Introduction to Direct Data Entry
(DDE)

Julio 2024

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TS00P420 - TS00M42       Companion Data Services, LLC          03/04 10:36

Type your userid and password:

Userid ===============> █
Password ==============>

New Password =========>
Verify New Password ==>




UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW (REF. TITLE
18 U.S.C. SECTION 1030). This is a CMS computer system provided for the
processing of Offical U.S. Government information. All data contained herein
is owned by CMS and, in order to protect the rights and property of CMS, may
be monitored, intercepted, recorded, read, copied, or captured in any manner
and disclosed in any manner by authorized personnel. If you are not authorized
access to this system you must immediately exit.



PF 3=End
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Introduction

The DDE system was designed as an integral part of FISS. DDE offers various tools to help you obtain answers to many questions without having to call via telephone or written inquiry. DDE also provides another avenue for electronically submitting claims to the MAC.

DDE capabilities and benefits

• DDE allows you to submit/enter claims directly into FISS and receive the same edits as the MAC personnel receive when entering hard copy claims into FISS. This helps you ensure clean, error-free submissions on claims, which may otherwise be submitted in paper form.

• You can electronically submit claims previously returned for billing errors. You may continue to submit claims using existing electronic means, e.g., system to system, tape to tape, etc. Since editing of claims submitted via other electronic avenues is not as intense as the FISS online editing, some portion of your electronically submitted claims will be returned for billing errors.

• All claims returned for correction, whether they were originally submitted in electronic or paper form, may be resubmitted via DDE, and the resubmitted claims will be edited with the same intensity as new claims.

• Online access to revenue Codes, HCPCS and reason codes helps you to know immediately the revenue codes and HCPCS codes that are acceptable on any date of service.

• In addition, you will be able to determine what specific fee schedule amounts are in effect on any given date. DDE also allows online claim status inquiry to determine when a claim was processed.
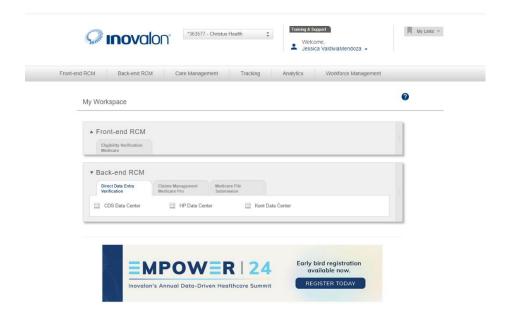
Advantages of DDE

- ✓ All Medicare Part A providers can use DDE. It allows you to enter claims into FISS directly on-line and in real time.
- ✓ Correct, adjust, and cancel claims
- ✓ Access revenue codes, HCPCS codes, and ICD-10 codes and procedure code inquiry files
- ✓ Access the reason code and adjustment reason code inquiry files
- ✓ Determine the DRG payment for inpatient hospital claims

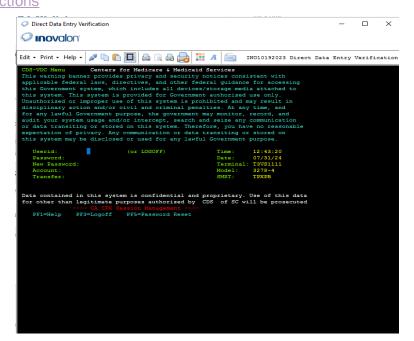- See more information and details on DDE Training Manual.

How to access to DDE System:

1. Open Microsoft Edge and go to website Inovalon. Click on CDS Data Center and run the program.
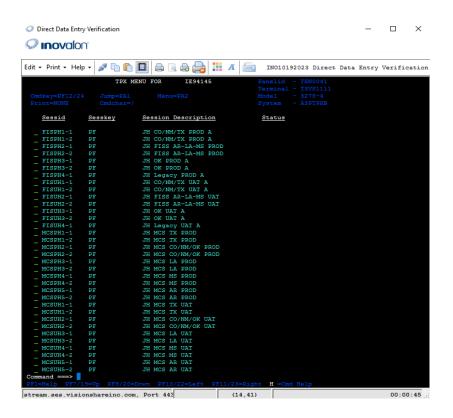

