

HOW TO ARCHIVE CLAIMS

How to Restore Archived Claim(s) and Restore Depleted Units

How to Archive Claims

1. Go to your Worklist:
2. Pick a claim you would like to archive. In the example below, we chose to archive Angel Eve claim on row 1.

Step 1: Click in the box below

Step 2: After you see the check mark in the box, you will see Rematch, Export, Release, Archive boxes turned from grey to blue.

From grey buttons to blue buttons

Row	Participant Last Name	Participant First Name	Medicaid ID	Visit ID	Status	Procedure Codes/Mods	Diagnosis Code	Service Date and Time	Authorization Number	Payer Name	Calculated Amount	Billable Amount	Paid Amount (\$)
<input type="checkbox"/>	ANGEL	EVE	[REDACTED]	1244144654	MATCHED	1113	R69	3/29/21, 8:25 AM	[REDACTED]	NDHH	\$9.50	\$0.00	-

Row	Participant Last Name	Participant First Name	Medicaid ID	Visit ID	Status	Procedure Codes/Mods	Diagnosis Code	Service Date and Time	Authorization Number	Payer Name	Calculated Amount	Billable Amount	Paid Amount (\$)
<input checked="" type="checkbox"/>	ANGEL	EVE	[REDACTED]	1244144654	MATCHED	1113	R69	3/29/21, 8:25 AM	[REDACTED]	NDHH	\$9.50	\$0.00	-

Step 3: Click the Archive button. Once you click on the Archive button, you will not see Angel Eve, service date and time of 3/29/21, 8:25 AM in your worklist.

Worklist Archive New Claim

Payer NEBRASKA DHHS

Participants Add Participant Payer ICN(s) Add Payer ICN Status(e)

Procedure Codes Select Procedure Code Visit ID Enter Visit ID Authoriz

Actual Start Date From Actual End Date To

Search Clear New Claim

Search List Rematch Export Release Archive

Row	Participant Last Name	Participant First Name	Medical ID	Visit ID	Status	Procedure Codes/Mods	Diagnosis Code	Service Date and Time	Authorization Number	Payer Name	Calculated Amount	Billable Amount	Paid Amount (\$)
1	ANGEL	EVE		1244144654	MATCHED	1113	R69	3/29/21, 8:25 AM		NDHH	\$9.50	\$0.00	-

- Before you archive, the system will ask you whether you are sure you want to archive your selection. If you are sure you want to archive your claim, click OK.

Step 4: Click OK

The selected record(s) will be moved to the Archive.

Are you sure that you wish to proceed?

OK Cancel

Worklist Archive New Claim

Payer NEBRASKA DHHS

Participants Add Participant Payer ICN(s) Add Payer ICN Status(e) Select Status

Procedure Codes Select Procedure Code Visit ID Enter Visit ID Authoriz

Actual Start Date From Actual End Date To

Search List Rematch Export Release Archive

Row	Participant Last Name	Participant First Name	Medical ID	Visit ID	Status	Procedure Codes/Mods	Diagnosis Code	Service Date and Time	Authorization Number	Payer Name	Calculated Amount	Billable Amount	Paid Amount (\$)
1	ANGEL	EVE	48474390	1244144654	MATCHED	1113	R69	3/29/21, 8:25 AM	60180150	NDHH	\$9.50	\$0.00	-

How to Restore Archived Claim(s) and Restore Depleted Units

If your units have been depleted because you archived your claim(s), you must do the following to restore the units:

1. RESTORE your archived claim(s)

The screenshot shows a search results table with the following data:

Row	Participant Last Name	Participant First Name	Medical ID	Visit ID	Status	Procedure Codes/Mods	Diagnosis Code	Service Date and Time	Authorization Number	Payer Name	Calculated Amount	Billable Amount	Paid Amount (\$)
1	ANGEL	EVE	[REDACTED]	1244144654	MATCHED	1113	R69	3/29/21, 8:25 AM	[REDACTED]	NDHH	\$9.50	\$0.00	-

- a) After you click the Restore button, the system will confirm your decision. If you wish to continue, click OK.

The screenshot shows a confirmation dialog box with the following text:

The selected record(s) will be moved to the Archived status.
Are you sure that you wish to proceed?

Buttons: OK, Cancel

b. YOU MUST REFRESH YOUR PAGE TO SEE YOUR RESTORED CLAIM IN THE WORKLIST.

The screenshot displays a software interface for a 'Worklist'. At the top, there are three tabs: 'Worklist' (highlighted with a red circle), 'Archive', and 'New Claim'. Below the tabs, a 'Payer' dropdown menu is set to 'NEBRASKA DHHS'. The interface includes several input fields for search criteria: 'Participants' (Add Participant), 'Payer ICN(s)', 'Add Payer ICN', 'Status(es)', and 'Select Status'; 'Procedure Codes' (Select Procedure Code), 'Visit ID', and 'Enter Visit ID'; and 'Actual Start Date' (From) and 'Actual End Date' (To). There are 'Search', 'Clear', and 'New Claim' buttons. A blue callout bubble points to the 'Worklist' tab with the text 'Restored back to Worklist from Archive tab'. Below the search filters is a 'Search List' table with columns: 'Participant Name', 'Participant First Name', 'Medical ID', 'Visit ID', 'Status', 'Procedure Codes/Mods', 'Diagnosis Code', 'Service Date and Time', 'Authorization Number', 'Payer Name', 'Calculated Amount', 'Billable Amount', and 'Amount (\$)'. A red circle highlights the first row of the table, which contains the following data:

Participant Name	Participant First Name	Medical ID	Visit ID	Status	Procedure Codes/Mods	Diagnosis Code	Service Date and Time	Authorization Number	Payer Name	Calculated Amount	Billable Amount	Amount (\$)
ANGEL	EVE	48474390	1723581294	UNMATCHED	1113	R69	3/28/21, 11:25 PM	60180150	NDHH	\$9.50	\$0.00	-

2. Now, to restore depleted units, follow these steps:

- a. **NOTE:** If you do NOT have enough units to complete a visit, you will need to FIRST take these steps to restore units back from your archived claims. You MUST pick claims that are UNMATCHED and restore those claims back to WORKLIST. From your WORKLIST, you can then restore your units. YOU ARE NOT ABLE TO RESTORE ANY UNITS from ARCHIVE tab.

