



State of New Jersey  
Department of Human Services  
Division of Medical Assistance and Health Services

# MEDICAID ALERT

June 1994

- TO:** Physicians, Podiatrists, Chiropractors, Certified Nurse Midwives, Psychologists, Optometrists, Independent Clinics, Independent Clinical Laboratories, and Providers of Durable Medical Equipment, Hearing Aids, Prosthetics and Orthotics, Dental, Transportation, Vision Care (Optical Appliance), Hospice, Medical Day Care, and Home Care (using 1500 NJ) services.
- SUBJECT:** NEW Claim Correction Form (CCF)
- EFFECTIVE:** Remittance Advice dated June 15, 1994
- BACKGROUND:** The Division of Medical Assistance and Health Services and Unisys, the Medicaid fiscal agent, are pleased to present our revised New Jersey Medicaid Management Information System (NJMMIS) Claim Correction Form (CCF). CCFs are generated weekly for claims pended with missing or invalid data. Their purpose is to request the missing information or corrections from providers. Providers enter the missing or corrected information on the CCF directly below the field with invalid or missing data. Completed CCFs are returned to Unisys for processing.
- Our enhancements of the format and processing of CCFs were initiated in response to the concerns of Medicaid providers. The enhancements were developed based on input received by the Division from the provider community.
- PURPOSE:** To introduce the new CCF format and CCF procedures to providers, provider billing staff, and billing agencies.
- ACTION:** Review the sample CCFs and instructions. Please note the following points:
- A) The new CCFs will use less paper and require less work. The data corrected on one CCF may be applied to several pended claims from the same claim form.

Currently, the NJMMIS prints a CCF for every pended claim (line item) when an error is found in a common field. Examples of common fields are Medicaid ID number, carrier codes, prior authorization numbers, and signed date.

The new CCF will combine pended claims with common field errors into one CCF. Separate CCFs will be printed from one claim form only if errors are found in two or more line item fields. Examples of line item fields are procedure code and service date.

A detailed explanation entitled **CORRECTING MULTIPLE CLAIMS ON A CCF** is attached. It contains an important comparison of the old CCF process and the new CCF process. However, the major points of that section are easily summarized:

- 1) correct **every** invalid or missing item identified in the error descriptions printed on your CCFs, even if the same invalid or missing item appears on two or more CCFs;
  - 2) return **every** CCF page that contains a correction.
- B) New CCF form locator numbers (FLNs) are used to identify each field on the form. When you have a question concerning your CCF, the FLN will make it easier to identify the field to be corrected.
- C) A new PO Box (4809) has been established for the return of all CCFs. The complete return address is listed on the back of the CCF.
- D) New graphics on the CCF make the field descriptions and preprinted claim data easier to read and correct. The new format will also improve Unisys processing of returned CCFs.

Examples of the new CCFs and instructions are attached. The revised forms are organized as follows:

**Form AAA:** Reports claims information for all Physicians, Podiatrists, Chiropractors, Certified Nurse Midwives, Psychologists, Optometrists, Independent Clinics, Independent Clinical Laboratories, and Providers of Durable Medical Equipment, Hearing Aids, Prosthetics and Orthotics, Dental, Transportation, Vision Care (Optical Appliance), Hospice, Medical Day Care, and Home Care services using the 1500 NJ claim form. A separate CCF is

printed for every pended claim that has an error in the line item data. Line item data include service dates, procedure codes, procedure modifiers, and units.

Fields marked with "NA" (not applicable) should be left blank.

**Form FFF:** Reports all EPSDT and Pediatric Health Start claim information. A separate CCF is printed for every pended claim that has an error in the line item data. Line item data include dates of service, procedure codes, procedure modifiers, and units.

**Complete and return your old CCFs promptly. The new CCF format does not affect claims that are currently pended.**

Please distribute this Medicaid Alert to your billing staff or billing agencies, as appropriate.

If you have any questions regarding this Medicaid Alert, please contact Provider Services at (800) 776-6334.

Attachments:     Instructions for the new CCF  
                      Sample CCF forms

**RETAIN THIS MEDICAID ALERT CHRONOLOGICALLY BEHIND THE ALERTS TAB  
(GREEN TAB MARKED "4")**