



SUBMITTER INFORMATION AND ENROLLMENT PACKET

TRANSMIT ALL OF YOUR CLAIMS WITH ONE PHONE CALL – It's easy to include the paper claims in your electronic batch. Just insert the Payer ID "PRINT" for any Payer that is **NOT** already on our Payer Listing and THIN will do the rest. (For Texas Workers Compensation paper claims, insert Payer ID "TWCCP").

NO MORE FOLDING, STUFFING & STAMPING – THIN-APP does it all. Don't waste valuable staff time.

TAKE ADVANTAGE OF HAVING YOUR CLAIMS EDITED ELECTRONICALLY – All claims that are submitted electronically go through the editing process. This results in claims that are cleaner. If the claim is rejected, there is no charge to you.

\$.37 PER CLAIM SAVES YOU MONEY – You currently spend up to \$2.00 per mailed claim. THIN-APP charges the current first class postage fee per claim (presently only \$.37)..... save up to \$1.63 per claim with THIN-APP!

LESS TIME IN THE MAIL – We presort and bar code your envelopes to help speed the mail on its way to the payer.

TIMELY CLAIM PROCESSING – THIN-APP processes your paper claims the morning following your transmission to THIN. Your paper batch data is printed as received. Only format changes are made to accommodate the paper form.

TRACK YOUR PAPER CLAIMS – THIN-APP is treated as a standard commercial payer with responses. The Response File contains information on your paper claims so you know when the batch was mailed and the number of claims that were mailed.

GREAT REPORTS – Your invoice lists, in detail, the paper claim batches that THIN-APP received from your office. This is a great reconciliation tool. You also receive an end-of-month summary report that lists, by payer, the total claims that were sent and the value of the claims. Use this report to catch those "electronic" payers that went to paper by mistake.

FRIENDLY SERVICE – Our processing center is poised to provide the highest level of support in helping your staff interpret response files and answer questions about their paper claims.

HOW CAN I GET STARTED? – Fax the THIN-APP Submitter Agreement and Information Form to **972-766-5102**. THIN-APP will take it from there. Upon receipt of your faxed or mailed *signature page* of the Agreement, we will process the Agreement and return an acknowledgment back to you via fax. You may then begin sending your paper claims.

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THINSM
ALL PAYER PRINT
(THIN-APP)

The following information will answer questions you may have about THIN-APP:

1. What is the charge for the print service?

Thirty-seven (\$0.37) cents per paper claim, or the future updated cost of first class postage. A paper claim can only have six details. If the Submitter sends an electronic claim with twelve details, the claim will be split and the Submitter will be charged for two claims. If the Submitter sends multiple rendering providers on the same electronic claim, the claim will be split so that there is one rendering provider per claim. The Submitter will be charged \$0.37 cents per printed claim, or the cost of first class postage.

2. Will the claims be printed exactly as the provider submitted them?

Only format changes will be made to accommodate the paper form. No data information will be changed, however the payer ID may change if the following applies:
THIN may change the Payer ID of "PRINT" or "PAPER" on the claim to the electronic payer ID if it is found on either the "THIN Participating Professional Carrier s List" or the "THIN Participating Institutional Carriers List" when the payer name on the claim matches the name of an electronic payer. The list of Professional and Institutional carriers can be downloaded from our website at www.thinedi.com. If THIN changes the payer ID of "PRINT" or "PAPER" to match the payer name, your THIN response reports will reflect the new payer ID rather than "PRINT" or "PAPER" as was originally submitted and there will be no charge incurred for that claim.

3. How does the Submitter know that the claim has been mailed?

THIN-APP will forward electronic responses as other payers/contractors do. When the Submitter retrieves their electronic responses from their THIN mailbox, a THIN-APP response will be included.

4. How does a Submitter get started?

Fax the THIN-APP Submitter Agreement and Information Form to **972-766-5102**. THIN-APP will take if from there. Upon receipt of your faxed or mailed *signature page* of the Agreement, we will process the Agreement and return an acknowledgment back to you via fax. You may then begin sending your paper claims.

Mailing address:
THIN-APP
P.O. Box 833905
Richardson, TX 75083-3905

5. What reports does the Submitter get from THIN-APP?

The Submitter will be invoiced on a monthly basis. With the invoice, the Submitter will receive a monthly Summary Report Invoice and a detail report which includes by provider a breakdown of the number of claims and the total dollars billed during the invoice period.

Submitters will be invoiced and are responsible for payment of any claims that they present to THIN-APP regardless of the provider indicated on the claim.

Note: Claims cannot be forwarded by THIN-APP or the U.S. Postal Service if the claim does not have the correct name and address for the insurance company.

