

#### Pharmacist Provider Training: How to File a CMS 1500 Claim

### **Medicaid Claim Basics**

#### Agenda

- Overview
  - > Procedure codes
  - > Diagnosis codes
  - Fee schedule
- Claims 101
- Web Tool features
  - Claim filing options
  - > Accessing the Web Tool
  - > Web Tool functions



#### **Overview**



### **Overview**

- Effective Oct. 1, 2023, the South Carolina Medicaid State Plan will be updated to allow South Carolina-enrolled pharmacists to bill for hormonal contraceptive services in accordance with the Pharmacy Access Act.
  - Pharmacists may bill for Medicaid members enrolled in both fee-for-service Medicaid and in a managed care plan. A pharmacist must enroll as a provider at Medicaid and each managed care plan is to bill to that corresponding plan.
  - This includes members enrolled in the full-benefit Medicaid program and those enrolled in the Family Planning limited benefit program.
  - Pharmacies will only be reimbursed for the specific procedure and diagnosis codes listed on the following slides.



### **Overview: Procedure Codes**

| Procedure Code | Item Description  |
|----------------|---|
| 99202          | New Patient Office Visit 20 minutes                                 |
| 99203          | New Patient Office Visit 30-44 minutes                              |
| 99211          | Evaluation and Management of Established Patients 5 minutes or less |
| 99212          | Evaluation and Management of Established Patients 10-19 minutes     |
| 99213          | Evaluation and Management of Established Patients 20-29 minutes     |
| 99214          | Evaluation and Management of Established Patients 30-39 minutes     |
| 96372          | Injection of Drug/Substance Under Skin or Into Muscle               |
| 81025*         | Urine Pregnancy Test  |

Note: All codes need to be billed with the modifier of FP.

\* The pharmacy must have a clinical laboratory improvement amendment (CLIA) waiver to bill for procedure code 81025.

• Effective October 1, 2023, pharmacists and pharmacies who are enrolled as providers will be able to bill for these procedure codes.



### **Overview: Diagnosis Codes**

| Diagnosis Code | Item Description                 |
|----------------|----------------------------------|
| Z30.011        | Oral Contraceptive – Initial Rx  |
| Z30.41         | Oral Contraceptive – Repeat Rx   |
| Z30.015        | Contraceptive Ring – Initial Rx  |
| Z30.44         | Contraceptive Ring – Repeat Rx   |
| Z30.016        | Contraceptive Patch – Initial Rx |
| Z30.45         | Contraceptive Patch – Repeat Rx  |
| Z30.013        | Depo Shot – Initial Rx           |
| Z30.42         | Depo Shot – Repeat Rx            |
| Z30.09         | General Counseling               |



### **Overview: Fee Schedule**

- The current Base Physician Fee Schedule is located on the <u>Fee Schedules</u> page on the SCDHHS website, under the Physician Fee Schedule section.
- These services will be reimbursed in parity with nurse practitioners and physician assistants at 80% of physician rates.
- When a pharmacist provides these services, they are responsible for retaining all the documentation required by the Board of Pharmacy. The pharmacy must retain documentation of services billed as required by Medicaid and/or an MCO.
- Pharmacies will be reimbursed for these services.



#### Claims 101



### Claims 101

#### Objective

To gain an understanding of the <u>required</u> components of a CMS Form 1500:

- Beneficiary information
- Provider information
- Diagnosis codes
- Detail lines
- Place of service



#### **Beneficiary Information**

The demographic information on the beneficiary for whom you have provided services

#### **Required Data Elements**

- Medicaid ID number
- Date of birth
- Last name

#### **Recommended or Optional**

- First name
- Gender



#### **Provider Information**

The demographic information for the rendering and billing provider.

#### Required

- National provider identifier (NPI)
- Taxonomy
- Zip code



#### **Diagnosis Code**

In health care, diagnosis codes are used as a tool to group and identify diseases, disorders, symptoms, poisonings, adverse effects of drugs and chemicals, injuries and other reasons for patient encounters.

The standards are created by the World Health Organization and have been adopted by the Centers for Medicare and Medicaid Services (CMS).



# A pharmacist can <u>only</u> use the specific diagnosis codes listed below.

| Diagnosis Code | Item Description                 |
|----------------|----------------------------------|
| Z30.011        | Oral Contraceptive – Initial Rx  |
| Z30.41         | Oral Contraceptive – Repeat Rx   |
| Z30.015        | Contraceptive Ring – Initial Rx  |
| Z30.44         | Contraceptive Ring – Repeat Rx   |
| Z30.016        | Contraceptive Patch – Initial Rx |
| Z30.45         | Contraceptive Patch – Repeat Rx  |
| Z30.013        | Depo Shot – Initial Rx           |
| Z30.42         | Depo Shot – Repeat Rx            |
| Z30.09         | General Counseling               |



#### **Diagnosis Code Information**

All claims are required to have at least one diagnosis code.

#### Required

• Primary diagnosis

#### **Optional**

- Secondary diagnosis
- Additional diagnoses



#### **Detail Line Information**

This is also referred to as services or procedures. The detail lines of a claim specify the treatment provided to the beneficiary.

#### Required

- Date of service
- Place of service
- Procedure code
- Modifier
- Charge
- Number of units



#### **Place of Service**

Claims must be filed with the place of service of that correlates with the procedure code.

When submitting these claims, the place of service should be 01 - Pharmacy.



### **SCDHHS Web Tool Features**

www.MedicaideLearning.com



### Web Tool Features: Claim Filing Options

#### Web Tool

• Available 24 hours a day, seven days per week at no cost

#### **Trading Partner Agreement**

- All users must have an individual login ID and password
- Individuals cannot share login/password information

# Some pharmacies may have vendors which will file their claims.

#### A paper claim can also be filed.



### How to Access the Web Tool on SCDHHS.GOV

CLAIMS COMMUNICATIONS APPEALS FRAUD CONTACT



MEMBERS PROVIDERS

APPLY FOR MEDICAID

Enter Search Terres

SEARCH

#### Healthy Connections is SC's Medicaid Program.

Healthy Connections Medicaid provides health coverage for eligible residents of South Carolina.

