

claim user guide



online claims submission

... convenient service, delivered through an easy-to-use secure website

provider.ab.bluecross.ca/health

July 2022



AADL Audiology benefits program: claim user guide

Introduction

Alberta Blue Cross^{*} is pleased to offer online authorization and claim submission for AADL Audiology benefits providers. This convenient service is delivered through an easy-to-use secure website and is available at no cost to audiology providers across Alberta. Online submission provides the convenience of direct billing for eligible services for your customers with coverage through the Alberta Aids to Daily Living program. You are assured of a prompt response directly from Alberta Blue Cross.

When submitting claims online, this service will predetermine the patient's coverage and confirm

- the amount Alberta Blue Cross will pay to your office, and
- the amount you will need to collect from the patient.

Registering for site access

To register for online claims submission, you must complete the Request for Secure Web Site Access web form. Details about completing this form can be accessed through our public web site at **ab.bluecross.ca**.



The Provider Services AADL team at Alberta Blue Cross will create your website access based on your completed registration form. To protect your security, a login ID and temporary password will be sent in two separate emails to the email address provided on your registration form. Once you have received both emails, you can begin serving your patients through online authorization and claim submissions.

Getting started online

Please refer to the information in the emails Alberta Blue Cross sends you when your initial registration is approved. These emails contain your login ID and temporary password. Navigate to the Alberta Blue Cross AADL website at **provider.ab.bluecross.ca/health** and enter the login ID and password in the applicable fields. You will be asked to agree to the Web Site Policy and Online Billing Agreement, set up your two "reminder questions" and change your temporary password. This information will be used to verify your identity if you forget your password or require information about your account. Subsequent sign-ins will only require your login ID and password.

If you want payments to be deposited directly into your bank account, please complete the banking information located under "Your profile" in the provider portal.

Claiming online is quick, easy and secure!

Claiming online is quick, easy and secure. After validating a patient's identity and predetermining results, simply submit the claim for processing. Results are displayed within seconds of submission. The patient will be required to pay only the portion not covered under the AADL plan. The transaction is then complete.



If you have questions about a screen, click on the blue button with a question mark. The help button answers frequently asked questions.



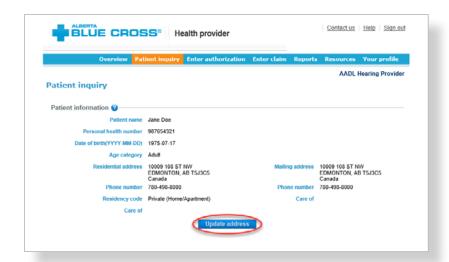
Easy steps to

accessing the patient inquiry screen

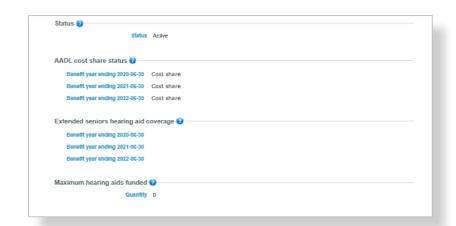
Navigate to the "Patient Inquiry" menu option and enter the patient's Personal Health Number and birth date. Then click "Search".



Confirm the patient's information and address. To update the patient's address, select "**Update address**".

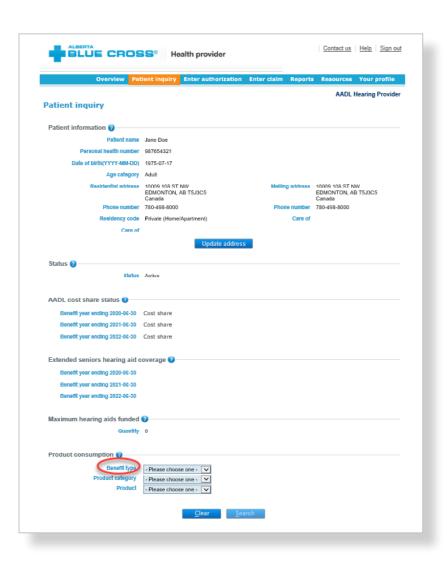


- 3 The patient inquiry screen will list
 - the patient's current AADL status, indicating if they are eligible for AADL benefits or if the coverage has ended;
 - the patient's cost share status for the previous, current and future benefit year;
 - extended seniors hearing aid coverage; and
 - the maximum amount of coverage for hearing aids that the patient is eligible for under AADL.





