

Instructions for sending Magellan Claims EDI through Therapist Helper

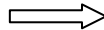
You must be on Therapist Helper v.6.3 and SecureConnect v.2.

1. The following steps must be completed for each Magellan payor in your Insurance Company Library.
2. Change the **Payor Organization ID** field in the Insurance Company Library for Magellan to "01260". This value is all numeric.
3. Update the address information in the Insurance Company Library for Magellan. The first **Address** field must be the PO Box Number - **without** any other information.

THIS IS ONLY AN EXAMPLE. USE THE ADDRESSES IN YOUR INSURANCE COMPANY LIBRARY OR THE ADDRESSES YOU HAVE RECEIVED FROM MAGELLAN.

For example:

Company Name: Magellan
Address 1: Aetna claims
Address 2: PO Box 3350
City: Maryland Heights
State: MO
Zip Code: 12345



Becomes:

Company Name: Magellan/Aetna
Address 1: 3350
Address 2: PO Box 3350
City: Maryland Heights
State: MO
Zip Code: 12345

4. In the Insurance Company Library, **Source of Payment** field, enter "F – Commercial Insurance Company" for all Payers except Maryland Health Partners (see 7b below).
5. **The following steps must be performed for each provider submitting claims to Magellan payors.**
6. Magellan **requires** a provider number (what they call an MIS#) for Anthem, Humana, Commonwealth Virginia, Unicare Virginia, Unicare Massachusetts, and TennCare. MIS#'s are provided from Magellan directly to the group and provider. If you need an MIS# and do not have one, please contact Magellan directly at: email - edihipaa@magellanhealth.com; phone/voice mail - 314.387.5890.
 - a. If you have a separate MIS # for the group and the rendering provider:
 - i. Enter the provider MIS # number into the Insurance Company Library under the Provider ID tab. Right-click the **PIN # (Box 33)** row and select Add, select the provider in the **Therapist** field, enter the MIS # in the **PIN # (Box 33)** field.
 - ii. Enter the group MIS # number into the Insurance Company Library, under the Provider ID tab, right-click the **GRP # (Box 33)** row and select Add, select the provider in the **Therapist** field, enter the group MIS # in the **GRP # (Box 33)** field.
 - b. If you only have a single MIS # for the rendering provider, enter it in both the **PIN # (Box 33)** and **GRP # (Box 33)** fields as in steps 6ai and 6a ii above.
7. Additional Information for Specific Payers:
 - a. Roster providers for TennCare must also enter a Social Security Number. The SSN is entered into the Insurance Company Library under the Provider ID tab. Right-click the **Secondary ID** row and select Add, select the provider in the **Therapist** field, enter the SSN in the **Secondary ID** field and enter "SY" in the **Qualifier** field.
 - b. Maryland Health Partners requires a slightly different setup:
 - i. In the Insurance Company Library, **Source of Payment** field, enter "D – Medicaid".
 - ii. In the Insurance Company Library, under the Provider ID tab, right-click the **GRP # (Box 33)** row and select Add, select the provider in the **Therapist** field, enter the group's Medicaid PIN number in the **GRP # (Box 33)** field. If you only have a rendering provider Medicare PIN number and no group Medicare PIN number, enter it in the **GRP # (Box 33)** and in the **PIN # (Box 33)** as in step 7biii below.
 - iii. In the Insurance Company Library, under the Provider ID tab, right-click the **PIN # (Box 33)** row and select Add, select the provider in the **Therapist** field, enter the rendering provider's Medicaid PIN number in the **PIN # (Box 33)** field.

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- iv. In the Insurance Company Library, under the Provider ID tab, right-click the **Secondary ID** row and select Add, select the provider in the **Therapist** field, enter the rendering provider's MIS# number in the **Secondary ID** field, and enter "G2" in the **Qualifier** field.