

How Do I Get The UTN On My Claim?

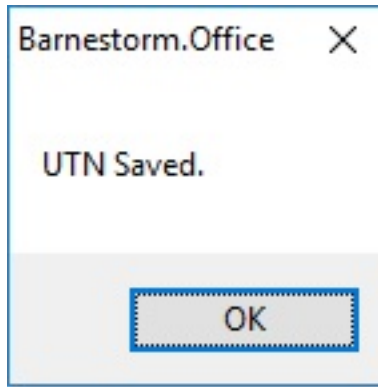
The UTN (unique tracking number) comes from the Preclaim Review Decision Letter you receive from Medicare. Barnestorm does not have access. These are the steps to get this number into Barnestorm and onto your claim:

- 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' form in the Barnestorm system. The form is divided into several sections. At the top, there are tabs for 'PPS Billing', 'All Other Billing', 'Secondary Billing', 'Print UB04/1500', 'HIPAA Transactions', 'Reports', 'Inquiry', 'Other', and 'A/R'. Below these tabs is a search bar with fields for 'Chart#', 'Pg/Pyr', 'Patient's Name', 'Admit Dt', and 'D/C Date'. 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. The form also includes buttons for 'HOLD this Episode', 'Take this Episode off HOLD', 'Delete This Episode', 'Fix Amount Billed in A/R', 'Cancel this RAP Claim', 'Allow RAP After EOE', 'Save These Status Changes', and 'Mark as Audit Approved, and release for billing'.

- 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>