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ALL PAYER PRINT
(THIN-APP)

SUBMITTER PARTICIPATION AGREEMENT

This print-to-mail, THIN-APP Agreement is entered into between the Submitter designated in the signature line of this Agreement and THIN. The Agreement is based on the following:

1. The per claim charge shall be paid on each claim mailed by THIN – All Payer Print (THIN-APP). THIN-APP will furnish an invoice to the Submitter on a monthly basis for the per claim charge due from the claims mailed by THIN-APP during the prior month. Accompanying such invoice shall be a report identifying by provider the claims upon which such invoice is based.
2. Submitter shall be responsible for THIN-APP payments regardless of the provider who is identified on the printed claim.
3. All fees are subject to adjustment by THIN-APP, provided that THIN-APP gives thirty (30) days prior notice to Submitter of any such adjustment.
4. The costs of any Submitter systems modifications and enhancements necessary for implementing the print claim process will be borne by Submitter.
5. Submitter shall be responsible for any state, local, and federal taxes applicable to the transactions set forth under this agreement, whether imposed now or later by the applicable taxing authority, even if such imposition occurs after the termination of this agreement.
6. All charges will be due upon receipt of invoice. THIN may reject a submitter's THIN-APP claims if payments are not made in a timely manner.
7. THIN-APP agrees to process all paper claims in a timely manner.
8. THIN-APP may make format changes in the information received from the Submitter. These format changes shall be deemed to conform to the payers' published documentation for paper claim submission.
9. THIN may change the Payer ID of "PRINT" or "PAPER" on the claim to the electronic payer ID if it is found on either the "THIN Participating Professional Carrier s List" or the "THIN Participating Institutional Carriers List" when the payer name on the claim matches the name of an electronic payer. The list of Professional and Institutional carriers can be downloaded from our website at www.thinedi.com. If THIN changes the payer ID of "PRINT" or "PAPER" to match the payer name, your THIN response reports will reflect the new payer ID rather than "PRINT" or "PAPER" as was originally submitted and there will be no charge incurred for that claim.
10. THIN-APP will hold all of Submitter's claim documentation as confidential information between the Submitter, THIN-APP, and payer receiving claim.
11. Either party shall have the right to terminate this agreement upon 30 days written notice.

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12. Signature on this agreement authorizes THIN to release all information to THIN-APP necessary to print the HCFA 1500 or UB92/1450 claim form.

13. Pricing for paper HCFA 1500 claims and UB92/1450 claims is \$0.37 cents per printed claim, or the first class postage rate. Submitter understands that an electronic claim may be split into more than one printed claim to meet paper filing requirements. In the event the first class postage rate shall increase, the per claim charge to the submitter shall increase by an equal amount.

Signature _____

Submitter Tax ID _____

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THINSM
Information Form for Submitters using
THIN-All Payer Print
(THIN-APP)

SUBMITTER INFORMATION	
DATE:	
THIN SUBMITTER NUMBER:	
NAME:	
BILLING ADDRESS:	
CITY, STATE, ZIP:	FAX:
CONTACT NAME:	TELEPHONE:
ARE YOU SALE TAX EXEMPT? ___ YES ___ NO	IF YES, YOU MUST ATTACH A COPY OF YOUR TAX EXEMPTION CERTIFICATE TO THIS ENROLLMENT FORM.

THIN-APP USE ONLY	
NAME:	
THIN-APP ASSIGNED ID:	
VENDOR:	INITIAL:
DATE APPROVED:	DATE FAXED:

You may **FAX** this form to: **972-766-5102**

You may **MAIL** this form to: **THIN-APP**
P.O. Box 833905
Richardson, TX 75083-3905

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**Information for your Office Practice Management System
HCFA 1500**

Many Submitters have asked that THIN offer the capability for the provider's office to be able to send all claims electronically to THIN. We are pleased that this service is now available to providers. You may now direct your claims for payers not connected electronically to be printed on a claim form and mailed to the payer. The cost to the Submitter for this service will be the cost of first class postage per printed claim. Claims submitted electronically to the payers connected to THIN will remain free to the provider. The charge is only for those claims that are printed and mailed.

In addition to the requirements for electronic claims, the additional fields/information must be supplied:

AA0, Field 17.0 Receiver I.D.	AA0, Field 18.0 Receiver Type Code	DA0, Field 7.0 Payer Organization I.D.
MIXED	F	"PRINT" OR "TWCCP"

All Claims with a Payer Organization I.D. of PRINT require the following additional fields:

- DA0, Field 09.0, Payer Name
- DA1, Field 04.0, Payer Address 1
- DA1, Field 05.0, Payer Address 2
- DA1, Field 06.0, Payer City
- DA1, Field 07.0, Payer State
- DA1, Field 08.0, Payer Zip

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**Information for your Business Office Management System
UB92**

Many Submitters have asked that THIN offer the capability for the provider to be able to send all claims electronically to THIN. We are pleased that this service is now available to all providers. You may now direct your claims for payers not connected electronically to be printed on a claim form and mailed to the payer. The cost for this service will be the cost of first class postage per printed claim. Claims submitted electronically to the payers connected to THIN will remain free to the provider. The charge is only for those claims that are printed and mailed.

In addition to the requirements for electronic claims, the additional fields/information must be supplied:

- ◆ Record 01, Field 05, Receiver Type Code = F
- ◆ Record 01, Field 06, Receiver I.D. = PRINT
- ◆ Record 30, Field 04, Source of Payment = F
- ◆ Record 30, Field 05, Payer Organization I.D. = PRINT

All claims with a Payer Organization I.D. of PRINT require the following additional fields:

- ◆ Record 32, Field 04, Payer Name
- ◆ Record 32, Field 05, Payer Address 1
- ◆ Record 32, Field 06, Payer Address 2 (not required)
- ◆ Record 32, Field 07, Payer City
- ◆ Record 32, Field 08, Payer State
- ◆ Record 32, Field 09, Payer Zip

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