

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 Official 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.

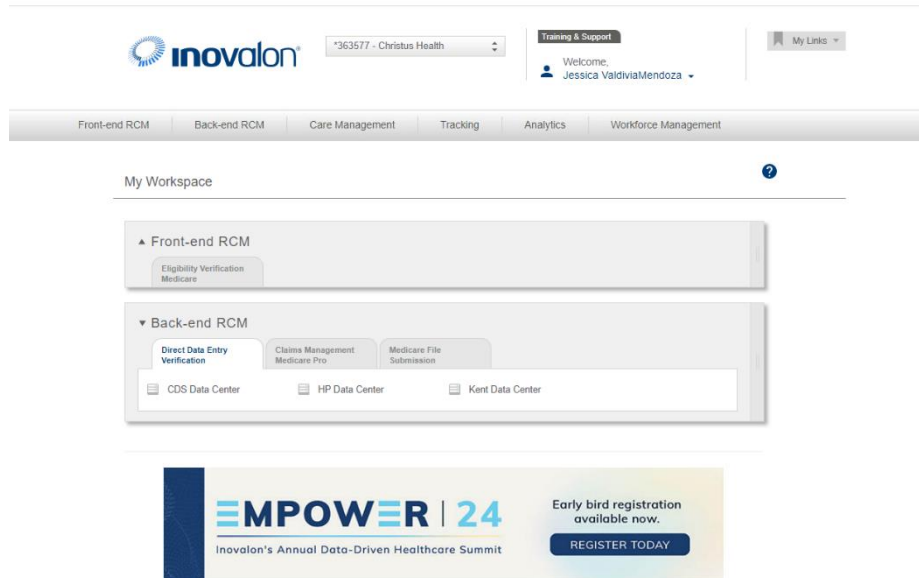
Advantages of DDE

- ✓ 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

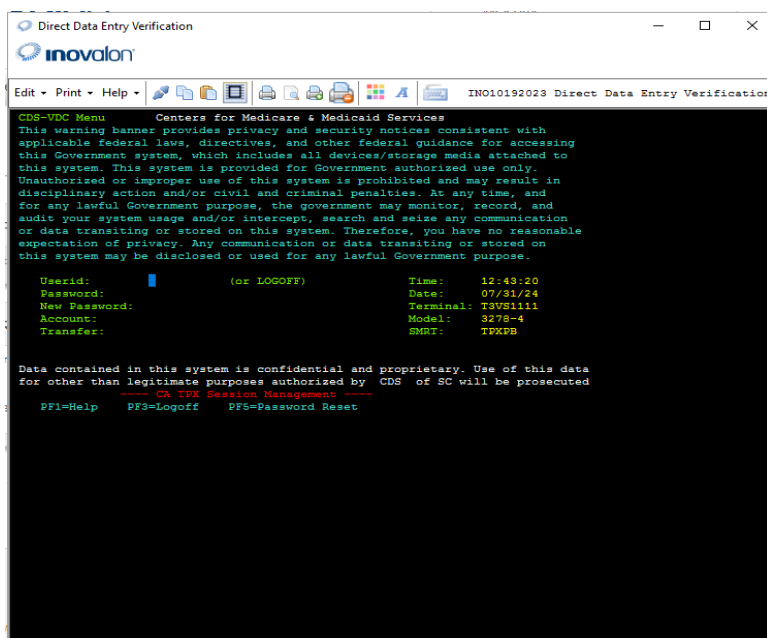
- See more information and details on [DDE Training Manual](#).

