Service. Technology. Innovation.

Practice Manager Set Up for No Fault
Electronic Claims and Attachments through Carisk (iHCFA)

✓ No Fault electronic billing requires your office to be on ***CMMS version 6.4.1 or higher***.

✓ Complete the No Fault Carisk enrollment form on STI’s website:

https://sticomputer.com/carisk-enrollment-form/
STI will contact your office to assist with the Practice Manager setup and training.

✓ Contact Carisk to complete the online enrollment:

https://www.ihcfa.com/signup.aspx

Select the following option:

Carisk will contact your office to complete the enrollment process. Your office will receive an email detailing your account credentials including your portal login.

Practice Manager Set Up

- **Provider Screen**
  Step 1: Go to Administration → Practice Tables → Provider. Enter the Provider’s IH Code
  Step 2: Every provider must have the Degree field completed. Enter as required.
  Step 3: Click the Save button

- **Practice Screen for Institutional (UB04) Only**
  Step 1: Go to Administration → Practice Tables → Practice. Enter the Practice’s IH Code
  Step 2: Click the Billing IDs button
  Step 3: In the Practice Billing ID Overrides screen, click the New button
  Step 4: In the Billing Form field, select the NFWC_I5 billing form
  Step 5: In the Insurance field, enter the applicable Insurance IH Code when configuring a Facility ID for the practice. Be sure to leave this field blank if you are not configuring a Facility ID
  Step 6: In the Billing ID field, enter the Facility ID as needed
  Step 7: In the UB92 Type of Bill field, 3-Digit UB92 Type of Billing code for the selected practice
  Step 8: In the Priority of Admission\Visit field, enter a default Priority of Admission/Visit Code. An Extended Data Text Admission Type of Visit entered on the charge will override the default
  Step 9: In the Admission Source field, enter a default Admission Source Code. An Extended Data Text Admission Source entered on the charge will override the default
  Step 10: Click the Add to List button
  Step 11: Repeat steps 3 – 10 for any other Insurance carriers that require a Facility ID for the selected practice
  Step 12: Click the Close button
  Step 13: In the Practice screen, click the Save button.

- **Insurance Set Up**
  Step 1: Go to Administration→Transaction Tables→Insurance. Bring up the No Fault insurance
  Step 2: Enter the payer id for the No-Fault insurance (see below for instructions on finding the payer id)
  Step 3: Change the Category to NF (No Fault)
  Step 4: Billing Type – once STI creates the new billing types (NFWC_P for Professional and NFWC_I for Institutional), change to the appropriate billing type
  Step 5: Click the Save button

Carisk Payor List

--- Available on the Carisk's Portal Home Page, a condensed Payer List:

Step 1: Go to Carisk's website: www.ihcfa.com
    Click Payor List
    Click iHCFA Electronic Payer List

Step 2: Your internet browser will display the file and give you an option to download. The file is an Excel spreadsheet.

--- Log in to the Carisk Portal for a complete Payer List:

Step 1: Go to Carisk's website: www.ihcfa.com
Step 2: Select Login. Enter your Username and Password
Step 3: Select Help → View WC and Auto/NF Carrier List

- ## Additional Insurance Set up for Institutional (UB04) Only – Patient Discharge Status

Step 1: Go to Administration→Transaction Tables→Insurance. Bring up the No Fault insurance
Step 2: Click Billing IDs
Step 3: Click New
Step 4: Billing Form: Select NFWC_I5
Step 4: Enter Default Patient Status code
Step 5: Click Add To List button
Step 6: Click Close button
Step 6: Click the Save button

Note: If the charge requires a different Patient Status Code then what is defaulted on the insurance, make sure you enter the correct Patient Status Code for the patient on the charge. On the charge screen, click the custom button; select value for Encounter or Charge, under the Billing Instruction Codes, click the dropdown and select the Patient Status code; Click Save.

- ## Patient Screen – Claim ID

Step 1: Go to Patient Screen and enter account name of patient
Step 2: Select the No-Fault Case
Step 3: Go to the Insurance code and enter the Policy number in the Policy # field and the Claim ID number in the Group # field.
Step 4: Click the Save button

No Fault Claim Requirements for Institutional (UB04) Only

Electronic Institutional No-Fault claims will require the following:

- **External Cause of Injury (ECI) Code**: Up to three diagnosis codes
  Step 1: Go to Patient Screen and select the No-Fault Case
  Step 2: Select More Case
  Step 3: At the Extended Data Fields, click Add
  Step 4: Select Type = Text. Description = External Cause of Injury. Value = enter up to three diagnosis codes separated by a comma and no spaces. Example: S070,S11.011A,S13.0XXA
- **Accident State**
  Step 5: At the Extended Data Fields, click Add
  Step 6: Select Type = Text. Description = Onset State code (2 char). Value = enter your state code
  Step 7: Click Save, Save and Save the changes on the patient screen

- ## Charge Entry

When entering the No-Fault claim, you must add the following information:

Document Indicator

Step 1: Click the Custom button
Step 2: Select value for Encounter or Charge
Step 3: Under Billing Instruction Codes, click the dropdown and select the Document Indicator **DI04**

Attachment Control Number

Step 4: Under the Other area, click Add
Step 5: Select Type = Text. Description = Attachment Control Number
Step 6: Enter the Attachment Control Number
The Attachment Control Number is used to link the claim with the documentation.
Example: Practice IH_Code_Account # _Date of Service (**1_12345_090119**)
Make sure your attachment file has the same name.
Step 7: Click Save, Save and Save the Charge

- ## Attachment Files

  Electronic submission of No-Fault clams will require your office to have the attachment files saved in either a .pdf or .tif file format. Carisk does not accept Word documents (.doc or .docx.). The attachment documents will be saved on the Appserver in a folder named <Attachments>. A shortcut will be created on your desktop to allow easy access.

- ## Add-Ins Run and Internet Favorite

  In Practice Manager and your internet browser, a link to Carisk's website can be set up. STI can assist your office with the setting.