



## HealthSystems OF MISSISSIPPI

### **New Look – Bar Code Option for All Post-payment Submissions**

Effective Wednesday, June 15, 2010, HealthSystems of Mississippi's (HSM) Post-payment request letters will feature a unique bar code designed to aid providers with a more secure and cost efficient method to submit their responses.

To use the bar code option providers simply,

- 1) Place the bar coded request letter on top of the medical record to be submitted and
- 2) Fax all the documents to HSM.

HSM's system will scan the bar code, attach the documents directly to the beneficiary's file, and label the received fax as a post payment response.



#### **Tips to Remember When Using the Bar Code Option**

- To assure your Post-payment response is processed timely, please do not alter the bar code in any way.
- Only use the bar coded Post-payment request letters to respond to the initial request. Use of this bar code will label all subsequent documents as an initial request; sending any other documents (i.e., additional information, PURF responses, and/or adjustment sheets) using the "initial request" bar code will erroneously label the documents and/or delay your request.
- If the medical record has to be transmitted in multiple faxes due to size or if the transmission has to be stopped and restarted for any reason you can use the same bar code sheet as many times as needed for the specific request record. The bar code sheet must be placed on top of the first page of the subsequent faxes to ensure accurate scanning and attachment by the system.
- If you are faxing multiple Post-payment responses at one time, please verify that each record has its own bar coded sheet placed directly in front of the first page of the applicable record.
- Verify your fax machine's confirmation reports to assure that all pages were transmitted to HSM without error.

If you require additional assistance with the use of the Post-payment bar code option, you may contact Kenisha Potter, Mental Health Education Specialist via email at [kpotter@hsom.org](mailto:kpotter@hsom.org) or by telephone at 601-360-4866.