

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES
HEALTH AND RECOVERY SERVICES ADMINISTRATION
Olympia, Washington**

To: All Providers

Memorandum No: 06-84
Re-Issued: May 23, 2007

From: Douglas Porter, Assistant Secretary
Health and Recovery Services
Administration (HRSA)

For information, contact:
800.562.3022 or
<http://maa.dshs.wa.gov/contact/prucontact.asp>

Subject: HRSA to Begin Accepting the New 1500 and UB-04 Claim Forms

On November 1, 2006, the Health and Recovery Services Administration (HRSA) will accept the new 1500 claim forms (version 08/05). **On March 1, 2007**, HRSA will accept the new UB-04 claim forms. HRSA will update each set of billing instructions to reflect these changes.

1500 Claim Form

On November 1, 2006, HRSA will accept the new 1500 claim form (version 08/05) as well as the current CMS/HCFA-1500 claim form (version 12/90). **Effective July 1, 2007**, HRSA will **require** all providers to use only the new 1500 claim form (version 08/05) and will not accept the CMS/HCFA-1500 claim form (version 12/90).

On and after **July 1, 2007**, HRSA will return all claims submitted on the CMS/HCFA-1500 claim form (version 12/90). HRSA will include instructions to bill on the correct form.

To view a draft of the new 1500 claim form (version 08/05) go to
<http://www.nucc.org/content/view/12/35/>

UB-04 Claim Form

On March 1, 2007, HRSA will accept the new UB-04 claim form as well as the old UB-92 claim form. **Effective May 23, 2007**, HRSA will **require** all providers to use only the new UB-04 claim form and will not accept the old UB-92 claim form.

On and after May 23, 2007, HRSA will return all claims submitted on the UB-92 claim form. HRSA will include instructions to bill on the correct form.

To view a draft of the new UB-04 claim form go to <http://www.nubc.org>

Updates to Billing Instructions

HRSA will update all billing instructions to include the claim form changes discussed in this memo. Due to the volume of billing instructions that will be affected by this change, check HRSA's web site often to see if a particular set of billing instructions were changed.

For information on obtaining HRSA's billing instructions via the internet or paper copy, see the "**How can I get HRSA's provider documents**" section below.

How do I conduct business electronically with HRSA?

You may conduct business electronically with HRSA by accessing the WAMedWeb at <http://wamedweb.acs-inc.com>.

How can I get HRSA's provider documents?

To obtain HRSA's provider numbered memoranda and billing instructions, go to HRSA's website at <http://maa.dshs.wa.gov> (click on the *Billing Instructions/Numbered Memoranda* or *Provider Publications/Fee Schedules* link).

To request a free paper copy from the Department of Printing:

1. **Go to:** www.prt.wa.gov (On-line orders filled daily.)
 - a) Click *General Store*.
 - b) If a **Security Alert** screen is displayed, click **OK**.
 - i. Select either *I'm New* or *Been Here*.
 - ii. If new, fill out the registration and click *Register*.
 - iii. If returning, type your email and password and then click *Login*.
 - c) At the **Store Lobby** screen, click *Shop by Agency*. Select *Department of Social and Health Services* and then select *Health and Recovery Services Administration*.
 - d) Select *Billing Instructions, Forms, Healthy Options, Numbered Memo, Publications, or Document Correction*. For numbered memoranda, select a year and then select the item by memo number and title.
2. **Fax/Call:** Dept. of Printing/Attn: Fulfillment at FAX 360.586.6361/ telephone 360.586.6360. (Faxed or telephoned orders may take up to 2 weeks to fill.)