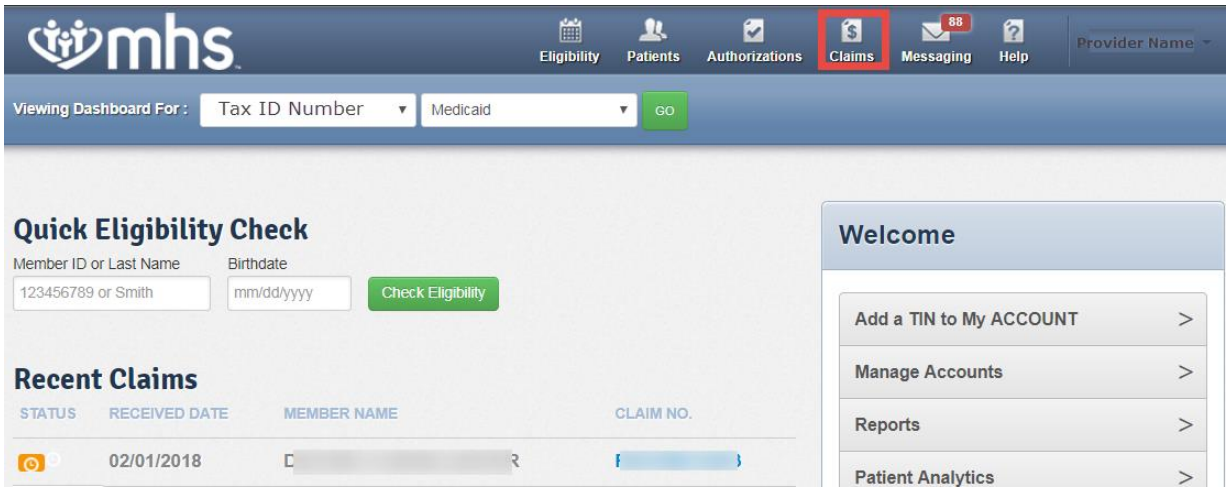
How to Submit a new CMS UB-04 Institutional Claim on the MHS Portal

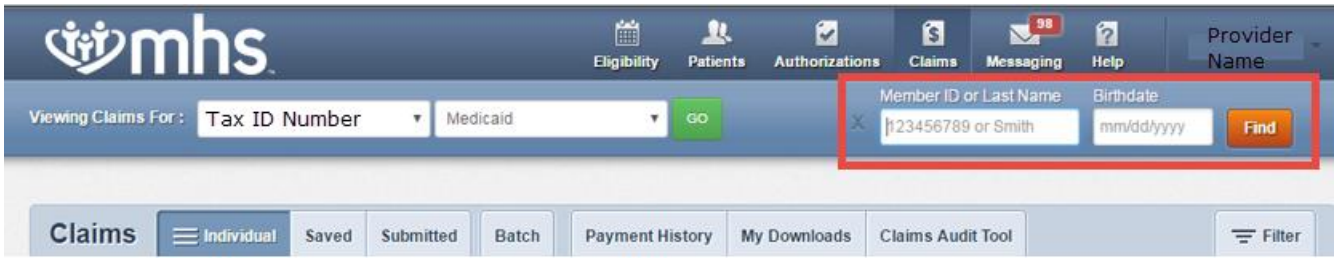
Review the steps below to see the process for submitting a **CMS UB-04 claim**.

1. Log into the Secure Provider Portal: https://provider.mhsindiana.com
2. Click the **Claims** tab on the dashboard header.

