

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner

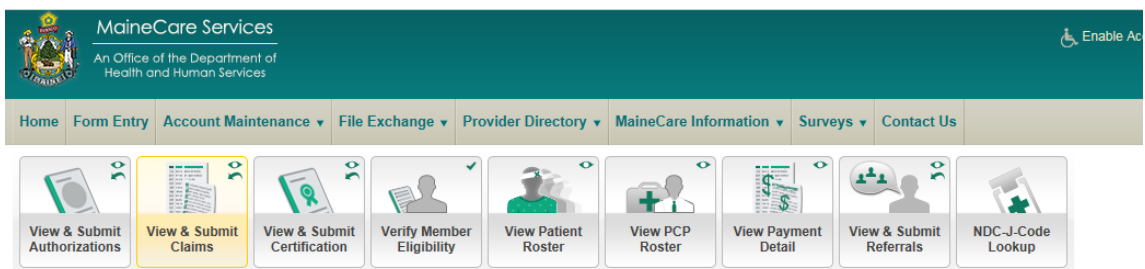


Maine Department of Health and Human Services
MaineCare Services
Policy Division
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4050; Fax: (207) 287-1864
TTY: Dial 711 (Maine Relay)

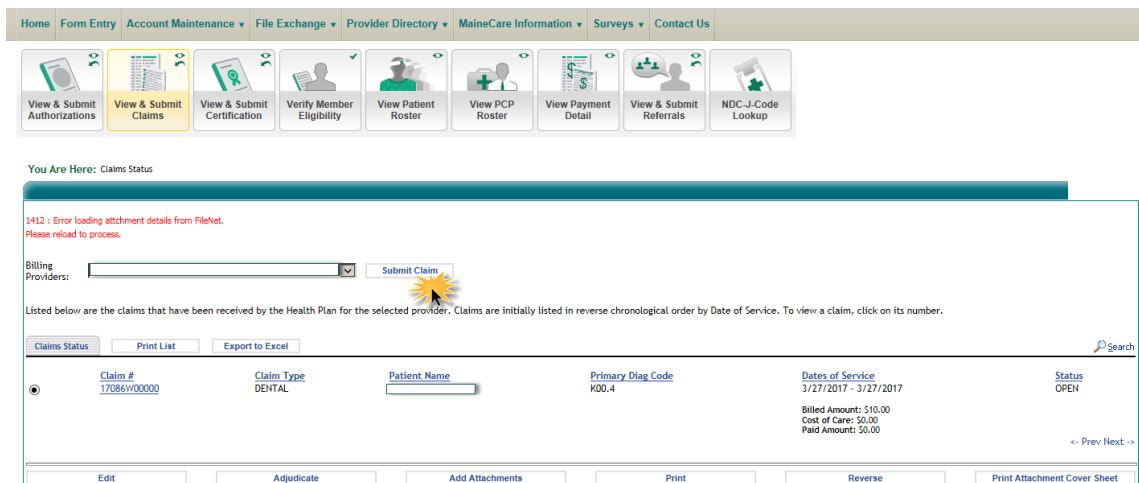
MaineCare in Education: Claim Submission Quick Reference

Claim Submission

1. Sign in to Trading Partner Account
2. Click on **View & Submit Claims**. See figure below.



3. Once you have clicked on the icon, you will have the option to submit a claim or to view claim status. See figure below.



4. Click on **Submit Claim**. Choose the type of claim that you are submitting. The claim type options are Professional, Dental or Institutional. Fill in the member's information and click **Submit**. See figure below.

Home Form Entry Account Maintenance File Exchange Provider Directory MaineCare Information Surveys Contact Us

View & Submit Authorizations View & Submit Claims View & Submit Certification Verify Member Eligibility View Patient Roster View PCP Roster View Payment Detail View & Submit Referrals NDC-J-Code Lookup

You Are Here: Submit Claim - Find Member

Select Billing Provider: [Dropdown]

Select a Claim Type: Professional Dental Institutional

Find Member

To search for a member, enter search criteria in any two rows. For example enter the Name (last and first) and the Date of Birth.

