FORMS

Number	Name	Revision Date
DHHS 126	Confidential Complaint	06/2007
DHHS 130	Claim Adjustment Form 130	03/2007
DHHS 205	Medicaid Refunds	01/2008
DHHS 931	Health Insurance Information Referral Form	02/2018
	Reasonable Effort Documentation	04/2014
	Electronic Funds Transfer (EFT) Authorization Agreement	08/2017
	Duplicate Remittance Advice Request Form	09/2017
	Claim Reconsideration Form	11/2018
CMS-1500 (02/12)	Sample Health Insurance Claim Form	02/2012
	Sample Remittance Advice (four pages)	04/2014



CONFIDENTIAL COMPLAINT

SEND TO: DIRECTOR, DIVISION OF PROGRAM INTEGRITY
DEPARTMENT OF HEALTH AND HUMAN SERVICES

P.O. BOX 100210, 1801 MAIN STREET, COLUMBIA, SOUTH CAROLINA 29202-3210

PROGRAM INTEGRITY

THIS REPORT IS DESIGNED FOR THE REPORTING OF POSSIBLE ABUSE BY MEDICAID PROVIDERS AND/OR RECIPIENTS. USE THE SPACE BELOW TO EXPLAIN IN DETAIL YOUR COMPLAINT. PLEASE IDENTIFY YOURSELF AND WHERE YOU CAN BE REACHED FOR FUTURE REFERENCES. UNLESS OTHERWISE INDICATED, ALL INFORMATION SHOULD BE PRINTED OR TYPED.

YOUR COMPLAINT WILL REMAIN CONFIDENTIAL.

SUSPECTED INDIVIDUAL OR INDIVIDUALS:							
NPI or MEDICAID PROVIDER ID: (if applicable)		MEDICAID RECIPIENT ID NUMBER: (if applicable)					
ADDRESS OF SUSPECT:		LOCATION OF INCIDENT:					
		DATE OF INCIDENT:					
COMPLAINT:							
NAME OF PERSON REPORTING: (Please print)	SIGNATU	RE OF PERSON REPORTING:	DATE OF REPORT				
ADDRESS OF PERSON REPORTING:		TELEPHONE NUMBER OF PERS	ON REPORTING:				
		SIGNATURE: (SCDHHS Representative	Receiving Report)				

South Carolina Department of Health and Human Services - Claim Adjustment Form 130

Provider Name: (Please use black or blue ink when completing form) Provider Address: Total paid amount on the original claim: Provider City, State, Zip: Original CCN: NPI: Provider ID: Recipient ID: Originator: Adjustment Type: O Void ○Void/Replace ODHHS Provider Reason For Adjustment: (Fill One Only) Insurance payment different than original claim Medicaid paid twice - void only Keying errors Incorrect provider paid Incorrect recipient billed Incorrect dates of service paid O Voluntary provider refund due to health insurance Provider filing error Voluntary provider refund due to casualty Medicare adjusted the claim Voluntary provider refund due to Medicare Other For Agency Use Only Analyst ID: Hospital/Office Visit included in Surgical Package Independent lab should be paid for service Web Tool error Assistant surgeon paid as primary surgeon Reference File error Multiple surgery claims submitted for the same DOS MCCS processing error MMIS claims processing error Claim review by Appeals Rate change Comments: Signature:__ Date: Phone:

DHHS Form 130 Revision date: 03-13-2007

South Carolina Department of Health and Human Services Form for Medicaid Refunds

Purpose: This form is to be used for all refund checks made to Medicaid. This form gives the information needed to properly account for the refund. If the form is incomplete, the provider will be contacted for the additional information.

