

Important Changes for Existing Billers Using PES Version 2.06
Please check the PES billing instructions for more information that
could affect your claim type

Provider List

- The billing provider address must be a **street address**, if claims are submitted with a PO Box; the submission will be rejected and NOT accepted for processing.
- The postal code must be a full nine digit zip code
 - If you do not know your 9 digit zip code you can look it up on this website: <http://zip4.usps.com/zip4/welcome.jsp>
 - Once the zip code is added to the provider list it will then need to be added to all copied claims. See “All Claims” section below for instructions on how to add this to an existing claim.

Professional, Dental and Waiver Claims

- The rendering provider has been added to Header 3(HDR 3).
 - This is only required for groups that have in the past billed with a rendering provider at the detail. Do not use if you are not a group.
 - If rendering provider is entered on Service 2 (SVC 2) then it does not need to be entered on Header 3.
- Patient liability – the instructions for the reporting of patient liability have changed.
 - Claim Filing Indicator has changed from 09 – Self Pay to LM – Liability Medical
 - Patient Signature has been removed
 - Release of Medical Data has changed from ‘A’ to ‘Y’
 - Insurance Type Code is no longer required. Please find the instructions posted at:
http://www.dhs.ri.gov/Portals/0/Uploads/Documents/Public/PES/patient_liability.pdf

Dental Claims

- Some procedures now require treatment start and stop dates. Please see the 837 Dental claim instructions for complete details and affected procedure codes.

Institutional Claims

- For 837 Institutional Claims – When the claim involves inpatient admission you are now required to send the admitting diagnosis.
- Attending Provider
For providers who need to include the attending provider in your claim you must send a valid format for the provider NPI with the XX qualifier. Additionally, you must add the taxonomy to the provider record and the tax ID for this record to be saved. This NPI must be added to any claim that is copied and resubmitted. If you do not have a valid NPI format you can choose to select a provider from **your other provider list** and use the G2 qualifier with a valid provider number format.

All Claims

- **Other Insurance**
 - Patient Signature has been removed
 - Release of Medical Data has changed from ‘A’ to ‘Y’
 - Insurance Type Code is no longer required.

INSTRUCTIONS TO ADD THE 9 DIGIT ZIP CODE

1. Go to List and choose “provider”
2. Update the zip code on your provider to be 9 digits
3. Select Save

Once this is done, you must update each claim to have the updated provider information with the 9 digit zip code. Please follow instructions below to update your claims.

1. Select the existing claim that you would like to bill
2. Double click on the provider ID field
3. Highlight the provider ID you would like to bill for
4. Choose Select
5. Hit the Tab key on your keyboard

You will need to complete this step for every claim that is being copied.

This will not have to be done for new claims.