



# PROVIDER QUICK TIPS

#12

## Electronic Claims With Attachments

**Paper attachment forms can be submitted in conjunction with electronic claims.**

- A provider can request a 9-digit Attachment Control Number (ACN). In order for the process to be successful the control number on the paper batch MUST match the control number entered on the related electronic claim.
- If a provider wishes to search on an ACN, the details of that ACN are displayed if it exists for the provider.

### **To obtain an ACN:**

- Select Search/Request ACN on the Claims drop-down menu on the Provider menu bar.
- Select Request to Obtain a New ACN, select Search to display details of an existing ACN.
- Note: Searching without specifying an ACN returns all attachment numbers for the provider performing the search.

### **To submit an electronic claim requiring an attachment(s):**

- Request an ACN.
- Enter the ACN in the electronic claim.
- Use the ACN on your batch cover form for all paper attachments supporting your initial electronic claim.

### **Examples of Electronic Claims Requiring Attachments:**

A paper attachment must be sent to the Department of Human Services (the department) when an electronic claim is submitted for a hysterectomy, sterilization or abortion. Examples of other instances that attachments are required are for lock-in recipients and medical suppliers, who are required to submit attachments as directed in Medical Assistance (MA) Bulletin 05-91-04, [Repair and Replacement of Durable Medical Equipment Orthotics and Prosthetics](#), at the following link:

[http://www.dhs.pa.gov/cs/groups/webcontent/documents/bulletin\\_admin/d\\_004340.pdf](http://www.dhs.pa.gov/cs/groups/webcontent/documents/bulletin_admin/d_004340.pdf)

Please note that attachment(s) must be received by the department within 14 calendar days or the electronic claim will deny. Please provide the ACN on the top of the attachment pages. Send the attachments to the following address:

**Dept of Human Services  
Office of Medical Assistance  
PO Box 8194  
Harrisburg PA 17105**

Thank you for your service to our MA recipients.  
We value your participation.  
Check the department's website often at: [www.dhs.pa.gov/](http://www.dhs.pa.gov/)



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DEPARTMENT OF HUMAN SERVICES