How to access to DDE System:

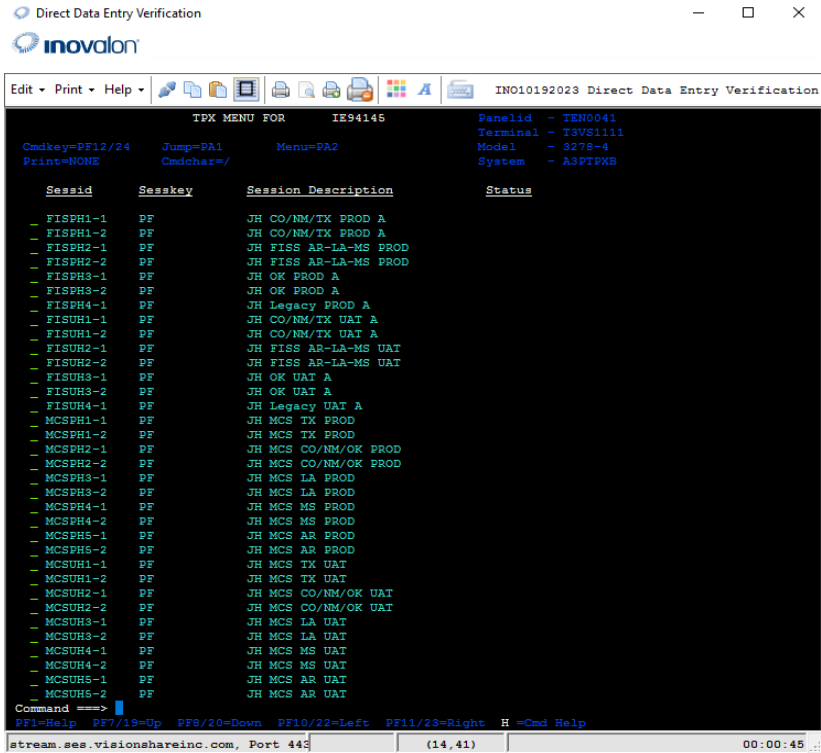
1. Open Microsoft Edge and go to website [Inovalon](https://www.inovalon.com). Click on CDS Data Center and run the program.



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.



