

STATE OF MISSOURI



MEDICALLY FRAGILE  
ADULT WAIVER  
MANUAL



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**SECTION 1-PARTICIPANT CONDITIONS OF PARTICIPATION**

**1.1 INDIVIDUALS ELIGIBLE FOR MO HEALTHNET, MANAGED CARE OR STATE FUNDED BENEFITS**

MO HealthNet benefits are available to individuals who are determined eligible by the local Family Support Division (FSD) office. Each eligibility group or category of assistance has its own eligibility determination criteria that *must* be met. Some eligibility groups or categories of assistance are subject to Day Specific Eligibility and some are *not* (refer to Section 1.6.A).

**1.1.A DESCRIPTION OF ELIGIBILITY CATEGORIES**

The following list includes a simple description and applicable ME codes for all categories of assistance:

**1.1.A(1) MO HealthNet**

ME CODE	DESCRIPTION
01, 04, 11, 12, 13, 14, 15, 16	Elderly, blind and disabled individuals who meet the MO HealthNet eligibility criteria in the community or a vendor facility; or receive a Missouri State Supplemental Conversion or Supplemental Nursing Care check.
03	Individuals who receive a Supplemental Aid to the Blind check or a Missouri State Supplemental check based on blindness.
55	Individuals who qualify to have their Medicare Part B Premiums paid by the state. These individuals are eligible for reimbursement of their Medicare deductible coinsurance and copay amounts only for Medicare covered services.
18, 43, 44, 45, 61	Pregnant women who meet eligibility factors for the MO HealthNet for Pregnant Women Program.
10, 19, 21, 24, 26	Individuals eligible for MO HealthNet under the Refugee Act of 1980 or the Refugee Education Assistance Act of 1980.



23, 41	Children in a Nursing Facility/ICF/MR.
28, 49, 67	Children placed in foster homes or residential care by DMH.
33, 34	Missouri Children with Developmental Disabilities (Sarah Jean Lopez) Waiver.
81	Temporary medical eligibility code. Used for individuals reinstated to MHF for 3 months (January-March, 2001), due to loss of MO HealthNet coverage when their TANF cases closed between December 1, 1996 and February 29, 2000. Used for White v. Martin participants and used for BCCT.
83	Women under age 65 determined eligible for MO HealthNet based on Breast or Cervical Cancer Treatment (BCCT) Presumptive Eligibility.
84	Women under age 65 determined eligible for MO HealthNet based on Breast or Cervical Cancer Treatment (BCCT).
85	Ticket to Work Health Assurance Program (TWHAP) participants--premium
86	Ticket to Work Health Assurance Program (TWHAP) participants--non-premium

**1.1.A(2) MO HealthNet for Kids**

ME CODE	DESCRIPTION
05, 06	Eligible children under the age of 19 in MO HealthNet for Families (based on 7/96 AFDC criteria) and the eligible relative caring for the children including families eligible for Transitional MO HealthNet.
60	Newborns (infants under age 1 born to a MO HealthNet or managed care participant).



- 40, 62 Coverage for non-CHIP children up to age 19 in families with income under the applicable poverty standard.
- 07, 29, 30, 37, 38, 50, 63, 66, 68, 69, 70 Children in custody of the Department of Social Services (DSS) Children's Division who meet Federal Poverty Level (FPL) requirements and children in residential care or foster care under custody of the Division of Youth Services (DYS) or Juvenile Court who meet MO HealthNet for Kids non-CHIP criteria.
- 36, 56 Children who receive a federal adoption subsidy payment.
- 71, 72 Children's Health Insurance Program covers uninsured children under the age of 19 in families with gross income above the non-CHIP limits up to 150% of the FPL. (Also known as MO HealthNet for Kids.)
- 73 Covers uninsured children under the age of 19 in families with gross income above 150% but less than 185% of the FPL. (Also known as MO HealthNet for Kids.) There is a premium.
- 74 Covers uninsured children under the age of 19 in families with gross income above 185% but less than 225% of the FPL. (Also known as MO HealthNet for Kids.) There is a premium.
- 75 Covers uninsured children under the age of 19 in families with gross income above 225% of the FPL up to 300% of the FPL. (Also known as MO HealthNet for Kids.) Families *must* pay a monthly premium. There is a premium.



87 Children under the age of 19 determined to be presumptively eligible for benefits prior to having a formal eligibility determination completed.

**1.1.A(3) Temporary MO HealthNet During Pregnancy (TEMP)**

ME CODE DESCRIPTION

58 Pregnant women who qualify under the Presumptive Eligibility (TEMP) Program receive limited coverage for ambulatory prenatal care while they await the formal determination of MO HealthNet eligibility.

59 Pregnant women who received benefits under the Presumptive Eligibility (TEMP) Program but did *not* qualify for regular MO HealthNet benefits after the formal determination. The eligibility period is from the date of the formal determination until the last day of the month of the TEMP card or shown on the TEMP letter.

NOTE: Providers should encourage women with a TEMP card to apply for regular MO HealthNet.

**1.1.A(4) Voluntary Placement Agreement for Children**

ME CODE DESCRIPTION

88 Children seventeen (17) years of age or younger in need of mental health treatment whose parent, legal guardian or custodian has signed an out-of-home care Voluntary Placement Agreement (VPA) with the Department of Social Services (DSS) Children's Division.

**1.1.A(5) State Funded MO HealthNet**

ME CODE DESCRIPTION



- 02 Individuals who receive a Blind Pension check.
- 08 Children and youth under age 21 in DSS Children's Division foster homes or who are receiving state funded foster care.
- 52 Children who are in the custody of the Division of Youth Services (DYS-GR) who do *not* meet MO HealthNet for Kids non-CHIP criteria. (NOTE: GR in this instance means general revenue as services are provided by all state funds. Services are *not* restricted.)
- 57 Children who receive a state only adoption subsidy payment.
- 64 Children who are in the custody of Juvenile Court who do *not* qualify for federally matched MO HealthNet under ME codes 30, 69 or 70.
- 65 Children placed in residential care by their parents, if eligible for MO HealthNet on the date of placement.

**1.1.A(6) MO Rx**

ME CODE	DESCRIPTION
82	Participants only have pharmacy Medicare Part D wrap-around benefits through the MoRx.

**1.1.A(7) Women's Health Services**

ME CODE	DESCRIPTION
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- 80 Uninsured women, ages 18 through 55, who do *not* qualify for other benefits, and lose their MO HealthNet for Pregnant Women eligibility 60 days after the birth of their child, will continue to be eligible for family planning and limited testing and treatment of Sexually Transmitted Diseases for up to one (1) year if the family income is at or below 196% of the Federal poverty level (FPL), and who are not otherwise eligible for MO HealthNet, the Children’s Health Insurance Program (CHIP), Medicare, or health insurance coverage that provides family planning services.
- 89 Women’s Health Services Program provides family planning and limited testing and treatment of Sexually Transmitted Diseases to women, ages 18 through 55, who have family income at or below 201% of the Federal poverty level (FPL), and who are not otherwise eligible for MO HealthNet, the Children’s Health Insurance Program (CHIP), Medicare, or health insurance coverage that provides family planning services.

**1.1.A(8) ME Codes Not in Use**

The following ME codes are *not* currently in use:

09, 17, 20, 22, 25, 27, 31, 32, 35, 39, 42, 46, 47, 48, 51, 53, 54, 76, 77, 78, 79

**1.2 MO HEALTHNET AND MO HEALTHNET MANAGED CARE ID CARD**

The Department of Social Services issues a MO HealthNet ID card for each MO HealthNet or managed care eligible participant. For example, the eligible caretaker and each eligible child receives his/her own ID card. Providers *must* use the card that corresponds to each individual/child to verify eligibility and determine any other pertinent information applicable to the participant. Participants enrolled in a MO HealthNet managed health care plan also receive an ID card from the



managed health care plan. (Refer to Section 1.2.C for a listing of MO HealthNet/MO HealthNet Managed Care Eligibility (ME) codes identifying which individuals are to receive services on a fee-for-service basis and which individuals are eligible to enroll in a managed health care plan.

*An ID card does **not** show eligibility dates or any other information regarding restrictions of benefits or Third Party Resource (TPR) information. Providers must verify the participant’s eligibility status before rendering services as the ID card only contains the participant’s identifying information (ID number, name and date of birth). As stated on the card, *holding the card does not certify eligibility or guarantee benefits.**

The local Family Support Division (FSD) office issues an approval letter for each individual or family at the time of approval to be used in lieu of the ID card until the permanent ID card can be mailed and received by the participant. The card should normally be received within a few days of the Eligibility Specialist’s action. Replacement letters are also furnished when a card has been lost, destroyed or stolen until an ID card is received in the mail. Providers may accept these letters to verify the participant’s ID number.

The card carrier mailer notifies participants *not* to throw the card away as they will *not* receive a new ID card each month. The participant *must* keep the ID card for as long as the individual named on the card qualifies for MO HealthNet or managed care. Participants who are eligible as spenddown participants are encouraged to keep the ID card to use for subsequent spenddown periods. Replacement cards are issued whenever necessary as long as the participant remains eligible.

Participants receive a new ID card within a few days of the Eligibility Specialist’s action under the following circumstances:

- The participant is determined eligible or regains eligibility;
- The participant has a name change;
- A file correction is made to a date of birth which was invalid at time of card issue; or
- The participant reports a card as lost, stolen or destroyed.

### **1.2.A FORMAT OF MO HEALTHNET ID CARD**

The plastic MO HealthNet ID card will be red if issued prior to January 1, 2008 or white if issued on or after January 1, 2008. Each card contains the participant’s name, date of birth and MO HealthNet ID number. The reverse side of the card contains basic information and the Participant Services Hotline number.

*An ID card does not guarantee benefits. It is important that the provider always check eligibility and the MO HealthNet/Managed Care Eligibility (ME) code on file for the date of service. The ME code helps the provider know program benefits and limitations including copay requirements.*



### **1.2.B ACCESS TO ELIGIBILITY INFORMATION**

Providers *must* verify eligibility via the Internet or by using the interactive voice response (IVR) system by calling (576) 751-2896 and keying in the participant ID number shown on the face of the card. Refer to Section 3 for information regarding the Internet and the IVR inquiry process.

Participants may be subject to Day Specific Eligibility. Refer to Section 1.6.A for more information.

### **1.2.C IDENTIFICATION OF PARTICIPANTS BY ELIGIBILITY CODES**

#### **1.2.C(1) MO HealthNet Participants**

The following ME codes identify people who get a MO HealthNet approval letter and MO HealthNet ID card:

01, 02, 03, 04, 11, 12, 13, 14, 15, 16, 23, 28, 33, 34, 41, 49, 55, 67, 83, 84, 89

#### **1.2.C(2) MO HealthNet Managed Care Participants**

MO HealthNet Managed Care refers to:

- some adults and children who used to get a MO HealthNet ID card
- people eligible under the MO HealthNet for Kids (SCHIP) and the uninsured parent's program
- people enrolled in a MO HealthNet managed care health plan\*

The following ME codes identify people who get a MO HealthNet Managed Care health insurance approval letter and MO HealthNet Managed Care ID Card

05, 06, 07, 08, 10, 18, 19, 21, 24, 26, 29, 30, 36, 37, 40, 43, 44, 45, 50, 52, 56, 57, 60, 61, 62, 63, 64, 65, 66, 68, 69, 70, 71, 72, 73, 74, 75

\*An individual may be eligible for managed care and *not* be in a MO HealthNet managed care health plan because they do *not* live in a managed care health plan area. Individuals enrolled in MO HealthNet Managed Care also get a MO HealthNet Managed Care health plan card issued by the managed care health plan. Refer to Section 11 for more information regarding Missouri's managed care program.

#### **1.2.C(3) TEMP**

A pregnant woman who has *not* applied for MO HealthNet can get a white temporary MO HealthNet ID card. The TEMP card provides limited benefits during pregnancy. The following ME codes identify people who have TEMP eligibility:



58, 59

**1.2.C(4) Temporary Medical Eligibility for Reinstated TANF Individuals**

Individuals who stopped getting a Temporary Assistance for Needy Families (TANF) cash grant between December 1, 1996 and February 29, 2000 and lost their MO HealthNet/MO HealthNet Managed Care benefits had their medical benefits reinstated for three months from January 1, 2001 to March 31, 2001.

ME code 81 identifies individuals who received an eligibility letter from the Family Support Division. These individuals are *not* enrolled in a MO HealthNet managed care health plan.

**1.2.C(5) Presumptive Eligibility for Children**

Children in families with income below 150% of the Federal Poverty Level (FPL) determined eligible for MO HealthNet benefits prior to having a formal eligibility determination completed by the Family Support Division (FSD) office. The families receive a MO HealthNet for Kids Presumptive Eligibility Authorization (PC-2) notice which includes the MO HealthNet for Kids number(s) and effective date of coverage.

ME code 87 identifies children determined eligible for Presumptive Eligibility for Children.

**1.2.C(6) Breast or Cervical Cancer Treatment Presumptive Eligibility**

Women determined eligible by the Department of Health and Senior Services' Breast and Cervical Cancer Control Project (BCCCCP) or the Breast or Cervical Cancer Treatment (BCCT) Presumptive Eligibility (PE) Program receive a BCCT Temporary MO HealthNet Authorization letter which provides for limited MO HealthNet benefits while they wait for a formal eligibility determination by the FSD.

ME code 83 identifies women receiving benefits through BCCT PE.

**1.2.C(7) Voluntary Placement Agreement**

Children determined eligible for out-of-home care, per a signed Voluntary Placement Agreement (VPA), require medical planning and are eligible for a variety of children's treatment services, medical and psychiatric services. The Children's Division (CD) worker makes appropriate referrals to CD approved contractual treatment providers. Payment is made at the MO HealthNet or state contracted rates.



ME code 88 identifies children receiving coverage under a VPA.

### **1.2.D THIRD PARTY INSURANCE COVERAGE**

When the MO HealthNet Division (MHD) has information that the participant has third party insurance coverage, the relationship code and the full name of the third party coverage are identified. The address information can be obtained through emomed. A provider *must* always bill the other insurance before billing MO HealthNet unless the service qualifies as an exception as specified in Section 5. For additional information, contact Provider Communications at (573) 751-2896 or the TPL Unit at (573) 751-2005.

NOTE: The provider *must* always ask the participant if they have third party insurance regardless of information on the participant file. *It is the provider's responsibility to obtain from the participant the name and address of the insurance company, the policy number, policy holder and the type of coverage.* See Section 5, Third Party Liability.

#### **1.2.D(1) Medicare Part A, Part B and Part C**

The eligibility file (IVR/Internet) provides an indicator if the MO HealthNet Division has information that the participant is eligible for Medicare Part A, Part B and/or Medicare Part C.

NOTE: The provider *must* always ask the participant if they have Medicare coverage, regardless of information on the participant file. It is also important to identify the participant's type of Medicare coverage. Part A provides for nursing home, inpatient hospital and certain home health benefits; Part B provides for medical insurance benefits; and Part C provides the services covered under Part A and Part B through a Medicare Advantage Plan (private companies approved by Medicare). When MO HealthNet is secondary to Medicare Part C, a crossover claim for coinsurance, deductible and copay may be reimbursed for participants who have MO HealthNet QMB (reference Section 1.5.E). For non-QMB participants enrolled in a Medicare Advantage/Part C Plan, MO HealthNet secondary claims will process in accordance with the established MHD coordination of benefits policy (reference Section 5.1.A).

### **1.3 MO HEALTHNET, STATE FUNDED MEDICAL ASSISTANCE AND MO HEALTHNET MANAGED CARE APPLICATION PROCESS**

If a patient who has *not* applied for MO HealthNet, state funded Medical Assistance or MO HealthNet Managed Care benefits is unable to pay for services rendered and appears to meet eligibility requirements, the provider should encourage the patient or the patient's representative (related or unrelated) to apply for benefits through the Family Support Division in the patient's



county of residence. Information can also be obtained by calling the FSD Call Center at (855) 373-4636. Applications for MO HealthNet Managed Care may be requested by phone by calling (888) 275-5908. The county office accepts and processes the application and notifies the patient of the resulting determination.

Any individual authorized by the participant may make application for MO HealthNet Managed Care, MO HealthNet and other state funded Medical Assistance on behalf of the client. This includes staff members from hospital social service departments, employees of private organizations or companies, and any other individual designated by the client. Clients *must* authorize non-relative representatives to make application for them through the use of the IM Authorized Representative form. A supply of this form and instructions for completion may be obtained from the Family Support Division county office.

#### **1.4 AUTOMATIC MO HEALTHNET ELIGIBILITY FOR NEWBORN CHILDREN**

A child born to a woman who is eligible for and is receiving MO HealthNet or under a federally funded program on the date the child is born is automatically eligible for MO HealthNet. Federally funded MO HealthNet programs that automatically cover newborn children are MO HealthNet for Families, Pregnant Women, Supplemental Nursing Care, Refugee, Supplemental Aid to the Blind, Supplemental Payments, MO HealthNet for Children in Care, Children's Health Insurance Program, and Uninsured Parents.

Coverage begins on the date of birth and extends through the date the child becomes one year of age as long as the mother remains continuously eligible for MO HealthNet or who would remain eligible if she were still pregnant and the child continues to live with the mother.

Notification of the birth should be sent immediately by the mother, physician, nurse-midwife, hospital or managed care health plan to the Family Support Division office in the county in which the mother resides and should contain the following information:

- The mother's name and MO HealthNet or Managed Care ID number
- The child's name, birthdate, race, and sex
- Verification of birth.

If the mother notifies the Family Support Division office of the birth, that office verifies the birth by contacting the hospital, attending physician, or nurse-midwife.

The Family Support Division office assigns a MO HealthNet ID number to the child as quickly as possible and gives the ID number to the hospital, physician, or nurse-midwife. Family Support Division staff works out notification and verification procedures with local hospitals.



The Family Support Division office explores the child’s eligibility for other types of assistance beyond the newborn policy. However, the eligibility determination for another type of assistance does *not* delay or prevent the newborn from being added to the mother’s case when the Family Support Division staff is notified of the birth.

**1.4.A NEWBORN INELIGIBILITY**

The automatic eligibility for newborns is *not* available in the following situations:

- The mother is eligible under the Blind Pension (state-funded) category of assistance.
- The mother has a pending application for assistance but is *not* receiving MO HealthNet at the time of the child's birth.
- The mother has TEMP eligibility, which is *not* considered regular MO HealthNet eligibility. If the mother has applied for and has been approved for a federally funded type of assistance at the time of the birth, however, the child is automatically eligible.
- MO HealthNet spenddown: if the mother’s spenddown amount has *not* been met on the day of the child’s birth, the child is *not* automatically eligible for MO HealthNet. If the mother has met her spenddown amount prior to or on the date of birth, the child is automatically eligible. Once the child is determined automatically eligible, they remain eligible, regardless of the mother’s spenddown eligibility.
- Emergency Medical Care for Ineligible Aliens: The delivery is covered for the mother, however the child is *not* automatically eligible. An application *must* be filed for the newborn for MO HealthNet coverage and *must* meet CHIP or non-CHIP eligibility requirements.
- Women covered by the Extended Women's Health Services Program.

**1.4.B NEWBORN ADOPTION**

MO HealthNet coverage for an infant whose birth mother intends to relinquish the child continues from birth until the time of relinquishment if the mother remains continuously eligible for MO HealthNet or would if still pregnant during the time that the child continues to live with the mother. This includes the time period in which the child is in the hospital, unless removed from mother’s custody by court order.

**1.4.C MO HEALTHNET MANAGED CARE HEALTH PLAN NEWBORN ENROLLMENT**

The managed care health plan *must* have written policies and procedures for enrolling the newborn children of program members effective to the time of birth. Newborns of program eligible mothers who were enrolled at the time of the child’s birth are automatically enrolled with the mother’s managed care health plan. The managed care health plan should have a



procedure in place to refer newborns to an enrollment counselor or Family Support Division to initiate eligibility determinations or enrollment procedures as appropriate. A mother of a newborn may choose a different managed care health plan for her child; unless a different managed care health plan is requested, the child remains with the mother’s managed care health plan.

- Newborns are enrolled with the mother’s managed care health plan unless a different managed care health plan is specified.
- The mother’s managed care health plan shall be responsible for all medically necessary services provided under the standard benefit package to the newborn child of an enrolled mother. The child’s date of birth shall be counted as day one. When the newborn is assigned an ID number, the managed care health plan shall provide services to the child until the child is disenrolled from the managed care health plan. The managed care health plan shall receive capitation payment for the month of birth and for all subsequent months the child remains enrolled with the managed care health plan.
- If there is an administrative lag in enrolling the newborn and costs are incurred during that period, it is essential that the participant be held harmless for those costs. The managed care health plan is responsible for the cost of the newborn.

## **1.5 PARTICIPANTS WITH RESTRICTED/LIMITED BENEFITS**

Participants may have restricted or limited benefits, be subject to administrative lock-in, be managed care enrollees, be hospice beneficiaries or have other restrictions associated with their category of assistance.

*It is the provider’s responsibility to determine if the participant has restricted or limited coverage. Restrictions can be added, changed or deleted at any time during a month. The following information is furnished to assist providers to identify those participants who may have restricted/limited benefits.*

### **1.5.A LIMITED BENEFIT PACKAGE FOR ADULT CATEGORIES OF ASSISTANCE**

Senate Bill 539 was passed by the 93rd General Assembly and became effective August 28, 2005. Changes in MO HealthNet Program benefits were effective for dates of service on or after September 1, 2005. The bill eliminated certain optional MO HealthNet services for individuals age 21 and over that are eligible for MO HealthNet under one of the following categories of assistance:

ME CODE	DESCRIPTION
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- 01 MO HealthNet for the Aged
- 04 Permanently and Totally Disabled (APTD)
- 05 MO HealthNet for Families - Adult (ADC-AD)
- 10 Vietnamese or Other Refugees (VIET)
- 11 MO HealthNet - Old Age (MHD-OAA)
- 13 MO HealthNet - Permanently and Totally Disabled (MHD-PTD)
- 14 Supplemental Nursing Care - MO HealthNet for the Aged
- 16 Supplemental Nursing Care - PTD (NC-PTD)
- 19 Cuban Refugee
- 21 Haitian Refugee
- 24 Russian Jew
- 26 Ethiopian Refugee
- 83 Presumptive Eligibility - Breast or Cervical Cancer Treatment (BCCT)
- 84 Regular Benefit - Breast or Cervical Cancer Treatment (BCCT)
- 85 Ticket to Work Health Assurance Program (TWHAP) --premium
- 86 Ticket to Work Health Assurance Program (TWHAP) -- non-premium

MO HealthNet coverage for the following programs or services has been eliminated or reduced for adults with a limited benefit package. Providers should refer to Section 13 of the applicable provider manual for specific restrictions or guidelines.

- Comprehensive Day Rehabilitation
- Dental Services
- Diabetes Self-Management Training Services
- Hearing Aid Program
- Home Health Services
- Outpatient Therapy
- Physician Rehabilitation Services
- Podiatry Services

NOTE: MO HealthNet participants residing in nursing homes are able to use their surplus to pay for federally mandated medically necessary services. This may be done by adjudicating claims through the MO HealthNet claims processing system to ensure best price, quality, and program integrity. MO HealthNet participants receiving home health services receive all



federally mandated medically necessary services. MO HealthNet children and those in the assistance categories for pregnant women or blind participants are *not* affected by these changes.

### **1.5.B ADMINISTRATIVE PARTICIPANT LOCK-IN**

Some MO HealthNet participants are restricted or locked-in to authorized MO HealthNet providers of certain services to help the participant use the MO HealthNet Program properly. When the participant has an administrative lock-in provider, the provider's name and telephone number are identified on the Internet or IVR when verifying eligibility.

Payment of services for a locked-in participant is *not* made to unauthorized providers for other than emergency services or authorized referral services. Emergency services are only considered for payment if the claim is supported by medical records documenting the emergency circumstances.

When a physician is the designated/authorized provider, they are responsible for the participant's primary care and for making necessary referrals to other providers as medically indicated. When a referral is necessary, the authorized physician *must* complete a Medical Referral Form of Restricted Participant (PI-118) and send it to the provider to whom the participant is referred. *This referral is good for 30 days only* from the date of service. This form *must* be mailed or submitted via the Internet (Refer to Section 23) by the unauthorized provider. The Referred Service field should be completed on the claim form. These referral forms are available on the Missouri Medicaid Audit and Compliance (MMAC) website at [www.MMAC.MO.GOV](http://www.MMAC.MO.GOV) or from MMAC, Provider Review & Lock-In Section, P.O. Box 6500, Jefferson City, Missouri 65102.

If a participant presents an ID card that has administrative lock-in restrictions to other than the authorized provider and the service is *not* an emergency, an authorized referral, or if a provider feels that a participant is improperly using benefits, the provider is requested to notify MMAC Provider Review, P.O. Box 6500, Jefferson City, Missouri 65102.

### **1.5.C MO HEALTHNET MANAGED CARE PARTICIPANTS**

Participants who are enrolled in MO HealthNet's Managed Care programs are identified on the Internet or IVR when verifying eligibility. The response received identifies the name and phone number of the participant's selected managed care health plan. The response also includes the identity of the participant's primary care provider in the managed care program areas. Participants who are eligible for MO HealthNet and who are enrolled with a managed care health plan *must* have their basic benefit services provided by or prior authorized by the managed care health plan.

