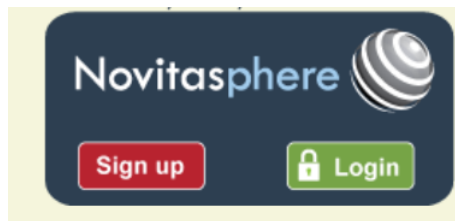


Providers Enrolled with Novitas Medicare = DE, MD, NJ, & PA Novitas Medicare Electronic Professional Claims Submitting Claims Through Novitasphere Portal

Novitasphere Portal Claims Submission Transition

If you have not enrolled for Novitasphere Portal, STOP, and enroll now. Providers in DC, DE, MD, NJ & PA can sign up by clicking the following link: <https://www.novitas-solutions.com/webcenter/portal/MedicareJL>.

Look for the **Novitasphere Sign up** button:



Follow the directions on the webpage for enrollment. If you have any questions regarding the Novitasphere enrollment process, you need to contact Novitas Medicare for assistance. 855-880-8424. Once you receive your enrollment, continue with the next step.

If already enrolled with Novitasphere Portal, then continue to Practice Manager Configuration section below.

Practice Manager Configuration

Configure the Billing Component Manager

Use the following steps to configure the Billing Component Manager for the Availity clearinghouse.

1. Click **Add-Ins > Insurance Billing > Billing Component Manager**.
2. In the Billing Component Manager screen, make sure the Medicare electronic billing programs are registered:
 - DE Medicare – DEMCR_P5
 - MD Medicare – MDMCR_P5
 - NJ Medicare – NJMCR_P5
 - PA Medicare – PAMCR_P5

If the applicable billing form is listed, click the **OK** button.

If the applicable billing form is **NOT** listed, click the **Also Show Unused Component** button to display all the available Billing Forms, and then check the applicable billing form(s)

3. Click the **OK** button.

Configure the Insurance Information

Use the following steps to configure the insurance information for billing through Novitasphere.

1. Click **Administration > Transaction Tables > Insurance**.
2. In the IH Code field, enter the **Medicare Insurance IH Code(s)**.
3. After the applicable insurance information has loaded, click the **Billing Type** button.
4. In the Billing Type dialog, create a new Billing Type by entering MCRN in the IH Code field.
5. In the Description field, enter **Medicare through Novitasphere**.
6. In the State field, enter the applicable **State**.
7. In the Primary and Secondary fields, select the proper **Billing Form** (DEMCR_P5, MDMCR_P5, NJMCR_P5, or PAMCR_P5).
8. In the Default field, select **MCRPPA**.
9. Click the **Save** button.
10. In the Insurance dialog, click the **Billing IDs** button.
11. In the Insurance Billing Codes screen, click the **New** button.
12. In the Billing Form field, select the proper **Billing Form** (DEMCR_P5, MDMCR_P5, NJMCR_P5, or PAMCR_P5).
13. In the Override Data area - **Payor Organization #** field for:
 - **DEMCR_P5** enter **12102**.
 - **MDMCR_P5** enter **12302**.
 - **NJMCR_P5** enter **12402**.
 - **PAMCR_P5** enter **12502**.

14. Click the **Add To List** button, and then click the **Close** button.

15. In the Insurance screen, click the **Save** button.

Configure Electronic Submitter Information

Use the following steps to configure the Electronic Submitter Information for Novitasphere claim submission.

1. **Add-Ins > Insurance Billing > Electronic Submitter.**

2. Check to see if the Medicare billing program is listed (DEMCR_P5, MDMCR_P5, NJMCR_P5, or PAMCR_P5).

If the billing form is already listed, highlight the **Medicare** billing form, and then click the **Edit** button.

3. In the Submitter ID field, enter the **Submitter ID** that you enrolled with for Novitasphere.

*****NOTE*****

If you do not know your Submitter ID you enrolled with Novitasphere, go to the Novitasphere Portal and it will be listed under "My Account Profile."

4. Once added, click the **Add to List** button, and then click the **Save All** button.

5. If the Electronic Submitter Information is not listed for the Medicare billing program, you will need to add it. Click the **New button**.

