

FES & Part C Training

How the program works & how to submit claims

Training Outline

- How the programs work currently.
- What is different moving forward?
- When will you get paid?
- How to submit claims?
- Provider Website, Manuals and Remits.
- How to handle billing errors?
- Who to contact for help?



How the programs work currently

Invoice Billing

Currently you are invoice billing through AWAX.

One invoice is submitted for the month with information for all patients seen during that service month.

You are paid directly from the state.



New Process

Family Education and Support Services

Basics of FES

FES:

- Patients 3 21 years of age
- Fee for service program
- One claim per member per service month allowed
- One code, one payment amount
- FES is not a Medicaid program

FES Services Team - FS

Payment amount is based on the annual contract for members served. Only paid up the members seen or the contract cap, whichever is less.

CMS-1500 claim forms are submitted at the end of each month for members who received services during that month. Once a clean claim is processed through Conduent, you will receive payment the following Monday.



New Process

Part C – Early Intervention Program

Basics of Part C

Part C:

- Patients 0 3 years of age
- Tier based payment
- Encounter claim submitted any time during the service month or the following month to be counted towards Tier payment.
- Payment received once a month.
- Part C is not a Medicaid program

Part C Program Team - PC

Payment amount is decided by a Tier system. Tiers are based on how many members are in the program per region. Tiers subject to change monthly.

Encounter claims can be submitted throughout the service month or the following month. For payment the second week of the next month.

What is an Encounter Claim

Encounter – This input medium is an electronic claim submitted for health data reporting purposes.

Encounter claims can only be submitted electronically.

Individual encounter claims are paid at zero. Lump sum payment will show as a Gross Adjustment.

Questions?



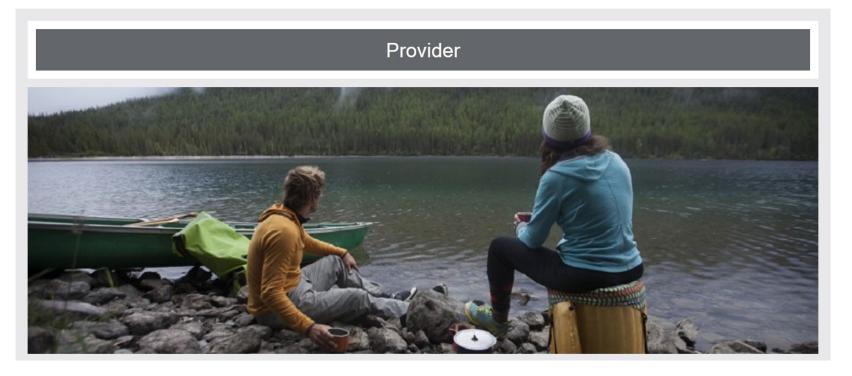
Submitting Claims with MPATH

MPATH: https://mtdphhs-provider.optum.com









MPATH





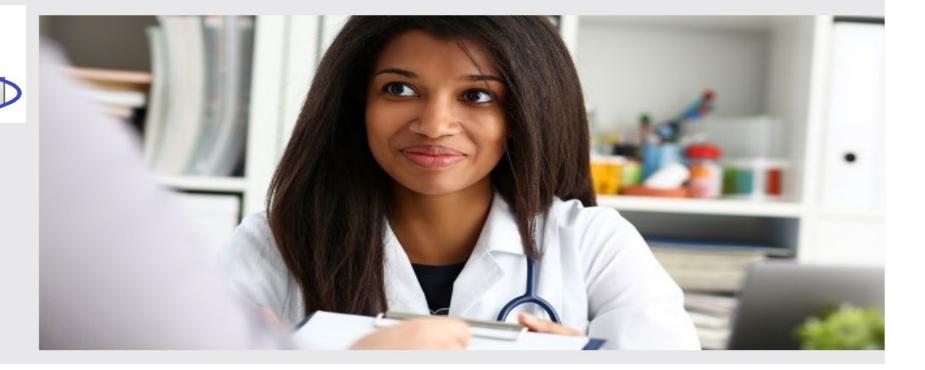




Provider

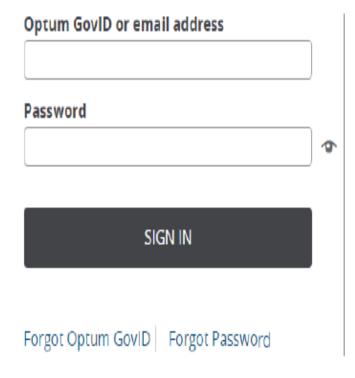
How can we help you?

Login and Registration



MPATH – Initial Set UP

Optum GovID Sign In



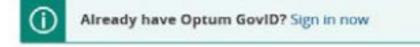
Additional options:

Create Optum GovID

Manage your Optum GovID
What is Optum GovID?

Create Optum GovID

Optum GovID securely manages your account so that you can use one Optum GovID and password to sign in to all integrated applications.



