

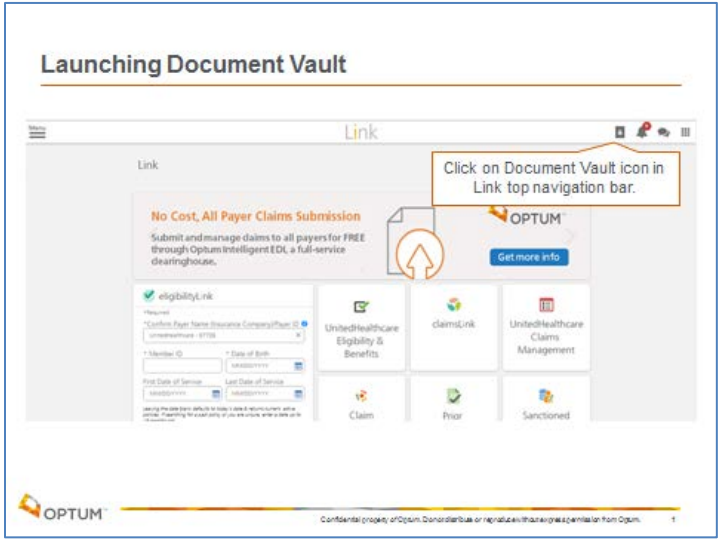


MEDICAID ELIGIBILITY SERVICE AUTHORIZATION (MESAV) FOR NURSING FACILITIES OF LONG TERM CARE

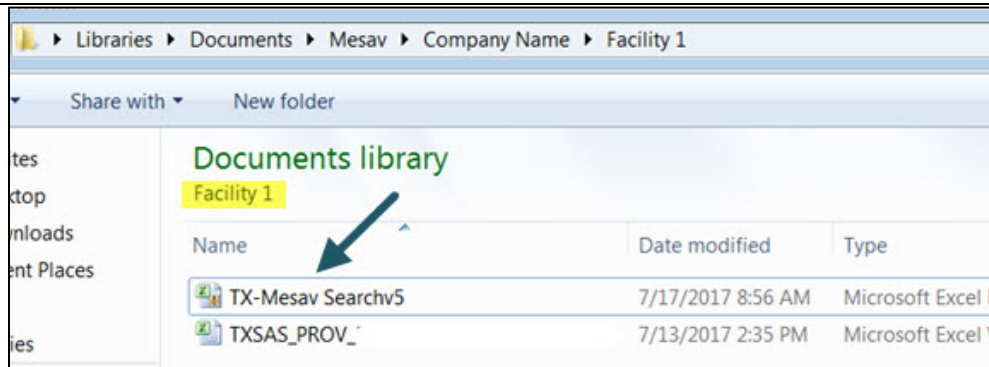
Please see these step-by-step instructions to help you access our Medicaid Eligibility Service Authorization (MESAV) reports available on Document Vault. To access Document Vault, sign in to Link by clicking on the Link button in the top right corner of UHCprovider.com. Then, click on the padlock icon in the top right of your Link dashboard.

The report information is updated daily. These instructions guide you through:

- Set up: Initial set up of the report
- Setting up member information initially and when a new member of ours is admitted to your facility
- Refreshing the MESAV Data

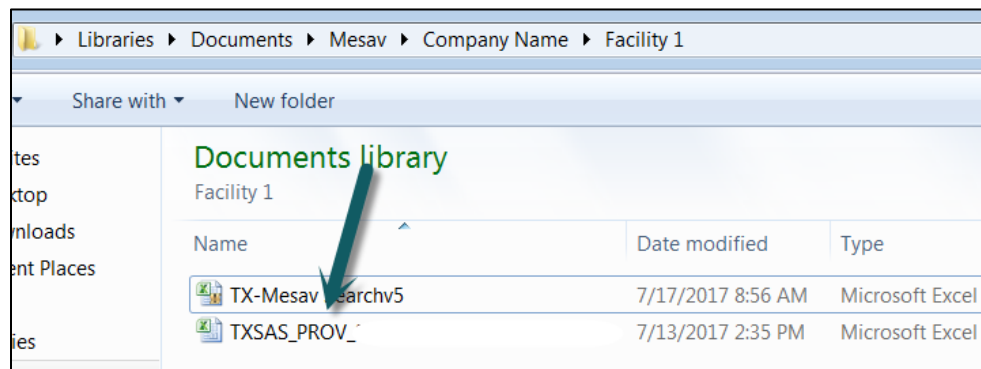
Setup	
<p>Step 1. Go to UHCprovider.com > Link > Document Vault > My Documents > Documentation and Reference > Nursing Facility Documents. Download the TX MesavSearchv5 file.</p>	
<p>Step 2. Create a folder and save the TX MesaveSearchv5 file as a unique</p>	

