

Secure Site – Hard Copy Attachment

To submit a Hard Copy Attachment through the Secure Site please use the following steps:

1. Go to the Hard Copy Attachment section
2. Click on the right arrow located at the end of the Hard Copy Attachment green bar across the claim.
3. Enter a unique **Attachment Control Number** (NOTE: The attachment control number should be 8 to 12 characters with no special characters—alpha characters are discouraged, no spaces and it must be unique for every claim.)
4. Select the **transmission code**, “by or via fax” by selecting from the drop down.
5. Select the **Report Type** from the drop down (i.e. OZ for Support Data for Claim)
6. Enter a description of what you are sending within the **Description Box**.
7. Click **Show & Print Fax Coversheet** (this should be your ONLY fax cover sheet) which is located on the status bar under Cover Letter. (NOTE: The Fax Coversheet will be completed with the same information you typed in the Hard Copy Attachment section.)
8. Click **Submit**

The claim will then go into a suspend status. At this point you may fax the coversheet with all the attachments.

Electronic Data Interchange – Hard Copy Attachment

To submit a Hard Copy Attachment through EDI please use the following steps:

1. Create a PWK segment in **Loop 2300** of the electronic claim
2. **PWK01** and must have the Value “OZ” –indicates “Support Data for Claim”.
3. **PWK02** will have the value “FX”–indicates report will be “By Fax”. (NOTE: PWK03 and PWK04 are left blank.)
4. **PWK05** must have the value “AC” for Attachment Control Number.
5. **PWK06** will have the Attachment Control Number you will create. (NOTE: The attachment control number must be 8 to 12 characters with no special characters, no spaces and it must be unique for every claim.)
6. Upload the claim. After uploading, our System will then suspend the claim where it will wait for the Attachment.
7. Complete the form **HCA-13 Fax Coversheet** (This should be the only fax coversheet). Form can be found at this web address: <http://www.okhca.org/providers.aspx?id=120>
8. Fax completed form and any supporting claim documents to the number on the form. (Note: the HCA13 form must have exactly the same Attachment Control Number, same transmission code and report type you entered in the previous PWK segments in order for Attachment to properly be married to the claim.)