

Modifications Process Steps for SSIS Fiscal Claims With No HCPCS/Modifier on the Service Arrangement/Payment

The following are step-by-step instructions to correct a payment that has been made without HCPCS/Modifiers being entered so that it can be claimed.

1. Write down the Original SA #_____ and the Original Payment #_____.
2. Create a duplicate SA of the Original. Write down the duplicate SA #_____.
3. Add the HCPCS/Modifiers to the duplicate SA.
4. Add a Comment that the new SA was created to add HCPCS.
5. Approve the SA for payment or send for approval if you cannot approve.
6. Return to the original SA by using the back arrow (refer to the # you wrote in step 1 to be sure you have the correct one).
7. Create a Correcting Entry Adjustment.
 - 7a. Click on the Payments tab.
 - 7b. Create an Adjustment/Reversal.
 - 7c. Click on the Modifications tab.
 - 7d. **Change the SA # to the SA # of the duplicate SA (created in step 2).**
8. Reduce the remaining units on the Original SA to zero so it cannot be used in the future.
9. If you send out pre-printed vouchers to the vendor, be sure to send the new voucher(s) and ask them to destroy the old one.