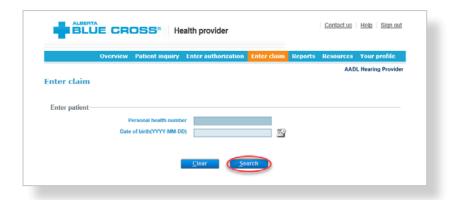
You can also search the patient's product consumption by selecting the benefit type, product category and product.



Easy steps to

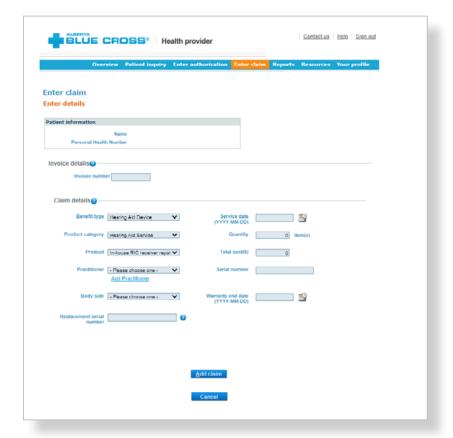
submitting and processing a claim

Navigate to the "Enter claim" menu option and enter the patient's Personal Health Number and birth date. Then click "Search".

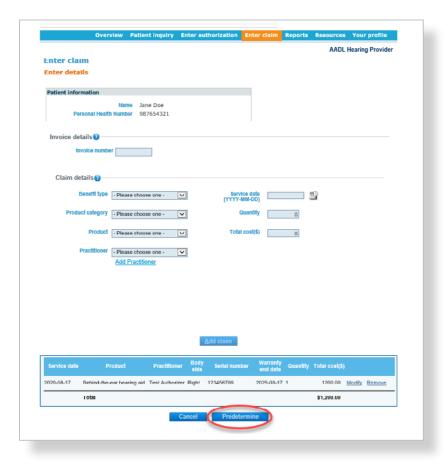


- If you wish, you can add your invoice number.
- Enter the claim details by selecting the appropriate benefit type, product category, product, practitioner, body side (dependent on the product selected), date of service, quantity, total cost, serial number (dependent on the product selected) and warranty end date (dependent on the product selected). Once you click "Add claim," you will see the product appear in the summary table. Repeat these steps for each product being considered.

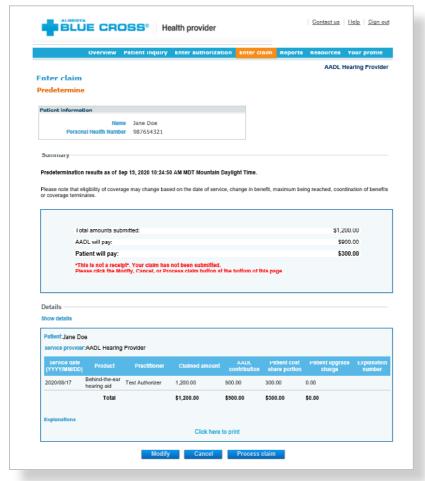
Please note: When claiming for repairs, you'll be asked to provide the serial number for the current device. If the device is replaced as part of the repair, please add in the replacement serial number to ensure the patient's record is updated.



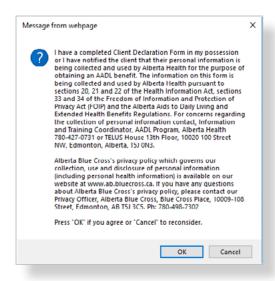
When you are satisfied with the details entered, click "**Predetermine**".



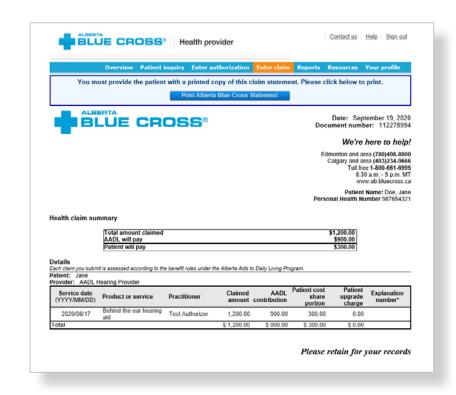
Predetermine is a simple inquiry into the patient's AADL benefit plan to determine available coverage. You can click "Modify" to go back to step 3, "Cancel" to exit without saving or "Process claim" to submit the claim online to Alberta Blue Cross for immediate processing.



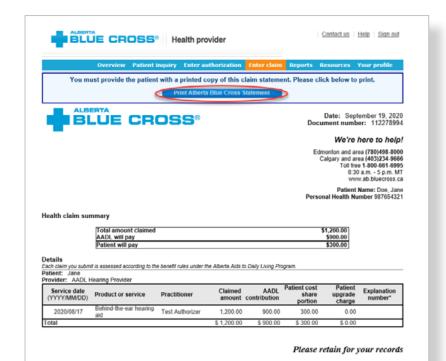
Confirm patient consent in the pop-up window. Click "**OK**" to proceed.



