

Checklist for Claim Submission

To facilitate timely and appropriate reimbursement, physicians and their staff should ensure that coding and documentation is complete and accurate. Included below are some helpful reminders.

Medicare Part B Claims:

- Ensure electronic claims meet the requirements of the claim implementation guides adopted as national standards under the Health Insurance Portability and Accountability Act (HIPAA).¹
- Fiscal Intermediaries (FIs), Carriers and MACs process claims for assigned states. Jurisdiction is based on the beneficiary's address on file with the Social Security Administration. Suppliers should verify that the address they have on file for a beneficiary is the same address on file with the Social Security Administration. This will help to ensure claims are sent to the correct contractor for processing.

All Claims:

- Verify that the patient's identification number and all other information is entered correctly.
- Ensure that the patient's name and address match the insurer's records.
- Verify that the provider's National Provider Identifier (NPI) number or Prescriber License number is included on the claim.
- Use the most appropriate ICD-9-CM diagnosis and CPT procedure codes associated with each individual patient's diagnosis and care.
- Ensure the medical record contains appropriate documentation to support the diagnosis and procedure codes submitted on the claim.
- When billing for drugs, make certain the appropriate information is provided on the claim form as required by the payor:
 - Name of the drug
 - HCPCS code and/or 11-digit NDC number
 - Frequency of administration
 - Route of administration
 - Total number of vial(s), milligrams (mg) and total number of milliliters (ml) administered from the vial(s) (For example, consistent with the FDA-approved label for Halaven, if a patient received 3 vials, the quantity administered would be "3 vials or 3.0mg or 6.0ml")
 - Number of billing units administered (For example, if a patient received 3 vials of Halaven, the number of units administered is equal to 3 billing units.) The definition of billing units may be payor or plan specific. To verify the appropriate number of Halaven billing units prior to claim form submission call the Eisai Assistance Program at 1-866-613-4724.

¹https://www.cms.gov/ElectronicBillingEDITrans/08_HealthCareClaims.asp

- Use the correct CPT and/or HCPCS codes and modifiers where and when appropriate.
- Indicate the setting where the service was provided (e.g., physician office, hospital outpatient or home).
- File the claim in a timely fashion.
- Provide complete and accurate information upon request.

Eisai cannot guarantee payment of any claim. Coding, coverage, and reimbursement may vary significantly by payor, plan, patient, and setting of care. Actual coverage and reimbursement decisions are made by individual payors following the receipt of claims. For additional information, customers should consult with their payors for all relevant coding, reimbursement, and coverage requirements. It is the sole responsibility of the provider to select the proper code and ensure the accuracy of all claims used in seeking reimbursement. All services must be medically appropriate and properly supported in the patient medical record.

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