Get Started >

#### Not looking for Medicaid?

In South Carolina, vital and immunization records, healthcare regulations and permitting, and programs like SMAP and TANF are overseen by different agencies. Agency Solde

#### Step 1: Click on Providers.







MEMBERS PROVIDERS

APPLY FOR MEDICAID Enter Search Terms

SZARCH

HOME / PROVIDERS

Providers



#### Click on Log-in to Medicaid Web Portal.



### Step 3



Phone: (888) 209-0709 Option 1, Fax: (803) 870-9021, Email: EDIG.OPS MCAID@BCBSSC.COM

#### Complete User Name and Password fields.

#### Click on Log-In.



### Step 4

| Health        |             | nectic      | ons 🕄           | Please sel          | ect a provide | r to work with | ✓ Select                   |
|---------------|-------------|-------------|-----------------|---------------------|---------------|----------------|----------------------------|
|               | 9           | MEDIC       | AID 🗸           |                     |               |                | Lapoz   Hans               |
| Change<br>PWD | Reports     | Eligibility | Claims<br>Entry | Claim<br>Submission | Lists         | History        |                            |
| SC Medicaid   | Portal Home |             | Welcor          | THE REPORT OF       |               | Your IP addre  | ss. 🖷 🐨 🗐 has been logged. |

Welcome to the South Carolina Medicaid Web Portal.

- · To update your password, please click the Change PWD link.
- . To download or view payment e-Remit statements, please click the e-Remit link.
- To enter a claim (professional or hospital), select the appropriate claim type from the Claim Entry menu.
- To submit a claim, click the Claim Submission link.
- · To view a submitted claim's status, please click the Status link.
- To check on the eligibility for your Medicaid subscribers, please click the Check Eligibility link.
- To look for claims you have submitted via the Portal, select Search Submitted Claims from the History menu. Or, to browse claims by batch (a group of claims submitted all at once), select CMS-1500 Submitted Batches or UB-04 Submitted Batches from the History menu.

| <ul> <li>Q: How long are the remits (or remittance advices) available on the Portal?</li> <li>A: Remits are only available through the portal for the last 25 weeks. If you need a remit over 25 weeks old, please call your prorepresentative.</li> </ul> | ogram |
|--|-------|
|  |       |

drop-down selections. A provider must be selected before any of the functions can be

Choose a

provider

from the

selected.

Welcome to the South Carolina Medicaid Web Portal



### **Web Tool Functions**

- Checking eligibility
- Lists
- CMS Form 1500 claims entry
- Claim submission
- Electronic remittance advice
- Helpful information
- Contact information



### **Checking Eligibility Status**



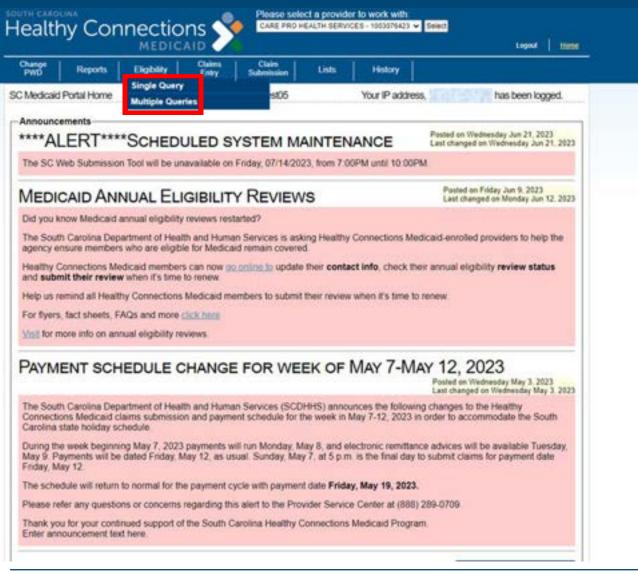
## **Eligibility Status**

| Change<br>PWD | Reports                           | Eligibility                     | Claims<br>Entry | Claim<br>Submission                | Lists          | History         |  |
|---------------|-----------------------------------|---------------------------------|-----------------|------------------------------------|----------------|-----------------|--|
| SC Medicaid   | Portal Home                       |                                 | Welc            | ome                                | 241            | Your IP a       | address, has been logged.  |
| Announce      |                                   | -                               |                 |                                    | assar          |                 | Posted on Friday Jun 9, 2023   |
| MEDIC         | CAID ANI                          | NUAL EL                         | IGIBILI         | ry Revie                           | WS             |                 | Last changed on Monday Jun 12, 202   |
| Did you kr    | now Medicaid                      | annual eligibilit               | y reviews re    | started?                           |                |                 |  |
|               |                                   |                                 |                 | han Services is<br>caid remain cov |                | hy Connectio    | ns Medicaid-enrolled providers to help the   |
|               |                                   | dicaid membe<br>wwhen it's time |                 | <u>go online to upo</u>            | late their cor | ntact info, chi | eck their annual eligibility review status   |
| Help us re    | mind all Healt                    | hy Connections                  | s Medicaid n    | nembers to sub                     | mit their revi | ew when it's t  | time to renew.   |
| For flyers,   | fact sheets, F                    | AQs and more                    | click here      |                                    |                |                 |  |
| Visit for m   | ore info on ani                   | nual eligibility r              | eviews.         |                                    |                |                 |  |
| Payme         | ENT SCH                           |                                 | CHANG           | E FOR W                            | EEK O          | MAY 7           | -MAY 12, 2023<br>Posted on Wednesday May 3, 2023<br>Last changed on Wednesday May 3, 202 |
| Connectio     |                                   | laims submissi                  |                 |                                    |                |                 | ollowing changes to the Healthy<br>2023 in order to accommodate the South                |
|               | yments will be                    |                                 |                 |                                    |                |                 | mittance advices will be available Tuesday,<br>al day to submit claims for payment date  |
| The sched     | tule will return                  | to normal for th                | he payment      | cycle with payn                    | nent date Fri  | day, May 19,    | 2023.  |
| Please ref    | er any questio                    | ns or concerns                  | regarding t     | his alert to the l                 | Provider Ser   | vice Center at  | (888) 289-0709   |
|               | i for your conti<br>ouncement tex |                                 | of the South    | Carolina Health                    | y Connectio    | ns Medicaid F   | Program.   |



Click on the Eligibility function at the top.