document for each nursing facility that you manage. (See “Facility 1” in the below image).



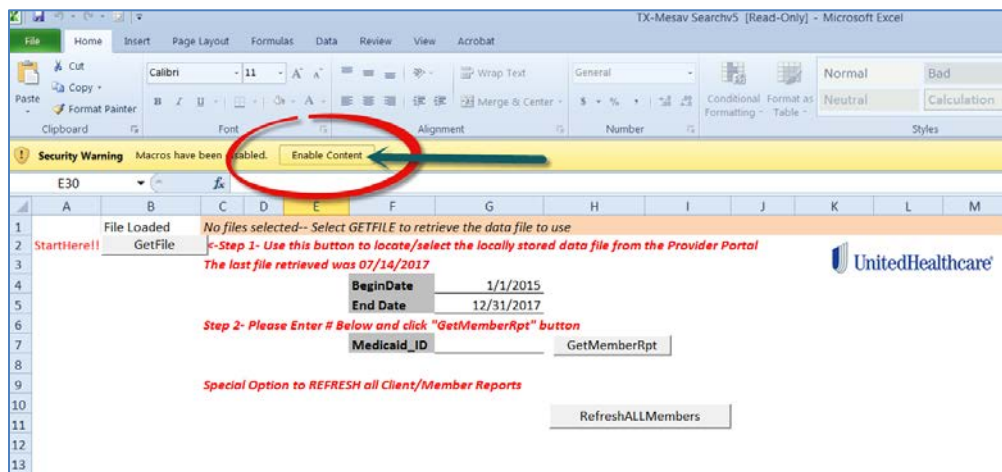
Step 3. Go to UHCprovider.com > Link > Document Vault > My Documents > UnitedHealthcare MESAV. Click on the report for your facility to download and save to the folder for that you created for that facility.

The file name will be in the format of “TXSAS_PROV_TAXID_NPI_CONTRAC T#_Date and Time stamp”. Leave the naming convention as it is named so that the newly downloaded file will save as that date to your computer.



Step 4. Open the TX-Mesav Searchv5

You may get the following prompt:
“Security Warning Macros have been disabled” If so, click on Enable Content.

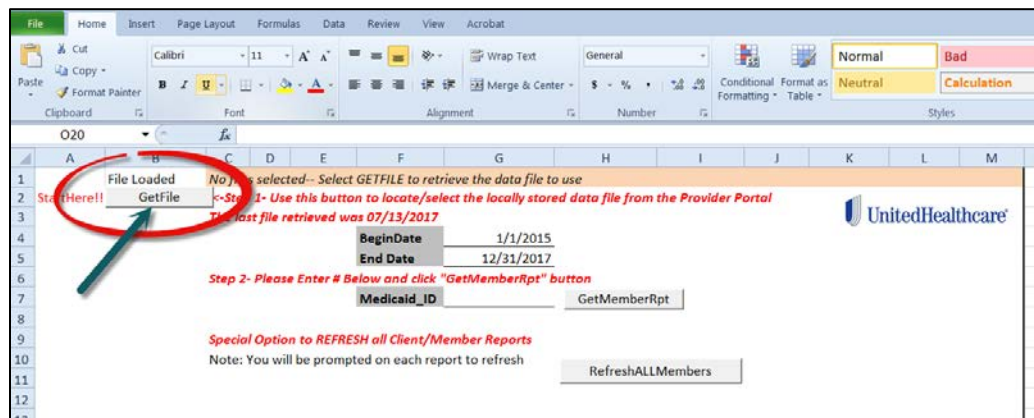


Step 5. Select “GetFile”

If it shows an Explorer window stating
“Please choose a file to open,” then the
macro is working.

