



# Collaborative Seminary NGSConnex: User Pain Points Examples/Solutions

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6/11/2025

ning Insight Into Action

**Closed Captioning**: Auto-generated closed captioning is enabled in this course and is at best 70-90% accurate. Words prone to error include specialized terminology, proper names and acronyms.



Megninaful | Informative | Simplified

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### Objective

The objective of this webinar is to provide NGSConnex users with resolutions to issues experienced while using this portal.



#### Today's Presenters



- Charity Bright
  - Agile Product Owner NGSConnex
- Provider Outreach and Education Consultants
  - Kathy Mersch
  - Michael Dorris







#### Agenda

- <u>Create an Account/Manage</u>
   <u>Account</u>
- <u>Can't Log In</u>
- <u>Eligibility Lookup</u>
- <u>Appeals</u>
- <u>ADRs</u>
- <u>Resources</u>
- <u>Q&A</u>







### Create/Manage Account



# What type of account should I register for?

- Standard Account holder has access to different functions within NGSConnex as approved by LSO
- LSO responsible for managing access for users. LSO can perform these actions by selecting Manage Account button on homepage
  - LSO's have access to different functions within NGSConnex.



#### Create an Account – LSO

- To perform transactions/inquiries in NGSConnex, there must be at least **one** active LSO registered in NGSConnex
  - NGS does not dictate who may be LSO
    - **Note:** Highly recommended each provider organization have at least two active LSOs





#### How Do I Become an LSO?

• Create LSO account when registering for NGSConnex

Account	Individual	3 Business	Finish
Local Security Officer: Will you be a Local Security Officer (LSO) for your organization? * Yes	Business Enter a Check/EFT Number issued in the past 90 days. Enter the corresponding Check/EFT 90 days. Enter the corresponding Check/EFT amount. If you do not have a Check/EFT issued in the past 90 days. Select the 'Tm a new provider Check/EFT Amount *		Cancel
€ NPI *	🛛 PTAN *	😌 TIN (Last 5 digits) *	
Line of Business *	State *		
- Select One -	<ul> <li>Select One -</li> </ul>	~	
Access (select all that apply) P Provider Profile P Financials Claims Eligibility Lookup Account is not created until you select the "Finish" button	If you enter Check/EFT information we will systematically validate the information for immediate access. If not we will mail an LSO Access code in 7-10 business days.		
Back			Finish





### Steps to Update Your Account Type

- Log in to NGSConnex
- Select Manage Account tab on homepage
- Select User Profile and scroll down to System Access section
- Select checkbox next to applicable provider account
- Select Edit button





#### Update Your Account Type

Financials

				Reset Sea	arch New					
	Status 🌲	NPI \$	PTAN \$	TIN \$	Approved By 🜲	Provider Name 🜲	Physical City 🜲	Physical State 🜲	Created Dt 🜲	Last Updated Dt 🌲
	Requested								03/19/2025 05:52:55 PM	03/19/2025 05:52:55 PM
2	Approved								03/28/2025 11:18:51 AM	03/28/2025 11:18:51 AM
	Approved								03/28/2025 11:18:04 AM	03/28/2025 11:18:04 AM
	Approved								03/28/2025 11:17:19 AM	03/28/2025 11:17:19 AM
	Approved								03/28/2025 11:16:30 AM	03/28/2025 11:16:30 AM

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Claims



User Management Comments

### Update Your Account Type



If check information is not entered, an Access Code will be mailed to the provider payee address on file.





#### How Do I Know If I Am an LSO?

- Login to NGSConnex
- Select Manage Account from homepage

Eligibility Lookup		Claim	Status Lookup	Part B Claim Submissions		
		ADR		? Inquiries		
		Additional Documentation Request		A New Response	1	
+ Descuttors	MBLLookup	Remittance	Prior Authorization	Financials	Manage Account	





#### User Management

• If you are LSO for any provider organization, you will have User Management tab







### What Are My Responsibilities as LSO?

#### • LSO Responsibilities

- Responsible for approving access to users requesting data access to specific provider account (NPI, PTAN, TIN) within their organization
- Required to review all user accounts within their organization to ensure each user has appropriate access each year; every 365 days
- Remove access from users' when they leave organization or no longer have need to know information within NGSConnex
- Review and edit system access to ensure users have minimum necessary access to information within NGSConnex





