

ELECTRONIC PAID CLAIM ADJUSTMENT (PCAR) FORM **INSTRUCTIONS**

An ELECTRONIC PCAR is used to process claims which were **previously paid for Electronic submitters**. For instance, if you are correcting the Dates of Service, Procedure Code, Days/Units, Billed Amount or to Recoup a line or the entire Claim.

In Order to Process a PCAR you will need the following items:

1. A copy of the Remittance Advice (RA), which is attached to your check.
2. A copy of the CT Medical Assistance Electronic Program billing and original file (cntewecs.mdb)

**** Remember when submitting an electronic PCAR you must enter all the lines associated with the Internal control number. For instance, if the original claim had 25 lines and you are correcting only 2 of the lines you must enter all 25 lines otherwise it will override and take back all the funds except for the lines you are correcting.**

Procedures if you have saved your original electronic file

1. Open the EDS Provider Solutions Program
2. Click on the blue 837 Professional Icon
3. Header 1 Click on claim frequency
4. **Click 7 to replace any information or Click 8 to void out the entire claim**
5. The original claim# box is also hi-lighted you need the internal control number (ICN) which is found on the remittance advice (RA)
6. Click Service1 and correct what ever fields you need to correct.
7. Save, Print, burn to a CD and mail to SWCAA

Procedures if you have NOT saved your original file

REMEMBER TO READ ASTRICK PARAGRAPH BEFORE PRECEEDING

1. You will need to repeat steps 1-5
2. Click Service 1 and you will need to input all the information to create a claim.
3. Save, Print, burn to a CD and mail to SWCAA

Should you need further instructions please do not hesitate to call SWCAA Finance Department.