6. In the Billing Form field, select **DEMCR_P5, MDMCR_P5, NJMCR_P5, or PAMCR_P5**.

7. In the Practice field, select the **Practice** to which this submitter information applies.

8. In the Submitter ID field, enter your **Submitter ID** assigned by Novitasphere.

9. Enter your office information in the **Name, Address, Contact,** and **Phone** fields.

10. In the **Receiver ID field**, enter the applicable state assigned number: **12102** for DE Medicare; **12302** for MD Medicare; **12402** for NJ Medicare; or **12502** for PA Medicare.

11. In the Receiver Name field, enter **Medicare**.

12. Check the **Acknowledgement Request** box.

13. Check the **Medicare Participant** box if your office participates with Medicare.

14. Click the **Add to List** button, and then click the **Save All** button.

Configure or Edit the Billing Form Communication Setup

1. Click **Add-Ins > Insurance Billing > Communication Setup**.
2. Check to see if the Medicare billing program is listed (DEMCR_P5, MDMCR_P5, NJMCR_P5, or PAMCR_P5).

If there is not a Medicare billing form listed, go to step 7.

If there is a Medicare billing form listed, highlight the **Medicare** billing form, and then click the **Edit** button.
3. In the Target Folder field, enter or browse to the path to the folder containing your preferred browser application (Edge, Chrome, Firefox, etc). For Edge it is: **C:\Program Files (x86)\Microsoft\Edge\Application**.
4. In the Application Folder field, enter or browse to the path to your preferred browser application file. For Edge it is: **C:\Program Files (x86)\Microsoft\Edge\Application\msedge.exe**.
5. In the Extra Command Parameters field, enter **https://home.idm.cms.gov/signin/login.html**.
6. When finished, click the **Add To List** button, and then click the **Save All** button.
7. If there is not a Billing Form Communications setup for for the Medicare billing program, you will need to add it. Click the **New** button.
8. In the Billing Form field, select the applicable Medicare Billing Form (**DEMCR_P5**, **MDMCR_P5**, **NJMCR_P5**, or **PAMCR_P5**).
9. In the Target Folder field, enter or browse to the path to the folder containing your preferred browser application (Edge, Chrome, Firefox, etc). For Edge it is: **C:\Program Files (x86)\Microsoft\Edge\Application**.
10. In the Application Folder field, enter or browse to the path to your preferred browser application file. For Edge it is: **C:\Program Files (x86)\Microsoft\Edge\Application\msedge.exe**.
11. In the Extra Command Parameters field, enter **https://home.idm.cms.gov/signin/login.html**.
12. When finished, click the **Add To List** button, and then click the **Save All** button.

Billing Form Communications

Billing Form	Target Path	Application
PAMCR_P5	C:\Program Files (x86)\Microsoft\Edge\Application	C:\Program Files (x86)\Microsoft\Edge\Application\msedge.exe

New Edit Delete Save All Cancel All

Billing Form: PAMCR_P5 PAMCD_P5 Electronic Pennsylvania Medicaid Prof.837 (ANSI 5010)

Target Folder (change to this folder before executing the application)
C:\Program Files (x86)\Microsoft\Edge\Application Browse

Application Folder and Program:
C:\Program Files (x86)\Microsoft\Edge\Application\msedge.exe Browse

Extra Command Parameters: (Tip: put quotes around parameters that have folders with spaces in them)
https://home.idm.cms.gov/signin/login.html

Download Folder (where files being received are put) Blank = Use the default Folder Browse

Upload Folder (where files being sent are found) Blank = Use the default Folder Browse

Setup Default Folders

Add To List Cancel ?

Novitasphere Medicare Submission Instructions

Create the Billing File

1. Click the **Insurance Billing** tab, and then click the **Manual Billing** subtab.
2. Select the **DEMCR_P5** (for Delaware Medicare), **MDMCR_P5** (for Maryland Medicare), **NJMCR_P5** (for New Jersey Medicare), or **PAMCR_P5** (for Pennsylvania Medicare) billing form.
3. Select the **Practice(s)** and **Provider(s)** that you would like to collect claims for.
4. Check the **Print Forms and Reports after gathering claims** option, and configure any other **Batch Run Options** as needed.
5. Configure any **Advanced Selections** as needed.
6. Click the **Start Now** button.
7. Print the Bad Claims Report, if applicable. You can put this report to the side for now, as it can be corrected after this transmission is completed.
8. Click the **Print/Send Batch** button.