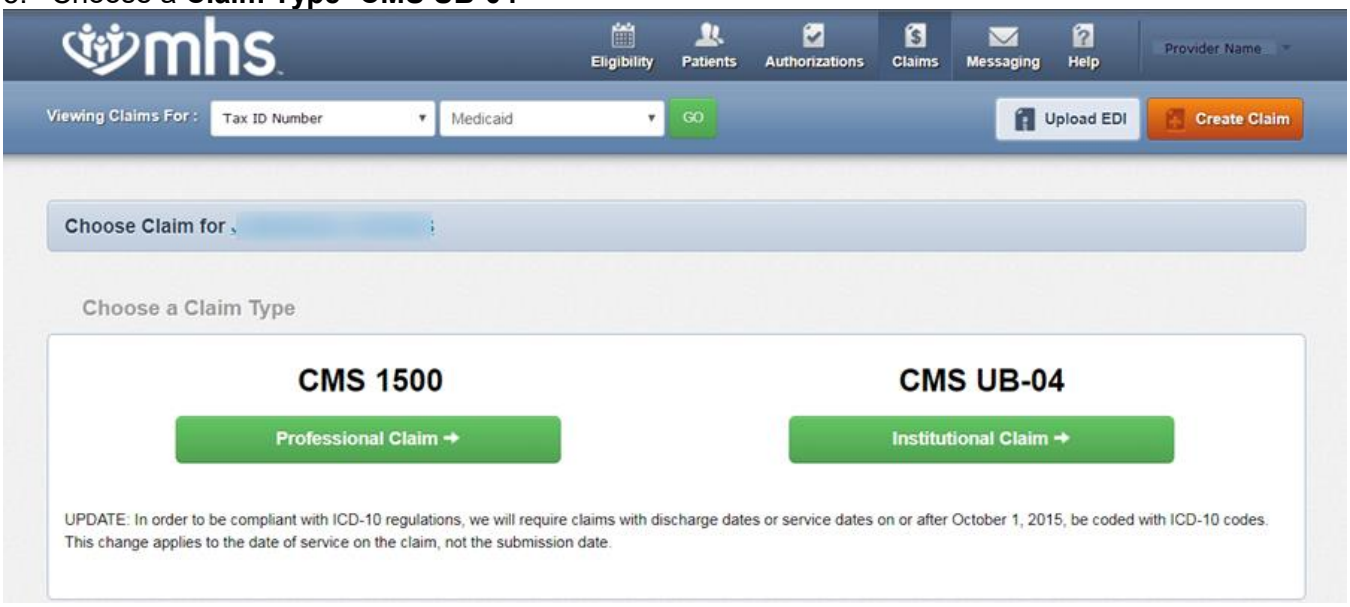


3. Click **Create Claim**

4. Enter **Member ID** and **Date of Birth**. Click **Find**.

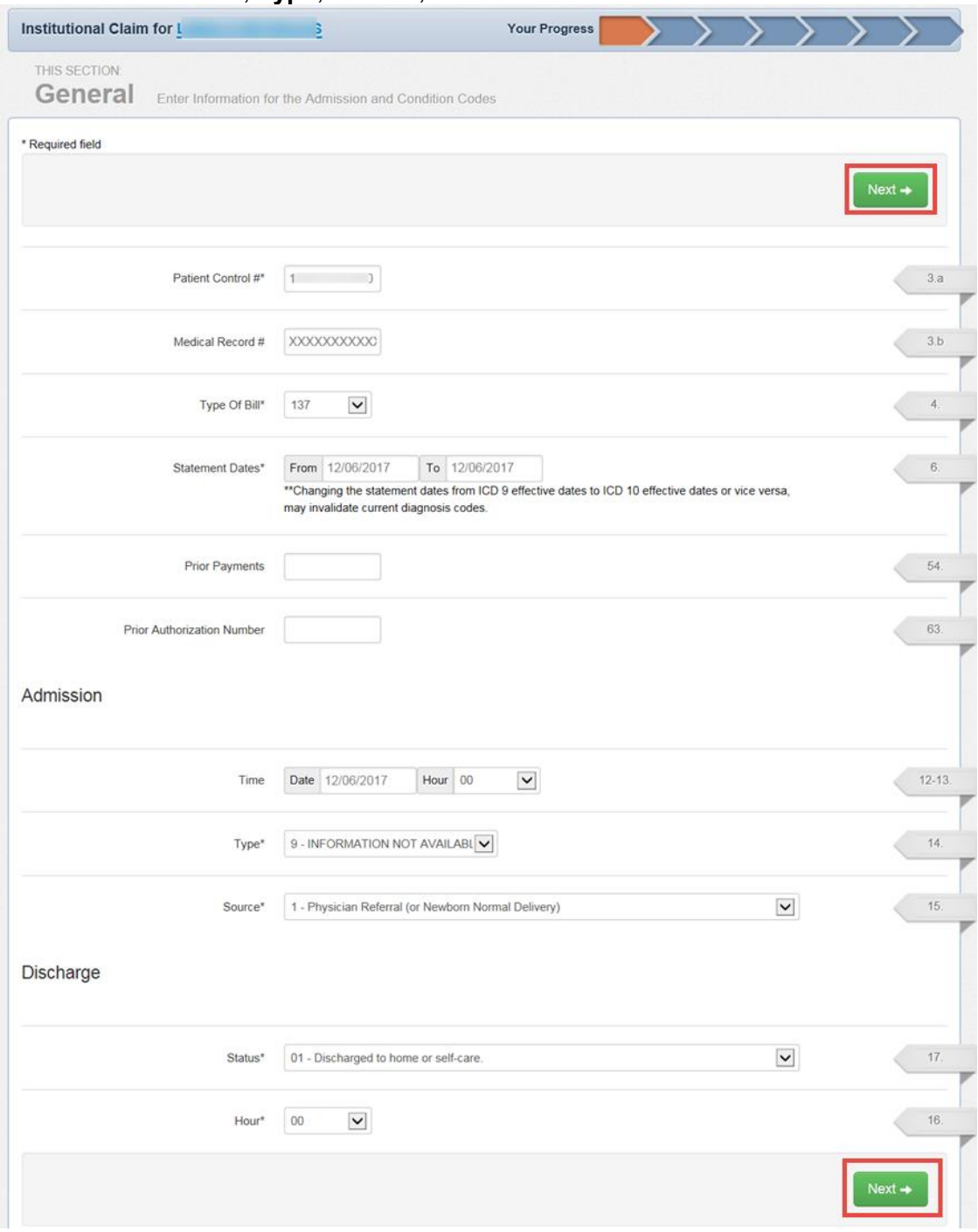