#### **Recertify Users Access**







### Who Is My LSO?

- If I am Standard Account holder, how do I find LSO?
  - Log in to NGSConnex
  - Select Manage Account button on homepage
  - Select User Profile and scroll down to System Access panel
  - Select checkbox next to provider record (NPI, PTAN, TIN) you want to find LSO for
  - Scroll down to My LSO section. All LSOs for provider organization will be listed, along with contact information





### Who Is My LSO?



1 to 3 of 3 items





#### Add Provider Accounts

- Log in to NGSConnex
- Select Manage Account tab on homepage
- Select User Profile and scroll down to System Access section
- Select New button





#### Add Provider Accounts

#### System Access

Status 🜲	NPI 🜩	PTAN \$	TIN \$	Approved By 🜲	Provider Name 🌲	Physical City 🜲	Physical State 🜲	Created Dt 🜲	Last Updated Dt 🌲
Requested								03/19/2025 05:52:55 PM	03/19/2025 05:52:55 PM
Approved								03/28/2025 11:18:51 AM	03/28/2025 11:18:51 AM
Approved								03/28/2025 11:18:04 AM	03/28/2025 11:18:04 AM
Approved								03/28/2025 11:17:19 AM	03/28/2025 11:17:19 AM
Approved								03/28/2025 11:16:30 AM	03/28/2025 11:16:30 AM





# Can't Log In

#### **Reminders to Prevent Account Suspension**

- Login at least once every 30-days to avoid account suspension
- Change password at least once every 60-days to avoid account suspension
- Comply with NGSConnex Rules of Behavior
  - Do not share NGSConnex accounts
  - BOTS are prohibited in NGSConnex





#### Steps to Unsuspend the Account

• Select Can't Log In link on NGSConnex login page

#### Log into NGSConnex

NGSConnex, is your free, secure self-service portal to obtain beneficiary eligibility, claim status & more...saving you time and money!

Password						
	1	Enter	•			
Create Account   Can't Log In   Helpful Links						





#### Steps to Unsuspend Account

- Select Change/Forgot Password link. Follow on-screen directions
- We will email security code to email address associated with your NGSConnex account. This will unsuspend account and allow you to change your password







### Entering User ID or Password

- Enter User ID or password associated with your NGSConnex account
  - If your User ID or password contains letter 'I' make sure you are **not** entering number '1' or vice versa
  - If your User ID contains letter 'O' make sure you are **not** entering number 'O' or vice versa
- Do not store User ID or Password in Internet browser
- Password Requirement Reminder
  - 8-30 characters
  - One upper case alphabetic character
  - One lower case alphabetic character
  - One numeric character
  - One special character:
    - ! @ # \$ % ^ & \* (),.?:{} | <>





## Eligibility Lookup

#### **Medicare Inactive Coverage**

- Current Medicare Inactive Begin Date/End Date
- Current Medicare Inactive Coverage Reason
  - Individual incarcerated per requested date(s) of service
  - Individual deported per requested date(s) of service
  - Individual not lawfully present per requested date(s) of service

Part A Entitlement Reason	Part A Entitlement Date	Part A Termination Date
0-Beneficiary insured due to a	11/01/2017	
Prior Part A Entitlement Date	Prior Part A Termination Date	
Part B Entitlement Reason	Part B Entitlement Date	Part B Termination Date
0-Beneficiary insured due to a	11/01/2017	
Prior Part B Entitlement Date	Prior Part B Termination Date	
Medicare Inactive Begin Date	Medicare Inactive End Date	Inactive Reason





Entitlement Information

### Historical Inactive Coverage Information

• Historical Medicare Inactive Coverage information

	😝 Printable View
Beneficiary Eligibility	Inactive Coverage
Inactive Coverage 🔗 🥌	Name Operation while Operations
Part B Deductibles	Note: Does not apply to this denentuary.
Medicare Advantage	
Medicare Secondary Payer ⊘	
Crossover	
Qualified Medicare Beneficiary 🖉	





### **Remaining Inpatient and SNF Days**

#### Additional Information

Full Inpatient Days	Copay Inpatient Days	Inpatient Ded Amt Remain
50	30	\$0.00
Full SNF Days	Copay SNF Days	Inpatient Blood Ded Units Remain
0	75	3.0
Lifetime Psychiatric Days Remain	Lifetime Reserve Days Remain	
190	60	
Earliest Billing Date	Latest Billing Date	
12/06/2020	04/10/2021	





