

September 28, 2020

**ILLINOIS HEALTH AND HOSPITAL ASSOCIATION  
M E M O R A N D U M**

**SUBJECT: HFS Billing Guidance: Lab Testing and Claims Submittal Related to COVID-19**

The Department of Healthcare and Family Services (HFS) has posted a [Provider Notice](#) (September 25, 2020) updating information communicated in a July 17, 2020 [Provider Notice](#) regarding its upcoming deployment of an online portal that will allow providers to bill for COVID-19 testing services for patients.

**This billing guidance is effective with dates of service beginning March 18, 2020 and applies to claims for participants covered under traditional Medicaid fee-for-service (FFS) and uninsured patients eligible for the state's COVID-19 Testing Program. Claims for Medicaid managed care members should be billed to the appropriate managed care plan.** Providers may use the [HRSA COVID-19 Claims Reimbursement Portal](#) to request reimbursement for COVID-19 testing and testing-related services with dates of service between February 4 and March 17, 2020.

HFS is continuing to develop the IT system changes necessary to create an online portal that will accept patient information contained within an Excel file layout. This online portal will have the functionality to:

- **Claims for uninsured patients eligible for the COVID-19 Testing Program:**
  - *Create a Recipient Identification Number (RIN) only* – Providers who want to generate their own claims can request that HFS generate a RIN **only** to submit claims the uninsured COVID-19 Testing Patients.
  - *Create both a RIN and Claim* – The full functionality of the portal will generate RINs and create claims on behalf of providers.
- **Claims for patients with patients actively enrolled in FFS Medicaid:**
  - *Create a claim if a current RIN is found* – If an RIN exists and the participant is eligible for traditional FFS Medicaid (not enrolled in an MCO), a claim will be generated. If the participant is eligible through a Medicaid managed care plan, the claim will reject and providers must bill the plan.

The portal functionality will allow HFS to generate non-institutional claims for hospitals, even if the date of service is on or after July 1, 2020, when hospitals transitioned to all-institutional billing.

In preparation to use the portal as soon as it is launched, hospitals are encouraged to take the following steps in advance to prepare for its use:

- 1) Enroll through the IMPACT system. Providers must be enrolled with HFS to be reimbursed.
- 2) A public domain **Illinois.gov** e-mail address will be required to login to the upcoming COVID-19 testing portal. Providers must create an account at the Illinois.gov website.
- 3) Prepare data for upload through the HFS COVID-19 testing portal.
  - a. Detailed file requirements can be downloaded here.
  - b. A sample Excel file layout can be downloaded here.

IHA will be updating its PowerPoint slides on COVID-19 Reimbursement Options for the Uninsured to incorporate this new information on HFS' COVID-19 Testing Program.

Hospitals are encouraged to contact HFS - Bureau of Professional and Ancillary Services at 1-877-782-5565 with questions about this provider notice. Questions regarding this memo may be directed to IHA.