



## Iowa Part B Medicare Administrative Contractor Guidelines for Implementation

First, go to our Website [wpsmedicare.com](http://wpsmedicare.com) and select the provider J5 MAC link. Now scroll down to the bottom and accept the CPT agreement.

Locate Items of Importance on the right side of the screen. Click on Iowa B cutover information and then click on Iowa Part B provider letter.

The letter is a general overview of information for you to get familiar with. The letter lists:

- A welcome paragraph
- Customer Service Phone Numbers
- The most important mailing address

Next, we move to 855 provider enrollment applications. If you are enrolled with Noridian you do not need to complete a new provider enrollment form.

Electronic Data Interchange (EDI) is covered next. In order to submit your EDI claims to Wisconsin Physicians Service (WPS) Medicare you will need to complete a trading partner agreement. The agreement allows for you to transmit your information. Once the registration is complete, WPS will send a submitter ID and password. For questions, contact EDI at (866)503-9670.

PC-ACE Pro 32 is free billing software and is discussed next in the letter. If you do not have your system set-up to submit electronically, you may wish to consider using this software.

WPS does need to execute new Electronic Funds Transfer (EFT) agreements with all Iowa Part B providers. EDI has sent out a letter and if you have not received the letter contact on of the following phone numbers:

- (952) 885-2811
- (952) 885-2881
- (952) 885-2882

Next, the letter recommends you view the J5 MAC Local Coverage Determinations (LCD). We will discuss LCDs later in this program.

Providers will receive two different 1099 forms for 2008. One 1099 form from Noridian and one from WPS.

There is a chart to let providers know when Noridian no longer serves them and WPS will begin to serve them.

By clicking the back arrow, we will next explore the IA Part B address. Let's click on the link for IA Part B Addresses. The document contains more addresses than listed in this letter. For example Railroad Medicare is located on this document.

By clicking the back arrow, we will next explore the Part B phone numbers. Let's click on J5 MAC Telephone Numbers. The phone list provides a chart so providers know when they should begin using the numbers listed below. The list on the bottom is for Part B providers and contains all of the phone numbers to reach WPS Medicare.



Click on the back arrow, and go to self-service in the navigation bar. By scrolling over self-service a list will appear. Let's explore the last item - IVR. Scroll down and click on the Interactive Voice Response (IVR) system instructions for Part B. Please be sure to familiarize yourself with the instructions. The touch-tone and vocal options have changed. WPS Medicare IVR offers the following additional items not offered by Noridian:

- Home Health
- Cross Over
- MSP
- HMO
- Date of Death
- Corrected Medicare Number

We do not require the gender. The provider summary is not the claim status option of the IVR. The IVR will request a Provider Transaction Access Number (PTAN) and this is another name for the provider number.

Let's go back to the J5 MAC homepage, and explore the implementation checklist. The checklist is located in the items of importance section.

The checklist is designed to help providers complete the necessary tasks to be ready for the transition to WPS Medicare. The checklist contains the steps and helpful hints to prepare for implementation. The following is on the checklist:

- Add [wpsmedicare.com](http://wpsmedicare.com) to your favorites on your Website browser
- Share our Website with all staff
- Verify your go-live date
- Sign-up for the J5 transition E-News ListServ
- Browse the frequently asked questions
- Attend the Ask the Contractor Teleconferences
- Obtain a WPS Medicare electronic submitter ID
- Complete a new EFT 588 form
- Review the J5 MAC LCDs
- Become familiar with the IVR
- Distribute contact numbers and address to all staff
- Check the education schedule

Next we will review the LCDs. The LCDs are located on the J5 MAC homepage under the Policy/Coverage tab on the navigation bar. Click on the drop down for Part B policies. The LCDs are listed in alphabetical order by subject. By selecting an LCD, you will be redirected to the CMS Website and have to scroll down to accept the CPT licensing agreement. The policies are currently listed as future LCDs, as they are not active until February 1, 2008.

The last area to be aware of the J5 Homepage is Upcoming Events. Continue to watch this section as we post our education and ACT information here.

Thank you