

The **Residential** LTC claim form can be found on the iCare website [iCare - Medicare & Medicaid Health Plans \(icarehealthplan.org\)](https://www.icarehealthplan.org) . Select for Providers, from the menu bar select Claim, and claims processing, scroll down to LTC Claim Submission. Click on the iCare's [residential claim form](#) . Follow the instructions listed below.

How to submit a Long-Term Care (LTC) Residential Claim:

Your **first** claim submission will be type of bill (TOB) **862** "First claim for client".

All claims after will be type of bill (TOB) **863** "continuous claim for an ongoing stay" until you submit the members finale claim, this will be type of bill (TOB) 864 "Last claim for client".

Review the second page of the LTC Residential Claim form "RESIDENTIAL FACILITY CLAIM KEY" this will explain each field of the claim form.

Make sure the Statement From and To date **match** the Billing Period From and To date. Providers must bill within the approved span dates of the approved authorization.

The admission date will remain the same, the diagnosis code should be Z02.9, and Discharge Status in most cases with be - 30 - Still a patient (ongoing stay).

LTC Residential claim form tips to prevent denials:

- make sure all required fields are filled in correctly.
 - example, codes are missing a digit.
- make sure the information on the claim form is clear and legible.
- make sure your dates of service fall within the approved date range listed on the service request.
- make sure your approved rates match the service request.
- make sure you enter the correct number of days/units.
- check the statement period from and to dates.
- make sure your billing period dates match the statement period from and to dates.
- double check your calculations.
- don't forget to sign and date the claim prior to mailing your claim(s).
- keep a copy of the claim for your records.

If your claim is denied due to any of the errors listed above, it is expected you submit a corrected claim through normal channels. See our website on how to submit a corrected claim.

<https://www.icarehealthplan.org/Claims/Claims-Processing.htm>