MO HealthNet Managed Care health plans may also issue their own individual health plan ID cards. The individual *must* be eligible for MO HealthNet and enrolled with the managed



care health plan on the date of service for the managed care health plan to be responsible for services. MO HealthNet eligibility dates are different from managed care health plan enrollment dates. Managed care enrollment can be effective on any date in a month. Sometimes a participant may change managed care health plans and be in one managed care health plan for part of the month and another managed care health plan for the remainder of the month. Managed care health plan enrollment can be verified by the IVR/Internet.

Providers *must* verify the eligibility status including the participant's ME code and managed care health plan enrollment status on all MO HealthNet participants before providing service.

The following information is provided to assist providers in determining those participants who are eligible for inclusion in MO HealthNet Managed Care Programs. The participants who are eligible for inclusion in the health plan are divided into five groups.\* Refer to Section 11 for a listing of included counties and the managed care benefits package.

- Group 1 and 2 have been combined and are referred to as Group 1. Group 1 generally consists of the MO HealthNet for Families population (both the caretaker and child[ren]), the children up to age 19 of families with income under the applicable poverty standard, Refugee MO HealthNet participants and pregnant women. NOTE: Previous policy stated that participants over age 65 were exempt from inclusion in managed care. There are a few individuals age 65 and over who are caretakers or refugees and who do *not* receive Medicare benefits and are therefore included in managed care.

The following ME codes fall into Group 1: 05, 06, 10, 18, 19, 21, 24, 26, 40, 43, 44, 45, 60, 61 and 62.

- *Group 3 previously consisting of General Relief participants has been deleted from inclusion in the managed care program at this time.*
- Group 4 generally consists of those children in state care and custody. The following ME codes fall into this group: 07, 08, 29, 30, 36, 37, 38, 50, 52, 56, 57, 63, 64, 66, 68, 69, 70, and 88.
- Group 5 consists of uninsured children.

The following ME codes for uninsured children are included in Group 5: 71, 72, 73, 74 and 75.

\* Participants who are identified as eligible for inclusion in the managed care program are *not* enrolled with a managed care health plan until 15 days after they actually select or are assigned to a managed care health plan. When the selection or assignment is in effect, the name of the managed care health plan appears on the IVR/Internet information. If a managed care health plan name does *not* appear for a particular date of service, the participant is in a fee-for-service status for each date of service that a managed care health plan is *not* listed for the participant.

"OPT" OUT POPULATIONS: The Department of Social Services is allowing participants, who are currently in the managed care program because they receive SSI disability payments, who meet the SSI disability definition as determined by the Department of Social Services, or who receive adoption subsidy benefits, the option of choosing to receive services on a fee-for-service basis or through the managed care program. The option is entirely up to the



participant, parent or guardian.

### **1.5.C(1) Home Birth Services for the MO HealthNet Managed Care Program**

If a managed care health plan member elects a home birth, the member may be disenrolled from the managed care program at the request of the managed care health plan. The disenrolled member then receives all services through the fee-for-service program.

The member remains disenrolled from the managed care health plan if eligible under the MO HealthNet for Pregnant Women category of assistance. If the member is *not* in the MO HealthNet for Pregnant Women category and is disenrolled for the home birth, she is enrolled/re-enrolled in a managed care health plan six weeks post-partum or after a hospital discharge, whichever is later. The baby is enrolled in a managed care health plan once a managed care health plan number is assigned or after a hospital discharge, whichever is later.

### **1.5.D HOSPICE BENEFICIARIES**

MO HealthNet participants *not* enrolled with a managed care health plan who elect hospice care are identified as such on the Internet or IVR. The name and telephone number of the hospice provider is identified on the Internet or IVR.

Hospice care is palliative *not* curative. It focuses on pain control, comfort, spiritual and emotional support for a terminally ill patient and his or her family. To receive MO HealthNet covered hospice services the participant *must*:

- be eligible for MO HealthNet on all dates of service;
- be certified by two physicians (M.D. or D.O.) as terminally ill and as having less than six months to live;
- elect hospice services and, if an adult, waive active treatment for the terminal illness; and
- obtain all services related to the terminal illness from a MO HealthNet-participating hospice provider, the attending physician, or through arrangements by the hospice.

When a participant elects the hospice benefit, the hospice assumes the responsibility for managing the participant's medical care related to the terminal illness. The hospice provides or arranges for services reasonable and necessary for the palliation or management of the terminal illness and related conditions. This includes all care, supplies, equipment and medicines.

Any provider, other than the attending physician, who provides care related to the terminal illness to a hospice participant, *must* contact the hospice to arrange for payment. MO



HealthNet reimburses the hospice provider for covered services and the hospice reimburses the provider of the service(s).

For adults age 21 and over, curative or active treatment of the terminal illness is *not* covered by the MO HealthNet Program while the patient is enrolled with a hospice. If the participant wishes to resume active treatment, they *must* revoke the hospice benefit for MO HealthNet to provide reimbursement of active treatment services. The hospice is reimbursed for the date of revocation. MO HealthNet does *not* provide reimbursement of active treatment until the day following the date of revocation. Children under the age of 21 may continue to receive curative treatment services while enrolled with a hospice.

Services *not* related to the terminal illness are available from any MO HealthNet-participating provider of the participant's choice. Claims for these services should be submitted directly to Wipro Infocrossing.

Refer to the Hospice Manual, Section 13 for a detailed discussion of hospice services.

### **1.5.E QUALIFIED MEDICARE BENEFICIARIES (QMB)**

To be considered a QMB an individual *must*:

- be entitled to Medicare Part A
- have an income of less than 100% of the Federal Poverty Level
- have resources of less than \$4000 (or no more than \$6000 if married)

Participants who are eligible only as a Qualified Medicare Beneficiary (QMB) are eligible for reimbursement of their Medicare deductible, coinsurance and copay amounts only for Medicare covered services whether or not the services are covered by MO HealthNet. QMB-only participants are *not* eligible for MO HealthNet services that are *not* generally covered by Medicare. When verifying eligibility, QMB-only participants are identified with an ME code 55 when verifying eligibility.

Some participants who are eligible for MO HealthNet covered services under the MO HealthNet or MO HealthNet spenddown categories of assistance may also be eligible as a QMB participant and are identified on the IVR/Internet by a QMB indicator "Y." If the participant has a QMB indicator of "Y" and the ME code is *not* 55 the participant is also eligible for MO HealthNet services and *not* restricted to the QMB-only providers and services.

QMB coverage includes the services of providers who by choice do *not* participate in the MO HealthNet Program and providers whose services are *not* currently covered by MO HealthNet but who are covered by Medicare, such as chiropractors and independent therapists. Providers who do *not* wish to enroll in the MO HealthNet Program for MO HealthNet participants and providers of Medicare-only covered services may enroll as QMB-



only providers to be reimbursed for deductible, coinsurance, and copay amounts only for QMB eligibles. Providers who wish to be identified as QMB-only providers may contact the Provider Enrollment Unit via their e-mail address: [mmac.providerenrollment@dss.mo.gov](mailto:mmac.providerenrollment@dss.mo.gov).

Providers who are enrolled with MO HealthNet as QMB-only providers need to ascertain a participant's QMB status in order to receive reimbursement of the deductible and coinsurance and copay amounts for QMB-only covered services.

**1.5.F WOMEN'S HEALTH SERVICES PROGRAM (ME CODES 80 and 89)**

The Women's Health Services Program provides family planning and family planning-related services to low income women, ages 18 through 55, who are not otherwise eligible for Medicaid, the Children's Health Insurance Program (CHIP), Medicare, or health insurance that provides family planning services.

Women who have been sterilized are not eligible for the Women's Health Services Program. Women who are sterilized while participating in the Women's Health Services Program become ineligible 90 days from the date of sterilization.

Services for ME codes 80 and 89 are limited to family planning and family planning-related services, and testing and treatment of Sexually Transmitted Diseases (STDs) which are provided in a family planning setting. Services include:

- approved methods of birth control including sterilization and x-ray services related to the sterilization
- family planning counseling and education on birth control options
- testing and treatment for Sexually Transmitted Diseases (STDs)
- pharmacy, including birth control devices & pills, and medication to treat STDs
- Pap Test and Pelvic Exams

All services under the Women's Health Services Program must be billed with a primary diagnosis code within the ranges of Z30.011-Z30.9.

**1.5.G TEMP PARTICIPANTS**

The purpose of the Temporary MO HealthNet During Pregnancy (TEMP) Program is to provide pregnant women with access to *ambulatory prenatal care* while they await the formal determination of MO HealthNet eligibility. Certain qualified providers, as determined by the Family Support Division, may issue TEMP cards. These providers have the responsibility for making limited eligibility determinations for their patients based on preliminary information that the patient's family income does *not* exceed the applicable MO HealthNet for Pregnant Women income standard for a family of the same size.



If the qualified provider makes an assessment that a pregnant woman is eligible for TEMP, the qualified provider issues her a white paper temporary ID card. The participant may then obtain ambulatory prenatal services from any MO HealthNet-enrolled provider. If the woman makes a formal application for MO HealthNet with the Family Support Division during the period of TEMP eligibility, her TEMP eligibility is extended while the application is pending. If application is *not* made, the TEMP eligibility ends in accordance with the date shown on the TEMP card.

Infants born to mothers who are eligible under the TEMP Program are *not* automatically eligible for MO HealthNet benefits. Information regarding automatic MO HealthNet Eligibility for Newborn Children is addressed in this manual.

Providers and participants can obtain the name of MO HealthNet enrolled Qualified Providers in their service area by contacting the local Family Support Division Call Center at (855) 373-4636. Providers may call Provider Relations at (573) 751-2896 and participants may call Participant Services at (800) 392-2161 for questions regarding TEMP.

#### **1.5.G(1) TEMP ID Card**

Pregnant women who have been determined presumptively eligible for Temporary MO HealthNet During Pregnancy (TEMP) do *not* receive a plastic MO HealthNet ID card but receive a white paper TEMP card. A valid TEMP number begins with the letter "P" followed by seven (7) numeric digits. The 8-character temporary number should be entered in the appropriate field of the claim form until a permanent number is issued to the participant. The temporary number appearing on the claim form is converted to the participant's permanent MO HealthNet identification number during claims processing and the permanent number appears on the provider's Remittance Advice. Providers should note the new number and file future claims using the permanent number.

A white paper TEMP card can be issued by qualified providers to *pregnant* women whom they presume to be eligible for MO HealthNet based on income guidelines. A TEMP card is issued for a limited period but presumptive eligibility may be extended if the pregnant woman applies for public assistance at the county Family Support Division office. The TEMP card may only be used for ambulatory prenatal services. Because TEMP services are limited, providers should verify that the service to be provided is covered by the TEMP card.

The start date (FROM) is the date the qualified provider issues the TEMP card, and coverage expires at midnight on the expiration date (THROUGH) shown. A TEMP replacement letter (IM-29 TEMP) may also be issued when the TEMP individual has formally applied for MO HealthNet and is awaiting eligibility determination.



Third party insurance information does *not* appear on a TEMP card.

### **1.5.G(2) TEMP Service Restrictions**

TEMP services for pregnant women are limited to *ambulatory prenatal services* (physician, clinic, nurse midwife, diagnostic laboratory, x-ray, pharmacy, and outpatient hospital services). Risk Appraisals and Case Management Services are covered under the TEMP Program. Services other than those listed above (i.e. dental, ambulance, home health, durable medical equipment, CRNA, or psychiatric services) may be covered with a Certificate of Medical Necessity in the provider's file that testifies that the pregnancy would have been adversely affected without the service. Proof of medical necessity must be retained in the patient's file and be available upon request by the MO HealthNet Division. Inpatient services, including miscarriage or delivery, are *not* covered for TEMP participants.

Other noncovered services for TEMP participants include; global prenatal care, postpartum care, contraceptive management, dilation and curettage and treatment of spontaneous/missed abortions or other abortions.

### **1.5.G(3) Full MO HealthNet Eligibility After TEMP**

A TEMP participant may apply for full MO HealthNet coverage and be determined eligible for the complete range of MO HealthNet-covered services. Regular MO HealthNet coverage may be backdated and may or may not overlap the entire TEMP eligibility period. Approved participants receive an approval letter that shows their eligibility and type of assistance coverage. These participants also receive an ID card within a few days of approval. The services that are *not* covered under the TEMP Program may be resubmitted under the new type of assistance using the participant's MO HealthNet identification number instead of the TEMP number. The resubmitted claims are then processed without TEMP restrictions for the dates of service that were *not* included under the TEMP period of eligibility.

### **1.5.H PROGRAM FOR ALL-INCLUSIVE CARE FOR THE ELDERLY (PACE)**

Missouri and the Centers for Medicare & Medicaid (CMS) have entered into a three-way program agreement with Alexian Brothers Community Services (ABCS) of St. Louis. PACE is an integrated service system that includes primary care, restorative therapy, transportation, home health care, inpatient acute care, and even long-term care in a nursing facility when home and community-based services are no longer appropriate. Services are provided in the PACE center, the home, or the hospital, depending upon the needs of the individual. Refer to Section 11.11.E.





The target population for this program includes individuals age 55 and older, who are identified by the Missouri Department of Health and Senior Services, Division of Senior Services and Regulation through a health status assessment with specific types of eligibility categories and at least 21 points on the nursing home level of care assessment. These targeted individuals *must* reside in the St. Louis area within specific zip codes. Refer to Section 11.11.A.

Lock-in information is available to providers through the Internet or Interactive Voice Response (IVR). Enrollment in a PACE program is always voluntary and participants have the option to disenroll and return to the fee-for-service system at any time. Refer to Section 11.11.D.

### **1.5.I MISSOURI'S BREAST AND CERVICAL CANCER TREATMENT (BCCT) ACT**

The Breast and Cervical Cancer Mortality Prevention Act of 1990 (Public Law: 101-354) established the National Breast and Cervical Cancer Early Detection Program (NBCCEDP), to reduce the morbidity and mortality rates of breast and cervical cancers. The NBCCEDP provides grants to states to carry out activities aimed at early screenings and detection of breast and/or cervical cancer, case management services, education and quality assurance. The Missouri Department of Health and Senior Services, Division of Chronic Disease Prevention and Health Promotion's grant application was approved by the Centers for Disease Control and Prevention (CDC) to provide funding to establish the Missouri Breast and Cervical Cancer Control Project (BCCCP), known as Show Me Healthy Women. Matching funds were approved by the Missouri legislation to support breast and cervical cancer screening and education for low-income Missouri women through the Show Me Healthy Women project. Additional federal legislation was signed allowing funded programs in the NBCCEDP to participate in a new program with the MO HealthNet Breast and Cervical Cancer Treatment (BCCT) Act. State legislation authorized matching funds for Missouri to participate.

Most women who are eligible for Show Me Healthy Women, receive a Show Me Healthy Women-paid screening and/or diagnostic service and are found to need treatment for either breast and/or cervical cancer, are eligible for MO HealthNet coverage. For more information, providers may reference the Show Me Healthy Women Provider Manual at <http://www.dhss.mo.gov/BreastCervCancer/providerlist.pdf>.

#### **1.5.I(1) Eligibility Criteria**

To qualify for MO HealthNet based on the need for BCCT, all of the following eligibility criteria *must* be met:

- Screened by a Missouri BCCCP Provider;



- Need for treatment for breast or cervical cancer including certain pre-cancerous conditions;
- Under the age of 65 years old;
- Have a Social Security Number;
- Citizenship or eligible non-citizen status;
- Uninsured (or have health coverage that does *not* cover breast or cervical cancer treatment);
- A Missouri Resident.

**1.5.I(2) Presumptive Eligibility**

Presumptive Eligibility (PE) determinations are made by BCCCP MO HealthNet providers. When a BCCCP provider determines a woman is eligible for PE coverage, a BCCT Temporary MO HealthNet Authorization letter is issued and provides for temporary, limited MO HealthNet benefits. A MO HealthNet ID Card is issued and should be received in approximately five days. MO HealthNet coverage under PE begins on the date the BCCCP provider determines the woman is in need of treatment. This allows for minimal delays for women in receiving the necessary treatment. Women receiving coverage under Presumptive Eligibility are assigned ME code 83. PE coverage continues until the last day of the month that the regular MO HealthNet application is approved or BCCT is no longer required, whichever is later.

**1.5.I(3) Regular BCCT MO HealthNet**

The BCCT MO HealthNet Application *must* be completed by the PE eligible client and forwarded as soon as possible to a managed care Service Center or the local Family Support Division office to determine eligibility for regular BCCT MO HealthNet benefits. The PE eligible client receives information from MO HealthNet for the specific services covered. Limited MO HealthNet benefits coverage under regular BCCT begins the first day of the month of application, if the woman meets all eligibility requirements. Prior quarter coverage can also be approved, if the woman was eligible. Coverage *cannot* begin prior to the month the BCCCP screening occurred. No coverage can begin prior to August 28, 2001 (although the qualifying screening may have occurred prior to August 28, 2001). MO HealthNet benefits are discontinued when the treating physician determines the client no longer needs treatment for the diagnosed condition or if MO HealthNet denies the BCCT application. Women approved for Regular BCCT MO HealthNet benefits are assigned ME code 84.



**1.5.I(4) Termination of Coverage**

MO HealthNet coverage is date-specific for BCCT cases. A date-specific termination can take effect in the future, up to the last day of the month following the month of the closing action.

**1.5.J TICKET TO WORK HEALTH ASSURANCE PROGRAM**

Implemented August 28, 2007, the Ticket to Work Health Assurance Program (TWHAP) eligibility groups were authorized by the federal Ticket to Work and Work Incentives Improvement Act of 1999 (Public Law 106-170) and Missouri Senate Bill 577 (2007). TWHAP is for individuals who have earnings and are determined to be permanently and totally disabled or would be except for earnings. They have the same MO HealthNet fee-for-service benefits package and cost sharing as the Medical Assistance for the Permanently and Totally Disabled (ME code 13). An age limitation, 16 through 64, applies. The gross income ceiling for this program is 300% of the Federal Poverty Level (FPL) for an individual or a Couple. Premiums are charged on a sliding scale based on gross income between 101% - 300% FPL. Additional income and asset disregards apply for MO HealthNet. Proof of employment/self-employment is required. Eligible individuals are enrolled with ME code 85 for premium and ME code 86 for non-premium. Eligibility for the Ticket to Work Health Assurance Program is determined by the Family Support Division.

**1.5.J(1) Disability**

An individual must meet the definition of Permanent and Total Disability. The definition is the same as for Medical Assistance (MA), except earnings of the individual are not considered in the disability determination.

**1.5.J(2) Employment**

An individual and/or spouse must have earnings from employment or self-employment. There is no minimum level of employment or earnings required. The maximum gross income allowed is 250% of the federal poverty level, excluding any earned income of the worker with a disability between 250 and 300% of the federal poverty level. "Gross income" includes all income of the person and the person's spouse. Individuals with gross incomes in excess of 100% of the federal poverty level shall pay a premium for participation.

**1.5.J(3) Premium Payment and Collection Process**

An individual whose computed gross income exceeds 100%, but is not more than 300%, of the FPL must pay a monthly premium to participate in TWHAP. TWHAP premium amounts are based on a formula specified by State statute. On new approvals, individuals in the premium group must select the beginning date of



coverage, which may be as early as the first month of the prior quarter (if otherwise applicable) but no later than the month following approval. If an individual is not in the premium group, coverage begins on the first day of the first month the client is eligible.

Upon approval by Family Support Division, the MO HealthNet Division (MHD) sends an initial Invoice letter, billing the individual for the premium amount for any past coverage selected through the month following approval. Coverage does not begin until the premium payment is received. If the individual does not send in the complete amount, the individual is credited for any full month premium amount received starting with the month after approval and going back as far as the amount of paid premium allows.

Thereafter, MHD sends a Recurring Invoice on the second working day of each month for the next month's premium. If the premium is not received prior to the beginning of the new month, the individual's coverage ends on the day of the last paid month.

MHD sends a Final Recurring Invoice after the individual has not paid for three consecutive months. It is sent in place of the Recurring Invoice, on the second working day of the month for the next month's premium. The Final Recurring Invoice notifies the individual that the case will be closed if a payment is not received by the end of the month.

MHD collects the premiums as they do for the Medical Assistance (MA) Spenddown Program and the managed care program.

**1.5.J(4) Termination of Coverage**

MO HealthNet coverage end dates are the same as for the Medical Assistance Program. TWHAP non-premium case end dates are date-specific. TWHAP premium case end dates are not date-specific.

**1.5.K PRESUMPTIVE ELIGIBILITY FOR CHILDREN**

The Balanced Budget Act of 1997 (The Act) created Section 1920A of the Social Security Act which gives states the option of providing a period of presumptive eligibility to children when a qualified entity determines their family income is below the state's applicable MO HealthNet or SCHIP limit. This allows these children to receive medical care before they have formally applied for MO HealthNet for Kids. Missouri selected this option and effective March 10, 2003, children under the age of 19 may be determined eligible for benefits on a temporary basis prior to having a formal eligibility determination completed.



Presumptive eligible children are identified by ME code 87. These children receive the full range of MO HealthNet for Kids covered services subject to the benefits and limitations specified in each MO HealthNet provider manual. These children are *NOT* enrolled in managed care health plans but receive all services on a fee-for-service basis as long as they are eligible under ME code 87.

#### **1.5.K(1) Eligibility Determination**

The Act allows states to determine what type of Qualified Entities to use for Presumptive Eligibility determinations. Currently, Missouri is limiting qualified entities to children's hospitals. Designated staff of qualified entities makes Presumptive Eligibility determinations for children by determining the family meets the income guidelines and contacting the MO HealthNet for Kids Phone Centers to obtain a MO HealthNet number. The family is then provided with a MO HealthNet Presumptive Eligibility Authorization (PC-2) notice that includes the MO HealthNet number and effective date of coverage. This notice guarantees a minimum of five days of coverage with day one being the beginning date. After the five days, providers *must* check eligibility as for any client. Coverage for each child under ME code 87 continues until the last day of the second month of Presumptive Eligibility, unless the Family Support Division determines eligibility or ineligibility for MO HealthNet for Kids prior to that day. Presumptive Eligibility coverage ends on the date the child is approved or rejected for a regular MO HealthNet Program. Presumptive Eligibility is limited to one period during a rolling 12 month period.

Qualified entities making temporary eligibility determinations for children facilitate a formal application for MO HealthNet for Kids. Children who are then determined by the Family Support Division to be eligible for MO HealthNet for Kids are placed in the appropriate MO HealthNet eligibility category (ME code), and are subsequently enrolled with a MO HealthNet Managed Care health plan if residing in a managed care health plan area and under ME codes enrolled with managed care health plans.

#### **1.5.K(2) MO HealthNet for Kids Coverage**

Children determined presumptively eligible for MO HealthNet for Kids receive the same coverage during the presumptive period. The children active under Presumptive Eligibility for Children are *not* enrolled in managed care. While the children *must* obtain their presumptive determination from a Qualified Entity (QE), once eligible, they can obtain covered services from any enrolled MO HealthNet fee-for-service provider. Coverage begins on the date the QE makes the presumptive eligibility determination and coverage ends on the later of:



- the 5th day after the Presumptive Eligibility for Children determination date;
- the day a MO HealthNet for Kids application is approved or rejected; or
- if no MO HealthNet for Kids application is made, the last date of the month following the month of the presumptive eligibility determination.

A presumptive eligibility period has no effect on the beginning eligibility date of regular MO HealthNet for Kids coverage. Prior quarter coverage may be approved. In many cases the MO HealthNet for Kids begin dates may be prior to the begin date of the presumptive eligibility period.

### **1.5.L MO HEALTHNET COVERAGE FOR INMATES OF A PUBLIC INSTITUTION**

Changes to eligibility requirements may allow incarcerated individuals (both juveniles and adults), who leave the public institution to enter a medical institution or individuals who are under house arrest, to be determined eligible for temporary MO HealthNet coverage. Admittance as an inpatient in a hospital, nursing facility, juvenile psychiatric facility or intermediate care facility interrupts or terminates the inmate status. Upon an inmate's admittance, the Family Support Division office in the county in which the penal institution is located may take the appropriate type of application for MO HealthNet benefits. The individual, a relative, an authorized representative, or penal institution designee may initiate the application.

When determining eligibility for these individuals, the county Family Support Division office considers all specific eligibility groups, including children, pregnant women, and elderly, blind or disabled, to determine if the individual meets all eligibility factors of the program for which they are qualifying. Although confined to a public institution, these individuals may have income and resources available to them. If an individual is ineligible for MO HealthNet, the application is rejected immediately and the appropriate rejection notice is sent to the individual.

MO HealthNet eligibility is limited to the days in which the individual was an inpatient in the medical institution. Once the individual returns to the penal institution, the county Family Support Division office verifies the actual inpatient dates in the medical institution and determines the period of MO HealthNet eligibility. Appropriate notification is sent to the individual. The approval notice includes the individual's specific eligibility dates and a statement that they are *not* currently eligible for MO HealthNet because of their status as an inmate in a public institution.

Some individuals may require admittance into a long term care facility. If determined eligible, the period of MO HealthNet eligibility is based on the length of inpatient stay in the



long term care facility. Appropriate MO HealthNet eligibility notification is sent to the individual.

### **1.5.L(1) MO HealthNet Coverage Not Available**

Eligibility for MO HealthNet coverage does *not* exist when the individual is an inmate and when the facility in which the individual is residing is a public institution. An individual is an inmate when serving time for a criminal offense or confined involuntarily to a state or federal prison, jail, detention facility or other penal facility. An individual voluntarily residing in a public institution is *not* an inmate. A facility is a public institution when it is under the responsibility of a government unit, or a government unit exercises administrative control over the facility.

