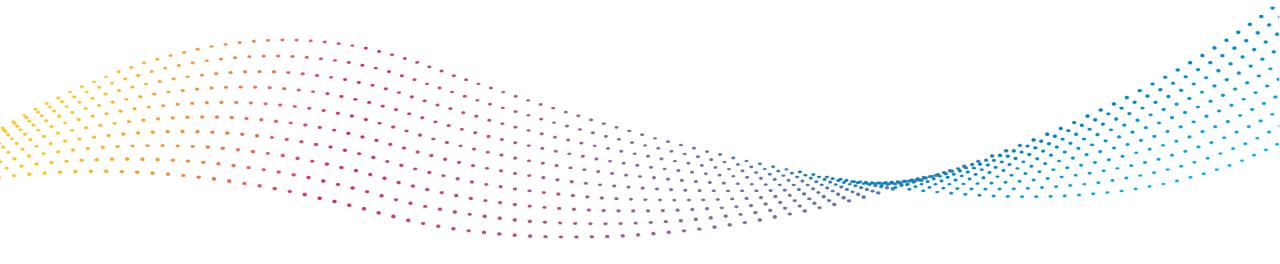


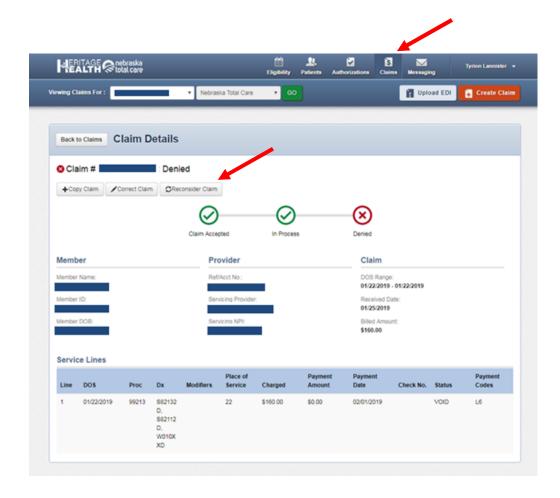
Provider Portal:

Claim Reconsiderations & Denial Explanations





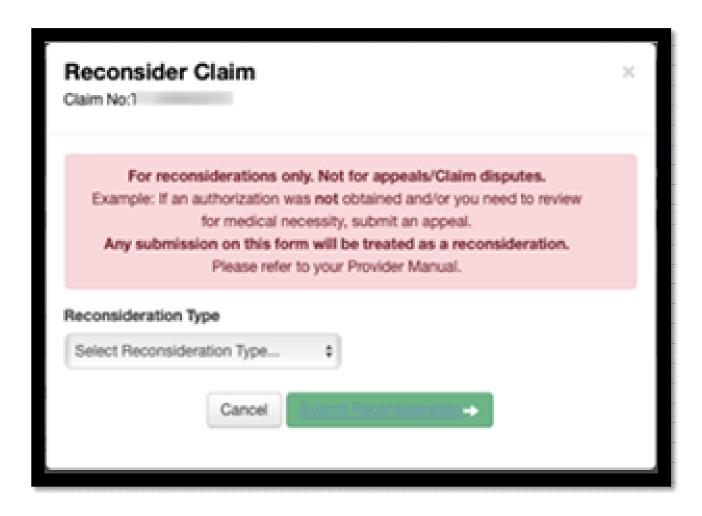
Submit Reconsideration



- Within the Claims tab, navigate to the Claim Details page of a paid or denied claim.
- The Reconsider Claim button will be visible unless a webinitiated reconsideration is already in progress.



