

Billing Clinic

(STAR, STAR+PLUS [non-nursing facility], STAR Kids, STAR Health and CHIP)

Provider Training

Introductions and Agenda



- Verifying Eligibility
- Authorization Process
- Establishing Medical Necessity (After an Adverse Determination)
- Claims Submissions
- FQHC and RHC Billing Information
- Electronic Payments and Remittance
- Superior HealthPlan Departments
- Secure Provider Portal
- Questions and Answers



Verifying Eligibility

Verify Eligibility



- Texas Medicaid Benefit Card (TMBC) (STAR Only)
 - TexMedConnect <u>www.TMHP.com/pages/edi/edi_texmedconnect.aspx</u>.
- Superior Identification Card
- Secure Provider Portal: <u>www.Provider.SuperiorHealthPlan.com</u>.
- Contact Member Services:

STAR, CHIP: 1-800-783-5386

STAR Health: 1-866-912-6283

– STAR+PLUS: 1-877-277-9772

STAR Kids: 1-844-590-4883

 Verify eligibility the first of each month using our website or by contacting Member Services.

Superior Member ID Cards



- The member ID cards contain the following information:
 - Member name
 - Primary Care Provider (except CHIP Perinate mother and STAR+PLUS dual members)
 - Prescription information
 - Program eligibility
 - Superior contact information
- Copies of sample member ID cards can be found in the Superior Provider Manual.



Authorization Process

Ensure Proper Authorizations are in Place

Medical Management Authorizations



- Prescheduled elective admissions must have authorization prior to admission.
- All out of network services require an authorization.
 - Emergent and urgent services provided by an out-of-network provider do not require prior authorization.
- Initiate authorizations 5 business days in advance for non-emergency services.
- If clinical information is requested by Medical Management, submit by fax or through the Superior's Secure Provider Portal.

www.Provider.SuperiorHealthPlan.com

Fax: 1-800-690-7030

Authorization TAT Requirements



Program	Authorization Type	TAT
STAR (Medicaid), STAR Health, STAR Kids and STAR+PLUS	Outpatient	3 business days
CHIP	Outpatient	2 business days
Medicaid and CHIP	Urgent, outpatient	1 business day
Medicaid and CHIP	Inpatient	1 business day

Authorization TAT Requirements



Authorization Type	TAT
Concurrent Review – The process of obtaining clinical information to establish medical necessity for a continued inpatient stay, including review for extending a previously approved admission.	 For Medicaid and CHIP, all urgent requests must be reviewed the same day, or within 1 business day of notification of admission, or within 1 business day of next review date. Timeframe should not exceed 72 hours or 3 calendar days.
Retrospective Review – A form of utilization review for health-care services that have been provided to a member.	If discharge can be confirmed at the time of the initial request/notification of the admission, post-service review timeframes may be applied. A medical necessity determination and written notification is made within 30 calendar days from the date of the request.

Services Requiring Authorization

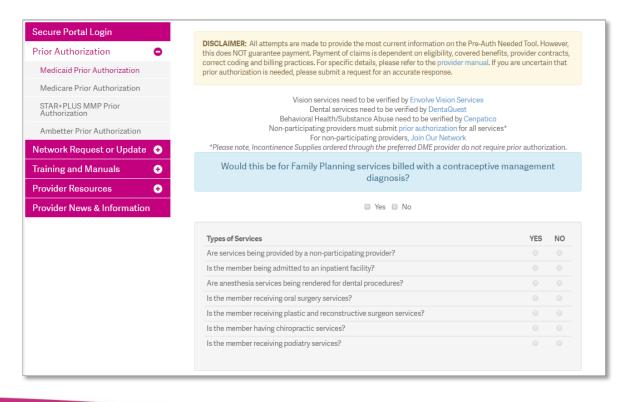


- Services requiring authorization include, but are not limited to:
 - Specialty procedures, including Chiropractic, Podiatry, Oral Surgery and Plastic and Reconstructive Surgery
 - In-Home and Outpatient Therapy/Rehabilitation
 - Durable Medical Equipment (Over \$500, Incontinence Supplies, Enteral Nutrition, etc.)
 - Transportation
 - Pharmaceuticals
 - Surgical/Other Procedures
 - Transplants
 - Long-Term Services and Support (LTSS)
 - Radiology
 - Vision

Medicaid Pre-Authorization Tool



Providers can determine if a prior authorization is required by using the Pre-Auth tool on the Superior website, answering a series of questions and searching by procedure codes: www.SuperiorHealthPlan.com/providers/preauth-check.html



Prior Authorization Form



- The 2020 Outpatient Medicaid Authorization Form is located at <u>www.SuperiorHealthPlan.com/providers/resources/forms.html</u>
- Providers may also utilize the Texas Standard Prior Authorization Request Form at: www.SuperiorHealthPlan.com/providers/resources/forms.html
- Prior authorizations can also be submitted through the Secure Provider Portal.

High-Tech Imaging: NIA



- National Imaging Associates (NIA) is contracted with Superior to perform utilization review for high-tech imaging services, including:
 - CT/CTA
 - MRI/MRA
 - PET Scan
 - CCTA
 - Nuclear Cardiology/MPI
 - Stress Echo
- Echocardiography (STAR+PLUS).
- Inpatient and ER procedures do not require authorization.
- All claims should be submitted to Superior through paper claims submission, or electronic submission on <u>Provider.SuperiorHealthPlan.com</u>.

High-Tech Imaging: NIA



- The servicing provider (PCP or Specialist) will be responsible for obtaining authorization for the procedures.
- Servicing providers may request authorization and check status of an authorization by:
 - Accessing <u>www.RadMD.com</u>
 - Utilizing the toll-free number: 1-800-642-7554

TurningPoint Healthcare Solutions



- Effective November 15, 2019, Superior will be working with TurningPoint Healthcare Solutions, LLC to launch a new Surgical Quality and Safety Management Program.
- TurningPoint will be responsible for processing prior authorizations requests for medical necessity and appropriate length of stay for Musculoskeletal Surgical procedures.
- This new process applies to: Medicaid (STAR, STAR Health, STAR Kids, STAR+PLUS), CHIP, Allwell from Superior HealthPlan and Ambetter from Superior HealthPlan.
- Physicians will begin submitting requests to TurningPoint for prior authorization beginning on November 1, 2019 for dates of service on or after November 15, 2019.
- TurningPoint's Procedure Coding and Medical Policy Information can be located under billing resources at the following link: www.SuperiorHealthPlan.com/providers/resources.html.