*****NOTE*****

Upper right corner has option to Sort List By: Date or Forms/Date.

9. Highlight the billing batch you wish to send, and then click the **Send** button.
10. Click the Make a file button. (Do Not select Zip the File). Save in the Upload folder.
 - For Delaware Medicare, enter **DEMCR.dat** in the File Name field.
 - For Maryland Medicare, enter **MDMCR.dat** in the File Name field.
 - For New Jersey Medicare, enter **NJMCR.dat** in the File Name field.
 - For Pennsylvania Medicare, enter **PAMCR.dat** in the File Name field.

*****NOTE*****

If you are sending files for multiple practices, you should name the file accordingly. For example, **DEMCR1.dat** for Practice 1, and **DEMCR2.dat** for Practice 2. You can use your practice IH Code.

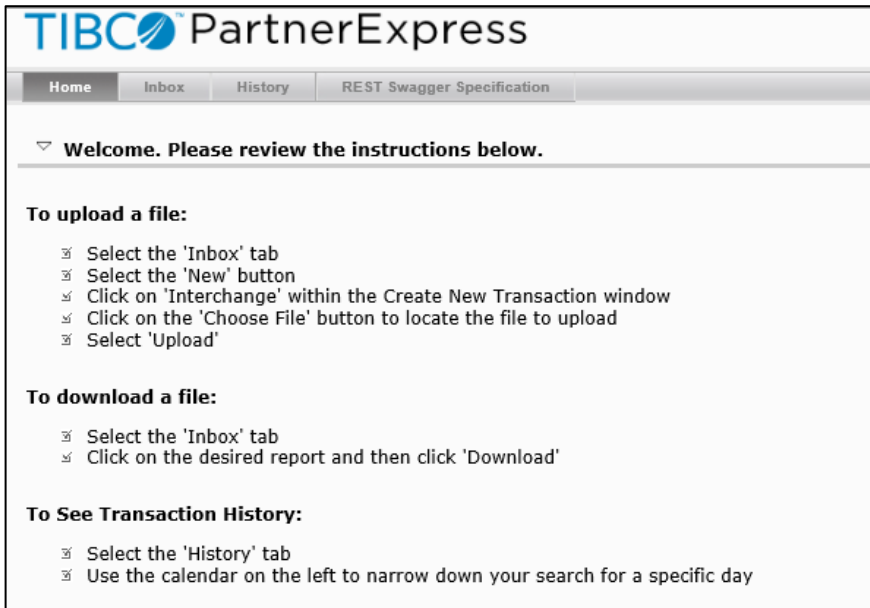
11. Click the **Save** button after the file name has been entered. If you are asked to overwrite the existing file, click the **Yes** button. A message will then appear on your screen "the file already exists, do you want to replace it?" select **Yes** and then click the **OK** button.

Claim Submission/ ERA Using TIBCO

The TIBCO PartnerExpress system is available in the Novitasphere Portal's Claims submission/ERA feature. This system allows you to submit electronic claims via batch files (837) and retrieve the electronic reports through the TIBCO PartnerExpress EDI gateway.

The following provides instructions for the TIBCO system AFTER accessing it through Novitasphere. For instructions on accessing Novitasphere, or utilizing any of the other features, refer to the Novitasphere User Manual ([Part A](#))([Part B](#)).

Below is the home screen of TIBCO once accessed through the Claim submission/ERA feature in Novitasphere.

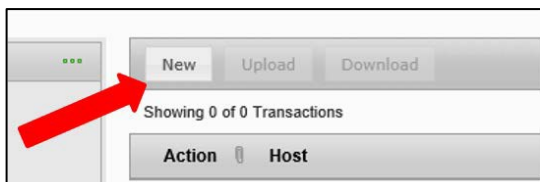


Use the following steps to submit an 837-claim file and retrieve reports.

