Tips for submitting a Vision eTAR

General Guidelines

- An asterisk symbol (*) means the field is required.
- A downward arrow next to a field means there is a drop-down list that will allow the user to choose from existing options.
- Decimal points are required when indicated.
- Verify the cursor is located in a field before using the backspace key to delete a character.
- Date must be completed with a two-digit month, a two-digit date, and a four-digit year (mmddyyyy) Example: June 10, 2015 is 06102015.
- Do not click Back from the internet browser while submitting an eTAR.
- The eTAR Medical Tutorials link is accessible from the upper right corner on all eTAR Medical webpages.
- If a window does not appear and the fax attachments option is selected, there may be a pop-up blocker activated.
- Enter a rendering provider number to allow another provider to inquire on eTAR service information.

Section 1. Accessing the TAR Menu

- 1. To access the Medi-Cal website, enter (*www.medi-cal.ca.gov*) in the address bar of the browser. To ensure that all customer data transmitted over the internet remains confidential, the Department of Health Care Services (DHCS) and the DHCS Fiscal Intermediary (FI) have instituted electronic security measures using industry-standard encryption technology, including:
 - Authentication: Requiring users to enter ID and password
 - Secure Socket Layer (SSL) technology: Online two-way data encryption
- 2. Click Transactions tab from the Medi-Cal home page.
 - Website Help: Call the Telephone Support Center at 1-800-541-5555.
- Enter the 10-digit National Provider Identifier (NPI) in the Please enter your User ID field. Legacy number usage is permitted only to providers authorized by the Department of Health Care Services (DHCS).
- Enter the seven digit Medi-Cal Personal Identification Number (PIN) in the Please enter your Password field.
- 5. Click **Submit** to authenticate the User ID and Password.

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	All ASC X12N 837 v.4010A1 transactions submitted on or after 5 p.m. on April 30, 2013, will be deleted with CMC error codes 58: Media type/claim type not valid for this submitter and 59: Submitter/claim type not approved for included attachment.
TRANSACTIONS	Any 4010/4010/1 or NCPDP 5.1/1.1 transactions submitted after this date will be rejected and result in non payment of claims.
· User ID & Password Help	Summers who have not certified or converted to ASC A 1/H SHO and WCHUP UM1.4 formats can contact the Computer Media Claims (CMC) help Uesk to schedule testing by calling the Telephone Service Center (TSC) at 1:800-541-5555 and selecting option 4 then option 2.
-IN Services Available	Additional information can be located on the HIPAA/5010/4010/NCPDP page located under the References tab of the Medi Cal website.
	Please enter your User ID and Password. Click Submit when done.
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Section 2. Creating a new TAR

- 1. Click the Transactions tab on the Medi-Cal website and log in.
- 2. Then click on the eTAR tab. Click on **Medical Services** to access the eTAR menu.

3. Click on Create a New TAR.

- The provider's billing NPI number and address will appear. Fields designated with an asterisk (*) are required for eTAR submission. Complete additional contact information as necessary.
- For vision providers only, if a Fax # is entered, an Adjudication Response (AR) will be automatically faxed with eTAR details. If the field is left blank, an AR will not be sent and eTAR status may be viewed and printed through Inquire on a TAR.

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6. Hit **Continue**.

- 7. Provide the patient's information on this screen. Only fields with an asterisk (*) are required for eTAR submission.
- 8. Click Continue.

- 9. On the Add Service Screen under Other Services, please select a Vision Service Category. In the example below, Contact Lens/Evaluation was selected.
- 10. Fill in fields with an asterisk (*). The From and Thru Date fields are for the date of service. Please see the last page for common service codes that require a TAR.
- Fill out the ICD-10 code fields. Medical justification for the service is entered in the Enter Miscellaneous TAR Information field.



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Health Care Services

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Medi-Cal

- 12. Use the ICD-CM Type drop-down list to select the ICD code type.
- Enter the ICD Code indicating the primary diagnosis relative to the requested service, including the decimal point. If unknown, click the ICD Code link to access Code Search.
 *Always required.
- NOTE: The Diagnosis Description field is no longer in use. Leave this field blank. Under Miscellaneous TAR Information, add any pertinent justification.
- 15. The section Attachment G (Service) is not required.

16. In Attachment A (Service), fill out the asterisk (*) fields. If visual acuities are known, please enter the information.

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- 17. Enter refraction results (i.e. patient's eyeglasses prescription).
 - For other services examples:
 - Low Vision Aids
 - Other Eye Appliances
 - Contact Lenses
- Fill out asterisk (*) fields. To add another contact lens service, click Another Service, Same Category. Otherwise, click Continue.
- 19. Click on **TAR Summary** to review the eTAR before submission.

20. Click on **Submit TAR** after reviewing information.

Best Corrected Visual Acuity * Distance



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21. Please select an Attachment Submission Option then click Continue.



22. After the TAR is submitted, a **TAR number** will be generated.

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Common TAR required codes for Frame and Lenses:

- V2025: Specialty frame
- V2784: Polycarbonate lenses
- V2199: Not otherwise classified, single vision lenses
- V2299: Specialty bifocal lenses

Common TAR required codes for Contact Lens exam:

- 92310: Medical justified contact lens exam of both eyes, without aphakia
- 92071: Fitting of contact lens for treatment of ocular surface disease
- 92072: Fitting of contact lens for management of keratoconus

Common TAR required codes for Contact Lenses:

- \$0500: Disposable contact lenses
- V2520: Contact lens, hydrophilic, spherical
- V2521: Contact lens, hydrophilic, toric
- V2510: Gas permeable contact lens, spherical
- V2511: Gas permeable contact lens, toric