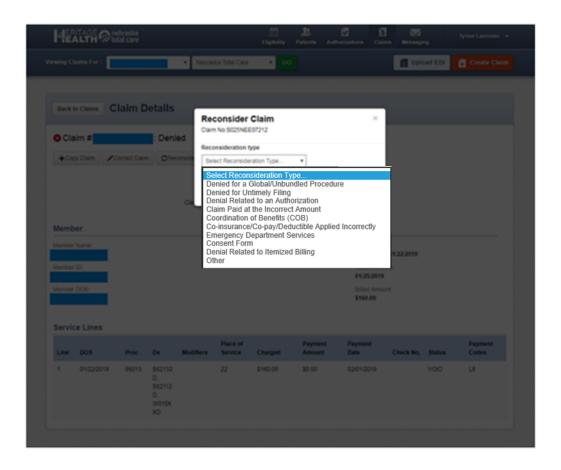
Submit Reconsideration – Notice Enhancement



 Select Reconsider Claim to open Reconsider Claim pop-up window with a Reconsideration type dropdown.



Submit Reconsideration – Select Reconsideration Type

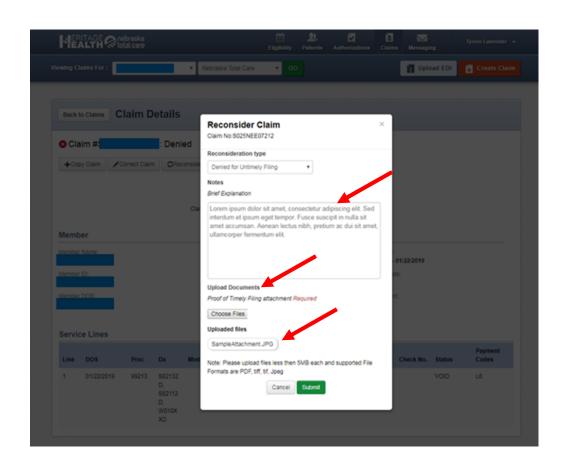


- From the dropdown, select a Reconsideration Type.
 - Examples:
 - "Denied for Global/Unbundled Procedure"
 - "Denied for Untimely Filing"
 - "Other"

Please Note: Claims Tracker is only for Reconsiderations.
Providers are not to use this for Appeals



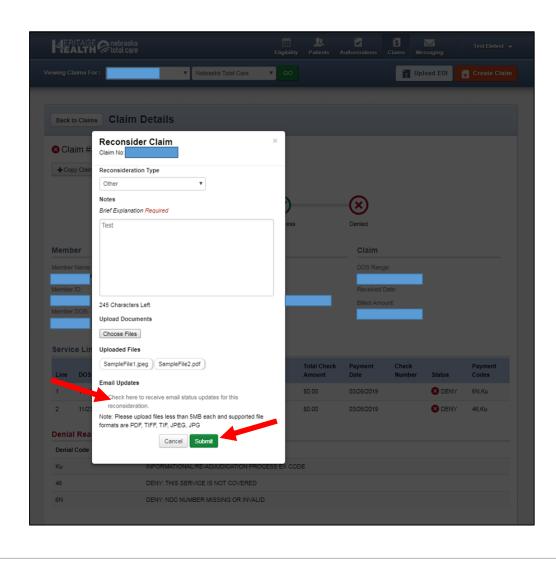
Submit Reconsideration – Enter Information



- Ability to add notes and upload documents.
 - The form is dynamic; depending on the dropdown item selected, notes and/or documents may be required.



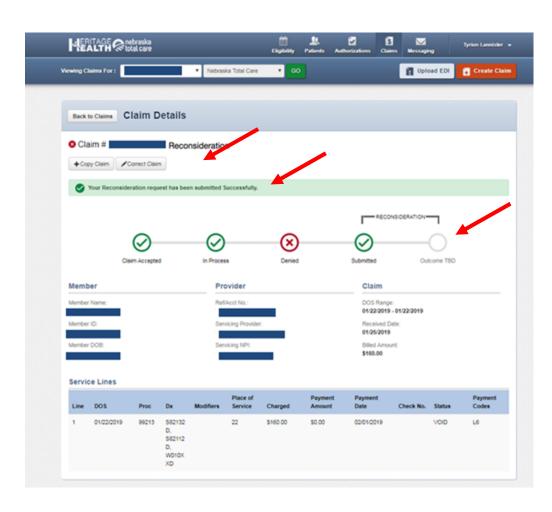
Email Updates



- Providers may opt in or out of email updates using the Email Updates checkbox
- Email Updates are triggered when Reconsideration Letters are posted
- Provider's email address populates from portal
 - Not editable on form
- Emails will only generate for submitted cases
- Select Submit after populating all required fields.