Profile Information

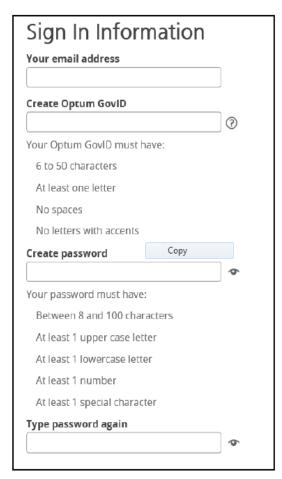
Сору

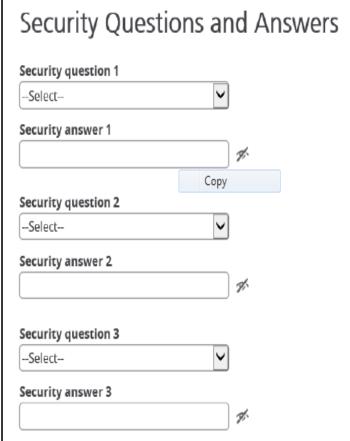
Last name

Date of birth

mm-dd-yyyy

MPATH - Create GovID & Password





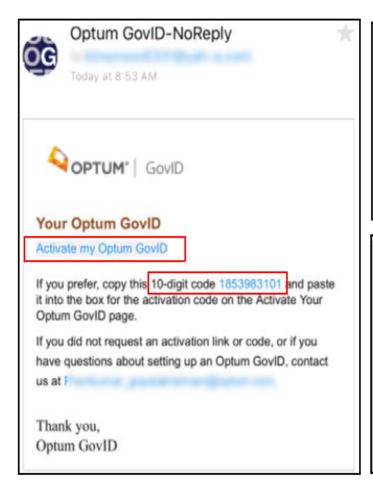
You must agree to the <u>Terms of Use</u> and <u>Website Privacy Policy</u> to use the Optum GovID service. If you do not agree, click Cancel and do not use any aspect of the Optum GovID service.

Cancel

LAGREE



MPATH - Confirmation







Share My Optum GovID

Using your Optum GovID to sign in to SOC46639 means that SOC46639 uses your Optum GovID account information to verify your access. We share this information with SOC46639:

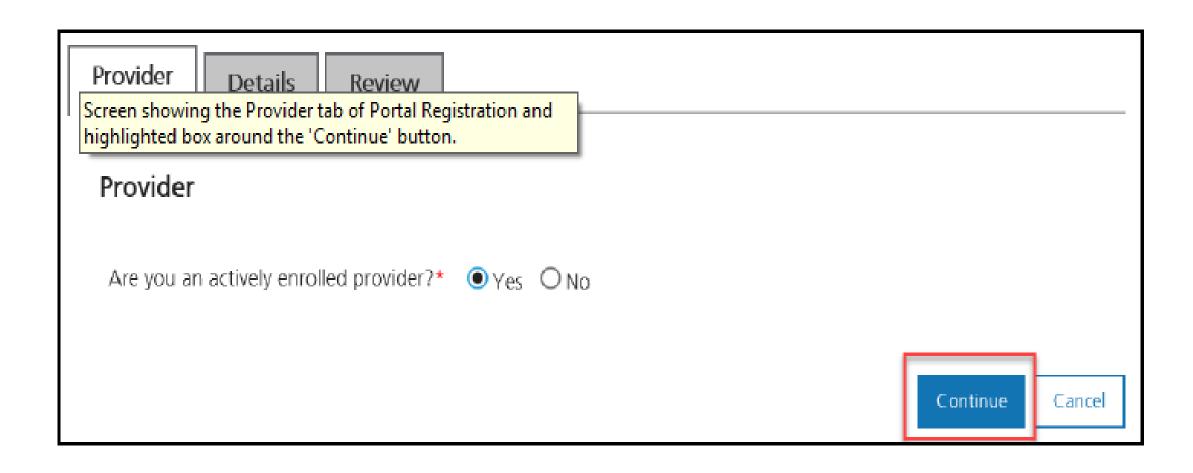
- Optum GovID
- Name
- · Email address

By clicking I Agree,

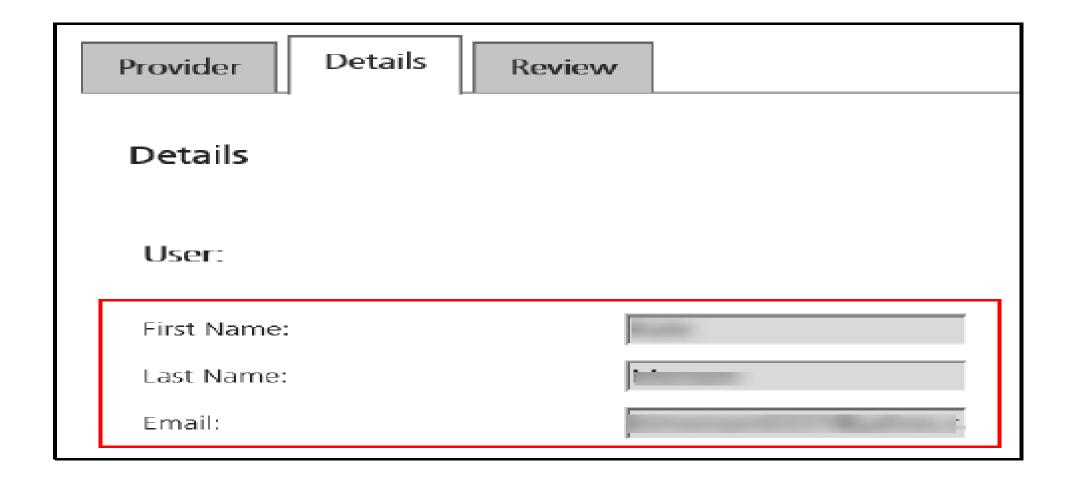
- · You give Optum GovID permission to share your account information with SOC46639:
- You acknowledge that your account information is being provided to SOC46639 and it is subject to the SOC46639 privacy policy; and
- You acknowledge that the SOC46639 privacy policy may be different from the Optum GovID privacy policy.