### Eligibility Status (cont.)



There are the following two options to choose from:

- Single query (eligibility for one recipient at a time is checked)
- Multi query

   (eligibility for multiple
   recipients at a
   time is checked)

## **Eligibility Verification Inquiry: Single Query**

| Change<br>PWD   | Reports                     | Eligibility      | Claims<br>Entry | Claim<br>Submission | Lists | History   |
|-----------------|-----------------------------|------------------|-----------------|---------------------|-------|---|
| Eligibility Ver | ification Inquiry           |                  | Welc            | xome                | 6     | Your IP address has been logged.  |
| Selection       | Criteria                    |                  |                 |                     |       |   |
| Date            | of Service: 07/12/2         | Date             | of Birth:       |                     |       | Form filling information  |
|                 | ledicaid ID:<br>First Name: | SSN:             | Last Na         | me:                 |       | The selection criteria requires the entry of one of the<br>following three possibilites. The criteria to be used is<br>based on the order listed with the highest priority<br>listed first. If multiple criteria is entered, the one with<br>the highest priority will be used. |
| Check           | Eligibility [Clear]         | Multiple Query E | ntry            |                     |       | <ol> <li>Date of Service, Medicaid ID</li> <li>Date of Service, Date of Birth, SSN</li> <li>Date of Service, Date of Birth, Full Name</li> </ol>  |

#### Complete all fields. Click on Check Eligibility.



## **Eligibility Verification Inquiry**

| Change<br>PWD                | Reports          | Eligibility | Claims<br>Entry | Claim<br>Submission | Lists | History          |                  |
|------------------------------|------------------|-------------|-----------------|---------------------|-------|------------------|------------------|
| Eligibility Verit<br>Summary | ication Inquiry: | Selection   | Welc            | ome                 |       | Your IP address, | has been logged. |

There are several ways to view individual or multiple query details. Individual details may be displayed by clicking on the hyperlink within the Medicaid ID box or by clicking on one of the checkboxes and then click the 'Display' button. Multiple details may be selected by clicking multiple checkboxes and then click the 'Display' Button or to see all details, click the 'Display All' button.

| Date of Service:         07/12/2023         Provider ID:         175981         Display         Display All         Select All         Clear         Back           Sel <mid< td="">         Name         DOB         Station         Gender         DOS         Sel<mid< td="">         Name         DOB         Station         Gender         Station         Gender         Station         Gender         Station         Gender         Station         Gender         Gender         Station         Gender         Station         Gender         Station         Gender         Station         Gender         Gender         Station         Gender         Gender         Gender         Gender         Gender         Gender         Gender         Gender         Gender</mid<></mid<></mid<></mid<></mid<> | Date of Service: 07/12/2023 Provider ID: 175981 Unsplay Display All Select All Clear Back |
|--|---|
| Sel MID Name DOB Status Gender DOS Sel MID Name DOB Status Gender  |   |
|  | Sel MID Name DOB Status Gender DOS Sel MID Name DOB Status Gender DO                      |
| 07/11/2016 ELIGIBLE FEMALE 07/12/2023  | 07/11/2016 ELIGIBLE FEMALE 07/12/2023   |

#### Based on the date of service (DOS) entered, the status will show.



## **Eligibility Results**

| Eligibility Ventica | ation Results                | Welcome   | Your IP address, | , has been logged. |
|---------------------|------------------------------|---|------------------|--------------------|
| A total of 1 resp   | onses are displayed.         |   |                  |                    |
| Selection Crite     | ria for response 1           |   |                  |                    |
| Add Beneficiar      | V Back Add All Ber           | neficiaries Print Resonance Print All   |                  |                    |
|                     |                              | 76423 SC Medicaid   |                  |                    |
| Date of service: 0  | 113(2023 Provider ID: 10030) | 6423 SC Medicald  |                  |                    |
| Beneficiary Da      | ta                           | the second se |                  |                    |
| Name:               |                              | ID Number:  |                  |                    |
| Gender:             |                              | Birth Date:   |                  |                    |
| Address:            |                              | City/State/Zip:   |                  |                    |
| Eliaibility or Re   | enefit Information           |   |                  |                    |
| Beneficiary is:     | INELIGIBLE                   | Qualified Medicare Beneficiary:   | N/A              |                    |
| Payment Category:   | NA                           | Home visits remaining:  | NA               |                    |
| CoPay Exempt:       | NO                           | Ambulatory visits remaining:  | NA               |                    |
| Deductible:         | 50.00                        | Chiropractic visits remaining:  | N/A              |                    |
| Coinsurance:        | 0.0%                         | Mental Health services remaining:   | NA               |                    |
| Limited Benefit:    | N/A                          | Rehabilitative services remaining:  | NA               |                    |
| Qual. Category:     | NA                           |   |                  |                    |
| Beneficiary Sp      | ecial Programs Data          |   |                  |                    |
| Description:        | NA                           |   |                  |                    |
| Message:            | NA                           |   |                  |                    |
| -                   | A . 1 1. 1. 104              |   |                  |                    |
| TPL - Third Par     |                              |   |                  |                    |
| Medicare A: NV      | Medicare B: N/A M            | Aedicare ID: N/A  |                  |                    |

#### Clicking on the SC Medicaid field will display further information.



### **Eligibility Status**

| C C munifertitienediatum/pro | Destro select a provider to work with   |  |     |
|------------------------------|---|--|-----|
|                              |   |  |     |
|                              | Descript Reports Digbelly Codes Submission Lints History  |  |     |
|                              | SC Medicaid Portal Home Multiple Counters Your IP address. has been logged.   |  |     |
|                              | Announcements   |  |     |
|                              | *****ALERT*****SCHEDULED SYSTEM MAINTENANCE Period on Windowsky, Jun 21, 2023   |  |     |
|                              | The SC Web Submission Tool will be unavailable on Friday, 07/14/2020, from 7 (0)FM until 10 00FM.   |  |     |
|                              | MEDICAID ANNUAL ELIGIBILITY REVIEWS   |  |     |
|                              | Did you know Medicaid annual eligibility reviews restarted?   |  |     |
|                              | The South Carolina Department of Health and Human Services is asking Healthy Connections Medicaid enrolled providers to help the<br>agency ensure members who are eligible for Medicaid remain covered.   |  |     |
|                              | Healthy Connections Medicaid members can now as coming to update their contact info, check their annual eligibility review status<br>and submit their review when it's time to review.  |  |     |
|                              | Help us remind all Healthy Connections Medicaid members to submit their review when it's time to renew  |  | - 1 |
|                              | For Ryers, fact sheets, FAQs and more calls time  |  | - 1 |
|                              | Visit for more into on annual eligibility revenue.  |  |     |
|                              | PAYMENT SCHEDULE CHANGE FOR WEEK OF MAY 7-MAY 12, 2023  |  | 1   |
|                              | The South Carolina Department of Health and Human Services (SCDHHS) announces the following changes to the Healthy<br>Connections Medicaid claims submission and payment schedule for the week in May 7-12, 2023 in order to accommodate the South<br>Carolina state holiday schedule.        |  |     |
|                              | During the week beginning May 7, 2023 payments will run Monday, May 8, and electronic remittance advices will be evailable Tuesday,<br>May 9, Payments will be dated Finday, May 12, as usual. Sunday, May 7, at 5 p.m. is the final day to submit claims for payment date<br>Finday, May 12. |  |     |
|                              | The schedule will return to normal for the payment cycle with payment date Friday, May 19, 2023.  |  |     |
|                              | Please refer any questions or concerns regarding this alert to the Provider Service Center at (688) 289-0709  |  |     |
|                              | Thank you for your continued support of the South Carolina Healthy Connections Medicaid Program.<br>Enter announcement text here  |  |     |
|                              |   |  |     |

# Select Multiple Queries to check more than one eligibility status at a time.



### **Eligibility Verification Inquiry**

Eligibility Verification Inquiry

Welcome

Your IP address.

idress, has been

Please enter a valid SC Medicaid ID or SSN and DOB or Name and DOB.