5. Choose a **Claim Type -CMS UB-04**

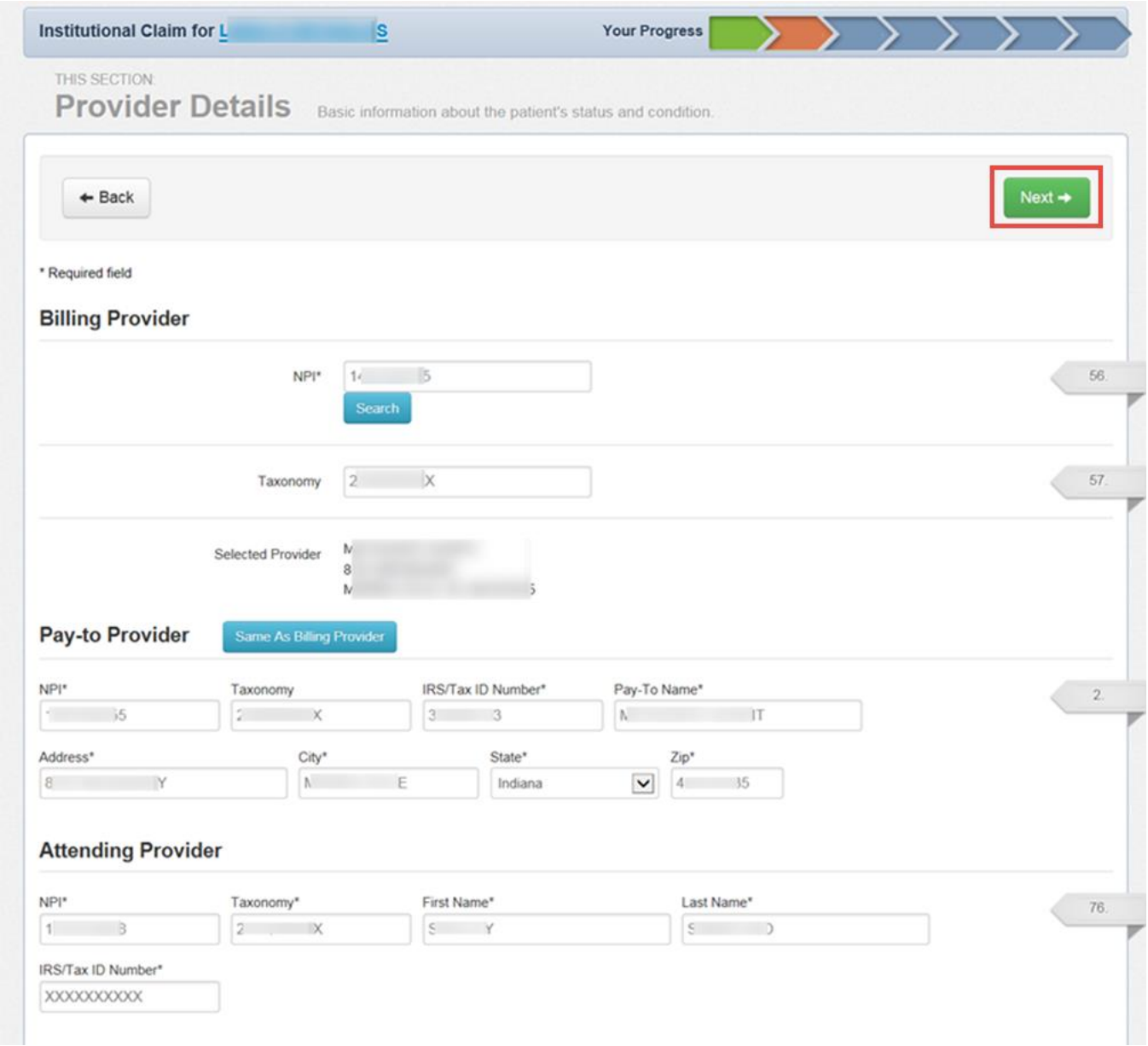


*The following steps are relation to a UB-04 Claim.

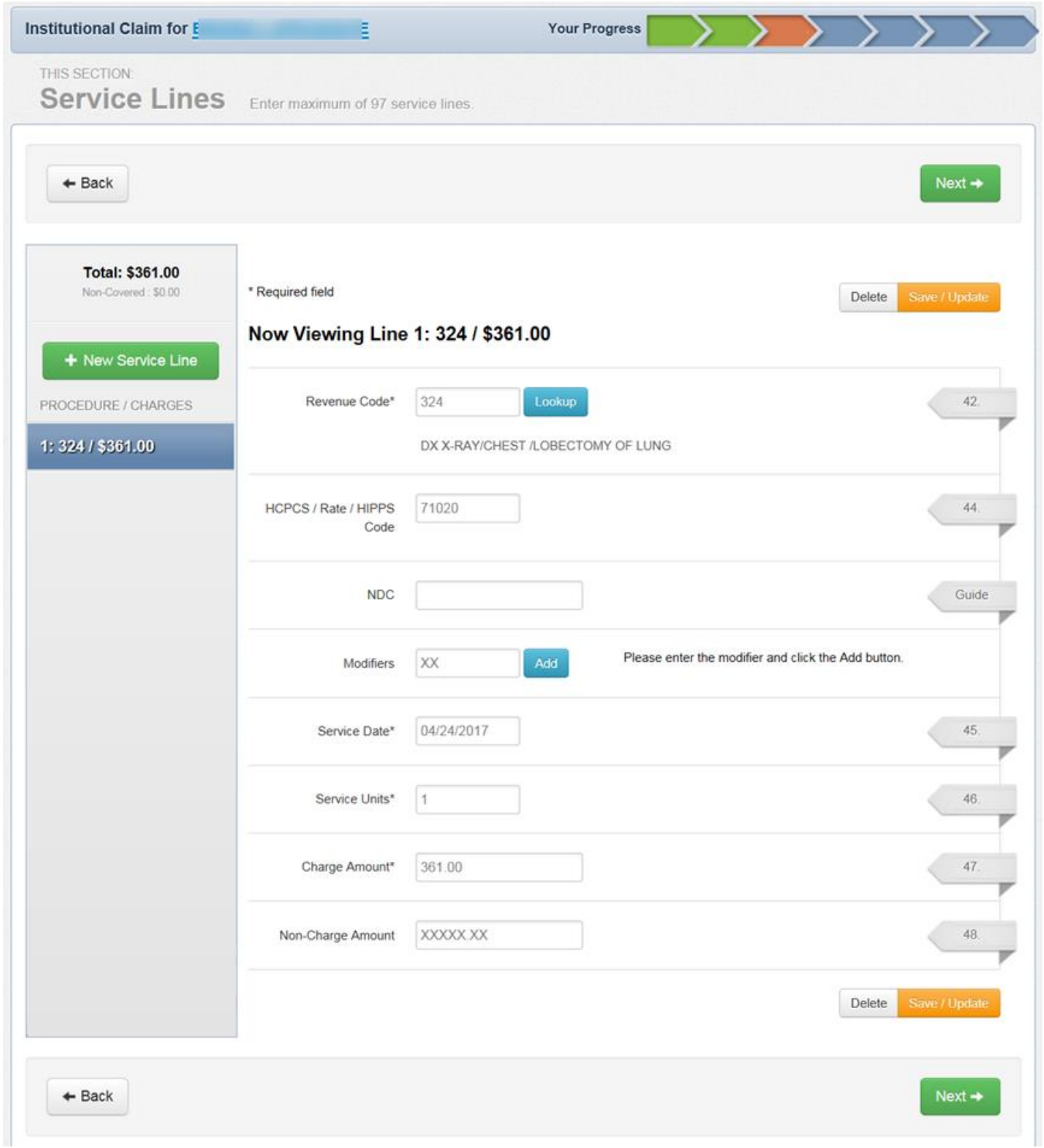
6. In **General** section, enter the following required fields: **Patient Control #**, **Type of Bill**, **Statement Dates**, **Type**, **Source**, **Status** and **Hour** then click **Next**.