If the Explorer window does not open,
then STOP and contact your IT
Department for assistance.

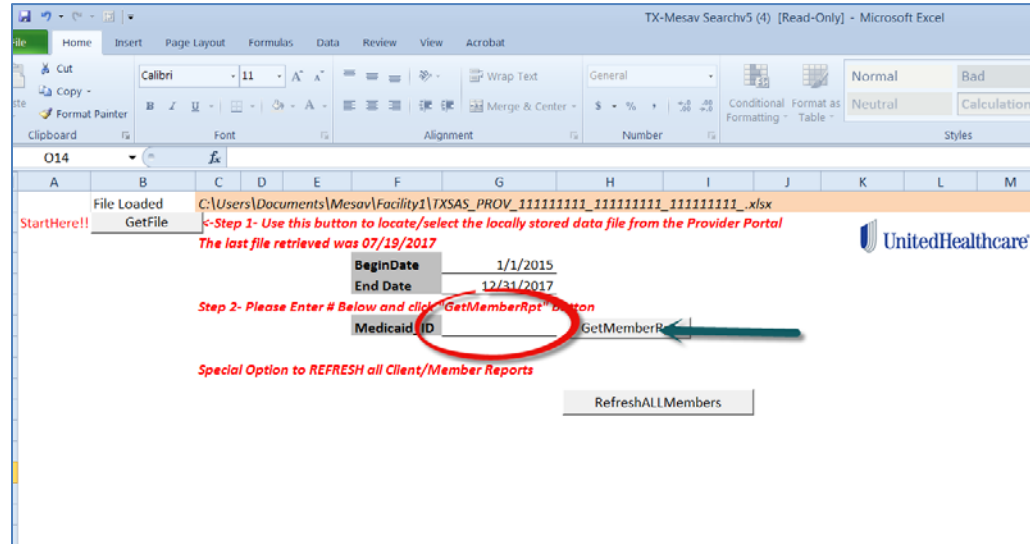
In the Windows Explorer box, search for
and select the MESAV report that you
just downloaded named
TXSAS_PROV_111111111_111111111_1
1111111111_date time stamp.xls.



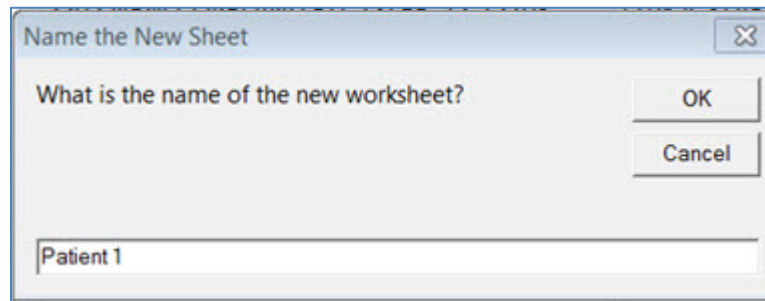
Creating Unique Patient Information Worksheets

This step needs to be completed every time a new member enters your facility.

Step 1. Enter the patient's Medicaid number to search and click "GetMemberRpt".



Step 2. Name each member worksheet uniquely within the excel report.



The member worksheet will then look like this.

