

## 4010 CLAIMS SUBMISSION: Important Guidelines For Successful 4010 Claim Submission *Data Entry Tips*

To comply with HIPAA, CMS began accepting electronic claims in the ANSI 837 4010 file format. To fulfill this requirement and maintain consistency, Alteer has begun conversion from NSF to the ANSI 837 4010P format for electronic claims submission. ANSI 837 submission requirements are slightly more stringent than NSF (including the way in which data is entered), which may result in an increased incidence of syntax errors if these requirements are not met. To avoid such errors (referred to as “997 errors”) and to ensure successful submission and acceptance of your ANSI 837 4010 claims, follow these important guidelines when entering data.

These guidelines apply to all **free-text fields** (i.e., fields in which you may type freely rather than choosing from a list or where the text you type is reformatted automatically) in the patient chart, charge-entry window, and any of the practice-level Billing Admin files such as location, provider, and insurance carrier information.

- **Do not** include extra **spaces** or **special characters**, such as commas, dashes, exclamation points, hyphens, periods, or any other symbols. Use of extra spaces or special characters can cause an entire batch to fail.
- **Verify** that all of the necessary, fundamental **data** is entered completely and accurately **before** you **submit** any claims. This includes complete addresses for insurance carriers and patients, patients’ names and dates of birth, physicians’ names, and so forth.

### Tip

It is critical that you review your online EDI Reports on a daily basis in order to catch and fix EDI errors and in order to identify failed batches due to data entry or syntax errors. For information about how to check your EDI Reports and identify errors, see also “Customer Support Advisory: Checking Your EDI Reports is Critical.”

For more information, please contact Alteer Customer Support by telephone (949.790.0400, Mon-Fri., 6:00am-5:00pm, Pacific Time) or e-mail [support@alteer.com](mailto:support@alteer.com).