MO HealthNet coverage is *not* available for individuals in the following situations:

- Individuals (including juveniles) who are being held involuntarily in detention centers awaiting trial;
- Inmates involuntarily residing at a wilderness camp under governmental control;
- Inmates involuntarily residing in half-way houses under governmental control;
- Inmates receiving care on the premises of a prison, jail, detention center, or other penal setting; or
- Inmates treated as outpatients in medical institutions, clinics or physician offices.

### **1.5.L(2) MO HealthNet Benefits**

If determined eligible by the county Family Support Division office, full or limited MO HealthNet benefits may be available to individuals residing in or under the control of a penal institution in any of the following circumstances:

- Infants living with the inmate in the public institution;
- Paroled individuals;
- Individuals on probation;
- Individuals on home release (except when reporting to a public institution for overnight stay); or
- Individuals living voluntarily in a detention center, jail or county penal facility after their case has been adjudicated and other living arrangements are being made for them (for example, transfer to a community residence).



All specific eligibility groups, including children, pregnant women, and elderly, blind or disabled are considered to determine if the individual meets all eligibility factors of the program for which they are applying.

### **1.5.M VOLUNTARY PLACEMENT AGREEMENT, OUT-OF- HOME CHILDREN'S SERVICES**

With the 2004 passage of House Bill 1453, the Voluntary Placement Agreement (VPA) was introduced and established in statute. The VPA is predicated upon the belief that no parent should have to relinquish custody of a child solely in order to access clinically indicated mental health services. This is a written agreement between the Department of Social Services (DSS)/Children's Division (CD) and a parent, legal guardian, or custodian of a child under the age of eighteen (18) solely in need of mental health treatment. A VPA developed pursuant to a Department of Mental Health (DMH) assessment and certification of appropriateness authorizes the DSS/CD to administer the placement and out-of-home care for a child while the parent, legal guardian, or custodian of the child retains legal custody. The VPA requires the commitment of a parent to be an active participant in his/her child's treatment

#### **1.5.M(1) Duration of Voluntary Placement Agreement**

The duration of the VPA may be for as short a period as the parties agree is in the best interests of the child, but under no circumstances shall the total period of time that a child remains in care under a VPA exceed 180 days. Subsequent agreements may be entered into, but the total period of placement under a single VPA or series of VPAs shall *not* exceed 180 days without express authorization of the Director of the Children's Division or his/her designee.

#### **1.5.M(2) Covered Treatment and Medical Services**

Children determined eligible for out-of-home care, (ME88), per a signed VPA, are eligible for a variety of children's treatment services, medical and psychiatric services. The CD worker makes the appropriate referrals to CD approved contractual treatment providers. Payment is made at the MO HealthNet or state contracted rates. Providers should contact the local CD staff for payment information.

#### **1.5.M(3) Medical Planning for Out-of-Home Care**

Medical planning for children in out-of-home care is a necessary service to ensure that children receive the needed medical care. The following includes several medical service alternatives for which planning is necessary:

- Routine Medical/Dental Care;





- Human Immunodeficiency Virus (HIV) Screening;
- Emergency and Extraordinary Medical/Dental Care (over \$500.00);
- Children's Treatment Services;
- Medical/Dental Services Program;
- Bureau for Children with Special Health Care Needs;
- Department of Mental Health Services;
- Residential Care;
- Private Psychiatric Hospital Placement; or
- Medical Foster Care.

## 1.6 ELIGIBILITY PERIODS FOR MO HEALTHNET PARTICIPANTS

Most participants are eligible for coverage of their services on a fee-for-service basis for those retroactive periods of eligibility from the first of the month of application until approval, or until the effective date of their enrollment in a MO HealthNet managed care health plan. This is often referred to as the period of “backdated eligibility.”

Eligibility for MO HealthNet participants (except ME codes 71, 72, 73, 74, 75 and 89) is from the first day of the month of application through the last day of each subsequent month for which they are eligible unless the individual is subject to the provisions of Day Specific Eligibility. Some MO HealthNet participants may also request and be approved for prior quarter coverage.

Participants with ME codes 71, 72 and 89 are eligible for MO HealthNet benefits from the first day of the month of application and are subject to the provisions of Day Specific Eligibility. Codes 71 and 72 are eligible from date of application. ME Code 80 is Extended Women's Health Care and eligibility begins the beginning of the month following the 60 day post partum coverage period for MPW (if *not* insured).

MO HealthNet for Kids participants with ME codes 73, 74, and 75 who *must* pay a premium for coverage are eligible the later of 30 days after the date of application or the date the premium is paid. The 30 day waiting period does *not* apply to children with special health care needs. Codes 73 and 74 are eligible on the date of application or date premium is paid, whichever is later. Code 75 is eligible for coverage the later of 30 days after date of application or date premium is paid. All three codes are subject to day specific eligibility (coverage ends date case/eligibility is closed).

MO HealthNet participants with ME code 83 are eligible for coverage beginning on the day the BCCCP provider determines the woman is in need of treatment for breast or cervical cancer. Presumptive Eligibility coverage continues until the last day of the month that the regular MO HealthNet application is approved or BCCT is no longer required, whichever is last.



MO HealthNet participants with ME code 84 are eligible for coverage beginning the 1st day of the month of application. Prior quarter coverage may also be approved, if the woman is eligible. Coverage *cannot* begin prior to the month the BCCCP screening occurred. No coverage can begin prior to August 28, 2001.

MO HealthNet children with ME code 87 are eligible for coverage during the presumptive period (fee-for-service only). Coverage begins on the date of the presumptive eligibility determination and ends on the later of 5th day after the eligibility determination or the day a MO HealthNet for Kids application is approved or rejected or if no MO HealthNet for Kids application is made, the last day of the month following the month of the presumptive eligibility determination.

For those participants who reside in a MO HealthNet managed care county and are approved for a category of assistance included in MO HealthNet managed care, the reimbursement is fee-for-service or covered services for the period from the date of eligibility until enrollment in a managed care health plan. Once a participant has been notified they are eligible for assistance, they have 15 days to select a managed care health plan or have a managed care health plan assigned for them. After they have selected the managed care health plan, they are *not* actually enrolled in the managed care health plan for another 15 days.

The ID Card is mailed out within a few days of the caseworker's eligibility approval. Participants may begin to use the ID Card when it is received. Providers should honor the approval/replacement/case action letter until a new card is received. MO HealthNet and managed care participants should begin using their new ID Card when it is received.

### **1.6.A DAY SPECIFIC ELIGIBILITY**

Certain MO HealthNet participants are subject to the provisions of Day Specific Eligibility. This means that some MO HealthNet participants lose eligibility at the time of case closure, which may occur anytime in the month. Prior to implementation of Day Specific Eligibility, participants in all categories of assistance retained eligibility through the last date of the month if they were eligible on the first of the month. As of January 1, 1997, this varies for certain MO HealthNet participants.

As with all MO HealthNet services, the participant *must* be eligible on the date of service. When the participant is in a Day Specific Eligibility category of assistance, the provider is *not* able to check eligibility on the Internet or IVR for a future date during the current month of eligibility.

In order to convey to a provider that a participant's eligibility is day specific, the MO HealthNet Division provides a verbal message on the IVR system. The Internet also advises of day specific eligibility.

Immediately following the current statement, "The participant is eligible for service on MONTH, DAY, YEAR through MONTH, DAY, YEAR with a medical eligibility code of



XX,” the IVR says, “This participant is subject to day specific eligibility.” The Internet gives this information in the same way as the IVR.

If neither the Internet nor IVR contains a message that the participant is subject to day specific eligibility, the participant’s eligibility continues through the last day of the current month. Providers are able to check eligibility for future dates for the participants who are *not* subject to day specific eligibility.

It is important to note that the message regarding day specific eligibility is only a reminder to providers that the participant’s type of assistance is such that should his/her eligibility end, it may be at any time during that month. The Internet and IVR will verify the participant’s eligibility in the usual manner.

Providers *must* also continue to check for managed care health plan enrollment for those participant’s whose ME codes and county are included in managed care health plan enrollment areas, because participant’s enrollment or end dates can occur any date within the month.

### **1.6.B SPENDDOWN**

In the MO HealthNet for the Aged, Blind, and Disabled (MHABD) Program some individuals are eligible for MO HealthNet benefits only on the basis of meeting a periodic spenddown requirement. Effective October 1, 2002, eligibility for MHABD spenddown is computed on a monthly basis. If the individual is eligible for MHABD on a spenddown basis, MO HealthNet coverage for the month begins with the date on which the spenddown is met and ends on the last day of that month when using medical expenses to meet spenddown. MO HealthNet coverage begins and ends without the case closing at the end of the monthly spenddown period. The MO HealthNet system prevents payment of medical services used to meet an individual's spenddown amount.

The individual may choose to meet their spenddown by one of the following options:

- submitting incurred medical expenses to their Family Support Division (FSD) Eligibility Specialist; or
- paying the monthly spenddown amount to the MO HealthNet Division (MHD).

Effective July 1, 2012, a participant can meet spenddown by using a combination of incurred expenses and paying the balance to MHD.

Individuals have the option of changing the method in which their spenddown is met each month. A choice is made to either send the payment to MHD or to send bills to the FSD Eligibility Specialist. For those months that the individual does *not* pay-in or submit bills, no coverage is available.



### **1.6.B(1) Notification of Spenddown Amount**

MHD mails a monthly invoice to active spenddown cases on the second working day of each month. The invoice is for the next month's spenddown amount. The invoice gives the participant the option of paying in the spenddown amount to MHD or submitting bills to FSD. The invoice instructs the participant to call the MHD Premium Collections Unit at 1 (877) 888-2811 for questions about a payment.

MHD stops mailing monthly invoices if the participant does *not* meet the spenddown for 6 consecutive months. MHD resumes mailing invoices the month following the month in which the participant meets spenddown by bills or pay-in for the current month or past months.

### **1.6.B(2) Notification of Spenddown on New Approvals**

On new approvals, the FSD Eligibility Specialist *must* send an approval letter notifying the participant of approval for spenddown, but MO HealthNet coverage does *not* begin until the spenddown is met. The letter informs the participant of the spenddown amount and the months for which coverage may be available once spenddown is met. If the Eligibility Specialist has already received bills to meet spenddown for some of the months, the letter includes the dates of coverage for those months.

MHD sends separate invoices for the month of approval and the month following approval. These invoices are sent on the day after the approval decision. Notification of the spenddown amount for the months prior to approval is only sent by the FSD Eligibility Specialist.

### **1.6.B(3) Meeting Spenddown with Incurred and/or Paid Expenses**

If the participant chooses to meet spenddown for the current month using incurred and/or medical expenses, MO HealthNet coverage begins on the date the incurred and/or expenses equal the spenddown amount. The bills do *not* have to have been paid. In order to determine whether or not the participant has met spenddown, the FSD Eligibility Specialist counts the full amount of the valid medical expenses the participant incurred and/or paid to establish eligibility for spenddown coverage. The Eligibility Specialist does *not* try to estimate amounts, or deduct estimated amounts, to be paid by the participant's insurance from the amount of incurred and/or paid expenses. The QMB Program provides MO HealthNet payment of the Medicare premium, and coinsurance, deductibles and copay for all Medicare covered services. Therefore, the cost of Medicare covered services *cannot* be used to meet spenddown for participants approved for QMB.



Upon receipt of verification that spenddown has been met with incurred and/or paid expenses for a month, FSD sends a Notification of Spenddown Coverage letter to inform the participant spenddown was met with the incurred and/or paid expenses. The letter informs the participant of the MO HealthNet start date and the amount of spenddown met on the start date.

#### **1.6.B(4) Meeting Spenddown with a Combination of Incurred Expenses and Paying the Balance**

If the participant chooses to meet spenddown for a month using incurred expenses and paying the balance of their spenddown amount, coverage begins on the date of the most recent incurred expense once the balance is paid and received by MHD. The participant must take the incurred expenses to their FSD Eligibility Specialist who will inform them of the balance they must pay to MHD.

#### **1.6.B(5) Preventing MO HealthNet Payment of Expenses Used to Meet Spenddown**

On spenddown cases, MO HealthNet only reimburses providers for covered medical expenses that exceed a participant's spenddown amount. MO HealthNet does *not* pay the portion of a bill used to meet the spenddown. To prevent MO HealthNet from paying for an expense used to meet spenddown, MHD withholds the participant liability amount of spenddown met on the first day of coverage for a month. The MHD system tracks the bills received for the first day of coverage until the bills equal the participant's remaining spenddown liability. For the first day of coverage, MHD denies or splits (partially pays) the claims until the participant's liability for that first day is reduced to zero. After MHD has reduced the liability to zero for the first day of coverage, other claims submitted for that day of spenddown coverage are paid up to the MO HealthNet rate. Claims for all other days of spenddown coverage process in the same manner as those of non-spenddown participants. MHD notifies both the provider and the participant of any claim amount *not* paid due to the bill having been used to meet spenddown.

When a participant has multiple expenses on the day spenddown is met and the total expenses exceed the remaining spenddown, the liability amount may be withheld from the wrong claim. This can occur if Provider A submits a claim to MHD and Provider B does *not* (either because the bill was paid or it was a non-MO HealthNet covered service). Since the MHD system can only withhold the participant liability from claims submitted, the liability amount is deducted from the bill of the Provider A. Provider B's bill may have been enough to reduce the liability to zero, which would have allowed MO HealthNet to pay for Provider A's claim. MHD Participants Services Unit authorizes payment of the submitted claim



upon receipt of verification of other expenses for the day which reduced the liability to zero. The Participant Services Unit may request documentation from the case record of bills FSD used to meet spenddown on the day it was met.

#### **1.6.B(6) Spenddown Pay-In Option**

The pay-in option allows participants to meet spenddown requirements by making a monthly payment of the spenddown amount to MHD. Participants who choose to pay-in may pay by sending a check (or money order) each month to MHD or having the spenddown amount automatically withdrawn from a bank account each month. When a participant pays in, MHD creates a coverage period that begins on the first day of the month for which the participant is paying. If the participant pays for the next month prior to the end of the current month, there is no end date on the coverage period. If a payment has been missed, the coverage period is *not* continuous.

Participants are given the option of having the spenddown amount withdrawn from an existing bank account. Withdrawals are made on the 10th of each month for the following month's coverage. The participant receives a monthly notification of withdrawal from MHD.

In some instances, other state agencies, such as Department of Mental Health, may choose to pay the spenddown amount for some of their clients. Agencies interested in this process work with MHD to identify clients the agency intends to pay for and establish payment options on behalf of the client.

#### **1.6.B(7) Prior Quarter Coverage**

The eligibility determination for prior quarter MO HealthNet coverage is separate from the eligibility determination for current MO HealthNet coverage. A participant does *not* have to be currently eligible for MO HealthNet coverage to be eligible for prior quarter coverage. Prior quarter coverage can begin no earlier than the first day of the third month prior to the month of the application and can extend up to but *not* including the first day of the month of application. The participant *must* meet all eligibility requirements including spenddown/non-spenddown during the prior quarter. If the participant becomes eligible for assistance sometime during the prior quarter, the date on which eligibility begins depends on whether the participant is eligible as a non-spenddown or spenddown case.

MO HealthNet coverage begins on the first day in which spenddown is met in each of the prior months. Each of the three prior quarter month's medical expenses are compared to that month's spenddown separately. Using this process, it may be that the individual is eligible for one, two or all three months, sometimes *not*



consecutively. As soon as the FSD Eligibility Specialist receives bills to meet spenddown for a prior quarter month, eligibility is met.

#### **1.6.B(8) MO HealthNet Coverage End Dates**

MO HealthNet coverage is date-specific for MO HealthNet for the Aged, Blind, and Disabled (MHABD) non-spenddown cases at the time of closing. A date-specific closing can take effect in the future, up to the last day of the month following the month of closing. For MHABD spenddown cases MO HealthNet eligibility and coverage is *not* date-specific at the time of the closing. When an MHABD spenddown case is closed, MO HealthNet eligibility continues through the last day of the month of the closing. If MO HealthNet coverage has been authorized by pay-in or due to incurred expenses, it continues through the last day of the month of the closing.

#### **1.6.C PRIOR QUARTER COVERAGE**

Eligibility determination for prior quarter Title XIX coverage is separate from the eligibility determination of current Title XIX coverage. An individual does *not* have to be currently eligible for Title XIX coverage to be eligible for prior quarter coverage and vice versa.

Eligible individuals may receive Title XIX coverage retroactively for up to 3 months prior to the month of application. This 3-month period is referred to as the prior quarter. The effective date of prior quarter coverage for participants can be no earlier than the first day of the third month prior to the month of the application and can extend up to, but *not* include, the first day of the month of application.

MO HealthNet for Kids (ME codes 71-75) who meet federal poverty limit guidelines and who qualify for coverage because of lack of medical insurance are *not* eligible to receive prior quarter coverage.

The individual *must* have met all eligibility factors during the prior quarter. If the individual becomes eligible for assistance sometime during the prior quarter, eligibility for Title XIX begins on the first day of the month in which the individual became eligible or, if a spenddown case, the *date* in the prior 3-month period on which the spenddown amount was equaled or exceeded.

***Example of Prior Quarter Eligibility on a Non-Spenddown Case:*** An individual applies for assistance in June. The prior quarter is March through May. A review of the eligibility requirements during the prior quarter indicates the individual would have been eligible on March 1 because of depletion of resources. Title XIX coverage begins March 1 and extends through May 31 if an individual continues to be eligible during April and May.

#### **1.6.D EMERGENCY MEDICAL CARE FOR INELIGIBLE ALIENS**



The Social Security Act provides MO HealthNet coverage for emergency medical care for ineligible aliens, who meet all eligibility requirements for a federally funded MO HealthNet program except citizenship/alien status. *Coverage is for the specific emergency only.* Providers should contact the local Family Support Division office and identify the services and the nature of the emergency. State staff identify the emergency nature of the claim and add or deny coverage for the period of the emergency only. Claims are reimbursed only for the eligibility period identified on the participant's eligibility file. An emergency medical condition is defined as follows:

An emergency medical condition for a MO HealthNet participant means a medical or behavioral health condition manifesting itself by acute symptoms of sufficient severity (including severe pain) that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in the following:

1. Placing the physical or behavioral health of the individual (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy; or
2. Serious impairment of bodily functions; or
3. Serious dysfunction of any bodily organ or part; or
4. Serious harm to self or others due to an alcohol or drug abuse emergency; or
5. Injury to self or bodily harm to others; or
6. With respect to a pregnant woman having contractions: (a) there is no adequate time to affect a safe transfer to another hospital before delivery; or (b) that transfer may pose a threat to the health or safety of the woman or the unborn child.

Post stabilization care services mean covered services, related to an emergency medical condition that are provided after a participant is stabilized in order to maintain the stabilized condition or to improve or resolve the participant's condition.

## **1.7 PARTICIPANT ELIGIBILITY LETTERS AND CLAIMS CORRESPONDENCE**

It is common for MO HealthNet participants to be issued an eligibility letter from the Family Support Division or other authorizing entity that may be used in place of an ID card. Participants who are new approvals or who need a replacement card are given an authorization letter. These letters are valid proof of eligibility in lieu of an ID Card. Dates of eligibility and most restrictions are contained in these letters. Participants who are enrolled or who will be enrolled in a managed care health plan may *not* have this designation identified on the letter. It is important that the provider verify the managed care enrollment status for participants who reside in a managed care service area. If the participant does *not* have an ID Card or authorization letter, the provider may also verify





eligibility by contacting the IVR or the Internet if the participant's MO HealthNet number is known. Refer to Section 3.3.A

The MO HealthNet Division furnishes MO HealthNet participants with written correspondence regarding medical services submitted as claims to the division. Participants are also informed when a prior authorization request for services has been made on their behalf but denied.

### **1.7.A NEW APPROVAL LETTER**

An Approval Notice (IM-32, IM-32 MAF, IM-32 MC, IM-32 MPW or IM-32 PRM, IM-32 QMB) is prepared when the application is approved. Coverage may be from the first day of the month of application or the date of eligibility in the prior quarter until the last day of the month in which the case was approved or the last day of the following month if approval occurs late in the month. Approval letters may be used to verify eligibility for services until the ID Card is received. The letter indicates whether an individual will be enrolled with a MO HealthNet managed care health plan. It also states whether the individual is required to pay a copay for certain services. Each letter is slightly different in content.

Spenddown eligibility letters cover the date spenddown is met until the end of the month in which the case was approved. The eligibility letters contain Yes/No boxes to indicate Lock-In, Hospice or QMB. If the "Yes" box is checked, the restrictions apply.

#### **1.7.A(1) Eligibility Letter for Reinstated TANF (ME 81) Individuals**

Reinstated Temporary MO HealthNet for Needy Families (TMNF) individuals have received a letter from the Family Support Division that serves as notification of temporary medical eligibility. They may use this letter to contact providers to access services.

#### **1.7.A(2) BCCT Temporary MO HealthNet Authorization Letter**

Presumptive Eligibility (PE) determinations are made by Breast and Cervical Cancer Control Project (BCCCP) MO HealthNet providers. When a BCCCP provider determines a woman is eligible for PE coverage, a BCCT Temporary MO HealthNet Authorization letter is issued which provides for temporary, full MO HealthNet benefits. A MO HealthNet ID Card is issued and should be received in approximately five days. MO HealthNet coverage under PE begins on the date the BCCCP provider determines the woman is in need of treatment.

#### **1.7.A(3) Presumptive Eligibility for Children Authorization PC-2 Notice**

Eligibility determinations for Presumptive Eligibility for Children are limited to qualified entities approved by the state. Currently only children's hospitals are approved. Upon determination of eligibility, the family is provided with a



Presumptive Eligibility Authorization (PC-2) notice that includes the MO HealthNet number and effective date of coverage. This notice guarantees a minimum of five days of coverage with day one being the beginning date. After the five days, providers should be checking eligibility as for any client.

### **1.7.B REPLACEMENT LETTER**

A participant may also have a replacement letter, which is the MO HealthNet Eligibility Authorization (IM-29, IM-29 QMB and IM-29 TEMP), from the Family Support Division county office as proof of MO HealthNet eligibility in lieu of a MO HealthNet ID card. This letter is issued when a card has been lost or destroyed.

There are check-off boxes on the letter to indicate if the letter is replacing a lost card or letter. A provider should use this letter to verify eligibility as they would the ID Card. Participants who live in a managed care service area may *not* have their managed care health plan identified on the letter. Providers need to contact the IVR or the Internet to verify the managed care health plan enrollment status.

A replacement letter is only prepared upon the request of the participant.

### **1.7.C NOTICE OF CASE ACTION**

A Notice of Case Action (IM-33) advises the participant of application rejections, case closings, changes in the amount of cash grant, or ineligibility status for MO HealthNet benefits resulting from changes in the participant's situation. This form also advises the participant of individuals being added to a case and authorizes MO HealthNet coverage for individuals being added.

### **1.7.D PARTICIPANT EXPLANATION OF MO HEALTHNET BENEFITS**

The MO HealthNet Division randomly selects 300 MO HealthNet participants per month to receive a Participant Explanation of MO HealthNet Benefits (PEOMB) for services billed or managed care health plan encounters reported. The PEOMB contains the following information:

- Date the service was provided;
- Name of the provider;
- Description of service or drug that was billed or the encounter reported; and
- Information regarding how the participant may contact the Participant Services Unit by toll-free telephone number and by written correspondence.

The PEOMB sent to the participant clearly indicates that it is *not* a bill and that it does *not* change the participant's MO HealthNet benefits.



The PEOMB does *not* report the capitation payment made to the managed care health plan in the participant's behalf.

### **1.7.E PRIOR AUTHORIZATION REQUEST DENIAL**

When the MO HealthNet Division *must* deny a Prior Authorization Request for a service that is delivered on a fee-for-service basis, a letter is sent to the participant explaining the reason for the denial. The most common reasons for denial are:

- Prior Authorization Request was returned to the provider for corrections or additional information.
- Service or item requested does *not* require prior authorization.
- Authorization has been granted to another provider for the same service or item.
- Our records indicate this service has already been provided.
- Service or item requested is *not* medically necessary.

The Prior Authorization Request Denial letter gives the address and telephone number that the participant may call or write to if they feel the MO HealthNet Division was wrong in denying the Prior Authorization Request. The participant *must* contact the MO HealthNet Division, Participant Services Unit, within 90 days of the date on the letter, if they want the denial to be reviewed.

Participants enrolled in a managed care health plan do *not* receive the Prior Authorization Request Denial letter from the MO HealthNet Division. They receive notification from the managed care health plan and can appeal the decision from the managed care health plan. The participant's member handbook tells them how to file a grievance or an appeal.

### **1.7.F PARTICIPANT SERVICES UNIT ADDRESS AND TELEPHONE NUMBER**

A participant may send written correspondence to:

Participant Services Agent  
P.O. Box 3535  
Jefferson City, MO 65102

The participant may also call the Participant Services Unit at (800) 392-2161 toll free, or (573) 751-6527. Providers should *not* call the Participant Services Unit unless a call is requested by the state.

## **1.8 TRANSPLANT PROGRAM**

The MO HealthNet Program provides limited coverage and reimbursement for the transplantation of human organs or bone marrow/stem cell and related medical services. Current policy and procedure



is administered by the MO HealthNet Division with the assistance of its Transplant Advisory Committee.

