



## Guidelines for Completing the Residential Claim Form

1. Bill *only* residential services (Room and Board, Care and Supervision, and Bed Holds) on the Residential Claim Form. All other services (including Respite) need to be billed on the General Services Claim Form. The use of the incorrect form will result in the denial of the claim.
2. **To avoid denial of claims:**
  - Use the correct form.
  - Complete and mail the form only after the last “To Date of Service” has passed.
  - Verify all information is accurate and complete.
  - Enter all required information per instructions.
  - Type/write legibly or complete the fillable claim form available online at [www.mychoice.org](http://www.mychoice.org) on the “Provider Resources” page. Typewritten claims are preferred, as handwritten claims cannot be scanned and may cause delays in processing.
  - Bill in whole units, not fractions.
  - Enter dollar amounts to include cents (e.g. 254.78 or 234.00).
  - Bill only one month per line.
3. Please use the information in your contract and Service Authorization to complete this claim form. If you are uncertain about how to complete this claim form, it is essential that you contact the Provider Help Desk toll free at 1-855-878-6699 (Monday through Friday 8:00 am to 4:00 pm) prior to billing so you can receive assistance.

The following pages provide you with instructions on accurately completing a My Choice Wisconsin Residential Claim Form.  
Please Keep for your records.

# My Choice Wisconsin Residential Claim Form Instructions

*Use the instructions below to complete your residential claim form. The numbers on the claim form correspond to the numbers on the instruction sheet.*

## Member Information Section:

1. My Choice Wisconsin Member Identification #: Enter the My Choice Wisconsin Member ID # as shown on your Authorization, including all nine digits.
- 2a. Member Last Name: Enter the Member's last name as shown on the Authorization.
- 2b. Member First Name: Enter the Member's first name as shown on the Authorization.
- 2c. Member Middle Initial: Enter the Member's middle initial as shown on the Authorization, if applicable.
3. Member Date of Birth: Enter Member's date of birth as shown on the Authorization using the following format: MM/DD/CCYY (e.g. 04/02/1950 or 12/15/1950).
4. Diagnosis Code: Enter **R69** as the diagnosis code on **all** residential claim forms.
5. Admit Start Date: Enter the date the member began living at your facility or enrolled with My Choice Wisconsin, whichever is later.
6. Discharge Status:  
If the service is continuing enter the code:  
30 – Still a patient (Resident)  
  
If the facility is no longer serving the Member, enter one of the following codes:  
01 – Discharge to home or self-care – routine discharge  
02 – Discharged/transferred to hospital or inpatient care  
03 – Discharged/transferred to a skilled nursing facility  
04 – Discharged/transferred to an intermediate care facility  
05 – Discharged/transferred to another type of institution for inpatient care  
07 – Left against medical advice or discontinued care  
20 – Expired/Died
7. Type of Bill:  
Enter one of the 3 types of Bill Type Codes from the list below:  
0862 - 1<sup>st</sup> claim submitted (**first claim** submitted for a new resident)  
0863 - Billing a continuing claim (**ongoing stay**)  
0864 - Billing for the last claim (**last claim** submitted for a resident)

**Provider Information Section:**

- 8. Provider NPI: If you have a national Provider Identification Number (NPI), enter it here. If you do not have a NPI, leave blank.
- 9. My Choice Wisconsin Provider ID: Enter your My Choice Wisconsin Provider ID number, including the suffix, if possible (e.g. 000012345-01). If you do not have this number, please contact the Care Wisconsin Provider Help Desk toll free at 1-855-878-6699.
- 10. Provider Tax ID: Enter the Tax Identification Number for your organization. The Provider Tax ID entered must match the ID provided on the W-9 form.
- 11. Provider Legal Name: Enter the Provider Name shown on your Authorization.
- 12. Billing Address: Enter the street address for Provider entered in #11 above.
- 13. City/State/Zip Code: Enter the City, State and Zip Code of the Provider entered in #11 above.
- 14. Service Location Name: Enter Service Location name as shown on your Authorization.
- 15. Service Location Address: Enter street address of Service Location entered in # 14.
- 16. City/State/Zip Code: Enter the City, State, and Zip Code of the Service Location entered in #14.

**Billed Services Section:**

17. Date of Service:

**From Date:** Enter the first date of service for the period you are billing for on this claim.

**To Date:** If service is being provided every day with no breaks, enter the last date of service for the period you are billing for on this claim.

If there is a gap in service, you must bill on separate lines for each continuous period of service, as “Dates of Service” must represent the actual dates the service was provided (see Figure 1). If there are breaks in service, each “To Date” is the last date the member slept in your facility for that billing period. If you need to bill for multiple months, please break them up into separate lines.

**Figure 1**

17. Date of Service (MM/DD/YY) (Date Span or Individual Days)		18. Revenue Code	19. HCPCS Code	20. Service Description	21. Authorization Number	22. Units (# of Days)	23. Rate per Day	24. Total (Units X Rate)
From Date	To Date							
4/02/20	4/15/20							
4/20/20	4/30/20							
5/1/20	5/31/20							
								25. Invoice Total

18. Revenue Code:

When billing for **Room and Board**, enter Service Code for Room and Board as shown on Authorization.

When billing for **Care and Supervision**, enter Service Code for Care and Supervision as shown on Authorization.

When billing for **Bed Hold**, enter Service Code for Bed Hold as shown on Authorization. You may not bill for a Bed Hold that has not been authorized by the Care Team.

19. HCPCS Code:

Leave blank unless otherwise specified in your contract.

20. Service Descriptions:

Enter the applicable description for **Room and Board**, **Care and Supervision**, or **Bed Hold**.