Beneficiary List

#### Selection Criteria

Date of Service: 07/12/2023

Change Dates Submit Clear

| Date of Service | Key Type   | Key Value | Birth Date | Date of Service | Key Type     | Key Volue | Birth Date |
|-----------------|------------|-----------|------------|-----------------|--------------|-----------|------------|
| en 12/2023      | Medicaid 🛩 | C         |            | 87/12/2022      | Metical v    | ()        |            |
| 87/12/2023      | Medical V  | ()        |            | 10112/2023      | Stedcard 🗸   |           |            |
| en 42/2023      | Medicaid 🗸 | C.        |            | 10713/2023      | Medicaid 🗸   | (         |            |
| 60122023        | Medicaid w | C.        |            | 07/12/2020      | Vedcaid V    | -         | ) (        |
| ch12(202)       | Medicaid w | 0         |            | ah122023        | Nedceld v    |           |            |
| 600001          | Medicaid 👽 | Č         |            | 0/112/0023      | tedad v      |           |            |
| 6712/2023       | Medicaid 🗸 | ć.        |            | 8612/2023       | Medicaid 🗸   |           | ]          |
| 0712/2023       | Medicaid 👽 | C         | (C )       | 87/12/2023      | Vedcait 🗸    |           |            |
| 1112/2025       | Nedced v   | Č.        |            | 87/12/0823      | Medical v    |           |            |
| 1012/2023       | Medicad 👻  | 2.<br>[2  | - C        | 07112/2025      | Nedcast y    | (         |            |
| str-12:2025     | Mediced w  | (         |            | 8712/2023       | Velcal v     | (         | 1 (        |
| 0112/2025       | Medicant w | 0         | ()         | (PT/12/2023     | Webcard 🕶    | (         |            |
| ID-12/2025      | Medical v  | C         |            | 87/12/2023      | (Medicard w) |           |            |
| 6505/57/10      | Medicad v  | Ċ         |            | 10712/2023      | Metcad v     |           |            |
| ch 12/2023      | Netcard v  | Ć.        | (C)        | 8712/2023       | Method v     | -         |            |
| 1012/2023       | Medicaid 🕶 | 0         | ( )        | 8012/2023       | Indicaid w   | (         |            |
| 012/2025        | Medicaid 🗸 | Ć.        |            | en130625        | (Method V)   |           |            |
| 0512/2003       | Madicaid 🗸 | C         |            | BN122021        | Indical V    | (         |            |
| 0112/2023       | Medicaid w | 6         |            | B/13/2021       | Nedcad v     |           |            |
| 1712/2023       | Medicaid 🗸 | C         |            | 8/112/2023      | Medical V    | (         |            |
| 6120003         | Medicad v  | 0         |            | 0112/2023       | Stetical v   |           |            |
| 01122003        | Medcaid ¥  | r         |            | JIT+12/2023     | Mediced w    |           | 11         |

Single Query

Click on Beneficiary List, select the appropriate beneficiaries, and click on Populate.

#### OR

Enter multiple Medicaid numbers.



### **Eligibility Verification Inquiry**

Eligibility Verification Inquiry

Welcome

Your IP address,

, has been log

Please enter a valid SC Medicaid ID or SSN and DOB or Name and DOB.

#### Selection Criteria

Date of Service: 07/12/2023

Beneficiary List Change Dates Submit Clear

Single Query

| Date of Service | Кеу Туре   | Key Value | Birth Date | Date of Service | Кеу Туре   | Key Value | Birth Date |
|-----------------|------------|-----------|------------|-----------------|------------|-----------|------------|
| 07/12/2023      | Medicaid 🗸 |           |            | 07/12/2023      | Medicaid 🗸 |           |            |
| 07/12/2023      | Medicaid 🗸 |           |            | 07/12/2023      | Medicaid 🗸 |           |            |
| 07/12/2023      | Medicaid 🗸 | [         |            | 07/12/2023      | Medicaid 🗸 |           |            |
| 07/12/2023      | Medicaid 🗸 | (         |            | 07/12/2023      | Medicaid 👻 | ()        |            |
| 07/12/2023      | Medicaid 🗸 | (         |            | 07/12/2023      | Medicaid 🗸 |           |            |
| 07/12/2023      | Medicaid 🗸 | (         |            | 07/12/2023      | Medicaid 🗸 |           |            |
| 07/12/2023      | Medicaid 🗸 | [         |            | 07/12/2023      | Medicaid 🗸 | []        |            |
| 07/12/2023      | Medicaid 🗸 | 1         |            | 07/12/2023      | Medicaid 🗸 |           |            |
| 07/12/2023      | Medicaid 🗸 | (         |            | 07/12/2023      | Medicaid 🗸 | ()        |            |
| 07/12/2023      | Medicaid 🗸 | (         |            | 07/12/2023      | Medicaid 🗸 |           |            |
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| 07/12/2023      | Medicaid 🗸 |           |            | 07/12/2023      | Medicaid 🗸 | ()        |            |
| 07/12/2023      | Medicaid 🗸 | (         |            | 07/12/2023      | Medicaid 🗸 |           |            |
| 07/12/2023      | Medicaid 🗸 | (         |            | 07/12/2023      | Medicaid 🗸 | 0         | ( )        |



### **Eligibility Selection Summary**

| Summary | has been logged. |
|---------|------------------|
|---------|------------------|

There are several ways to view individual or multiple query details. Individual details may be displayed by clicking on the hyperlink within the Medicaid ID box or by clicking on one of the checkboxes and then click the 'Display' button. Multiple details may be selected by clicking multiple checkboxes and then click the 'Display' Button or to see all details, click the 'Display All' button.

| Sei | MID | Name | DOB        | Status   | Gender | DOS        | Sel MID | Name | DOB        | Status  | Gender | DOS        |
|-----|-----|------|------------|----------|--------|------------|---------|------|------------|---------|--------|------------|
|     |     |      | 10/07/1980 | EUIOIBLE | FEMALE | 07/12/2023 | 0       |      | 04/29/2009 | EUGIBLE | MALE   | 07/12/2023 |
| -   |     |      | 11/29/1970 | EUGIBLE  | FEMALE | 07/12/2023 |         |      | 10/22/2000 | EUGIBLE | FEMALE | 07/12/2023 |