TurningPoint Healthcare Solutions



• Prior authorization will be required for the following Musculoskeletal surgical procedures in both inpatient and outpatient settings*:

Orthopedic Surgical Procedures	Spinal Surgical Procedures
Knee Arthroplasty and Arthroscopy	Spinal Fusion Surgeries
Uni/Bi-compartmental Knee Replacement	Cervical
Hip Arthroplasty and Arthroscopy	Lumbar
Acromioplasty and Rotator Cuff Repair	Thoracic
Ankle Fusion and Arthroplasty	Disc Replacement
Femoroacetabular Arthroscopy	Implantable Pain Pumps
Osteochondral Defect Repair	Laminectomy/Discectomy

^{*}This is not an all-inclusive list. For a detailed list of impacted CPT codes, visit TurningPoint's Web Portal or www.SuperiorHealthPlan.com/providers/preauth-check.html.

TurningPoint Healthcare Solutions



- Emergency related procedures do not require authorization.
- It is the responsibility of the ordering physician to obtain authorization.
- Providers rendering the above services should verify that the necessary authorization has been obtained. Failure to do so may result in non-payment of claims.
- Authorization requirements for facility and radiology may also be applicable.
- For questions, utilization management or precertification, and to submit prior authorization requests, please contact TurningPoint at:

Web Portal Intake: www.myturningpoint-healthcare.com

Telephonic Intake: 469-310-3104 | 855-336-4391

Facsimile Intake: 214-306-9323



Establishing Medical Necessity

Medical Management Denials



Type of Denial

- Adverse Determination (Medical Necessity) Denial a reduction, suspension, denial or termination of any service based on medical necessity or benefit limitations.
 - Medical necessity is defined as health services that are reasonably necessary to:
 - Prevent illness or medical conditions.
 - Provide early screening, interventions and/or treatments for conditions that cause suffering or pain, physical deformity, or limitations in function.
- Contractual (Administrative) Denials (non-clinical reasons)
 - Late notification.
 - · Failure to obtain prior authorization.
 - Alberto N. missing information denial.

Non-Covered Benefit Denial

- Member has exceeded annual benefit limit as specified in the member's Schedule of Benefits as defined by the State.
- Requested service specifically excluded from the benefits package as stated in the Certificate of Coverage as defined by the State (Non-covered Benefit).

Appealing Medical Management Denials



- Peer-to-Peer Review
 - When medical necessity cannot be established, a peer-to-peer review is offered. A peer-to-peer
 discussion is available to the ordering physician, nurse practitioner, physician assistant during the
 prior authorization, denial or appeal process with regard to medical necessity.
- Communication of Denials
 - Denial letters will be sent to member, requesting provider and servicing provider to include:
 - The clinical basis for the denial.
 - Criteria used to make the medical necessity decision.
 - Member appeal/complaint, external review (CHIP) or fair hearing rights (Medicaid) fully explained.
- Provider may request an appeal in writing on behalf of the member.
 - Mail: Superior HealthPlan

Attn: Appeal Coordinator 5900 E. Ben White Blvd.

Austin, TX 78741

Fax: 1-866-918-2266

Appealing of Adverse Determination



- Types of Medical Necessity Appeals:
 - Level 1: Internal/standard appeal (appeal to Superior HealthPlan)
 - Level 2: External appeal (appealing to a third party)
 - CHIP (External Review must be requested directly through Maximus)
 - STAR/STAR Health/STAR Kids/STAR+PLUS = FH (Fair Hearing HHSC)
- Medical necessity appeals (Note: Contractual denials only have complaint rights).
 - Appeals must be submitted to Superior within 60 days from the date of the last denial.

Appeal Timeframe by Product



Medicaid

- Provider or member has:
 - 60 calendar days from the date of the notification of adverse determination (date of denial letter) to file an appeal for STAR, STAR Health, STAR Kids and STAR+PLUS.
 - 30 calendar days for an expedited appeal.
 - 90 days for CHIP.
 - 120 calendar days from the date of notification of adverse determination to file a Fair Hearing for STAR products.
 - Non-covered benefit denial also has Fair Hearing rights.
 - Complaint rights.
- Superior will review and respond to the appeal within 30 calendar days.

Appeal Timeframe by Product



CHIP/CHIP RSA

- Provider or member has:
 - 90 calendar days from the date of the notification of adverse determination to file an appeal
 - IRO rights
 - Complaint rights
- Provider or member does not have Fair Hearing rights.
- Appeal is to be completed within 30 calendar days.

Expedited Appeals



- Expedited Appeals
 - IP expedited appeals are processed within 1 working day of appeal request.
 - All other expedited appeals are completed within 3 days.
- Expedited Appeals Criteria
 - Will it cause severe pain if not processed within a 30 day time frame?
 - Is it life/limb threatening if not processed within a 30 day time frame?
 - Has it been reviewed by a medical director?

Provider Complaints



- Provider complaints can be submitted in writing, verbally or online.
 - Mail:
 Superior HealthPlan
 Attn: Complaint Department
 5900 E. Ben White Blvd.
 Austin, Texas 78741
 - Fax:Attn: Complaint Department1-866-683-5369

- Verbally:
 During a face-to-face
 interaction/visit or telephone call
 into any Superior department.
- Online:
 www.SuperiorHealthPlan.com/contactus/complaint-form-information.html
- Complaint form can be printed, completed and faxed or mailed to Superior for resolution response. Form can be found under <u>Contact – Complaint Form: www.SuperiorHealthPlan.com/contact-us/complaint-form-information.html.</u>

