

Creating and Submitting Absence Claims

Residential Service Providers that bill against Client Prior Authorizations can create Absence Claims¹. These absence claims require a specific **claim modifier** to identify what type of absence is being claimed for and paid. Absence claims that use modifiers must be created and submitted separately from *regular* claims, and by individual client only.

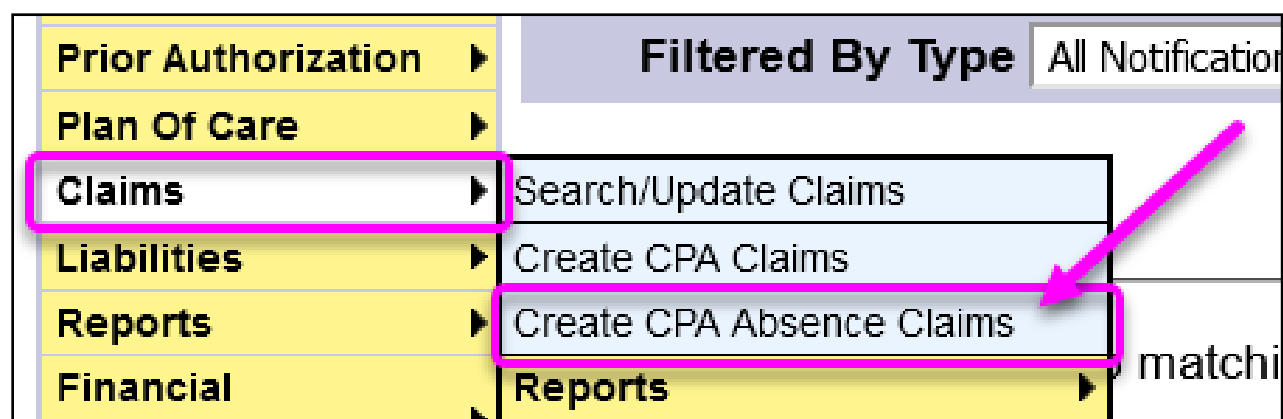
It is important to note that this process does not apply to reporting Absences for Residential Services that are authorized in the Plan of Care using Service Prior Authorizations. For information on that process, see the following resources:

- **Help Guide:** Creating Service Delivered Billing Entries for Daily Residential Services
- **Worker Guide:** 344-Day Billing Model: 24-Hour Residential Settings (Adults and Children) and Host Home Settings

You must have the **Claims Preparer** or **Claims Manager** to do this work.

Creating and Submitting an Absence Claim

1. From the left navigation menu select **Claims > Create CPA Absence Claims**.



¹ Claim modifier definitions can be found in the guide: *Provider Claim Modifier Codes*.

2. Enter a **Client Prime**, along with any other criteria, then select **Find**.

system

Create Absence Claim For CPA

Find a CPA to create a claim for. Enter one or more search criteria. Only exact matches are supported. Criteria is cumulative.

* Client Prime:

Service Element: Select..

Effective Date: 9/27/2012

End Date: 9/27/2012

Max Displayed: 25

Find Reset

Enter the client's PRIME number here.

Click FIND to bring back list of accepted CPAs.

3. Check the box for the CPA you need to create the Absence Claim for. Then click **Continue**.

Client > Create Absence Claim For CPA

Provider > Find a CPA to create a claim for. Enter one or more search criteria. Only exact matches are supported. Criteria is cumulative.

Contracts >

Prior Authorization >

Claims >

Liabilities >

Reports >

Financial >

Maintenance >

* Client Prime:

Service Element: 50 - Residential Facilities

Effective Date: 9/27/2012

End Date: 9/27/2012

Max Displayed: 25

Find Reset

Export options: CSV | Excel | PDF | RTF

<input type="checkbox"/>	CPA ID	Client Name	SE	DHS Contract Num	Provider	Effective Date	End Date
<input checked="" type="checkbox"/>	63		50	13		10/1/2011	6/30/2013

Continue

Check the box next to the CPA you wish to claim against.

Click CONTINUE to move to the next page.

4. On the **Enter Claim Service Dates** page, you can create multiple claims by entering the following information and clicking **Continue**:

- Enter the **Service Begin** date of the claim segment
- Enter the **Service End** date of the claim segment
- Select the **Modifier** for that date range/segment.
- Select **Add** to get another date range/segment row.

As an example, if a client had a short absence due to hospitalization in the middle of a month, the dates may break down like this:

- 8/01/2012 to 8/15/2012 **REG** (regular claim)
- 8/16/2012 to 8/20/2012 **MED** (hospital absence)
- 8/21/2012 to 8/31/2012 **REG** (regular claim)

Enter Claim Service Dates

CPA ID	Client Name	SE	DHS Contract Num	Provider	Effective Date	End Date
63		50	13		10/1/2011	6/30/2013
Service Begin:	8/1/2012	Service End:	8/15/2012	Modifier:	REG	Remove
Service Begin:	8/16/2011	Service End:	8/20/2012	Modifier:	MED	Remove
Service Begin:	8/21/2012	Service End:	8/31/2012	Modifier:	REG	Remove
<input type="button" value="Add"/>						

5. You will now be taken to the **Claim Create Results** page, confirming the **draft** claims you just created. Click **Submit** to submit your claims.

Claim Create Results

CPA ID	Status	SE	ICN	Service Begin	Service End	Claim Modifier Cd	Units	Billed Amount
65	Draft	50	201	8/1/2012	8/15/2012	REG	1	\$2,271.92
65	Draft	50	201	8/16/2012	8/20/2012	MED	1	\$757.31
65	Draft	50	201	8/21/2012	8/31/2012	REG	1	\$1,666.07
<input type="button" value="Submit"/>								

7. When submission is complete, you will be taken to the **Claim Created** confirmation page.

Claim Created

Your request completed successfully.

Status	ICN	Service Begin	Service End	Claim Modifier Cd	Billed Amount	Pymt Amt
Suspended	201	8/1/2012	8/15/2012	REG	\$2,271.92	\$0.00
Suspended	201	8/16/2012	8/20/2012	MED	\$757.31	\$0.00
Suspended	201	8/21/2012	8/31/2012	REG	\$1,666.07	\$0.00

Tip: Create and submit any absence claims first, before creating/submitting regular claims for the rest of the individuals you serve. That way, you can simply de-select that individuals with absence claims from your regular claims list and proceed with submitting the rest as a batch.