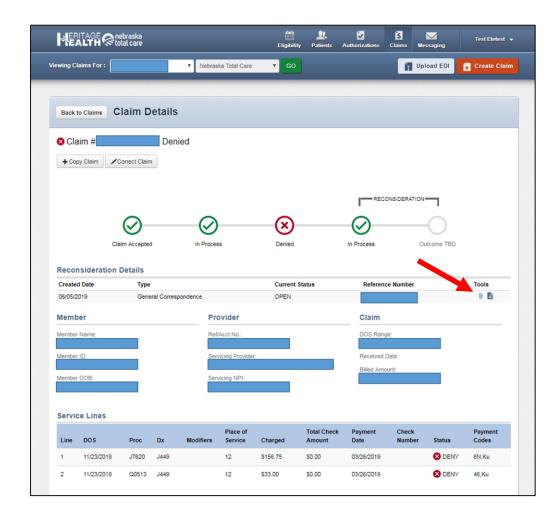
Submit Reconsideration – Updated Tracker



- Upon submission, a success banner will be displayed.
- The tracker graphic will be updated to reflect that a reconsideration is in progress.
- Reconsider Claim button is no longer available.



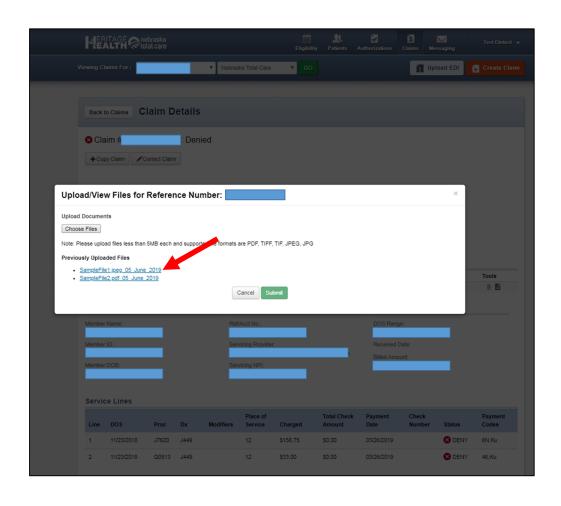
Additional Attachments



Select the paperclip < D
 icon in the Reconsideration
 Details table to view and add additional references/ attachment(s) to on-going reconsideration cases



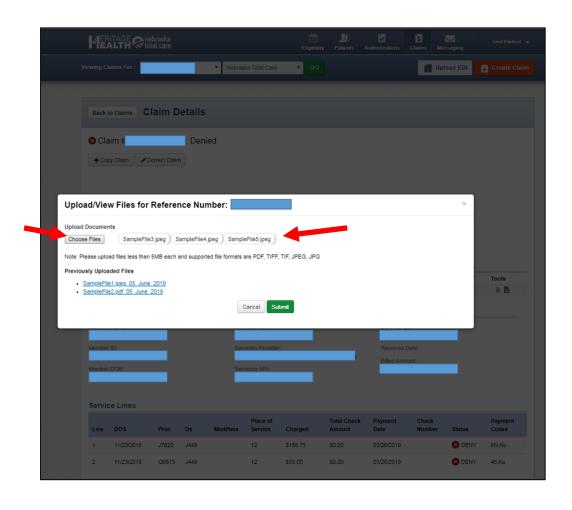
Additional Attachments – View Files



- Files will appear with original file name and appended date
 - Special characters removed
- Files can be downloaded and opened by clicking on the document name



