

How Do I Get The UTN On My Claim?

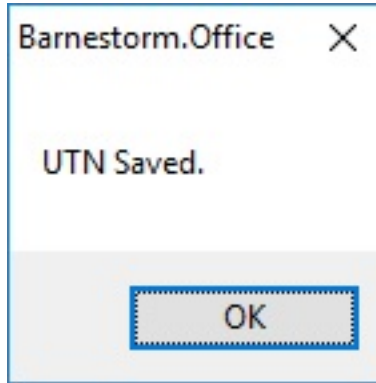
The UTN (unique tracking number) comes from the Preclaim Review Decision Letter you receive from Medicare. Barnestorm does not have access. These are the steps to get this number into Barnestorm and onto your claim:

- 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 shows the 'Edit PPS Episodes' screen 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 is present for finding episodes by chart number or patient name. The main 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', 'SN', 'SW', 'HHA', 'PT', 'OT', 'ST', '#Therapy', 'M2200', 'Therapy \$ Diff', 'Supplies Charges \$', 'Visit Charges \$', 'LUPA \$ Total', 'Fixed \$ Loss', 'Outlier \$', and '#Visits'. 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', 'Cancel this RAP Claim', 'Cancel this EoE Claim', 'Allow RAP After EOE', 'Save These Status Changes', and 'Mark as Audit Approved, and release for billing'. A section titled 'Reason(s) for not receiving full payment' includes checkboxes for LUPA, PEP, Outlier, MSP, Denied, No Visits, SCIC, MR Downcode, and M2200 not = Therapy Visits. Another section titled 'Reason for being on HOLD' includes radio buttons for 'There's another insurance', 'Documentation/dates problem', 'Audit is under review', and 'Other'.

- 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>