Direct Data Entry Verification

INOVALON

INO10192023 Direct Data Entry Verification

TPX MENU FOR IB94146

Cmdkey=PF12/24 Jump=PA1 Menu=PA2
Print=NONE Cmdchar=

Panelid - TEN0041
Terminal - TSVS1111
Model - 3278-4
System - ASPTPKB

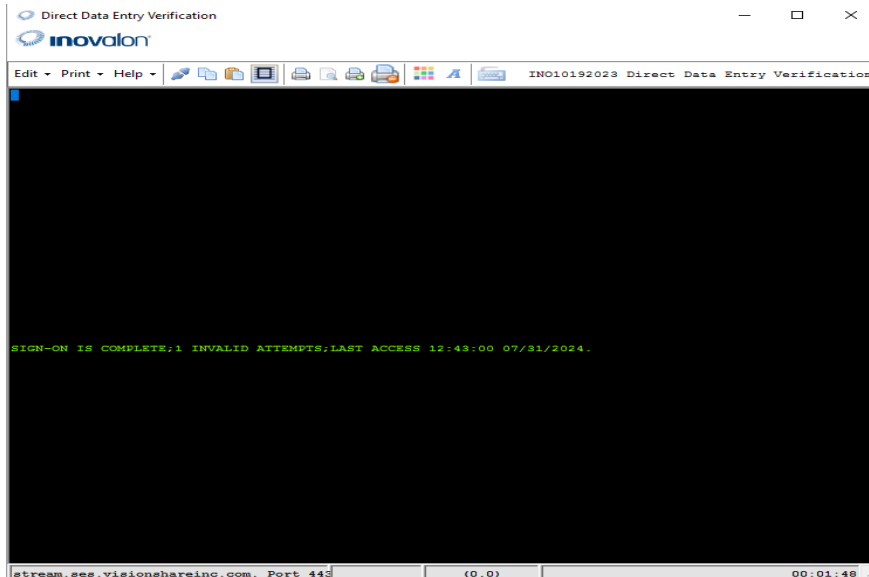
Sessid	Sesskey	Session Description	Status
- FISPH1-1	PF	JH CO/NM/TX PROD A	
- FISPH1-2	PF	JH CO/NM/TX PROD A	
- FISPH2-1	PF	JH FISS AR-LA-MS PROD	
- FISPH2-2	PF	JH FISS AR-LA-MS PROD	
- FISPH3-1	PF	JH OK PROD A	
- FISPH3-2	PF	JH OK PROD A	
- FISPH4-1	PF	JH Legacy PROD A	
- FISUH1-1	PF	JH CO/NM/TX UAT A	
- FISUH1-2	PF	JH CO/NM/TX UAT A	
- FISUH2-1	PF	JH FISS AR-LA-MS UAT	
- FISUH2-2	PF	JH FISS AR-LA-MS UAT	
- FISUH3-1	PF	JH OK UAT A	
- FISUH3-2	PF	JH OK UAT A	
- FISUH4-1	PF	JH Legacy UAT A	
- MCSPH1-1	PF	JH MCS TX PROD	
- MCSPH1-2	PF	JH MCS TX PROD	
- MCSPH2-1	PF	JH MCS CO/NM/OK PROD	
- MCSPH2-2	PF	JH MCS CO/NM/OK PROD	
- MCSPH3-1	PF	JH MCS LA PROD	
- MCSPH3-2	PF	JH MCS LA PROD	
- MCSPH4-1	PF	JH MCS MS PROD	
- MCSPH4-2	PF	JH MCS MS PROD	
- MCSPH5-1	PF	JH MCS AR PROD	
- MCSPH5-2	PF	JH MCS AR PROD	
- MCSUH1-1	PF	JH MCS TX UAT	
- MCSUH1-2	PF	JH MCS TX UAT	
- MCSUH2-1	PF	JH MCS CO/NM/OK UAT	
- MCSUH2-2	PF	JH MCS CO/NM/OK UAT	
- MCSUH3-1	PF	JH MCS LA UAT	
- MCSUH3-2	PF	JH MCS LA UAT	
- MCSUH4-1	PF	JH MCS MS UAT	
- MCSUH4-2	PF	JH MCS MS UAT	
- MCSUH5-1	PF	JH MCS AR UAT	
- MCSUH5-2	PF	JH MCS AR UAT	

