

## Claims Validation: Instructions to Prepare Claims Validation Input File

### Instructions to access the Claims Validation Input File template

- 1) Please reference the supplied template available in the Downloads section of the Claims Validation Tool in PATHWAYS to prepare the claims validation input file.

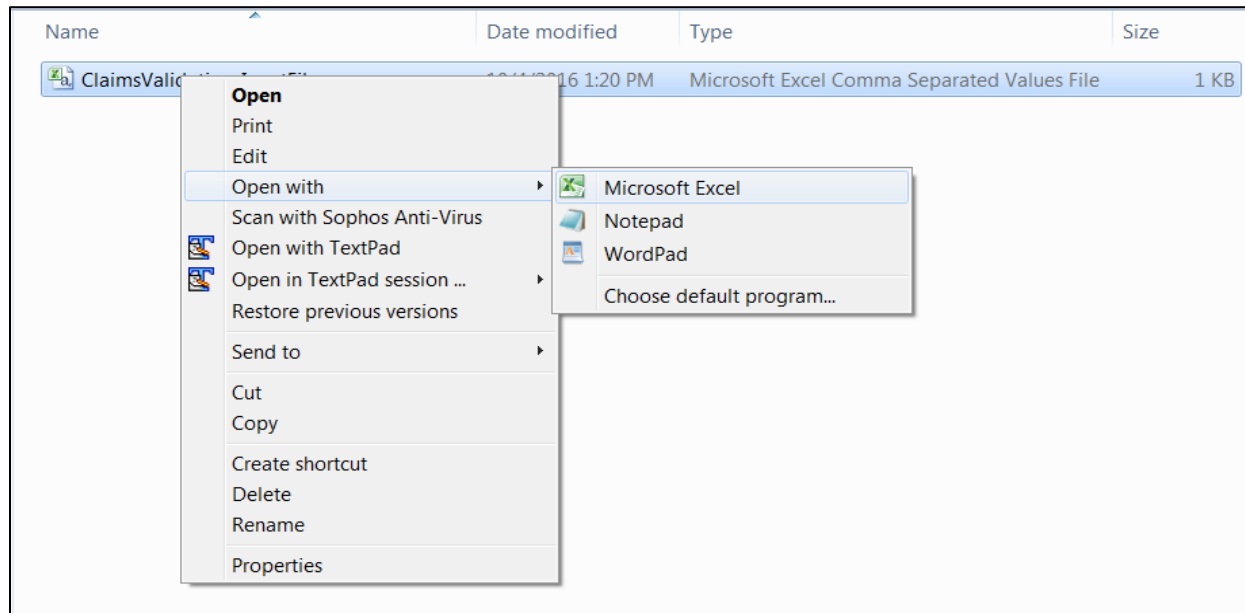
#### Downloads

Download the csv file template which provides the required column formatting structure.

Download the instructions document for required file creation and upload guidelines.

File Name	Description	Download
Instructions.pdf	Instructions to prepare Claims Validation file	<a href="#">Download</a>
ClaimsValidation_InputFile.csv	Claims Validation CSV file template for upload	<a href="#">Download</a>
PATHWAYS Claims V...Tool.pdf	Claims Validation Guide	<a href="#">Download</a>

- a) Download the template to a local folder. It will be downloaded as a 'Comma Separated Values File' (csv).
- b) Open the file by right clicking on the file. Select 'Open with' in the menu and click on 'Microsoft Excel'.



- c) The file will open up in Microsoft Excel program.

### Instructions to enter data into the Claims Input File

- 1) The Claims Input File includes all column headers in the order in which they are required. **The name and order of the columns cannot be modified.** Column names must match the template exactly, and all columns must appear in the file even if rows are left blank. Mandatory columns must have an entry for every row.
- 2) Values that are allowed under each column and corresponding formatting requirements are specified in the following table. Ensure that the data is in the correct format on each row in the file.
- 3) Take special care while entering values for NPI, MRN and Billing Code as they have strict formatting requirements.
- 4) **Ensure that the claims validation input file contains billing records for all procedure types being validated, all participating physicians, and all procedure dates of participation during the validation period.** It is anticipated that some records will have been properly excluded from the registry. These will be noted during the reconciliation process.

