

## WC/NF Case Management

The WC/NF Case Management menu is designed for management of Workers' Compensation and/or No Fault Claims. WC/NF Cases can be created for a specific plan prior to charges being entered for that plan or the system will automatically create a case when charges are entered and assigned to a Worker's Compensation or No Fault Plan. WC/NF Case Management is where the User will go to complete the fields of the C4 or NF3 form for billing, check to make sure the services rendered by the Provider are being assigned to the correct case and/or reprint any claims previously sent to the carriers for processing.

### HOW TO CREATE WC/NF CASE IN WC/NF CASE MANAGEMENT

Workers' Compensation/ No Fault Case Management begin with the assignment of a WC/NF Plan to the Patients Account in Patient Registration. Once you've assigned a Plan, then go to the Patient Menu and select the WC/NF Case Management Menu. This will take you to the Patient Case Management Find Criteria Window.

<u>Required Fields</u>	<u>Hot Keys</u>
<ul style="list-style-type: none"> <li>• Provider</li> <li>• Practice</li> <li>• Plan</li> </ul>	<ul style="list-style-type: none"> <li>• A – Plan Field</li> <li>• O – Provider Field</li> <li>• F – Find</li> <li>• D – Details</li> <li>• N – New</li> <li>• D – Delete</li> <li>• P – Print</li> <li>• H – Help</li> <li>• X – Exit</li> </ul>

<u>Fields</u>	<u>Description</u>
<b>Case #</b>	This field will display the WC/NF case number assigned to the patients account by the system.
<b>Plan Order</b>	This field will display the order number of the plan from Patient Registration that is assigned to the case.
<b>Plan</b>	This field will display the Plan shortname.
<b>Provider</b>	This field will display the short name of the Provider who rendered the service(s).
<b>Practice</b>	This field will display the short name of the practice in which the provider who rendered service works.
<b>Plan Type</b>	This field will display the type of Insurance Plan assigned to the case.
<b>Wc Case #</b>	This field will display the Workers' Compensation Board case number.

<u>Buttons</u>	<u>Description</u>
<b>WC/NF</b>	This button will take you to the details of either the C4 or NF3 claim form for completion. Using this button will also allow you view the history of any previously submitted WC/NF claims and the ability to reprint a previously submitted claim.
<b>Find</b>	This button will find all cases assigned to the patient's account.
<b>Details</b>	This button will take you to the Patient Case Management window where the details of the selected case will be displayed. ( The visits/charges assigned to the case will be displayed in the top portion of the window, the

	document button will give you the ability to view any scanned documents)
<b>New</b>	This button will take you to the Patient Case Management window where you can create a new WC/NF case. The system will automatically assign a Case #. Enter the required information ( <b>Provider, Practice, Plan</b> ) then hit the Save button.
<b>Delete</b>	This button will delete a created case.
<b>Print</b>	This button will print the information from the found data of the Patient Case Management Find Criteria window.
<b>Help</b>	This button will take you to the help menu.
<b>Exit</b>	This button will exit you from the Patient Case Management Find Criteria window.

- Just like all Medicare, Medicaid, BCBS or Other Third Party Carrier charges, all charges entered for WC/NF plans will go to Claim Editing. These claims must be pushed through the claim editing process in order for you to submit them the first time.
- The C4 or NF3 form can be completed and/or modified in any Menu of the application in which the WC/NF button is found.
- C4 or NF3 forms can be printed in batch. Go to Batch>Submit>WC/NF Printing. This will take you to the Batch WC/NF Printing Find Criteria window. Select the form type from the Upper right hand corner of the window and hit find. All available claims for printing will be displayed in the found data window. If all claim forms have been previously completed check **Select All** and hit the Print Form button, your claims will print to your printer. If the claim forms have not been completed you can go to the detail of form by hitting the WC/NF button.