

HOW TO CORRECT BILLING

1. If you discover that you made a mistake before Wednesday at noon, follow these steps.
 - a) Click on Billing Submissions
 - b) Click upload files
 - c) Click on Delete and file will be deleted, and you are able to reenter.

1. If you entered incorrectly and did not discover this until the report comes out, you will need to follow these steps.

A. You have entered in the incorrect Medicaid number, service code, name, date, or any other part of the claim that is not the number of units or payment rate.

- a) Wait at least one week after you submitted the incorrect claim, then submit a new claim with the same information put 0 in the units. This will void out the incorrect claim.
- b) Then reenter the correct information.

B. Entering the wrong number of Units or wrong payment rate.

- a.) Wait at least one week after you submitted the incorrect claim, then submit a new claim with the same information put 0 in the units. This will void out the incorrect claim.
- b.) Then enter the correct claim. If this is a large claim resubmit a few corrected claims each week instead of resubmitting all the claims in bulk.