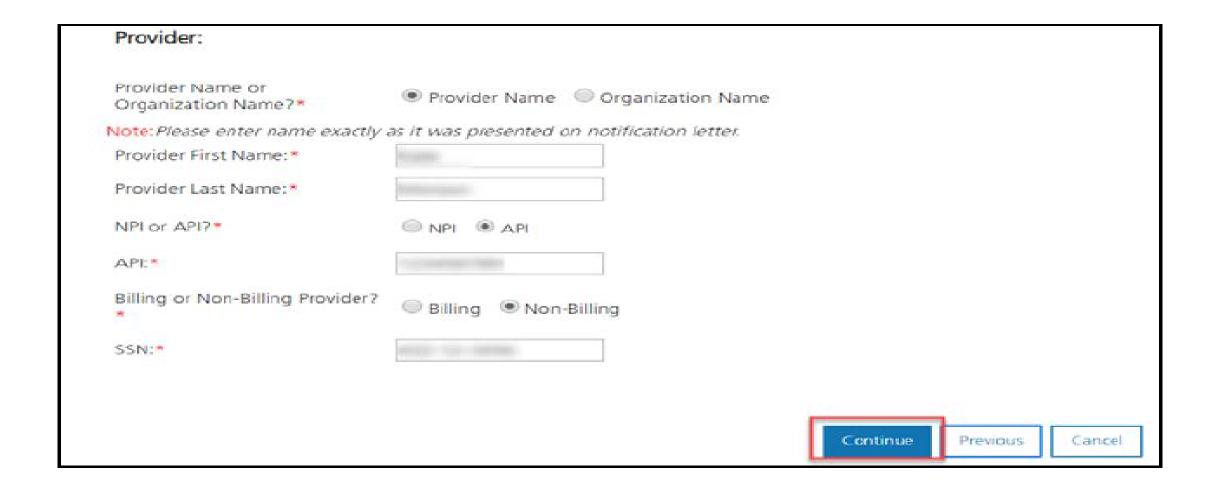
MPATH – Link NPI to GovID



Verify User Information



Enter Provider Information

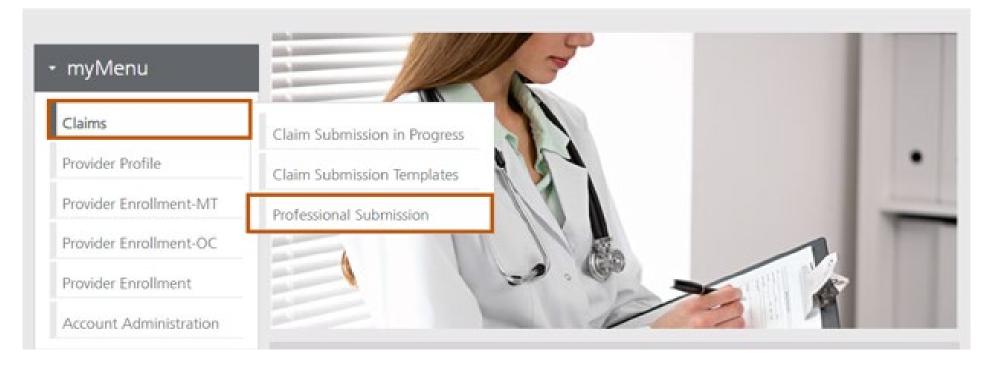


Review Provider Details Review User: First Name: Last Name: Email: Provider: Provider First Name: Provider Last Name: API: SSN: By submitting your registration information, you indicate that you have read and accept our Terms and Conditions and Privacy Policy. Submit Previous Cancel