#### **1.8.A COVERED ORGAN AND BONE MARROW/STEM CELL TRANSPLANTS**

With prior authorization from the MO HealthNet Division, transplants may be provided by MO HealthNet approved transplant facilities for transplantation of the following:

- Bone Marrow/Stem Cell
- Heart
- Kidney
- Liver
- Lung
- Small Bowel
- Multiple organ transplants involving a covered transplant

#### **1.8.B PATIENT SELECTION CRITERIA**

The transplant prior authorization process requires the transplant facility or transplant surgeon to submit documentation that verifies the transplant candidate has been evaluated according to the facility's Patient Selection Protocol and Patient Selection Criteria for the type of transplant to be performed. The patient *must* have been accepted as a transplant candidate by the facility before prior authorization requests can be considered for approval by the MO HealthNet Division.

Bone Marrow/Stem Cell transplant candidates *must* also meet the general diagnosis and donor guidelines established by the Bone Marrow/Stem Cell Transplant Advisory Committee.

All transplant requests for authorization are reviewed on a case-by-case basis. If the request is approved, an agreement is issued to the transplant facility that *must* be signed and returned to the MO HealthNet Division.

#### **1.8.C CORNEAL TRANSPLANTS**

Corneal transplants are covered for eligible MO HealthNet participants and do *not* require prior authorization. Corneal transplants have certain restrictions that are discussed in the physician and hospital manuals.

#### **1.8.D ELIGIBILITY REQUIREMENTS**



For the transplant facility or related service providers to be reimbursed by MO HealthNet, the transplant patient *must* be eligible for MO HealthNet on each date of service. A participant *must* have an ID card or eligibility letter to receive MO HealthNet benefits.

Human organ and bone marrow/stem cell transplant coverage is restricted to those participants who are eligible for MO HealthNet. Transplant coverage is *NOT* available for participants who are eligible under a state funded MO HealthNet ME code. (See Section 1.1).

Individuals whose type of assistance does *not* cover transplants should be referred to their local Family Support Division office to request application under a type of assistance that covers transplants. In this instance the MO HealthNet Division Transplant Unit should be advised immediately. The MO HealthNet Division Transplant Unit works with the Family Support Division to expedite the application process.

### **1.8.E MANAGED CARE PARTICIPANTS**

Managed care members receive a transplant as a fee-for-service benefit reimbursed by the MO HealthNet Division. The transplant candidate is allowed freedom of choice of Approved MO HealthNet Transplant Facilities

The transplant surgery, from the date of the transplant through the date of discharge or significant change in diagnosis not related to the transplant surgery and related transplant services (procurement, physician, lab services, etc.) are *not* the managed care health plan's responsibility. The transplant procedure is prior authorized by the MO HealthNet Division. Claims for the pre-transplant assessment and care are the responsibility of the managed care health plan and *must* be authorized by the MO HealthNet managed care health plan.

Any outpatient, inpatient, physician and related support services rendered prior to the date of the actual transplant surgery *must* be authorized by the managed care health plan and are the responsibility of the managed care health plan.

The managed care health plan is responsible for post-transplant follow-up care. In order to assure continuity of care, follow-up services *must* be authorized by the managed care health plan. Reimbursement for those authorized services is made by the managed care health plan. Reimbursement to non-health plan providers *must* be no less than the current MO HealthNet FFS rate.

The MO HealthNet Division only reimburses providers for those charges directly related to the transplant including the organ or bone marrow/stem cell procurement costs, actual inpatient transplant surgery costs, post-surgery inpatient hospital costs associated with the transplant surgery, and the transplant physicians' charges and other physicians' services associated with the patient's transplant.

### **1.8.F MEDICARE COVERED TRANSPLANTS**



Kidney, heart, lung, liver and certain bone marrow/stem cell transplants are covered by Medicare. If the patient has both Medicare and MO HealthNet coverage and the transplant is covered by Medicare, the Medicare Program is the first source of payment. In this case the requirements or restrictions imposed by Medicare apply and MO HealthNet reimbursement is limited to applicable deductible and coinsurance amounts.

Medicare restricts coverage of heart, lung and liver transplants to Medicare-approved facilities. In Missouri, St. Louis University Hospital, Barnes-Jewish Hospital in St. Louis, St. Luke's Hospital in Kansas City, and the University of Missouri Hospital located in Columbia, Missouri are Medicare-approved facilities for coverage of heart transplants. St. Luke's Hospital in Kansas City, Barnes-Jewish Hospital and St. Louis University are also Medicare-certified liver transplant facilities. Barnes-Jewish Hospital is a Medicare approved lung transplant facility. Potential heart, lung and liver transplant candidates who have Medicare coverage or who will be eligible for Medicare coverage within six months from the date of imminent need for the transplant should be referred to one of the approved Medicare transplant facilities. MO HealthNet only considers authorization of a Medicare-covered transplant in a non-Medicare transplant facility if the Medicare beneficiary is too ill to be moved to the Medicare transplant facility.

**END OF SECTION**

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## **SECTION 2-PROVIDER CONDITIONS OF PARTICIPATION**

### **2.1 PROVIDER ELIGIBILITY**

To receive MO HealthNet reimbursement, a provider of services *must* have entered into, and maintain, a valid participation agreement with the MO HealthNet Division as approved by the Missouri Medicaid Audit and Compliance Unit (MMAC). Authority to take such action is contained in 13 CSR 70-3.020. Each provider type has specific enrollment criteria, e.g., licensure, certification, Medicare certification, etc., which *must* be met. The enrollment effective date cannot be prior to the date the completed application was received by the MMAC Provider Enrollment office. The effective date cannot be backdated for any reason. Any claims billed by a non-enrolled provider utilizing an enrolled provider's National Provider Identifier (NPI) or legacy number will be subject to recoupment of claim payments and possible sanctions and may be grounds for allegations of fraud and will be appropriately pursued by MMAC. Refer to Section 13, Benefits and Limitations, of the applicable provider manual for specific enrollment criteria.

#### **2.1.A QMB-ONLY PROVIDERS**

Providers who want to enroll in MO HealthNet to receive payments for only the Qualified Medicare Beneficiary (QMB) services *must* submit a copy of their state license and documentation of their Medicare ID number. They *must* also complete a short enrollment form. For a discussion of QMB covered services refer to Section 1 of this manual.

#### **2.1.B NON-BILLING MO HEALTHNET PROVIDER**

MO HealthNet managed care health plan providers who have a valid agreement with one or more managed care health plans but who are *not* enrolled as a participating MO HealthNet provider may access the Internet or interactive voice response (IVR) system if they enroll with MO HealthNet as a "Non-Billing MO HealthNet Provider." Providers are issued a provider identifier that permits access to the Internet or IVR; however, it is *not* valid for billing MO HealthNet on a fee-for-service basis. Information regarding enrollment as a "Non-Billing MO HealthNet Provider" can be obtained by contacting the Provider Enrollment Unit at: [mmac.providerenrollment@dss.mo.gov](mailto:mmac.providerenrollment@dss.mo.gov).

#### **2.1.C PROVIDER ENROLLMENT ADDRESS**

Specific information about MO HealthNet participation requirements and enrollment can be obtained from:

Provider Enrollment Unit  
Missouri Medicaid Audit and Compliance Unit

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P. O. Box 6500  
Jefferson City, Missouri 65102  
mmac.providerenrollment@dss.mo.gov

#### **2.1.D ELECTRONIC CLAIM/ATTACHMENTS SUBMISSION AND INTERNET AUTHORIZATION**

A provider wishing to submit claims or attachments electronically or access the Internet web site, [www.emomed.com](http://www.emomed.com), *must* be enrolled as an electronic billing provider. Providers wishing to enroll as an electronic billing provider may contact the Wipro Infocrossing Help Desk at (573) 635-3559.

Providers wishing to access the Internet web site, [www.emomed.com](http://www.emomed.com), *must* complete the on-line Application for MO HealthNet Internet Access Account. Please reference <http://manuals.momed.com/Application.html> and click on the Apply for Internet Access link. Providers are unable to access [www.emomed.com](http://www.emomed.com) without proper authorization. An authorization is required for each individual user.

#### **2.1.E PROHIBITION ON PAYMENT TO INSTITUTIONS OR ENTITIES LOCATED OUTSIDE OF THE UNITED STATES**

In accordance with the Affordable Care Act of 2010 (the Act), MO HealthNet must comply with the Medicaid payment provision located in Section 6505 of the Act, entitled "Prohibition on Payment to Institutions or Entities Located Outside of the United States." The provision prohibits MO HealthNet from making any payments for items or services provided under the State Plan or under a waiver to any financial institutions, telemedicine providers, pharmacies, or other entities located outside of the U.S., Puerto Rico, the Virgin Islands, Guam, the Northern Mariana Islands, and American Samoa. If it is discovered that payments have been made to financial institutions or entities outside of the previously stated approved regions, MO HealthNet must recover these payments. This provision became effective January 1, 2011.

## **2.2 NOTIFICATION OF CHANGES**

A provider *must* notify the Provider Enrollment Unit within five (5) days by certified mail of:

- Change of provider address. This is necessary to ensure that all checks and correspondence are received promptly. Indication of change of address on a claim form is *not* sufficient.
- Change of ownership of business. A new participation agreement is required.
- Change of Licensure.
- Change of direct deposit information.





## 2.3 RETENTION OF RECORDS

MO HealthNet providers *must* retain for 5 years (7 years for the Nursing Home, CSTAR and Community Psychiatric Rehabilitation Programs), from the date of service, fiscal and medical records that coincide with and fully document services billed to the MO HealthNet Agency, and *must* furnish or make the records available for inspection or audit by the Department of Social Services, Missouri Medicaid Audit and Compliance Unit, or its representative upon request. Failure to furnish, reveal and retain adequate documentation for services billed to MO HealthNet may result in recovery of the payments for those services *not* adequately documented and may result in sanctions to the provider's participation in the MO HealthNet Program. This policy continues to apply in the event of the provider's discontinuance as an actively participating MO HealthNet provider through change of ownership or any other circumstance.

### 2.3.A ADEQUATE DOCUMENTATION

All services provided *must* be adequately documented in the medical record. 13 CSR 70-3.030, Section(2)(A) defines "adequate documentation" and "adequate medical records" as follows:

Adequate documentation means documentation from which services rendered and the amount of reimbursement received by a provider can be readily discerned and verified with reasonable certainty.

Adequate medical records are records which are of the type and in a form from which symptoms, conditions, diagnoses, treatments, prognosis and the identity of the patient to which these things relate can be readily discerned and verified with reasonable certainty. All documentation *must* be made available at the same site at which the service was rendered.

## 2.4 NONDISCRIMINATION POLICY STATEMENT

Providers *must* comply with the 1964 Civil Rights Act, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Omnibus Reconciliation Act of 1981 and the Americans with Disabilities Act of 1990 and all other applicable Federal and State Laws that prohibit discrimination in the delivery of services on the basis of race, color, national origin, age, sex, handicap/disability or religious beliefs.

Further, all parties agree to comply with Title VII of the Civil Rights Act of 1964 which prohibits discrimination in employment on the basis of race, color, national origin, age, sex, handicap/disability, and religious beliefs.



## **2.5 STATE'S RIGHT TO TERMINATE RELATIONSHIP WITH A PROVIDER**

Providers of services and supplies to MO HealthNet participants *must* comply with all laws, policies, and regulations of Missouri and the MO HealthNet Division, as well as policies, regulations, and laws of the federal government. A provider *must* also comply with the standards and ethics of his or her business or profession to qualify as a participant in the program. The Missouri Medicaid Audit and Compliance Unit may terminate or suspend providers or otherwise apply sanctions of administrative actions against providers who are in violation of MO HealthNet Program requirements. Authority to take such action is contained in 13 CSR 70-3.030.

## **2.6 FRAUD AND ABUSE**

The Department of Social Services, Missouri Medicaid Audit and Compliance Unit is charged by federal and state law with the responsibility of identifying, investigating, and referring to law enforcement officials cases of suspected fraud or abuse of the Title XIX Medicaid Program by either providers or participants. Section 1909 of the Social Security Act contains federal penalty provisions for fraudulent acts and false reporting on the part of providers and participants enrolled in MO HealthNet.

Fraud is defined as an intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to him or herself or some other person. It includes any act that constitutes fraud under applicable Federal and State laws, regulations and policies.

Abuse is defined as provider, supplier, and entity practices that are inconsistent with sound fiscal, business, or medical practices, and result in an unnecessary cost to the Medicaid program, or in reimbursement for services that are *not* medically necessary or that fail to meet professionally recognized standards for health care. It also includes participant practices that result in unnecessary costs to the Medicaid program.

Frequently cited fraudulent or abusive practices include, but are *not* limited to, overcharging for services provided, charging for services *not* rendered, accepting bribes or kickbacks for referring patients, and rendering inappropriate or unnecessary services.

The penalties for such acts range from misdemeanors to felonies with fines *not* to exceed \$25,000 and imprisonment up to 5 years, or both.

Procedures and mechanisms employed in the claims and payment surveillance and audit program include, but are *not* limited to, the following:

- Review of participant profiles of use of services and payment made for such.



- Review of provider claims and payment history for patterns indicating need for closer scrutiny.
- Computer-generated listing of duplication of payments.
- Computer-generated listing of conflicting dates of services.
- Computer-generated overutilization listing.
- Internal checks on such items as claims pricing, procedures, quantity, duration, deductibles, coinsurance, provider eligibility, participant eligibility, etc.
- Medical staff review and application of established medical services parameters.
- Field auditing activities conducted by the Missouri Medicaid Audit and Compliance Unit or its representatives, which include provider and participant contacts.

In cases referred to law enforcement officials for prosecution, the Missouri Medicaid Audit and Compliance Unit has the obligation, where applicable, to seek restitution and recovery of monies wrongfully paid even though prosecution may be declined by the enforcement officials.

#### **2.6.A CLAIM INTEGRITY FOR MO HEALTHNET PROVIDERS**

It is the responsibility of each provider to ensure the accuracy of all data transmitted on claims submitted to MO HealthNet, regardless of the media utilized. As provided in 13 CSR 70.3.030, sanctions may be imposed by MO HealthNet against a provider for failure to take reasonable measures to review claims for accuracy. Billing errors, including but not limited to, incorrect ingredient indicators, quantities, days supply, prescriber identification, dates of service, and usual and customary charges, caused or committed by the provider or their employees are subject to adjustment or recoupment. This includes, but is not limited to, failure to review remittance advices provided for claims resulting in payments that do not correspond to the actual services rendered. Ongoing, overt or intentionally misleading claims may be grounds for allegations of fraud and will be appropriately pursued by the agency.

### **2.7 OVERPAYMENTS**

The Missouri Medicaid Audit and Compliance Unit routinely conduct postpayment reviews of MO HealthNet claims. If during a review an overpayment is identified, the Missouri Medicaid Audit and Compliance Unit is charged with recovering the overpayment pursuant to 13 CSR 70-3.030. The Missouri Medicaid Audit and Compliance Unit maintains the position that all providers are held responsible for overpayments identified to their participation agreement regardless of any extrinsic relationship they may have with a corporation or other employing entity. The provider is responsible for the repayment of the identified overpayments. Missouri State Statute, Section 208.156, RSMo (1986) may provide for appeal of any overpayment notification for amounts of \$500 or more. An appeal *must* be filed with the Administrative Hearing Commission within 30 days from the date of



mailing or delivery of the decision, whichever is earlier; except that claims of less than \$500 may be accumulated until such claims total that sum and, at which time, the provider has 90 days to file the petition. If any such petition is sent by registered mail or certified mail, the petition will be deemed filed on the date it is mailed. If any such petition is sent by any method other than registered mail or certified mail, it will be deemed filed on the date it is received by the Commission.

Compliance with this decision does *not* absolve the provider, or any other person or entity, from any criminal penalty or civil liability that may arise from any action that may be brought by any federal agency, other state agency, or prosecutor. The Missouri Department of Social Services, Missouri Medicaid Audit and Compliance Unit, has no authority to bind or restrict in any way the actions of other state agencies or offices, federal agencies or offices, or prosecutors.

## **2.8 POSTPAYMENT REVIEW**

Services reimbursed through the MO HealthNet Program are subject to postpayment reviews to monitor compliance with established policies and procedures pursuant to Title 42 CFR 456.1 through 456.23. Non-compliance may result in monetary recoupments according to 13 CSR 70-3.030 (5) and the provider may be subjected to prepayment review on all MO HealthNet claims.

## **2.9 PREPAYMENT REVIEW**

MMAC may conduct prepayment reviews for all providers in a program, or for certain services or selected providers. When a provider has been notified that services are subject to prepayment review, the provider *must* follow any specific instructions provided by MMAC in addition to the policy outlined in the provider manual. In the event of prepayment review, the provider *must* submit all claims on paper. Claims subject to prepayment review are sent to the fiscal agent who forwards the claims and attachments to the MMAC consultants.

MMAC consultants conduct the prepayment review following the MO HealthNet Division's guidelines and either recommend approval or denial of payment. The claim and the recommendation for approval or denial is forwarded to the MO HealthNet fiscal agent for final processing. Please note, although MMAC consultants recommend payment for a claim, this does *not* guarantee the claim is paid. The claim *must* pass all required MO HealthNet claim processing edits before actual payment is determined. The final payment disposition on the claim is reported to the provider on a MO HealthNet Remittance Advice.

## **2.10 DIRECT DEPOSIT AND REMITTANCE ADVICE**

MO HealthNet providers *must* complete a [Direct Deposit for Individual Provider](#) form to receive reimbursement for services through direct deposit into a checking or savings account. The



application should be downloaded, printed, completed and mailed along with a voided check or letter from the provider's financial institution to:

Missouri Medicaid Audit and Compliance (MMAC)

Provider Enrollment Unit

P.O. Box 6500

Jefferson City, MO 65102

This form *must* be used for initial enrollment, re-enrollment, revalidation, or any update or change needed. All providers are required to complete the Application for Provider Direct Deposit form regardless if the reimbursement for their services will be going to another provider.

In addition to completion of the Application for Provider Direct Deposit form, all clinics/groups *must* complete the [Direct Deposit for Clinics & Groups](#) form.

Direct deposit begins following a submission of a properly completed application form to the Missouri Medicaid Audit and Compliance Unit, the successful processing of a test transaction through the banking system and the authorization to make payment using direct deposit. The state conducts direct deposit through the automated clearing house system, utilizing an originating depository financial institution. The rules of the National Clearing House Association and its member local Automated Clearing House Association shall apply, as limited or modified by law.

The Missouri Medicaid Audit and Compliance Unit will terminate or suspend the direct deposit for administrative or legal actions, including but *not* limited to: ownership change, duly executed liens or levies, legal judgments, notice of bankruptcy, administrative sanctions for the purpose of ensuring program compliance, death of a provider, and closure or abandonment of an account.

All payments are direct deposited.

For questions regarding direct deposit or provider enrollment issues, please send an email to [mmac.providerenrollment@dss.mo.gov](mailto:mmac.providerenrollment@dss.mo.gov)

The MO HealthNet Remittance Advice is available on line. The provider *must* apply online via the [Application for MO HealthNet Internet Access Account](#) link.

Once a user ID and password is obtained, the [www.emomed.com](http://www.emomed.com) website can be accessed to retrieve current and aged remittance advices.

Please be aware that any updates or changes made to the emomed file will *not* update the provider master file. Therefore updates or changes should be requested in writing. Requests can be emailed to the Missouri Medicaid Audit and Compliance Unit, Provider Enrollment Section ([www.mmac.providerenrollment@dss.mo.gov](mailto:www.mmac.providerenrollment@dss.mo.gov)).

**END OF SECTION**



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## **SECTION 3 - PROVIDER AND PARTICIPANT SERVICES**

### **3.1 PROVIDER SERVICES**

The MO HealthNet Division and Missouri Medicaid Audit and Compliance Unit has staff to assist providers and potential providers with questions regarding enrollment, claims filing, payment problems, participant eligibility verification, prior authorization status, etc. Assistance can be obtained by contacting the appropriate unit.

#### **3.1.A WIPRO INFOCROSSING HELP DESK**

Wipro Infocrossing provides a help desk for use by fee-for-service providers, electronic billers and managed health care plan staff. The dedicated telephone number is (573) 635-3559. The responsibilities of the help desk include:

- front-line assistance to providers and billing staff in establishing required electronic claim formats for claim submission as well as assistance in the use and maintenance of billing software developed by the MO HealthNet Division.
- front-line assistance accessibility to electronic claim submission for all providers via the Internet.
- front-line assistance to managed health care plans in establishing required electronic formats, network communications and ongoing operations.
- front-line assistance to providers in submitting claim attachments via the Internet.

### **3.2 PROVIDER ENROLLMENT UNIT**

The Missouri Medicaid Audit and Compliance Unit Provider Enrollment Section sends provider enrollment packets and processes enrollment applications and change requests. Information regarding provider participation requirements and enrollment application packets can be obtained at [mmac.providerenrollment@dss.mo.gov](mailto:mmac.providerenrollment@dss.mo.gov).

### **3.3 PROVIDER RELATIONS COMMUNICATION UNIT**

This unit responds to specific provider inquiries concerning MO HealthNet eligibility, claim filing instructions, billing errors, etc. Routine questions, in most cases, can be handled by telephone and e-mail. Providers should submit complex inquiries in writing.

A copy of a lost Remittance Advice older than three years can be obtained by contacting the Provider Relations Communication Unit's number (573) 751-2896. A minimal copy fee is required prior to release of the replacement. An old or lost RA within three years can be requested at the



billing web site at [www.emomed.com](http://www.emomed.com). In the section "File Management" you can request and print a current RA by clicking on "Printable Remittance Advice". To retrieve an older RA click on "Request Aged RA's" fill out the required information and submit. The RA will be under "Printable Aged RA's" the next day. The requested RA will remain in the system for 5 days.

Providers can access information through various methods, including the interactive voice response (IVR) system, Internet ([www.emomed.com](http://www.emomed.com)), Family Support Call Center, and written inquiries, which are described in this section.

### **3.3.A INTERACTIVE VOICE RESPONSE (IVR) SYSTEM**

The interactive voice response (IVR) system at (573) 751-2896 allows an active MO HealthNet provider five inquiry options:

1. Participant eligibility
2. Last two check amounts
3. Claim status
5. MO HealthNet informational message
0. Speak to MO Health Net Specialist

This system requires a touch-tone phone and is limited to use by active MO HealthNet providers or inactive providers inquiring on dates of service during their period of enrollment as an active MO HealthNet provider. The 10-digit NPI number *must* be entered each time any of the IVR options are accessed. ***The provider should listen to all eligibility information, particularly the suboptions.***

#### **Option 1. Participant Eligibility**

The caller is prompted to supply the following information:

- Provider's NPI number
- MO HealthNet participant's ID, Social Security Number or casehead ID
- Date of birth (if inquiry by Social Security Number)
- Dependant date of birth (if inquiry by casehead ID)
- First date of service (mm/dd/yy)
- Last date of service (mm/dd/yy)

For eligibility inquiries, the caller can inquire by individual date of service or a span of dates. Inquiry for a span of dates may *not* exceed 31 days. The caller may inquire on future service dates for the current month only. The caller may *not* inquire on dates that exceed one year prior to the current date. The caller is limited to ten inquiries per call.





The caller is given standard MO HealthNet eligibility coverage information including ME code, date of birth, date of death (if applicable), county of eligibility, nursing home name and level of care (if applicable), and informational messages about the participant's eligibility or benefits. The IVR also tells the caller whether the participant has any service restrictions based on the participant's eligibility under QMB or the Presumptive Eligibility (TEMP) Program. Please reference the provider manual for a description of these services. Hospice beneficiaries are identified along with the name and telephone number of the providers of service. Refer to Section 1 for more detailed information on participant eligibility.

Once standard MO HealthNet eligibility information is given, the IVR gives the caller the option to listen to additional eligibility information through a sub-menu. The sub-menu options include:

- 1 Managed care enrollment and health plan name and telephone number
- 2 Eye exam and eyeglass information
- 3 Third party liability information
- 4 Medicare Part A, Part B, Part C, Part D and/or QMB coverage
- 5 MO HealthNet ID, participant name, spelling of participant name and repeat of eligibility information
- 6 Repeat of confirmation number
- 7 Inquiry on another participant
- 8 Return to the main menu
- 9 End the call
- 0 Transfer to a MO HealthNet hotline specialist

***MO HealthNet eligibility information is confidential and must be used only for the purpose of providing services and for filing MO HealthNet claims.***

**Option 2. Last Two Check Amounts**

The caller is prompted to supply their NPI number.

The caller is given the last two remittance advice (RA) dates, RA numbers and electronic payment check amounts. Check amount inquiries are limited to ten provider numbers per call. The caller is told if the provider for which the inquiry being made is eligible to bill their claims electronically.

**Option 3. Claim Status**

The caller is prompted to supply the following:

- Provider's NPI number



- Participant ID
- First date of service (mm/dd/yy)
- Claim type (optional), valid values are:
  - zero (0) - any claim type
  - One (1) - medical
  - Two (2) - inpatient
  - Three (3) - outpatient
  - Four (4) - dental
  - Five (5) - home health
  - Six (6) - drug
  - Seven (7) - nursing home
  - Eight (8) - Medicare crossover

The caller is provided the status of the most current claim that matches the date of service and claim type entered. The caller is told whether the claim is paid, denied, approved to pay or being processed. The caller is given the amount paid, RA date and the internal control number (ICN). In cases where a claim has been denied, the IVR reads an explanation of the EOB assigned to the denied claim. Claim status inquiries are limited to ten inquiries per call.

#### **Option 5. MO HealthNet Informational Message**

The caller is prompted to supply their MO HealthNet provider number.