Client/Inquiry Information

Name	Mary Smith	County	SMITH	NPI
DateofBirth	5/5/5555	MedicareID	555555555A	StartDate
Gender	F			End Date
Client #	555555555	Client SSN	555555555	CreateDate
Address				

*Key 1-DailyCare 3-ECF 3A-SNFMedica
31-HO:Room 32-HO Rx Colns 33*

Service Authorization Information/Details

EffectDt	EndDate	Group	ServCode
10/7/2016	10/10/2016		3A
10/17/2016	11/1/2016		3A
11/2/2016	12/1/2016		3
1/4/2017	1/19/2017		3
2/13/2017	12/31/9999		1

Level of Service

EffectDt	EndDate	Type	Level
10/17/2016	12/1/2016	RG	RAB
1/4/2017	2/16/2017	RG	RAC
2/17/2017	2/23/2017	RG	PA1

Income/Co-Pay

EffectDt	EndDate	Amount	Percent	Type
10/1/2016	10/31/2016	\$ 555.00		A
11/1/2016	11/30/2016	\$ 555.00		A
12/1/2016	12/31/2016	\$ 555.00		A
1/1/2017	1/31/2017	\$ 555.00		A
2/1/2017	2/28/2017	\$ 555.00		A
3/1/2017	3/31/2017	\$ 555.00		A
4/1/2017	4/30/2017	\$ 555.00		A
5/1/2017	5/31/2017	\$ 555.00		A
6/1/2017	6/30/2017	\$ 555.00		A

a.

There is a legend key in the instructions tab that explains the Service Codes in the Service Authorization/Details field:



Key 1=1:DC 3=3:ECF 3A=3A SNFMedicare 31-HO:Room 32-HO Rx Colns 33-HO Respite Colns		
NU01*NURSING-DAILY CARE		
NU24*NURSING-TRACHEOSTOMY CLEANING		
NU03*NURSING-MEDICARE COPAY		
NU3A*NURSING-SNF PART A FULL MEDICARE		
NU04*NURSING-VENTILATOR(S)		
HO01*HOSPICE-DAILY CARE		
HO30*HOSPICE-PHYSICIAN CARE		
HO31*HOSPICE-NF ROOM AND BOARD		
HO32*HOSPICE-PHARMACY COINSURANCE		
HO33*HOSPICE-MEDICARE RESPITE COINSURANCE		

You can print for your records

To Refresh the MESAV Data

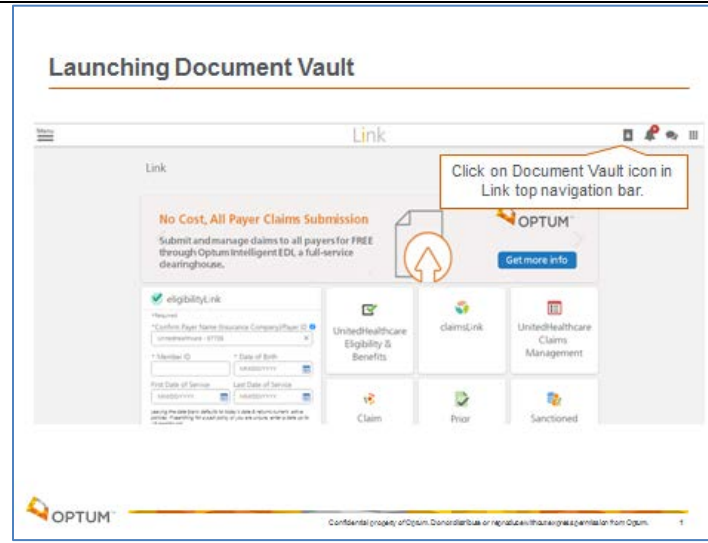
Step 1. Open the TX-Mesav Searchv5.

You may get the following prompt:
“Security Warning Macros have been disabled” If so, click on Enable Content.