### Inpatient and SNF Spell History

#### Inpatient/SNF Spell History

Spell 🜩	Туре	Start Dt 🌩	End Dt 🗢	NPI
1	Inpatient	04/08/2021	04/10/2021	
1	Inpatient	02/15/2021	02/18/2021	
1	SNF	01/31/2021	02/11/2021	
1	SNF	01/31/2021	01/31/2021	
1	Inpatient	01/29/2021	01/31/2021	
1	SNF	12/09/2020	12/23/2020	
1	Inpatient	12/06/2020	12/09/2020	
1 to 7 of 7 items				





### Why Can't I View Part B Deductible?

• If Part B deductible information does not display for specific year, it may be because the beneficiary is or was enrolled in QMB program. If so, you are prohibited from billing patient Medicare Part B deductible, co-insurance and copayments.

Beneficiary Eligibility	Part B Deductibles		
Part B Deductibles Ø	Note: If blank, verify the beneficiary's Qualifie	d Medicare Beneficiary (QMB) status below. If the beneficiary is enrolled in a QMB for the entire	year(s), deductible does not apply.
Medicare Secondary Payer Ø			
Crossover			
Qualified Medicare Beneficiary			
Beneficiary Eligibility	Qualified Medicare Beneficiary		
Medicare Advantage	Effective Dt 🗢	Termination Dt 🌩	State
Medicare Secondary Payer 🖉	01/01/2006		NY
Crossover	1 to 1 of 1 items		





# Appeals

### **Appeal History**

- Last 60 days of appeal submissions will display
  - To narrow or expand search, use filter options

Ар	peal History		Claim Search				
The last 60 days of appeals To view appeal status/deci	mitted via NGSConnex are dis letters for requests NOT subm	played. You can narrow/expand y iitted via NGSConnex, initiate a <b>'Cl</b>	our search using the filter options. aim Search'. For requests submitted via	NGSConnex, select the 'Claim	Number' hyperlink. The hyperlin	nk is only available when the appe	al has an assigned Appeal Number.
Filters:	From Submit Date	To Submit Date	Request Type	Medicare Number	Claim Number	Created By	
	01/30/2025 👼	03/31/2025 📾	Select	*		Select	✓ Search
							Reset Search
					1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 -		Export to Exce
Appeal Number Sub	nitted Date 🗢 Created By 🜩	Request Type 🗢 Medicare Nu	mber 🗢 Beneficiary Name 🗢 Clain	n Number 🗢 Requester's Ful	I Name 🌩		
03/11	/2025	Redetermination	111111	11111111AAAA			
Pending 03/11	/2025	Redetermination	11111	111111118888			
03/11	/2025	Redetermination					
1 to 3 of 3 items							





#### Appeals Status – Final Reversal

• Final Reversal – no letter issued

Home > App	peals > Claim Deta	ails					ADDITIC	ONAL HELP
APPEA	ALS							
Linitiate Clerical	Error Reopening Init	iate Redetermination	]					Close
Claim Lines Appeals Status	Appeal Number	Received Date 🗢	Status 🖨 Final-Reversal	Decision Date 🗢	Adjusted DCN 🗢	Appeal Level 🗢	View Decision Letter Refer to the adjusted claim remittance advice, a provider letter was not issued for this appeal.	
	1 to 1 of 1 items		-					





### **Appeals Status – Final Affirmation**

• Final Affirmation – select View Decision Letter hyperlink

Home > Appe	eals > Claim Details						ADDITIO	NAL HELP -
APPEAL	_S							
Initiate Clerical Er	ror Reopening	edetermination						Close
Claim Header	Appeals							
Claim Lines	Appeal Number	Received Date	Status 🜩	Decision Date 🗢	Adjusted DCN 🗢	Appeal Level 🗢	View Decision Letter	
		09/16/2024	Final Affirmation (see letter for additional details)	10/22/2024		Redetermination – Level 1 (NGS)	View Decision Letter	
	1 to 1 of 1 items						/	





