Revising TPL Provider Information

Knowledge Base Article

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Department of Children & Youth

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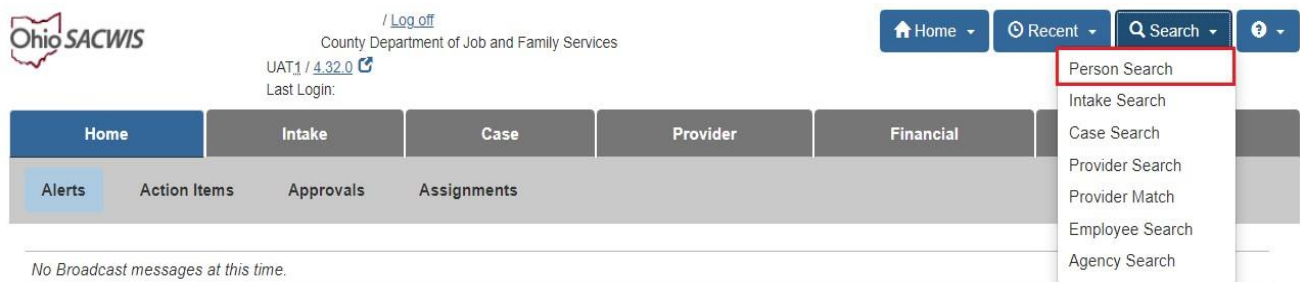
You can make corrections to exiting TPL information by navigating to the **record of the person who holds the third party insurance coverage for the child** and then recording the applicable change. The steps to complete this are discussed below.

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.

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:
Relevance (Highest-Lowest)

+ 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 ∨

The **Person Information** screen appears.

6. Click the **Employment** link.

The **Employment History** screen appears.

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

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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).

The **Person Search Criteria** screen appears.

10. Enter the search data into the fields.

11. Click the **Search** button.

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Reference, TCN, and Address Criteria ⌄

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

[green bar][+ AKA/Nicknames][   ]

Fewer Results   More Results

Sort by:
Relevance (Highest-Lowest) ⌄

[Search] [Clear Form]

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
☐		Test, Adult / 123456	123 Test Rd, Test Oh 12345	Female		Yes

Related Persons ⌄

[Select] [Create New Person]

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? *   Yes ⌄
Employer: Test Employer ⌄

Individual(s) Included in Coverage

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

[Add Individual]

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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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.

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 .