

Step 1: Open RPA and use the following format to search for the Patients Eligibility.

For IL :

Submit > RT Eligibility Inquiry | Upload CSV File

Site: Northwestern Memori... | Tax ID: xxxx0144 | Site NPI: 1124025176

Provider Code: BI - Billing | Provider Taxonomy: Taxonomy Code

Payer: Illinois Medicaid | Relationship Self Search Option: Member ID

Code ID: 1P

Member ID (2-18 alpha-numeric)
Complete member ID required, include any prefix and/or suffix.

Date of Service (mmddyyyy) [] To []

Press and hold Ctrl key to select up to 5 Codes.

Health Benefit Plan Coverage - 30
Abortion - 84
Ambulatory Service Center Facility - 13
Anesthesia - 7
Cardiac Rehabilitation - BG

* = required field

CHECK ELIGIBILITY **ADD TO BATCH** **CLEAR FORM**

For MO:

PATIENT ACCESS | CLAIMS MANAGEMENT | DENIALS MANAGEMENT | PAYMENTS AND BILLING | REPORTING AND METRICS | TOOLS AND SETUP

Submit > RT Eligibility Inquiry | Upload CSV File

Site: Missouri Delta Medi... | Tax ID: xxxx3449 | Site NPI: 1831269539

Provider Code: BI - Billing | Provider Taxonomy: Taxonomy Code

Payer: Medicaid - Missouri | Relationship Self Search Option: Member ID

Code ID: 1P

Member ID (2-80 a/n)

Date of Service (mmddyyyy)

Press and hold Ctrl key to select up to 5 Codes.

Health Benefit Plan Coverage - 30
Abortion - 84
Ambulatory Service Center Facility - 13
Anesthesia - 7
Cardiac Rehabilitation - BG

* = required field

CHECK ELIGIBILITY **ADD TO BATCH** **CLEAR FORM**

For WA:

PATIENT ACCESS | CLAIMS MANAGEMENT | DENIALS MANAGEMENT | PAYMENTS AND BILLING | REPORTING AND METRICS | TOOLS AND SETUP

Submit > RT Eligibility Inquiry | Upload CSV File

Site: Evergreen Hospital ... | Tax ID: xxxx0083 | Site NPI: 1033174933

Provider Code: BI - Billing | Provider Taxonomy: Taxonomy Code

Payer: Medicaid - Washington | Relationship Self Search Option: Member ID

Code ID: 1P

Member ID (2 - 80 a/n, *-* allowed)

Date of Service (mmddyyyy)

Press and hold Ctrl key to select up to 5 Codes.

Health Benefit Plan Coverage - 30
Abortion - 84
Ambulatory Service Center Facility - 13
Anesthesia - 7
Cardiac Rehabilitation - BG

* = required field

CHECK ELIGIBILITY **ADD TO BATCH** **CLEAR FORM**

Step 2: We can use different option to check eligibility on RPA depends on the available data on excel file(live tracker).

The screenshot shows the 'RT Eligibility Inquiry' page. At the top, there are dropdown menus for Site (Northwestern Memorial), Tax ID (xxxxx0144), Site NPI (1124025176), Provider Code (BT - Billing), Provider Taxonomy (Taxonomy Code), Payer (Illinois Medicaid), and Code ID (1P). Below these, there is a 'Relationship Self Search Option' dropdown set to 'Member ID'. A yellow box highlights this dropdown and the subsequent dropdown menu that appears, listing 'Member ID', 'Name and DOB', 'SSN and Name', and 'SSN and DOB'. Other search options like 'Name and SSN' and 'Name and Date of Birth' are also visible. To the right of the search dropdown, there is a list of benefit plan coverage items. At the bottom of the form are buttons for 'CHECK ELIGIBILITY', 'ADD TO BATCH', and 'CLEAR FORM'.

Step 3: Proceed to **Step 4** if the eligibility is **Active**. If eligibility doesn't show active (REJECTED , INACTIVE , etc.) then note the Live tracker regarding the status of eligibility. Then proceed to the next Patient.

