

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: xxxxx0144 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:

Submit > RT Eligibility Inquiry | Upload CSV File

Site: **Missouri Delta Medi...** Tax ID: xxxxx3449 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)
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 WA:

Site: **Evergreen Hospital ...** Tax ID: xxxxx0083 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)
Complete member ID required,
include any prefix and/or suffix.

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).

Submit > RT Eligibility Inquiry | Upload CSV File

Site: Northwestern Memori... Tax ID: xxxxx0144 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 (mmdyyy) To

* = required field

CHECK ELIGIBILITY ADD TO BATCH 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.

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

Was the Patient Screened? Yes No Not Applicable

Screen Date: 4/16/2025

Discharged Prior to Referral: ☒

Is Pregnant (OB): ☐

Is Incarcerated: ☐

Hospital Archived: ☐

Financial Class: SELF-PAY

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:

Pace Notes - Work - Microsoft Edge
https://pace.changehealthcare.com/PaceNotesFrame.aspx?IsURL=https://pace.changehealthcar...

Note Template

Role Type *
HCR

Note Template *
Custom Notes

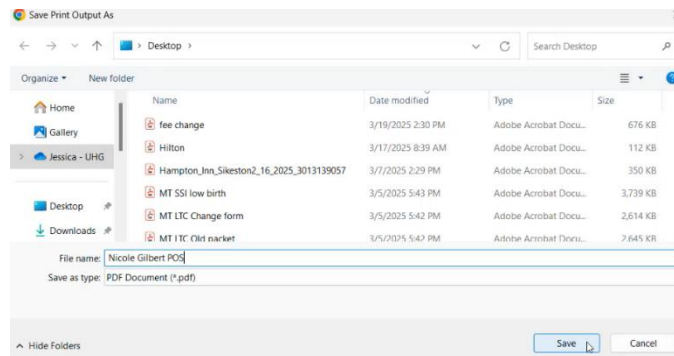
Note *
RPA shows active Medicaid RIN# 444417679

Private
High Importance
Add to all active visits

Preview Cancel Save

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:

Evidence

Action
Add Evidence

Evidence Category
Personal Evidence

Evidence Type
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)