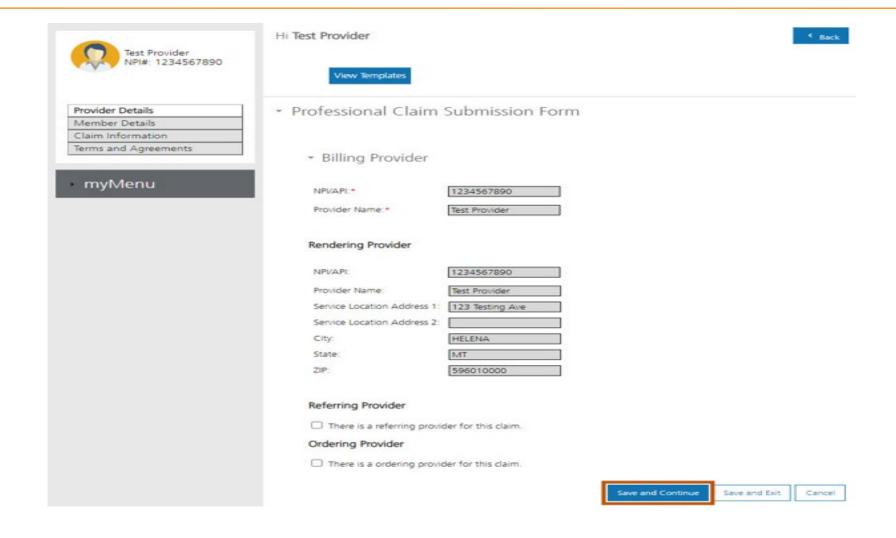
MPATH – Claim Submission







MPATH – Provider Claim Screen



MPATH – Member Claim Screen

- · Professional Claim Submission Form
 - Member Details

Member ID:	1234
Patient Account Number:	
First Name:	TestFirst
Middle Name:	
Last Name:*	TestLast
Date of Birth:	01/01/1985
Gender.*	м -
Mailing Address 1:*	123 Testing Ave
Mailing Address 2:	
City:	Helena
State:*	MT ~
ZIP:	59601

Diagnosis Codes

ICD-10 is short for *International Classification of Diseases*, 10th Revision.

There are many websites out there to obtain this information. Here is my favorite:

https://icd10coded.com/

Diagnosis Codes



Oct 01, 2018 - Sep 30, 2019

2019 ICD-10 data & code lookup

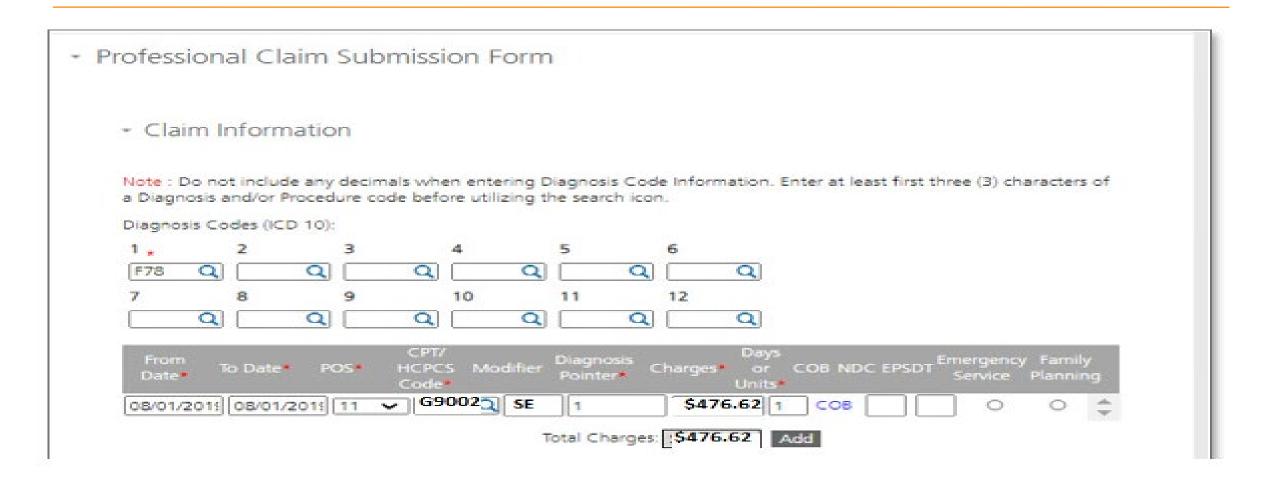
Alphabetic Index

ICD-10-CM

ICD-10-PCS

Search

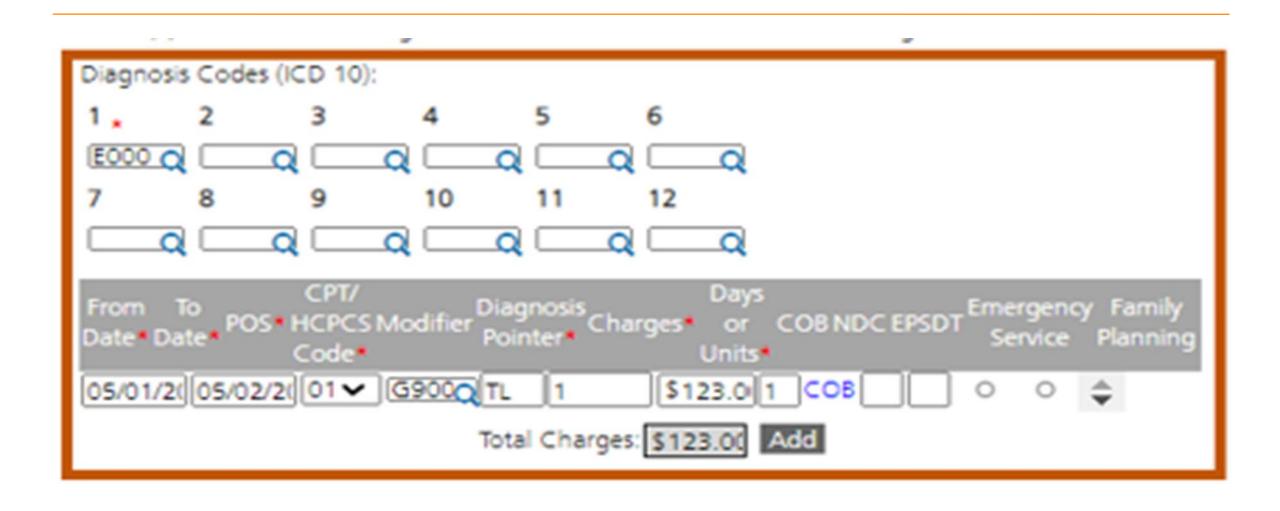
MPATH Claim Screen - FES



MPATH Claim Screen – FES cont'd

Are you submitting COB at the claim level? Is the member's condition related to: First date related to Member's condition: Is this Member deceased?* Is member unable to work in current occupation?* Is hospitalization related to current services?* Clinical Laboratory Improvement Amendment Number needed for this claim?*	O Yes Select O Yes O Yes O Yes	No
First date related to Member's condition: Is this Member deceased?* Is member unable to work in current occupation?* Is hospitalization related to current services?* Clinical Laboratory Improvement Amendment Number needed for this claim?*	Select O Yes O Yes	No
Is this Member deceased?* Is member unable to work in current occupation?* Is hospitalization related to current services?* Clinical Laboratory Improvement Amendment Number needed for this claim?*	O Yes O Yes	No
is member unable to work in current occupation?* Is hospitalization related to current services?* Clinical Laboratory Improvement Amendment Number needed for this claim?*	O Yes	
s hospitalization related to current services?* Clinical Laboratory Improvement Amendment Number needed for this claim?*		· No
Clinical Laboratory Improvement Amendment Number needed for this claim?*	O Ves	
		· No
	O Yes	No
Is there a prior authorization for this claim?*	O Yes	No
Is there a Referral for this claim?"	O Yes	No
Do you have attachments for this claim?*	O Yes	· No
FS /		

MPATH Claim Screen – Part C



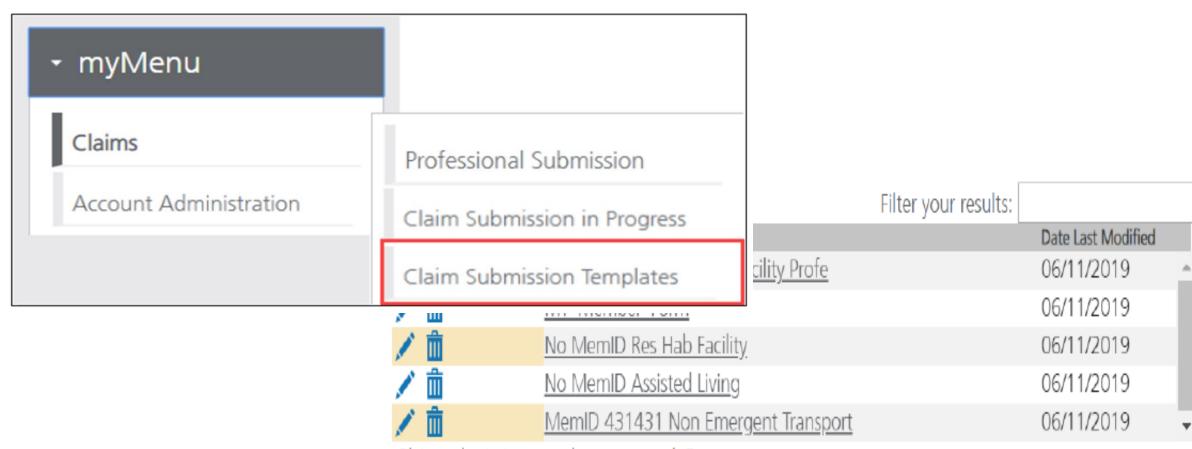
MPATH Claim Screen - Part C cont'd

Do you have a Medicaid resubmission code?	O Yes	PVO
Are you submitting COB at the claim level?	O Yes	• No
Is the member's condition related to:	Select	·
First date related to Member's condition:	Select	****
Is this Member deceased?*	O Yes	e No
Is member unable to work in current occupation?*	O Yes	P-P-P
Is hospitalization related to current services?*	O Yes	No
Clinical Laboratory Improvement Amendment Number needed for this clair	m?* O Yes 📢	• No
Is there a prior authorization for this claim?*	O Yes	No.
Is there a Referral for this claim?*	O Yes	e No
Do you have attachments for this claim?*	O Yes	P No
Additional Notes:		
PC		

MPATH – Claim Submission

→ Professional Claim Submission Form
 Terms and Agreements
Please key in provider name and NPI to certify the information on this form is accurate and terms and conditions have been satisfied.
Provider Name: *
NPVAPI: *
Accept assignment? * O Yes O No
\square I certify I have read the <u>Terms and Conditions</u> that apply to this bill and are made a part thereof.
Submit Previous Save and Exit Cancel

MPATH – Additional Features



Claim submission templates returned: 5



Website, Manuals and Other Information

Montana Healthcare Programs Website

- The Montana Healthcare Programs Provider Information website is available 24/7/365.
- Contains the general manual, provider manuals, fee schedules, provider notices and additional resources.
- Provider notices report important updates including, but not limited to, policy, program, coding and rule changes.
- And much more.

