



Connecticut Medical Assistance Program Workshops

For Birth to Three Billing Providers

Presented by

The Department of Social Services (DSS) and DXC Technology

The following Internet Virtual Classroom Workshops are being offered to assist ***“Birth to Three Billing Providers”*** in the successful submission of claims for Durable Medical Equipment (DME), Hearing Aid and Assistive Technology Devices directly to DXC Technology **effective for dates of service September 1, 2017 and forward.**

This **Birth to Three Billing and Web Claim Submission Workshop** will discuss the tools and resources available to assist ***“Birth to Three Billing Providers”*** in their claim preparation and submission for timely reimbursement and claim reconciliation.

Workshop Topics Will Include:

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|---------------------------------------|--|
| • Review of Secure Web Account Set-up | - Claim Submission |
| • Web Account Capabilities | - Trade Files – Remittance Advice (RA) |
| - Provider Demographic Maintenance | • Provider Fee Schedule |
| - Clerk Account Set-up/Maintenance | • Claim Submission Guidelines |
| - Client Eligibility | • Program Resources |
| - Prior Authorization Inquiry | • Re-enrollment |
| - Claim Inquiry | • Time for Questions |

Please follow the registration instructions below to register for the workshop of your choice. Seating is limited, so be sure to **register by the designated due date**. If you have any questions concerning this information, please contact the Provider Assistance Center at 1-800-842-8440. Please join us. We look forward to your attendance!

WORKSHOP LOCATIONS, DATES, AND TIMES

Workshop locations, dates, and times for the **Birth to Three Provider workshops** are listed below. The registration links are listed beneath the date of the workshop. To register for a workshop, select the appropriate link and register online. Please click [here](#) or refer to “How to Register for a Workshop” instructions beginning on page two (2) of this document.

Workshop Locations, Dates and Times:

HPEMyRoom Virtual Classroom Training
Thursday, August 24, 2017 9:00 AM – 12:00 PM

Registration Due Dates:

Monday, August 21, 2017

<https://www.surveymonkey.com/r/17BTTBWCS236>

HPEMyRoom Virtual Classroom Training

Tuesday, August 29, 2017 1:00 PM – 4:00 PM

Wednesday, August 23, 2017

<https://www.surveymonkey.com/r/17BTTBWCS241>

HOW TO REGISTER FOR A WORKSHOP

To register for these workshops, visit the www.ctdssmap.com Web site and go to Information, then Publications and scroll down to Provider Workshop Invitation Forms. Select the **Birth to Three Provider Workshop** you wish to attend and click on the Registration Link.

Once you click “Register Now” at the bottom of your registration page, you will be provided a workshop confirmation number. Please retain this number for your records should you need to discuss your registration with DXC Technology. If you do not receive a confirmation number, you have not successfully registered for this workshop.

Please be sure to include all of the registration information indicated below to ensure timely and accurate attendance registration.

HPEMyRoom Virtual Classroom Training DXC Technology utilizes internet virtual classrooms that allow class participants to attend a workshop without leaving their office. Participants will be provided a key to an internet classroom to attend the training. At the same time, participants will dial into a conference call and have an opportunity to ask questions. Providers who register for this training will receive an email from DXC Technology with directions on how to attend this training. **For this reason, it is critical that providers enter a valid email address at the time of registration.** If this email is not received three (3) days prior to the training, please contact the Provider Assistance Center toll free at 1-800-842-8440.

The following information is required when registering for a workshop:

- Provider Name
- NPI Number
- Contact Name
- Telephone Number (including Area Code)
- Name of Attendee
- Email Address (**Required for HPEMyRoom Virtual Classroom Training**)

IMPORTANT NOTICES:

Inclement Weather

Should inclement weather occur on the date of a workshop, resulting in a cancellation, DXC Technology will post a notice of workshop cancellation at **1-844-225-1164, extension 2154000.**