

## How Do I Get The UTN On My Claim?

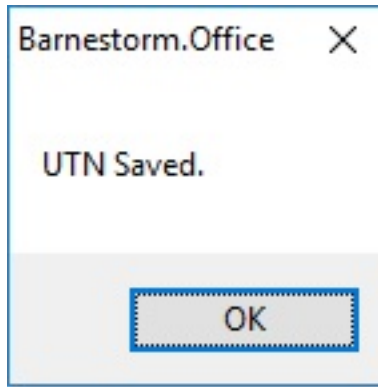
The UTN (unique tracking number) comes from the Preclaim Review Decision Letter you receive from Medicare. Barnestorm does not have access. These are the steps to get this number into Barnestorm and onto your claim:

- 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 and buttons. A red arrow points to the 'Pre-Claim Review UTN' field, which is highlighted with a red box. Other fields include 'Chart#', 'Program', 'Payer', 'M0030 Date', 'M0090 Date', 'HIPPS', 'RAP Date', 'RAP Date Paid', 'EoE Date', 'EoE Date Paid', 'Calculated HIPPS', 'SOA Code', 'RAP ICD codes', 'Treatment Authorization Code', 'SN', 'SW', 'HHA', 'PT', 'OT', 'ST', '#Therapy', 'M2200', 'Therapy \$ Diff', 'Admit', 'D/C', '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', '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'. There are also checkboxes for 'Episode Has No Chargeable Visits' and 'Reason(s) for not receiving full payment'.

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

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- This is an example of how the UTN will look on your claim (the first characters are the treatment authorization number; the last 14 characters are the UTN):

16DH16DH11DPHCGKIA123456789123s5 \*\*\* For any direct questions on the PreClaim Review Process, please contact Medicare.

Knowledgebase

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