#	Column Name	Mandatory	Description	Example Value
1	Service Location	No	Center Name for which the claims validation data is being prepared. The claims file should only include records for a single center.	Can be blank
2	Service Date	Yes	Procedure Date in MM/DD/YYYY format. See notes below to ensure proper date format.	01/09/2015
3	Primary Payer	Yes	The primary payer for the procedure	MEDICARE
4	Secondary Payer	No	The secondary payer for the procedure	Can be blank
5	Provider First Name	No	Provider's first name.	John
6	Provider Last Name	Yes	Provider's last name.	Smith
7	NPI	Yes	For each record the National Provider Identifier should be enclosed in double quotes. The claims file should only include records for participating PATHWAYS providers.	"0123456789"
8	MRN	Yes	For each record the Medical Record Number should be enclosed in double quotes e.g. "123456"	"00012345"
9	Patient First Name	Yes	Patient's first name <b><i>Ensure that only the first name is listed in this column. Middle names/initials should not be included.</i></b>	Steve
10	Patient Last Name	Yes	Patient's last name	Kidd
11	Patient DoB	Yes	Patient's date of birth in MM/DD/YYYY format See notes below to ensure proper date format.	02/15/1964
12	Patient Gender	Yes	Patient's gender, valid values are Male or Female. Do not use abbreviations M or F.	Male
13	CPT Codes	Yes	ICD- 9/ICD-10 and/or CPT codes that correspond to the claims record. Codes should be enclosed in double quotes. If there are multiple ICD-10/CPT codes for a single claims record, they should be reported on separate rows with all corresponding columns completed OR may be comma separated and reported in a single cell.	"33883" OR "33883, 37121"
14	Modifier 1	No	Should be 2 characters. Not required, but should be reported with CPT codes if possible.	81
15	Modifier 2	No	Should be 2 characters. Not required, but should be reported with CPT codes if possible.	81
16	Modifier 3	No	Should be 2 characters. Not required, but should be reported with CPT codes if possible.	81
17	Modifier 4	No	Should be 2 characters. Not required, but should be reported with CPT codes if possible.	81

19	Diagnosis Code 2	No		
20	Diagnosis Code 3	No		
21	Diagnosis Code 4	No		
22	Diagnosis Code 5	No		
23	Diagnosis Code 6	No		
24	Diagnosis Code 7	No		
25	Diagnosis Code 8	No		
26	Diagnosis Code 9	No		
27	Diagnosis Code 10	No		

Example of a completed record:

A	B	C	D	E	F	G	H	I	J	K	L	M
Service Location	Service Date	Primary Payer	Secondary Payer	Provider First Name	Provider Last Name	NPI	MRN	Patient First Name	Patient Last Name	Patient DoB	Patient Gender	CPT Codes
Demo	03/02/2015	Medicare		Fred	Flintstone	"1234567890"	"025896585XN"	John	Doe	03/12/1958	Male	"37215"

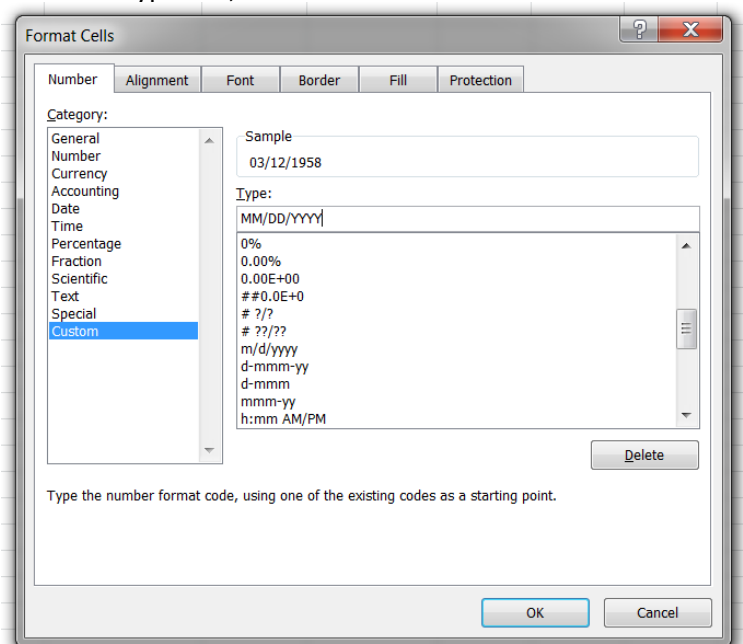
N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
Modifier 1	Modifier 2	Modifier 3	Modifier 4	Diagnosis Code 1	Diagnosis Code 2	Diagnosis Code 3	Diagnosis Code 4	Diagnosis Code 5	Diagnosis Code 6	Diagnosis Code 7	Diagnosis Code 8	Diagnosis Code 9	Diagnosis Code 10
81													

**Adding Double Quotes** – To add double quotes to cell values, insert a column to the right of the column containing the data you want to update. Enter this formula in the new column where REF = the cell address to the left: `="" & REF & ""`. Copy and paste the formula in the new column to the cells below for all rows containing data. Then copy the data from the new column using the paste special function to paste values into the original column being updated. Then remove the extra column.

