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| **Wisconsin Physicians Service (WPS)** | **Contact Information** | | |
| **Contact WPS/Family Care Contact Center for the following:**  Claim Payment Status  Claim Denial Questions/Support EDI Processing Questions  Duplicate Denial Reprocessing Requests  Refund Information  Remittance Advice Copies  Verification of Enrollment Dates  WPS Processing Errors  Corrected Claim Support  Paper Check/Electronic Fund Transfer (EFT) Information | **Contact Hours:** 7:30 am to 5:00 pm Monday-Friday  **Phone:** 1-800-223-6016 | | |
| **Contact WPS EDI Help Desk for the following:**  Provider submits using PC-Ace and claims are missing  Need to sign up for EFT, ERA, or EDI   * [How to Enroll in Electronic Funds Transfer (EFT)](https://www.wpshealth.com/resources/files/36643-how-to-enroll-in-electronic-funds-transfer.pdf)   Updates to account information  Online registration issues, password resets, login assistance  Missing files or other technical issues | **Contact Hours:** 8:00 am to 4:30 pm Monday-Friday  **Email:** [edi@wpsic.com](mailto:edi@wpsic.com)  **Phone:** 1-800-782-2680, Option 1 | | |
| **WPS Website Page for Family Care Providers:**  The WPS Family Care Groups page is available to support providers with information regarding claims and payments and the WPS Provider Portal. | **Website:** [WPS Family Care Resources](https://www.wpshealth.com/resources/provider-resources/family-care-groups.shtml) | | |
| **WPS Provider Portal:**  The portal delivers real-time access to claim status, eligibility, network, secure messaging, and more, including:  **Dashboard**: View provider news and notifications.  **Patient Search**: Search patient information.  **Authorizations**: Search for authorizations; check details  **Claims**: Search for claims, check claims detail and corresponding Provider Remittance Advice (PRA) and submit claims electronically.  **Profile Management**: Change your security questions and password and set your preferences. Provider Administrators also can invite additional users under your organization’s tax ID and access the user signup queue to approve invitations.  **FAQs**: Access frequently asked questions related to Family Care claims submission.  **Secure Messages**: View and send secure messages to the WPS Contact Center. | **Resource:** [WPS Provider Portal Information.docx](https://cccw.sharepoint.com/:w:/s/AuthorizationandClaimsSupportResources/ERU8ibUuxnZBmWeJU9ijBcwBgmeehk4_Bwscj83ljevOpQ?e=pXsrWx)  **Website:** [WPS Provider Portal Login/Register](https://www.wpshealth.com/providers/) | | | |
| **Inclusa Authorization and Claims Support Teams (ACS)** | **Contact Information** | | |
| **Contact ACS for the following:**  Inclusa Provider Portal Assistance  Understanding Your Authorizations  Assistance with overpayments  Assistance with underpayments  Timely Filing Waiver Requests  Claims Questions that cannot be resolved by WPS    *\*Reminder: Assistance with missing authorizations or to update an authorization: Contact the member’s Community Resource Coordinator (CRC) or Health & Wellness Coordinator (HWC).* | **Contact Hours:** 8:00 am to 4:30 pm Monday- Friday  A full list of services supported by each team is available on the [Inclusa Claims and Billing](http://www.inclusa.org/providers/claims-billing/) website page (located on the “Providers” dropdown) and on the [Inclusa Provider Portal - Contacts](https://providerportal.inclusa.org/Contact) page (located on the portal “About” dropdown).  If you are uncertain where your question should be directed, please contact 1-888-544-9353, Option 0. | | |
| **Inclusa Insurance Claims Support (ICS)** | **Contact Information** | | |
| **Contact ICS for the following requests:**  Request for an authorization for secondary billing when primary insurance has been denied (if no authorization is found on the Inclusa Provider Portal)   * [Authorization Request Form (ARF) for COBA/Medicare A or B Primary Product or Service](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2FPages%2FResponsePage.aspx%3Fid%3DH8WIV6NUuEeBqUn74m9IzH1pLdHnzK9BjWANmGBUk1BUMjRFWkRHNTgxVTk1WUFDNVg5V1A5OUdaSyQlQCN0PWcu&data=05%7C01%7CDawn.Trzebiatowski%40inclusa.org%7C6fb28854942742a9ee3108daa1705560%7C5788c51f54a347b881a949fbe26f48cc%7C0%7C0%7C637999801103187297%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=EewE8hCEhJFKOR2kgKAzODkUavOPVqTS%2F2CxXMOpeDY%3D&reserved=0) **n**   **Claims Support (ACS)** | **Contact Hours:** 8:00 am to 4:30 pm Monday- Friday  **Email:** [**insuranceclaimsspecialist@inclusa.org**](mailto:insuranceclaimsspecialist@inclusa.org)  **Fax:** 608-785-5335 | | |
