

BILLING PROCEDURES

Clean Claim: A completed UB92 or CMS 1500, as appropriate, or other standard billing format containing all information necessary for adjudication; i.e., rendering provider's name, tax identification number, rendering provider's NPI number, billing provider group NPI number (if available), date of service, procedure code with billed charges and any applicable modifiers, the payer's name, policy number, and group number (this is sometimes referred to as account number), the patient's name and date of birth, insured's name, address, identification number and relationship to the patient.

Claim Submission: Provider will mail **paper** claims to:

Chiropractic Management Services, LLC
19435 W. Capitol Drive
Brookfield, WI 53045-2738

Electronic Claims: Providers can access the CMS LLC electronic clearinghouse via CMS LLC's website at:

www.cmservicesllc.com

Click on "Electronic Claims Processing."

OR

Log on at:

<https://emasi.com/emasi/index.php?r=site/login>

Login: To log in to the E-MASI billing site or CMS Provider page, type in your EIN number (Federal Identification number).

Passwords: If you desire to submit claims electronically, you will need to call the CMS office to obtain your password to access the E-MAS billing site. Caution: In the event the person who processes claims for your office terminates employment, it is advisable to obtain a new password. To do so, just call our office at (262) 513-9999 and a new password will be issued.

Claims not mailed or electronically sent to CMS will result in delay of payment, claims paid out of network or claims denied.