

How Do I Get The UTN On My Claim?

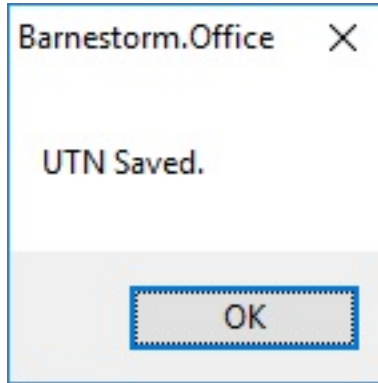
The UTN (unique tracking number) comes from the Preclaim Review Decision Letter you receive from Medicare. Barnestorm does not have access. These are the steps to get this number into Barnestorm and onto your claim:

- In Barnestorm Office, go to **Billing > PPS Billing > Edit PPS Episodes**
- Type in the chart number and select the episode.
- Type the UTN number (14 characters) into the Pre-Claim Review UTN field.

The screenshot displays the 'Edit PPS Episodes' form in the Barnestorm software. The interface includes a navigation menu at the top with options like 'PPS Billing', 'All Other Billing', 'Secondary Billing', 'Print UB04/1500', 'HIPAA Transactions', 'Reports', 'Inquiry', 'Other', and 'A/R'. A search bar at the top left allows for finding episodes by chart number or patient name. The main form area contains various input fields for patient information, dates, and financial data. A red arrow points to the 'Pre-Claim Review UTN' field, which is highlighted with a red box. Other fields include 'Chart#', 'Admit', 'D/C', 'Program', 'Payer', 'M0030 Date', 'M0090 Date', 'HIPPS', 'RAP Date', 'EoE Date', 'Calculated HIPPS', 'SOA Code', 'RAP ICD codes', 'Treatment Authorization Code', 'Pre-Claim Review UTN', 'EOE Audit Status', 'Date Audit Printed', 'Date Audit Approved', 'Employee', 'Mark as Audit Approved, and release for billing', 'M0100 RFA', 'DocId', '1st Visit Date', 'RAP Serial#', 'RAP \$Paid', 'EoE Serial#', 'EoE \$Paid', '\$ Expected', 'Status', 'Team', 'County', 'MSA/CBSA', 'Supplies Charges \$', 'Visit Charges \$', 'LUPA \$ Total', 'Fixed \$ Loss', 'Outlier \$', '#Visits', '#Therapy', 'M2200', and 'Therapy \$ Diff'. There are also several buttons for actions like 'HOLD this Episode', 'Take this Episode off HOLD', 'Delete This Episode', 'Fix Amount Billed in A/R', 'Select a Different OASIS', 'Find First Visit Date', 'Cancel this RAP Claim', 'Cancel this EoE Claim', 'Allow RAP After EOE', 'Episode Has No Chargeable Visits', 'Reason(s) for not receiving full payment', 'Save These Status Changes', and 'Reason for being on HOLD'.

- Once typed in, the entry will be automatically saved. You will receive this popup:

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Note: It is extremely important to follow the procedures to get the UTN as soon as possible. We have seen this cause several billing delays, as well as agency's losing revenue due to the timely filing limit expiring before they can obtain the UTN. **For any direct questions on the PreClaim Review Process, please contact Medicare.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle51350.aspx>