Items 1, 2 or 3, 4, 5, 6, & 7 must	be completed.	Attach ap	propriate document(s) as listed in item 8.
1. Provider Name:				
2. Medicaid Legacy Provider # OR	(Six Characters)			
3. NPI#		& Taxon	omy $\square\square\square\square$	
4. Person to Contact:		_ 5. Telepl	hone Number:	
6. Reason for Refund: [check a	ppropriate box]			
a Type of Insurance b Insurance Comp c Policy #: d Policyholder: e Group Name/Gr f Amount Insurance Medicare () Full payment ma () Deductible not d () Adjustment mad Requested by DHHS	ce: () Accident/Auto any Name oup: ce Paid: de by Medicare ue	Liability () Ho	ach insurance EOMB) ealth/Hospitalization	
7. Patient/Service Identification Patient Name	: Medicaid I.D.#	Date(s) of	Amount of	Amount of
	(10 digits)	Service	Medicaid Payment	Refund
8. Attachment(s): [Check appropriate the content of	priate box]			
Explanation of Ber Explanation of Ber Explanation of Ber Refund check Make all checks payable to SC Department of Cash Receipts		Medicare (if application partment of Head Services	icable)	S



SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES MEDICAID HEALTH INSURANCE INFORMATION REFERRAL FORM

	Provider or Department Name:		Provider ID or NPI:	
	Contact Person:	Phone #:	Date:	
Ι	ADD INSURANCE FOR A MEDIO MANAGEMENT INFORMATION		Y WITH NO INSURANCE IN THE MEDICAID - ALLOW 25 DAYS	
	Beneficiary Name:		Date Referral Completed:	
	Medicaid ID#:		Policy Number:	
	Insurance Company Name:		Group Number:	
	Insured's Name:		Insured SSN:	
	Employer's Name/Address:			
	b. beneficiary cov c. subscriber cove d. subscriber char	erage ended - terminate erage lapsed - terminate nged plans under emplo - nev	the policy – close insurance. e coverage (date) e coverage (date) eyer - new carrier is w policy number is	<u> </u>
		dd to insurance already	in MMIS for subscriber or other family member.	
	Submit this in	nformation to Medicaid Fax: or 52-0870 Pe	IATE DOCUMENTATION TO THIS FORM. I Insurance Verification Services (MIVS). Mail: Post Office Box 101110 Columbia, SC 29211-9804	



SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES REASONABLE EFFORT DOCUMENTATION

PROVIDER	DOS
NPI or MEDICAID PROVIDER ID	
MEDICAID BENEFICIARY NAME	
MEDICAID BENEFICIARY ID#	
INSURANCE COMPANY NAME	
POLICYHOLDER	
POLICY NUMBER	
ORIGINAL DATE FILED TO INSURANCE COMPANY	
DATE OF FOLLOW UP ACTIVITY	
RESULT:	
FURTHER ACTION TAKEN:	
DATE OF SECOND FOLLOW UP	
RESULT:	
I HAVE EXHAUSTED ALL OPTIONS FOR OBTAINING A PAYFROM THE PRIMARY INSURER.	YMENT OR SUFFICIENT RESPONSE
(SIGNATURE AND DATE)	

ATTACH A COPY OF THE FORM TO A NEW CLAIM AND FORWARD TO YOUR MEDICAID CLAIMS PROCESSING POST OFFICE BOX.

South Carolina Department of Health and Human Services Electronic Funds Transfer (EFT) Authorization Agreement

PROVIDER INFORMATION
Provider Name
Doing Business As Name (DBA)
Provider Address Street
City State/Province
Zip Code/Postal Code Medicaid Provider Number
Provider Federal Identification Number (TIN) or Employer Identification Number (EIN)
National Provider Identifier (NPI)
Provider EFT Contact Information Provider Contact Name
Telephone Number Telephone Number Extension
Email Address
FINANCIAL INSTITUTION INFORMATION
Financial Institution Name
Financial Institution Address
Street
City State/Province
Zip Code/Postal Code
Financial Institution Routing Number
Type of Account at Financial Institution (select one)
Provider's Account Number with Financial Institution
Account Number Linkage to Provider Identifier (select one) Provider Tax Identification Number (TIN)
□ National Provider Identifier (NPI)
REASON FOR SUBMISSION: New Enrollment Change Enrollment Cancel Enrollment
By signing this form, I authorize the Department of Health and Human Services to initiate credit entries and to initiate, if necessary, debit entries for any credit entries in error to the checking or savings account indicated above at the financial institution identified above. Credit entries will pertain only to the Department of Health and Human Services payment obligations resulting from Medicaid services rendered by the provider. In the event of excess payment to this bank account, I authorize the Department of Health and Human Services to make an adjusting debit entry to the account up to the amount of the excess payment. Credit entries to the above account are done with the understanding that payment will be from federal and/or state funds and that any false claims, statements or documents or concealments of a material fact, may be prosecuted under applicable federal or state laws. I certify that the information shown is correct and agree to provide thirty (30) days written notice to the address shown below prior to revoking or revising this authorization.
All EFT requests are subject to a 15-day pre-certification period in which all accounts are verified by the qualifying financial institution before any Medicaid direct deposits are made.
Written Signature of Person Submitting Enrollment
Printed Name of Person Submitting Enrollment
Submission Date