#### Lists



### **List Types**

#### CMS-1500 Lists:

- Beneficiary
- Provider
- Insured
- Contact
- ICD-10 Diagnosis Codes
- HCPCS/CPT-4 Codes
- ICD-10 Surgical Codes
- Modifier Codes



### How to Build a List

| Change<br>PWD   | Reports                            | Eligibility                                  | Claims<br>Entry | Claim<br>Submission          | Lists                           | History     |                  | 3 |
|---|------------------------------------|--|-----------------|------------------------------|---------------------------------|-------------|------------------|---|
| C Medicaid  | Portal Home                        |  | Welco           | me etter si                  | Benefic                         | een logged. |                  |   |
|   |                                    |  |                 |                              | Provide                         |             |                  |   |
|   | o the South Car                    |  |                 |                              | Insured                         |             |                  |   |
|   | te your passwor<br>load or view pa | C. M. C. |                 | WD link.<br>ease click the e | Contact                         | L.          |                  |   |
| · To enter  | a claim (profes                    | sional or hospit                             | al), select the | appropriate clair            | the second second second second | on Codes    |                  |   |
| <ul> <li>To submit a claim, click the Claim Submission link.</li> <li>To view a submitted claim's status, please click the Status link.</li> <li>To check on the eligibility for your Medicaid subscribers, please click:</li> <li>To look for claims you have submitted via the Portal, select Search S group of claims submitted all at once), select CMS-1500 Submitted I</li> </ul> |                                    |  |                 |                              |                                 | iagnosis Co |                  |   |
|   |                                    |  |                 |                              |                                 | Diagnosis C | aims by batch (a |   |
|   |                                    |  |                 |                              |                                 | CPT-4 Cod   | menu.            |   |
|   |                                    |  |                 |                              | ICD-9 Surgical Codes            |             |                  |   |
| FAQ   |                                    |  |                 |                              | ICD-10                          | Surgical Co | des              |   |
| Q: Can multiple Web Tool users share the same login ID a  |                                    |  |                 |                              |                                 | r Codes     |                  |   |
| A: No, e  | ach user mus                       | thave his or h                               | er own logir    | ID and Passy                 | Occurre                         | ence Codes  |                  |   |
|   |                                    |  |                 |                              | Value C                         | odes        |                  |   |
|   |                                    |  |                 |                              | Revenu                          | le Codes    |                  |   |
|   |                                    |  |                 |                              |                                 |             |                  |   |

#### Choose from the drop-down menu to begin building a list.



## How to Build a List (cont.)

|                             |  | THE SECOND                                  | AID 🧹           |                     |                      |                 | 20          | spout i biome |  |
|-----------------------------|--|---|-----------------|---------------------|----------------------|-----------------|-------------|---------------|--|
| Change<br>PWD               | Reports  | Eligibility                                 | Claims<br>Entry | Claim<br>Submission | Lists                | History         |             |               |  |
| SC Medical                  | d Portal Home  |   | Welco           | me series wit       | Benefi               | Beneficiary 300 |             |               |  |
|                             |  |   |                 |                     | Provider             |                 |             |               |  |
| Welcome                     | to the South Car   | olina Medicaid V                            | Neb Portal      |                     | Insure               | d               |             |               |  |
|                             | ate your passwor   | C.M. C. |                 |                     | Contac               | et.             |             |               |  |
|                             |  |   |                 | lease click the e-  |                      | tion Codes      |             |               |  |
| <ul> <li>To subr</li> </ul> | <ul> <li>To enter a claim (professional or hospital), select the appropriate cl</li> <li>To submit a claim, click the Claim Submission link.</li> <li>To view a submitted claim's status, please click the Status link.</li> </ul> |   |                 |                     |                      | Diagnosis Co    | des         |               |  |
|                             |  |   |                 | ers, please click t | ICD-10               | Diagnosis C     | odes        |               |  |
|                             |  |   |                 | select Search Si    |                      |                 | by batch (a |               |  |
| group o                     | i claims suomite   | ed all at once), s                          | eleci CM3-1     | 500 Submitted E     | ICD-9 Surgical Codes |                 |             |               |  |
| FAQ                         |  |   |                 |                     | ICD-10               | Surgical Cod    | ies         |               |  |
| 1112                        | multiple Web   | Tool users s                                | have the s      | ame login ID a      |                      | er Codes        |             |               |  |
| 1.1523223                   |  |   |                 | n ID and Passw      | Occur                | rence Codes     |             |               |  |
| 0000000                     |  |   |                 |                     | Value                | Codes           |             |               |  |
|                             |  |   |                 |                     | Reven                | ue Codes        |             |               |  |
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#### Select Diagnosis Codes to begin building a list.



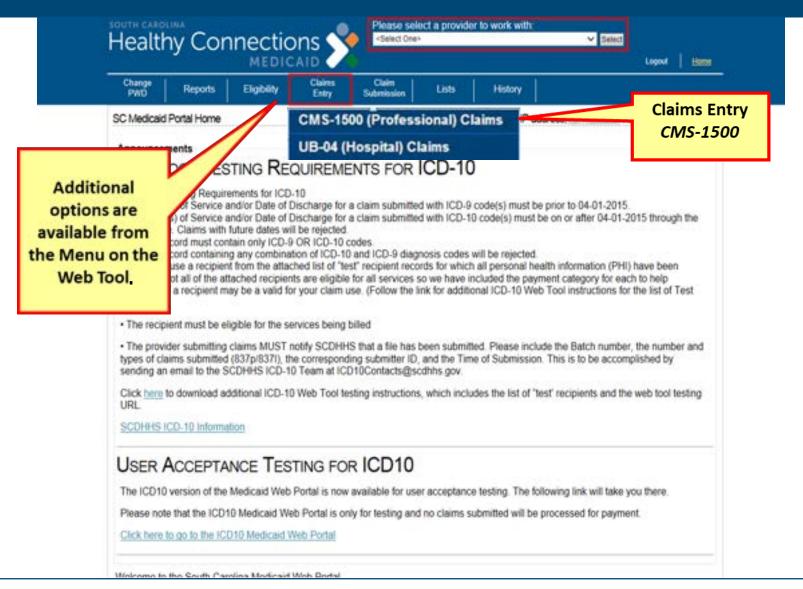
# **CMS Form 1500 Claims Entry**



# **Claims Entry**

| C. Madania                | Reports  | Elgbilty  | Entry                            | Submission  | Lists                          | Histor                  | 34         | bee been     | learned |
|---------------------------|--|---|----------------------------------|---|--------------------------------|-------------------------|------------|--------------|---------|
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|                           |  | olina Medicaid  |                                  |   |                                |                         |            |              |         |
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|                           |  |   |                                  | appropriate claim                                     |                                | Claim Ent               | menu.      |              |         |
| · To subm                 | nit a claim, click                                   | the Claim Subr  | mission link.                    |   | 1000000                        |                         |            |              |         |
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| Cha<br>PW   |  | orts Eligibility  | Claims<br>Entry S                        | Claim<br>Jubmission Lists                                  | History                  |                   | Logout Home |  |
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| Change<br>PWD           | Reports      | Eligibility                | Claims<br>Entry  | Claim<br>Submission                       | Lists       | History   |  |   |                 |
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| CMS-1500 Pe             | nding Claims |                            | Welcom   | e   |             | Your I  | Paddress,  | h   | as been logged. |
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|            |                 | st.              |                   |                       |                 |                         |   |