The caller is given the option to select from a list of informational messages. The IVR tells the caller to which MO HealthNet Program or topic each informational message pertains. When a particular message option is selected, a detailed message is read to the caller by the IVR. The informational messages available through this option may include, but are *not* limited to, changes or additions to the MO HealthNet Program, areas of interest for specific provider types, changes to the managed care program, and special instructions for receiving additional information. The messages are similar to the types of informational messages occasionally appearing on the cover page of provider remittance advices. If no informational messages are currently available on the message area, callers are *not* able to select option 5 from the main menu.

#### **3.3.A(1) Using the Telephone Key Pad**

Both alphabetic and numeric entries may be required on the telephone key pad. In some cases, the IVR instructs the caller which numeric values to key to match alphabetic entries.



Please listen and follow the directions given by the IVR as it prompts the caller for the various information required by each option. Once familiar with the IVR, the caller does *not* have to wait for the entire voice prompt. The caller can enter responses before the prompts are given.

If needed information is *not* available through the above options, the IVR allows the caller to request to speak to a MO HealthNet hotline specialist. Please allow for a 15 to 20 second waiting period for the IVR to complete the call transfer process. If all specialists are busy, the call is put into a queue and will be answered in the order it was received.

### **3.3.B MO HEALTHNET SPECIALIST**

Specialists are on duty between the hours of 8:00AM and 5:00PM, Monday through Friday (except holidays) to provide information *not* available through the interactive voice response (IVR) system. The IVR number is (573) 751-2896. Providers are urged to:

- Review the provider manual and bulletins before calling the IVR.
- Have all material related to the problem (such as Remittance Advice, claim forms, and participant information) available for discussion.
- Have the provider's NPI number available.
- Limit the call, if possible, to three questions or three to four minutes. The specialist will assist the provider until the problem is resolved or until it becomes apparent that a written inquiry is necessary to resolve the problem.
- Note the name of the specialist who answered the call. This saves a duplication of effort if the provider needs to clarify a previous discussion or to ask the status of a previous inquiry.

### **3.3.C INTERNET**

Providers may submit claims via the Internet. The web site address is [www.emomed.com](http://www.emomed.com). Providers are required to complete the on-line Application for MO HealthNet Internet Access Account. Please reference <http://manuals.momed.com/Application.html> and click on the Apply for Internet Access link. Providers are unable to access [www.emomed.com](http://www.emomed.com) without proper authorization. An authorization is required for each individual user.

The internet inquiry options include the same inquiry options available through the interactive voice response (IVR) system. Functions include eligibility verification by participant ID, casehead ID and child's date of birth, or Social Security Number and date of birth, claim status and check inquiry. Eligibility verification can be performed on an individual basis or as a batch submission. Individual eligibility verifications occur in real-



time similar to the IVR, which means a response is returned immediately. Batch eligibility verifications are returned to the user within 24 hours.

Providers also have the capability to receive and download their Remittance Advice from the Internet. Access to this information is restricted to users with authorization. In addition to the Remittance Advice, the claim reason codes, remark codes and current fiscal year claims processing schedule is available on the Internet for viewing or downloading.

Other options available on this web site include: claim submission; claim attachment submission; inquiries on claim status, attachment status, and check amounts; and credit adjustment(s).

Refer to Section 1 for more detailed information on participant eligibility.

### **3.3.D WRITTEN INQUIRIES**

Letters directed to the Provider Relations Communication Unit are answered by trained MO HealthNet specialists. Written or telephone responses are provided to all inquiries.

A provider who encounters a complex billing problem; numerous problems requiring detailed and lengthy explanation of such matters as policy, procedures, and coverage; or wishes to lodge a complaint should submit the inquiry or complaint in writing to:

Provider Communications Unit  
MO HealthNet Division  
P.O. Box 5500  
Jefferson City, MO 65102-5500

A written inquiry should state the problem as clearly as possible and should include the provider's name, NPI number, address, and telephone number. Written inquiries should also include the MO HealthNet participant's full name, MO HealthNet identification number, and birthdate. A copy of all pertinent information, such as Remittance Advice forms, invoices, participant information, form letters, and timely filing documentation *must* be included with the written inquiry.

### **3.4 PROVIDER EDUCATION UNIT**

This unit serves as a major link of communication and assistance between The MO HealthNet Division and the provider community. Representatives can provide face-to-face assistance and personalized attention necessary to maintain clear, effective, and efficient provider participation in the MO HealthNet Program. Providers contribute to this process by identifying problems and difficulties encountered with MO HealthNet.



Representatives are available to furnish assistance, training, and information to enhance provider participation in MO HealthNet. These representatives schedule seminars, workshops, computer-to-computer trainings and both individual and associational meetings to provide instructions on procedures, policy changes, benefit changes, etc., which affect the provider community.

Representatives are available, when in the state office, to talk with providers in person or by telephone. The Provider Education Unit is located at 615 Howerton Court, Jefferson City, Missouri. Providers may call (573) 751-6683 to arrange an appointment.

### **3.5 PARTICIPANT SERVICES**

Providers may direct participants to the MO HealthNet Participant Services Unit for questions regarding such things as MO HealthNet-covered services, the denial or payment of claims filed with the MO HealthNet Program, and the location of participating providers in their areas of the state. This unit can be helpful, for example, when a participant moves to a new area of the state and needs the names of all physicians who are active MO HealthNet providers in the new area.

Participants who have problems or questions concerning MO HealthNet should be directed to call (800) 392-2161 or to write:

MO HealthNet Division  
Participant Services Unit  
P.O. Box 3535  
Jefferson City, MO 65102-3535

All calls or correspondence from providers are referred to the Provider Relations Communication Unit. Please *do not* give participants the Provider Relations telephone number.

### **3.6 PENDING CLAIMS**

If payment or status information, for a submitted MO HealthNet claim, is *not* received within 60 days, providers may resubmit a new claim to the fiscal agent. However, providers should not resubmit a claim for a claim that remains in pending status. Resubmitting a claim in pending status will delay processing of the claim. Refer to Section 17 for further discussion of the RA and Suspended Claims.

### **3.7 FORMS**

All MO HealthNet forms necessary for claims processing are available for download on the MO HealthNet web site at [www.dss.mo.gov/mhd/providers/index.htm](http://www.dss.mo.gov/mhd/providers/index.htm). Choose the “MO HealthNet forms” link in the right column.



### **3.7.A RISK APPRAISAL FORM**

See Section 13.66 of the Physician's Manual for information on the Risk Appraisal for Pregnant Women.

### **3.8 CLAIM FILING METHODS**

Some providers may submit paper claims. All claim types may be submitted electronically through the MO HealthNet billing site at [www.emomed.com](http://www.emomed.com). Most claims that require attachments may also be submitted at this site. Pharmacy claims may also be submitted electronically through a point of service (POS) system. Medical (CMS-1500), Inpatient and Outpatient (UB-04), Dental (ADA 2002, 2004), Nursing Home and Pharmacy (NCPDP) may also be submitted via the Internet. These methods are described in Section 15.

### **3.9 CLAIM ATTACHMENT SUBMISSION VIA THE INTERNET**

The claim attachments available for submission via the Internet include: (Sterilization) Consent Form; Acknowledgment of Receipt of Hysterectomy Information; Medical Referral Form of Restricted Participant (PI-118) and Certificate of Medical Necessity (for Durable Medical Equipment providers only). These attachments may *not* be submitted via the Internet when additional documentation is required. The web site address for these submissions is [www.emomed.com](http://www.emomed.com).

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## **SECTION 4 - TIMELY FILING**

### **4.1 TIME LIMIT FOR ORIGINAL CLAIM FILING**

#### **4.1.A MO HEALTHNET CLAIMS**

Claims from participating providers who request MO HealthNet reimbursement *must* be filed by the provider and *must* be received by the state agency within 12 months from the date of service. The counting of the 12-month time limit begins with the date of service and ends with the date of receipt. Refer to Section 4.5, Definitions, for a detailed explanation of terms.

#### **4.1.B MEDICARE/MO HEALTHNET CLAIMS**

Claims that initially have been filed with Medicare within the Medicare timely filing requirement and that require separate filing of a claim with the MO HealthNet Division, (MHD) meet the timely filing requirement by being submitted by the provider and received by the state agency within 12 months from the date of service or 6 months from the date on Medicare's provider notice of the allowed claim, whichever is later. Claims denied by Medicare *must* be filed by the provider and received by the state agency within 12 months from the date of service. The counting of the 12-month time limit begins with the date of service and ends with the date of receipt. The counting of the 6-month period begins with the date of adjudication of Medicare payment and ends with the date of receipt.

Refer to Section 16 for billing instructions of Medicare/MO HealthNet (crossover) claims.

#### **4.1.C MO HEALTHNET CLAIMS WITH THIRD PARTY LIABILITY**

Claims for participants who have other insurance *must* first be submitted to the insurance company in most instances. Refer to Section 5 for exceptions to this rule. However, the claim *must* still meet the MO HealthNet timely filing guidelines outlined above. (Claim disposition by the insurance company after 1 year from the date of service does *not* serve to extend the filing requirement.) If the provider has *not* had a response from the insurance company prior to the 12-month filing limit, they should contact the Third Party Liability (TPL) Unit at (573) 751-2005 for billing instructions. It is recommended that providers wait *no* longer than 6 months after the date of service before contacting the TPL Unit. If the MO HealthNet Division waives the requirement that the third-party resource's adjudication *must* be attached to the claim, documentation indicating the third-party resource's adjudication of the claim *must* be kept in the provider's records and made available to the division at its request. The claim *must* meet the MO HealthNet timely filing requirement by being filed by the provider and received by the state agency within 12 months from the date of service.



The 12 month initial filing rule may be extended if a third-party payer, after making a payment to a provider, being satisfied that the payment is correct, later reverses the payment determination, sometime after the 12 months from the date of service has elapsed, and requests the provider return the payment. Because a third-party resource was clearly available to cover the full amount of liability, and this was known to the provider, the provider may *not* have initially filed a claim with the MO HealthNet Division. Under this set of circumstances, the provider may file a claim with the MO HealthNet Division later than 12 months from the date of service. The provider *must* submit this type of claim to the Third Party Liability Unit at P.O. Box 6500, Jefferson City, MO 65102-6500 for special handling. The MO HealthNet Division may accept and pay this specific type of claim without regard to the 12 month timely filing rule; however, all claims *must* be filed for MO HealthNet reimbursement within 24 months from the date of service in order to be paid.

## **4.2 TIME LIMIT FOR RESUBMISSION OF A CLAIM**

Claims that were originally submitted and received within 12 months from the date of service and were denied or returned to the provider *must* be resubmitted and received within 24 months of the date of service.

### **4.2.A CLAIMS FILED AND DENIED**

Claims that are denied may be resubmitted. A resubmission filed beyond the 12-month filing limit *must* either include an attachment, a Remittance Advice or Return to Provider letter, or the claim *must* have the original ICN entered in the appropriate field for electronic or paper claims (reference Section 15 of the applicable provider manual). Either the attachment or the ICN *must* indicate the claim had originally been filed within 12 months of the date of service. The same Remittance Advice, letter or ICN can be used for each resubmission of that claim.

### **4.2.B CLAIMS FILED AND RETURNED TO PROVIDER**

Some paper claims received by the fiscal agent *cannot* be processed because the wrong claim form is submitted or additional data is required. These claims are *not* processed through the system but are returned to the provider with a Return to Provider letter. When these claims are resubmitted more than 12 months after the date of service (and had been filed timely), a copy of the Return to Provider letter should be attached instead of the required Remittance Advice to document timely filing as explained in the previous paragraph. The date on the letter determines timely filing.





### **4.3 CLAIMS NOT FILED WITHIN THE TIME LIMIT**

In accordance with 13 CSR 70-3.100, claims that are *not* submitted in a timely manner as described in this section are denied. However, at any time in accordance with a court order, the MO HealthNet Division (MHD) may make payments to carry out a hearing decision, corrective action or court order to others in the same situation as those directly affected by it. As determined by the state agency, MHD *may* make payment if a claim was denied due to state agency error or delay. In order for payment to be made, the MHD *must* be informed of any claims denied due to MHD error or delay within 6 months from the date of the remittance advice on which the error occurred; or within 6 months of the date of completion or determination in the case of a delay; or 12 months from the date of service, whichever is longer.

### **4.4 TIME LIMIT FOR FILING AN INDIVIDUAL ADJUSTMENT REQUEST FORM**

Adjustments to MO HealthNet payments are only accepted if filed within 24 months from the date of the Remittance Advice on which payment was made. If the processing of an adjustment necessitates filing a new claim, the timely limits for resubmitting the new, corrected claim is limited to 90 days from the date of the remittance advice indicating recoupment, or 12 months from the date of service, whichever is longer. Only adjustments that are the result of lawsuits or settlements are accepted beyond 24 months.

When overpayments are discovered, it is always the provider's responsibility to notify the state agency. When Individual Adjustment Request forms for overpayments are submitted 24 months after the date of the Remittance Advice on which payment was made, the provider is notified by letter that a recoupment will be made by deducting the amount of the overpayment from the next provider's electronic payment or check written to him or her.

Occasionally the claims-processing system is *not* able to process an Individual Adjustment Request form in the usual manner. In that situation, the provider is informed by letter that a recoupment of the paid claim will be made and that a new, corrected claim *must* be resubmitted. The timely filing limit for resubmitting the new, corrected claim is *no* more than 90 days from the date of the Remittance Advice indicating the recoupment or 12 months from the date of service, whichever is longer. A copy of the Remittance Advice indicating the recoupment *must* be attached to the new claim.



## 4.5 DEFINITIONS

**Claim:** Each individual line item of service on a claim form for which a charge is billed by a provider for all claim form types except inpatient hospital. An inpatient hospital service claim includes all the billed charges contained on one inpatient claim document.

**Date of Service:** The date that serves as the beginning point for determining the timely filing limit. For such items as dentures, hearing aids, eyeglasses, and items of durable medical equipment such as an artificial larynx, braces, hospital beds, or wheelchairs, the date of service is the date of delivery or placement of the device or item. It applies to the various claim types as follows:

**Nursing Homes:** The last date of service for the billing period indicated on the participant's detail record. Nursing Homes *must* bill electronically, unless attachments are required.

**Pharmacy:** The date dispensed.

**Outpatient Hospital:** The ending date of service for each individual line item on the claim form.

**Professional Services:** The ending date of service for each individual line item on the claim form.

**Dental:** The date service was performed for each individual line item on the claim form.

**Inpatient Hospital:** The through date of service in the area indicating the period of service.

**Date of Receipt:** The date the claim is received by the fiscal agent. For a claim that is processed, this date appears as the Julian date in the internal control number (ICN). For a claim that is returned to the provider, this date appears on the Return to Provider letter.

**Date of Adjudication:** The date that appears on the Remittance Advice indicating the determination of the claim.

**Internal Control Number (ICN):** The 13-digit number printed by the fiscal agent on each document that processes through the claims processing system. The first two digits indicate the type of claim. The year of receipt is indicated by the 3rd and 4th digits, and the Julian date appears as the 5th, 6th, and 7th digits. For example, in the number 4912193510194, "49" is an internet/emomed claim, "12" is the year 2012, and "193" is the Julian date for July 11.

**Julian Date:** The number of a day of the year when the days of the year are numbered consecutively from 001 (January 1) to 365 (December 31) or 366 in a leap year. For example, in 2012, a leap year, June 15 is the 167th day of that year; thus, 167 is the Julian date for June 15, 2012.

**Date of Payment/Denials:** The date on the Remittance Advice at the top center of each page under the words "Remittance Advice."

**Twelve-Month Time Limit Unit:** 366 days.

**Six-Month Time Limit:** 181 days.



**Twenty-four-Month Time Limit:** 731 days.

**END OF SECTION**

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## **SECTION 5-THIRD PARTY LIABILITY**

### **5.1 GENERAL INFORMATION**

The purpose of this section of the provider manual is to provide a good understanding of Third Party Liability (TPL) and MO HealthNet. The federal government defines a third party resource (TPR) as:

“Any individual, entity or program that is or may be liable to pay all or part of the expenditures for medical assistance furnished under a State Plan.”

The following is a list of common TPRs; however, the list should *not* be considered to be all inclusive.

- Assault—Court Ordered Restitution
- Automobile—Medical Insurance
- CHAMPUS/CHAMPVA
- Health Insurance (Group or Private)
- Homeowner’s Insurance
- Liability & Casualty Insurance
- Malpractice Insurance
- Medical Support Obligations
- Medicare
- Owner, Landlord & Tenant Insurance
- Probate
- Product Liability Insurance
- Trust Accounts for Medical Services Covered by MO HealthNet
- Veterans’ Benefits
- Worker’s Compensation.

#### **5.1.A MO HEALTHNET IS PAYER OF LAST RESORT**

MO HealthNet funds are used after all other potential resources available to pay for the medical service have been exhausted. There are exceptions to this rule discussed later in this section. The intent of requiring MO HealthNet to be payer of last resort is to ensure that tax dollars are *not* expended when another liable party is responsible for all or a portion of the medical service charge. It is to the provider’s benefit to bill the liable TPR before billing MO HealthNet because many resources pay in excess of the maximum MO HealthNet allowable.

Federal and state regulations require that insurance benefits or amounts resulting from litigation are to be utilized as the first source of payment for medical expenses incurred by MO HealthNet participants. See 42 CFR 433 subpart D and RSMo 208.215 for further reference. In essence, MO HealthNet does *not* and should *not* pay a claim for medical



expenses until the provider submits documentation that all available third party resources have considered the claim for payment. Exceptions to this rule are discussed later in this section of the provider manual.

All TPR benefits for MO HealthNet covered services *must* be applied against the provider's charges. These benefits *must* be indicated on the claim submitted to MO HealthNet. Subsequently, the amount paid by MO HealthNet is the difference between the MO HealthNet allowable and the TPR benefit amount, capping the payment at the MO HealthNet allowable. For example, a provider submits a charge for \$100 to the MO HealthNet Program for which the MO HealthNet allowable is \$80. The provider received \$75 from the TPR. The amount MO HealthNet pays is the difference between the MO HealthNet allowable (\$80) and the TPR payment (\$75) or \$5.

### **5.1.B THIRD PARTY LIABILITY FOR MANAGED HEALTH CARE ENROLLEES**

Managed care health plans in the MO HealthNet Managed Care program *must* ensure that the health plan and its subcontractors conform to the TPL requirements specified in the managed care contract. The following outlines the agreement for the managed health care plans.

The managed care health plan is responsible for performing third party liability (TPL) activities for individuals with private health insurance coverage enrolled in their managed care health plan.

By law, MO HealthNet is the payer of last resort. This means that the managed care health plan contracted with the State of Missouri shall be used as a source of payment for covered services only after all other sources of payment have been exhausted. The two methods used in the coordination of benefits are cost avoidance and post-payment recovery (i.e., pay and chase). The managed care health plan shall act as an agent of the state agency for the purpose of coordination of benefits.

The managed care health plan shall cost avoid all claims or services that are subject to payment from a third party health insurance carrier. If a third party health insurance carrier (other than Medicare) requires the managed care health plan member to pay any cost-sharing amount (such as copayment, coinsurance or deductible), the managed care health plan is responsible for paying the cost-sharing (even to an out-of-network provider). The managed care health plan's liability for such cost-sharing amounts shall *not* exceed the amount the managed care health plan would have paid under the managed care health plan's payment schedule.

If a claim is cost-avoided, the establishment of liability takes place when the managed care health plan receives confirmation from the provider or the third party health insurance carrier indicating the extent of liability.



If the probable existence of a Third Party Resource (TPR) *cannot* be established or third party benefits are *not* available at the time the claim is filed, the managed care health plan *must* pay the full amount allowed under the managed care health plan's payment schedule.

The requirement to cost avoid applies to all covered services except claims for labor and delivery and postpartum care; prenatal care for pregnant women; preventative pediatric services; or if the claim is for a service provided to a managed care health plan member on whose behalf a child support enforcement order is in effect. The managed care health plan is required to provide such services and then recover payment from the third party health insurance carrier (pay and chase).

In addition to coordination of benefits, the health plan shall pursue reimbursement in the following circumstances:

- Worker's Compensation
- Tort-feasors
- Motorist Insurance
- Liability/Casualty Insurance

The managed care health plan shall immediately report to the MO HealthNet Division any cases involving a potential TPR resulting from any of the above circumstances. The managed care health plan shall cooperate fully with the MO HealthNet Division in all collection efforts. If the managed care health plan or any of its subcontractors receive reimbursement as a result of a listed TPR, that payment *must* be forwarded to the MO HealthNet Division immediately upon receipt.

**IMPORTANT:** Contact the MO HealthNet Division, Third Party Liability Unit, at (573) 751-2005 for questions about Third Party Liability.

### **5.1.C PARTICIPANTS LIABILITY WHEN THERE IS A TPR**

The provider may *not* bill the participant for any unpaid balance of the total MO HealthNet covered charge when the other resource represents all or a portion of the MO HealthNet maximum allowable amount. The provider is *not* entitled to any recovery from the participant except for services/items which are *not* covered by the MO HealthNet Program or services/items established by a written agreement between the MO HealthNet participant and provider indicating MO HealthNet is *not* the intended payer for the specific service/item but rather the participant accepts the status and liability of a private pay patient.

Missouri regulation does allow the provider to bill participants for MO HealthNet covered services if, due to the participant's action or inaction, the provider is *not* reimbursed by the MO HealthNet Program. It is the provider's responsibility to document the facts of the case. Otherwise, the MO HealthNet agency rules in favor of the participant.



### **5.1.D PROVIDERS MAY NOT REFUSE SERVICE DUE TO TPL**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 contained a number of changes affecting the administration of a state's Medicaid TPL Program. A provision of this law implemented by Federal Regulations effective February 15, 1990, is described below:

Under law and federal regulation, a provider may *not* refuse to furnish services covered under a state's Medicaid plan to an individual eligible for benefits because of a third party's potential liability for the service(s). See 42 CFR 447.20(b).

This provision prohibits providers from discriminating against a MO HealthNet participant based on the possible existence of a third party payer. A participant may *not* be denied services based solely on this criterion. Federal regulation does provide the state with authority to sanction providers who discriminate on this basis.

A common misconception is that incorrect information regarding third party liability affects participant eligibility. Providers have refused services to participants until the third party information available to the state is either deleted or changed. Third party information reflects the participant's records at the time the MO HealthNet eligibility is verified and is used to notify providers there is probability of a third party resource. Current MO HealthNet third party information is used when processing provider claims. Therefore, incorrect third party information does *not* invalidate the participant's eligibility for services. The federal regulation cited in the paragraph above prohibits providers from refusing services because of incorrect third party information in the participant's records.

## **5.2 HEALTH INSURANCE IDENTIFICATION**

Many MO HealthNet participants are dually eligible for health insurance coverage through a variety of sources. The provider should always question the participant or caretaker about other possible insurance coverage. While verifying participant eligibility, the provider is provided information about possible insurance coverage. The insurance information on file at the MO HealthNet Division (MHD) does *not* guarantee that the insurance(s) listed is the only resource(s) available nor does it guarantee that the coverage(s) remains available.



### **5.2.A TPL INFORMATION**

MO HealthNet participants may contact Participant Services, (800) 392-2161, if they have any questions concerning their MO HealthNet coverage. Providers may reference a point of service (POS) terminal, the Internet or they may call the interactive voice response (IVR) system at (573) 635-8908 for TPL information. Refer to Sections 1 and 3 for further information.

In addition to the insurance company name, city, state and zip code, the Internet, IVR or POS terminal also gives a code indicating the type of insurance coverage available (see Section 5.3). For example, if “03” appears in this space, then the participant has hospital, professional and pharmacy coverage. If the participant does *not* have any additional health insurance coverage either known or unknown to the MO HealthNet agency, a provider *not* affected by the specified coverage, such as a dental provider, does *not* need to complete any fields relating to TPL on the claim form for services provided to that participant.

### **5.2.B SOLICITATION OF TPR INFORMATION**

There may be coverage available to the participant that is *not* known to MHD. It is the provider’s responsibility and in his/her best interest to solicit TPR information from the participant or caretaker at the time service is provided whether or not MHD is aware of the availability of a TPR. The fact that the TPR information is unknown to MHD at the time service is provided does *not* release the liability of the TPR or the underlying responsibility of the provider to utilize those TPR benefits.

A few of the more common health insurance resources are:

- If the participant is married or employed, coverage may be available through the participant's or spouse’s employment.
- If the participant is a foster child, the natural parent may carry health insurance for that child.
- The noncustodial parent may have insurance on the child or may be ordered to provide health insurance as part of his/her child support obligation.
- CHAMPUS/CHAMPVA or veteran’s benefits may provide coverage for families of active duty military personnel, retired military personnel and their families, and for disabled veterans, their families and survivors. A veteran may have additional medical coverage if the veteran elected to be covered under the “Improved Pension Program,” effective in 1979.
- If the participant is 65 or over, it is very likely that they are covered by Medicare. To meet Medicare Part B requirements, individuals need only be 65 (plus a residency requirement for aliens or refugees) and the Part B premium be paid. Individuals who





have been receiving kidney dialysis for at least 3 months or who have received a kidney transplant may also be eligible for Medicare benefits. (For Medicare related billings, see the Medicare Crossover Section in this manual.)

- If the participant is disabled, coverage may exist under Medicare, Worker’s Compensation, or other disability insurance carriers.
- If the participant is an over age disabled dependent (in or out of school), coverage may exist as an over age dependent on most group plans.
- If the participant is in school, coverage may exist through group plans.
- A relative may be paying for health insurance premiums on behalf of the participant.