TO PROCESS YOUR EFT ENROLLMENT OR CHANGE EXISTING INFORMATION, PLEASE RETURN THIS COMPLETED FORM ALONG WITH VERIFICATION OF YOUR ELECTRONIC DEPOSIT INFORMATION ON YOUR FINANCIAL INSTITUTION'S LETTERHEAD TO:

Department of Health and Human Services Medicaid Provider Enrollment P.O. BOX 8809, COLUMBIA, S.C. 29202-8809 FAX (803) 870-9022

SPECIAL INSTRUCTIONS: For questions regarding the status of your EFT enrollment, please contact the Provider Service Center at 1-888-289-0709. Please refer to the <u>Electronic Funds Transfer (EFT)</u> section of the Provider Enrollment manual found on the SCDHHS Provider web page for instructions on how to complete updates to your EFT information.

Effective January 01, 2014, providers have the capability to link their EFT payment transaction with their electronic remittance advice (ERA) via a matching EFT Reassociation Trace Number. This trace number will automatically be included in your SCDHHS electronic remittance advice. In order for this matching reassociation trace number to appear in your EFT notification, you must contact your financial institution and request the addition of this information. Any questions regarding this matching trace number and your ERA can be directed to the Provider Service Center at 1-888-289-0709.

South Carolina Department of Health and Human Services Duplicate Remittance Advice Request Form

Purpose: This form is to be used for all requests for duplicate remittance advices from South Carolina Medicaid. The form must be completed in its entirety in order to honor the request. If the form is incomplete, the form will be returned requesting the additional information.

Please contact the SCDHHS Medicaid Provider Service Center (PSC) at 1-888-289-0709 or submit an online inquiry at http://www.scdhhs.gov/contact-us for instructions on submission of your request.

Provider Name:	
Medicaid Legacy Provider #	(Six Characters)
NPI#	Taxonomy
Person to Contact:	Telephone Number:
Please list the date(s) of the remitta	nce advice for which you are requesting a duplicate copy:
	vailable electronically through the Web Tool. Please check ity of the remittance advice date before submitting you
Street Address for delivery of reques	st:
Street:	
City:	
State:	. <u></u>
Zip Code:	
Charges for duplicate remittance adv	vice(s) are as follows:
Request Processing Fee - \$20.00	
Page(s) copied - <u>.20 per page</u>	
	charge is associated with this request and will be deducted djustment on a future remittance advice.
orizing Signature	Date
	Medicaid Legacy Provider # NPI# Person to Contact: Please list the date(s) of the remitta Note: Remittance advices are a the Web Tool for the availabil request. Street Address for delivery of request Street: City: State: Zip Code: Charges for duplicate remittance advances Processing Fee - \$20.00 Page(s) copied20 per page



Submit your Claim Reconsideration request to:

Fax: 1-855-563-7086

or

Mail: South Carolina Healthy Connections Medicaid

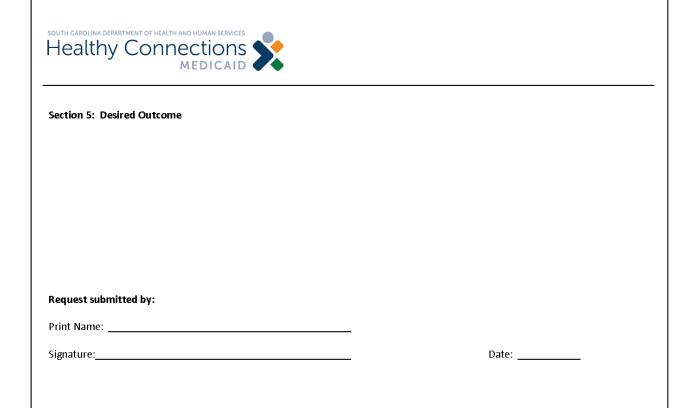
ATTN: Claim Reconsiderations Post Office Box 8809 Columbia, SC 29202-8809

