

SCO Standardized Billing Project 2017 ASAP Preparation Tasks July, 2017

Project Refresher

Goal:

Standardization of billing processes for 26 ASAPs and 6 Senior Care Organizations, using SAMS Claims functionality

Project Sequence :

Each SCO will be implemented in successive order, by statewide volume: United, SWH, CCA, Fallon, Tufts, BMC

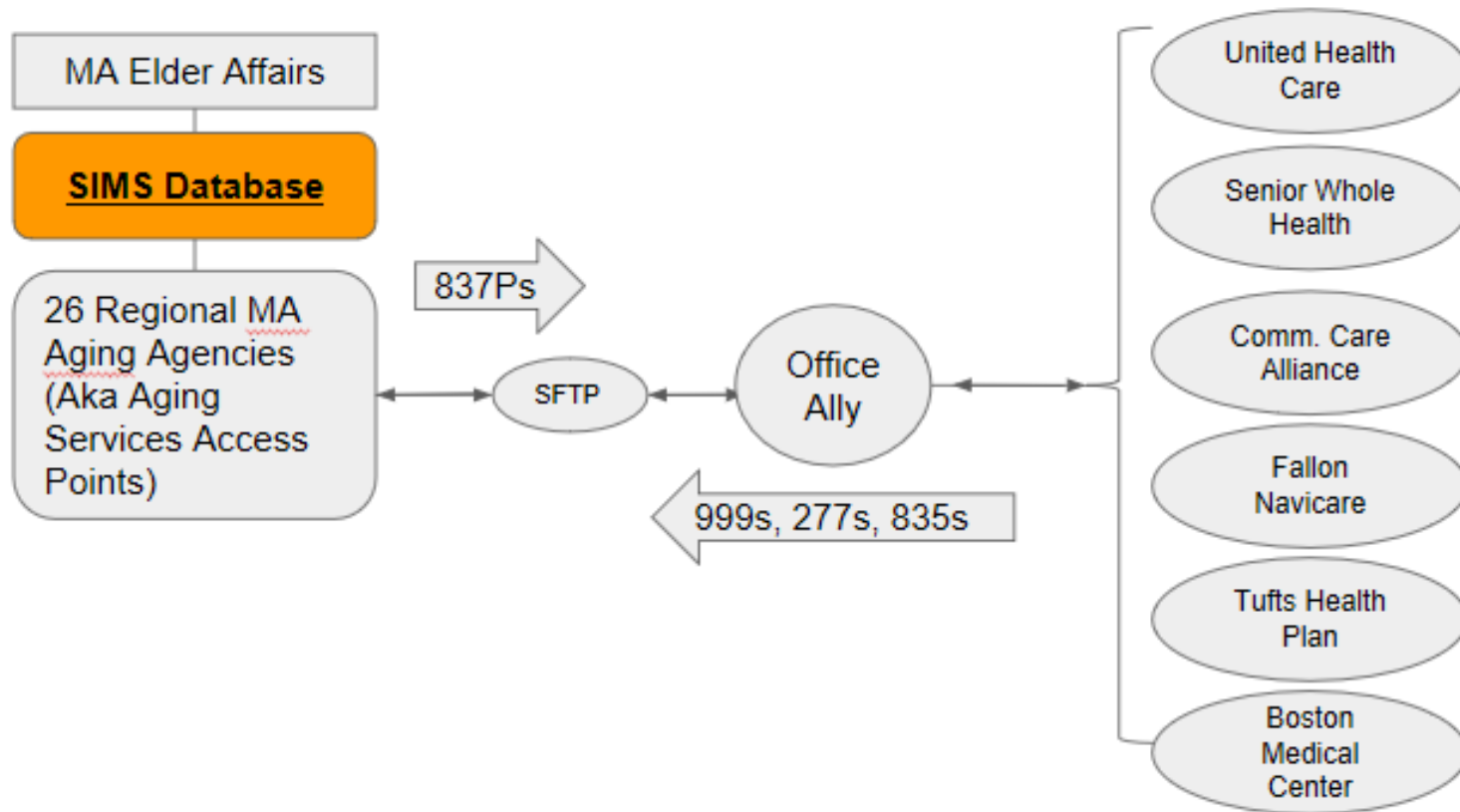
3 Pilot ASAPs go live first, then remaining ASAPs