Additional Resources on the Website

Provider Type

See your provider type webpage for specific resources.

Claim Jumper Newsletters

The Montana Healthcare Programs newsletter, the *Claim Jumper*, is available online only; however, you may choose to print for your use.

Montana Access to Health (MATH) Web Portal

The MATH web portal is a secure website with many functions.

https://medicaidprovider.mt.gov/



Resources by Provider Type

- Provider Manuals section The General Information for Providers manual and the manual for your specific provider type.
- Fee Schedules section Most recent fee schedules for your provider type.
- Provider Notices section Notices on policy, procedure and other changes from the state.
- Other Resources Miscellaneous information that may be helpful.

We encourage you to visit the website weekly for important program updates.

Resources by Provider Type

Providers are listed in alphabetical order

 $\underline{\mathbf{A-C}} \quad \underline{\mathbf{D-F}} \quad \underline{\mathbf{G-K}} \quad \underline{\mathbf{L-O}} \quad \underline{\mathbf{P-Q}} \quad \underline{\mathbf{R-Z}}$

Providers D – F

03/26/2019 Dental (Dentist, Dental Hygienist)

03/26/2019 Denturist

03/26/2019 <u>Developmental Disabilities Program</u>

All provider type sections have the same layout.

Developmental Disabilities Program Providers

Manuals

General Information for Providers 05/2019

Medicaid manual with general information for all provider types.

- Medicaid Rules and Regulations
- Fee Schedules
- Provider Notices
- Other Resources
- To locate older documents, access the Archive Page.

* Medicaid Rules and Regulations

Code of Federal Regulations (Title 42)

Montana Code Annotated - https://leg.mt.gov/ (Choose "Laws & Bills" then " Montana Statutes - MCA")

Applicable Section: Title 53, Chapter 6

Administrative Rules of Montana (Title 37)

- · Chapter 79 Healthy Montana Kids
- · Chapter 82 Medicaid Eligibility
- · Chapter 83 Medicaid for Certain Medicare Beneficiaries and Others
- Chapter 85 General Medicaid Services
- · Chapter 86 Medicaid Primary Care Services

Provider Notices

2019

05/30/2019

12/31/2018 New Developmental Disabilities Program Provider
Type
11/20/2018 Appropriate Billing Reminder
11/08/2018 Rate Updates Mass Adjustment
10/19/2018 Medicaid Fee Schedules
07/02/2018 Updated CLIA Claims Editing
06/04/2018 Coding Resources Change
04/04/2018 Updated Passport Eligible Populations & Reimbursement
02/26/2018 New Rendering Only Provider Enrollment
Application
01/31/2018 Montana Healthcare Programs Covered Double
Electric Breast Pumps - E0603

05/20/2019 Nurse Visit - Appropriate Billing Reminder - Revised Clarification rev.

Other Resources

Prior Authorization Criteria for Specific Services

Rebateable Manufacturers 10/2018

SURS Provider Self-Audit Protocol 10/2015

Claim Jumper

If you are unable to locate a resource you need, please contact Provider Relations at 1 (800) 624-3958 or (406) 442-1837

Recent Website Posts

Announcements

Drug and Pharmacy News

Forms Resources by Provider Type

Claim Instructions

Training and Events

Claim Jumper Newsletters

Montana HELP Plan

Claim Jumper

Claim Jumper 2019

Volume XXXIV Issue 5 May 2019

Publication Reminder
SURS Audit Revelations
You Asked - We Answered
Field Rep Corner
Recent Website Posts
New DDP Provider Type
Top 15 Claim Denial Reasons
Your New Field Rep
Key Contacts

Volume XXXIV Issue 4 April 2019

Publication Reminder
Training Survey
Upcoming Changes
You Asked - We Answered
Billing of Medicaid Nursing, Swing Bed, and Hospice
Up coming WebEx Training
Recent Website Posts
Top 15 Claim Denial Reasons
SURS Audit Revelations
Key Contacts

Claim Jumper

Resources by Provider Type Provider Enrollment Montana HELP Plan Subscribe to Claim

Claim Jumper Registration

Register to receive the Claim Jumper direct to your email.

The Claim Jumper is published on or near the 18th of each month. Registering your email will allow you to receive the publication directly to your inbox as well as occasional announcements applicable to most providers. Your email will not be shared or sold at any time. To unsubscribe from this list simply visit http://www.medicaidprovider.mt.gov, choose "Subscribe to Claim Jumper" from the menu bar, and you will be given the option to unsubscribe. Both subscribe and unsubscribe adjustments will be made to Claim Jumper email lists prior to the next distribution of information.

Thank you for serving Montana's Medicaid Members.

Note: This form may not work properly in Internet Explorer. If you experience an issue with this form, please try using another browser, or email your request directly to MTWebmaster@conduent.com.

