

How to submit a Respite claim via the iCare Provider Portal:

Once you logon to the iCare Provider Portal, from the lefthand side Menu select **Claims**

- next select **create claim**
- next select **member name** (enter member last name , first name, date of birth) click on **search**, (This will bring up the members name) verify your member is correct,
- click **next**, you will see **Professional claim**, click **next**.

Now you can begin entering the claim information.

- In the upper right corner select **Accept Assignment**,
- enter **From** date MM/DD/YYYY
- next enter **To** date MM/DD/YYYY
- **Place of service** (12-home)
- **Diagnosis** (Z02.9)
- **Charge**, (\$0.00)
- **CPT/HCPCS** (S9125),
- **Units** (number of days),
- **Unit Type** (Days),
- scroll down click on **view estimate** ,
- scroll down until see **Claim Service Line** .
- Verify everything you enter is correct (from and to dates, procedure code, charge amount, CPT/HCPCS code, diagnosis).
- If yes, click submit claim.