Example:

Status : No Eligibility

OGA Notes: Rejected

Step 4: If the eligibility is Active, then Go to PACE click visit then change the **status of visit** from hold to **Manager Review**. Then the **Was pt screened** put Yes , **Screen date** change to today or yesterday's date and then hit save.

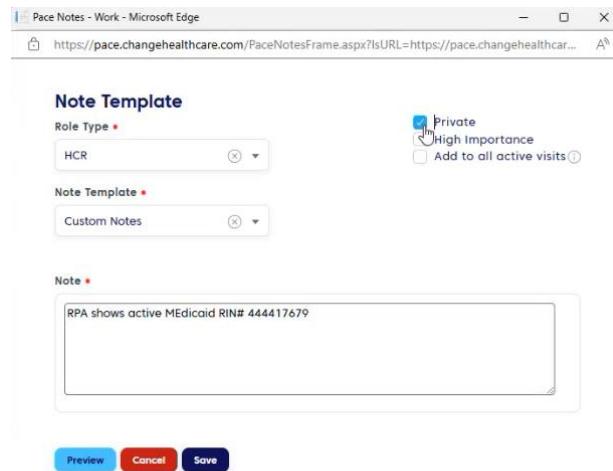
The screenshot shows the 'Visit Details' section of the PACE system. It includes fields for HCR (Unassigned), Medical Service Category (Patient General), Visit Type (Out-Patient), Visit Result (Hold), Visit Result Detail (Manager Review), Room (EX 06), Floor Number, Nursing Station, Building, Admit Date (12/30/2024), Referral Date (1/1/2025), Discharge Date (12/30/2024), and a question 'Was the Patient Screened?' with radio buttons for Yes, No, and Not Applicable. The 'Was the Patient Screened?' field and its radio buttons are highlighted with a yellow box. Below it, the 'Screen Date' field (set to 4/16/2025) and its dropdown arrow are also highlighted with a yellow box. Other fields shown include Discharged Prior to Referral (checked), Is Pregnant (OB) (unchecked), Is Incarcerated (unchecked), Hospital Archived (unchecked), Financial Class (SELF-PAY), and Patient Class (ED - Emergency Department).

Step 5: Add note on PACE with the following format:

HCR , Custom Note and Private.

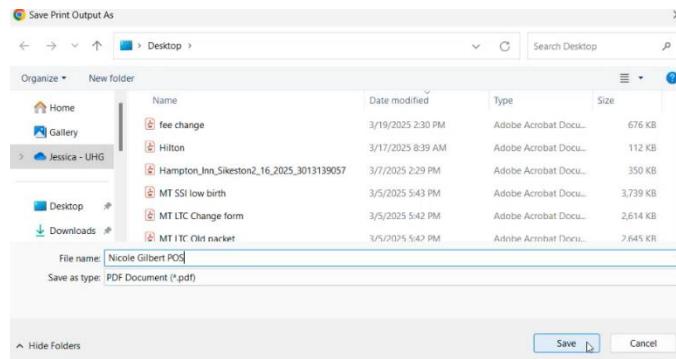
Format: RPA shows active Medicaid RIN # (place RIN number)

Example:



Step 6: Go back to RPA. Print the page(right click select print). Save the PDF as (Name of the Patient POS)

Example: Nicole Gilbert POS



Step 7: Once PDF is downloaded, go back to PACE and click **Evidence**. Please follow this format in uploading the evidence:

The screenshot shows the 'Evidence' section of the PACE interface. It includes dropdown menus for 'Action' (set to 'Add Evidence'), 'Evidence Category' (set to 'Personal Evidence'), and 'Evidence Type' (set to 'Miscellaneous Evidence').

Hit save and proceed to the next patient.

Reminders:

- If the account is on billing list, just add evidence (Pdf from RPA)
- For IL patients, if the eligibility is temporary, we need to treat that as not active (step 3)