First Name	
Last Name	
Email	
Role	○ Provider
	○Biller
	O Provider AND Biller
Opt In / Opt Out	○ Subscribe
	○ Unsubscribe
	Agree to Terms and Conditions
reCA	I'm not a robot reCAPTCHA Privacy - Terms
	SUBMIT

Claim Jumper example

Montana Healthcare Programs Claim Jumper

Volume XXXIV, Issue 6 June 2019

In This Issue

Publication Reminder — 1
New DDP Provider Type— 1
Fiscal Agent — 1
You Asked - We Answered — 2
SURS Audit Revelations — 3
EHR Requirements — 3
Recent Website Posts — 5
Online Live Training — 5
Top 15 Claim Denial Reasons — 6
Key Contacts — 6

New Developmental Disabilities Program Provider Type

Effective July 1, 2019, all developmental disabilities providers (DDP) must utilize the MMIS for claims processing of services for the 0208 Comprehensive Services Waiver for Individuals with Developmental Disabilities.

All providers wanting to provide DDP waiver services are to enroll in Montana Healthcare Programs on or before June 1, 2019.

Please visit the Montana Healthcare Programs Provider Information Website https://medicaidprovider.mt.gov/ to enroll and become a developmental disabilities provider.

Submitted by Rebecca Corbett Business Analyst, MPATH DPHHS

Definitions and Acronyms

Definitions and Acronyms

DPHHS Acronyms

DPHHS Definitions Below:

Numeric – A

270/271 Transactions

The ASC X12N eligibility inquiry (270) and response (271) transactions.

276/277 Transactions

The ASC X12 claim status request (276) and response (277) transactions.

278 Transactions

The ASC X12N request for services review and response used for prior authorization.

Frequently Asked Questions (FAQs)

Frequently Asked Questions (FAQs)

- Adjustments
- Billing and Electronic Transactions
- Claim Processing
- Enrollment
- Eligibility
- Fraud and Abuse

Questions?



Electronic Statement of Remittance (eSOR)

Payment

FES payments are made by direct deposit every Monday.

Part C payments are made on the 2nd Monday of the month.

Your Statement of Remittance is available every Tuesday.

Payment: Remittance Advices

Remittance advices are payment explanations which provide details about a member's claims.

- The Statement of Remittance (eSOR) contains paid, denied, in process regular claims and 'history only' gross adjustment claims.
- All providers must access remittance advice data through the MATH portal.
- Providers can receive an 835 transaction delivery directly or via a clearinghouse.

MATH Portal Access

https://mtaccesstohealth.portal.conduent.com



Montana Access to Health Web Portal

Log In
Web Registration
Provider Enrollment
Provider Information

Electronic Billing

Provider Locator

Website

Welcome to Montana Access to Health Web Portal!

Montana Access to Health Web Portal provides the tools and resources to help healthcare providers conduct business electronically. If you have already registered to use the Montana Access to Health Web Portal, Log In below. If you have already completed a Montana Enrollment Form, but have not yet registered to use the Montana Access to Health Web Portal, click the Web Registration button on the left side of this page to begin. If you are a new provider or have not already completed a Montana Enrollment Form, visit Provider Enrollment for step-by-step instructions.

Log In

Log In

Enter your User ID and Password and click 'Log In.' If you do not have a User ID and Password, contact your Office Administrator.

User ID:	Password:	

Forgot Your Password?

Obtaining your eSOR

Montana Access to Health Web Portal Home Page

Navigate to any of the functions in the Web portal by clicking the following links or by using the top navigation bar. For information about each function, click the corresponding column header. Click on 'My Profile,' located in the 'My Access' section, to display your current Montana Access to Health Web Portal profile. You will be able to perform only those tasks allowed by the user privileges assigned to you.

Site Contents

Provider Locator

Inquiries	Submissions	Retrievals	Manage Users	My Access
Eligibility	<u>Upload Files</u>	View/Download Files	Add New User to Organization	My Profile
Claim Status		View e!SOR Reports	Add Existing User to Organization	Change Organization
Provider Payment Summary		My Inbox	Update or Remove Users/Reset Password	Change Password
Claims-based Medical History			Manage Submitter IDs	Manage Proxies
Electronic Health Record				

ATTENTION PROVIDERS: The Electronic Health Record link has been added to allow you to view your patients' claims medical history. If you need this access and do not have it, please contact your office administrator. E-prescribing is now available. Please contact your office administrator to add prescribing rights to your user account.

You've logged into the organization displayed under the navigation bar on the right. This organization will be used to determine the Provider Number and Submitter IDs you can use for your transactions (i.e., Inquiries, Submissions and Retrievals). To change this organization, click 'Change Organization' and follow the instructions.

Select file

Montana Access to Health Web Portal



Home > Retrievals > View/Download Electronic Statement of Remittance

MONTANA MEDICAID TEST1

View/Download Electronic Statement of Remittance

Select a provider number and click "Submit" to retrieve a list of Electronic Statement of Remittance Report files.

NPI or Provider Number:



Submit

eSOR by Date

View/Download State of Remittance



A portion of this payment is made from American Recovery Investment Act funds. Go to http://recovery.mt.gov to follow how we are reinvesting and rebuilding Montana with funding from the Recovery and Reinvestment Act.

Report files will be stored for 90 days, after which time they will be deleted from the Web Portal.