2. Enter your RacfID and password. Follow instructions on link below to create new password: Companion Data Services (CDS) Provider Password Reset Instructions
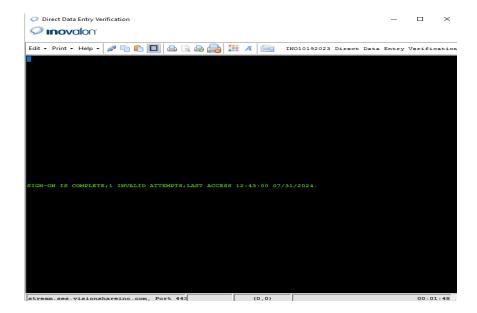
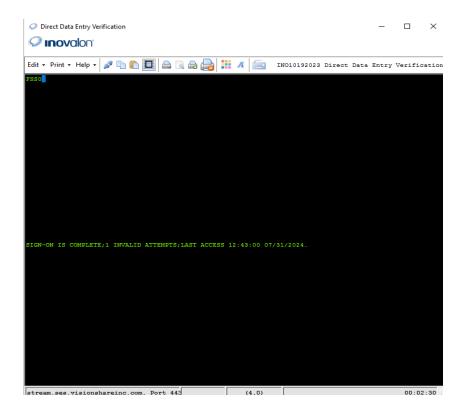3. Select first FISPH1-1, click ENTER and put in your User and password again.

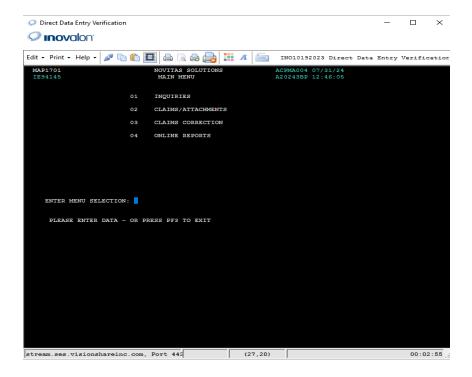4. After that you will see your SIGN-ON is completed.

CHRISTUS.
Excellence and Innovation Center
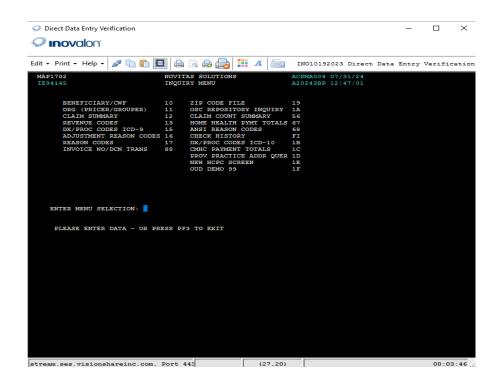
5. Key **FSS0** (number 0) click ENTER
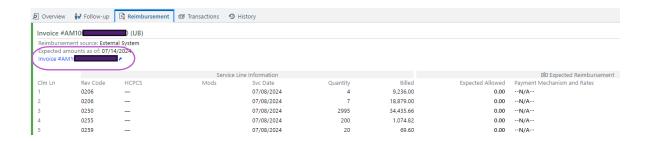

6. Select 01 Inquiries

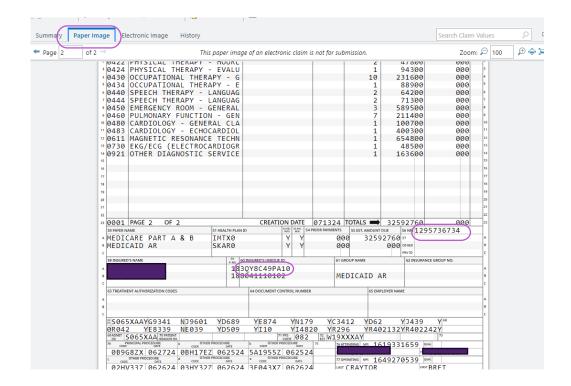7. Then, key 12 which refers to Claim Summary and click ENTER

8. You will see the main screen to type the Patient's MEDICARE ID and NPI number

9. To find that information you should go to EPIC, click on Liability buckets and open the Reimbursement tab to open an invoice

10. You will click on Paper image and copy the NPI number (block 56) and the MEDICARE id (block 60)

11. Click ENTER and you will be able to see the claims and patient's summary for any inquiry needed

- For more information visit the DDE Training Manual.