

Not Familiar with myCGS?

myCGS is a Web-based application developed specifically to serve the needs of health care providers and their staff in Jurisdiction 15. Access to myCGS is available 24/7, and is free of charge to all CGS providers.



If you're not already registered to use myCGS, you may be missing out on some important benefits. Below is a brief summary of the benefits you will experience using the "Forms" tab, as well as all the other features offered through the myCGS Web portal.

Are you INTERESTED IN:



Submitting an electronic Redetermination or Part B Reopening Request,



Requesting an immediate offset on a demanded overpayment, or . . .



Submitting a timely response to a Medical Review (MR) Additional Documentation Request (ADR)?

Forms

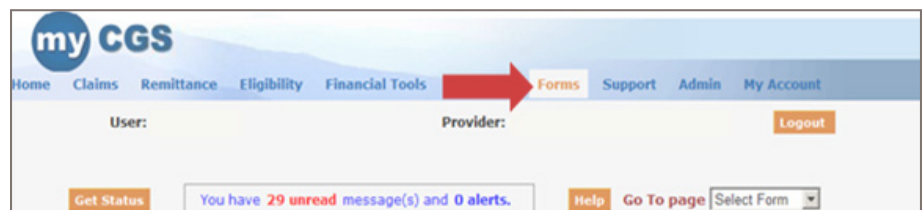
The Forms tab is where you will find the forms to submit Redetermination requests (first-level appeal), electronic offsets (eOffset) for overpayments, additional documentation requests (ADRs) received from our medical review department, Part B Reopening requests, and under the "Financial" tab, submit Credit Balance reports (Home Health, Hospice, and Part A providers only).



If so, keep reading . . .

Receive confirmation that your documentation has been received by CGS.

Check the status of your redetermination, credit balance report, ADR, and eOffset.





Additional myCGS Functions

REMITTANCE:

View and print copies of Remittance Advices (RAs) by selecting a date/date range. In general, remittance advices are available for the previous 12 months.

ELIGIBILITY:

Using the eligibility function, you may access beneficiary-related data including deductible and therapy cap information, preventive benefits, Medicare Advantage (MA) Plans, Medicare Secondary Payer (MSP) information, home health and hospice services, and hospital and skilled nursing facility (SNF) stays.

FINANCIAL TOOLS:

Allows you to check upcoming payments (payment floor) and identify checks that were recently issued.

MESSAGES:

Use our secure Messages tab to stay updated on the various functions you perform through myCGS. Inbox messages will confirm the receipt of certain forms and identify unique tracking numbers, allowing you to check the status of requests, including Redeterminations, submitted through myCGS.

CLAIMS (PART B ONLY):

The Claims tab allows you to check the status of claims submitted to CGS.

Attention Part B Providers - Submit Medicare Part B Claims to CGS for **FREE!** This includes specialty claims and those where Medicare is the secondary payer. Documentation may be attached to the claims, as well.

How Do I Sign Up for myCGS?

SIGNING UP IS SIMPLE!

Enrollment instructions are located in Chapter 1 of the *myCGS User Manual*, which can be found here: <http://www.cgsmedicare.com/pdf/mycgs/chapter1.pdf>.

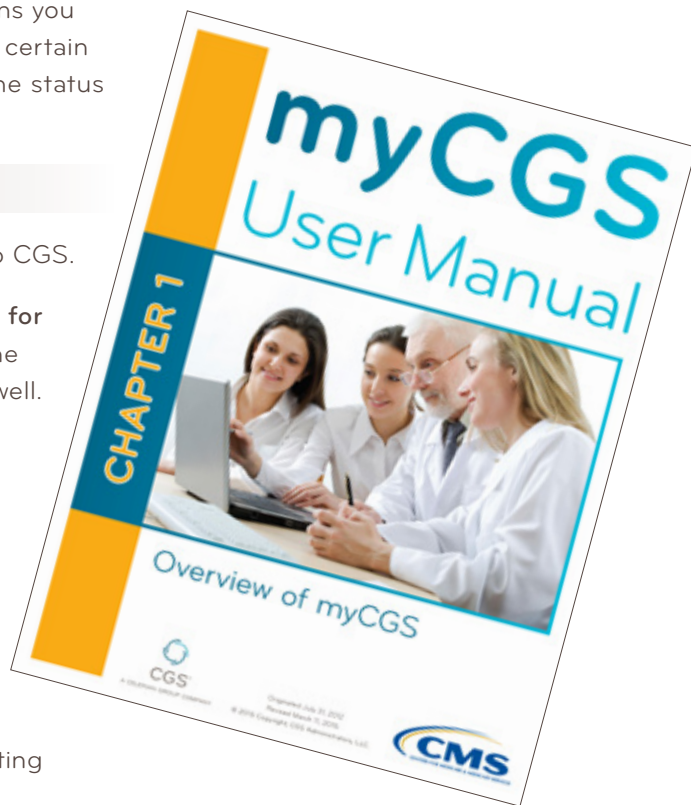
The manual will walk you through the process which includes submitting an EDI enrollment agreement and completing the registration form for myCGS.

Refer to the *myCGS User Manual* Web page at <http://www.cgsmedicare.com/myCGS/Manual.html> for detailed instructions for all of myCGS functions.

myCGS "Forms" tab includes:

Submitting Credit Balance Reports and attachments by selecting "Financial Forms" (**Home Health and Part A Providers only**).

Submitting Reopening Requests to correct minor errors or omissions to previously processed claims (**Part B Providers only**).



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