Payment Date	File Name	File Size	Download Speed
05/27/2019	05272019 1003902909 01.pdf	68,369 bytes	<u>Calculate</u>
05/20/2019	05202019 1003902909 01.pdf	29,707 bytes	<u>Calculate</u>
05/13/2019	05132019 1003902909 01.pdf	39,367 bytes	<u>Calculate</u>
05/06/2019	05062019 1003902909 01.pdf	58,707 bytes	<u>Calculate</u>
04/29/2019	04292019 1003902909 01.pdf	39,373 bytes	<u>Calculate</u>
04/22/2019	04222019 1003902909 01.pdf	29,707 bytes	<u>Calculate</u>
04/15/2019	04152019 1003902909 01.pdf	39,371 bytes	<u>Calculate</u>
04/08/2019	04082019 1003902909 01.pdf	39,371 bytes	<u>Calculate</u>
04/01/2019	04012019 1003902909 01.pdf	39,375 bytes	Calculate
03/25/2019	03252019 1003902909 01.pdf	49,039 bytes	<u>Calculate</u>
03/18/2019	03182019 1003902909 01.pdf	58,701 bytes	<u>Calculate</u>
03/11/2019	03112019 1003902909 01.pdf	68,363 bytes	<u>Calculate</u>
03/04/2019	03042019 1003902909 01.pdf	87,695 bytes	<u>Calculate</u>
02/25/2019	02252019 1003902909 01.pdf	68,367 bytes	<u>Calculate</u>
02/18/2019	02182019 1003902909 01.pdf	126,352 bytes	<u>Calculate</u>

Remit Example for FES

VENDOR # 0000123456 REMIT ADVICE # 508527 EFT/CHK # 0000000 DATE 04/29/2019 PAGE 2 NPI #: 1234567890 TAXONOMY: 251S00000X

RECIP ID	NAME	SERVICE FROM	DATES TO	UNIT OF SVC	PROCEDURE REVENUE NDC	TOTAL CHARGES	ALLOWED	CO PAY REASON & REMARK CODES
			08312020 MBER=1541234	1.000	G9002	476.62	476.62	
			CLAIM TO	TAL	******	476.62	476.62	
			08312020 MBER=1123175	1.000	G9002	476.62	476.62	
			CLAIM TO	TAL	******	476.62	476.62	
PAID CLAIM	TOTALS - MIS	CELLANEOUS	CLAIM **NUM	BER OF	CLAIMS 2	953.24	953.24	
		**	*TOTAL WARRANT AM	OUNT**	•	953.24		

Remit Example for Part C

VENDOR # 0000123456 REMIT ADVICE # 508527 EFT/CHK # 0000000 DATE 04/29/2019 PAGE 2 NPI #: 1234567890 TAXONOMY: 251S00000X

RECIP ID NAME	SERVICE FROM	DATES TO	UNIT OF SVC	PROCEDURE REVENUE NDC	TOTAL CHARGES	ALLOWED	CO PAY REASON & REMARK CODES
1541234 Mouse, Mickey ICN 31925200255001234 TEAM NUMBER 01			1.000	G9002	476.62	0.00	
THAT NORDER OF		***CLAIM TO	OTAL***	******	476.62	0.00	
1123175 Duck, Donald ICN 31925300255013567 TEAM NUMBER 01			1.000	G9002	476.62	0.00	
		CLAIM TO	OTAL	*****	476.62	0.00	
HISTORY-ONLY CLAIMS - G	ROSS ADJUSME	NTS					
012 ICN 22008100255004030 PAYMENT FOR AUGUS			1.000	G9002	953.24	953.24	
HISTORY ONLY TOTALS -	NOT IN PAYM	ENT TOTALS **NUME	BER OF C	LAIMS 2	953.24		
	**	*TOTAL WARRANT A	MOUNT***		953.24		



Billing errors

FES – Claim Adjustments



Montana Healthcare Programs Medicaid ● Mental Health Services Plan ● Healthy Montana Kids Individual Adjustment Request

Instructions:

This form is for providers to correct a claim which has been **paid** at an incorrect amount or was **paid** with incorrect information. Complete all the fields in Section A with information about the paid claim from your remittance statement. Complete **only** the items in Section B that represent the incorrect information that needs changing. For help with this form, refer to the Remittance Advices and Adjustments chapter in the *General Information for Providers* manual or call Provider Relations at 1.800.624.3958 (Montana and out-of-state providers) or 406.442.1837 (Helena).

		•								
Α.	A. Complete all fields using the remittance advice for information.									
1.	Provider Name, Address,	and Telephon	e Number	3.	Internal Control Number (ICN)					
	Name									
				4.	NPI/API					
	Street or P.O. Box									
	City	State	ZIP	5.	Member ID Number					
	Telephone Number									
2.	Member Name			6.	Date of Payment					
				_						
				1.	Amount of Payment \$					

B. Complete only the items which need to be corrected.							
Item	Date of Service or Line Number	Information on Statement	Corrected Information				

Part C – Billing Corrections

Billing errors for Part C will be handled on a case by case basis with the Program Officer.





If You Have Questions...

Provider Relations Contact Information

Provider Relations Call Center:

- 1(800) 624-3958 or (406) 442-1837
- Monday through Friday
- 8 AM 5 PM Mountain Time

IVR- Automated system available 24/7:

1(800) 714-0062

Field Representative:

• Deb Braga (406) 457-9553

May 2020

Department Contact Information

DPHHS Program Officer:

Wendy Studt 406-444-5647

Conclusion

May 2020