



New Search Features Added to Fiscal Intermediary Shared System (FISS)/Direct Data Entry (DDE)

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PROVIDER TYPES AFFECTED

This MLN Matters Article is intended for providers who may want to use the improved claim search capability in the Fiscal Intermediary Shared System (FISS)/Direct Data Entry (DDE) processes to conduct claims inquiries with Medicare Administrative Contractors (MACs).

WHAT YOU NEED TO KNOW

Two new features are being added to the FISS/DDE inquiries menu options in January 2019. These features include a translator tool and an option to search for a claim using the FISS Document Control Number (DCN). The new features are described below.

TRANSLATOR TOOL

The translator tool is designed to display either a FISS DCN or an invoice number from an overpayment demand letter. An overpayment demand letter is issued anytime a claim adjustment creates an overpayment, known as a Medicare Accounts Receivable (AR). The invoice number looks similar to the actual FISS claim DCN.

There are times when a provider may need additional information regarding the claim, such as the patient information, which is not provided in the overpayment demand letter. To get that information, the provider must view the claim that was adjusted. For the provider to view the claim to obtain needed information, the provider must use the translator tool to obtain the FISS DCN.

In addition, there are times when a provider has the FISS claim DCN but may need to obtain the invoice number and they do not have a copy of the demand letter. To obtain the invoice number, the provider will also have to use the translator tool.

The translator tool is now available in FISS/DDE under the inquiries menu. Select the Inquiries Menu option (01) from the Main menu in DDE.

<u>MAP1701</u>	<u>JM</u> <u>MAC</u> <u>SC/HHH</u> <u>UAT</u> <u>#11001</u>	<u>ACMFA891</u> <u>12/18/18</u>
	<u>MAIN MENU</u>	<u>C201911F</u> <u>13:17:34</u>
	<u>01</u> <u>INQUIRIES</u>	
	<u>02</u> <u>CLAIMS/ATTACHMENTS</u>	
	<u>03</u> <u>CLAIMS CORRECTION</u>	
	<u>04</u> <u>ONLINE REPORTS</u>	
<u>ENTER MENU SELECTION:</u> <u>01</u>		
<u>PLEASE ENTER DATA - OR PRESS PF3 TO EXIT</u>		

From the Inquiries Menu, select the INVOICE NO/DCN Translator option (88).

<u>MAP1702</u>	<u>JM</u> <u>MAC</u> <u>SC/HHH</u> <u>UAT</u> <u>#11001</u>	<u>ACMFA891</u> <u>12/18/18</u>
	<u>INQUIRY MENU</u>	<u>C201911F</u> <u>13:18:50</u>
<u>BENEFICIARY/OWF</u>	<u>10</u>	<u>ZIP CODE FILE</u> <u>19</u>
<u>DRG (PRICER/GROUPER)</u>	<u>11</u>	<u>OSC REPOSITORY INQUIRY</u> <u>1A</u>
<u>CLAIM SUMMARY</u>	<u>12</u>	<u>CLAIM COUNT SUMMARY</u> <u>56</u>
<u>REVENUE CODES</u>	<u>13</u>	<u>HOME HEALTH PYMT TOTALS</u> <u>67</u>
<u>HCPC CODES</u>	<u>14</u>	<u>ANSI REASON CODES</u> <u>68</u>
<u>DX/PROC CODES ICD-9</u>	<u>15</u>	<u>CHECK HISTORY</u> <u>F1</u>
<u>ADJUSTMENT REASON CODES</u>	<u>16</u>	<u>DX/PROC CODES ICD-10</u> <u>1B</u>
<u>REASON CODES</u>	<u>17</u>	<u>CMHC PAYMENT TOTALS</u> <u>1C</u>
<u>INVOICE NO/DCN TRANS</u>	<u>88</u>	
<u>ENTER MENU SELECTION:</u> <u>88</u>		
<u>PLEASE ENTER DATA - OR PRESS PF3 TO EXIT</u>		

To obtain the FISS DCN, enter the invoice number in the invoice number column.

Note: Multiple invoice numbers can be entered if more than one FISS DCN is needed.


```

MAPHDCN                JM MAC SC/HHH UAT #11001          ACMFA891 12/18/18
                        MEDICARE PART A                 C201911F 13:22:38
                        INVOICE NUMBER/DCN TRANSLATOR

PLEASE ENTER UP TO 5 DCNS ON THE LEFT OR 5 DCNS ON THE RIGHT. PRESS PF9.
THE EQUIVALENT DCNS WILL BE DISPLAYED IN THE OPPOSITE FIELD.

  F I S S   D C N                                INVOICE NUMBER

  ██████████                                ██████████
  ██████████                                ██████████

  _____                                _____
  _____                                _____
  _____                                _____

MSG:  CHECK DCN TRANSLATIONS. PLEASE ENTER DATA - OR PRESS PF3 TO EXIT
PF1=   PF2=   PF3=END   PF4=   PF5=   PF6=
PF7=   PF8=   PF9=PROCESS PF10=  PF11=  PF12=
    
```

FISS DCN Search

The DDE system now has a search feature that allows the provider to search for a specific claim using the FISS DCN. This feature may be used to view a claim with the FISS DCN obtained from the translator tool, remittance advice, or any source from which the provider has obtained the FISS DCN.

To use the FISS DCN search feature, select the Inquiries Menu option (01) from the DDE Main Menu.