CLAIM RECONSIDERATION FORM

Instructions: Complete this form within 30 days of receipt of the remittance advice reflecting the denied claim, and attach all documentation in support of your request. A separate SCDHHS CR form is required for each claim control number (CCN). Allow up to 60 days for a written response. Claim disputes must first be initiated through the Provider Service Center (PSC). Enter the PSC Communication ID in the required field below. For questions, contact the PSC at 1-888-289-0709. Note: Timely filing guidelines apply.

Name (Last, First, MI):		
Date of Birth:	Medicaid BeneficiaryID:	
Section 2: Provider Information		
Specify your affiliation: ☐ Physician ☐ Hospital ☐ Other	er (DME, Lab, Home Health Agency, etc.):	
NPI: Medicaid Provider ID:	Facility/Group/Provider Name:	
Return Mailing Address:		
Street or Post Office Box	State ZIP	
Contact: Email:	Telephone #: Fax #:	
Section 3: Claim Information (Only one CCN allowed per request.	rt.)	
CCN:	Date(s) ofService:	
Section 4: Claim Reconsideration Information What area is your denial related to? (Please select below) AmbulanceServices Autism Spectrum Disorder (ASD) Services ClinicServices Community Long Term Care (CLTC) Community Mental Health Services Department of Disabilities and Special Needs (DDSN) Waivers Durable Medical Equipment (DME) Early InterventionServices Enhanced Services Federally Qualified Health Center (FQHC) Home Health Services Hospice Services Hospital Services	 □ Licensed Independent Practitioner's Rehabilitative Services □ Local Education Agencies (LEA) □ Medically Complex Children's (MCC) Waivers □ Nursing Facility Services / Intermediate Care Facility for Indiwith Intellectual Disabilities (ICF/IID) □ Optional State Supplementation (OSS) □ Pharmacy Services □ Physicians Laboratories, and Other Medical Professionals Specify: □ Private Rehabilitative Therapy and Audiological Services □ Psychiatric Hospital Services □ Rehabilitative Behavioral Health Services (RBHS) □ Rural Health Clinic (RHC) □ Targeted Case Management (TCM) □ Other: 	