Compliance



Health Insurance Portability Accountability Act (HIPAA) of 1996

- Providers and Contractors are required to comply with HIPAA guidelines, found at: www.HHS.gov/ocr/privacy.
- Fraud, Waste and Abuse (Claims/Eligibility):
 - Providers and contractors are all required to comply with state and federal provisions.
 - To report Fraud, Waste and Abuse, call the numbers listed below:
 - Texas Office of Inspector General (TX-OIG) Fraud Hotline: 1-800-436-6184
 - Texas Attorney General Medicaid Fraud Control Hotline: 1-800-252-8011
 - Superior HealthPlan Fraud Hotline: 1-866-685-8664



Claim Submissions

Clean Claims



- Clean claims will be processed within 30 days.
- For electronic pharmacy claim submissions, claims will be paid in 18 days.
- Once a clean claim is received, Superior will either pay the total amount of the claim or part of the claim in accordance with the contract, or deny the entire claim or part of the claim, and notify the provider why the claim will not be paid within the 30-day claim payment period.
- Each claim payment check will be accompanied by an Explanation of Payment (EOP), which itemizes your charges for that reimbursement and the amount of your check from Superior.
- Payment is considered to have been paid on the date of issue of a check for payment and its corresponding EOP to the provider by Superior, or the date of electronic transmission if payment is made electronically.

Claims Filing: Initial Submission



- Claims must be filed within 95 days from the Date of Service (DOS):
 - Filed on CMS-1450/UB-04 or CMS 1500
 - Filed electronically through clearinghouse
 - Filed directly through Superior's Provider Portal
- Claims must be completed in accordance with Medicaid billing guidelines.
- All member and provider information must be completed.
- Providers should include a copy of the EOP when other insurance is involved.
- Mailing Address (paper claims):

Superior HealthPlan

Attn: Claims

P.O. Box 3003

Farmington, MO 63640-3803

• Effective January 1, 2020, medical eye services, provided by an ophthalmologist, will be submitted to Superior for processing.

Paper Claims Filing



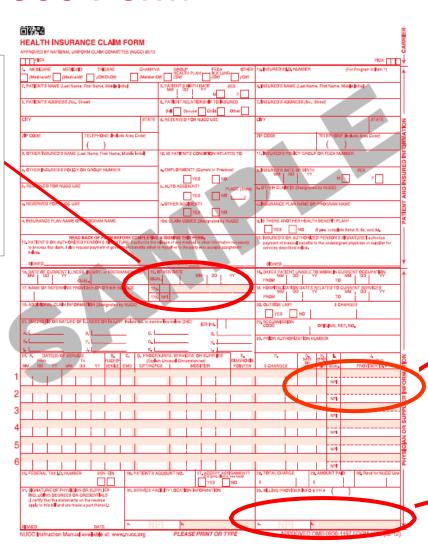
- To help process paper claims quickly and accurately, please take the following steps:
 - Remove all staples from pages.
 - Do not fold the forms.
 - Claim must be typed using a 12pt font or larger and submitted on original CMS-1450/UB-04 or CMS 1500 red form (not a copy).
 - Handwritten claim forms are no longer accepted.
 - When information is submitted on a red form, Superior's Optical Character Recognition (OCR) scanner can put the information directly into our system. This speeds up the process by eliminating potential errors and allows Superior to process claims faster.

CMS 1500 Form

Referring Provider: [C]

17 Name of the referring provider

17b NPI





Rendering Provider: [R]

Place your NPI (National Provider Identifier #) in box 24J (unshaded) and Taxonomy Code in box 24J (shaded).

These are required fields when billing Superior claims.

If you do not have an NPI, place your API (Atypical Provider Identifier #/LTSS #) in Box 33b.

Billing Provider: [R]

Billing NPI # in box 33a and Billing Taxonomy # (or API # if no NPI) in 33b.

Identifying a Claim Number



- Superior assigns claim numbers for each claim received. Each time Superior sends any correspondence regarding a claim, the claim number is included in the communication.
- When calling Provider Services, please have the following ready to expedite handling:
 - Claim Number (can be found on the Secure Provider Portal)
 - EDI Rejection/Acceptance reports
 - Rejection letters
 - EOP

Note: Remember that rejected claims have never made it through Superior's claims system for processing. The claim number that is provided on the rejection letter is a claim image number that helps us retrieve a scanned image of the rejected claim.

Identifying a Claim Number



- Electronic: Secure Provider Portal or EDI through a clearinghouse.
 - Your response to your submission is viewable through an EDI rejection/acceptance report, rejection letters, Superior Provider Portal and EOPs.
- Paper: Mailed to our processing center.
 - Your response to your submission is viewable through rejection letters,
 Superior's Provider Portal and EOPs.

Note: On all correspondence, please reference either the claim number or control number.

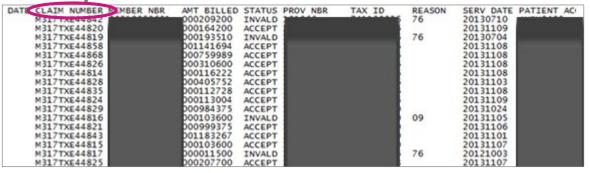
Where Do I Find a Claim Number?



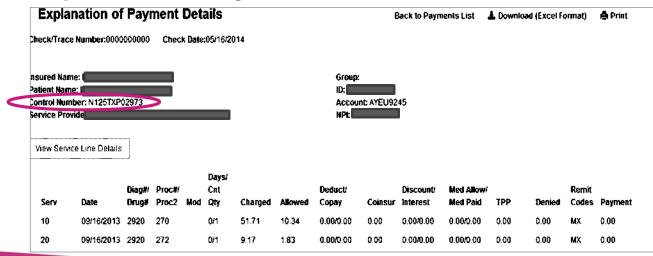
You can find claim numbers on:

- EDI reports
- Explanation of Payment Details on the Provider Portal

EDI Reports



Explanation of Payment Details on Provider Portal



Electronic Claims Filing



- Claims can be submitted through Superior's Secure Provider Portal.
- Claims can also be submitted by using a Superior preferred trading partner/clearinghouse.
- If provider uses Electronic Data Interchange (EDI) software but is not set up with a trading partner/clearinghouse, they must bill Superior by submitting paper claims or through the Secure Provider Portal until the provider has established a relationship with a trading partner/clearinghouse listed at:

www.SuperiorHealthPlan.com/providers/resources/electronic-transactions.html

- For Superior medical electronic claim submissions, ensure that your EDI and clearinghouse has the correct payor ID: 68069.
- For Superior behavioral health claim submissions, the correct payor ID is: 68068
 - For MMP, Allwell and Ambetter, behavioral health claims are still submitted to 68069
- Contact EDI: EDIBA@Centene.com