### 5.3 INSURANCE COVERAGE CODES

Listed below are the codes that identify the type of insurance coverage the participant has:

AC	Accident
AM	Ambulance
CA	Cancer
CC	Nursing Home Custodial Care
DE	Dental
DM	Durable Medical Equipment
HH	Home Health
HI	Inpatient Hospital
HO	Outpatient Hospital—includes outpatient and other diagnostic services
HP	Hospice
IN	Hospital Indemnity—refers to those policies where benefits <i>cannot</i> be assigned and it is <i>not</i> an income replacement policy
MA	Medicare Supplement Part A
MB	Medicare Supplement Part B
MD	Physician—coverage includes services provided and billed by a health care professional
MH	Medicare Replacement HMO
PS	Psychiatric—physician coverage includes services provided and billed by a health care professional



- RX Pharmacy
- SC Nursing Home Skilled Care
- SU Surgical
- VI Vision

#### **5.4 COMMERCIAL MANAGED HEALTH CARE PLANS**

Employers frequently offer commercial managed health care plans to their employees in an effort to keep insurance costs more reasonable. Most of these policies require the patient to use the plan’s designated health care providers. Other providers are considered “out-of-plan” and those services are *not* reimbursed by the commercial managed health care plan unless a referral was made by the commercial managed health care plan provider or, in the case of emergencies, the plan authorized the services (usually within 48 hours after the service was provided). Some commercial managed-care policies pay an out-of-plan provider at a reduced rate.

At this time, MO HealthNet reimburses providers who are *not* affiliated with the commercial managed health care plan. The provider *must* attach a denial from the commercial managed-care plan to the MO HealthNet claim form for MO HealthNet to consider the claim for payment.

Frequently, commercial managed health care plans require a copayment from the patient in addition to the amounts paid by the insurance plan. MO HealthNet does *not* reimburse copayments. This copayment may *not* be billed to the MO HealthNet participant or the participant's guardian caretaker. In order for a copayment to be collected the parent, guardian or responsible party *must* also be the subscriber or policyholder on the insurance policy and *not* a MO HealthNet participant.

#### **5.5 MEDICAL SUPPORT**

It is common for courts to require (usually in the case of divorce or separation) that the noncustodial parent provide medical support through insurance coverage for their child(ren). Medical support is included on all administrative orders for child support established by the Family Support Division.

At the time the provider obtains MO HealthNet and third party resource information from the child’s caretaker, the provider should ask whether this type of resource exists. Medical support is a primary resource. There are new rules regarding specific situations for which the provider can require the MO HealthNet agency to collect from the medical support resource. Refer to Section 5.7 for details.

It *must* be stressed that if the provider opts *not* to collect from the third party resource in these situations, recovery is limited to the MO HealthNet payment amount. By accepting MO HealthNet reimbursement, the provider gives up the right to collect any additional amounts due from the



insurance resource. Federal regulation requires any excess amounts collected by the MO HealthNet agency be distributed to the participant/policyholder.

## **5.6 PROVIDER CLAIM DOCUMENTATION REQUIREMENTS**

MO HealthNet is *not* responsible for payment of claims denied by the third party resource if all required forms were *not* submitted to the TPR, if the TPR's claim filing instructions were *not* followed, if the TPR needs additional information to process the claim or if any other payment precondition was *not* met. Postpayment review of claims may be conducted to verify the validity of the insurance denial. The MO HealthNet payment amount is recovered if the denial is related to reasons noted above and MO HealthNet paid the claim. MO HealthNet's timely filing requirements are *not* extended due to difficulty in obtaining the necessary documentation from the third party resource for filing with MO HealthNet. Refer to Section 4 regarding timely filing limitations.

If the provider or participant is having difficulty obtaining the necessary documentation from the third party resource, the provider should contact Program Relations, (573) 751-2896, or the TPL Unit directly, (573) 751-2005, for further instructions. *Because difficulty in obtaining necessary TPR documentation does not extend MO HealthNet's timely filing limitations, please contact the TPL Unit or Provider Relations early to obtain assistance.*

### **5.6.A EXCEPTION TO TIMELY FILING LIMIT**

The 12-month initial filing rule can be extended if a third party payer, after making a payment to a provider, being satisfied that the payment is proper and correct, later reverses the payment determination, sometimes after 12 months have elapsed, and requests the provider to return the payment. Because TPL was clearly available to cover the full amount of liability, and this was known to the provider, the provider may not have initially filed a claim with the State agency. The problem occurs when the provider, after having repaid the third party, wishes to file the claim with MO HealthNet, and is unable to do so because more than 12 months have elapsed since the date of service. Under this set of circumstances, the provider may file a claim with the MO HealthNet agency later than 12 months from the date of service. The provider *must* submit this type of claim to the Third Party Liability Unit at P.O. Box 6500, Jefferson City, MO 65102-6500 for special handling. The state may accept and pay this type of claim without regard to the 12-month rule; however, the 24-month rule as found in 45 CFR 95.7 still applies.



### **5.6.B TPR CLAIM PAYMENT DENIAL**

If the participant eligibility file indicates there is applicable insurance coverage relating to the provider's claim type and a third party payment amount is *not* indicated on the claim, or documentation is *not* attached to indicate a bonafide denial of payment by the insurance company, the claim is denied for MO HealthNet payment.

A bonafide denial is defined as an explanation of benefits from an insurance plan that clearly states that the submitted services are *not* payable for reasons other than failure to meet claim filing requirements. For instance, a denial from a TPR stating the service is *not* covered by the plan, exceeds usual and customary charges, or was applied to a deductible are all examples of bonafide denials. The MO HealthNet agency *must* be able to identify that the denial originated from the TPR and the reason for the denial is clearly stated. If the insurance company uses denial codes, be sure to include the explanation of that code. A handwritten note from the provider or from an unidentifiable source is *not* a bonafide denial.

The claim is denied if the "Other" accident box in Field #10 of the CMS-1500 claim form is marked and the eligibility file indicates there is an insurance coverage code of 40. MO HealthNet denies payment if the claim does *not* indicate insurance payment or there is no bonafide TPR denial attached to the claim. Do *not* mark this box unless the services are applicable to an accident.

To avoid unnecessary delay in payment of claims, it is extremely important to follow the claim completion instructions relating to third party liability found in the provider manual. Incorrect completion of the claim form may result in denial or a delay in payment of the claim.

### **5.7 THIRD PARTY LIABILITY BYPASS**

There are certain claims that are *not* subjected to Third Party Liability edits in the MO HealthNet payment system. These claims are paid subject to all other claim submission requirements being met. MO HealthNet seeks recovery from the third party resource after MO HealthNet reimbursement has been made to the provider. If the third party resource reimburses MO HealthNet more than the maximum MO HealthNet allowable, by federal regulation this overpayment *must* be forwarded to the participant/policyholder.

The provider may choose *not* to pursue the third party resource and submit a claim to MO HealthNet. The provider's payment is limited to the maximum MO HealthNet allowable. The following services bypass Third Party Liability edits in the MO HealthNet claims payment system:

- The claim is for personal care or homemaker/chore services.
- The claim is for adult day health care.



- The claim is for intellectually disabled/developmentally disabled (ID/DD) waiver services.
- The claim is for a child who is covered by a noncustodial parent’s medical support order.
- The claim is related to preventative pediatric care for participants under age 21 and the preventative service is the primary diagnosis on the claim.
- The claim relates to prenatal care for pregnant women and has a primary diagnosis of pregnancy or has one of the following procedure codes listed:

- 59400 Global Delivery—Vaginal
- 59425, 59426 Global Prenatal
- 59510 Global Cesarean

**5.8 MO HEALTHNET INSURANCE RESOURCE REPORT (TPL-4)**

Many times a provider may learn of a change in insurance information prior to MO HealthNet as the provider has an immediate contact with their patients. If the provider learns of new insurance information or of a change in the TPL information, they may submit the information to the MO HealthNet agency to be verified and updated to the participant's eligibility file.

The provider may report this new information to the MO HealthNet agency using the MO HealthNet Insurance Resource Report. Complete the form as fully as possible to facilitate the verification of the information. Do *not* attach claims to process for payment. They *cannot* be processed for payment due to the verification process.

Please allow six to eight weeks for the information to be verified and updated to the participant's eligibility file. Providers wanting confirmation of the state’s response should indicate so on the form and ensure the name and address information is completed in the spaces provided.

**5.9 LIABILITY AND CASUALTY INSURANCE**

Injuries resulting from an accident/incident (i.e., automobile, work-related, negligence on the part of another person) often place the provider in the difficult position of determining liability. Some situations may involve a participant who:

- is a pedestrian hit by a motor vehicle;
- is a driver or passenger in a motor vehicle involved in an accident;
- is employed and is injured in a work-related accident;
- is injured in a store, restaurant, private residence, etc., in which the owner may be liable.

The state monitors possible accident-related claims to determine if another party may be liable; therefore, information given on the claim form is very important in assisting the state in researching



accident cases. 13 CSR 4.030 and 13 CSR 4.040 requires the provider to report the contingent liability to the MO HealthNet Division.

Often the final determination of liability is *not* made until long after the accident. In these instances, claims for services may be billed directly to MO HealthNet prior to final determination of liability; however, it is important that MO HealthNet be notified of the following:

- details of the accident (i.e., date, location, approximate time, cause);
- any information available about the liability of other parties;
- possible other insurance resources;
- if a lien was filed prior to billing MO HealthNet.

This information may be submitted to MO HealthNet directly on the claim form, by calling the TPL Unit, (573) 751-2005, or by completing the Accident Report. Providers may duplicate this form as needed.

#### **5.9.A TPL RECOVERY ACTION**

Accident-related claims are processed for payment by MO HealthNet. The Third Party Liability Unit seeks recovery from the potentially liable third party on a postpayment basis. Once MO HealthNet is billed, the MO HealthNet payment precludes any further recovery action by the provider. The MO HealthNet provider may *not* then bill the participant or his/her attorney.

#### **5.9.B LIENS**

Providers may *not* file a lien for MO HealthNet covered services after they have billed MO HealthNet. If a lien was filed prior to billing MO HealthNet, and the provider subsequently receives payment from MO HealthNet, the provider *must* file a notice of lien withdrawal for the covered charges with a copy of the withdrawal notice forwarded to:

MO HealthNet Division  
Third Party Liability Unit  
P.O. Box 6500  
Jefferson City, MO 65102-6500.

#### **5.9.C TIMELY FILING LIMITS**

MO HealthNet timely filing rules are *not* extended past specified limits, if a provider chooses to pursue the potentially liable third party for payment. If a court rules there is no liability or the provider is *not* reimbursed in full or in part because of a limited settlement amount, the provider may *not* bill the participant for the amounts in question even if MO Healthnet's timely filing limits have been exceeded.



### **5.9.D ACCIDENTS WITHOUT TPL**

MO HealthNet should be billed directly for services resulting from accidents that do *not* involve any third party liability or where it is probable that MO HealthNet is the only coverage available.

Examples are:

- An accidental injury (e.g., laceration, cut, broken bone) occurs as a result of the participant's own action.
- A MO HealthNet participant is driving (or riding in) an uninsured motor vehicle that is involved in a *one* vehicle accident and the participant or driver has no uninsured motorists insurance coverage.

If the injury is obviously considered to be “no-fault” then it should be clearly stated. *Providers must be sure to fill in all applicable blocks on the claim form concerning accident information.*

### **5.10 RELEASE OF BILLING OR MEDICAL RECORDS INFORMATION**

The following procedures should be followed when a MO HealthNet participant requests a copy of the provider’s billing or medical records for a claim paid by or to be filed with MO HealthNet.

- If an attorney is involved, the provider should obtain the full name of the attorney.
- In addition, the provider should obtain the name of any liable party, the liable insurance company name, address and policy number.
- Prior to releasing bills or medical records to the participant, the provider *must* either contact the MO HealthNet Division, Third Party Liability Unit, P.O. Box 6500, Jefferson City, MO 65102-6500, (573) 751-2005, or complete a MO HealthNet Accident Report or MO HealthNet Insurance Resource Report as applicable. If the participant requires copies of bills or medical records for a reason other than third party liability, it is *not* necessary to contact the Third Party Liability Unit or complete the forms referenced above.
- Prior to releasing bills or medical records to the participant, the provider *must* stamp or write across the bill, “Paid by MO HealthNet” or “Filed with MO HealthNet” in compliance with 13 CSR 70-3.040.

### **5.11 OVERPAYMENT DUE TO RECEIPT OF A THIRD PARTY RESOURCE**

If the provider receives payment from a third party resource after receiving MO HealthNet reimbursement for the covered service, the provider *must* promptly submit an Individual Adjustment Request form to MO HealthNet for the partial or full recovery of the MO HealthNet payment. The



amount to be refunded *must* be the full amount of the other resource payment, *not* to exceed the amount of the MO HealthNet payment. Refer to Section 6 for information regarding adjustments.

## **5.12 THE HEALTH INSURANCE PREMIUM PAYMENT (HIPP) PROGRAM**

The Health Insurance Premium Payment (HIPP) Program is a MO HealthNet Program that pays for the cost of health insurance premiums for certain MO HealthNet participants. The program purchases health insurance for MO HealthNet-eligible participants when it is determined cost effective. Cost effective means that it costs less to buy the health insurance to cover medical care than to pay for the same services with MO HealthNet funds. The HIPP Program *cannot* find health insurance policies for MO HealthNet participants, rather it purchases policies already available to participants through employers, former employers, labor unions, credit unions, church affiliations, other organizations, or individual policies. Certain participants may have to participate in this program as a condition of their continued MO HealthNet eligibility. Other participants may voluntarily enroll in the program. Questions about the program can be directed to:

MO HealthNet Division  
 TPL Unit - HIPP Section  
 P.O. Box 6500  
 Jefferson City, MO 65102-6500  
 or by calling (573) 751-2005.

## **5.13 DEFINITIONS OF COMMON HEALTH INSURANCE TERMINOLOGY**

**COINSURANCE:** Coinsurance is a percentage of charges for a specific service, which is the responsibility of the beneficiary when a service is delivered. For example, a beneficiary may be responsible for 20 percent of the charge of any primary care visits. MO HealthNet pays only up to the MO HealthNet allowable minus any amounts paid by the third party resource regardless of any coinsurance amount.

**COMPREHENSIVE INSURANCE PLAN:** The comprehensive plan is also sometimes called a wraparound plan. Despite the name, comprehensive plans do not supply coverage as extensive as that of traditional insurance. Instead these plans are labeled “comprehensive” because they have no separate categories of insurance coverage. A comprehensive plan operates basically like a full major medical plan, with per-person and per-family deductibles, as well as coinsurance requirements.

**COPAYMENT:** Copayments are fixed dollar amounts identified by the insurance policy that are the responsibility of the patient; e.g., \$3 that a beneficiary must pay when they use a particular





service or services. MO HealthNet cannot reimburse copayment amounts. An insurance plan's copayment requirements should not be confused with the MO HealthNet cost sharing (copayment, coinsurance, shared dispensing fee) requirements established for specific MO HealthNet services.

**DEDUCTIBLE:** Deductibles are amounts that an individual must pay out-of-pocket before third party benefits are made available to pay health care costs. Deductibles may be service specific and apply only to the use of certain health care services, or may be a total amount that must be paid for all service use, prior to benefits being available. MO HealthNet pays only up to the MO HealthNet allowable regardless of the deductible amount.

**FLEXIBLE BENEFIT OR CAFETERIA PLANS:** Flexible benefit plans operate rather like a defined contribution pension plan in that the employer pays a fixed and predetermined amount. Employees generally share some portion of the plan's premium costs and thus are at risk if costs go up. Flexible benefit plans allow employees to pick what benefits they want. Several types of flexible programs exist, and three of the more popular forms include modular packages, core-plus plans, and full cafeteria plans.

Modular plans offer a set number of predetermined policy options at an equal dollar value but includes different benefits. Core-plus plans have a set "core" of employer-paid benefits, which usually include basic hospitalization, physician, and major medical insurance. Other benefit options, such as dental and vision, can be added at the employees' expense. Full cafeteria plans feature employer-paid "benefit dollars" which employees can use to purchase the type of coverage desired.

**MANAGED CARE PLANS:** Managed care plans generally provide full protection in that subscribers incur no additional expenses other than their premiums (and a copay charge if specified). These plans, however, limit the choice of hospitals and doctors.

Managed care plans come in two basic forms. The first type, sometimes referred to as a staff or group model health maintenance organization, encompasses the traditional HMO model used by organizations like Kaiser Permanente or SANUS. The physicians are salaried employees of the HMO, and a patient's choice of doctors is often determined by who is on call when the patient visits.

The second type of managed care plan is known as an individual (or independent) practice association (IPA) or a preferred provider organization (PPO), each of which is a network of doctors who work individually out of their own offices. This arrangement gives the patient some degree of choice within the group. If a patient goes outside the network, however, the plan reimburses at a lower percentage. Generally an IPA may be prepaid, while a PPO is similar to a traditional plan, in that claims may be filed and reimbursed at a predetermined rate if the services of a participating doctor are utilized. Some IPAs function as HMOs.



**SELF-INSURANCE PLANS:** An alternative to paying premiums to an insurance company or managed-care plan is for an employer to self-insure. One way to self-insure is to establish a section 501(c)(9) trust, commonly referred to as a VEBA (Voluntary Employee Benefit Association). The VEBA must represent employees' interest, and it may or may not have employee representation on the board. It is, in effect, a separate entity or trust devoted to providing life, illness, or accident benefits to members.

A modified form of self-insurance, called minimum premium, allows the insurance company to charge only a minimum premium that includes a specified percentage of projected annual premiums, plus administrative and legal costs (retention) and a designated percentage of the annual premium. The employer usually holds the claim reserves and earns the interest paid on these funds.

Claims administration may be done by the old insurance carrier, which virtually guarantees replication of the former insurance program's administration. Or the self-insurance program can be serviced through the employer's own benefits office, an option commonly employed by very large companies of 10,000 or more employees. The final option is to hire an outside third-party administrator (TPA) to process claims.

**TRADITIONAL INSURANCE PLAN:** Provides first-dollar coverage with usually three categories of benefits: (1) hospital, (2) medical/surgical, and (3) supplemental major medical, which provides for protection for medical care not covered under the first two categories. Variations and riders to these plans may offer coverage for maternity care, prescription drugs, home and office visits, and other medical expenses.

<p><b>END OF SECTION</b> <a href="#"><u>TOP OF SECTION</u></a></p>
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## SECTION 6-ADJUSTMENTS

### 6.1 GENERAL REQUIREMENTS

MO HealthNet Division (MHD) continues to improve their billing website at [www.emomed.com](http://www.emomed.com) to provide real-time direct access for administrators, providers, and clearinghouse users. This describes the process and tools providers should use to adjust claims.

### 6.2 INSTRUCTIONS FOR ADJUSTING CLAIMS WITHIN 24 MONTHS OF DATE OF SERVICE

MHD developed an easy to use, web-based tool to adjust incorrectly billed and/or paid Medicaid and Medicare crossover claims. Providers shall utilize the web-based adjustment tool to adjust or void their own claims, if the date of service (DOS) on the claim to be adjusted was within two (2) years of the date of the Remittance Advise on which payment was made.

#### 6.2.A NOTE: PROVIDERS MUST BE ENROLLED AS AN ELECTRONIC BILLING PROVIDER BEFORE USING THE ONLINE CLAIM ADJUSTMENT TOOL

Providers *must* be enrolled as an electronic billing provider before using the online claim adjustment tool. See Section 2.1.D.

To apply for Internet access, please access the [emomed](http://emomed.com) website found on the following website address: [www.emomed.com](http://www.emomed.com). Access the “[Register Now!](#)” hyperlink to apply online for Internet access and follow the instructions provided. Providers must have proper authorization to access [www.emomed.com](http://www.emomed.com), for each individual user.

#### 6.2.B ADJUSTING CLAIMS ONLINE

Providers may adjust claims within two (2) years of the DOS, by logging onto the MHD billing site at [www.emomed.com](http://www.emomed.com). To find the claim to be adjusted, the provider should enter the participant Departmental Client Number (DCN) and DOS in the search box, and choose the highlighted Internal Control Number (ICN). Paid claims can be adjusted by the “Void” option or “Replacement” option. Denied claims can be adjusted by the “Copy Claim Original” or Copy Claim Advanced” option.

##### 6.2.B(1) Options for Adjusting a Paid Claim

If there is a paid claim in the MHD emomed system, then the claim can be voided or replaced.



The provider should choose “Void” to delete a paid claim. A voided claim credits the system and reverses the payment. A void option should be chosen when the entire claim needs to be canceled and the payment is reversed and credited in the system. Providers do not void claims often because this option is only chosen when a claim should not have been submitted. This includes when the wrong DCN or billing Nations Provider Identifier (NPI) was entered on the claim.

The provider should choose “Replacement” to make corrections or additions to a paid claim. A replacement option should be chosen when editing a paid claim. Providers will use this option more often than the void option because the claim was billed incorrectly. This includes when the wrong DOS, diagnosis, charge amount, modifier, procedure code, or POS was entered on the claim.

#### **6.2.B(1)(i) Void**

To void a claim from the claim status screen on emomed, choose the void tab. This will bring up the paid claim in the system; scroll to the bottom of the claim and chose select the highlighted ‘submit claim’ button. The claim now has been submitted to be voided or credited in the system.

#### **6.2.B(1)(ii) Replacement**

To replace a claim from the claim status screen on emomed, choose the replacement tab. This will bring up the paid claim in the system; here corrections can be made to the claim by selecting the appropriate edit button, then saving the changes. Now scroll to the bottom of the claim and select the highlighted ‘submit claim’ button. The replacement claim with corrections has now been submitted.

### **6.2.B(2) Options for Adjusting a Denied Claim**

If there is a denied claim in the MHD emomed system, then the claim can be resubmitted as a New Claim. A denied claim can also be resubmitted by choosing Timely Filing, Copy Claim-original, or Copy Claim-advanced.

#### **6.2.B(2)(i) Timely Filing**

To reference timely filing, choose the Timely Filing tab on the claim status screen on emomed. This function automatically places the ICN of the claim chosen (make sure the claim was the original claim submitted within the timely filing guidelines). Scroll to the bottom and select the highlighted ‘submit claim’ button. The claim has now been submitted for payment.



### **6.2.B(2)(ii) Copy Claim – Original**

This option is used to copy a claim just as it was entered originally on emomed. Corrections can be made to the claim by selecting the appropriate edit button, and then saving the changes. Now scroll to the bottom of the claim and select the highlighted submit claim button. The claim has now been submitted with the corrections made.

### **6.2.B(2)(iii) Copy Claim – Advanced**

This option is used when the claim was filed using the wrong NPI number or wrong claim form. An example would be if the claim was entered under the individual provider NPI and should have been submitted under the group provider NPI. If the claim was originally filed under the wrong claim type, only the participant DCN and Name information will transfer over to the new claim type. An example would be if the claim was submitted on a Medical claim and should have been submitted as a Crossover claim.

## **6.2.C CLAIM STATUS CODES**

After the adjusted claim is submitted, the claim will have one of the following status indicator codes.

C – This status indicates that the claim has been Captured and is still processing. This claim should not be resubmitted until it has a status of I or K.

I – This status indicates that the claim is to be Paid.

K – This status indicates that the claim is to be Denied. This claim can be corrected and resubmitted immediately.

Provider Communications Unit may be contacted at (573) 751-2896, for questions regarding proper claim filing, claims resolution and disposition, and participant eligibility questions and verifications. Please contact Provider Education Unit at (573) 751-6683 or email [mhd.provtrain@dss.mo.gov](mailto:mhd.provtrain@dss.mo.gov) for education and training on proper billing methods and procedures for MHD claims.

## **6.3 INSTRUCTIONS FOR ADJUSTING CLAIMS OLDER THAN 24 MONTHS OF DOS**

Providers who are paid incorrectly for a claim that is older than 24 months are required to complete a Self-Disclosure letter to be submitted to Missouri Medicaid Audit and Compliance (MMAC). Access the MMAC website for the Self-Disclosure Form located at the following website address: <http://mmac.mo.gov/providers/self-audits-Self-Disclosures/>.



MMAC encourages providers and entities to establish and implement a compliance integrity plan. MMAC also encourages providers and entities to self-disclose or report those findings along with funds to compensate for the errors or a suggested repayment plan, which requires MMAC approval, to the Financial Section of MMAC at the address below:

Missouri Medicaid Audit & Compliance  
Financial Section – SELF-DISCLOSURE  
P.O. Box 6500  
Jefferson City, MO 65102-6500

In an effort to ensure Provider Initiated Self-Disclosures are processed efficiently, make sure to complete the form and include the participant's name, DCN, DOS, ICN, Paid Amount, Refund Amount and Reason for Refund. Providers can direct questions regarding Self-Disclosures to MMAC Financial Section at [mmac.financial@dss.mo.gov](mailto:mmac.financial@dss.mo.gov) or by calling 573-751-3399.

#### **6.4 EXPLANATION OF THE ADJUSTMENT TRANSACTIONS**

There are two (2) types of adjustment transactions:

1. An adjustment that credits the original payment and then repays the claim based on the adjusted information appears on the Remittance Advice as a two-step transaction consisting of two ICN's.
  - An ICN that credits (recoups) the original paid amount and
  - An ICN that repays the claim with the corrected payment amount.
2. An adjustment that credits or recoups the original payment but does not repay the claim (resulting in zero payment) appears on the Remittance Advice with one ICN that credits (recoups) the original paid amount.

