

FastEMC HCFA Basic or Total Cycle Documentation

CMS 1500 Printing Options

We have now included two CMS-1500 forms. The outdated forms have been removed.

CMS-1500 (08-05) is the form currently used for paper forms. This form will be discontinued sometime next year (2014) as we prepare for ICD-10.

CMS-1500 (02-12) is the new form that will accommodate ICD-10. This form will also print claims with ICD-9 codes. When Payers indicate they will need the new form, it will be ready to go. You will need to purchase new paper forms to be ready for this change. If you file all your claims electronically, then paper forms will not be important to you.

Printing from Daily Operations, Add/Change Claims

Find the claim you want to print. Press "F" and the form options will display:

FastEMC 5010 ANSI - Patient Information MEDICARE

Created Date: 03/22/12 Batch# 1022

Patient Account# 543211230 Patient Last Name JONES First Name MARGARET MI Generation SEX F

Address: 123 RAINBOW ROAD City: NASHVILLE State: TN Zip: 37232 Date of Birth 03/03/1974

Work Related Emergency Death Indicator Date of Death Telephone # (615) 555-1212

Related Cause Date 1-Current CMS-1500 08-05 2-New ICD-10 CMS-1500 02-12 FC0023

Cert Type Narrative Onset Date Last Seen Student Status Assign Bal to Patient

TTL Chgs: 15.00 LMP Date Initial Trt Employment St \$.00

PT Paid: 2.00 Acute Date Last XRAY

Balance: ICD-9 ans50 an50-ansi

Highlight the required form. For the current form choose 1, for the new form when it is required choose 2. Then press ENTER.

The printer option appears:

Form Print Request

1 HCFA Form Dot Matrix

2 HCFA Form Laser

Include Taxonomy 24K Box Y / N N

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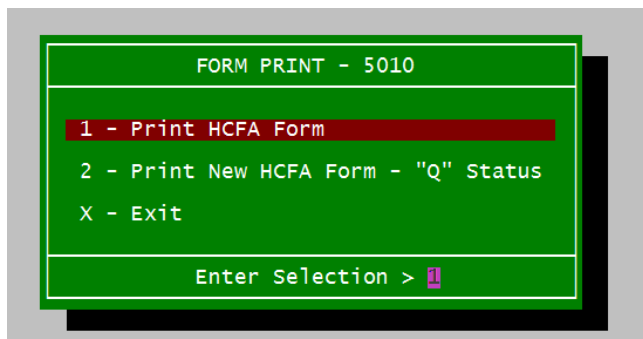
0

Enter the correct number for the kind of printer. If your payers require a Rendering Taxonomy code in Box 24K be sure to change the option for that to Y. The press ESC to print the form for this claim.

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Batch Form Printing

FastEMC is an electronic claim system, but some payers still require paper claims or you may want paper copies. From the main menu, hit “3 – Reports Menu”, “S- Special Reports Menu”, “2 – Print Claim Forms”.



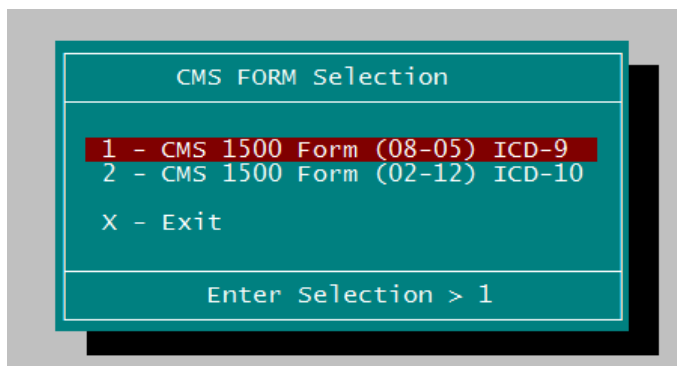
A screenshot of a green terminal window titled "FORM PRINT - 5010". It contains a menu with three options: "1 - Print HCFA Form" (highlighted in red), "2 - Print New HCFA Form - 'Q' Status", and "X - Exit". At the bottom, it says "Enter Selection > 1" with the number 1 highlighted in red.

We offer two options:

1 – Will print a claim form for all NEW claims or based on a Transmitted Date. This will print paper copies of your claims.

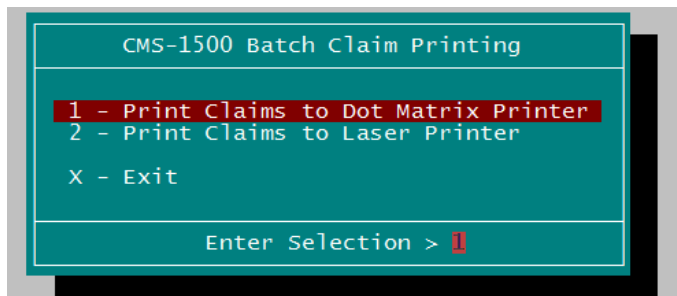
2 – Only selects Submission Type Q claims. This would be the claims that are not being sent electronically or that you changed to Q status. This will also select for Reprinting by a date range.

Select the type of selection you require then the following screen will appear:



A screenshot of a teal terminal window titled "CMS FORM Selection". It contains a menu with three options: "1 - CMS 1500 Form (08-05) ICD-9" (highlighted in red), "2 - CMS 1500 Form (02-12) ICD-10", and "X - Exit". At the bottom, it says "Enter Selection > 1" with the number 1 highlighted in red.

Then select the type of printer so the page length will be right.

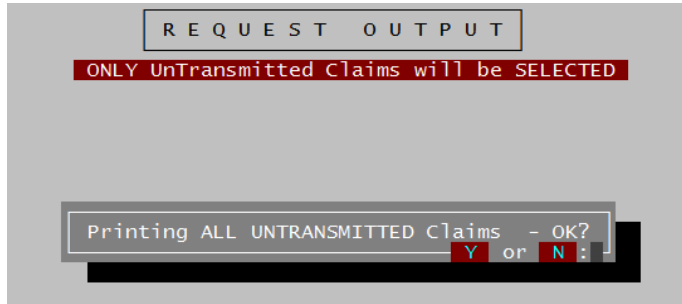


A screenshot of a teal terminal window titled "CMS-1500 Batch Claim Printing". It contains a menu with three options: "1 - Print Claims to Dot Matrix Printer" (highlighted in red), "2 - Print Claims to Laser Printer", and "X - Exit". At the bottom, it says "Enter Selection > 1" with the number 1 highlighted in red.

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Then indicate if you want New Claims Only or RePrint claims. New claims have not been Transmitted if they are electronic, or Printed if they are Paper Claims.

A final confirmation of your selections will appear:



Type "Y" to continue to print what was selected. Type "N" to return to the last question. Press Break to cancel without printing.

The options for Printing Q Status forms are the same.