

OSS Advisory Newsletter

*** MANDATORY ***

Electronic Remittance Advice Package and Bulletins



The South Carolina Department of Health and Human Services no longer distributes hardcopy remittance advice packages and related edit correct forms through the mail. Distributing remittance advices and associated edit correction forms through the online Web Tool is a more secure and cost effective manner for providers to receive this information.

Please contact the EDI Support Center at 1-888-289-0709.

The EDI Support Center will be able to assist you by sending you a Trading Partner Agreement (TPA) for completion that outlines the requirements for electronic transfer of Protected Health Information (PHI) between SCDHHS and your facility. The TPA is also available at:

<http://www.scdhhs.gov/hipaa/Forms.asp>

Thank you for your continued willingness to provide quality care and services to the beneficiaries of the South Carolina Optional State Supplementation Program and the Medicaid Program. If you have any questions about the TPA, training opportunities for this new feature, user ID's or passwords, please contact the EDI Support Center at the above number.

To sign up and receive electronic bulletins, you must go to:

<http://bulletin.scdhhs.gov>

And subscribe to the Provider listserv.

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Post Office Box 8206
 Columbia, SC 29201-8206

803-898-2698
 803-255-8209 fax
 EMAIL : VARN@SCDHHS.GOV or
 OSS@SCDHHS.GOV

How to Download, Complete and Transmit the 2010 RCF/IPC COST REPORT Using Your Computer

Each facility participating in the OSS and/or IPC Program is required to submit a standardized cost report, developed by DHHS, which reflects all income, operating costs and resident day information of the facility.

Facilities operating the entire 12-month period from July 1, 2009 to June 30, 2010 must complete this cost report.



A. Download Instructions:

1. Go to web address <http://www.scdhhs.gov/insideDHHS/Bureaus/InformationTechnologyServices.asp>
2. Under Software Downloads, click 2010 RCF-IPC Cost Report
3. Choose SAVE
4. Type a FILE NAME, preferably your Provider Number which begins with RC followed by 4 numbers. Ex. RC0369
5. Click SAVE and the file is now on your computer

B. Completion Instructions:

1. Complete the applicable yellow spaces on the CostReport tab of the file
2. Once you finish all of the 13 pages, SAVE the file again using the same file name you used in A. 4.

C. Transmitting Instructions:

1. Go to web address <https://secure.dhhs.state.sc.us/seniorsep/upload.html>
2. You are about to view pages over a secure connection. Click OK
3. Information you exchange with this site cannot be viewed... Do you want to proceed? Click YES
4. Click BROWSE
5. Choose the cost report file you saved
6. Click OPEN. The file path and name now appear on the Upload Screen
7. Type the remainder of the information requested
8. Click UPLOAD FILE

The 2010 RCF/IPC Cost Report is **due no later than September 1, 2010**. Failure to submit this information by the deadline will result in the immediate withholding of your facility's payments.

A letter will be mailed approximately July 2, 2010 to the RCF/IPC facilities required to file a 2010 RCF/IPC Cost Report. If you have not received your letter but feel you are required to submit a 2010 RCF/IPC Cost Report, contact Gwen Henderson at (803) 898-1017 or Hendgwen@scdhhs.gov; or Pete Riyad at (803) 898-1019 or Riyad@scdhhs.gov for verification. You will not be exempt from filing the 2010 RCF/IPC Cost Report due to not receiving a letter.

If you do not have internet access, you may contact Gwen Henderson at (803) 898-1017 or Hendgwen@scdhhs.gov to request the 2010 RCF/IPC Cost Report form be mailed to you. Please leave your name along with the facility name/address/contact number. No other RCF/IPC Cost Report form will be accepted.