Electronic Claims Filing



Superior will not pay any claim submitted by a provider, if the provider:

- Is excluded or suspended from the Medicare, Medicaid or CHIP programs for fraud, waste or abuse.
- Is on payment hold under the authority of HHSC or its authorized agent(s).
- Has provided neonatal services provided on or after September 1, 2013, if submitted by a hospital that does not have a neonatal level of care designation from HHSC.*
- Has provided maternal services provided on or after September 1, 2013, if submitted by a hospital that does not have a maternal level of care designation from HHSC.*

*In accordance with Texas Health and Safety Code § 241.186, the restrictions on payment identified for neonatal and maternal services above do not apply to emergency services that must be provided or reimbursed under state or federal law.

Claim Adjustments, Reconsiderations and Disputes



- Submit appeal within 120 days from the date of adjudication or denial.
 - Adjusted or Corrected Claim: The provider is changing the original claim.
 - Correction to a Prior Claim: Finalized claim that was in need of correction as a result of a denied or paid claim.
 - Claim Appeals: Often require additional information from the provider.
 - Request for Reconsideration: Provider disagrees with the original claim outcome (payment amount, denial reason, etc.).
 - Claim Dispute: Provider disagrees with the outcome of the request for reconsideration.
- Claim Adjustments/Corrections and Submissions can be processed through the Provider Portal or a paper claim.
 - Paper claims require a Superior Corrected Claim or Claim Appeal form.
 - Claim forms can be found at <u>SuperiorHealthPlan.com/providers/resources/forms.html</u>.

Corrected Claims Filing



- A corrected claim is a correction or a change of information to a
 previously finalized clean claim in which additional information from the
 provider is required to perform the adjustment.
- Corrections can be made to, but are not limited to:
 - Patient Control Number (PCN)
 - Date of Birth (DOB)
 - Date of Onset
 - X-Ray Date
 - Place of Service (POS)
 - Present on Admission (POA)

- Quantity Billed
- Prior Authorization Number (PAN)
- Beginning DOS
- Ending DOS or Discharge Date

Corrected Claims Filing



- Must reference original claim number on EOP within 120 days of adjudication date.
- Can be submitted electronically, through your clearinghouse/EDI software or through Superior's Provider Portal.
- Corrected or adjusted paper claims can also be submitted with a corrected claim form attached and sent to:

Superior HealthPlan

Attn: Claims

P.O. Box 3003

Farmington, MO 63640-3803

Claims Appeal Form



- A claims appeal is a request for reconsideration of a claim for anything other than medical necessity and/or any request that would require review of medical records to make a determination.
- Submit appeal within 120 days from the date of adjudication or denial.
 - Can be submitted electronically through Superior's Provider Portal or be submitted in writing.
- Claims appeals must be in writing and submitted to:

Superior HealthPlan

Attn: Claims Appeals

P.O. Box 3000

Farmington, MO 63640-3800

Appeals Documentation



- Examples of supporting documentation may include, but are not limited to:
 - A copy of Superior's EOP (required).
 - A letter from the provider stating why they feel the claim payment is incorrect (required).
 - A copy of the original claim.
 - An EOP from another insurance company.
 - Documentation of eligibility verification such as copy of ID card, TMBC,
 Texas Medicaid and Healthcare Partnership (TMHP) documentation, call log, etc.
 - Overnight or certified mail receipt as proof of timely filing.
 - Centene EDI acceptance reports showing the claim was accepted by Superior.
 - Prior authorization number and/or form or fax.

Billing Reminders



- All institutional claims must contain Present on Admission (POA) indicators and Superior will utilize the POA information submitted on claims to reduce and/or deny payment for provider preventable conditions.
 - For per diem hospital payments, Superior utilizes a methodology for reduction and/or denial of payment for services related to a provider preventable condition that was not POA.
- If a provider bills for procedure codes not identified as valid encounter services (identified specifically in the TMHP manual available at www.tmhp.com), the service will not pay as the services are considered to be informational only.

Billing Reminders - Authorizations



- When calling in to request an authorization, or to notify of a patient admission, please have available the Tax Identification Number (TIN) and NPI or LTSS ID number that will be used to bill your claim. If these numbers are not presented, your request will not be processed.
- The TIN/NPI used to request the authorization must match what is used to bill the claim, or the claim will deny.
- If the claim denies because it was billed with a different TIN/NPI combination than was authorized:
 - Verify that the TIN/NPI combination on the requested authorization matches what was billed.
 - If authorization and claim match, contact Provider Services.
 - If the claim was billed incorrectly, a corrected submission is required.

Billing Reminders - Authorizations



- Superior may issue authorizations that extend to multiple dates of service.
- To avoid claim denials, the dates of service billed on a claim must be covered under a single authorization.
- Bill must reflect the services under the authorization, including billing period.
- If the dates of service billed are covered by multiple authorizations, the claim should be split and billed on separate claims for each authorization.

Billing Reminders - Elective Delivery Policy



- Superior will review all Neonatal Intensive Care Unit (NICU)
 admissions delivered prior to 39 weeks to determine whether the
 delivery was elective or medically necessary.
- If elective, Superior will deny the delivering physician and the facility (for both the delivery and the NICU).
- Superior will not deny other physicians (Anesthesia, Neonatology) or other facilities, if the infant is transferred due to medical necessity.
- If you have any questions regarding this policy, please contact Provider Services at 1-877-391-5921.

Billing Reminders - Obstetrics: Delivery Claim Requirements



- Delivery and Postpartum services must be billed separately for all products.
 - Improves our ability to report HEDIS quality outcomes for Postpartum Care.
- Corrected claims can be submitted within 120 days from the Explanation of Payment date for payment with the separate procedures codes.
- Superior will reimburse for 2 postpartum visits.

