

## **Guidelines For Providers Who Submit From More Than One Location**

Most physicians submit claims from and receive remittance to one location.

Providers can submit claims from more than one location. However, it is recommended that the provider bill from one location only. If the provider bills from more than one location, this will cause problems with Remittance Reconciliation and Electronic TAD Processing.

Electronic Remittance Files and Electronic TAD Files are sent to the SAME location.

The following tables indicate where Remittance and TAD files will be sent when you are submitting from one or more location.

Notes: The following tables use two locations (A & B) for the “more than one location” situations. Billing from more than two locations is an extension of billing from two locations.

Software with TAD Capability means the software can process TADs and Sessional Claims electronically.

Software without TAD Capability means the software cannot process TADs and Sessional Claims electronically. Fee-for-Service TADs will be returned to the provider on Paper and Sessional Claims will be submitted to MCP on paper. There are no Paper Sessional TADs.

### Software with TAD Capability

|  | <b>Fee-for-Service Submission</b>        | <b>Sessional Submission</b>           | <b>Remittance</b>                     | <b>Fee-for-Service TADs</b> | <b>Sessional TADs</b>    |
|--|--|---------------------------------------|---------------------------------------|-----------------------------|--------------------------|
| <b>Billing from One Location</b>           | Location A<br>Electronic                 | Location A<br>Electronic              | Location A<br>Electronic              | Location A<br>Electronic    | Location A<br>Electronic |
| <b>Billing from more than one location</b> | Location A &<br>Location B<br>Electronic | Location A <sup>1</sup><br>Electronic | Location A <sup>1</sup><br>Electronic | Location A<br>Electronic    | Location A<br>Electronic |

<sup>1</sup>The location is selectable. Remittance will be sent to the location billing sessional claims. It is strongly recommended you bill Sessional Claims from ONE location only.

Software without TAD Capability

|  | <b>Fee-for-Service Submission</b>        | <b>Sessional Submission</b> | <b>Remittance</b>                     | <b>Fee-for-Service TADs</b>           | <b>Sessional TADs</b> |
|--|--|-----------------------------|---------------------------------------|---------------------------------------|-----------------------|
| <b>Billing from One Location</b>           | Location A<br>Electronic                 | N/A                         | Location A<br>Electronic              | Correspondence<br>Address on<br>Paper | N/A                   |
| <b>Billing from more than one location</b> | Location A &<br>Location B<br>Electronic | N/A                         | Location A <sup>2</sup><br>Electronic | Correspondence<br>Address on<br>Paper | N/A                   |

<sup>2</sup>The location is selectable.

Software with TAD Capability and Software without TAD Capability

|  | <b>Fee-for-Service Submission</b>        | <b>Sessional Submission</b> | <b>Remittance</b>        | <b>Fee-for-Service TADs</b>        | <b>Sessional TADs</b>                 |
|--|--|-----------------------------|--------------------------|------------------------------------|---------------------------------------|
| <b>Billing from more than one location<sup>3</sup></b> | Location A &<br>Location B<br>Electronic | Location A<br>Electronic    | Location A<br>Electronic | Location A<br>Electronic           | Location A<br>Electronic              |
|  |  |                             | <b>OR<sup>4</sup></b>    |                                    |                                       |
|  |  |                             | Location B<br>Electronic | Correspondence<br>Address<br>Paper | Location B <sup>5</sup><br>Electronic |

<sup>3</sup>For this example, Location A has TAD Capability and Location B does not have TAD Capability

<sup>4</sup>ONE location must be chosen. It is strongly recommended you choose the location from where you will be billing Sessional Claims. If you choose the location that will not be billing Sessional Claims, you will not be able to access the Sessional TADs.

<sup>5</sup>In order to access the Sessional TADs, Location B must provide Location A with the Sessional TAD files by email or by 3 1/2" diskette.