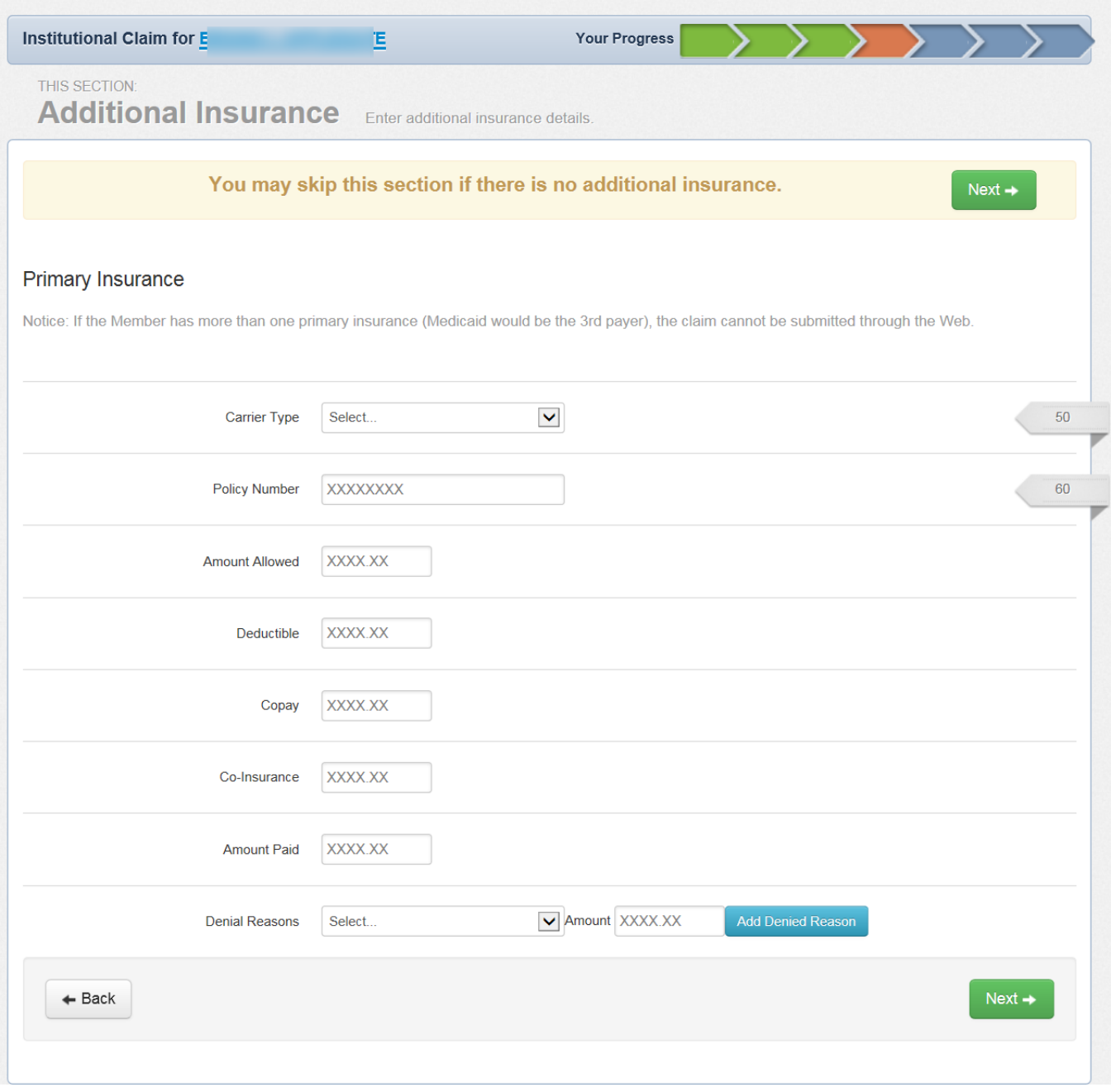
7. In the **Provider Details** section, enter information from the following sections: **Billing Provider**, **Pay-to Provider** and **Attending Provider**.