Enter the following CMS-1500 Claim Information:

- Beneficiary information
- Provider information
- Miscellaneous information
- Diagnosis codes
- Detail lines
- Documents
- Other coverage



| Change<br>PWD | Reports         | Eligibility      | Claims<br>Entry       | Claim<br>Submission                           | Lists                             | History      |              |          |            |
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|               |                 | Phone            | Fo<br>(188) 205-0729. | r sumpert, contact th<br>Fax: (913) A70-9021, | Front Carolina<br>Email: EDIG.OPS | MCAD@palmeth | ogba.com     |          |            |
|               |                 |                  |                       |   |                                   |              |              |          |            |
|               |                 |                  |                       |   |                                   |              |              |          |            |



| Change Reports Eligit            | ility Claims Claim L<br>Entry Submission L                                       | ists History                    |                                    |
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| Beneficiary Info Provider Info   | fisc Info Diagnosis Codes Det Lines  | Documents Other Cove            | rage                               |
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|                                  | For support, contact the So<br>Phone: (202) 205 (216; For: (802) 216 SOP, Ensure | fields                          |                                    |



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For support, conduct the South Carolina Center Phone: (00) 201-070, Var. (00) 770-0621, Cond. EDKLOP5 MCAD@palmetlogba.com



| Change Reports Eligibilit   |             | Noim<br>mission Lists | History  |                  |          |
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| CMS-1500 Claim Entry - ICD 10   | Welcome     | (WW)                  | Your IP addr                                   | ess, in the been | logged.  |
| Beneficiary Info Provider Info Ma<br>Billing Provider (Get from List)<br>*NPUSC Prov. ID *Taxonomy Code |             | es Det Lines Docu     | ments Other Co                                 | verage           |          |
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For support, contact the South Carolina Centre

Phone: (800) 209-0709, Faz: (802) 870-0021, Email: EDIG.OP5-MCAID@palmettogba.com



| PWD PWD     | Reports          | Eligibility      | Entry      | Claim<br>Submission | Lists      | History        |                              |
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Phone: 1888) 201-0799, Fax: (812) 878-9521, Ernal: EDG-OPS-MCADdguetreehogba.com

#### Accident Info and Other Info are not needed for these claims.



| Change<br>PWD | Reports          | Eligibility     | Claims<br>Entry | Claim<br>Submission | Lists         | Histo      | xy        |          |          |                 |
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For signant, contact the South Carolina Center Phone: (00) 249-0700, Fax: (00) 170-0021, Ernal: EERG.OPS.MCAID@selmettigta.com

#### Enter Diagnosis Codes.



| - 000000 I - 0                                   | Reports Eligibility                  | Claims Claim<br>Entry Submission               | Modifier                               |                   |           |
|--|--------------------------------------|--|--|-------------------|-----------|
| CMS-1500 Clain                                   | n Entry - ICD 10                     | Welcome  |  |                   |           |
| Beneficiary Infe                                 | Provider Info Misc I                 | nfo Diagnosis Codes De                         | t Lines Documer Coverage               | 1                 |           |
| Add/Update S                                     | ervice Line(s)                       |  |  | S                 | elect Pla |
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| Emergency2                                       | FPSDT - Family Plannin               | g National Drug Code Re                        | ndering Provider ID/NPI Rendering Prov | vider Taxonomy    |           |
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Phone: (201) 200 4700, Fax: (203) 670 9021, Email: EDG.OPS-MCAID@paimetrogba.com

#### Add additional lines or select Copy Set Lines or Delete Set Lines.



| Change<br>PWD Reg                        | orts Eligibility   | Claims<br>Entry | Claim<br>Submission   | Lists      | History     |             |                  |
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Phone: (IIII) 209 9709, Fux: (003) 870-9021, Email: EDIG-OPS-MCAID@paimetogbs.com

#### No documents are required.



| Change<br>PWD | Reports                  | Eligibility              | Claims<br>Entry | Claim<br>Submission | Lists                 | History           |                |                  |
|---------------|--------------------------|--------------------------|-----------------|---------------------|-----------------------|-------------------|----------------|------------------|
| MS-1500 C     | laim Entry - IC          | D 10                     | Welco           | me ville hal        | L                     | Your IP a         | iddress, 🖷 👘 👘 | nas been logged. |
| Beneficiary   | Info Provide             | r Info Misc In           | fo Diagnos      | is Codes Def        | Lines Docu            | ments Other       | r Coverage     |                  |
|               | Wher Insuran             | ce Coverage In           | formation (     | Cet from Lieff      | Source and the second | 10000000 <b>1</b> |                |                  |
| *Insured La   |                          |                          | d First Name    | 1                   | "Relation to I        | nsured (RI)       |                |                  |
|               |                          |                          |                 |                     | [Please Sele          |                   |                | ~                |
| *Carrier Co   | de Policy No             | mber                     | Paid Amou       | nt Paid Date        | _                     |                   |                |                  |
| *Filing Ind.  | (TD)                     |                          | 0.00            |                     |                       |                   |                |                  |
| Please Se     |                          |                          |                 | v                   |                       |                   |                |                  |
| Denial?       |                          |                          |                 |                     |                       |                   |                |                  |
| Denial Rea    | son Code (DR             | in .                     |                 |                     |                       |                   |                |                  |
| (Please Se    |                          | )                        |                 |                     |                       |                   |                |                  |
| *Deductible   | ineq period and a second | make product product and |                 | ontracted Amou      | nt                    |                   |                |                  |
| 0.00          | 0.00                     | 0.00                     | 0.00            | _                   |                       |                   | _              | >                |
| Save Clea     | r.                       |                          |                 |                     |                       |                   |                |                  |
|               |                          |                          |                 |                     |                       |                   |                |                  |
| Thora is      | no data to dis           | play.                    |                 |                     |                       |                   |                |                  |