**END OF SECTION**

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## SECTION 7-MEDICAL NECESSITY

### 7.1 CERTIFICATE OF MEDICAL NECESSITY

The MO HealthNet Program requires that the Certificate of Medical Necessity form accompany claims for reimbursement of certain procedures, services or circumstances. Section 13, Benefits and Limitations, identifies circumstances for which a Certificate of Medical Necessity form is required for each program. Additional information regarding the use of this form may also be found in Section 14, Special Documentation Requirements.

Listed below are several examples of claims for payment that *must* be accompanied by a completed Certificate of Medical Necessity form. This list is *not* all inclusive.

- Claims for services performed as emergency procedures which, under non-emergency circumstances, require special documentation such as a Prior Authorization Request.
- Claims for inpatient hospital private rooms unless all patient rooms in the facility are private.
- Claims for services for TEMP participants that are *not* covered by the TEMP Program but without which the pregnancy would be adversely affected.
- Claims for specific durable medical equipment.

Use of this form for other than the specified conditions outlined in the provider's manual has *no* bearing on the payment of a claim.

The medical reason why the item, service, or supplies were needed *must* be stated fully and clearly on the Certificate of Medical Necessity form. The form *must* be related to the particular patient involved and *must* detail the risk to the patient if the service(s) had *not* been provided.

The Certificate of Medical Necessity form *must* be either submitted electronically with the electronic claim or submitted on paper attached to the original claim form. For information regarding submission of the Certificate of Medical Necessity for claims submitted by a Durable Medical Equipment provider see Section 7.1.A. If a claim is resubmitted, the provider *must* again attach a copy of the Certificate of Medical Necessity form.

Medical consultants and medical review staff review the Certificate of Medical Necessity form and the claim form to make a determination regarding payment of the claim. If the medical necessity of the service is supported by the documentation, the claim is approved for further processing. If medical necessity is *not* documented or supported, the claim is denied for payment.



**7.1.A CERTIFICATE OF MEDICAL NECESSITY FOR DURABLE MEDICAL EQUIPMENT PROVIDERS**

The Certificate of Medical Necessity for durable medical equipment should *not* be submitted with a claim form. This attachment may be submitted via the Internet (see Section 3.8 and Section 23) or mailed to:

Wipro Infocrossing  
 P.O. Box 5900  
 Jefferson City, MO 65102-5900

If the Certificate of Medical Necessity is approved, the approved time period is six (6) months from the prescription date. Any claim matching the criteria (including the type of service) on the Certificate of Medical Necessity for the approved time period can be processed for payment without a Certificate of Medical Necessity attached. This includes all monthly claim submissions and any resubmissions.

**7.2 INSTRUCTIONS FOR COMPLETING THE CERTIFICATE OF MEDICAL NECESSITY**

FIELD NUMBER & NAME	INSTRUCTIONS FOR COMPLETION
1. Patient Name	Enter last name, first name and middle initial as shown on the ID card.
2. Participant MO HealthNet ID Number	Enter the 8-digit MO HealthNet ID number exactly as it appears on the participant’s ID card or letter of eligibility.
3. Procedure/Revenue Codes	Enter the appropriate CPT-4 code, CDT-3 code, revenue code or HCPCS procedure code (maximum of 6 procedure/revenue codes allowed per claim, 1 code per line).
4. Description of Item/Service	For each procedure/revenue code listed, describe in detail the service or item being provided.
5. Reason for Service	For each procedure/revenue code listed, state clearly the medical necessity for this service/item.





- |   |   |
|---|---|
| 6. Months Item Needed<br>(DME only)                 | For each procedure code listed, enter the amount of time the item is necessary (Durable Medical Equipment Program only).  |
| 7. Name and Signature of<br>Prescriber              | The prescriber's signature, when required, <i>must</i> be an original signature. A stamp or the signature of a prescriber's employee is <i>not</i> acceptable. A signature is <i>not</i> required here if the prescriber is the provider (Fields #12 thru #14). |
| 8. Prescriber's MO HealthNet<br>Provider Identifier | Enter the NPI number if the prescriber participates in the MO HealthNet Program.  |
| 9. Date Prescribed                                  | Enter the date the service or item was prescribed or identified by the prescriber as medically necessary in month/date/year numeric format, if required by program. This date <i>must</i> be prior to or equal to the date of service.                          |
| 10. Diagnosis                                       | Enter the appropriate ICD code(s) that prompted the request for this service or item, if required by program.   |
| 11. Prognosis                                       | Enter the participant's prognosis and the anticipated results of the requested service or item.   |
| 12. Provider Name and Address                       | Enter provider's name, address, and telephone number.   |
| 13. MO HealthNet Provider<br>Identifier             | Enter provider's NPI number.  |
| 14. Provider Signature                              | The provider <i>must</i> sign here with an original signature. This certifies that the information given on the form is true, accurate and complete.  |

**END OF SECTION**  
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## SECTION 8-PRIOR AUTHORIZATION

### 8.1 BASIS

Under the MO HealthNet Program, certain covered services and equipment require approval prior to provision of the service as a condition of reimbursement. Prior authorization is used to promote the most effective and appropriate use of available services and to determine the medical necessity of the service.

A prior authorization or precertification determines medical necessity of service(s) provided to the participant. It does *not* guarantee payment nor does it guarantee participant eligibility.

A prior authorization or precertification determines the number of units, hours and/or the types of services that may be provided to a participant based on the medical necessity of that service. The provider should *not* submit claims solely on the basis of the prior authorization and/or precertification, but *must* submit claims upon actual services rendered. Providers *must* retain the appropriate documentation that services were provided on the date of service submitted on the claim. Documentation should be retained for five (5) years.

Please refer to Sections 13 and 14 of the applicable provider manual for program-specific information regarding prior authorization.

### 8.2 PRIOR AUTHORIZATION GUIDELINES

Providers are required to seek prior authorization for certain specified services *before* delivery of the services. In addition to services that are available through the traditional MO HealthNet Program, expanded services are available to children 20 years of age and under through the Healthy Children and Youth (HCY) Program. Some expanded services also require prior authorization. Certain services require prior authorization only when provided in a specific place or when they exceed certain limits. These limitations are explained in detail in Sections 13 and 14 of the applicable provider manuals.

The following general guidelines pertain to all prior authorized services:

- A Prior Authorization (PA) Request *must* be completed and mailed to the appropriate address. Unless otherwise specified in Sections 13 and 14 of the applicable provider manual, mail requests to:

Wipro Infocrossing  
P.O. Box 5700  
Jefferson City, MO 65102-5700

A PA Request form may be printed and completed by hand or the form may be completed in Adobe and then printed. To enter information into a field, either click in the field or tab to the



field and complete the information. When all the fields are completed, print the PA Request and send to the address listed above.

- The provider performing the service *must* submit the PA Request form. Sufficient documentation or information *must* be included with the request to determine the medical necessity of the service.
- The service *must* be ordered by a physician, nurse practitioner, dentist, or other appropriate health care provider.
- Do *not* request prior authorization for services to be provided to an ineligible person (see Sections 1 and 13 of the applicable provider manual).
- Expanded HCY (EPSDT) services are limited to participants 20 years of age and under and are *not* reimbursed for participants 21 and over even if prior authorized.
- See Section 20 for specific criteria and guidelines regarding prior authorization of non-covered services through the Exceptions Process for participants 21 and over.
- Prior authorization does *not* guarantee payment if the participant is or becomes enrolled in managed care and the service is a covered benefit.
- Payment is *not* made for services initiated before the approval date on the PA Request form or after the authorization deadline.
- For services to continue after the expiration date of an existing PA Request, a new PA Request *must* be completed and submitted prior to the end of the current PA.

### **8.3 PROCEDURE FOR OBTAINING PRIOR AUTHORIZATION**

Complete the Prior Authorization (PA) Request form describing in detail those services or items requiring prior authorization and the reason the services or items are needed. With the exception of x-rays, dental molds, and photos, documentation submitted with the PA Request is *not* returned. Providers should retain a copy of the original PA Request and any supporting documentation submitted for processing. Instructions for completing the PA Request form are on the back of the form. *Unless otherwise stated in Section 13 or 14 of the applicable provider manual*, mail the PA Request form and any required attachments to:

Wipro Infocrossing  
 P.O. Box 5700  
 Jefferson City, Missouri 65102-5700

The appropriate program consultant reviews the request. A MO HealthNet Authorization Determination is returned to the provider with any stipulations for approval or reason for denial. If approved, services may *not* exceed the frequency, duration or scope approved by the consultant. If the service or item requested is to be manually priced, the consultant enters the allowed amount on the MO HealthNet



Authorization Determination. The provider should keep the approved MO HealthNet Authorization Determination for their files; do *not* return it with the claim.

After the authorized service or item is provided, the claim form *must* be completed and submitted in the usual manner. **Providers are cautioned that an approved authorization approves only the medical necessity of the service and does *not* guarantee payment. Claim information *must* still be complete and correct, and the provider and the participant *must* both be eligible at the time the service is rendered or item delivered. Program restrictions such as age, category of assistance, managed care, etc., that limit or restrict eligibility still apply and services provided to ineligible participants are *not* reimbursed.**

If the PA Request is denied, the provider receives a MO HealthNet Authorization Determination (reference Section 8.7 of this manual). The participant is notified by letter each time a PA Request is denied. (Reference Section 1 of this manual for additional information regarding the PA Request Denial letter.)

## 8.4 EXCEPTIONS TO THE PRIOR AUTHORIZATION REQUIREMENT

Exceptions to prior authorization requirements are limited to the following:

- Medicare crossovers when Medicare makes the primary reimbursement and MO HealthNet pays only the coinsurance and deductible.
- Procedures requiring prior authorization that are performed incidental to a major procedure.
- Services performed as an emergency. An emergency medical condition for a MO HealthNet participant means a medical or behavioral health condition manifesting itself by acute symptoms of sufficient severity (including severe pain) that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in the following:
  1. Placing the physical or behavioral health of the individual (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy; or
  2. Serious impairment of bodily functions; or
  3. Serious dysfunction of any bodily organ or part; or
  4. Serious harm to self or others due to an alcohol or drug abuse emergency; or
  5. Injury to self or bodily harm to others; or
  6. With respect to a pregnant woman having contractions: (a) there is no adequate time to affect a safe transfer to another hospital before delivery; or (b) that transfer may pose a threat to the health or safety of the woman or the unborn child.

Post stabilization care services mean covered services, related to an emergency medical condition that are provided after a participant is stabilized in order to maintain the stabilized condition or to improve or resolve the participant's condition.



In the case of an emergency when prior authorization *cannot* be obtained before the service or item is rendered, the necessary and appropriate emergency service should be provided. Complete the claim form and write “emergency” across the top of the claim form. Do *not* submit a Prior Authorization (PA) Request form.

Attach a Certificate of Medical Necessity form to the claim and submit it to the appropriate address (reference Section 15). The provider *must* state on the Certificate of Medical Necessity form, in detail, the reason for the emergency provision of service. (See Section 7 for information on completing a Certificate of Medical Necessity form.)

Emergency requests are suspended and reviewed by the appropriate medical consultant. If the Certificate of Medical Necessity form is *not* attached or the reason does *not* substantiate the provision of the service on an emergency basis, the claim is denied.

- The participant was *not* eligible for MO HealthNet at the time of service, but eligibility was made retroactive to that time. Submit a claim along with a Certificate of Medical Necessity form to the appropriate address (reference Section 15). The provider *must* state on the Certificate of Medical Necessity form that the participant was *not* eligible on the date of service, but has become eligible retroactively to that date. The provider *must* also include, in detail, the reason for the provision of service. (See Section 7 for information on completing a Certificate of Medical Necessity form.) Retroactive eligibility requests are suspended and reviewed by the appropriate medical consultant. If the Certificate of Medical Necessity form is *not* attached or the reason does *not* substantiate the provision of the service, the claim is denied.

## **8.5 INSTRUCTIONS FOR COMPLETING THE PRIOR AUTHORIZATION (PA) REQUEST FORM**

Instructions for completing the Prior Authorization (PA) Request form are printed on the back of the form. Additional clarification is as follows:

- Section II, HCY Service Request, is applicable for participants 20 years of age and under and should be completed when the information is known.
- In Section III, Service Information, the gray area is for state use only.

Field #24 in Section III, in addition to being used to document medical necessity, can also be used to identify unusual circumstances or to provide detailed explanations when necessary. Additional pages may be attached to the PA Request for documentation.

Also, the PA Request forms *must* reflect the appropriate service modifier with procedure code and other applicable modifiers when requesting prior authorization for the services defined below:

Service



Modifier	Definition
26	Professional Component
54	Surgical Care Only
55	Postoperative Management Only
80	Assistant Surgeon
AA	Anesthesia Service Performed Personally by Anesthesiologist
NU	New Equipment (required for DME service)
QK	Medical Direction of 2, 3, or 4 Concurrent Anesthesia Procedures Involving Qualified Individuals
QX	CRNA (AA) Service; with Medical Direction by a Physician
QZ	CRNA Service; without Medical Direction by a Physician
RB	Replacement and Repair (required for DME service)
RR	Rental (required for DME service)
SG	Ambulatory Surgical Center (ASC) Facility Services
TC	Technical Component

- Complete each field in Section IV. See Sections 13 and 14 of the applicable provider manual to determine if a signature and date are required in this field. Requirements for signature are program specific.
- Section V, Prescribing/Performing Practitioner, *must* be completed for services which require a prescription such as durable medical equipment, physical therapy, or for services which are prescribed by a physician/practitioner that require prior authorization. Reference the applicable provider manual for additional instructions.

The provider receives a MO HealthNet Authorization Determination (refer to Section 8.6) indicating if the request has been approved or denied. Any comments made by the MO HealthNet/MO HealthNet managed care health plan consultant may be found in the comments section of the MO HealthNet Authorization Determination. The provider does *not* receive the PA Request or a copy of the PA Request form back.

*It is the provider’s responsibility to request prior authorization or reauthorization, and to notify the MO HealthNet Division of any changes in an existing period of authorization.*

**8.5.A WHEN TO SUBMIT A PRIOR AUTHORIZATION (PA) REQUEST**

Providers may submit a Prior Authorization (PA) Request to:

- Initiate the start of services that require prior authorization.
- Request continued services when services continue to be medically necessary beyond the current approved period of time.



1. The dates for the services requested *cannot* overlap dates that are already approved and *must* be submitted far enough in advance to obtain approval prior to the expiration of the current approved PA Request.
- Correct a participant MO HealthNet number if the original PA Request had a number on it and services were approved.
    1. When submitting a PA Request due to an error in the participant MO HealthNet number on the original PA Request, attach a copy of the MO HealthNet Authorization Determination giving original approval to the new request.
    2. Fields #17 through #23 in Section III *must* be identical to the original approval.
    3. The PA Request form should be clearly marked as a “correction of the participant MO HealthNet number” and the error *must* be explained in detail in Field #24 of Section III.
    4. Mark the PA Request “*Special Handle*” at the top of the form.
  - Change providers within a group during an approved authorization period.
    1. When submitting a PA Request due to a change of provider *within a group*, attach a copy of the MO HealthNet Authorization Determination showing the approval to the new PA Request form.
    2. Section III, Field #19 “FROM” *must* be the date the new provider begins services and Field 20 “THROUGH” *cannot* exceed the through date of the previously approved PA Request.
    3. The PA Request form should be clearly marked at the top “change of provider,” and the change *must* be explained in Field #24 of Section III.
    4. Mark the PA Request “*Special Handle*” at the top of the form. Use Field #24 to provide a detailed explanation.

## 8.6 MO HEALTHNET AUTHORIZATION DETERMINATION

The MO HealthNet Authorization Determination is sent to the provider who submitted the Prior Authorization (PA) Request. The MO HealthNet Authorization Determination includes all data pertinent to the PA Request. The MO HealthNet Authorization Determination includes the PA number; the authorized National Provider Identifier (NPI); name and address; the participant's DCN, name, and date of birth; the procedure code, the from and through dates (if approved), and the units or dollars (if approved); the status of the PA Request on each detail line ("A"-approved; "C"-closed; "D"-denied; and "I"-incomplete); and the applicable Explanation of Benefit (EOB) reason(s), with the reason code description(s) on the reverse side of the determination.



**8.6.A A DENIAL OF PRIOR AUTHORIZATION (PA) REQUESTS**

The MO HealthNet Authorization Determination indicates a denied authorization by reflecting a status on each detail line of "D" for a denial of the requested service or "I" for a denial due to incomplete information on the form. With a denial status of "D" or "I", a new PA Request form *must* be submitted for the request to be reconsidered.

**8.6.B MO HEALTHNET AUTHORIZATION DETERMINATION EXPLANATION**

The following lists the fields found on the MO HealthNet Authorization Determination and an explanation of each field.

FIELD NAME	EXPLANATION OF FIELD
Date	Date of the disposition letter
Request Number (No.)	Prior Authorization Number
Receipt Date	Date the Prior Authorization (PA) Request was received by the fiscal agent
Service Provider	Authorized NPI number, name and address
Participant	Participant's DCN, name, date of birth and sex
Procedure Code	The procedure code
Modifier	The modifier(s)
Authorization Dates	The authorized from and thru dates
Units	The units requested, units authorized (if approved), units used
Dollars	The dollar amount requested, dollar amount authorized (if approved), dollar amount used
Status	The status codes of the PA Request The status codes are: A—Approved C—Closed D—Denied I—Incomplete
Reason	The applicable EOB reason(s)
Comments	Comments by the consultant which may explain denials or make notations referencing specific procedure code(s)
Physician/Provider Signature	Signature of provider when submitting a Request for Change





	(RFC)
Date	Date of provider’s signature when submitting a RFC
Reason Code Description	Reason code description(s) listed in Reason field

**8.7 REQUEST FOR CHANGE (RFC) OF PRIOR AUTHORIZATION (PA) REQUEST**

To request a change to an approved Prior Authorization (PA) Request, providers are required to make the applicable changes on the MO HealthNet Authorization Determination. Attach additional documentation per program requirement if the requested change is in frequency, amount, duration or scope or if it documents an error on the original request, e.g., plan of care, physician orders, etc. The amended MO HealthNet Authorization Determination *must* be signed and dated and submitted with applicable documentation to the address below. When changes to an approved PA Request are made on the MO HealthNet Authorization Determination, the MO HealthNet Authorization Determination is referred to as a Request For Change (RFC). **Requests for reconsideration of any detail lines that reflect a "D" or "I" status *must not* be included on a RFC. Providers *must* submit a new PA Request form for reconsideration of denied detail lines.**

When a RFC is approved, a MO HealthNet Authorization Determination incorporating the requested changes is sent to the provider. When a RFC is denied, the MO HealthNet Authorization Determination sent to the provider indicates the same information as the original MO HealthNet Authorization Determination that notified the provider of approval, with an Explanation of Benefit (EOB) stating that the requested changes were considered but were *not* approved.

Providers *must not* submit changes to PA Requests until the MO HealthNet Authorization Determination from the initial request is received.

*Unless otherwise stated in Section 13 or 14 of the applicable provider manual, PA Request forms and RFCs should be mailed to:*

Wipro Infocrossing  
 P. O. Box 5700  
 Jefferson City, MO 65102

**8.7.A WHEN TO SUBMIT A REQUEST FOR CHANGE**

Providers may submit a Request For Change to:

- Correct a procedure code.
- Correct a modifier.
- Add a new service to an existing plan of care.
- Correct or change the “from” or “through” dates.



1. The “from” date may *not* precede the approval date on the original request unless the provider can provide documentation that the original approval date was incorrect.
  2. The “through” date *cannot* be extended beyond the allowed amount of time for the specific program. In most instances extending the end date to the maximum number of days allowed requires additional information or documentation.
- Increase or decrease requested units or dollars.
    1. An increase in frequency and or duration in some programs require additional or revised information.
  - Correct the National Provider Identifier (NPI). The NPI number can only be corrected if both of the following conditions are met:
    - The number on the original request is in error; and
    - The provider was *not* reimbursed for any units on the initial Prior Authorization Request.
  - Discontinue services for a participant.

## **8.8 DEPARTMENT OF HEALTH AND SENIOR SERVICES (DHSS)**

Prior Authorization (PA) Requests and Requests For Change (RFC) for the Personal Care and Home Health Programs' services for children under the age of 21 *must* be submitted to Department of Health and Senior Services (DHSS), Bureau of Special Health Care Needs (BSHCN) for approval consideration. The BSHCN submits the request to Wipro Infocrossing. The BSHCN staff continues to complete and submit PA Requests and RFCs for Private Duty Nursing and Medically Fragile Adult waiver services.

PA Requests and RFCs for AIDS Waiver and Personal Care Programs' services for individuals with HIV/AIDS continue to be completed and submitted by the DHSS, Bureau of HIV, STD and Hepatitis contract case management staff.

All services authorized by the DHSS, Division of Senior and Disability Services (DSDS) or it's designee, are authorized utilizing the Home and Community Based Services (HCBS) Web Tool, a component of the Department of Social Services, MO HealthNet Division's Cyber Access system.

Please reference the provider manual for further information.

## **8.9 OUT-OF-STATE, NON-EMERGENCY SERVICES**

All non-emergency, MO HealthNet-covered services that are to be performed or furnished out of state for eligible MO HealthNet participants and for which MO HealthNet is to be billed, *must* be prior



authorized before the services are provided. Services that are *not* covered by the MO HealthNet Program are *not* approved.

Out of state is defined as *not* within the physical boundaries of the state of Missouri or within the boundaries of any state that physically borders on the Missouri boundaries. Border-state providers of services (those providers located in Arkansas, Illinois, Iowa, Kansas, Kentucky, Nebraska, Oklahoma and Tennessee) are considered as being on the same MO HealthNet participation basis as providers of services located within the state of Missouri.

A PA Request *form* is *not* required for out-of-state non-emergency services. To obtain prior authorization for out-of-state, non-emergency services, *a written request must* be submitted by a physician to:

MO HealthNet Division  
Participant Services Unit  
P.O. Box 6500  
Jefferson City, MO 65102-6500

The request may be faxed to (573) 526-2471.

The written request *must* include:

1. A brief past medical history;
2. Services attempted in Missouri;
3. Where the services are being requested and who will provide them; and
4. Why services can't be performed in Missouri.

NOTE: The out-of-state medical provider *must* agree to complete an enrollment application and accept MO HealthNet reimbursement. Prior authorization for out-of-state services expires 180 days from the date the specific service was approved by the state.

### **8.9.A EXCEPTIONS TO OUT-OF-STATE PRIOR AUTHORIZATION REQUESTS**

The following are exempt from the out-of-state prior authorization requirement:

1. All Medicare/MO HealthNet crossover claims;
2. All foster care children living outside the state of Missouri. However, non-emergency services that routinely require prior authorization continue to require prior authorization by out-of-state providers even though the service was provided to a foster care child;
3. Emergency ambulance services; and
4. Independent laboratory services.

END OF SECTION

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## **SECTION 9-HEALTHY CHILDREN AND YOUTH PROGRAM**

### **9.1 GENERAL INFORMATION**

The Healthy Children and Youth (HCY) Program in Missouri is a comprehensive, primary and preventive health care program for MO HealthNet eligible children and youth under the age of 21 years. The program is also known as Early Periodic Screening, Diagnosis and Treatment (EPSDT). The Social Security Act authorizes Medicaid coverage of medical and dental services necessary to treat or ameliorate defects and physical and mental illness identified by an HCY screen. These services are covered by Medicaid regardless of whether the services are covered under the state Medicaid plan. Services identified by an HCY screening that are beyond the scope of the Medicaid state plan may require a plan of care identifying the treatment needs of the child with regard to amount, duration, scope, and prognosis. Prior authorization (PA) of services may be required for service needs and for services of extended duration. Reference Section 13, Benefits and Limitations, for a description of requirements regarding the provision of services.

Every applicant under age 21 (or his or her legal guardian) is informed of the HCY Program by the Family Support Division income-maintenance Eligibility Specialists at the initial application for assistance. The participant is reminded of the HCY Program at each annual redetermination review.

The goal of the Medicaid agency is to have a health care home for each child—that is, to have a primary care provider who manages a coordinated, comprehensive, continuous health care program to address the child’s health needs. The health care home should follow the screening periodicity schedule, perform interperiodic screens when medically necessary, and coordinate the child’s specialty needs.

### **9.2 PLACE OF SERVICE (POS)**

A full or partial HCY screen may be provided in the following places of service (POS):

- 03 School
- 11 Office
- 12 Home
- 21 Inpatient Hospital
- 22 Outpatient Hospital
- 25 Birthing Center
- 71 State or Local Public Health Clinic
- 72 Rural Health Clinic
- 99 Other



### 9.3 DIAGNOSIS CODE

The Early Periodic Screening diagnosis code *must* appear as the primary diagnosis on a claim form submitted for HCY screening services. The appropriate HCY screening procedure code should be used for the initial HCY screen and all other full or partial screens.

### 9.4 INTERPERIODIC SCREENS

Medically necessary screens outside the periodicity schedule that do *not* require the completion of all components of a full screen may be provided as an interperiodic screen or as a partial screen. An interperiodic screen has been defined by the Centers for Medicare & Medicaid Services (CMS) as any encounter with a health care professional acting within his or her scope of practice. This screen may be used to initiate expanded HCY services. Providers who perform interperiodic screens may use the appropriate level of Evaluation/Management visit (CPT) procedure code, the appropriate partial HCY screening procedure code, or the procedure codes appropriate for the professional’s discipline as defined in their provider manual. Office visits and full or partial screenings that occur on the same day by the same provider are *not* covered unless the medical necessity is clearly documented in the participant’s record. The diagnosis for the medical condition necessitating the interperiodic screening *must* be entered in the primary diagnosis field, and the appropriate screening diagnosis should be entered in the secondary diagnosis field.

