

Revising TPL Provider Information



Knowledge Base Article

Revising TPL Provider Information

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Overview

This article will review how to revise Third Party Liability information within the Ohio SACWIS system.

For eligible children, all insurance claims must first be submitted to their **Third Party Liability (TPL)** provider before being submitted to Medicaid for payment.

In some cases, a child's existing TPL information in Ohio SACWIS needs to be updated. For example, a policy's begin or end date needs to be changed, an insurance participant added, or a policy provider name updated.

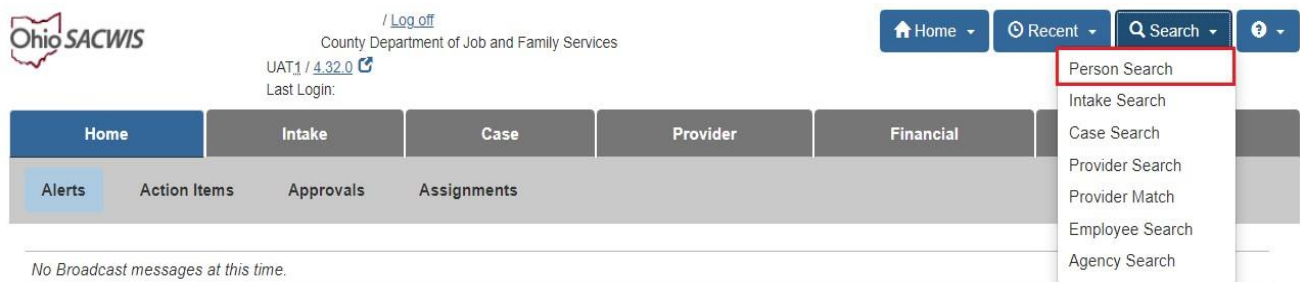
You can make corrections to existing TPL information by navigating to the **record of the person who holds the third party insurance coverage for the child** and then recording the applicable change. The steps to complete this are discussed below.

Important: In Ohio SACWIS, newly entered TPL information is sent directly to MITS for processing. However, Ohio SACWIS currently does not have the functionality to forward updated information to MITS. **If TPL information is added (or changed) in Ohio SACWIS, contact the Ohio SACWIS Help Desk to have the information updated in MITS.** If you have additional issues with third party insurers when providers submit their bills to Medicaid, report the TPL issue to: TPL@jfs.ohio.gov

Navigating to the Person Information Screen

1. On the Ohio SACWIS **Home** screen, navigate to the person record using the **Person Search** link.

Note: Or you can also use the **Person ID** link on the **Case Workload** screen.



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2. In the **Person ID** field, enter the appropriate number.
3. Or use the other fields to search for the person.
4. Click the **Search** button.

Person Search Intake Search Case Search Provider Search Provider Match Employee Search Agency Search

Search For Person


Person ID: ~ OR ~ **SSN:**

Note: If Person ID or SSN are entered, all other search criteria will be ignored

OR

Last Name: **First Name:** **Gender:**

Middle Name:

DOB:  ~ OR ~ **Age Range:** -
From Age To Age

[Reference, TCN, and Address Criteria](#) ▾

Name Match Precision
Returns results matching entered names including AKA names/nicknames

Sort by:

+ AKA/Nicknames
Fewer Results More Results

Search **Clear Form**

The results appear in the **Person Search Results** section.

5. Click the **Edit** link in the appropriate row.

Person Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1

Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
view edit	Sacwis, Susie / 123456	123 Test Rd, Test Oh 12345	Female	(14) 07/03/2009	Yes

[Related Persons](#) ▾

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The **Person Information** screen appears.

6. Click the **Employment** link.

The screenshot shows a sidebar menu on the left with the following items: Person Overview, Profile, Education, Medical, Employment (highlighted with a red box), Military, Background, Delinquency, SACWIS History, and Relationships. The main content area displays personal information for 'PERSON NAME / ID: Sacwis, Susie / 123456'. Other details include 'Male Age 46, DOB 02/09/1978', '123 Test Rd, Test, Oh 12345', 'RACE: White', 'HISPANIC / LATINO:', 'HAIR COLOR:', and 'EYE COLOR:'. An 'ENVIRONMENTAL HAZARDS:' section contains a red 'HAZARD' button. At the bottom, there is a blue bar labeled 'AKA Names'.