MAP1701	JM MAC SC/HHH UAT #11001	ACMFA891 12/18/18
	MAIN MENU	C201911F 13:17:34
	01 INQUIRIES	
	02 CLAIMS/ATTACHMENTS	
	03 CLAIMS CORRECTION	
	04 ONLINE REPORTS	
ENTER MENU SELECTION: 01		
PLEASE ENTER DATA - OR PRESS PF3 TO EXIT		

From the Inquiries Menu, select the Claim Summary option (12). The Claim Summary Screen will be displayed.

MAP1702	JM MAC SC/HHH UAT #11001	ACMFA891 12/18/18
	INQUIRY MENU	C201911F 13:24:51
BENEFICIARY/GWF	10	ZIP CODE FILE 19
DRG (PRICER/GROUPER)	11	OSC REPOSITORY INQUIRY 1A
CLAIM SUMMARY	12	CLAIM COUNT SUMMARY 56
REVENUE CODES	13	HOME HEALTH PYMT TOTALS 67
HCPC CODES	14	ANSI REASON CODES 68
DX/PROC CODES ICD-9	15	CHECK HISTORY FI
ADJUSTMENT REASON CODES	16	DX/PROC CODES ICD-10 1B
REASON CODES	17	QMHC PAYMENT TOTALS 1C
INVOICE NO/DCN TRANS	88	
ENTER MENU SELECTION: 12		
PLEASE ENTER DATA - OR PRESS PF3 TO EXIT		

From the Claim Summary Inquiry screen (Map1741) you will need to enter the National Provider Identifier (NPI) and DCN you are searching for and press enter. Security is controlled through the initial logon to DDE.

```

MAP1741          JM MAC SC/HHH UAT #11001          ACMFA891 12/18/18
                SC          CLAIM SUMMARY INQUIRY          C201911F 13:26:55
                NPI [REDACTED]
                MID [REDACTED] PROVIDER [REDACTED] S/LOC [REDACTED] TOB [REDACTED]
                OPERATOR ID [REDACTED] FROM DATE [REDACTED] TO DATE [REDACTED] DDE SORT [REDACTED]
                MEDICAL REVIEW SELECT [REDACTED] DCN [REDACTED]
                MID [REDACTED] PROV/MRN [REDACTED] S/LOC [REDACTED] TOB [REDACTED] ADM DT [REDACTED] FRM DT [REDACTED] THRU DT [REDACTED] REC DT [REDACTED]
                SEL LAST NAME FIRST INIT TOT CHG PROV REIMB PD DT CAN DT REAS NPC #DAYS
    
```

PLEASE ENTER DATA - OR PRESS PF3 TO EXIT
 PRESS PF3-EXIT PF5-SCROLL BKWD PF6-SCROLL FWD

Press Enter and the DCN matching criteria entered will be displayed.

```

MAP1741          JM MAC SC/HHH UAT #11001          ACMFA891 12/18/18
                SC          CLAIM SUMMARY INQUIRY          C201911F 13:29:28
                NPI [REDACTED]
                MID [REDACTED] PROVIDER [REDACTED] S/LOC [REDACTED] TOB [REDACTED]
                OPERATOR ID [REDACTED] FROM DATE [REDACTED] TO DATE [REDACTED] DDE SORT [REDACTED]
                MEDICAL REVIEW SELECT [REDACTED] DCN [REDACTED]
                MID [REDACTED] PROV/MRN [REDACTED] S/LOC [REDACTED] TOB [REDACTED] ADM DT [REDACTED] FRM DT [REDACTED] THRU DT [REDACTED] REC DT [REDACTED]
                SEL LAST NAME FIRST INIT TOT CHG PROV REIMB PD DT CAN DT REAS NPC #DAYS
                [REDACTED] [REDACTED] [REDACTED] [REDACTED] R B9997 130 [REDACTED] [REDACTED] [REDACTED] 061218
                [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] 080618 [REDACTED] [REDACTED]
    
```

PROCESS COMPLETED --- NO MORE DATA THIS TYPE
 PLEASE MAKE A SELECTION, ENTER NEW KEY DATA, OR PRESS PF3 TO EXIT

To view the claim, place the cursor in the SEL field next to the claim displayed and press enter.

MAP1741		JM MAC SC/HHH UAT #11001				ACMFA891 12/18/18						
SC -		CLAIM SUMMARY INQUIRY				C201911F 13:29:28						
		NPI [REDACTED]										
MID		PROVIDER		S/LOC		TOB						
OPERATOR ID [REDACTED]		FROM DATE		TO DATE		DDE SORT						
MEDICAL REVIEW SELECT		DCN [REDACTED]										
MID		PROV/MRN		S/LOC		TOB		ADM DT		FRM DT THRU DT REC DT		
SEL	LAST NAME	FIRST	INIT	TOT	CHG	PROV	REIMB	PD	DT	CAN	DT REAS	NPC #DAYS
S	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	R B9997	130	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	061218
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]			080618	[REDACTED]	[REDACTED]	[REDACTED]	

PROCESS COMPLETED --- NO MORE DATA THIS TYPE
PLEASE MAKE A SELECTION, ENTER NEW KEY DATA, OR PRESS PF3 TO EXIT

ADDITIONAL INFORMATION

The official instruction, CR10542, issued to your MAC regarding these new search features is available at <https://www.cms.gov/Regulations-and-Guidance/Guidance/Transmittals/2018Downloads/R2112OTN.pdf>.

If you have questions, your MACs may have more information. Find their website at <http://go.cms.gov/MAC-website-list>.

DOCUMENT HISTORY

Date of Change	Description
December 21, 2018	Initial article released.

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