Command ==>

PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help

stream.ses.visionshareinc.com, Port 443 (14,41) 00:00:45

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



Direct Data Entry Verification

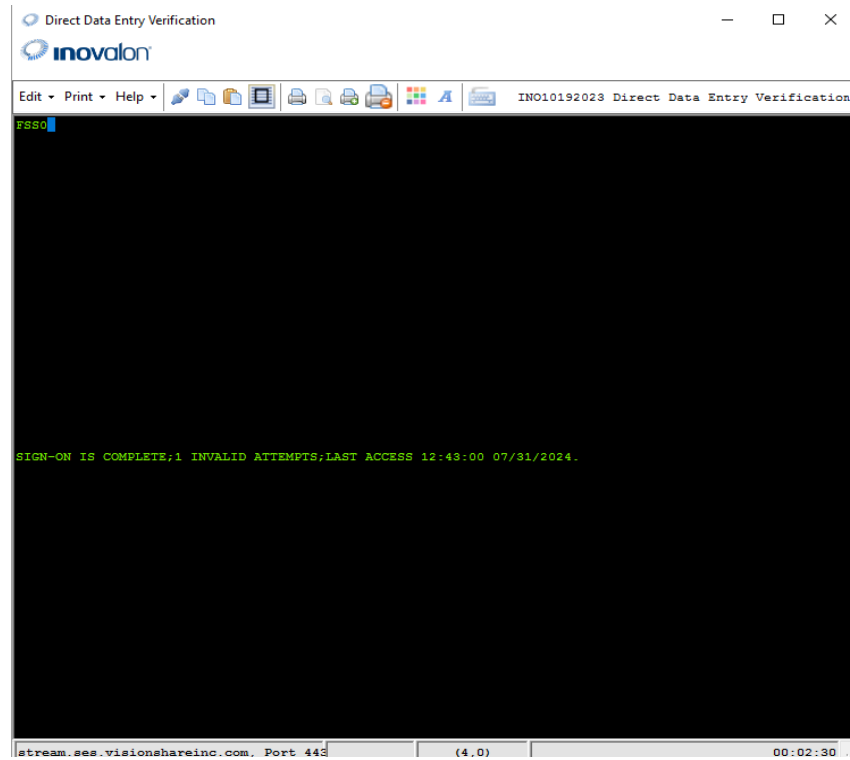
INOVALON

INO10192023 Direct Data Entry Verification

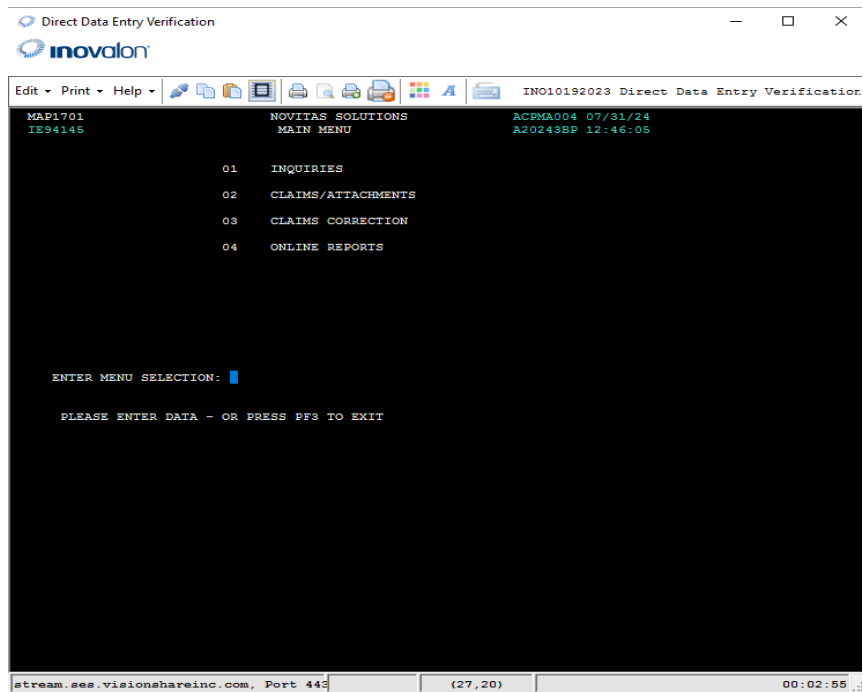
SIGN-ON IS COMPLETE;1 INVALID ATTEMPTS;LAST ACCESS 12:43:00 07/31/2024.