#### Check Appeal Status Under Claim Status Lookup

- If unable to locate MRN under Appeals section of NGSConnex, follow these steps
  - Select Claim Status Lookup on homepage
  - Enter Medicare Number (MBI or HICN) and from and to service date
  - Locate original claim from claim summary list, select claim number hyperlink to view appeal status information
  - Select Appeal Status from left-side navigation
  - Select View Decision Letter link. If MRN is available, it will display





## ADR

#### View ADR letters in NGSConnex

 ADR Summary will display any claim(s) that have been selected by NGS Medical Review or Claims for additional documentation

				Col. Sol Color	I. TO VIEW ADA DEGIIS, SEIECT THE CI						
ADR Summary	ADR No	t In List	Submission History	e la							
recommends respondi st due, you will see an 'e DRs in the 'Awaiting Doo	ing to all ADRs within 3 'exclamation point' and cumentation' status for	5-40 days of the lett l can hover over for r r the provider select	er date. The 'Due Date' more information. ed display below. Those	displayed is 45-	days from the letter date (CMS F eframe to respond, will display w	Requirement). C	MS allows a grace pe ue date first.	eriod for MR ADRs. To d	etermine if you can respond, selec	t the claim number hyperlink ar	id the 'Respond to ADR' button will display.
rs: From Date		ADR To Date			ADR Status		Claim Numbe	er	CaseID		
2/01/2024 🗇		03/31/2025	Ø		Awaiting Documentation		~				Search
Claim Number A											Export to E
	From Service Date	To Service Date 🜩	Beneficiary Name 🌲	ADR Date	ADR Status	Due Date 💠	ADR Type 🖨	Case ID 🌩	Nurse Review Decision 🗘	Remittance Advice Date 🌲	👔 Export to l
225 225	From Service Date \$ 12/13/2024 02/04/2025	To Service Date \$ 12/13/2024 02/12/2025	Beneficiary Name 🌩	ADR Date \$ 03/12/2025 03/13/2025	ADR Status 🗘 Awaiting Documentation Awaiting Documentation	Due Date 🜩 04/26/2025 04/27/2025	ADR Type 🗢 Medical Review (MR) Medical Review (MR)	Case ID 🌩	Nurse Review Decision 🗢	Remittance Advice Date 🜩	Export to
225 225 225	From Service Date 12/13/2024 02/04/2025 02/03/2025	To Service Date 12/13/2024 02/12/2025 02/17/2025	Beneficiary Name 🗢	ADR Date 03/12/2025 03/13/2025 03/19/2025	ADR Status Awaiting Documentation Awaiting Documentation Awaiting Documentation	Due Date \$ 04/26/2025 04/27/2025 05/03/2025	ADR Type 🗢 Medical Review (MR) Medical Review (MR) Medical Review (MR)	Case ID 💠	Nurse Review Decision 🗢	Remittance Advice Date 🗢	▲ Export to
225 225 225 225	From Service Date 12/13/2024 02/04/2025 02/03/2025 02/06/2025	To Service Date \$ 12/13/2024 02/12/2025 02/17/2025 02/26/2025	Beneficiary Name 🗢	ADR Date 03/12/2025 03/13/2025 03/19/2025 03/21/2025	ADR Status Awaiting Documentation Awaiting Documentation Awaiting Documentation Awaiting Documentation	Due Date \$ 04/26/2025 04/27/2025 05/03/2025 05/05/2025	ADR Type 🗢 Medical Review (MR) Medical Review (MR) Medical Review (MR)	Case ID 🜩	Nurse Review Decision 🗢	Remittance Advice Date 🗢	Export to
225 225 225 225 225 225	From Service Date ♀ 12/13/2024 02/04/2025 02/03/2025 02/05/2025 01/08/2025	To Service Date ♦ 12/13/2024 02/12/2025 02/17/2025 02/26/2025 01/08/2025	Beneficiary Name 🗢	ADR Date 03/12/2025 03/13/2025 03/19/2025 03/21/2025 03/24/2025	ADR Status Awaiting Documentation Awaiting Documentation Awaiting Documentation Awaiting Documentation Awaiting Documentation	Due Date         ◆           04/26/2025            04/27/2025            05/03/2025            05/05/2025            05/05/2025	ADR Type Medical Review (MR) Medical Review (MR) Medical Review (MR) Medical Review (MR) Medical Review (MR)	Case ID \$	Nurse Review Decision 🗢	Remittance Advice Date 🗢	∑ Export to





#### ADR Details – View ADR Letter







### Resources

### Resources – NGSConnex Login Page



#### Access NGSMedicare

NGSMedicare gives you access to the latest Medicare education and a wide variety of Medicare tools.