For example, if you are updating NPI to have double quotes in column G, Insert a new column H. In row 2 of column H, enter the formula `="" & G2 & ""`. Your result should display the NPI from cell G2 enclosed by double quotes. Copy the formula in H2 to all the rows below it for each row containing data in column G. Then copy the data in column H and use the Paste Special function to paste the values into column G. Then remove column H.

**Date Formatting for MM/DD/YYYY** – To format dates to the required MM/DD/YYYY format, highlight the cells containing your dates and right click in the highlighted area. Then choose Format Cells from the menu. Under the Number tab of the Format Cells window, select Custom, then enter MM/DD/YYYY in the Type box, and click OK. You should see that all dates are now displayed as MM/DD/YYYY.

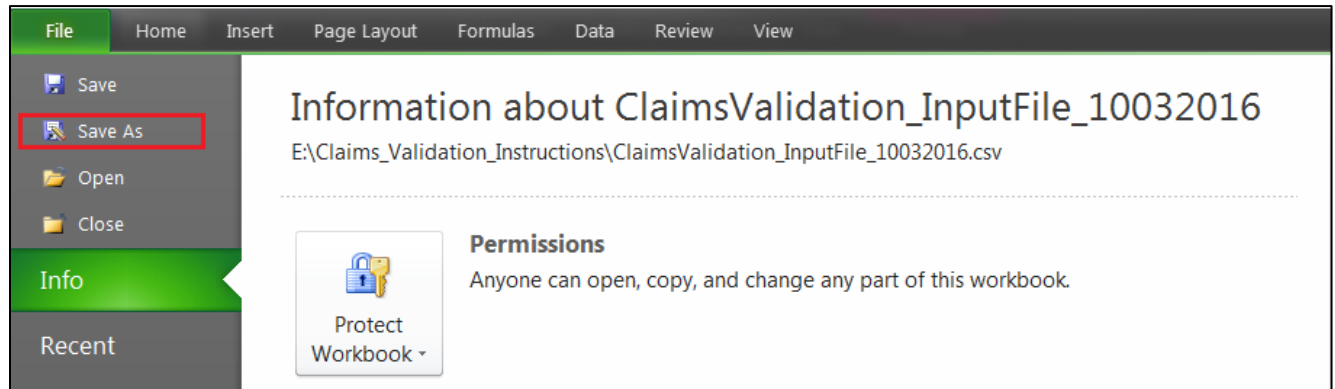
*Note, if you close and re-open the file after saving, it may appear that the date format has reverted such that single digit months/days are displayed, but as long as the formatting as described above was applied, the data will upload correctly.*