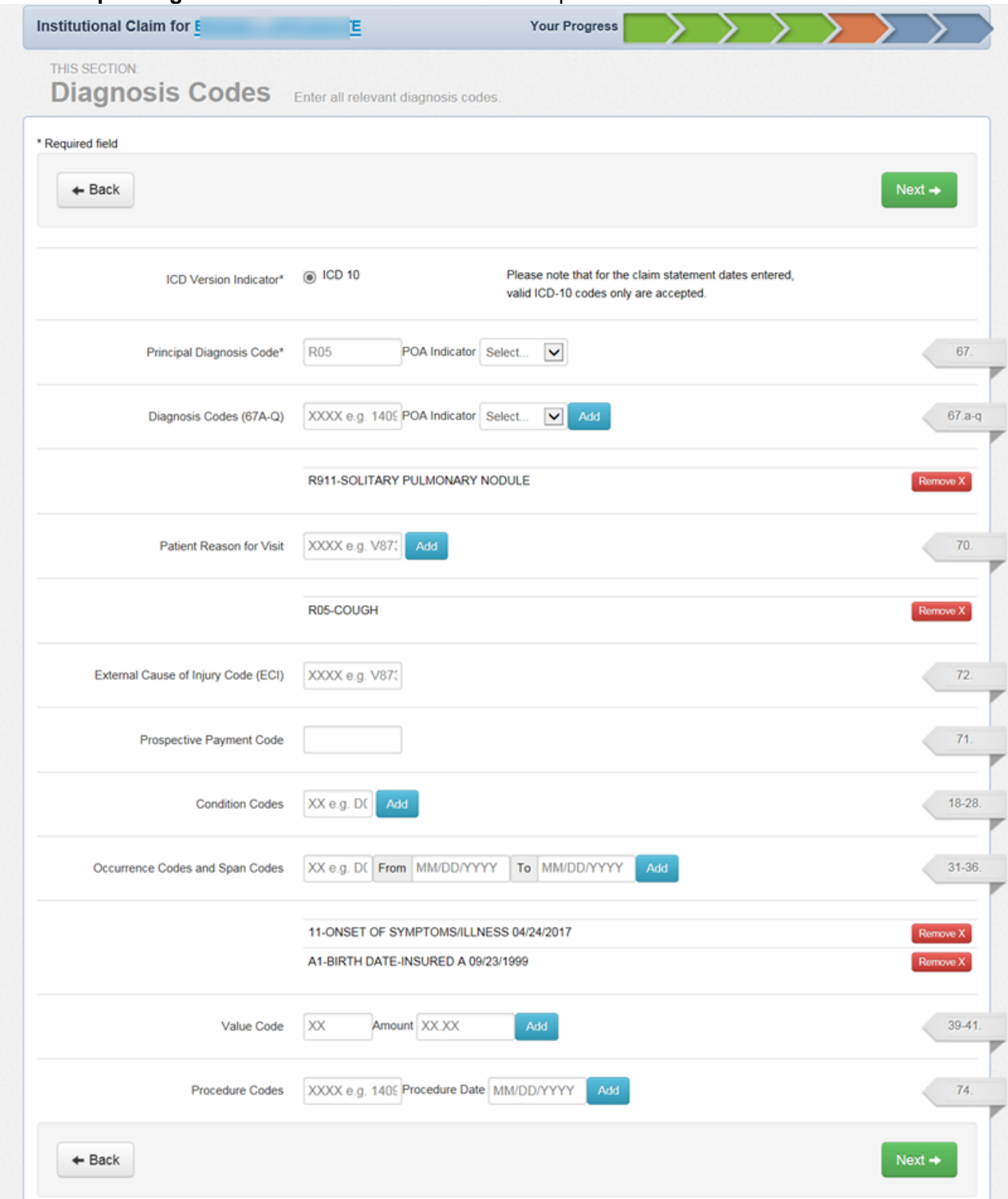
8. In the **Service Line** section, enter the following required fields: **Revenue Code, Service Date, Service Units and Charge Amount**



