

## Tips for Submitting Third Party Liability Information Electronically

This Medical Office Notes provides some helpful tips for submitting secondary claims to Passport Health Plan (PHP) via electronic claims submission (837I and 837P).

### How to Submit

To submit provider-to-payer coordination of benefits (COB) claims via Electronic Data Interchange (EDI), providers must have a system, data entry process, or clearinghouse able to:

- Create or forward claims directly to EDI in:
  - The HIPAA 837 format; or
  - A format containing equivalent information.

Provider billing systems and/or clearinghouse software may automatically load secondary claims information into 837 transactions. Contact your vendor to see if secondary claims data is being processed automatically. You are encouraged to verify the accuracy of the automated information.

### What to Submit

Providers may only submit secondary claims from commercial or other payers via the 837 process.

Do not submit secondary claims via the 837 process for the following entities:

- **PHP, Kentucky Medicaid, Electronic Data Systems (EDS), and related entities.**  
*These are not considered “commercial or other payers.”*

We also encourage you to not submit:

- **Passport Advantage or Original Medicare Part B**  
*Initial claims will automatically crossover.*

Remember to submit the following information:

- **Complete and valid policy numbers**, including prefixes.
- **Explanation of Benefits (EOB) date** (i.e. the date the claim was adjudicated at the other payer) in loop 2430 or 2330B – *if submitting more than 180 days after the original service was rendered.*
- **Optional: Emdeon Payer ID** for respective “commercial or other payers.”

## Resources

To view technical specifications and guidance for submitting secondary claims via EDI, please visit the “Billing Information” section on the left-hand column of our web site, [www.passporthealthplan.com/providercenter](http://www.passporthealthplan.com/providercenter). If your office does not have web access, please contact your Provider Relations representative or the Provider Relations department at (502) 585-7943 to request a hard copy of this information.

## Questions

If you have questions regarding this communication or the EDI process, please contact the EDI Technical Support Hotline at (877) 234-4275 or at [ediphp@kmhp.com](mailto:ediphp@kmhp.com).

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