#### Click Finish Claim.



# **Claim Submission**



### **Claim Submission**

| PW0<br>SC Medicaio   | Reports  | Elgibility  | Entry   | Submission  | Lists  | History<br>Your IP a             | iddress, has been logged.   |
|--|--|---|---|---|--|----------------------------------|---|
| To upda     To down     To enter     To subn     To view     To chec     To look | r a claim (profes<br>nit a claim, click<br>a submitted cla<br>k on the eligibili<br>for claims you h | rd, please click<br>ayment e-Remit<br>ssional or hospil<br>the Claim Sub<br>am's status, plea<br>ity for your Medi<br>ave submitted v | the Change I<br>statements, p<br>tal), select the<br>mission link,<br>ase click the S<br>caid subscrib<br>via the Portal, | lease click the e-F<br>appropriate claim<br>Status link.<br>ers, please click t<br>select Search Su | type from the<br>he Check Elig<br>Ibmitted Clair | ability link.<br>ns from the His | enu.<br>story menu. Or, to browse claims by batch (a<br><b>d Batches</b> from the History menu. |
| Q: Can   | multiple Web   | Tool users  | share the s   | ame login ID ar   | nd password                                      | d?                               |   |
| A: No, e   | ach user mus   | thave his or l  | her own logi  | n ID and Passw  | ord.   |                                  |   |



## Claim Submission (cont.)

| Change<br>PWD  | Reports                              | Bigblity         | Claims<br>Entry | Claim<br>Submission | Lists | History |  |          |
|----------------|--------------------------------------|------------------|-----------------|---------------------|-------|---------|--|----------|
| Claim Submi    | Ission                               |                  | Welcome         | - INCOMPANY         |       | Your IP | address has been logged.   |          |
| Contact Info   |                                      |                  | -               |                     |       |         |  |          |
|                | "Name:                               |                  | KGet from L     | 153                 |       |         | <ul> <li>Form filling information</li> <li>Required fields are dended by *</li> </ul>  |          |
|                | *Address:                            |                  | -               | (m)                 |       |         | <ul> <li>A Claim Type selector is required.</li> <li>Enter digits only for the Area Code () e<br/>803) for the area code, and 1231234 for</li> </ul> | Consula  |
|                | Area Code:                           | 1                | "State          | SC V                | *Zip  |         | the local part)<br>• The Phane Number may be entered as<br>effert 201223 or formatied as 123-1344.   | Comple   |
|                | *Phone:                              | Exten            | sine            |                     |       |         | the Phone Extension is optional but may<br>contain up to 6 digits.   | Contact  |
|                |                                      | CAR!             |                 | _                   |       |         |  | Informa  |
|                |                                      |                  |                 |                     |       |         | Submit Edit Cancel   |          |
| Claim Submi    | ssion Information                    | (2 records)      |                 |                     |       |         |  | section  |
| Select Claim T | ype <u>Claim Type</u> No<br><b>O</b> | mber Of Claims T | etal Of Claims  |                     |       |         |  | select f |
| C              | CHS 1500                             | 4                | \$1,257.00      |                     |       |         |  | 50100011 |
|                |                                      |                  |                 |                     |       |         |  | lists.   |

For support, contact the South Canting Center Phone: (SSI) 205 6700, Fox: (SSI) 570-0271, Enalt EDKG.OPS MCAOgoveretopte.com



## Claim Submission (cont.)

| PWD          | Reports           | Eligibility     | Claims<br>Entry                | Claim<br>Submission                   | Lists | History   |   |
|--------------|-------------------|-----------------|--------------------------------|---------------------------------------|-------|-----------|---|
| Xaim Subm    | ission            |                 | Welcom                         | e silini sel                          |       | Your IP a | address. has been logged.   |
| Contact Info | mation            |                 |                                |                                       |       |           |   |
|              | "Name:            |                 | Get from                       | Lord                                  |       |           | Form filling information  |
|              | "Address          |                 |                                |                                       |       |           | <ul> <li>Required fields are denoted by *.</li> <li>A Claim Type selection is required.</li> </ul>                            |
|              | *City:            |                 | *State                         | SC V                                  | 'Zp.  |           | <ul> <li>Enter digits only for the Area Code (i.e.<br/>801) for the area code, and 1231234 for<br/>the local cart)</li> </ul> |
|              | Area Code:        |                 |                                | hereiternet                           | 370.0 |           | <ul> <li>The Phone Number may be entered as<br/>either 1231234 or formafied as 123-1344.</li> </ul>                           |
|              | *Phone:           |                 | tension:                       | _                                     |       |           | <ul> <li>The Phone Extension is optional but may<br/>contain up to 6 digits.</li> </ul>                                       |
|              |                   | -               |                                |                                       |       |           |   |
|              |                   |                 |                                |                                       |       |           | Submit Edit Cancel  |
| laim Subm    | ssion Information | on (2 records)  |                                |                                       |       |           |   |
|              |                   | Number Of Claim |                                |                                       |       |           |   |
| 0            | CMS 1500          | 0               | 0<br>\$1,257.0                 |                                       |       |           |   |
| C            |                   |                 | <ul> <li>automotion</li> </ul> | · · · · · · · · · · · · · · · · · · · |       |           |   |

Select the Claim Type.

Click Submit for all CMS 150 claims in the batch.

For support, contact the South Carolina Center Phone: (200) 205 6709, Fax: (201) 570 8024, Enaut: EDG OPS MCAD@utmetlogba.com



# Claim Submission (cont.)

| Change<br>PWD | Reports             | Elgiblity          | Claims<br>Entry | Claim<br>Submission | Lists | History    |                     |                  |  |
|---------------|---------------------|--------------------|-----------------|---------------------|-------|------------|---------------------|------------------|--|
| Claim Subm    | ission              |                    | Welcon          | ne di si nei        |       | Your IP ac | idress, ini ini ini | has been logged. |  |
|               |                     |                    |                 |                     |       |            |                     |                  | To submi                               |
| You have cele | rtad 2 claim/c) tot | taling 1078 00 and | the halance due | totaling 1078 00    |       |            |                     |                  | select                                 |
|               | o submit these cla  |                    |                 | ioung love to       |       |            |                     |                  | Confirm a                              |
| Confirm an    | d Submit Claims     | Cancel             |                 |                     |       |            |                     |                  | Submit                                 |
|               |                     |                    |                 |                     |       |            |                     |                  | Claims.                                |
|               |                     |                    |                 |                     |       |            |                     |                  | If not read<br>to submit<br>click Cano |

For support, contact the South Caroline Center Phone: dbbl 200-0703, Fax: (000) 870-0023, Email: EDIG.0PS MCAD@paimettogba.com