NIDDES	NGS WU
	Enter
Please select	~
l am a	~

#### National Plan & Provider Enumeration System

NPPES is responsible for processing new NPI applications & processing changes of information for previously enumerated providers.

MU offers teleconferences, webinars, CBT courses and live seminars to provide education on Medicare-related topics including rules, regulations and training.

**ECOS** 

PECOS supports the Medicare Provider and Supplier enrollment process by allowing users to securely and electronically submit and manage Medicare enrollment information.





#### Log into NGSConnex

NGSConnex, is your free, secure self-service portal to obtain beneficiary eligibility, claim status & more...saving you time and money!



Create Account | Can't Log In | Helpful Links

#### Resources – NGSConnex Login Page (2)

N national government

HOME EDUCATION ▼ RESOURCES ▼ EVENTS ENROLLMENT APPS ▼

Contact Us NGSConnex Subscribe for E-mail Updates

Q

#### NGSCONNEX HELPFUL LINKS

#### Helpful Links

- Browser Help
- NGSMedicare.com
- EDI Enrollment Form
- Privacy Notice
- Connex User Guide
- Rules of Behavior
- USA.gov
- Aunt Bertha

#### Contact Us

For assistance with NGSConnex, contact us by using one of the numbers below:

#### Jurisdiction K (A, B, FQHC)

JK Part A/B/FQHC States: CT, MA, ME, NH, NY, RI, VT

JK Part A/FQHC: 888-855-4356 JK Part B: 866-837-0241 JK HHH: 866-289-0423

Hours of Operation: Monday-Friday\*





#### Resources – NGSConnex Home Page

		What would you like to do in	NGSConnex?			
2 Eligibilit	ty Lookup	Claim Status Lo	ookup	Part B Cla	im Submissions	
Ap	peals	ADR		?	nquiries	
* Resources	MBILookup	Remettance	Prior Authoritation	Financials	Manage Account	
			RESOUR	CES		
		Helpful Links				
		Part A Part A NGSConnex User Guide Part A News Part A Tools and Calculators				
		Part B Part B NGSConnex User Guide				





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#### **Resources – NGSMedicare**







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#### **Resources – NGSMedicare**



What is NGSConnex	^	What is NGSConnex?	Helpful Resources
What is NGSConnex?		NGSConney is a free secure web-based application developed by	Log Into NGSConnex
Why Use NGSConnex How to Register	~	National Government Services just for you! NGSConnex provides access to a wide array of self-service functions that save you time and money, such	NGSConnex User Guide
Manage Your Account	~	as:	NGSConnex Contact Info
News	~	<ul> <li>Obtain beneficiary eligibility information</li> <li>Query for your claim status</li> </ul>	877-702-0990
		<ul> <li>Initiate and check the status of redetermination and reopening</li> </ul>	Select Option 2 for NGSConnex
		requests, regardless of the method of submission	Portal access, administration,or
		View your provider demographic information	site performance assistance.
		Query for your financial data     Obtain duplicate 1099s	Hours of Operation*:
			Monday-Friday





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#### **Notification Center**

U national #	-			
iome > Notification (	Center			
NOTIFICATION CEN	TER			
Iters: en Type				
-Select-			~	Search Reset Search
Alert Type Ø	PTAN 0	Description @	Last Update/Respond by Dute &	j
A&R 2 way inquiries Available		You have unread A&R 2-way inquiries.		
Additional Documentation Request		You have ADRs in the Awatchg Documentation status.		
Additional Documentation Request		You have ADRs in the Awaiting Documentation status.		
Addisonal		You have ADRs in the Awaiting		





### Questions?

Thank you!







#### **Connect with** <u>us on social</u> media



YouTube Channel Educational Videos



LinkedIn in Educational Content





#### Find us online





#### www.NGSMedicare.com Online resources, event calendar,

LCD/NCD, and tools



#### IVR System

The interactive voice response system (IVR) is available 24-hours a day, seven days a week to answer general inquiries



#### NGSConnex Web portal for claim information



#### Sign up for Email Updates

Subscribe for Email updates at the top of any NGSMedicare.com webpage to stay informed of news