stream.ses.visionshareinc.com, Port 443 (0,0) 00:01:48

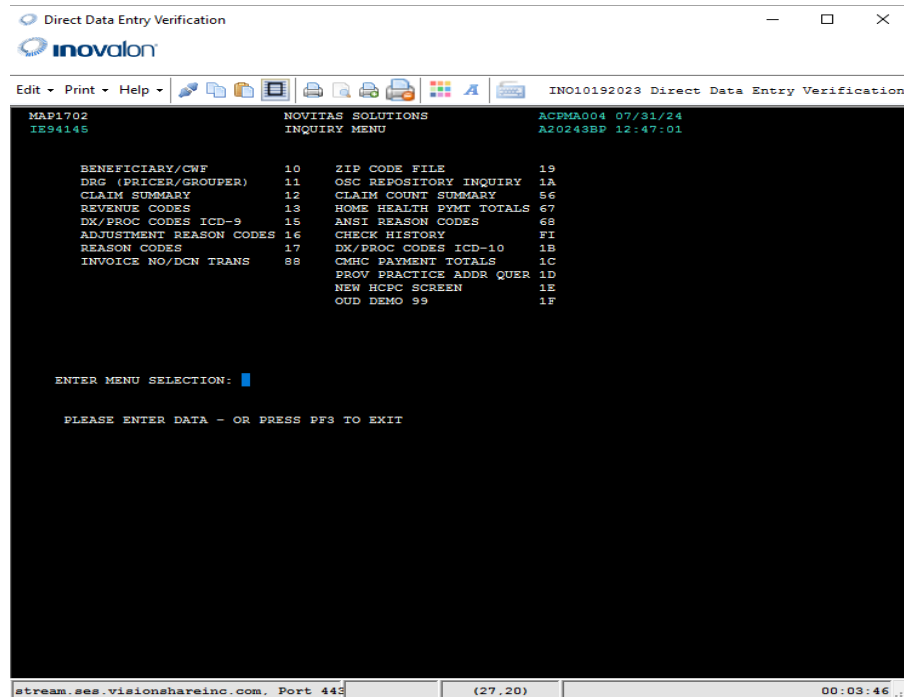
5. Key FSS0 (number 0) click ENTER



6. Select 01 Inquiries



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



Direct Data Entry Verification

INO10192023 Direct Data Entry Verification

MAP1702
IE94145

NOVITAS SOLUTIONS
INQUIRY MENU

ACPM004 07/31/24
A20243BP 12:47:01

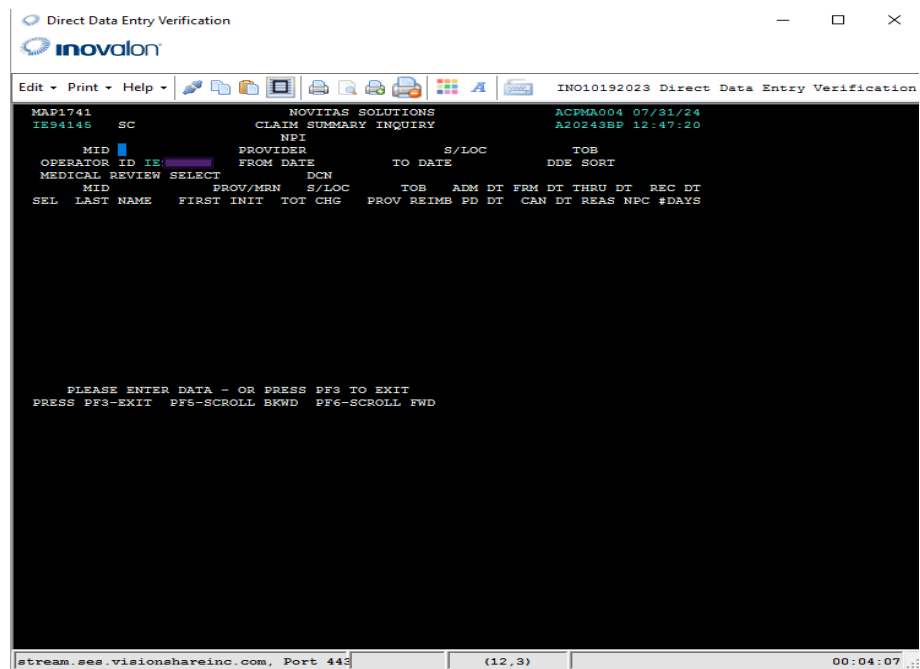
BENEFICIARY/CMF	10	ZIP CODE FILE	19
DRG (PRICER/GROUP)	11	OSC REPOSITORY INQUIRY	1A
CLAIM SUMMARY	12	CLAIM COUNT SUMMARY	56
REVENUE CODES	13	HOME HEALTH PYMT TOTALS	67
DX/PROC CODES ICD-9	15	ANSI REASON CODES	68
ADJUSTMENT REASON CODES	16	CHECK HISTORY	FI
REASON CODES	17	DX/PROC CODES ICD-10	1B
INVOICE NO/DCN TRANS	88	CMHC PAYMENT TOTALS	1C
		PROV PRACTICE ADDR QUER	1D
		NEW HCPC SCREEN	1E
		OUD DEMO	99
			1F

ENTER MENU SELECTION:

PLEASE ENTER DATA - OR PRESS PF3 TO EXIT

stream.ses.visionshareinc.com, Port 443 (27.20) 00:03:46

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



Direct Data Entry Verification

INO10192023 Direct Data Entry Verification

MAP1741
IE94145 SC

NOVITAS SOLUTIONS
CLAIM SUMMARY INQUIRY

ACPM004 07/31/24
A20243BP 12:47:20

MID PROVIDER S/LOC TOB

OPERATOR ID IE FROM DATE TO DATE DDE SORT

MEDICAL REVIEW SELECT DCN

MID PROV/MRN S/LOC TOB ADM DT FRM DT THRU DT REC DT

SEL LAST NAME FIRST INIT TOT CHG PROV REIMB PD DT CAN DT REAS NPC #DAYS

PLEASE ENTER DATA - OR PRESS PF3 TO EXIT

PRESS PF3-EXIT PF5-SCROLL BKWD PF6-SCROLL FWD

stream.ses.visionshareinc.com, Port 443 (12.3) 00:04:07

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

Overview Follow-up Reimbursement Transactions History									
Invoice #AM10 (UB)									
Reimbursement source: External System									
Expected amounts as of: 07/14/2024									
Invoice #AM1									
Clin Ln	Rev Code	HCPCS	Mods	Svc Date	Quantity	Billed	Expected Allowed	Expected Reimbursement	
1	0206	---		07/08/2024	4	9,236.00	0.00	--N/A--	
2	0206	---		07/08/2024	7	18,879.00	0.00	--N/A--	
3	0250	---		07/08/2024	2995	34,435.66	0.00	--N/A--	
4	0255	---		07/08/2024	200	1,074.82	0.00	--N/A--	
5	0259	---		07/08/2024	20	69.60	0.00	--N/A--	