| **Inclusa Provider Appeals** | **Contact Information** | | |
| **Providers can submit an appeal in the following situation:**  If a claim has been reviewed and/or reconsidered by Inclusa Authorization and Claims Support (ACS) Department, and claim decision of denial remains, you may file an appeal per the Inclusa Claims Appeal Process   * + [Provider Appeal Rights Under Family Care](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdatafileexport.blob.core.windows.net%2Fpublicfiles%2FPortalResources%2FProvider%2520Appeal%2520Rights%2520Under%2520Family%2520Care.pdf&data=05%7C01%7CDawn.Trzebiatowski%40inclusa.org%7C359040bbf5bd4e12dd3408daa14da931%7C5788c51f54a347b881a949fbe26f48cc%7C0%7C0%7C637999652211851104%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=m17E4OWUWNqWQsfw%2BAElS13XWvtAA90apQgPg38de40%3D&reserved=0)   + [Claim Appeal Submission Form](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdatafileexport.blob.core.windows.net%2Fpublicfiles%2FPortalResources%2FClaim%2520Appeal%2520Submission%2520Form%2520.pdf&data=05%7C01%7CDawn.Trzebiatowski%40inclusa.org%7C359040bbf5bd4e12dd3408daa14da931%7C5788c51f54a347b881a949fbe26f48cc%7C0%7C0%7C637999652211851104%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Mr37hZQdjccwFvFSK68MFWWov93A9X8qoz%2BEbHGCJmY%3D&reserved=0) | **Contact Hours:** 8:00 am to 4:30 pm Monday- Friday  **Email:** [providerclaimappeal@inclusa.org](mailto:providerclaimappeal@inclusa.org)  **Phone:** 1-888-544-9353, Option 8  **Fax:** 1-866-880-0551 | | |
| **Inclusa New Provider Outreach (NPO)** | **Contact Information** | | |
| **Contact the ACS Resource Team for the following requests:**  Providers who are newly contracted and have questions regarding the authorization and claims processes. | **Contact Hours:** 8:00 am to 4:30 pm Monday- Friday  **Email:** [ACS-ResourceTeam@inclusa.org](mailto:ACS-ResourceTeam@inclusa.org)  **Phone :** 1-888-544-9353, Option 8  **Fax :** 1-866-880-0551 | | |
| **Non-Contracted Providers** | **Contact Information** | | |
| If you are a **non-contracted provider** who has provided an item or service to an Inclusa member, please review this process to proceed with billing. [Billing & Claims Instructions for Non-Contracted Providers](https://cccw.sharepoint.com/sites/DocuTrack/_layouts/15/DocIdRedir.aspx?ID=DOCUTRACK-1246408263-2705) | If you have additional questions after submission, please reach out to the member’s Care Team. | | |
| **Additional Claims Support** | **Contact Information** | | |
| Claim and Billing Information and corresponding documents are available on our website and on the Inclusa Provider Portal. | **Inclusa Website (inclusa.org):** [Inclusa Claims and Billing](http://www.inclusa.org/providers/claims-billing/) (located on the “Providers” dropdown)  **Inclusa Provider Portal (providerportal.inclusa.org):** [Inclusa Provider Portal - Resources](https://providerportal.inclusa.org/Resources) (located on the portal “Tools” dropdown) | | |
| **Feedback** | | | | | |
| Our goal is to provide exceptional customer service and quality solutions to our providers. If you would like to provide feedback on your experience, please take a moment to take our Provider Satisfaction Survey [Inclusa Provider Customer Survey](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2FPages%2FResponsePage.aspx%3Fid%3DH8WIV6NUuEeBqUn74m9IzDyq_5fjxT5CotXgd0Wv8b9UMUIxQ0kyVVpKTEo1Q1NUUjdBRDlVSEg4SyQlQCN0PWcu&data=04%7C01%7CGaye.Toney%40inclusa.org%7Cb2179647fee24b22afd108d92149a076%7C5788c51f54a347b881a949fbe26f48cc%7C0%7C0%7C637577422364356736%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=HSAVVY%2Fs8gtOOzq3cTvUUKYaAsOdT54EOq9PpkNefQ8%3D&reserved=0). We review all feedback to address any opportunities we may have to improve outcomes or recognize outstanding work by our Authorization and Claims Support team members. | | | | | |
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