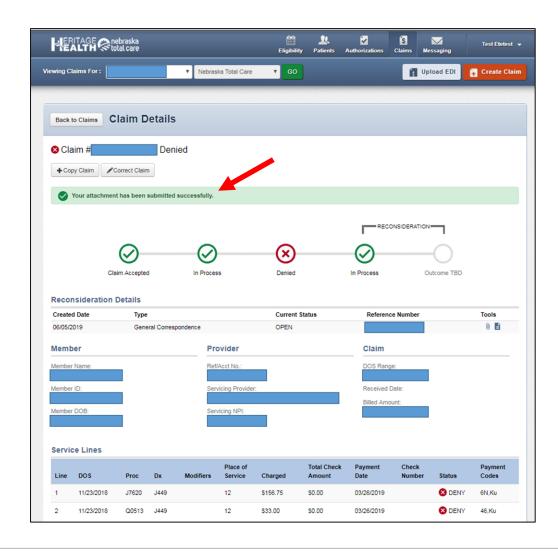
Additional Attachments – Upload Files



- Selected documents will display next to the Choose Files button
- Each submission is limited to 5 files
- There is no limit on the number of successive submissions



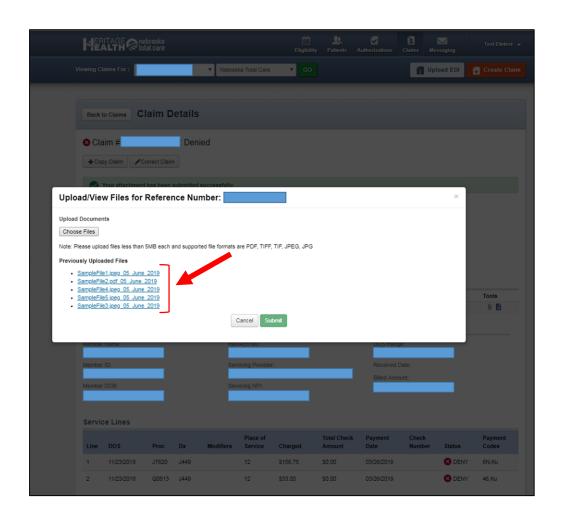
Additional Attachments – Success Banner



 Upon successful upload of files, a success banner is displayed



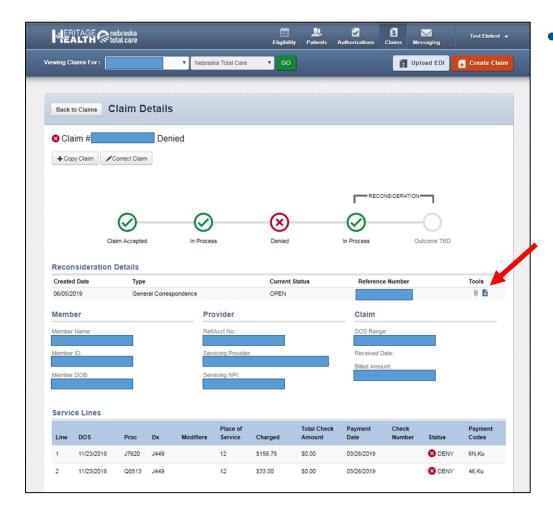
Additional Attachments – View Files



- To view files, navigate back to pop-up by clicking the paperclip icon
- Files can be downloaded and opened by clicking on the document name



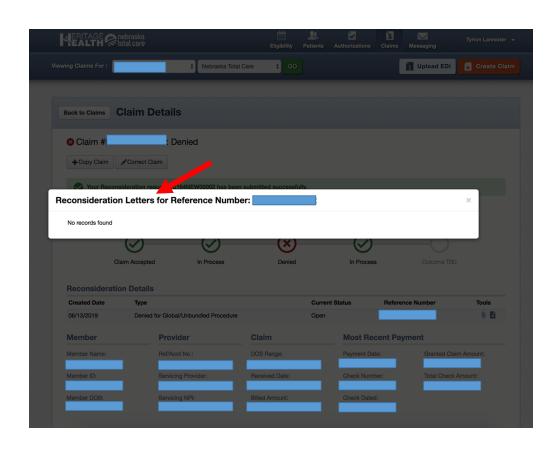
Reconsideration Letters



Reconsideration
Letter < > icon to
view letters
associated to a
reconsideration case



Reconsideration Case Letters



 Files can be downloaded and opened by clicking on the document name