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

Summary	Paper Image	Electronic Image	History																																																																	
Page 2 of 2																																																																				
This paper image of an electronic claim is not for submission.																																																																				
Zoom: 100																																																																				
<table border="1"> <tr> <td>0422</td> <td>PHYSICAL THERAPY - RURAL</td> <td>4</td> <td>47,000</td> <td>000</td> </tr> <tr> <td>0424</td> <td>PHYSICAL THERAPY - EVALU</td> <td>1</td> <td>94300</td> <td>000</td> </tr> <tr> <td>0430</td> <td>OCCUPATIONAL THERAPY - G</td> <td>10</td> <td>231600</td> <td>000</td> </tr> <tr> <td>0434</td> <td>OCCUPATIONAL THERAPY - E</td> <td>1</td> <td>88900</td> <td>000</td> </tr> <tr> <td>0440</td> <td>SPEECH THERAPY - LANGUAG</td> <td>2</td> <td>64200</td> <td>000</td> </tr> <tr> <td>0444</td> <td>SPEECH THERAPY - LANGUAG</td> <td>2</td> <td>71300</td> <td>000</td> </tr> <tr> <td>0450</td> <td>EMERGENCY ROOM - GENERAL</td> <td>3</td> <td>589500</td> <td>000</td> </tr> <tr> <td>0460</td> <td>PULMONARY FUNCTION - GEN</td> <td>7</td> <td>211400</td> <td>000</td> </tr> <tr> <td>0480</td> <td>CARDIOLOGY - GENERAL CLA</td> <td>1</td> <td>100700</td> <td>000</td> </tr> <tr> <td>0483</td> <td>CARDIOLOGY - ECHOCARDIOL</td> <td>1</td> <td>400300</td> <td>000</td> </tr> <tr> <td>0611</td> <td>MAGNETIC RESONANCE TECHN</td> <td>1</td> <td>654800</td> <td>000</td> </tr> <tr> <td>0730</td> <td>EKG/ECG (ELECTROCARDIOGR</td> <td>1</td> <td>48500</td> <td>000</td> </tr> <tr> <td>0921</td> <td>OTHER DIAGNOSTIC SERVICE</td> <td>1</td> <td>163600</td> <td>000</td> </tr> </table>				0422	PHYSICAL THERAPY - RURAL	4	47,000	000	0424	PHYSICAL THERAPY - EVALU	1	94300	000	0430	OCCUPATIONAL THERAPY - G	10	231600	000	0434	OCCUPATIONAL THERAPY - E	1	88900	000	0440	SPEECH THERAPY - LANGUAG	2	64200	000	0444	SPEECH THERAPY - LANGUAG	2	71300	000	0450	EMERGENCY ROOM - GENERAL	3	589500	000	0460	PULMONARY FUNCTION - GEN	7	211400	000	0480	CARDIOLOGY - GENERAL CLA	1	100700	000	0483	CARDIOLOGY - ECHOCARDIOL	1	400300	000	0611	MAGNETIC RESONANCE TECHN	1	654800	000	0730	EKG/ECG (ELECTROCARDIOGR	1	48500	000	0921	OTHER DIAGNOSTIC SERVICE	1	163600	000
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69 02HV337	062624	03HY327	062624	3F043X7	062624																																																															
<table border="1"> <tr> <td>74 ATTENDING</td> <td>75 NPI</td> <td>76 CREDENTIAL</td> <td>77 CREDENTIAL</td> <td>78 CREDENTIAL</td> </tr> <tr> <td></td> <td>1619331659</td> <td></td> <td></td> <td></td> </tr> <tr> <td>79 CREDENTIAL</td> <td>80 NPI</td> <td>81 CREDENTIAL</td> <td>82 CREDENTIAL</td> <td>83 CREDENTIAL</td> </tr> <tr> <td></td> <td>1649270539</td> <td></td> <td></td> <td></td> </tr> </table>				74 ATTENDING	75 NPI	76 CREDENTIAL	77 CREDENTIAL	78 CREDENTIAL		1619331659				79 CREDENTIAL	80 NPI	81 CREDENTIAL	82 CREDENTIAL	83 CREDENTIAL		1649270539																																																
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<table border="1"> <tr> <td>84 LAST</td> <td>85 FIRST</td> <td>86 MIDDLE</td> <td>87 LAST</td> <td>88 FIRST</td> <td>89 MIDDLE</td> <td>90 LAST</td> <td>91 FIRST</td> <td>92 MIDDLE</td> <td>93 LAST</td> </tr> <tr> <td>CRAYTOR</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				84 LAST	85 FIRST	86 MIDDLE	87 LAST	88 FIRST	89 MIDDLE	90 LAST	91 FIRST	92 MIDDLE	93 LAST	CRAYTOR																																																						
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11. Click ENTER and you will be able to see the claims and patient's summary for any inquiry needed

Direct Data Entry Verification

inovalon

EditPrintHelp

INO10192023 Direct Data Entry Verification

MAP1741
IE94145 SC

NOVITAS SOLUTIONS
CLAIM SUMMARY INQUIRY
NPI 1: [REDACTED]
MID [REDACTED]
OPERATOR ID IE94145
MEDICAL REVIEW SELECT

ACFMA004 07/31/24
A20243BP 13:01:41
PROVIDER [REDACTED]
S/LOC [REDACTED]
TOB [REDACTED]
FROM DATE [REDACTED]
TO DATE [REDACTED]
DCN [REDACTED]
DDE SORT

SEL	LAST NAME	FIRST	INIT	TOT	CHG	PROV	REIMB	PD	DT	CAN	DT	REAS	NPC	#DAYS
	7MJ2Y96HD70	450801				P B9997	131			071723	073123		080423	
			M		2844.00		204.82		081823				37192	
	7MJ2Y96HD70	450801				P B9997	131			080223	083123		091223	
			M		9706.00		547.80		092623				37192	
	7MJ2Y96HD70	450801				P B9997	111		062724	062724	070824		071524	
			M		115449.05		13984.93		072924				37192	

PROCESS COMPLETED --- NO MORE DATA THIS TYPE
PLEASE MAKE A SELECTION, ENTER NEW KEY DATA, OR PRESS PF3 TO EXIT

stream.ses.visionshareinc.com, Port 443(12,3)00:22:41

- For more information visit the [DDE Training Manual](#).