



John Elias Baldacci  
Governor

## Maine Department of Health and Human Services

Office of MaineCare Services  
11 State House Station  
Augusta, ME 04333-0011

Brenda M. Harvey  
Commissioner

Anthony Marple  
Director

March 27, 2007

RE: HCFA 1500/CMS 1500 Claim Rejection Clarification

Dear Provider:

As of April 2, 2007 all HCFA claim forms must be compliant with federal regulations. All forms will be rejected that do not have a valid NDC and J-Code. To follow is a simple guide to assist you with having claims processed quickly, without rejection:

1. There must not be multiple J-codes on one claim. For each code you must use a separate form.
2. If a J-Code does not have a corresponding NDC; (you can find a J-Code to NDC crosswalk for the codes at: <http://www.cms.hhs.gov>. Under the **Medicare** option, select **Medicare B Drug Average Sales Price** on the right, on the next page to the left of the screen select **2007 ASP Drug Pricing**, at the bottom of the page select **April 2007 ASP NDC HCPCS Crosswalk**, At the bottom you will need to ACCEPT the agreement, click OPEN and then double click the excel file.)
3. The J-code must be 5 characters long.
4. Multiple NDC's on one form. Each NDC must have a separate form.
5. If there is an NDC without a J-Code (in some cases this may be another code for example a Q-Code, but it must correspond with the NDC.)
6. NDC must have 11 Characters.
7. NDC cannot contain any alpha characters.
8. Print must be legible, print heavy. And
9. NDC must be in correct box.

We will be using a revised rejection form letter (enclosed), which clarifies the above. You will receive one of these with each claim that is rejected listing the reason(s). You may then resubmit a new claim form filled in correctly. If you have any questions or concerns please contact Customer Service at 1-800-321-5557 option 8.

Sincerely,

Norman Curtis  
Director of Customer Service  
Office of MaineCare Services

*Our vision is Maine people enjoying safe, healthy and productive lives.*

Fax: (207) 287-8601 – Pharmacy Unit  
(207) 287-7643 – MaineCare Authorization Unit  
(207) 287-1864 – Quality Management Unit  
(207) 287-6533 – Classification/Case Mix Unit

Phone: 1-866-796-2463  
(207) 287-7131

TTY: 1-800-423-4331  
(207) 287-1828



John Elias Baldaoci Governor

Maine Department of Health and Human Service:

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11 State House Station
Augusta, ME 04333-0011

Brenda Harvey
Commissioner

J. Michael Hall
Acting Director

APPENDIX C
RETURNED CLAIMS LETTER

Date Returned: 1/30/2007
Provider Name: Example Provider
Provider ID: 0
Subject: HCFA Rejection Letter

The enclosed 1 claim(s) are being rejected for the following reason(s)

Table with 2 columns: Error Code/Claim Return Reason and Block Number. Rows include error codes 01-22, 00, and 99 with corresponding reasons and block numbers.

Phone: 1-800-321-5557

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Fax: 207-287-1888

TTY: 1-800-423-4331