Member ID: [Input]

Name (Last and First): [Input] And [Input]

Date of Birth: [Input MM/DD/CCYY]

Social Security Number: [Input ### ## ####]

Submit Reset

5. Ensure that you have filled out all required fields on your claim. Once you have filled out your claim, click on **Submit**. If you have any outstanding edits which state that the claim will deny, you may be able to fix the errors at this time and resubmit the claim. Claims may have edits posted that indicate if the edit is a warning, denial, or pend. **A warn edit does not prevent a claim from paying.**

Editing a Newly Submitted Claim

Clicking the **Edit Claim** button opens the claim that was just submitted and offers the option to edit the claim and add or delete parts of the claim as needed before adjudicating the claim again. Upon completion, three buttons offer further options: **Back, Save, Adjudicate.**

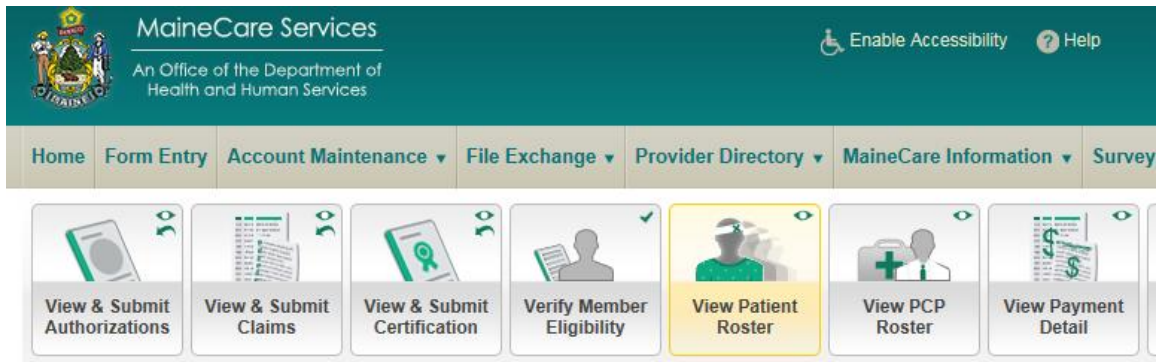
- Click **Back** to return to the screen before.
- Click **Save** to save any changes.
- Click **Adjudicate** to adjudicate the edited claim.