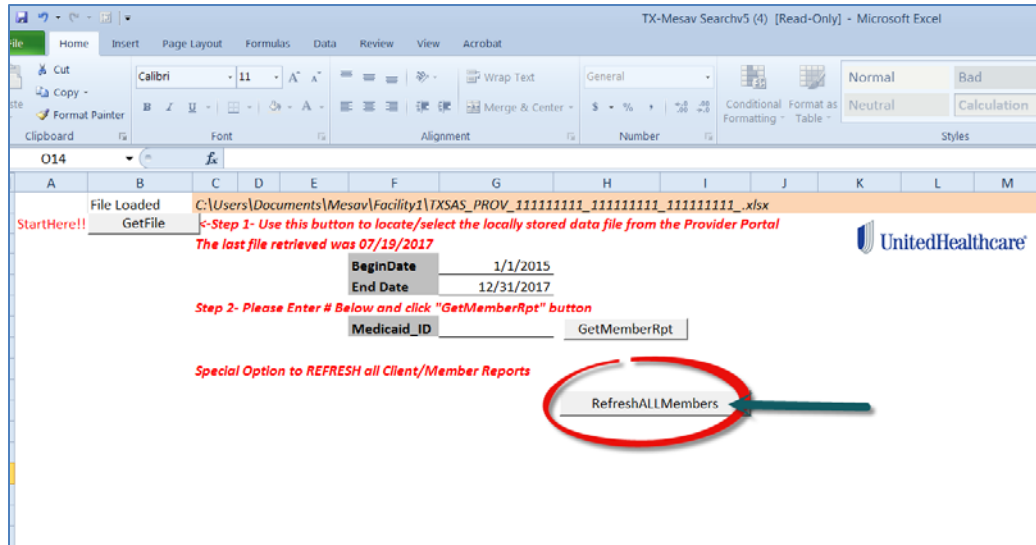
Step 2. Go to Document Vault > My Documents > UnitedHealthcare MESAV to download the most current file which will be named
“TXSAS_PROV_11111111_11111111_11111111_date time stamp”.

Step 3. In the TX-Mesav Searchv5 select “GetFile” (this step is also listed in Set up instructions).

Step 4. In the Windows Explorer box, search for and select the MESAV report that you just downloaded named
TXSAS_PROV_11111111_11111111_11111111_date time stamp.xls

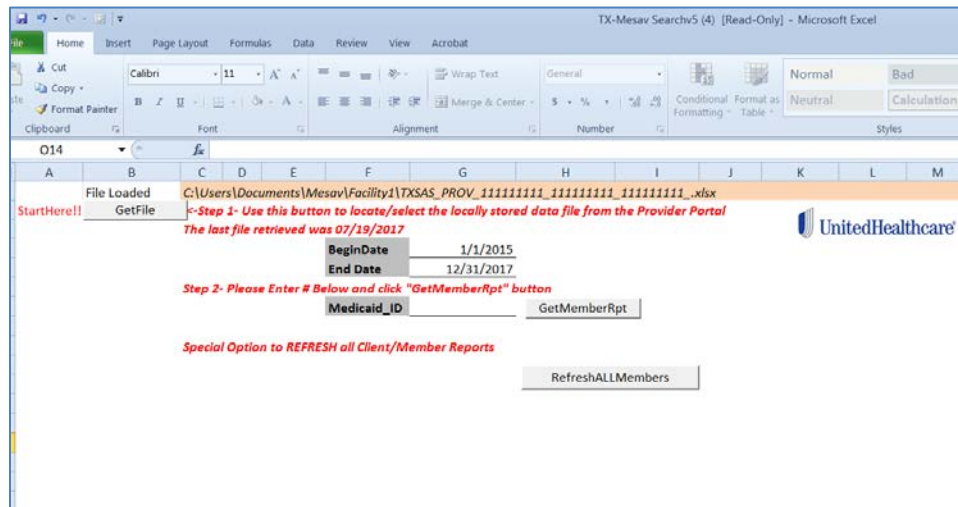


Step 5. Select “RefreshAllMembers”



When you have a new member in your facility, create a new worksheet (see the section “Creating Unique Patient Information Worksheets” above.)

- Enter the patient’s Medicaid number to search and click “Get Member Rpt”.
- Name each member worksheet uniquely within the excel report.
- Once complete, it will take you back to the main screen and the member information is updated.



If you would like to update information for just a single member, Go to the member worksheet and press CTRL and “r” to refresh just that worksheet.	
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You can print and save the daily reports.

Need help?

Contact your Provider Advocate directly, call **866-858-3546** or email nhpra3@optum.com.

Thank you.