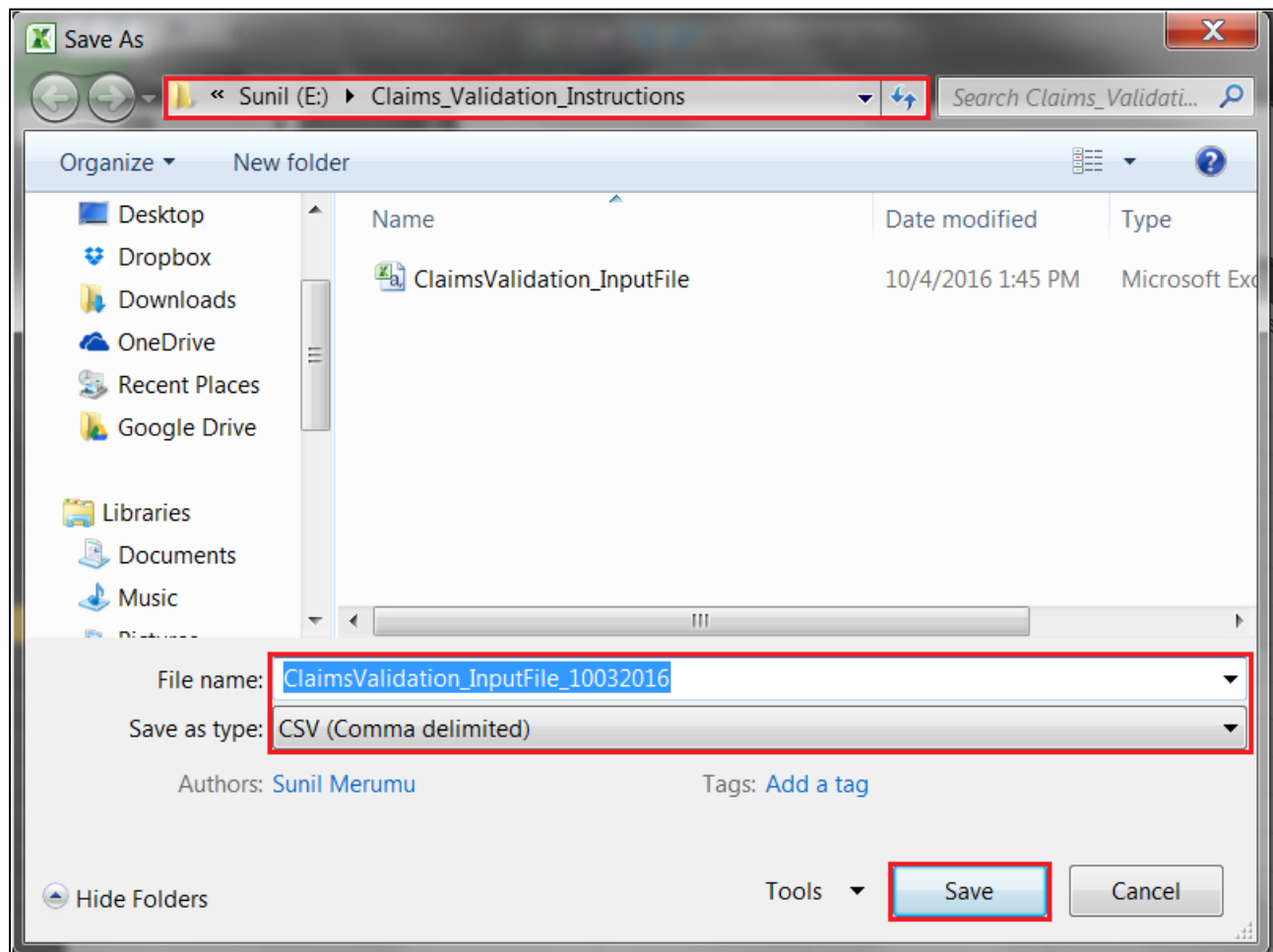
## Instructions to save as CSV file

Follow the steps below to save the file:

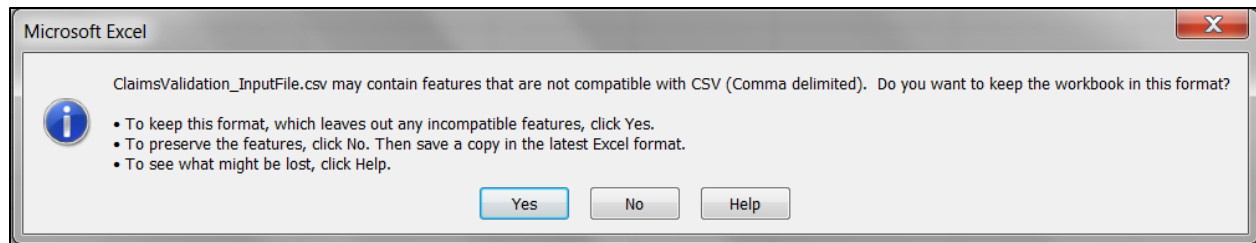
1. To save click on 'File' and select 'Save As'



2. In the Save As window, confirm the following details:
  - i) Select a secure local or network location where you want to save the file.
  - ii) Name the file, e.g. ClaimsValidation\_InputFile\_YourCenterName or leave it as is.
  - iii) In "Save as type:" field, make sure 'CSV (Comma delimited)' is selected.
3. Then click the 'Save' button.



4. If you are prompted with a compatibility dialogue box, such as the one shown below, click on 'Yes'.



5. When you try to close the file you will be prompted with another dialogue box to save. In which case click on 'Save'.