21. Authorization Number:

Enter the Authorization Number as found on your Service Authorization.

22. Units (# of Days): See Figures 2, 3, 4 and 5 for examples.

**Figure 2 – One month billing for continuous stay,**

If there is no break in service and you will be continuing to serve the Member, enter the number of days that matches the range of dates beginning with the “From Date” and ending with the “To Date”. (See line one in Figure 2)

17. Date of Service (MM/DD/YY) (Date Span or Individual Days)		18. Revenue Code	19. HCPCS Code	20. Service Description	21. Authorization Number	22. Units (# of Days)	23. Rate per Day	24. Total (Units X Rate)
From Date	To Date							
4/01/20	4/30/20					30		
								25. Invoice Total

**Figure 3 – One month billing with break in service and service continuing in the next month,**

If there is a gap in service, you must bill on separate lines for each continuous period of service, as “Dates of Service” must represent the actual dates the service was provided. Any line where the date span and number of units do not match WILL deny.

For the first period of continuous service, enter the exact number of days that matches the range of dates beginning with the “From Date” to the “To Date”. The “To Date” is the last date the Member slept your facility. (See Line 1 in Figure 3)

For the second (and any subsequent) period of continuous service, enter the exact number of days that matches the range of dates beginning with the “From Date” and ending with the “To Date” (see Line 2 in Figure 3).

17. Date of Service (MM/DD/YY) (Date Span or Individual Days)		18. Revenue Code	19. HCPCS Code	20. Service Description	21. Authorization Number	22. Units (# of Days)	23. Rate per Day	24. Total (Units X Rate)
From Date	To Date							
Line 1	4/01/20	4/15/20				15		
Line 2	4/20/20	4/30/20				11		
								25. Invoice Total

**Figure 4 – One month billing with discharge.**

If the member was discharged, enter the number of days that matches the range of dates beginning with the “From Date” to the “To Date”. The “To Date” is the last date the Member slept at your facility.

17. Date of Service (MM/DD/YY) (Date Span or Individual Days)		18. Revenue Code	19. HCPCS Code	20. Service Description	21. Authorization Number	22. Units (# of Days)	23. Rate per Day	24. Total (Units X Rate)
From Date	To Date							
	4/01/20	4/29/20				29		
								25. Invoice Total

**Figure 5 – One month billing with “Bed Hold.”**

If there is a gap in service, you must bill on separate lines for each continuous period of service, as “Dates of Service” must represent the actual dates the service was provided. Any line where the date span and number of units do not match WILL deny.

For the first period of continuous service, enter the number of days that matches the range of dates beginning with the “From Date” to the “To Date.” The “To Date” is the last date the Member slept in your facility. (See Line 1 in Figure 5)

Enter the “Bed Hold” range on a separate line. (See Line 2 in Figure 5)

For the Second period of continuous service, enter the number of days that matches the range of dates beginning with the “From Date” and ending with the “To Date.” The “To Date” is the last date the Member slept in your facility. (See Line 3 in Figure 5.)

17. Date of Service (MM/DD/YY) (Date Span or Individual Days)		18. Revenue Code	19. HCPCS Code	20. Service Description	21. Authorization Number	22. Units (# of Days)	23. Rate per Day	24. Total (Units X Rate)
From Date	To Date							
Line 1	4/01/20	4/15/20				15		
Line 2	4/16/20	4/19/20				4		
Line 3	4/20/20	4/30/20				11		
								25. Invoice Total

23. Rates: Enter “Rate per Day” per your contract for the type of service being billed on each line. Always include cents when entering dollar amounts (e.g. 14.75 or 14.00).

24. Total (Units X Rate): Multiply “Units” (column 21) and “Rate per Day” (column 22) and enter the total in Invoice Total (column 23) for each line. Always include cents when entering dollar amounts(e.g. 14.75 or 14.00).

25. Invoice Total: Add all numbers in column 23 and enter the total billed amount to be paid using two decimal points (e.g. 250.75).

26. Authorized Signature: Signature of person authorizing accuracy of claim.

**Print Name**: Clearly print the name of the person signing the claim.

**Date**: Enter the date the claim was signed by the authorized person.

27. Mail completed form to: **My Choice Wisconsin  
P.O. Box 7000  
Columbia, MD 21045-7000**

## Submitting a CORRECTED claim for a claim that has been PARTIALLY denied:

- For a **partially** denied claim where the information submitted was incorrect, complete a new claim form with accurate information using the My Choice Wisconsin Residential Claim Form Instructions. The new claim form must include ALL services billed on the original submission, not just those services that are being changed.
- Indicate “Corrected Claim” in bold letters at the top of the form and include the claim number from the original claim, if possible.
- Mail corrected form to: **My Choice Wisconsin  
P.O. Box 7000  
Columbia, MD 21045-7000**

## Re-submitting a claim that has been COMPLETELY denied:

For a **completely** denied claim where the information submitted was incorrect, prepare the claim with the correct information on a new claim form and submit the claim form in the normal way.

## If your claim was partially or completely denied for other than incorrect information:

First, please contact the Provider Help Desk if you need clarification on the denial. If after checking with the help desk, you still believe that the denial or underpayment was in error, you may send a request for an appeal. You must submit your appeal in writing within 60 calendar days of the denial by sending a letter marked “Appeal” with specific information to:

**My Choice Wisconsin  
Attn: Claims Appeals  
1617 Sherman Ave  
Madison, WI 53704**

Please visit our website for a copy of the Appeals Form (under the section Denied Claims and Your Right to Appeal):

<https://mychoicewi.org/providers/claims/>