



Medicaid Management Information Systems
Maine Integrated Health Management Solution
Health PAS Online: Provider Payment Status User Guide

Date of Publication: 01/31/2014
Document Number: UM00039
Version: 2.0

Revision History

Version	Date	Author	Action/Summary of Changes	Status
0.1	03/29/2010	K. Weaver / Maria Smith	Created original / Quality Assurance	Draft
0.2	09/02/2010	R.J. Roy	Updated based on system design and functionality; incorporated Molina name and logo.	Draft
0.3	09/08/2010	Karleen Goldhammer	Make final changes reflecting both system validation and State Review comments	Draft
0.3	09/09/2010	R.J. Roy	QA	Draft
0.4	10/21/2010	Maria Smith	Updated based on comments received from the State	Draft
1.0	10/27/2010	Maria Smith	Finalized after receiving State approval on 10/27/2010	Final
1.1	01/07/2014	Darcy Casey	Revisions per CR 33670	Draft
1.1	01/07/2014	Crystal Hinton	Peer Review	Draft
1.2	01/23/2014	Darcy Casey	Update per State comment log v1.1 dated 01/22/2014	Draft
2.0	01/31/2014	Darcy Casey	Finalization per State acceptance email dated 01/30/2014	Final

Usage Information

Documents published herein are furnished “As Is.” There are no expressed or implied warranties. The content of this document herein is subject to change without notice.

HIPAA Notice

This Maine Health PAS Online portal is for the use of authorized users only. Users of the Maine Health PAS Online portal may have access to protected and personally identifiable health data. As such, the Maine Health PAS Online portal and its data are subject to the privacy and security regulations within the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (HIPAA).

By accessing the Maine Health PAS Online portal, all users agree to protect the privacy and security of the data contained within as required by law. Access to information on this site is only allowed for necessary business reasons, and is restricted to those persons with a valid user name and password.

Table of Contents

1. Introduction	1
2. Information You Will Need.....	1
3. System Requirements	1
4. Form Entry: Provider Payment Status	1
4.1 Provider Payment Status Screen.....	2
4.2 Provider Payment Search.....	3
4.3 Provider Payment Summary	4

List of Figures

Figure 4-1: Selecting Payment Status under Form Entry.....	1
Figure 4-2: Provider Payment Status Screen	2
Table 1: Payment Status Headers.....	2
Figure 4-3: Provider Payment Search	3
Table 2: Payment Search Fields.....	3
Figure 4-4: Provider Payment Summary	4

1. Introduction

The Health PAS Online Portal (online portal) enables health care providers to view their payments and the claims attached to those payments.

2. Information You Will Need

Before you begin viewing the Provider Payment Status, it will be useful to have the following information on hand:

- The Billing Provider name
- Information to be verified, such as check number, claim date and/or ID, or status

3. System Requirements

To successfully use all features of the online portal, ensure that your computer system meets the following minimum requirements:

- Reliable internet connection
- Web browser- The latest version of Microsoft Internet Explorer is recommended. As new versions of Internet Explorer become available it is recommended that these versions are used.
- The latest version of Adobe Acrobat Reader

4. Form Entry: Provider Payment Status

To navigate to the Provider Payment Status screen, click the **Provider Payment Status** link located below the Form Entry category on the portal links as shown in Figure 4-1: Selecting Payment Status under Form Entry. After you click the link, the Provider Payment Status screen is displayed as shown in Figure 4-2: Provider Payment Status Screen.



Figure 4-1: Selecting Payment Status under Form Entry

4.1 Provider Payment Status Screen

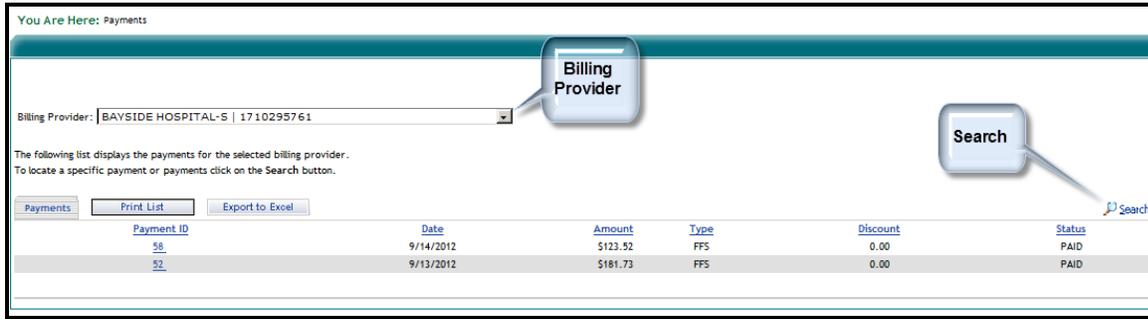


Figure 4-2: Provider Payment Status Screen

To retrieve the table of payments, follow these steps:

1. Select the **Billing Provider**, if applicable. Click the drop-down menu to select from a pre-determined list of Providers that are affiliated with that Trading Partner account. If there is only one Pay-To Provider, this field will be grayed out.
2. A list of the provider's payments is displayed under the Payments section, as shown in Figure 4-2: Provider Payment Status Screen.
3. The headers on the Provider Payment Status Screen are listed in Table 1: Payment Status Headers.

