Connecticut Department of Social Services — Making a Difference

A Connecticut Medical Assistance Program Workshop

Web Claim Submission Workshop

Presented by

The Department of Social Services (DSS) and Hewlett Packard Enterprise

The Hewlett Packard Enterprise Provider Relations team will be conducting virtual provider workshops in the coming months to demonstrate the Web claim submission tool available on the www.ctdssmap.com Web site. If you submit new claims or resubmit previously denied claims on paper or submit Paid Claim Adjustment Request (PCAR) forms, then this tool will enable your office to submit claims and receive payment for any claims submitted through the Web claim submission tool. This will also allow for your office to be compliant with the Elimination of Paper Claims Mandate implementation date of October 1, 2016, which was communicated to providers via a provider bulletin, PB16-31. We encourage you and your staff to attend.

Workshop Topics Will Include:

• Verifying client eligibility	• Claim with Medicare payment/denial
• Claim inquiry	• Resubmission of a previously denied claim
• New claim submission	• Claim copy
• Claim adjustment	• Claim void
• Claim with other insurance payment/denial	

Please follow the registration instructions below to register for the workshop of your choice. Space 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 participation in our workshops!

WORKSHOP LOCATIONS, DATES, AND TIMES

Internet Virtual Classroom Training

Hewlett Packard Enterprise is utilizing a training option which uses an internet virtual classroom and allows class participants to attend a workshop without leaving their office. Participants will be provided a key to an internet classroom to attend the Web Claims Submission 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 Hewlett Packard Enterprise 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 is email is not received 3 days prior to the day of the training, please contact the Provider Assistance Center at 1-800-842-8440.

Workshop dates and times for the Web Claims Submission workshops are listed below. The registration links for each session are listed in the right hand column below. To register for a workshop, select the appropriate link and register online. Please refer to the "How to Register for a Workshop" instructions on the following page if you require assistance with the registration process.

Workshop Locations, Dates and Times:

Date	Time	Workshop Type	Register By:	Registration:
Thursday, 7/21/2016	10:00 am–12:00 pm	Dental	Monday, 7/18/2016	Click to Register
Wednesday, 7/27/2016	2:00 pm–4:00 pm	Dental	Friday, 7/22/2016	Click to Register
Wednesday, 8/24/2016	10:00 am-12:00 pm	Dental	Friday, 8/19/2016	Click to Register
Wednesday, 8/31/2016	10:00 am-12:00 pm	Dental	Friday, 8/26/2016	Click to Register
Tuesday, 9/27/2016	10:00 am-12:00 pm	Dental	Thursday, 9/22/2016	Click to Register
Thursday, 9/29/2016	10:00 am-12:00 pm	Dental	Monday, 9/26/2016	Click to Register
Wednesday, 7/20/2016	10:00 am-12:00 pm	Hospital	Friday, 7/15/2016	Click to Register
Monday, 7/25/2016	1:00 pm-3:00 pm	Hospital	Wednesday, 7/20/2016	Click to Register
Friday, 9/16/2016	10:00 am-12:00 pm	Hospital	Tuesday, 9/13/2016	Click to Register
Tuesday, 9/20/2016	10:00 am-12:00 pm	Hospital	Thursday, 9/15/2016	Click to Register
Wednesday, 8/17/2016	10:00 am-12:00 pm	Professional	Friday, 8/12/2016	Click to Register
Tuesday, 8/30/2016	1:00 pm-3:00 pm	Professional	Thursday, 8/25/2016	Click to Register
Wednesday, 9/7/2016	1:00 pm-3:00 pm	Professional	Thursday, 9/1/2016	Click to Register
Friday, 9/23/2016	10:00 am-12:00 pm	Professional	Tuesday, 9/20/2016	Click to Register
Tuesday, 7/26/2016	2:00 pm–4:00 pm	Home Health & Hospice	Thursday, 7/21/2016	Click to Register
Friday, 7/29/2016	10:00 am-12:00 pm	Home Health & Hospice	Tuesday, 7/26/2016	Click to Register
Thursday, 8/25/2016	10:00 am-12:00 pm	Home Health & Hospice	Monday, 8/22/2016	Click to Register
Wednesday, 8/31/2016	2:00 pm-4:00 pm	Home Health & Hospice	Friday, 8/26/2016	Click to Register
Thursday, 9/29/2016	2:00 pm-4:00 pm	Home Health & Hospice	Monday, 9/26/2016	Click to Register
Friday, 9/30/2016	10:00 am-12:00 pm	Home Health & Hospice	Tuesday, 9/27/2016	Click to Register
Wednesday, 7/27/2016	10:00 am-12:00 pm	Long Term Care	Friday, 7/22/2016	Click to Register
Friday, 7/29/2016	2:00 pm-4:00 pm	Long Term Care	Tuesday, 7/26/2016	Click to Register
Thursday, 8/11/2016	2:00 pm-4:00 pm	Long Term Care	Monday, 8/8/2016	Click to Register
Thursday, 8/18/2016	2:00 pm – 4:00 pm	Long Term Care	Monday, 8/15/2016	Click to Register
Wednesday, 9/28/2016	1:00 pm-4:00 pm	Long Term Care	Friday, 9/23/2016	Click to Register

HOW TO REGISTER FOR A WORKSHOP

To register for the workshop of your choice, visit the **www.ctdssmap.com** Web site and go to Infor*mation*, then *Publications* and scroll down to *Provider Workshop Invitation Forms*. Select the *Web Claim Submission Workshop* 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 Hewlett Packard Enterprise. If you do not receive a confirmation number, you have not successfully registered for this workshop.

Please be sure to include all of the following information when registering for a workshop:

- Provider Name
- NPI Number
- Contact Name
- Telephone Number (including Area Code)
- Email Address
- Name of Attendee