

# Medical Services Branch Billing Process

## Billing Information Sheet

### Insured Services, Medical Services Branch



	IMPORTANT STEPS TO REMEMBER
	<p>Each item below is discussed in detail in the <a href="#">ONLINE BILLING COURSE</a>.</p> <ol style="list-style-type: none"><li>1. Physician <u>registers</u> with Medical Services Branch (MSB). <i>You will be assigned your own unique MSB billing number, clinic number(s) and submission group number(s).</i></li><li>2. Physician <u>provides</u> insured services.</li><li>3. Physician <u>creates</u> claims for submission (INPUT FILE) using an MSB approved billing software.</li><li>4. Physician <u>logs in</u> to the Internet Claims Submission (ICS) service website (<a href="https://ics.ehealthsassask.ca/">https://ics.ehealthsassask.ca/</a>) with a billing certificate for his assigned submission group.</li><li>5. Physician <u>uploads</u> the INPUT FILE to ICS. <i>Cut-off for claims submission is 9:00 am the day of the run. Please refer to the MSB Claims Processing Schedule for the run dates.</i></li><li>6. Physician <u>checks</u> VALIDATION REPORT at the ICS website (<a href="https://ics.ehealthsassask.ca/">https://ics.ehealthsassask.ca/</a>) to confirm MSB received the input file. <i>IF input file is REJECTED, it needs to be fixed and re-submitted. If file is accepted, you will see a record with the submission date / time, clinic &amp; doctor with a count of the claims, records, services, OOP, &amp; comments, along with the total fees in the submission.</i></li><li>7. MSB Medical Claims Processing computer program <u>processes</u> the claims submitted. <i>Payment runs are bi-weekly, generally every other Tuesday.</i></li><li>8. Physician <u>picks up</u> the RETURNS.TXT (REMITTANCE) FILE. <i>Files are available for pick up starting at noon on Wednesdays, the day following the run.</i></li><li>9. Physician <u>reconciles</u> claims. <i>Claims can either be paid, returned or failed for manual assessment. Claims that fail for manual assessment will not appear in your RETURNS.TXT file until handled by a MSB claims analyst. Please do not resubmit but instead wait for your claim(s) to appear in the next 2 -3 billing cycles.</i></li><li>10. Physician <u>receives</u> payment for insured services. <i>Payment date is usually the Monday after the claims processing run.</i></li></ol>