Table 1: Payment Status Headers

Header	Header Description
Payment ID	Check or Electronic Fund Transfer (EFT) number
Date	Date that the check was printed or date the EFT submitted
Amount	Amount the EFT or Check paid
Type	Fee for Service (FFS) or CAP (Primary Care Case Management fee)
Discount	Any discounts that may apply. This is not used by MaineCare.
Status	<ul style="list-style-type: none"> • ALL= any status • PAID= payment has been processed • IN PROCESS= payment is open and in process • VOID= the payment is void

4. The user may search for a specific payment or may search through payments that meet specific criteria by clicking the search icon, as shown in Figure 4-2: Provider Payment Status Screen. Clicking the search icon opens the Provider Payment Search window.

- The user may also click on the Payment ID hyperlink to see specific information relating to that payment. See Section 4.3: Provider Payment Summary for additional information.

4.2 Provider Payment Search

To search for payments, follow these steps:

- Click on the search icon, as shown in Figure 4-2: Provider Payment Status Screen. The Provider Payment Search fields appear, as shown in Figure 4-3: Provider Payment Search.

Billing Provider: BAYSIDE HOSPITAL-S | 1710295761

The following list displays the payments for the selected billing provider.
To locate a specific payment or payments click on the Search button.

Payments: [Print List](#) [Export to Excel](#) [Search](#)

Payment Number: _____
 Payment Date: _____ To: _____ (MM/DD/YYYY)
 Payment Amount: _____ To: _____
 Payment Type: ALL
 Payment Status: ALL

[Search](#) [Reset](#) [Close](#)

Payment ID	Date	Amount	Type	Discount	Status
58	9/14/2012	\$123.52	FFS	0.00	PAID
52	9/13/2012	\$181.73	FFS	0.00	PAID

Figure 4-3: Provider Payment Search

- Enter criteria into any or all of the fields, and then click **Search**. The search fields are detailed in Table 2: Payment Search Fields.

Table 2: Payment Search Fields

Search Field	Field Description
Payment Number	This is the payment ID.
Payment Date	This is the date the payment was made. To search, enter the beginning and ending dates in a date range. Dates must be entered in eight (8) digit format (MM/DD/YYYY).
Payment Amount	This is the amount of the payment. To search, enter in a low and high amount in a payment range. Portal will assume whole dollar amount unless a decimal is entered.
Payment Type	Payment type choices are: <ul style="list-style-type: none"> • ALL • CAP • FFS

**Maine Integrated Health Management Solution
HealthPAS Online: Provider Payment Status User Guide**

Search Field	Field Description
Payment Status	Payment Status choices are: <ul style="list-style-type: none"> • ALL • INPROCESS • PAID • VOID

3. If no search results are found, try entering less search criteria. Alternately, you may try entering a wider payment date or amount range.
4. To start your search over, click **Reset**.
5. To close the search screen, click **Close**.

4.3 Provider Payment Summary

By clicking on the Payment ID hyperlink on the Provider Payment Status screen, the user may open a summary page that displays information relating to the selected payment. This is the Payment Detail Page.

To see additional information regarding specific claims within the selected payment, follow these steps:

1. Click the Claim # hyperlink, as shown in Figure 4-4: Provider Payment Summary, to navigate to the View Claim screen. For information regarding the View Claim Screen, please reference the appropriate MHP Claim Submission User Guide, located at the following link:

<https://mainecare.maine.gov/MyHealth%20PAS%20User%20Guides/Forms/Publication%20View.aspx>

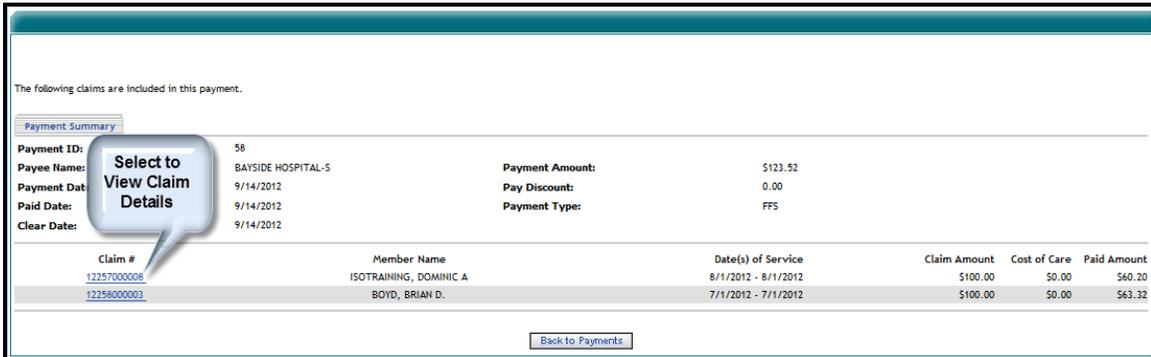


Figure 4-4: Provider Payment Summary

2. Click **Back to Payments** to return to the Provider Payment Status page.