



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

### DIVISION OF DEVELOPMENTAL DISABILITIES

***Sent on Behalf of DES/DDD Business Operations***

*Please do not reply to this message*

**TRANSMITTAL DATE:** 5/11/2018

**TOPIC:** New Uniform Billing Template – TEXT FILE VERSION

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**Target Audience –All DES DDD Providers** who bill claims directly to DDD in **text file format**:

Beginning on Monday, **May 14, 2018**, DES DDD will have a new system in place for all vendors to make their own claim reversals and resubmissions for any claims submitted that are covered by the timely filing guidelines for corrected claims.

#### **New Claim Replacement Application**

Attached is a vendor User Manual on how to use the new Claim Replacement Application. With this new system in place, we will no longer accept reversal requests through the [DDD-Claims@azdes.gov](mailto:DDD-Claims@azdes.gov) inbox. Any requests that have been received prior to the opening of business on **May 14, 2018**, will be processed on a first-in, first-processed basis. All requests received **after May 14** will be rejected and referred back to the vendor.

#### **New Uniform Billing Template**

The new Claim Replacement Application requires all vendors to use the new Uniform Billing Template (attached). This new form is required, beginning Monday, **May 14, 2018**, for all claims submissions that are not sent in via CMS 1500 or UB04 forms.

If you submit a text file in the old format, the file will process in FOCUS without error; however, the text file version will not accommodate claim replacement. Therefore, DDD encourages vendors to switch to the new Uniform Billing Template.

The new Uniform Billing Template allows you to:

1. Replace claims using the Roster billing (includes Original Claim Line ID and Replacement Reason).
2. Bill for AzeIP services using the Roster billing (includes Procedure modifiers 4, 5, and 6).
3. Bill for Aug Com services using the Roster billing (includes Diagnosis codes).

The new Claim Replacement Application will seem familiar to vendors who previously used the Uniform Billing Template for billing claims; only a few changes have been made to the new version to accommodate the use of the Claim Replacement System. Specifications for the new template are also attached.

Any submissions received on or after Monday, **May 14, 2018**, that use the original template will be rejected by our system, so please remember to use the new template to avoid any potential delays in the processing of claims submissions.

If you have any questions regarding the new Claim Replacement System, or the updated Uniform Billing Template, please feel free to contact Customer Service at 1-844-770-9500, or 602-542-6863, or [DDDCustomerService-Providers@azdes.gov](mailto:DDDCustomerService-Providers@azdes.gov).

***Thank you!***