TPS Simple Claim Overview

2016

SimpleClaim-Manage Claim Submission List

Manage Claim Submission List tab is used to enter patient information or find patient information.

SimpleClaim-Create Professional Claim

The Create Professional Claim tab is the place where your claim information will be entered. There are 5 parts to the claim (Patient Information, Payer Information, Provider Information, Claim Information, and Service Line Information) shown under the 5 green tabs on this page.

Manage Claim Submission List | Create Professional Claim | Create Institutional Claim | Manage Patient Profiles | New Patient Profile | Claim Archives

Create Professional Claim

Test Claim | Cancel | Save Claim

| Patient Information | Payer Information | Provider Information | Claim Information | Service Line Information |

Payer Information

Clear Fields

*=Required Fields

▼ Primary Insurance Information

Search Primary Payer

Payer ID:

Payer Name

Payer Address - Optional:
Street   City   State   ZIP

Insured ID:

Group ID #

Insured Name:
Last   First

Insured Address:
Street   City   State   ZIP

Insured DOB:

Insured Sex:
○ Male ○ Female

▶ Secondary Insurance Information

On this page, you will enter all provider information. Note the bottom of the page offers a place for Pay To, Rendering, Referring, and Service Facility.

This page is used for the pieces of information that a claim may need in terms of additional information. This includes additional dates and reference numbers. Please note that there is a place for ambulance information and attachments at the bottom of this page.

You will enter service line information on this tab. Please note that there at the bottom of the page there is a place to "Add Service Line". This option will allow you to add additional service lines to your claim as needed. There is also an option for additional information (such as dates and reference numbers) and ambulance information.

SimpleClaim-Create Institutional Claim

The Create Institutional Claim tab is the place where your claim information will be entered. There are 5 parts to the claim (Patient Information, Payer Information, Provider information, Claim Information, and Service line Information) shown under the 5 green tabs on this page.

| Manage Claim Submission List | Create Professional Claim | Create Institutional Claim | Manage Patient Profiles | New Patient Profile | Claim Archives |

Create Institutional Claim

Test Claim   Cancel   Save Claim

| Patient Information | Payer Information | Provider Information | Claim Information | Service Line Information |

Payer Information

Clear Fields

*=Required Fields

▼ Primary Insurance Information

Search Primary Payer

Payer ID: [____] *   Payer Name [____] *

Payer Address - Optional:
Street [____]   City [____]   State [▾]   ZIP [____]

Insured ID: [____] *   Group ID # [____]

Insured Name:
Last [____] *   First [____] *

Insured Address:
Street [____]   City [____]   State [▾]   ZIP [____]

Insured DOB: [____] 📅

Insured Sex: ○ Male ○ Female

▼ Secondary Insurance Information

Search Secondary Payer

Secondary Payer ID: [____]   Secondary Payer Name [____]

Street   City   State   ZIP

On this page, you will enter all provider information. Note the bottom of the page offers a place for Pay To, Attending, Operating, Other Operating, Rendering, Referring, and Service Facility.

The Institutional Claim Information page is a bit different from the professional. This page has places for the Type of Bill, diagnosis codes, procedure codes, attachments, etc.

| Manage Claim Submission List | Create Professional Claim | Create Institutional Claim | Manage Patient Profiles | New Patient Profile | Claim Archives |

Create Institutional Claim

Test Claim   Cancel   Save Claim

| Patient Information | Payer Information | Provider Information | Claim Information | Service Line Information |

Service Line Information

Clear Fields

* = Required Fields

Service Line 1   ⊕ Add Service Line   ⊼ Move Service Line ⌄   ⊝ Delete Service Line

Service Date	Revenue Code	HCPCS/HIPPS Code	Modifiers	Procedure Code Description	Line Charges	Measurement Code

From: 🗓   🔍 *   🔍 $ *   Units *

To: 🗓

▸ **Additional Information**

⊕ Add Service Line

Manage Patient Profiles

This tab is where you can locate patient profiles. When you enter a claim, the patient information will automatically be saved in a patient profile. You can come out to the patient profiles to save some time when creating a claim.

New Patient Profile

This tab is for adding new patients to the system to create a profile. There are two tabs-Patient Information and Payer Information.

Manage Claim Submission List	Create Professional Claim	Create Institutional Claim	Manage Patient Profiles	New Patient Profile	Claim Archives

New Patient Profile

Cancel Save Save & Create Claim

☐ Archive Patient

Patient Information	Payer Information

Payer Information

Clear Fields

▼ **Primary Insurance Information**

Search Primary Payer

Payer ID: Payer Name

Payer Address - Optional :   Street   City   State   ZIP

Insured ID :   Group ID #

Insured Name :   Last   First

Insured Address :   Street   City   State   ZIP

Insured DOB:

Insured Sex: ○ Male ○ Female

▶ **Secondary Insurance Information**

Claim Archives

This tab is where all claims entered are archived.