**Rebilling Steps for PEFs entered on CMS Portal**

**PEF billed to the wrong MCO**

1. On patient registration, change the MCO information to the correct MCO and save.
2. On Portal, call up the PEF and resave.
3. Wait overnight for changes to carry over to Bridge/PSRS
4. On Bridge/PSRS, use the CPOD or CMS1500 screens to rebill the claim.
5. On Bridge/PSRS, if an AR invoice was created for the incorrect MCO, you will need to adjust it off and set up a new one for the correct MCO.

**PEF went to Private pay and needs to bill to Medicaid/MCO**

1. On patient registration, add the Medicaid/MCO information and save.
2. On Portal, call up the PEF and resave.  This should change the payor code from 1 to the appropriate payor code for Medicaid/MCO.
3. If an AR invoice was created on Portal and the patient does not owe any money for the services received, adjust off the AR created on Portal.
4. PEF should bill out automatically the next time Medicaid/MCO billing runs, every weekend.

**PEF billed to Medicaid/MCO but denied**

1. On patient registration, verify all information entered is correct and save.
2. On Portal, call up the PEF and make any needed corrections and save.
3. Wait overnight for the changes to carry over to Bridge/PSRS
4. On Bridge/PSRS, use the CPOD or CMS1500 screens to rebill.