Reimbursable Codes				
Procedure Code	Code Description			
59409	Vasinal Delivery Only			
59612	Vaginal Delivery Only			
59514	C-Section Delivery Only			
59620	O-Occident Delivery Offing			
59430	Postpartum Outpatient Visit			

Non-Reimbursable Codes				
59400	Vaginal Delivery including Postpartum Care			
59410	vaginal Delivery including Fostpartum Care			
59510	C-Section Delivery & Postpartum Care			
59615	C-Section Delivery & Costpantin Care			
59610				
59614	Delivery after C-Section including Postpartum Care			
59618	Delivery after G-Section including Postpartum Care			
59622				

Billing Reminders - Sterilization Form



- Providers must complete all sections of the Sterilization Consent Form as applicable.
 - All of the fields must be completed legibly in order for the consent form to be valid. Any illegible field will result in a denial of the submitted consent form.
- Providers must resubmit denied consent forms with all required fields on the consent form completed legibly.
 - Resubmission with information indicated on a cover page or letter will not be accepted.
- Copies of the Sterilization Consent Form and Instructions can be found at Claim forms can be found at SuperiorHealthPlan.com/providers/resources/forms.html.

Billing Reminders - Sports Physicals



- Superior will reimburse sports physicals for eligible members:
 - STAR, STAR Health and CHIP
 - 4-17 years of age (STAR and CHIP) and 4-18 years of age (STAR Health)
 - 1 per calendar year
- For prompt claim payment please follow these guidelines:
 - Diagnosis Code: Z02.5
 - CPT Codes: 99382-99385 or 99392-99395
- Reimbursement will be \$35.00 (there is no co-pay).

Clean Claim Requirements



- Superior's Provider Manual provides guidelines on how to submit clean claims and highlights the requirements for completing CMS-1450/UB-04 or CMS 1500 forms.
 - NPI of a referring or ordering physician on a claim.
 - Appropriate two-digit location code must be listed.
 - Appropriate modifiers must be billed when applicable.
 - Taxonomy codes are required on encounter submissions for the referring or ordering physician.
 - ZZ qualifier for CMS 1500 or B3 qualifier for UB04 to indicate taxonomy.
- For additional information on the clean claim requirements, review the Superior HealthPlan STAR, STAR+PLUS, CHIP & STAR Health and STAR Kids Provider Manual at: www.SuperiorHealthPlan.com/providers/training-manuals.html.

Provider Training



- Depending on the type of services provided and billed for, Superior offers targeted billing presentations located on www.SuperiorHealthPlan.com/providers/training-manuals.html
 - Example: LTSS Billing Clinics
- There are also product-specific trainings available on STAR, STAR Health, STAR Kids and STAR+PLUS.
 - Access the schedule for face-to-face trainings or webinars at: <u>www.SuperiorHealthPlan.com/providers/training-manuals/provider-training-calendar.html</u>



FQHC and RHC Billing Information

FQHC: Medicaid and CHIP Billing Procedures



- In order to receive the full PPS encounter rate, Federally Qualified Health Centers (FQHCs) must bill a T1015 procedure code and all applicable modifiers on the first service line, in addition to appropriate procedure codes for services provided (including all applicable modifiers and the provider's usual customary charge).
- CMS 1500 claim form.
- Bill using location 50.
- Bill with the billing provider's NPI in box 33a and billing provider's taxonomy in box 33b.
 - 33b must be a FQHC taxonomy code to trigger PPS encounter rate payment and for Superior encounter submission.
- Rendering Provider NPI/taxonomy is required for all services in box 24J.

FQHC: Medicaid and CHIP Billing Procedures



- Providers must bill with modifier "TH" for antepartum or postpartum care.
- Claims must be billed with the appropriate family planning diagnosis code for family planning services.
- Superior will adjudicate procedure codes submitted at Medicaid Fee-For-Service. Simultaneous wrap service (up to the Prospective Payment System [PPS] encounter rate) will be calculated and paid for the T1015 procedure code and include reimbursement at the full FQHC PPS encounter rate.
 - Please note: After-hours care and Long Acting Reversible Contraception (LARC) services will be paid in addition to the provider's PPS encounter rate.

RHC: Medicaid and CHIP Billing Procedures



- The Rural Health Clinic (RHC) must bill a T1015 procedure code for general medical services.
- Exceptions claims ("other" health visits, e.g. Texas Health Steps and Family Planning) must be billed with appropriate or applicable CPT codes.
- A RHC is paid their full encounter rate directly from Superior.
- All services provided at an RHC and billed on a CMS 1500 form must be submitted using location POS code 72. This includes Texas Health Steps/Well visits and Family Planning Services.
- Services rendered at an RHC facility and billed with a location code other than
 72 may be denied.
- Providers must use the appropriate modifiers in order to receive payment for services.



Electronic Payments and Remittance

Signing up for Electronic Funds
Transfer (EFT) and Retrieving
your Explanation of Payment
(EOP)

EFT vs. Paper Check



- Providers will receive a paper check and EOP, unless they are signed up for EFT through PaySpan.
- Did you know?
 - A provider can submit claims by paper and still enroll for EFT/ERA.
 - A provider that prefers their EDI vendor can still go through their vendor to submit their claims.
 - We simply divert the return file (the ERA [835]) through PaySpan along with EFT.

PaySpan



- Superior has partnered with PaySpan to offer expanded claim payment services.
 - EFT
 - Online remittance advices (ERA's/EOPs)
 - Health Insurance Portability Accountability Act (HIPAA) 835 electronic remittance files for download directly to HIPAA-compliant Practice Management or Patient Accounting System
- Register at: <u>www.PaySpanHealth.com</u>.
- For further information, contact PaySpan at 1-877-331-7154, or email ProviderSupport@PayspanHealth.com, or contact your local Account Manager or Provider Services at 1-877-391-5921.



