



# RHODE ISLAND MEDICAID HEALTHCARE PORTAL

## QUICK REFERENCE GUIDE

### CLAIM SEARCH



To check the status of a claim:

1. You must be enrolled and registered as a [Trading Partner](#) to use the Healthcare Portal.
2. Log in to the [Healthcare Portal](#) with your security credentials.
3. Click on the CLAIMS tab shown below. If no claims tab is present, [click here](#).



4. Select the correct provider information from the drop down lists. As you complete each field, the next field will open:

**Covered Provider Information**

Please select or enter valid Provider information. Status indicated for the Billing Provider is based upon the current state.

NPI  Provider Type  Taxonomy

Billing Provider

5. Enter the claim number, if available:

**Claim Information**

ICN will override other search parameters

ICN

OR

6. Enter the recipient ID, and the service from and to dates. Then click search.

**Recipient and Service Information**

Recipient ID and Service From and To dates are required fields for the search when ICN information is not entered.

Recipient ID

Service From  To

Original Billed Amount  RX Number

7. The results of the claims search will be returned. Click on the plus sign (+) to see the details.

| Search Results   |     |                       |                      |                   |                         |               |             |
|--|-----|-----------------------|----------------------|-------------------|-------------------------|---------------|-------------|
| To see the Claim Detail and Claim Line Item Details, click on the '+' next to the ICN. |     |                       |                      |                   |                         |               |             |
|  | ICN | HIPAA Status Category | HIPAA Status Code    | HIPAA Entity Code | Service Date            | Total Charges | Paid Amount |
|  | +   | 4                     | F1-Finalized Payment |                   | 11/03/2013 - 11/09/2013 | \$70.00       | \$70.00     |