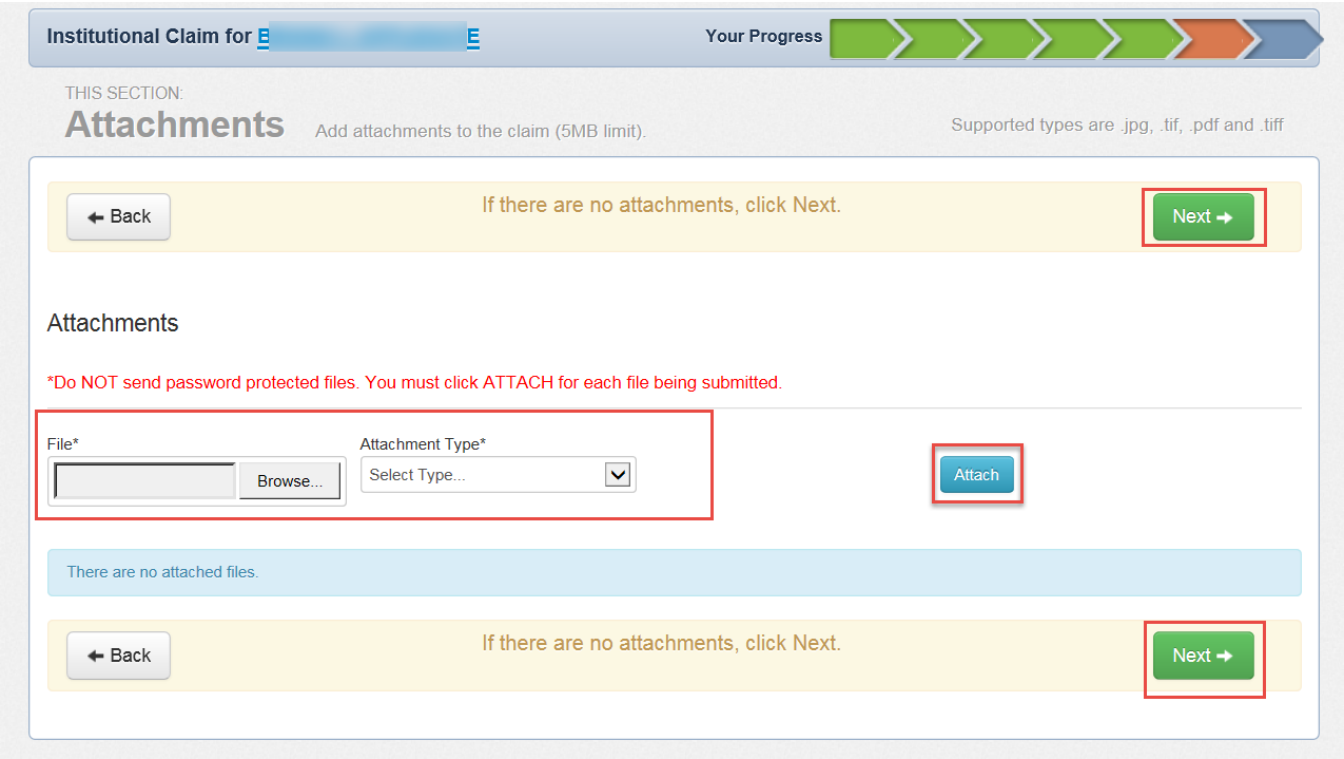
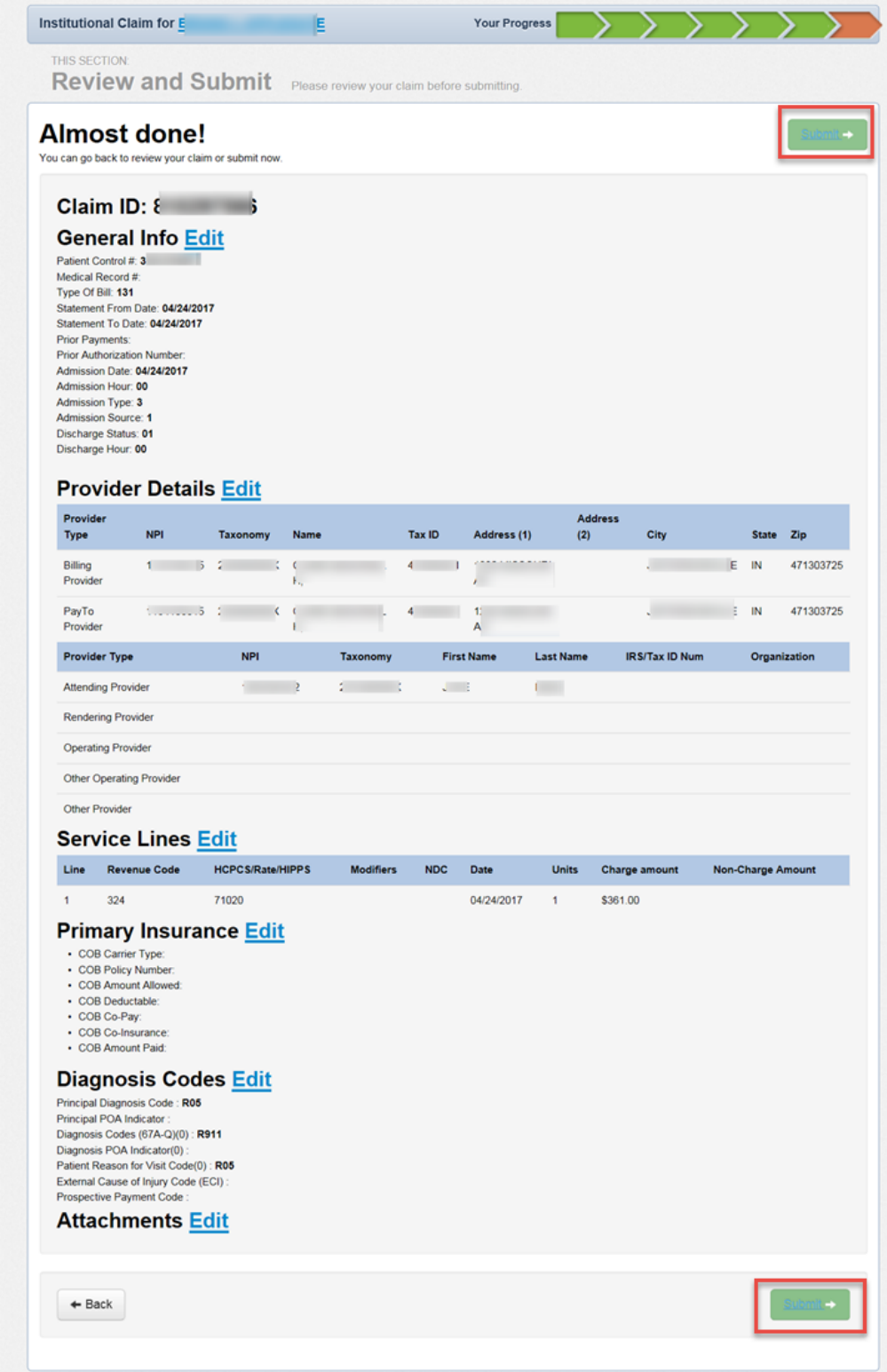
9. In the **Additional Insurance** section, enter additional insurance details, if applicable.



10. In the **Diagnosis Codes** section, enter the following required fields: **ICD Version Indicator** and **Principal Diagnosis Code**. All other fields are not required.



11. Upload any **Attachments** where applicable. If none, click **Next**.



12. **Review** all claim information and click **Edit**, if needed.
13. If no Edits are needed, click **Submit**.