Search List

Row	Participant Last Name	Participant First Name	Medicaid ID	Visit ID	Status	Procedure Codes/Mods	Diagnosis Code	Service Date and Time	Authorization Number	Payer Name	Calculated Amount	Billable Amount	Paid Amount
1	ANGEL	EVE	[REDACTED]	1723581294	UNMATCHED	1113	R69				\$0.00		

Details: EVE ANGEL

Claim	Share Of Cost	Messaging	Technical
Status	UNMATCHED	Start Verification Method	NON
Payer Approval Status	Payer Approval Status	End Verification Method	NON
Participant Name	EVE ANGEL	Actual Check-In Phone	[REDACTED]
Participant Date Of Birth	[REDACTED]	Actual Check-Out Phone	[REDACTED]

Search List

Row	Participant Last Name	Participant First Name	Medicaid ID	Visit ID	Status	Procedure Codes/Mods	Diagnosis Code	Service Date and Time	Authorization Number	Payer Name	Calculated Amount	Billable Amount	Paid Amount
1	ANGEL	EVE	[REDACTED]	1723581294	UNMATCHED	1113	R69	3/28/21, 11:25 PM	[REDACTED]	NDHH	\$9.50		

Details: EVE ANGEL

Claim	Share Of Cost	Messaging	Technical
Status	UNMATCHED	Start Verification Method	NON
Payer Approval Status	Payer Approval Status	End Verification Method	NON
Participant Name	EVE ANGEL	Actual Check-In Phone	[REDACTED]
Participant Date Of Birth	[REDACTED]	Actual Check-Out Phone	[REDACTED]

Step 4: unclick the box and you will see that it is now unchecked!

Edit - Manual Override Auth No

Enter Authorization Number
[]

Click the icon to switch between manual and selecting from dropdown

Reason Code *
[]

Note
0 of 2000 characters

Cancel Apply

Search List

Row	Participant Last Name	Participant First Name	Medicaid ID
1	ANGEL	EVE	[REDACTED]

Details: EVE ANGEL

Payer Name	Calculated Amount	Billable Amount	Paid Amount (\$)
NDHH	\$9.50	\$0.00	-

System-Assigned Auth No [REDACTED]

Step 6: Type 6 zeros '000000' here.

Step 7: Choose 777 reason code.

Step 8: Add detailed notes here.

Edit - Manual Override Auth No

Enter Authorization Number
000000

Click the icon to switch between manual and selecting from dropdown

Reason Code *
777 (777A-Manual Authorization Override)

Note
Manual auth of 000000 (6 zeros), to add back units to active auth from archive visits

85 of 2000 characters

Cancel Apply

Search List

Row	Participant Last Name	Participant First Name	Medicaid ID
1	ANGEL	EVE	[REDACTED]

Details: EVE ANGEL

Payer Name	Calculated Amount	Billable Amount	Paid Amount (\$)
NDHH	\$9.50	\$0.00	-

System-Assigned Auth No [REDACTED]

Payer: NEBRASKA DHHS

Participants: Add Participant, Payer ICN(s), Add Payer ICN, Status(es), Select Status

Procedure Codes: Select Procedure Code, Visit ID, Enter Visit ID, Authorization, Enter Authorization

Actual Start Date: From

Search List

Row	Participant Last Name	Participant First Name	Medicaid ID	Visit ID	Status	Procedure Codes/Mods	Diagnosis Code	Service Date and Time	Authorization Number	Payer Name	Calculated Amount	Billable Amount	Paid Amount (\$)
1	ANGEL	EVE	[REDACTED]	1723581294	UNMATCHED	1113	R69	3/28/21, 11:25 PM	000000	NDHH	\$9.50	\$0.00	-

Details: EVE ANGEL

Claim, Share Of Cost, Messaging, Technical

Edit - Manual Override Auth No

Enter Authorization Number
000000

Reason Code *
777 (777A-Manual Authorization Override)

Note
Manual auth of 000000 (6 zeros), to add back units to active auth archive visits

85 of 2000 characters

Cancel Apply

Step 9: Click Apply.

- b. After you click Apply, the claim status will turn from Matched to New and then after you Rematch it, it will turn to UNMATCHED.

Search List

Rematch Export Release Archive

Row	Participant Last Name	Participant First Name	Medicaid ID	Visit ID	Status	Procedure Codes/Mods	Diagnosis Code	Service Date and Time	Authorization Number	Payer Name	Calculated Amount	Billable Amount	Paid Amount (\$)
1	ANGEL	EVE	[REDACTED]	1723581294	UNMATCHED	1113	R69	3/28/21, 11:25 PM	000000	NDHH	\$0.00	\$0.00	-

- c. NOTE: In your Service Authorization, search for your participant and you will see that units remaining have increased.

Authorization

Click here.

Participant: Select one or more Participants

Procedure Code: Select one or more Procedure Codes

Procedure Code Modifier: Select one or more Procedure Code Mo...

Authorization Number: Enter Any Part of a Payer Service A...

Authorization Status: Select Authorization Status

Search Clear