SCDHHS-CR Form (11/18) Page 1 of 2



SCDHHS-CR Form (11/18) Page 2 of 2



HEALTH INSURANCE CLAIM FORM

(Medicare#)	MEDICAID	TRICARE	CHAMP	VA GROUP	EEÇA	OTHER	1a. INSURED'S I.D. NI	MBER		(For Program in Item 1)
(Meckcares)	(Medicalde)	(ID#/DoD#)	(Membe	(IDI)	PLAN FECA BLK LUNG (ID#)	(IDII)				
PATIENT'S NAME	E (Last Namo, First	Name, Middle I	nitiel)	3. PATIENT'S BI	IRTH DATE	BEX F	4. INSURED'S NAME ((Last Name, Fir	st Name,	Middle Initial)
PATIENT'S ADDR	RESS (No., Street)				LATIONSHIP TO INSU	Other	7. INSURED'S ADDRE	88 (No., Stree)	
TΥ			STATE	Ø. RESERVED F	FOR NUCC USE		CITY		V	STATE
PCODE	TEL (EPHONE (Inclu	de Area Code)				ZIP CODE	TE	LEPHONI	E (Include Area Code)
OTHER INSURED	D'S NAME (Last No	ene, First Name	, Micidle Initial)	10. IS PATIENTS	S CONDITION RELAT	ED TO:	11. INSURED'S POLIC	Y GROUP OR	FECA NU	MBER
OTHER INSURED	D'S POLICY OR G	ROUP NUMBER	U.	a. EMPLOYMEN	(Current or Previo	18)	a. INSURED'S DATE O	F BIRTH	M	SEX F
RESERVED FOR	NUCC USE			b. AUTO ACCID	ENTS	LACE (State)	b. OTHER CLAIM ID (Designated by I		
RESERVED FOR	NUCC USE			c. OTHER ACCI			c. INSURANCE PLAN	NAME OF PRO	OGRAM N	IAME
INSURANCE PLA	NAME OR PRO	GRAM NAME		10d. CLAIM COL		ucc)	d. IS THERE ANOTHE			AN? te items 9, 9a, and 9d.
PATIENT'S OR A to process this de below.	READ BAC AUTHORIZED PER alm. I also request p	K OF FORM BEI SON'S SIGNAT Skyment of gover	FORE COMPLETII URE I authorize the	NG & SIGNING THE e release of any med or to myself or to the	B FORM. Ideal or other information party who accepts seed	n necessary grament	13. INSURED'S OR AU	THORIZED PE	RSONS	SIGNATURE I authorize ned physician or supplier for
SIGNED				DATE			SIGNED			
DATE OF CURR	RENT ILLNESS, IN QUAL	JURY, or PREGI	NANCY (LMF) 15	UAL DATE	MM DD	w	FROM		ТО	URRENT OCCUPATION MM DD YY
. NAME OF REFE	RRING PROVIDE	H OR OTHER 9	100	7a.				DATES RELA		CURRENT SERVICES
ADDITIONAL CI	AIM INFORMATIO	N (Designated)		7b. NPI			FROM 20. OUTSIDE LAB?		TO	HARGES
	>			>			YES	NO		
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. DIAGNOSIS OF	TOTAL OF ILLE				D.					
	В.		c.				23. PRIOR AUTHORIZ	ATION NUMBE	19	
			C. G. K.		H		23. PRIOR AUTHORIZ	ATION NUMBE	ER .	
A. DATE(S)	В.	B. PLACEOF	G. K.	EDURES, SERVICI	H. L. L. L. L. ES, OR SUPPLIES	E. DIAGNOSIS POINTER	F. \$ CHARGES	G. H. DAYS EPSC CR Femilus Plan	I. III. QUAL	J. RENDERING PROVIDER ID. #
A. DATE(S)	B. F. J. OF SERVICE To	PLACEOF	G. K. C. D. PROC	dain Unusual Circum	H. L. L. ES, OR SUPPLIES	DIAGNOSIS	F.		l. ID.	
A. DATE(S)	B. F. J. OF SERVICE To	PLACEOF	G. K. C. D. PROC	dain Unusual Circum	H. L. L. ES, OR SUPPLIES	DIAGNOSIS	F.		I. ID. QUAL	
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A. DATE(S) From DD YY S. FEDERAL TAX I	B. F. J. J. OF SERVICE MM DD	PLACE OF YY SERMICE SE	G. K. C. D. PROCE (Expression of the control of the	Islain Unusual Circum	H. L. ES, OR SUPPLIES INSTANCES) MODIFIER 27. ACCEPT AS: YES YES YES	DIAGNOSIS POINTER	F. \$ CHARGES	DAYS PROFILE P	II. II. III. III. III. III. III. III.	PROVIDER ID. 6

Sample Remittance Advice (page 1)
This page of the sample Remittance Advice shows a paid claim, suspended claim and rejected claim.

PROVIDER +	+ DEPT OF HE	ALTH ANI	O HUMAN SI	ERVICES		PROFESSI REMITT			s + 	PAYMEN' 		+		PAGE ++ 1
+	+ SOUTH CAR	M ANIJC	EDICAID PE						+			+		++
PROVIDERS OWN REF. NUMBER	REFERENCE	İ	+ SERVICE I DATE(S) MMDDYY	RENDERED	AMOUNT BILLED	++ TITLE 19 PAYMENT MEDICAID	r I	D.	+	E	0	++ TLE. 18 ALLOWED CHARGES	COPAY AMT	++ TITLE 18 PAYMENT
 ABB1AA 	 1403004803012700A 01		101713	71010	27.00 27.00	6.72 6.72		33333	 M CLARK 		026		0.00	0.00
ABB2AA	 1403004804012700A 01	 	101713	74176	259.00	0.00	- 1	33333	M CLARK		026		0.00	0.00
ABB3AA 	1403004805012700A 01 02	İ	 071913 071913 	 A5120 A4927	24.00 12.00 12.00	0.00	₹	33333	M CLARK	946	 000 000 002	j j	0.00	0.00
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CLAIMS IN	THAT MANUAL.					CHECK TOT	AL	CHEC	K NUMBER					

Sample Remittance Advice (page 2)

This page of the sample Remittance Advice shows a paid claim, as well as a Void/Replacement claim for which both the Void and the Replacement processed during the same payment cycle.

