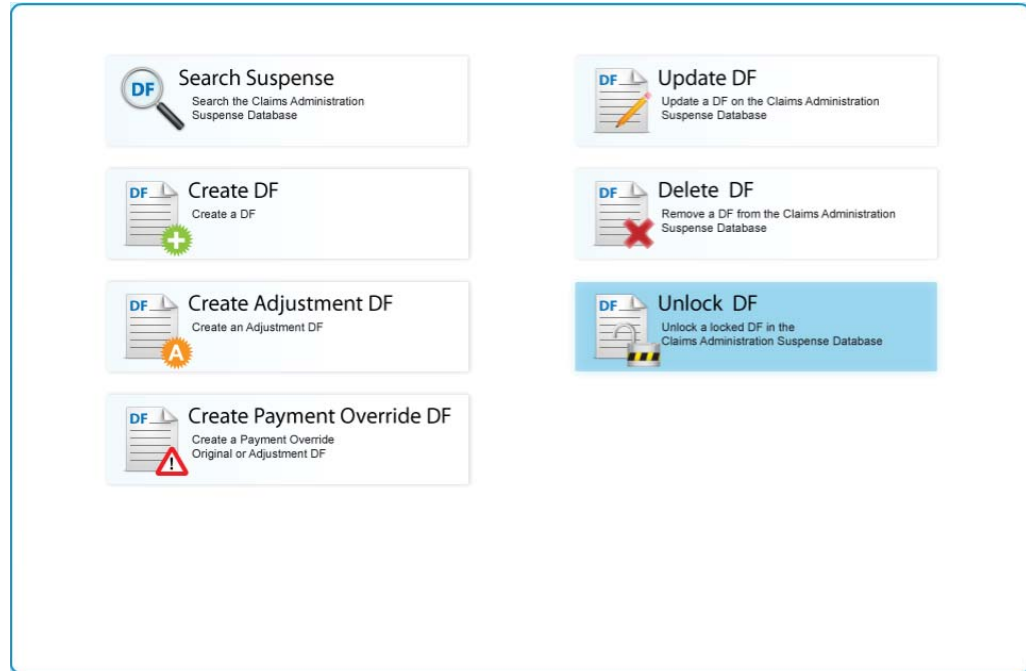
A DF may be locked if a user is currently updating a DF or if a user incorrectly closed a DF upon exiting the application (for example, a user closes out of the Claims Administration application by shutting down the Web browser instead of exiting the DF and logging out of the application).

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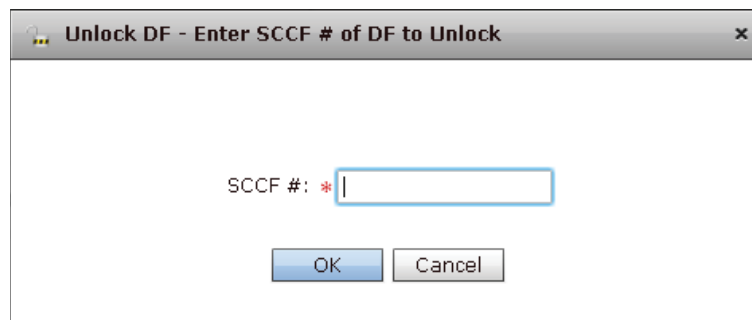
4.8.1. Unlock a DF

1. From the **Claims Administration** main menu, select **Unlock DF**.



Claims Administration Main Menu Page

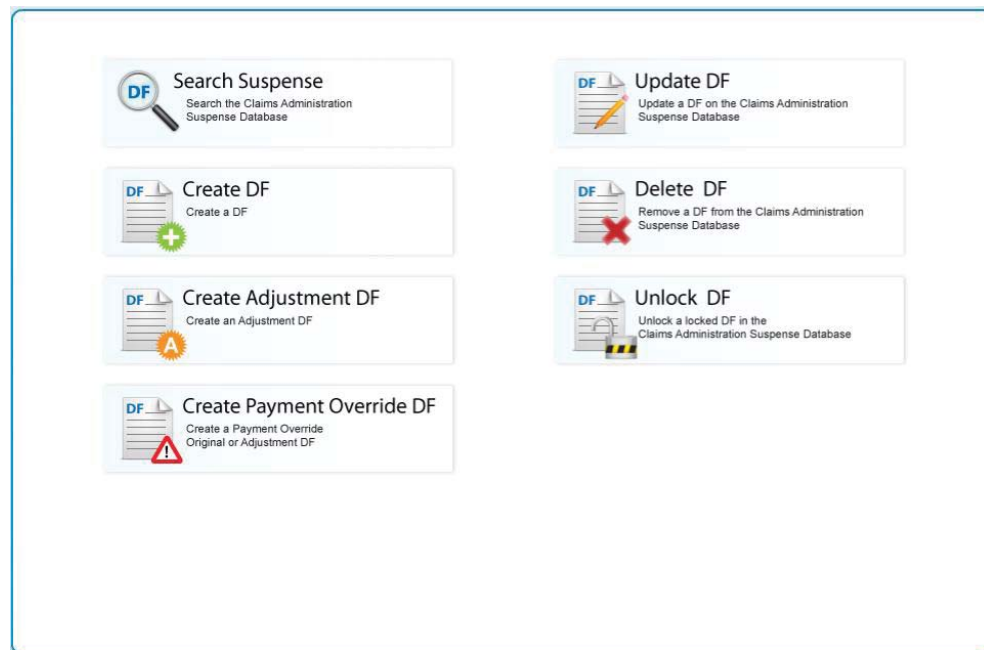
- The **Unlock DF – Enter SCCF # of SF to Unlock** dialog box will appear.



Unlock DF – Enter SCCF # of DF to Unlock Dialog Box

2. Enter the 15 character **SCCF** number of the DF you would like to unlock in the **SCCF #** field.
3. Click OK.
 - You will be returned to the Claims Administration Main Menu.

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- The DF is unlocked.

5. Appendix A: Summary of Known System Issues

- Link to the [Release 17.5 Test and Production Defects](#)

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