

	INSTRUCTIONS
Attachment Control Number	<ul style="list-style-type: none"> • Create a unique Attachment Control Number of 50-characters or less • Enter that Attachment Control Number either: <ul style="list-style-type: none"> • In the paperwork (PWK06) segment in Loop 2300 of the 837 • In the appropriate field on your claim if entered via a direct data entry (DDE) method, like MN-ITS Interactive or Orbit <p>Refer to Minnesota Uniform Companion Guide for the 837, section 4.2.3.4</p>
Billing Provider ID Number	<p>Enter your NPI, UMPI, or payer assigned legacy ID number. X12: Loop 2010AA, NM109 or 2010AA, REF02</p>
Billing Provider Name	<p>Enter your billing provider name. X12: Loop 2010AA, NM103, NM104 and NM105</p>
Patient ID Number	<p>Enter the patient's unique ID as assigned by the payer/group purchaser. X12: Loop 2010CA, NM109 or Loop 2010BA, NM109. If both are populated within the claim, use Loop 2010CA, NM109.</p>
Patient Name Last First Middle	<p>Enter the patient's name as reported on the claim. Please refer to basic character set best practices for information on punctuation. The purpose of this field is for visual confirmation that the attachment and the claim are for the same person.</p>
Property and Casualty Claim ID Number	<p>This field is required only if services are related to a Property & Casualty claim. X12: Loop 2010CA, REF02 or Loop 2010BA, REF02.</p>
Attachment Send Date	<p>Enter the date you will send the attachment and this Cover Sheet in MMDDYY format.</p>
Total Number of Pages	<p>Enter the total number of pages of your attachment including the Attachment Cover Sheet</p>
Contact Name / Phone Number	<p>Enter the name and phone number of the individual or department in your organization for the payer/group purchaser to contact in case of fax transmission error</p>