



Bureau of TennCare

IS Policy Manual

Revised-- 02/10/2017

Policy No: BTC-Pol-Enc-200608-007	
Subject: Reuse of Internal Control Numbers	
Approval: Encounter Policy Workgroup	Date: 10/13/2006

PURPOSE: To clarify TennCare’s position regarding the reuse of an Internal Control Number (ICN) on claims found in the encounter files sent in by all submitters.

BACKGROUND INFORMATION:

In the interest of receiving more consistent claim data TennCare has clarified the X12 and NCPDP specifications for reporting submitter specific ICNs. TennCare requires submitter specific ICNs on all claims that have prior adjudication information such as encounter claims or claims containing third party liability.

TENNCARE POLICY:

Submitters should not submit to TennCare claims if the ICN is already on file with TennCare and it has not been successfully voided. TennCare must have the ability to identify and trace the claim using the ICN sent to TennCare from the submitter’s system, and audit the validity using the ICN within the submitters system. For submitters that reuse base ICNs, a sequencer must be appended to the base ICN to make each submission unique.

POLICY EXCEPTIONS:

None

REFERENCE DOCUMENTS:

- TennCare HIPAA Companion Guides

BTC-Pol-Enc-200608-007

OFFICES OF PRIMARY RESPONSIBILITY:

- TennCare IS Division—to ensure that encounters are submitted to TennCare in the approved format
- Information Systems Management Contractor – to process encounters through the TCMIS system
- Submitters - to follow transaction requirements