



# PROVIDER QUICK TIPS

#200

## Valid Zip Code On Electronic Claims and Encounters

Effective December 1, 2016 all electronic claims and encounters submitted to the PROMIS<sup>e</sup>™ translator must contain a valid 5+4 digit zip code for the billing provider and facility (if required). Claims processing may use the 5+4 zip to determine the correct location. Use of random digits in the zip code field is both inappropriate and could lead to claim denials. This change will affect all entities submitting 837 Professional, 837 Institutional and 837 Dental claims and encounters. The 5+4 zip code is a HIPAA 5010 requirement; therefore, this modification should be transparent unless your organization is currently omitting this data.

Beginning December 1, 2016 all claims submitted without 5+4 zip code for the billing provider and/or facility (if required) will be rejected by the translator. This rejection will be conveyed to the submitter on the Transaction Status Summary Report, as all upfront translator edits currently are today.

The 5+4 zip code is located as follows for the associated transactions. Please refer to the appropriate claim implementation guides for further information.

### 837 Professional & 837 Professional Drug

#### Billing

Loop 2010AA - N4 Segment - N403 element

#### Facility

Loop 2310C - N4 Segment - N403 element (Header)

Loop 2420C - N4 Segment - N403 element (Detail)

### 837 Institutional

#### Billing

Loop 2010AA - N4 Segment - N403 element

#### Facility

Loop 2310E - N4 Segment - N403 element (Header)

### 837 Dental

#### Billing

Loop 2010AA - N4 Segment - N403 element

#### Facility

Loop 2310C - N4 Segment - N403 element (Header)

Loop 2420D - N4 Segment - N403 element (Detail)

Thank you for your service to our MA recipients.  
We value your participation.  
Check the department's website often at: [www.dhs.pa.gov](http://www.dhs.pa.gov)