PROVIDER				D171 GEG		PROFESS	IOI	NAL SERVICE	-	PAYMENT				PAGE
AB0008000	+ DEPT OF HE 00 + SOUTH CAR					REMIT	TAI	NCE ADVICE		02/28/	/201	4		++ 1 ++
PROVIDERS OWN REF. NUMBER	REFERENCE	PY IND	SERVICE R DATE(S)		BILLED	PAYMENT	Т	1	RECIPIENT NAM	İ	0	TLE. 18 ALLOWED CHARGES	COPAY AMT	TITLE 18 PAYMENT
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 ABB222222 	 VOID OF ORIGINAL (1405200077700000U 01 02			 S0315		273.71- 143.71-	P	!	 M CLARK 		 000 000	!!!		
 ABB222222 	REPLACEMENT OF OR. 1405200414812200A 01 02			 S0315	430A PAID 1001.50 142.50 859.00	42.75 42.75	P P		 M CLARK 		 000 000	!!!	0.00	0.00
				; 	 	 		 	 		 	 	0.00	0.00
+	+	+	+	+	+	+ \$28 +		- 1	+ US CODES:	PROVI	tder	++ NAME AND	ADDRESS	++
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	TO: "MEDICAID		į		0.00	\$28 	6.	46 R =	REJECTED IN PROCESS	PO BOX			ır.	
PHONE THE I	LL HAVE QUESTIONS+		+ +- 		+		0.0	+ + 00	ENCOUNTER + 	FLOREN	NCE		SC 000	000
	FOR INQUIRY OF +- THAT MANUAL.		+ +-		+ +	CHECK TO			+ K NUMBER					

Sample Remittance Advice (page 3)
This page of the sample Remittance Advice shows a claim-level Void without a corresponding Replacement claim.

AB111100	+ DEPT OF HEA					+		CLAIM DJUSTMENTS	+		+	YMENT DA 2/28/201	+		PAGE + 2 +
+ PROVIDERS OWN REF. NUMBER	CLAIM REFERENCE NUMBER		+ SERVICE R: DATE(S) MMDDYY	++ ENDERED PROC.	BILLED	TITLE 19	Т	+-+-+ RECIPIENT ID. NUMBER	į	F M	0	++ ORG CHECK DATE	ORIGI	NAL CCN	
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			+	0.	.00	+		0.00	4197304		F:	LORENCE		SC 00	000

Sample Remittance Advice (page 4)

This page of the sample Remittance Advice shows four gross-level adjustments. Gross-level adjustments always appear on the final page of the Remittance Advice.

PROVIDER ID.						++ !			YMENT DATE		PAGE
++ DEPT OF HEALTH AND HUMAN SERVICES AB11110000 ++ SOUTH CAROLINA MEDICAID PROGRAM					 ADJUSTMENTS +			+		:	++ 3 ++
PROVIDERS OWN REF. NUMBER	CLAIM REFERENCE NUMBER	SERVICE DATE(S) MMDDYY	PROC / DRUG	+ RECIPIENT ID. NUMBER	+ RECIPIENT LAST NAME	F M	CHECK	+ ORIGINAL PAYMENT 	+	DEBIT /	++ EXCESS REFUND
 TPL 2	 1404900004000100U 	-	 	 		 		 	 DEBIT 	- -2389.05	
TPL 4	1405500076000400U 	_	İ	 		İ		İ	DEBIT	-1949.90	į į
TPL 5	1404900004000100U	-				į			DEBIT	-477.25	į
TPL 6	1405500076000400U	-	 		 			 	CREDIT 	477.25	
								 PAGE TOTAL		 4338.95	
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