



STAT Bulletin

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To: all hospitals and facilities

UB-04 Claim Form Changes and Reminders

<p>Why you're receiving this stat</p>	<p>We want to let you know that, effective October 1, 2017, incomplete claim forms will be returned.</p>
<p>What you need to know</p>	<p>Here are some examples of why claims will be returned:</p> <ul style="list-style-type: none"> • Box 1 - Provider Name, Street Address, City, State, Zip Code This field must not contain PO Box information; a street address or physical location is required. The ZIP code field requires nine (9) digits excluding hyphens. • Box 50, 51, 60 - Payer Name/Health Plan ID#/Insured's Unique Identifier <ul style="list-style-type: none"> – Row A - This row must contain the primary payer's name, health plan ID, and insured's unique identifier. – Row B - This row must contain the secondary payer's name, health plan ID, insured's unique identifier, if applicable. – Row C - This row must contain the tertiary payer's name, health plan ID, insured's unique identifier, if applicable. – At least one row must contain a BlueShield of Northeastern New York plan code. The plan code must be present on the row that the provider expects the claim to be processed. • Box 69 - Admitting Diagnosis Code Required when bill type is 012X, 022X, and inpatient claims as designated by NUBC. Exceptions are bill types 028X, 065X, 066X, or 086X. • Box 70 - Patient Reason for Visit Required on type of bill 013X, 078X, 085X when (a) Box 14 Priority Type of admission or visit codes 1, 2, or 5 are reported; and (b) Revenue code 045X, 0516, 0526, or 0762 are reported. If required and not present, claim will be returned.
<p>What you need to do</p>	<ul style="list-style-type: none"> • Electronic billing The preferred method of claim submission is electronically through your vendor or directly to ASK-EDI.com. Most practice management systems can generate electronic claims. There are also free online options. Please contact your software vendor for information about submitting electronic claims. • Non-electronic claim forms If you are unable to bill electronically, complete all required fields on the UB-04 form or the claim may be returned.

For additional information regarding required fields, please refer to the NUBC Billing Guidelines at nubc.org.

An instruction guide and the UB-04 Form are available at bsneny.com/provider > *Tools & Resources* > *UB-04 Guide*.