Superior HealthPlan Departments

Provider Services



- The Provider Services staff can help you with:
 - Answering questions on claim status and payments.
 - Assisting with claims appeals and corrections.
 - Finding Superior network providers.
 - Locating a member's Service Coordinator.
 - Locating your Account Manager.
- For claims-related questions, be sure to have your claim number, TIN
 and other pertinent information available, as HIPAA validation will occur.
- Available Monday Friday, 8:00 a.m. to 5:00 p.m. local time, by calling:
 - Medicaid (STAR, STAR Health, STAR Kids, STAR+PLUS) and CHIP:
 1-877-391-5921

Account Management



- Account Managers are here to assist you with:
 - Face-to-face orientations and Provider Portal training.
 - Office visits to review ongoing claim trends and quality performance reports.
- You can locate your Account Manager by using the field office map located at:
 - <u>www.SuperiorHealthPlan.com/providers/resources/find-my-provider-rep.html</u>



Secure Provider Portal

Submitting Claims

Secure Provider Portal and Website



Superior is committed to providing you with all of the tools, resources and support you need to make your business transactions with Superior as smooth as possible. One of the most valuable tools is Superior's Secure Provider Portal. Once you are registered you get access to the full site.

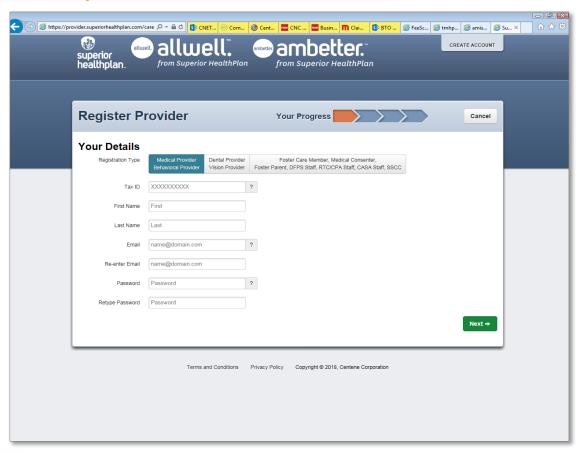
- Secure Provider Portal Features:
 - View multiple TINs
 - Access daily patient lists from one screen
 - Manage Batch Claims for free
 - Simplify prior authorization process
 - Check patient care gaps
 - Streamline office operations
- Public Site:
 - Provider Directory with online lookup tool
 - Map of Account Managers by region
 - Newsletters, news posts, provider manuals, forms and helpful links

Registration



To register, visit: Provider.SuperiorHealthPlan.com

 A user account is required to access the Provider Secure area. If you do not have a user account, click Create An Account to complete the 4-step registration process.



Create Professional Claims



- From the navigation menu:
 - Select **Claims** at the top of the landing page.
 - Then select Create Claim.



Create Professional Claims



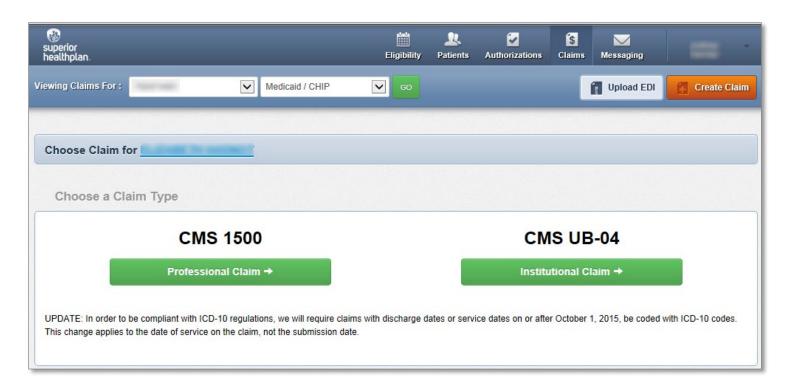
- Enter the member's Medicaid ID or Last Name and Birthdate.
- Click the Find button.



Create Professional Claims



- Choose a Claim Type.
- Select Professional Claim.

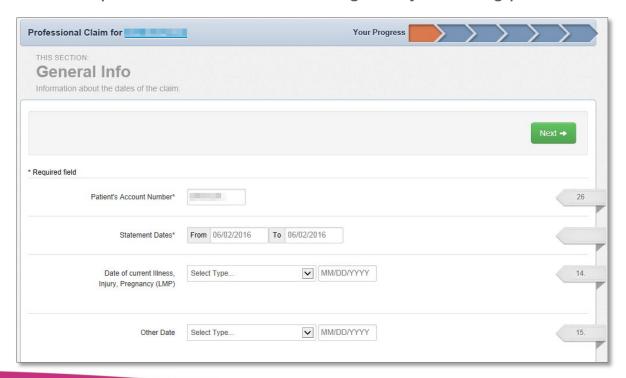


General Information



- Enter Patient Account Number.
 - * = required

Note: This is the internal patient account number assigned by servicing provider.



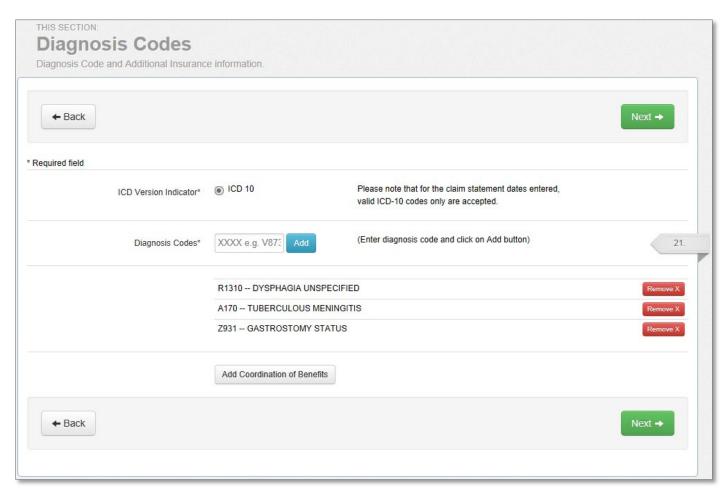
General Information



Hospitalization	From MM/DD/YYYY	To MM/DD/YYYY	18.
Outside Lab?	Yes No		20.
Prior Authorization Number	XXXXXXXXXXX		23a.
CLIA Number	XXXXXXXXXXX		23b.
Amount Paid	XXXX.XX		29.
			Next →