Once you process the claim, you will receive a confirmation from Alberta Blue Cross within seconds of your submission.

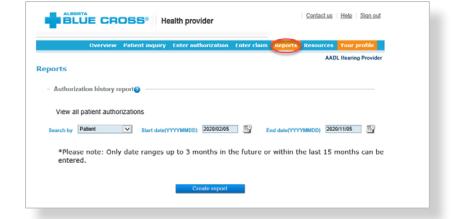


A printable copy of the patient's *Claim Statement* displays. Click "**Print**". You must provide the patient with a printed copy of the *Claim Statement* and the *Amplification Device Funding Letter*.

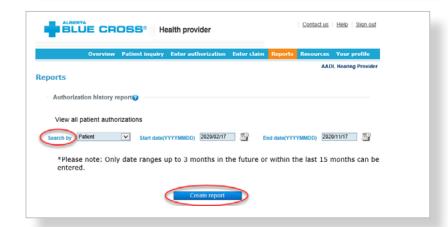


Easy steps to **accessing reports**

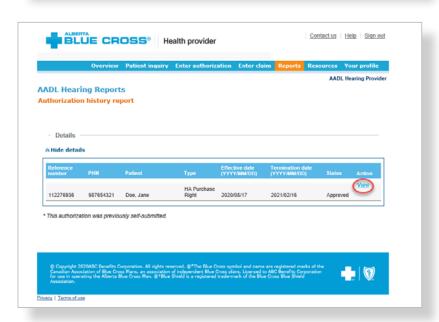
Navigate to the "Reports" menu option. This screen allows you to view all authorizations and claims for a specific individual or those submitted through your account.

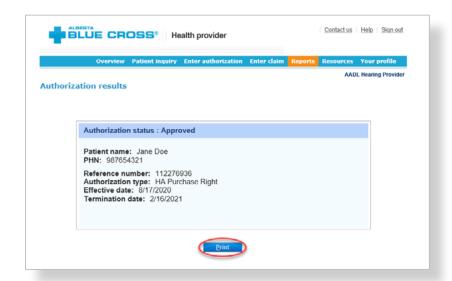


Por an authorization history report by patient, select patient from the drop-down menu. Enter a start and end date for the claim information you wish to display (up to a maximum of the last fifteen months and three months into the future), then click "Create report".

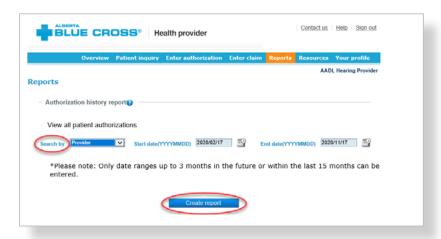


- Once the report is created, enter the patient's Personal Health Number and date of birth.
 - a. All authorizations that are active or were submitted for the selected individual within the specified time are listed on a printer-friendly screen. Reference numbers, authorization types, effective and termination dates, as well as the status, are all available for your reference.
 - b. To access a printable version of the authorization, click "**View**" in the summary table.

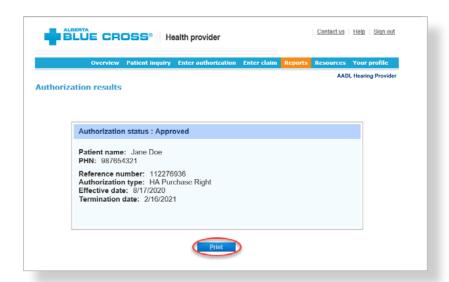




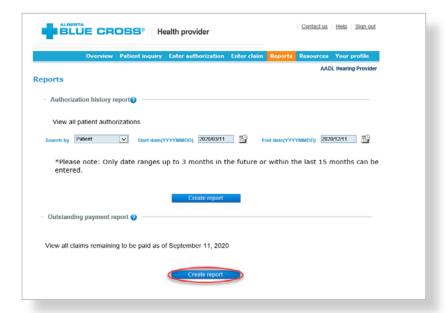
- For an authorization history report by provider, select provider from the dropdown menu. Enter a start and end date for the claim information you wish to display (up to a maximum of the last fifteen months and three months into the future), then click "Create report".
 - a. All authorizations that are active or were submitted through your account within the specified time are listed on a printer-friendly screen. Reference numbers, authorization types, effective and termination dates, as well as the status, are all available for your reference.
 - b. To access a printable version of the authorization, click "**View**" in the summary table.