#### **Electronic Remittance Advice**



# **Electronic Admittance Advice**

| Change<br>PWD                                    | Reports        | Eligibility       | Claims<br>Entry | Claim<br>Submission | Lists       | History          |                  |
|--|----------------|-------------------|-----------------|---------------------|-------------|------------------|------------------|
| CMS-1500 P                                       | ending Claims  |                   | Welc            | ome                 |             | Your IP address, | vas been logged. |
| ICD-10 C   | oded Claim 🗸   | Enter New Cla     | aim             |                     |             |                  | Search Name      |
| Provider 100                                     | 03076423 has r | no professional   | claims yet to   | be submitted to     | SC Medicaid | 1                |                  |
| <ul> <li>Visit the</li> <li>Enter a r</li> </ul> |                | (s) to view alrea | ady submitted   | I claims, or        |             |                  |                  |

#### Select the Reports tab.

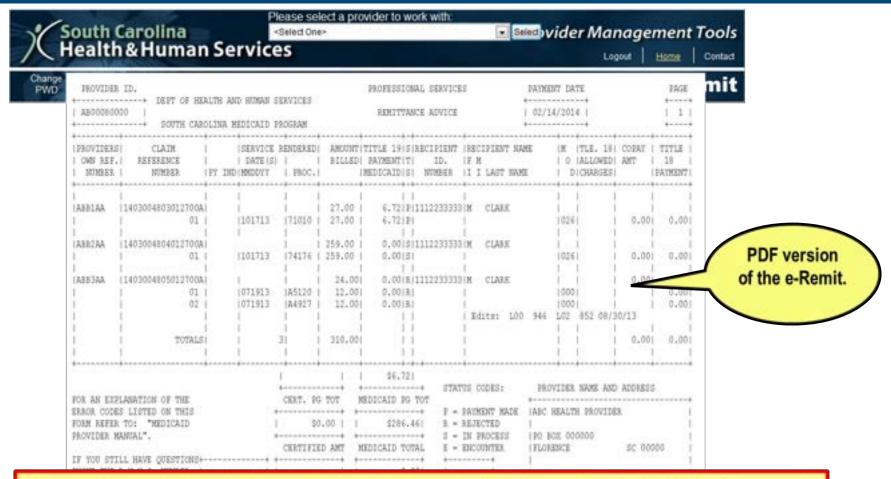


### Electronic Remittance Advice (cont.)

| Change<br>PWD | Reports        | Eligibility  |            | Claim<br>besission | Lists His  | story           |                  |      |
|---------------|----------------|--------------|------------|--------------------|------------|-----------------|------------------|------|
| Payment Remi  | tances         | t vittir dig | Welcome #  | 0087w3             | Y          | our IP address, | has been lo      | ged. |
| Remittances   | for: (19526265 | 17)          |            |                    |            |                 |                  |      |
| 05-10-2019    | 12-14-2018     | 07-20-2018   | 02-23-2018 | 09-22-2017         | 04-28-2017 | 12-09-2016      | 07-22-2016       |      |
| 05-03-2019    | 12-07-2018     | 07-13-2018   | 02-16-2018 | 09-15-2017         | 04-21-2017 | 12-02-2016      | 07-15-2016       |      |
| 04-26-2019    | 30-2018        | 07-06-2018   | 02-02-2018 | 09-08-2017         | 04-14-2017 | 11-25-2016      | 07-08-2016       |      |
| 04-19-2019    | 2018           | 06-29-2018   | 01-26-2018 | 09-01-2017         | 04-07-2017 | 11-18-2016      | 07-01-2016       |      |
| 04-12-2019    | 1 18           | 06-22-2018   | 01-19-2018 | 08-25-2017         | 03-31-2017 | 11-11-2016      | 06-24-2016       |      |
| 04-05-2019    | Select the     | e Bamit      | 01-12-2018 | 08-18-2017         | 03-24-2017 | 11-04-2016      | 06-17-2016       |      |
| 03-29-20      | you wit        |              | 12-29-2017 | 08-04-2017         | 03-17-2017 | 10-28-2016      | 06-10-2016       |      |
| 03-22-20      | view/print/c   | lownload     | 12-22-2017 | 07-28-2017         | 03-10-2017 | 10-21-2016      | 06-03-2016       |      |
| 03-15-2019    | from the       | e list       | 12-15-2017 | 07-21-2017         | 03-03-2017 | 10-14-2016      | 05-27-2016       |      |
| 03-08-2019    | 10-12-2018     | 05-18-2018   | 12-08-2017 | 07-14-2017         | 02-24-2017 | 10-07-2016      | 05-20-2016       |      |
| 03-01-2019    | 10-05-2018     | 05-11-2018   | 12-01-2017 | 07-07-2017         | 02-17-2017 | 09-30-2016      | 05-13-2016       |      |
| 02-22-2019    | 09-28-2018     | 04-27-2018   | 11-24-2017 | 06-30-2017         | 02-10-2017 | 09-23-2016      | 05-06-2016       |      |
| 02-15-2019    | 09-21-2018     | 04.20.2018   | 11-17-2017 | 05-23-2017         | 02-03-2017 | 09-16-2010      |                  |      |
| 02-01-2019    | 09-14-2018     | 04-13-2018   | 11-10-2017 | 06-16-2017         | 01-27-2017 | 1               | select the Open  |      |
| 01-25-2019    | 09-07-2018     | 04-06-2018   | 11-03-2017 | 06-09-2017         | 01-20-2017 |                 | tton to view you | r)   |
| 01-18-2019    | 08-31-2018     | 03-30-2018   | 10-27-2017 | 06-02-2017         | 01-13-2017 |                 | e-Remit.         |      |
| 01-11-2019    | 08-24-2018     | 03-23-2018   | 10-20-2017 | 05-26-2017         | 01-06-2017 | 08-19-2010      |                  |      |
| 01-04-2019    | 08-10-2018     | 03-16-2018   | 10-13-2017 | 05-19-2017         | 12-30-2016 | 08-12-2016      |                  |      |
| 12-28-2018    | 08-03-2018     | 03-09-2018   | 10-06-2017 | 05-12-2017         | 12-23-2016 | 08-05-2016      |                  |      |
| 12-21-2018    | 07-27-2018     | 03-02-2018   | 09-29-2017 | 05-05-2017         | 12-16-2016 | 07-29-2016      |                  |      |



## Electronic Remittance Advice (cont.)



If you have any questions about claims resolution, call our provider support center at 1-888-289-0709.

Healthy Connections

# **Helpful Information**

Physicians Services Manual: <u>Physicians Services Provider</u> <u>Manual</u>

Link to Online Web Tool Tutorial: Learning Resources: The Web Tool

Link to Web Tool SC Medicaid Portal

SC Board of Pharmacy – Frequently Asked Questions on the Pharmacy Access Protocol SCLLR



## **Contact Information**

- Provider Service Center (claims resolution center): > 1-888-289-0709, option 4
- Provider Enrollment Website
   <u>https://www.scdhhs.gov/providers/become-provider</u>



#### **Thank You**