Diagnosis Codes

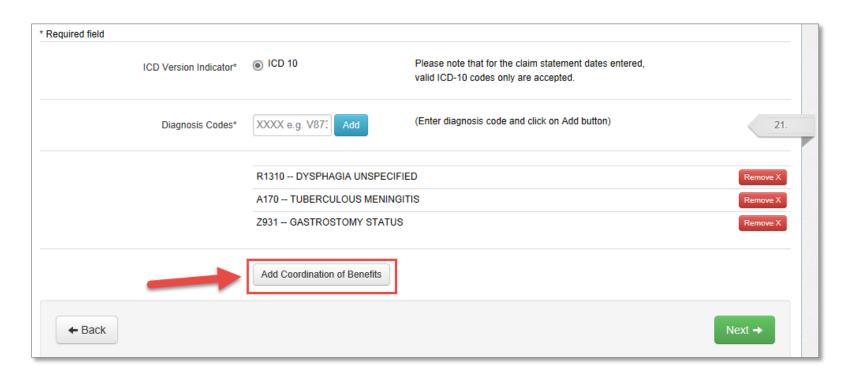




Coordination of Benefits



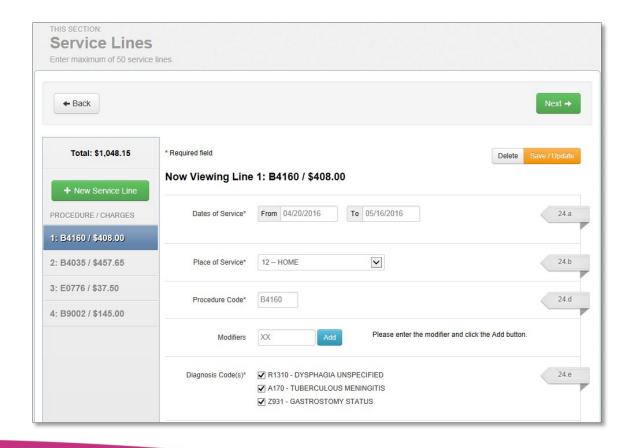
• If applicable, select Coordination of Benefits.



Service Lines



Enter maximum of 50 services lines.



Service Lines



	Charges*	408.00		24.
	Units / Minutes / Days*	336.0 Type * UN - Units		24.9
	Family Planning	Yes No EPSDT Select	\checkmark	24.1
	NDC	NDC		NDO
	Supplemental Information	Supplemental Information		
				Delete Save / Updat
← Back				Next →

Referring Provider



 In the Referring Provider section, enter information as needed.

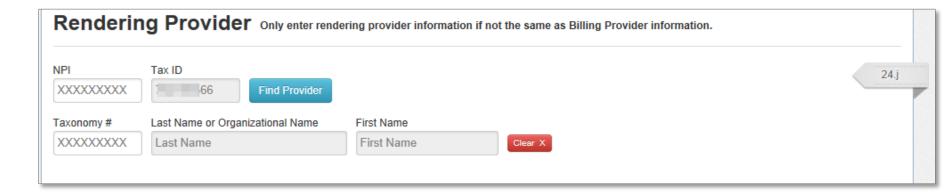


Rendering Provider Section



- In the Rendering Provider section:
 - Enter your NPI number.
 - Select the provider info from the drop-down list associated with your location and taxonomy code.

Note: Only enter Rendering Provider information if not the same as billing provider information.



Billing Provider Section



In the Billing Provider section, enter the required information.



Service Facility Location Section

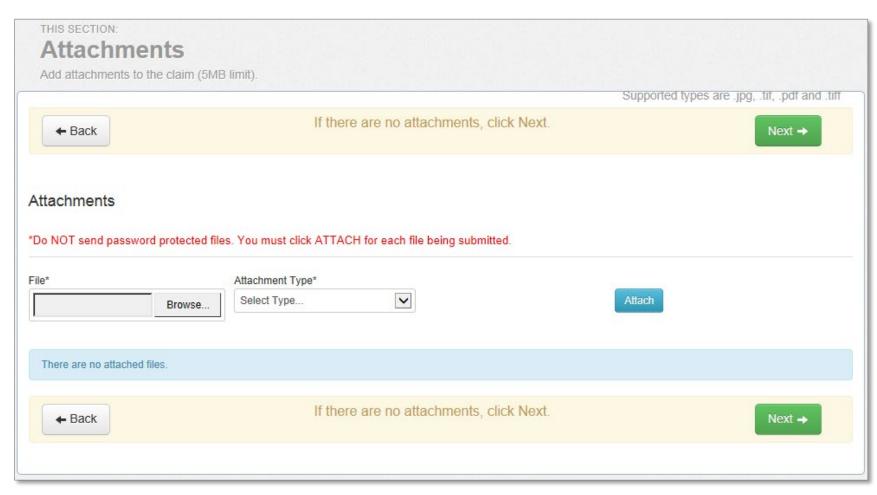


- In the Service Facility Location section, enter information as needed. Click Same as Billing Provider to automatically copy the Billing Provider information into the service facility fields.
- Click the **Next** button.



Attachment Section



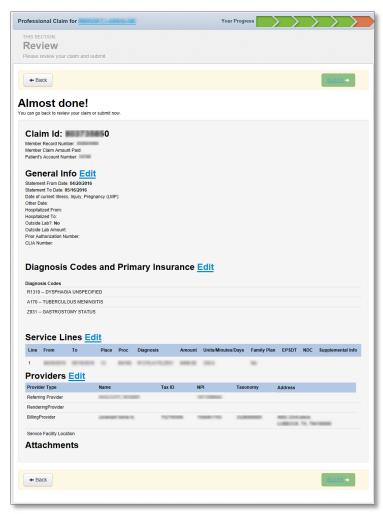


Review and Submit



Review to ensure that all information is correct.

- If information is incorrect, click
 Previous Step to move to the section that needs changes and change the information within the section.
- If all information is correct, click Submit Claim and the claim will be transmitted. A "Claim Submitted" confirmation will be displayed.