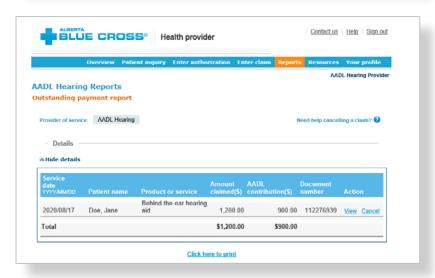




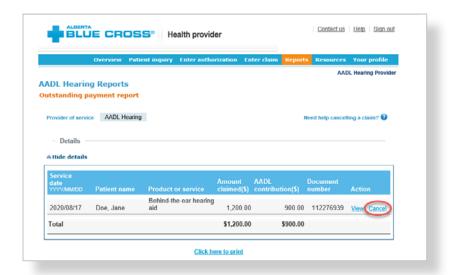


Alberta Blue Cross will make payments to your office once daily. The Outstanding Payment Report lists all transactions that are remaining to be paid and allows you to cancel a claim.





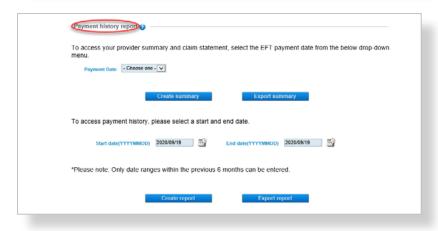
To cancel a claim, click the "Cancel" hyperlink. If the hyperlink is inactive, ether the payment run is in progress or the document has exceeded the cancellation timeframe and the claim cannot be cancelled online.



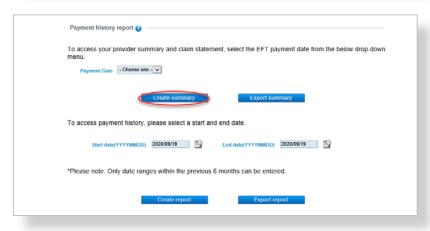
If you choose to cancel a claim, you will be asked for the reason. A drop-down menu lists the common reasons. If you select other, please provide the reason. When cancelling a claim, all claims associated with the document number must be cancelled.



Once the transactions have been paid, they will be removed from the Outstanding Payment Report and will appear on the Payment History Report. You can view payment history for the last six months.



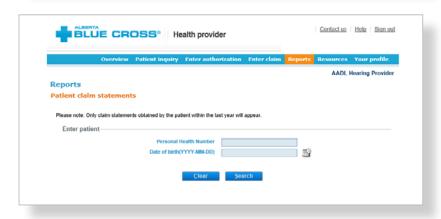
To view a printable version of a summary of a particular payment, select the payment date and click "Create summary". Alternatively, you can enter a start and end date to see a printable report of all payments within the specified dates.

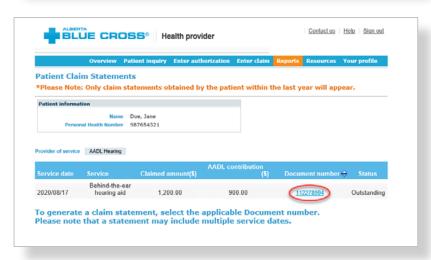




To print a copy of the patient's claim statement, enter the patient's Personal Health Number and birth date. Then click "Search". A listing of statements for the specified patient appears. Click the "Document number" hyperlink for a printable summary of the claim.







Technical information

Using the Alberta Blue Cross AADL website, an Internet connection and your browser, you can submit authorizations online at your convenience. Most computer systems today have everything required to use this website successfully.

We're serious about privacy and security

The confidentiality of your records is very important—to you, and to us. You are responsible for your login ID and password. They are intended for your office's use only. We protect your information in various ways, including

- · encrypting all information,
- · securely delivering your login ID and password,
- denying access to website users after five consecutive, unsuccessful sign-in attempts,
- automatically signing site users out after 30 minutes of inactivity, and
- requiring written authorization before granting access to the Alberta Blue Cross AADL website.



Contact us

For more information about access to the Alberta Blue Cross AADL website, contact Alberta Blue Cross AADL team.

Phone

587-756-8629 (Edmonton and area)

1-888-828-8738 (toll free, all other areas)

Email

HealthServicesAADLInquiries@ab.bluecross.ca

provider.ab.bluecross.ca/health

The online claims submission system is available Monday to Sunday, 8 a.m. to 9:30 p.m. MT.

Our regular office hours are Monday to Friday, 8:30 a.m. to 5 p.m. MT.