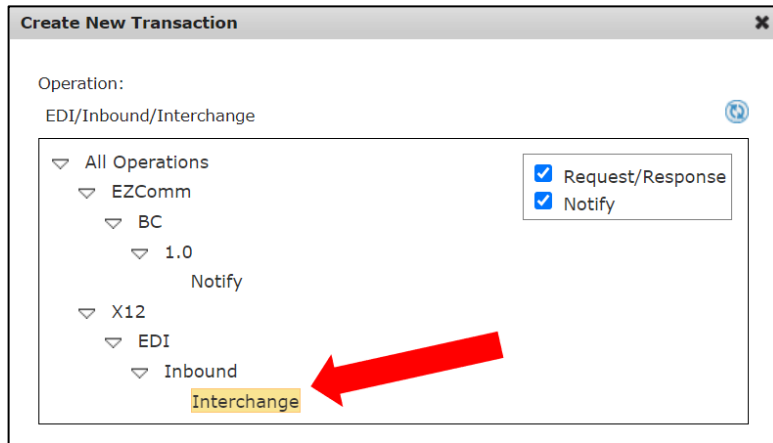
1. Click on the **Inbox** tab.



2. Click on the **New** button.

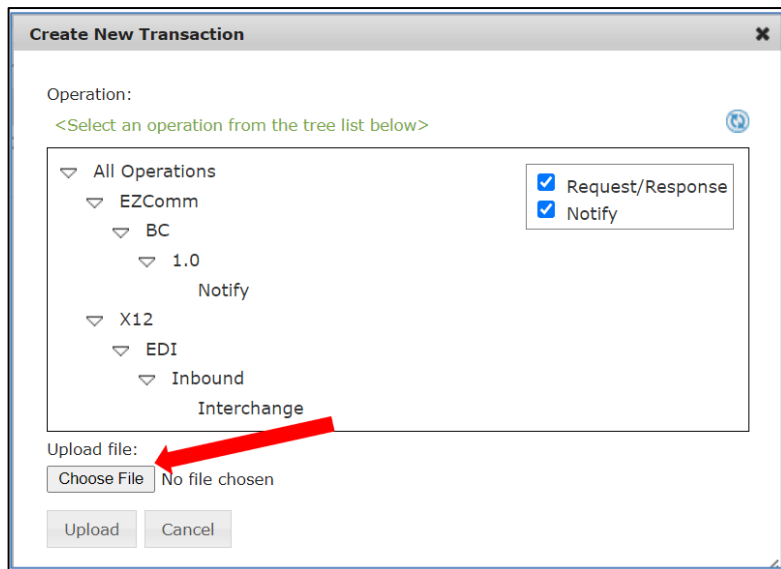


3. Select **Interchange**.

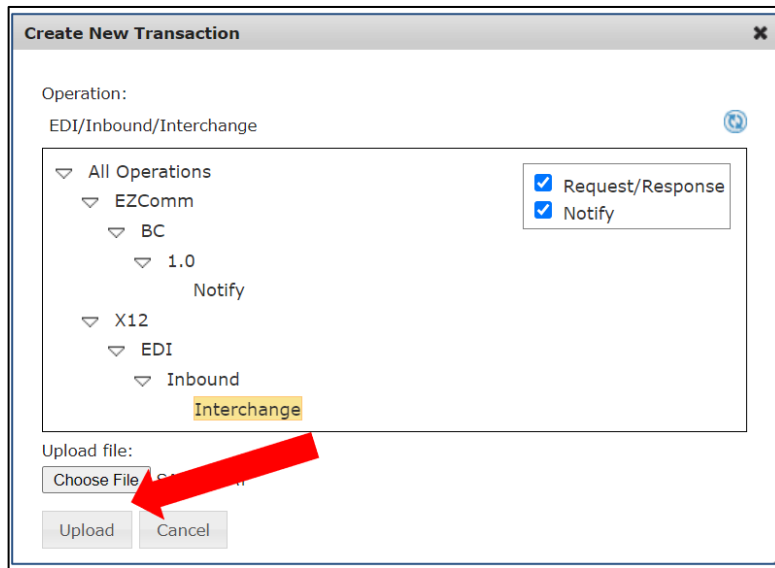


4. Click the Choose File option, and then navigate to the claim file. The location will depend on where your claim creation software saves the file. If unable to locate the file, please contact your software vendor.