Claim Submitted Successfully



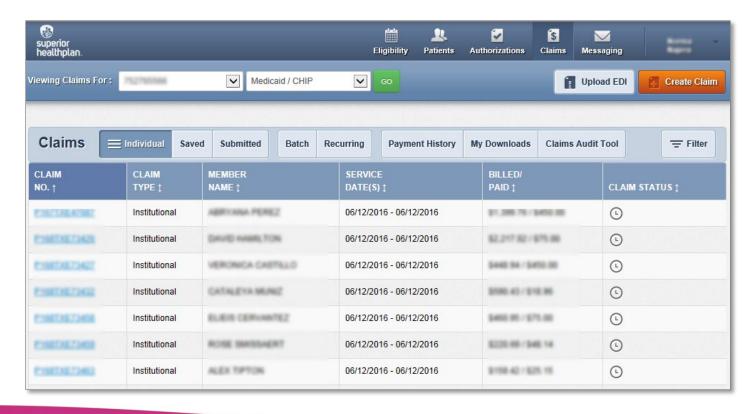
Take note of the Web Reference Number, which may be used to identify the claim while using the View Web Claim feature. The Web Reference Number may also be useful in discussing a claim with your Account Manager.



Checking Claims Status

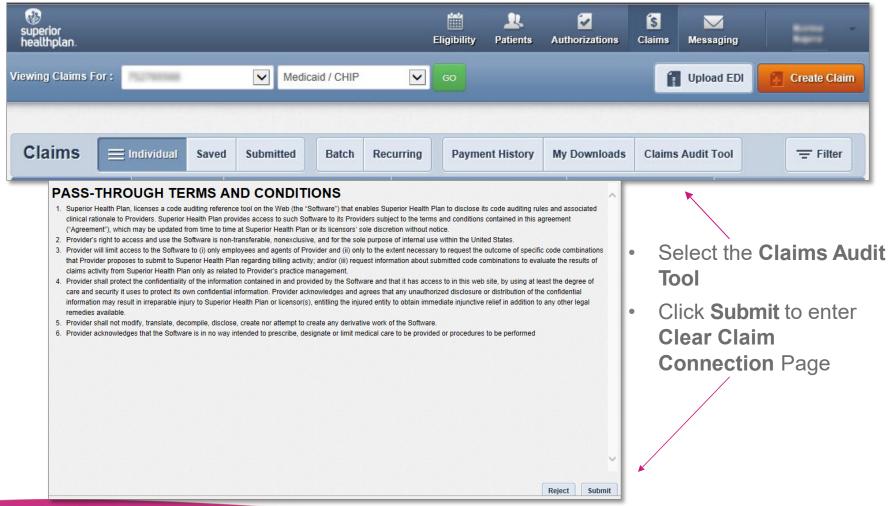


 Claims status can be viewed on claims that have been sent EDI, Paper or Secure Provider Portal.



Checking Claims Status





Claim Audit Tool



	mttps://ce	entene.claims	xten.com	rc3/Main.a	asp					1 Search	
Edit	View Favo	rites Tools	Help								
8	🍎 Clear Claim	Connection ¹	: CENTE	ENE						🚹 ▼ 🔝 ∀ 📾 ▼ 🖹 Pa	ge 🕶 🔞 🗷
						01		TM.			
						Clear Claim C	onne				
laim	Entry							McKesso	n Edit Developn	nent Glossary About	Help Log
end			0	Male (○ Female						
Date of Birth: (mm/dd/yyyy)											
For o	rid to enter in uick entry, us	e your Down	Arrow k	ey after y	you enter a Procedure	Code. Date of Service will default to	today's date,	, and Place of Serv	ice will default to 11	(Office). Tabbing	
				_	give you the same de	Place of Service	Diagnosis				
1	riocedure	Quantity		mod 2	Date of dervice	- select -	Diagnosis	1			
2	=		H	H		- select -		1			
3	=		H	H		- select -		1			
30.			H	H				11			
4	=			H		- select -		11			
5	re Procedures		ш	Ш		- select -	لسلا	Ш			
	re Procedures				1						
					Į.	Review Claim Audit Res	ults	Clear			
						2006 McKesson Corporation and/or on			teserved.		
e infr	ormation prov	ided herein	is confide	ential and	CI solely for the use	2006 McKesson Corporation and/or on PT only © 2005 American Medical Ass of the authorized provider practice, a will exercise its own independent judg	ociation. All R	Rights Reserved. ended to describe,	designate or limit r	medical care to be provided or p	rocedures to be

Additional Features



- Eligibility and Service Coordinator information
- Primary Care Physicians Patient List
 - Pull list of patients and save as an Excel document or PDF.
 - See and sort by alerts including care gaps (missing Texas Health Steps checkups, well child checkups, etc.), Case Management, Disease Management or Special Needs.

See Emergency Room alerts. Providers can see when one of their patients has

been to the ER within 90 days.

superior healthpl	an.			iii Eligibility	The second secon	srizations Claims	Messaging	=
iewing Pa	atients For :	75,770000	Medicaid / CHIP	V 60				Find Patien
D-6-	-41:-4							
Patie	nt List a	as of 06/19/2016 -					<u></u> Dov	vnload Q Filter
Eligible	HPR	Member Name ‡	Member ID / CHIP ID ‡	Member # ‡	Date of Birth ‡	Phone Number ‡	ALERTS	Texas Health Step Last Visit Date ‡
de		NOVEMBLASS.	525271647	90154677101	91/20/2008	(432) 446-6506		07/29/2015
4		NOUSANL JACQUELING /	520007600	60040710001	06/25/2001	(652) 646-6508		07/29/2015
de		AGULARAL AEDAS	525204674	60040719801	04/02/1998	(432) 448-6596		07/29/2015
16		MICHA DACEN	80000000	60347452801	11/12/2019	(325) 574-6588		02/22/2016
16		MIZOLAL JEL NORMERTO	62581332W	\$60005865079H	82/83/2814	(325) 574-6368		02/15/2016
16		MENUTEZ AKKANNIN	526230540	M058M52101	\$1/11/2008	(325 404 4247		None On File
4	#	ROPPESO, DUTE	TOTOGRAPHS.	M081101701	88130915	(325) 760-7686		03/07/2016



Questions and Answers

Thank you for attending!