
SSIS Fiscal

Healthcare Claim Batch

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For accessible formats of this information or assistance with additional equal access to human services, write to DHS.ssishelp@state.mn.us, call 651-431-4801, or use your preferred relay service.

SSIS provides a means to:

- Validate and correct potential claims
- Submit claim batches to an agency's MN-ITS mailbox
- Send claims to the Medicaid Management Information System (MMIS) for processing
- View Claim Status and Remittance Advice files sent from MMIS to SSIS

Users must have the Create Healthcare Claims and/or Manage Claims Function assigned to their Role in SSIS Admin to create, proof and submit claim batches in SSIS.

Healthcare claims are generated and processed in a batch by claim category. Claim categories are:

- **CW-TCM** – Child Welfare Targeted Case Management
- **MH-TCM** – Mental Health Targeted Case Management - including both child and adult MH-TCM
- **RSC-TCM** – Relocation Service Coordination Targeted Case Management
- **Rule 5** – Children's Mental Health Residential Treatment
- **VA/DD-TCM** – Vulnerable Adult/Developmental Disability Targeted Case Management
- **Waiver and Alternative Care (AC) services including:**
 - AC – Alternative Care
 - BI – Brain Injury
 - CAC – Community Alternative Care
 - CADI – Community Access for Disability Inclusion
 - DD – Developmental Disabilities
 - ECS – Essential Community Supports
 - EW – Elderly Waiver

**NOTE: DD and LTCC screenings are reimbursed through the Social Services Time Study (SSTS) and the Local Collaborative Time Study (LCTS) as administrative expenses. They are not claimable through SSIS.*

The screenshot shows the 'New Claim Batch' form with the following fields and values:

- Claim category:** [Dropdown menu]
- Included record types:** Time and Payments
- Claim batch #:** 185990071
- Batch start date:** [Dropdown menu]
- Batch end date:** [Dropdown menu]
- Owner:** [Dropdown menu]
- Description:** [Text area]
- Batch status:** Draft
- Generated date:** [Text field]
- Submitted date:** [Text field]
- Claims total:** [Text field]
- # of claims:** [Text field]
- Generate** button

Create a New Claim Batch in SSIS:

1. Access **Healthcare Claiming** on the Task Panel and select **Claim Batch Search**.
2. Access **Action** and select **New Claim Batch**.
3. Select a **Claim category** from the drop-down menu.
4. Select the **Included record types**, if applicable.
5. Enter **Batch start date** - must be the first day of a month.
6. Enter **Batch end date** - must be the last day of a month.
7. Agencies with a shared database will have the option to select a **Claiming county**. This field is visible only to agencies with a shared database.
8. Enter a **Description**, if applicable.
9. Click **Generate**.

After a batch is created, the next step is to search Time Proofing and/or Payment Proofing to ensure all eligible records are submitted and claimed.

Only the Batch Owner can edit batch information, generate claims, and submit the batch. A Batch Owner can be changed by agency users having the Manage Claims Function assigned to their Role in SSIS.

Once a claim is associated to a batch it cannot be generated in another batch. A batch must be submitted and processed for an agency to receive reimbursement.

Claims can be removed from a batch by adding a Do Not Claim Determination record or an Exclusion to the Time Record or Payment, then regenerating the batch. Once proofing is complete, the Claim Batch is ready for submission.

Submit a Claim Batch:

1. Access **Action**, select **Submit**.
2. Confirm the submission on the dialog box by selecting **Yes**.

Regenerate the Claim Batch prior to submitting to include Payments or Time Records entered after the last generated date and time on the Claim Batch.

When the batch and its claims are submitted, status updates occur through an interface process between SSIS and MN-ITS. The Batch status updates to Receipt Acknowledged as the process is completed. If Transmission Errors occur, an agency mentor/coordinator should contact the SSIS Help Desk.

Search for Draft Batches regularly to verify all claims are submitted and reimbursement is not lost.

A Claim batch in Draft status that should not be submitted can be deleted if claims are not associated to the batch.

To Delete a Claim Batch:

1. Select the **Claim Batch** to delete. If the batch has associated claims continue to Step 2. If the batch does not have associated claims go to Step 5.
2. Select or enter a **future date** in the **Batch start date** and **Batch end date** fields.
3. Click the **Generate** button - No claims generate.
4. Access **Action** and select **Delete**.
5. Click **Yes**.

Hints:

A batch with associated claims cannot be deleted unless the batch dates are changed to a future date. After changing the date, the batch is regenerated so claims are not associated, then it can be deleted.

Void batches with associated claims cannot be deleted at the agency level. Mentors should contact the SSIS Help Desk for assistance.