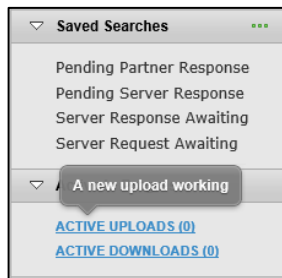
If you are using the PC-ACE software available through Novitas, navigate to the WINPCACE folder and look for the file named TRANS.DAT for Part A and TRANSB.DAT for Part B files.



5. Select the file(s) and click **Open**. The selected file will display in "Upload file" textbox.
6. Click **Upload** to submit the file.

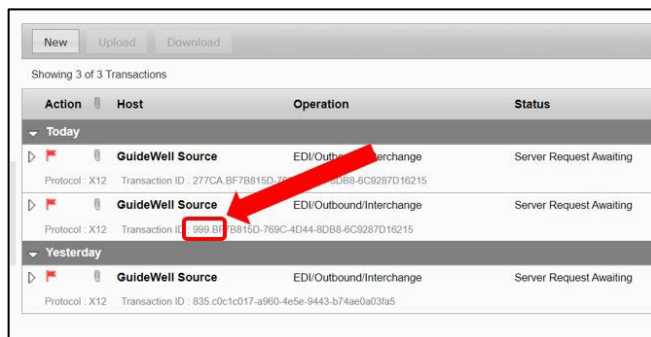


7. A new upload working pop-up message will be displayed briefly.

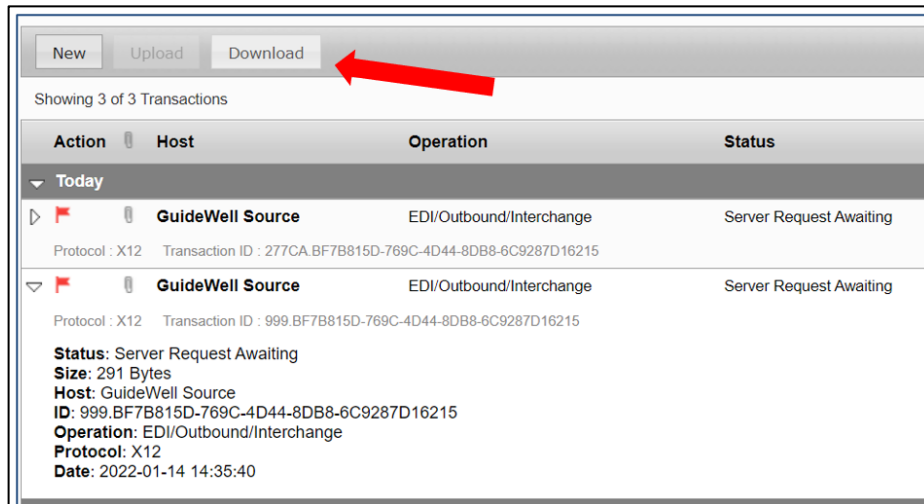


8. Retrieve the **999 Acknowledgement Report**. This report will display in the Inbox a few minutes after submitting an 837 claim file. This report will tell you if the file is initially accepted or rejected. If rejected, the report will give the reason for rejection.

Click on the **Inbox** tab and look for the Transaction ID starting with 999.



9. Select the report from the Inbox list and click **Download**.



10. The report will be downloaded to your Download folder on your PC. Browse to your Downloads folder, then highlight the report, then right-click the highlighted report, and then click **Copy** to copy the report.

Open your Response Viewer in Practice Manger and Paste the report into your download folder.

Go to the **Insurance Billing** > **Automatic Billing** tab, then click the **Response Viewer** button. In the Response Viewer, click the **Open** button (the yellow folder), and then in the Open dialog, right-click in the Download folder file list and click **Paste**. Your reports will then be displayed in the Download folder.

You can now open and view the reports.

