

Insurance Verification Procedures for Hospital Services

This quick reference guide (QRG) explains how to complete the hospital services insurance verification screens. Use this QRG when you add a new or correct an existing insurance plan. Completing these screens ensures that IDX generates a claim form.

Use the instructions in this QRG for the following hospital services:

- Inpatient (IP) ▪ Ambulatory Surgery (OAS) ▪ Observation (OBS) ▪ Special Procedures (OSP)

1. Sign into IDX and access the ADT application.
2. Type a 2 at the Organization prompt, press Enter.
3. Type a 1 at the Select Function prompt, press Enter.
4. Type an H and the appropriate visit number (no space) in the Patient prompt, press Enter.
Example: H20092563
5. Type ZP at the Action prompt.
6. Highlight the insurance you are verifying.
7. Type E to select the Edit a Plan action code, press Enter three times.
8. Refer to the table below to complete the appropriate Insurance Verification fields:

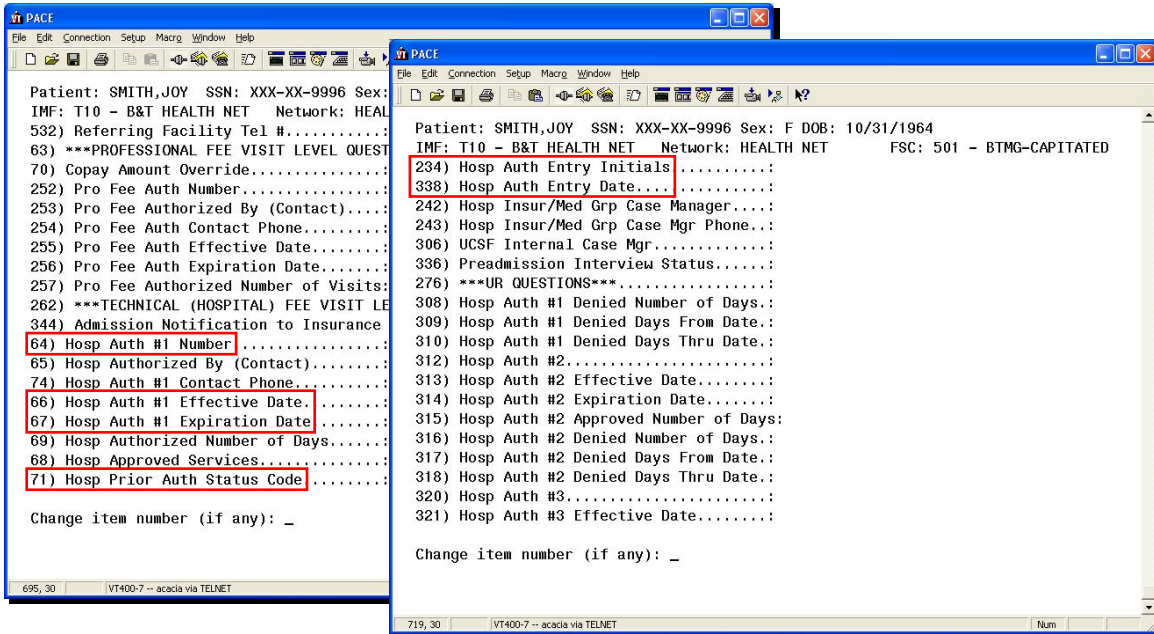
Field	Enter . . .
Insur Effective Date	The first day of the month of service
Insur Expiration Date	The last day of the month of service
Benefits Status	Y
Verified By	Your initials
Date Verified	T

9. Press F10.

Additional Inpatient Insurance Verification Fields

1. Press Enter to display the second page of the FSC Follow-up (FU) questions.
2. Refer to the table below for instructions on completing the FSC FU Questions:

FSC FU Question	Enter the . . .
64 – Hosp Auth #1 Number	Authorization number or “NOT RECEIVED”
66 – Hosp Auth #1 Effective Date	Date of admission
67 – Hosp Auth # Expiration Date	Expiration date
71 – Hosp Prior Auth Status Code <i>After completing question #71, press Enter to displays the third page of the FSC FU questions.</i>	<u>Appropriate Numeric Code:</u> 1 = Not required 2 = Pending 3 = Required (pending Medi-Cal) 6 = RCRD = Received
234 – Hosp Auth Entry Initials	First initial of your first name and your complete last name with no spaces. <u>Example:</u> SMITHB
338 – Hosp Auth Entry Date	Letter T



3. Type STOP to file and save your entries.

Questions about this job aid?

Please contact Dolores Aslanbaigi, Senior Training Analyst, Learning Services at 415-353-9261.