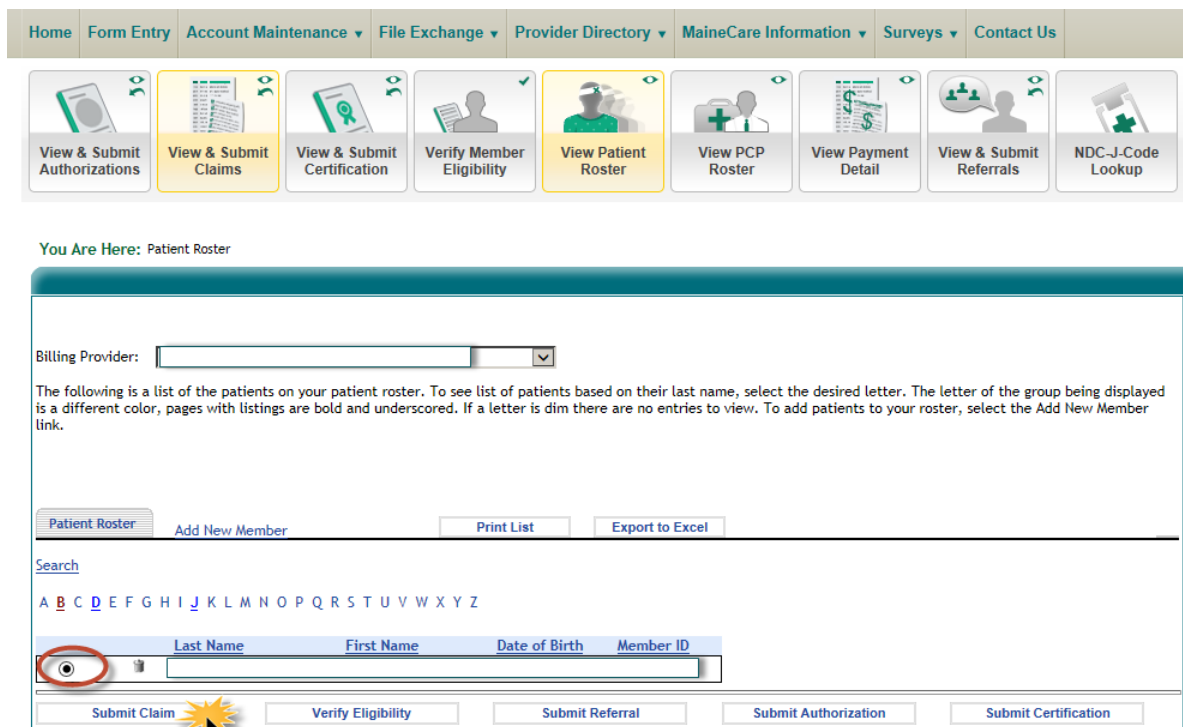
Claim Submission via Patient Roster

To submit a claim using the patient roster feature, follow the steps below.

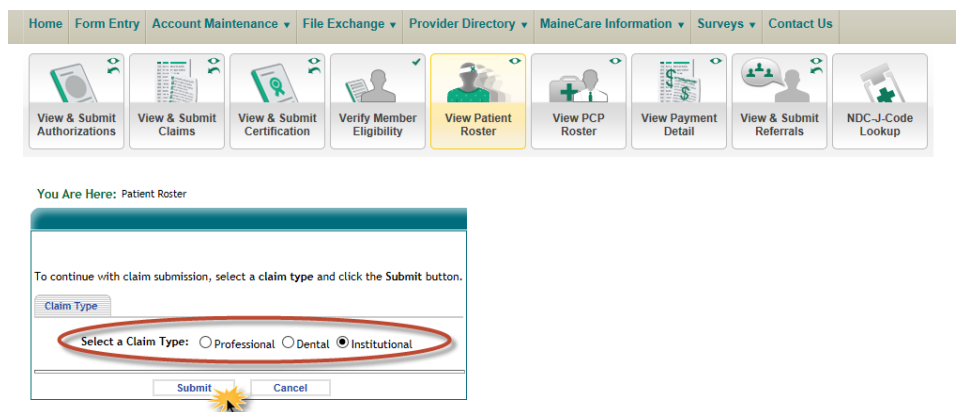
1. If you have already created a patient roster, click on **View Patient Roster**. See figure below.



2. Select which member you wish to bill for. Once you have located the member click on the bullet and the options will display. See figure below.



3. Click on **Submit Claim**. You will not have to enter in the member's information as it is already populated from the patient roster. Click on the appropriate claim type. See figure below.



4. Ensure that you have filled out all required fields on your claim. Once you have filled out your claim, click on submit. If you have any outstanding edits which state that the claim will deny, you may be able to fix the errors at this time and resubmit the claim. **A warn edit does not prevent a claim from paying.**

Edit Claim

Clicking the **Edit Claim** button opens the claim that was just submitted and offers the option to edit the claim and add or delete parts of the claim as needed before adjudicating the claim again. Upon completion, three buttons offer further options: **Back, Save, Adjudicate.**

- Click **Back** to return to the screen before.
- Click **Save** to save any changes.
- Click **Adjudicate** to adjudicate the edited claim.



For Additional Detail and User guides, please see:

<https://mainecare.maine.gov/MyHealth%20PAS%20User%20Guides/Forms/Publication%20View.aspx>