Claims – Terminology

File Types	
837	Claim batch file generated in SAMS, based on service deliveries
999	Payer response file – validates format of 837 file
277	Payer response file – validates 837 claim format
835	Payment Remittance Advice issued by Payer
Organization Types – Language used in claim files	
Submitting Provider	ASAP
Billing Provider	ASAP
Rendering Provider	Contracted Service Provider
Payer	SCO
Acronyms	
ERA	Electronic Remittance Advice (aka 835)
EFT	Electronic Funds Transfer
EPS	Electronic Payments & Statements
EDI	Electronic Data Interchange
EOB	Explanation of Benefits
General	
Office Ally	Free claims clearinghouse web service ASAPs will use for all SCO billing
SFTP	Secure File Transfer Protocol – method ASAPs will use to transmit claims and retrieve responses for SCO billing

System Overview

MA Billing Standardization Project 2017



ASAP Prep Tasks

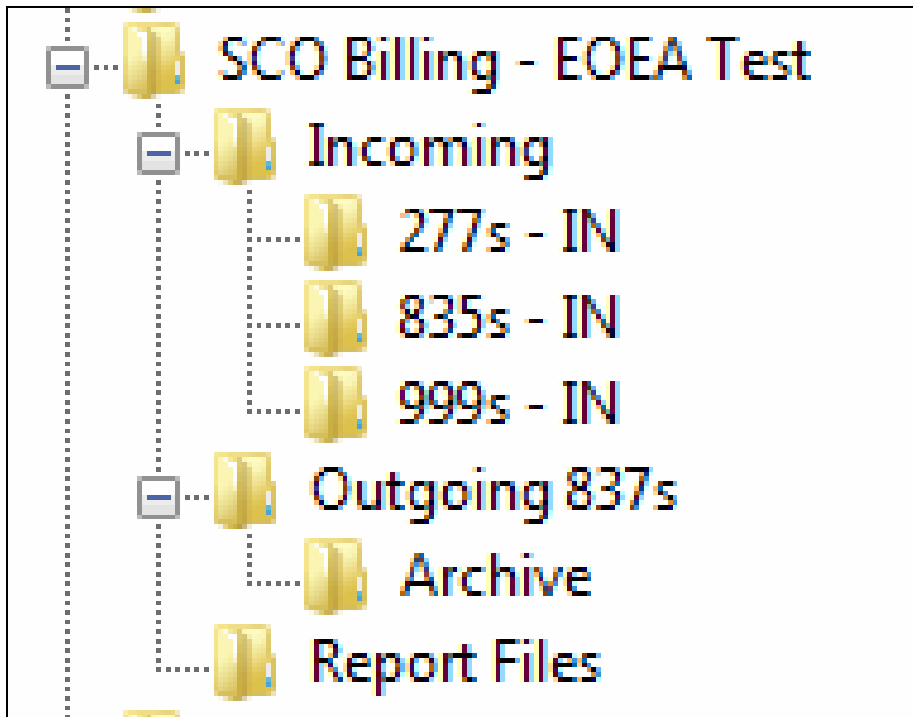
- I. Online Registration Tasks
 - a. Enroll to receive 835s from SCOs
 - b. Register for an account with Office Ally

- II. IT Related Tasks
 - a. Download FileZilla
 - b. Set up folder structure on network
 - c. Download ZIP application
 - d. Submit request to add CLAIMS role in SAMS

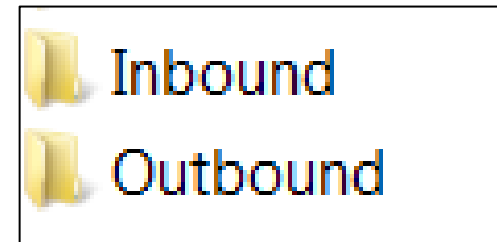
- III. Program & Internal Process Tasks
 - a. Add PCA services to provider contract (in necessary)
 - b. Establish process for getting PCA deliveries into SAMS
 - c. Establish internal process and responsible parties

SCO Billing Folder Structure

ASAP Network Folders



Office Ally Server



Projected Timeline

	JULY	AUG	SEP	OCT	NOV	DEC
UNITED	Pilots go live for June billing	All ASAPs go live for July billing				
SWH		Pilots go live for July billing	All ASAPs go live for Aug billing			
CCA			Pilots go live for Aug billing	All ASAPs go live for Sep billing		
FALLON				Pilots go live for Sep billing	All ASAPs go live for Oct billing	
TUFTS					Pilots go live for Oct billing	All ASAPs go live for Nov billing
BMC						

Resources

- ▶ SCO Standardized Billing – ASAP Prep Guide
- ▶ SAMS Claims – Quick Start Guide [*coming soon]
 - <http://sco-standardized-billing.800ageinfo.com/>
Implementation Materials section

- ▶ SAMS Claims User Guide
 - Mediware Portal page
- ▶ Claims Tutorial
 - Mediware Portal page/Quick Links/Harmony Training