

13 *Understanding the Remittance Advice*

GENERAL INFORMATION

A Remittance Advice (RA) is sent with each claim payment, (see Exhibit 13.1, Sample Medical Remittance or Exhibit 13.2, Sample Dental Remittance). Providers are responsible for reviewing and reconciling their accounts receivable to all remittance advices accompanying payments. Each RA will contain a payment status or reason for denial.

The Health Choice Arizona Remittance Advice provides information about claims adjudicated by Health Choice Arizona, including claims paid or voided and claims which were denied. The Remittance Advice is generated with each payment cycle. A provider will receive the Remittance Advice by one of two ways: 1.) A Paper Remittance Advice is mailed to the billing provider or 2.) An Electronic Remittance Advice (ERA) is transmitted through HIPPA-compliant 835 format. All claims adjudicated during the processing cycle are listed on the RA, along with the payment status or reason for denial. The provider should use the RA to identify reasons for denial(s) to determine whether to resubmit the claim or take alternative action. See Exhibit 13.3, Denial Codes for explanations of the denial codes.

If the billing provider has submitted claims for multiple service providers, the Remittance Advice will contain a section for each. This chapter primarily addresses the Paper Remittance Advice only.

Sign-up for Electronic Remittance Advice

Providers can expedite cash flow with ERA. Sign up today! Health Choice Arizona has contracted with Change Healthcare, a leading provider of revenue and payment cycle solutions, to deliver ERAs in the HIPPA-compliant 835 format. Sign-up for all your authorized representatives today by going to www.emdeon.com/epayment for more information. Enrollment for this service is offered to you at no additional cost and is available online or by calling (866) 506-2830 and selecting Option 1.

REMITTANCE ADVICE

Each Remittance Advice contains the following information:

- Paid claims
- Adjusted claims
- Denied claims

The last page provides an alphabetical listing of denial reason codes and pricing explanation codes.

- Each is listed only once even if it applies to multiple claims.

Claim

Disputes

- This page informs providers of their claim dispute rights. (See Chapter 15: Claim Disputes, Member Appeals and Member Grievances)

Information reported on the Remittance Advice (RA) page includes:

- Billing Provider ID number
- Check date
- Invoice Number which links payments to the services that generated the payment
- Service Code
- Quantity billed (units #)
- Amount billed
- Excluded and non-allowed amounts
- Allowed amounts
- Amount of other payer's payment
- Member Co-pay amount
- Contractual write off amount/Quick Pay Discount "Withhold Amount" (if applicable)
- Amount paid
- Adjustment/Denial code

WORKING THE REMITTANCE ADVICE

Here are some suggestions for working the Health Choice Arizona Remittance Advice to reconcile claims billed to Health Choice Arizona and the status of those claims:

- Review the RA to determine which claims have been paid and if the claims are paid correctly. Any errors, such as claims that have not paid the correct number of units, should be marked for resubmission, noting associated CRNs. (See Chapter 7: General Billing Rules, for information on resubmitting a paid claim).
- Review the RA to determine if any claims submitted by the provider as adjustments are adjusted correctly. If problems still exist with a claim, it may be submitted again. The RA will also report any claims that were adjusted by Health Choice Arizona as a result of an audit or review.
- Review the RA for any claims submitted by the provider as void transactions. There are many reasons a claim may be voided. These may be claims that have been paid by other insurance and now need to be voided so that Health Choice Arizona can recoup its payment. The RA will also report any claims that were voided by Health Choice Arizona as a result of an audit or medical review recoupment. Providers who believe that a claim was voided in error should contact the Health Choice Arizona Claims Customer Service Unit.
- Review the RA for denied services. Review each denial reason and determine the action necessary to correct the claim. (See Chapter 7: General Billing Rules, for information on resubmitting a denied claim.)

Providers who have questions about the Remittance Advice or about resubmitting, adjusting, or voiding a claim should contact Health Choice Arizona at (800) 322-8670.