The **Employment History** screen appears.

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7. In the **Primary Health Insurance Provider(s)** section, click the **Edit** link.

The screenshot shows a navigation bar with 'Employment', 'Income', 'Expenses', and 'Resources'. Below the bar, the user's name 'Name: Sacwis, Susie', 'Person ID: 123456', and 'DOB: 01/01/1967' are displayed. The 'Employment History' section includes a 'Month/Year' filter, radio buttons for 'Exclude Invalid Records' (selected) and 'Include Invalid Records', and a table with columns: Begin Date, End Date, Employer, and Source System Code. A row shows '01/01/2024' and 'Test Employer' with an 'edit' link. An 'Add Employment' button is below. The 'Primary Health Insurance Provider(s)' section has a similar table with columns: Insurance Provider, Begin Date, End Date, Employer, and Source System Code. A row shows 'Test Insurance Co' and 'Test Employer' with an 'edit' link. An 'Add Insurance Provider' button is below.

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The **Primary Insurance Provider Details** screen appears.

8. Modify the screen fields, as needed. The fields marked by a red asterisk (*) are required.
9. If needed, click the **Add Individual** button to add a person included in third party insurance coverage (especially children who are eligible for IV-E Medicaid and covered under a TPL insurer).

Coverage through Employment? *

Employer:

Individual(s) Included in Coverage

Person ID	Name	DOB	
123456	Sacwis, Susie	01/01/1967	delete

The **Person Search Criteria** screen appears.

10. Enter the search data into the fields.
11. Click the **Search** button.

Person Search | Intake Search | Case Search | Provider Search | Provider Match | Employee Search | Agency Search

Search For Person

Person ID: ~ OR ~ SSN:

Note: If Person ID or SSN are entered, all other search criteria will be ignored

OR

Last Name: First Name: Gender:

Middle Name:

DOB: ~ OR ~ Age Range: -
From Age To Age

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[Reference, TCN, and Address Criteria](#) ▾

Name Match Precision

Returns results matching entered names including AKA names/nicknames

Sort by:

Relevance (Highest-Lowest) ▾

+ AKA/Nicknames

Fewer Results More Results

12. Select the check box in the appropriate person's row.

13. Click the **Select** button.

Person Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1

Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
<input type="checkbox"/>	Test, Adult / 123456	123 Test Rd, Test Oh 12345	Female		Yes

[Related Persons](#) ▾

The person's information appears in the **Individual(s) Included in Coverage** section as shown in green in the next screen shot.

Coverage through Employment? * ▾

Employer: ▾

Individual(s) Included in Coverage

Person ID	Name	DOB	
123456	Sacwis, Susie	01/01/1967	delete
123457	Test, Adult	07/03/2009	delete

14. When complete, click the **Save** button.

The **Employment History** screen appears with a message that your data has been saved.

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✔ Your data has been saved ✕

Employment	Income	Expenses	Resources
Name: Sacwis, Susie		Person ID: 123456	DOB: 01/01/1967
Employment History			
Month/Year: <input type="text"/> Filter		<input checked="" type="radio"/> Exclude Invalid Records <input type="radio"/> Include Invalid Records	

Important Reminder:

As previously stated, newly entered TPL information in Ohio SACWIS is sent directly to MITS for processing. However, Ohio SACWIS currently does not have the functionality to forward updated information to MITS. **If you add or change TPL information in Ohio SACWIS, contact the Ohio SACWIS Help Desk to have the information updated in MITS.**

15. Click the **Close** button at the bottom of the screen.

Primary Health Insurance Provider(s)

Insurance Provider	Begin Date	End Date	Employer	Source System Code
edit Test Insurance Co			Test Employer	

Add Insurance Provider

Insurance Coverage through Others

Policy Holder Name	Insurance Provider	Begin Date	End Date	Employer	Source System Code
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Close

The **Person Search Criteria** screen appears.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at sacwis_help_desk@childrenandyouth.ohio.gov.