

# ACCESSING YOUR PROVIDER CLAIM ACTIVITY REPORT (PCAR) AND MEDCOST REFERENCE GUIDE



Log in to our secure Providers portal to access your PCAR, as well as the MedCost Reference Guide. The Reference Guide contains a complete listing of employers accessing the MedCost Network, their group numbers, effective and termination dates, as well as their payer and precertification vendors to assist you in filing claims.

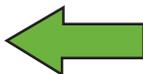
View claims on our [secure Providers portal](#) under Claims Submission and Repricing as outlined below. You will need to register if you do not already have a login and password. *Using Internet Explorer as your browser is recommended for the best functionality.*

## How to Register

If you have not registered yet, click the Register button as shown below and follow the prompts.

### Claims Submission and Repricing

- ▶ Submit claims to the EDI number listed on the back of the member's ID card.
- ▶ To check the status of your repriced claims, access the claims repricing resources using our [web application services](#).

[Log In](#) [Register](#) 

You will need the following information to submit your registration:

- Provider Name
- Tax ID Number
- Business/Office Manager Name
- Main Address
- E-mail Address
- Phone Number

## How to Access Your PCAR If Already Registered

If you have already registered, click on Log In as shown and enter your credentials. Proceed to Web Applications.

### Claims Submission and Repricing

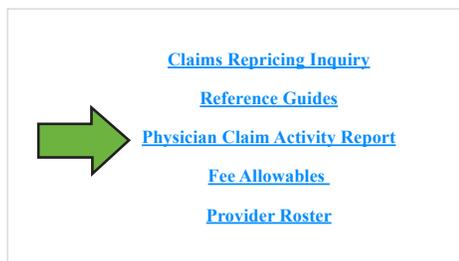
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 [Log In](#) [Register](#)

  
[Web Applications](#)  
[Edit Existing Administrative Account](#)  
[Open New Staff Account](#)  
[Edit Existing Staff Account](#)  
[Log Off](#)  
[Log On As Another User](#)



Under Web Applications, select Physician Claim Activity Report. You can choose to pull information in either Excel or PDF format.



You can search for claims up to a 31-day timeframe. After entering the dates for the report, click on your practice information and indicate if you want all claims or those specific to a patient name and member ID.

Click Submit to open the report and download to review.

Once downloaded, you can see the claims that have been pended due to invalid policy or group name information.

In the **Status** column on the report, you will see the **Non-Repriced - See Details/Action Needed** column along with the **Details/Action Needed** column that will state:

***Provider: Please access the MedCost Reference Guide to locate valid policy or group name and resubmit a corrected claim. If you are unable to locate policy/group in the reference guide, please file this claim to the Claim Administrator. The original policy filed is X.***

The claims on the PCAR report are not able to be processed without your intervention and will remain pended until you take additional necessary action. If you are unable to locate the member's policy information from their member ID card, you may access the Reference Guides as reflected above and search by group information.