The interperiodic screen does *not* eliminate the need for full HCY screening services at established intervals based on the child’s age.

If all components of the full or unclothed physical are *not* met, the Reduced Preventative Screening codes *must* be billed.

PROCEDURE CODE	DESCRIPTION	MO HEALTHNET MAXIMUM ALLOWABLE AMOUNT
99381 - 99385	Preventative Screen; new patient	\$23.00
99391 - 99395	Preventative Screen; established patient	\$15.00

### 9.5 FULL HCY/EPSDT SCREEN

PROCEDURE CODE	DESCRIPTION	MO HEALTHNET MAXIMUM ALLOWABLE AMOUNT
99381EP-99385EP	Full Medical Screening	\$60.00
99391EP-99395EP		



99381EPUC-99385EPUC	Full Medical Screening with Referral	\$60.00
99391EPUC-99395EPUC		

A full HCY/EPST screen includes the following:

- A comprehensive unclothed physical examination;
- A comprehensive health and developmental history including assessment of both physical and mental health developments;
- Health education (including anticipatory guidance);
- Appropriate immunizations according to age;\*
- Laboratory tests as indicated (appropriate according to age and health history unless medically contraindicated);\*
- Lead screening according to established guidelines;
- Hearing screening;
- Vision screening; and
- Dental screening.

It is *not* always possible to complete all components of the full medical HCY screening service. For example, immunizations may be medically contraindicated or refused by the parent/guardian. The parent/guardian may also refuse to allow their child to have a lead blood level test performed. When the parent/guardian refuses immunizations or appropriate lab tests, the provider should attempt to educate the parent/guardian with regard to the importance of these services. If the parent/guardian continues to refuse the service the child’s medical record *must* document the reason the service was *not* provided. Documentation may include a signed statement by the parent/guardian that immunizations, lead blood level tests, or lab work was refused. By fully documenting in the child’s medical record the reason for *not* providing these services, the provider may bill a full medical HCY screening service even though all components of the full medical HCY screening service were *not* provided.

It is mandatory that the Healthy Children and Youth Screening guide be retained in the patient’s medical record as documentation of the service that was provided. The Healthy Children and Youth Screening guide is *not* all-inclusive; it is to be used as a guide to identify areas of concern for each component of the HCY screen. Other pertinent information can be documented in the comment fields of the guide. **The screener *must* sign and date the guide and retain it in the patient’s medical record.**

The Title XIX participation agreement requires that providers maintain adequate fiscal and medical records that fully disclose services rendered, that they retain these records for 5 years, and that they make them available to appropriate state and federal officials on request. The Healthy Children and



Youth Screening guide may be photocopied or obtained at no charge from the MO HealthNet Division. Providers *must* have this form in the medical record if billing the screening.

The MO HealthNet Division is required to record and report to the Centers for Medicare & Medicaid Services all HCY screens and referrals for treatment. Reference Sections 13 and 15 for billing instructions. *Claims for the full medical screening and/or full medical screening with referral should be submitted promptly within a maximum of 60 days from the date of screening.*

Office Visits and HCY screenings in which an abnormality or a preexisting problem are addressed in the process of performing the preventive medicine evaluation and management (E/M) service are not billable on the same date of service.

An exception would be if the problem or abnormality is significant enough to require additional work to perform the key components of a problem-oriented E/M service. Diagnosis codes must clearly reflect the abnormality or condition for which the additional follow-up care or treatment is indicated. In addition, the medical necessity must be clearly documented in the participant's record, and the Certificate of Medical Necessity form must be fully completed and attached to the claim when submitting for payment.

If an insignificant or trivial problem/abnormality is encountered in the process of performing the preventive medicine E/M service which does not require significant, additional work and the performance of the key components of a problem-oriented E/M service is not documented in the record, then an additional E/M service should not be reported separately.

\*Reimbursement for immunizations and laboratory procedures is *not* included in the screening fee and may be billed separately.

### **9.5.A QUALIFIED PROVIDERS**

The full screen *must* be performed by a MO HealthNet enrolled physician, nurse practitioner or nurse midwife\*.

\*only infants age 0-2 months; and females age 15-20 years

### **9.6 PARTIAL HCY/EPSTD SCREENS**

Segments of the full medical screen may be provided by different providers. The purpose of this is to increase the access to care for all children and to allow providers reimbursement for those separate screens. When expanded HCY services are accessed through a partial or interperiodic screen, it is the responsibility of the provider completing the partial or interperiodic screening service to have a referral source to send the child for the remaining components of a full screening service.

Office visits and screenings that occur on the same day by the same provider are *not* covered unless the medical necessity is clearly documented in the participant's record.



The Healthy Children and Youth Screening guide provides age-specific guidelines for the screener’s assistance.

**9.6.A DEVELOPMENTAL ASSESSMENT**

PROCEDURE CODE	DESCRIPTION	MO HEALTHNET MAXIMUM ALLOWABLE AMOUNT
9942959	Developmental/Mental Health partial screen	\$15.00
9942959UC	Developmental/Mental Health partial screen with Referral	\$15.00

This screen includes the following:

- Assessment of social and language development. Age-appropriate behaviors are identified in the HCY Screening guide.
- Assessment of fine and gross motor skill development. Age-appropriate behaviors are identified in the HCY Screening guide.
- Assessment of emotional and psychological status. Some age-appropriate behaviors are found in the HCY Screening guide.

**9.6.A(1) Qualified Providers**

The Developmental/Mental Health partial screen may be provided by the following MO HealthNet enrolled providers:

- Physician, nurse practitioner or nurse midwife\*;
- Speech/language therapist;
- Physical therapist;
- Occupational therapist; or
- Professional Counselors, Social Workers, and Psychologists.

\*only infants age 0-2 months; and females age 15-20 years

**9.6.B UNCLOTHED PHYSICAL, ANTICIPATORY GUIDANCE, AND INTERVAL HISTORY, LAB/IMMUNIZATIONS AND LEAD SCREEN**

PROCEDURE CODE	DESCRIPTION	MO HEALTHNET MAXIMUM ALLOWABLE AMOUNT
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9938152EP-9938552EP 9939152EP-9939552EP	HCY Unclothed Physical and History	\$20.00
9938152EPUC-9938552EPUC 9939152EPUC-9939552EPUC	HCY Unclothed Physical and History with Referral	\$20.00

The HCY unclothed physical and history includes the following:

- Check of growth chart;
- Examination of skin, head (including otoscopy and ophthalmoscopy), neck, external genitals, extremities, chest, hips, heart, abdomen, feet, and cover test;
- Appropriate laboratory;
- Immunizations; and
- Lead screening according to established guidelines.

**9.6.B(1) Qualified Providers**

The screen may be provided by a MO HealthNet enrolled physician, nurse practitioner or nurse midwife\*.

\*Reimbursement for immunizations and laboratory procedures is *not* included in the screening fee and may be billed separately.

**9.6.C VISION SCREENING**

PROCEDURE CODE	DESCRIPTION	MO HEALTHNET MAXIMUM ALLOWABLE AMOUNT
9942952	Vision Screening	\$5.00
9942952UC	Vision Screening with Referral	\$5.00

This screen can include observations for blinking, tracking, corneal light reflex, pupillary response, ocular movements. To test for visual acuity, use the Cover test for children under 3 years of age. For children over 3 years of age utilize the Snellen Vision Chart.

**9.6.C(1) Qualified Providers**

The vision partial screen may be provided by the following MO HealthNet enrolled providers:

- Physician, nurse practitioner or nurse midwife\*;
- Optometrist.



\* only infants age 0-2 months; and females age 15-20 years

**9.6.D HEARING SCREEN**

PROCEDURE CODE	DESCRIPTION	MO HEALTHNET MAXIMUM ALLOWABLE AMOUNT
99429EP	HCY Hearing Screen	\$5.00
99429EPUC	HCY Hearing Screen with Referral	\$5.00

This screen can range from reports by parents to assessment of the child’s speech development through the use of audiometry and tympanometry.

If performed, audiometry and tympanometry tests may be billed and reimbursed separately. These tests are *not* required to complete the hearing screen.

**9.6.D(1) Qualified Providers**

The hearing partial screen may be provided by the following MO HealthNet enrolled providers:

- Physician, nurse practitioner or nurse midwife\*;
- Audiologist or hearing aid dealer/fitter; or
- Speech pathologist.

\*Reimbursement for immunizations and laboratory procedures is *not* included in the screening fee and may be billed separately.

**9.6.E DENTAL SCREEN**

PROCEDURE CODE	DESCRIPTION	MO HEALTHNET MAXIMUM ALLOWABLE AMOUNT
99429	HCY Dental Screen	\$20.00
99429UC	HCY Dental Screen with Referral	\$20.00

A dental screen is available to the HCY/EPSTDT population on a periodicity schedule that is different from that of the full HCY/EPSTDT screen.

Children may receive age-appropriate dental screens and treatment services until they become 21 years old. *A child’s first visit to the dentist should occur no later than 12 months of age so that the dentist can evaluate the infant’s oral health, intercept potential problems such as nursing caries, and educate parents in the prevention of dental disease in their child.*



It is recommended that preventive dental services and oral treatment for children begin at age 6 to 12 months and be repeated every six months or as indicated.

When a child receives a full medical screen by a physician, nurse practitioner or nurse midwife\*, it includes an oral examination, which is *not* a full dental screen. A referral to a dental provider *must* be made where medically indicated when the child is under the age of 1 year. When the child is 1 year or older, a referral *must* be made, at a minimum, according to the dental periodicity schedule. The physician, nurse practitioner or nurse midwife may *not* bill the dental screening procedure 99429 or 99429UC separately.

\*only infants age 0-2 months; and females age 15-20 years

**9.6.E(1) Qualified Providers**

A dental partial screen may only be provided by a MO HealthNet participating dentist.

**9.6.F ALL PARTIAL SCREENERS**

The provider of a partial medical screen *must* have a referral source to send the participant for the remaining required components of the full medical screen and is expected to help make arrangements for this service.

**9.7 LEAD RISK ASSESSMENT AND TREATMENT—HEALTHY CHILDREN AND YOUTH (HCY)**

The Department of Health and Human Services, Centers for Medicare & Medicaid Services (CMS) has identified all children between 6 months and 72 months to be at risk for lead poisoning and has mandated they *must* receive a lead risk assessment as part of the HCY full or partial screening.

A complete lead risk assessment consists of a verbal risk assessment and blood test(s) when indicated, and at the mandatory testing ages of 12 and 24 months. Lead risk assessment is included as a component of a full HCY medical screen, 99381EP through 99385EP and 99391EP through 99395EP, or a partial HCY screen, 9938152EP through 9938552EP and 9939152EP through 9939552EP, which also includes the following components: Interval History, Unclothed Physical, Anticipatory Guidance, Lab, and Immunization. See Section 9.7.B for additional information.

CMS has also determined that there are no guidelines or policies for states or local health departments to reference in determining that an area is a lead free zone. Until there is specific information or guidance from the Centers for Disease Control (CDC) on how lead free zones are determined, CMS will *not* recognize them in the context of screening Medicaid eligible children for lead poisoning.



### 9.7.A SIGNS, SYMPTOMS AND EXPOSURE PATHWAYS

The signs and symptoms of lead exposure and toxicity may vary because of differences in individual susceptibility. A continuum of signs and symptoms exist, ranging from asymptomatic persons to those with overt toxicity.

Mild toxicity is usually associated with blood lead levels in the 35 to 50 µg/dL range for children and in the 40 to 60 µg/dL range for adults. Severe toxicity is frequently found in association with blood lead levels of 70 µg/dL or more in children and 100 µg/dL or more in adults.

The following signs and symptoms and exposure pathways are provided to assist providers in identifying children who may have lead poisoning or be at risk of being poisoned.

#### SIGNS AND SYMPTOMS

##### MILD TOXICITY

- Myalgia or paresthesia
- Mild fatigue
- Irritability
- Lethargy
- Occasional abdominal discomfort

##### MODERATE TOXICITY

- Arthralgia
- General fatigue
- Decrease in play activity
- Difficulty concentrating
- Muscular exhaustibility
- Tremor
- Headache
- Diffuse abdominal pain
- Vomiting
- Weight loss
- Constipation

#### EXPOSURE PATHWAYS

##### OCCUPATIONAL

- Plumbers, pipe fitters
- Lead miners
- Lead smelters and refiners
- Auto repairers
- Glass manufacturers
- Shipbuilders
- Printers
- Plastic manufacturers
- Police Officers

##### SEVERE TOXICITY

- Paresis or paralysis
- Encephalopathy—may abruptly lead to seizures, changes in level of consciousness, coma and death
- Lead line (blue-black) on gingival tissue
- Colic (intermittent, severe abdominal cramps)

##### HOBBIES AND RELATED ACTIVITIES

- Glazed pottery making
- Target shooting at firing ranges
- Lead soldering (e.g., electronics)
- Painting
- Preparing lead shot, fishing sinkers, bullets
- Home remodeling
- Stained-glass making
- Car or boat repair



Steel welders and cutters  
 Construction workers  
 Bridge reconstruction workers  
 Rubber products manufacturers  
 Gas station attendants  
 Battery manufacturers  
 Chemical and chemical preparation  
 Manufacturers  
 Industrial machinery and equipment operators  
 Firing Range Instructors

**SUBSTANCE USE**

Folk remedies  
 “Health foods”  
 Cosmetics  
 Moonshine whiskey  
 Gasoline “huffing”+

**ENVIRONMENTAL**

Lead-containing paint  
 Soil/dust near industries, roadways, lead-painted homes  
 painted homes  
 Plumbing leachate  
 Ceramic ware  
 Leaded gasoline

Regardless of risk, all families *must* be given detailed lead poisoning prevention counseling as part of the anticipatory guidance during the HCY screening visit for children up to 72 months of age.

**9.7.B LEAD RISK ASSESSMENT**

The HCY Lead Risk Assessment Guide should be used at *each* HCY screening to assess the exposure to lead, and to determine the risk for high dose exposure. The HCY Lead Risk Assessment Guide is designed to allow the same document to follow the child for all visits from 6 months to 6 years of age. The HCY Lead Risk Assessment Guide has space on the reverse side to identify the type of blood test, venous or capillary, and also has space to identify the dates and results of blood lead levels.

A comprehensive lead risk assessment includes both the verbal lead risk assessment and blood lead level determinations. Blood Lead Testing is mandatory at 12 and 24 months of age and if the child is deemed high risk.

The HCY Lead Risk Assessment Guide is available for provider’s use. The tool contains a list of questions that require a response from the parent. A positive response to any of the questions requires blood lead level testing by capillary or venous method.

**9.7.C MANDATORY RISK ASSESSMENT FOR LEAD POISONING**

**All children between the ages of 6 months and 72 months of age MUST receive a lead risk assessment as a part of the HCY full or partial screening.** Providers are *not* required to wait until the next HCY screening interval and may complete the lead risk assessment at the next office visit if they choose.



The HCY Lead Risk Assessment Guide and results of the blood lead test *must* be in the patient's medical record even if the blood lead test was performed by someone other than the billing provider. If this information is *not* located in the medical record a full or partial HCY screen may *not* be billed.

### **9.7.C(1) Risk Assessment**

Beginning at six months of age and at each visit thereafter up to 72 months of age, the provider *must* discuss with the child's parent or guardian childhood lead poisoning interventions and assess the child's risk for exposure by using the HCY Lead Risk Assessment Guide.

### **9.7.C(2) Determining Risk**

Risk is determined from the response to the questions on the HCY Lead Risk Assessment Guide. This verbal risk assessment determines the child to be low risk or high risk.

- If the answers to all questions is no, a child is *not* considered at risk for high doses of lead exposure.
- If the answer to any question is yes, a child is considered *at risk* for high doses of lead exposure and a capillary or venous blood lead level *must* be drawn. Follow-up guidelines on the reverse side of the HCY Lead Risk Assessment Guide *must* be followed as noted depending on the blood test results.

Subsequent verbal lead risk assessments can change a child's risk category. As the result of a verbal lead risk assessment, a previously low risk child may be re-categorized as high risk.

### **9.7.C(3) Screening Blood Tests**

The Centers for Medicare & Medicaid Services (CMS) requires mandatory blood lead testing by either capillary or venous method at 12 months and 24 months of age regardless of risk. If the answer to any question on the HCY Lead Risk Assessment Guide is positive, a venous or capillary blood test *must* be performed.

If a child is determined by the verbal risk assessment to be high risk, a blood lead level test is required, beginning at six months of age. If the initial blood lead level test results are less than 10 micrograms per deciliter ( $\mu\text{g}/\text{dL}$ ) no further action is required. Subsequent verbal lead risk assessments can change a child's risk category. A verbal risk assessment is required at every visit prescribed in the EPSDT periodicity schedule through 72 months of age and if considered to be high



risk *must* receive a blood lead level test, unless the child has already received a blood lead test within the last six months of the periodic visit.

A blood lead test result equal to or greater than 10 µg/dL obtained by capillary specimen (finger stick) *must* be confirmed using venous blood according to the time frame listed below:

- 10-19 µg/dL- confirm within 2 months
- 20-44 µg/dL- confirm within 2 weeks
- 45-69 µg/dL- confirm within 2 days
- 70+ µg/dL- IMMEDIATELY

For future reference and follow-up care, completion of the HCY Lead Risk Assessment Guide is still required at these visits to determine if a child is at risk.

**9.7.C(4) MO HealthNet Managed Care Health Plans**

The MO HealthNet Managed Care health plans are responsible for mandatory risk assessment for children between the ages of 6 months and 72 months. MO HealthNet Managed Care health plans are also responsible for mandatory blood testing if a child is at risk or if the child is 12 or 24 months of age. MO HealthNet Managed Care health plans *must* follow the HCY Lead Risk Assessment Guide when assessing a child for risk of lead poisoning or when treating a child found to be poisoned.

MO HealthNet Managed Care health plans are responsible for lead case management for those children with elevated blood lead levels. MO HealthNet Managed Care health plans are encouraged to work closely with the MO HealthNet Division and local public health agencies when a child with an elevated blood lead level has been identified.

Referral for an environmental investigation of the child's residence *must* be made to the local public health agency. This investigation is *not* the responsibility of the MO HealthNet Managed Care health plan, but can be reimbursed by the MO HealthNet Division on a fee-for-service basis.

**9.7.D LABORATORY REQUIREMENTS FOR BLOOD LEAD LEVEL TESTING**

When performing a lead risk assessment in Medicaid eligible children, CMS requires the use of the blood lead level test at 12 and 24 months of age and when a child is deemed high risk. The erythrocyte protoporphyrin (EP) test is *not* acceptable as a blood lead level test for lead poisoning. The following procedure code *must* be used to bill the blood lead test:

(Capillary specimen or venous blood samples.)



PROCEDURE CODE	DESCRIPTION	MO HEALTHNET MAXIMUM ALLOWABLE AMOUNT
83655	Lead, quantitative blood	\$15.00

This code *must* be used by MO HealthNet enrolled laboratories. Laboratories *must* be CLIA certified to perform blood lead level tests. All blood lead level tests *must* be reported to the Missouri Department of Health and Senior Services as required in 19 CSR 20-20.

**9.7.E BLOOD LEAD LEVEL—RECOMMENDED INTERVENTIONS**

**9.7.E(1) Blood Lead Level <10 µg/dL**

This level is *NOT* indicative of lead poisoning. No action required unless exposure sources change.

Recommended Interventions:

- The provider should refer to Section 9.8.C(3) and follow the guidelines for risk assessment blood tests.

**9.7.E(2) Blood Lead Level 10-19 µg/dL**

Children with results in this range are in the borderline category. The effects of lead at this level are subtle and are *not* likely to be measurable or recognizable in the individual child.

Recommended Interventions:

- Provide family education and follow-up testing.
- \*Retest every 2-3 months.
- If 2 venous tests taken at least 3 months apart both result in elevations of 15 µg/dL or greater, proceed with retest intervals and follow-up guidelines as for blood lead levels of 20-44 µg/dL.

\*Retesting *must* always be completed using venous blood.

**9.7.E(3) Blood Lead Level 20-44 µg/dL**

If the blood lead results are in the 20-44 µg/dL range, a confirmatory venous blood lead level *must* be obtained within 2 weeks. Based upon the confirmation, a complete medical evaluation *must* be conducted.

Recommended Interventions:





- Provide family education and follow-up testing.
- Assure coordination of care (case management) either through the MO HealthNet Managed Care health plan, provider or local public health agency. The provider assures medical management.
- Contact local public health agency to provide environmental investigation and to assure lead-hazard control.
- \*Retest every 1-2 months until the blood lead level remains less than 15  $\mu\text{g}/\text{dL}$  for at least 6 months, lead hazards have been removed, and there are no new exposures.
- When these conditions are met, proceed with guidelines for blood lead levels 10-19  $\mu\text{g}/\text{dL}$ .

\*Retesting *must* always be completed using venous blood.

#### **9.7.E(4) Blood Lead Level 45-69 $\mu\text{g}/\text{dL}$**

These children require urgent medical evaluation.

If the blood lead results are in the 45-69  $\mu\text{g}/\text{dL}$  range, a confirmatory venous blood lead level *must* be obtained within 48 hours.

Children with symptomatic lead poisoning (with or without encephalopathy) *must* be referred to a setting that encompasses the management of acute medical emergencies.

Recommended Interventions:

- Provide family education and follow-up testing.
- Assure coordination of care (case management) either through the MO HealthNet Managed Care health plan, provider or local public health agency. The provider assures medical management.
- Contact local public health agency to provide environmental investigation and to assure lead-hazard control.
- Within 48 hours begin coordination of care (case management), medical management, environmental investigation, and lead hazard control.
- A child with a confirmed blood lead level greater than 44  $\mu\text{g}/\text{dL}$  should be treated promptly with appropriate chelating agents and *not* returned to an environment where lead hazard exposure may continue until it is controlled.
- \*Retest every 1-2 months until the blood lead level remains less than 15  $\mu\text{g}/\text{dL}$  for at least 6 months, lead hazards have been removed, and there are no new exposures.



- When these conditions are met, proceed with guidelines for blood lead levels 10-19  $\mu\text{g}/\text{dL}$ .

\* Retesting *must* always be completed using venous blood.

#### **9.7.E(5) Blood Lead Level 70 $\mu\text{g}/\text{dL}$ or Greater**

Children with blood lead levels in this range constitute a medical emergency.

If the blood lead results are in the 70  $\mu\text{g}/\text{dL}$  range, a confirmatory venous blood lead level *must* be obtained immediately.

Recommended Interventions:

- Hospitalize child and begin medical treatment immediately.
- Begin coordination of care (case management), medical management, environmental investigation, and lead hazard control immediately.
- Blood lead levels greater than 69  $\mu\text{g}/\text{dL}$  *must* have an urgent repeat venous test, but chelation therapy should begin immediately (*not* delayed until test results are available.)
- \*Retest every 1-2 months until the blood lead level remains less than 15  $\mu\text{g}/\text{dL}$  for at least 6 months, the lead hazards have been removed, and there are no new exposures.
- When these conditions are met, proceed with guidelines for blood lead levels 10-19  $\mu\text{g}/\text{dL}$ .

\* Retesting *must* always be completed using venous blood.

#### **9.7.F COORDINATION WITH OTHER AGENCIES**

Coordination with local health departments, WIC, Head Start, and other private and public resources enables elimination of duplicate testing and ensures comprehensive diagnosis and treatment. Also, local public health agencies' Childhood Lead Poisoning Prevention programs may be available. These agencies may have the authority and ability to investigate a lead-poisoned child's environment and to require remediation. Local public health agencies may have the authority and ability to investigate a lead poisoned child's environment. We encourage providers to note referrals and coordination with other agencies in the patient's medical record.

#### **9.7.G ENVIRONMENTAL LEAD INVESTIGATION**

When two consecutive lab tests performed at least three months apart measure 15  $\mu\text{g}/\text{dL}$  or above, an environmental investigation *must be obtained*. Furthermore, where there is a



reading above 10 µg/dL, the child *must* be re-tested in accordance to the recommended interventions listed in Section 9.8.E.

**9.7.G(1) Environmental Lead Investigation**

Children who have a blood lead level 20 µg/dL or greater or children who have had 2 blood lead levels greater than 15 µg/dL at least 3 months apart should have an environmental investigation performed.

The purpose of the environmental lead investigation is to determine the source(s) of hazardous lead exposure in the residential environment of children with elevated blood lead levels. Environmental lead investigations are to be conducted by licensed lead risk assessors who have been approved by the Missouri Department of Health and Senior Services. Approved licensed lead risk assessors shall comply with the Missouri Department of Health and Senior Services Lead Manual and applicable State laws.

All licensed lead risk assessors *must* be registered with the Missouri Department of Health and Senior Services. Approved lead risk assessors who wish to receive reimbursement for MO HealthNet eligible children *must* also be enrolled as a MO HealthNet provider. Lead risk assessors *must* use their MO HealthNet provider number when submitting claims for completing an environmental lead investigation.

The following procedure codes have been established for billing environmental lead investigations:

- T1029UATG Initial Environmental Lead Investigation
- T1029UA First Environmental Lead Reinvestigation
- T1029UATF Second Environmental Lead Reinvestigation
- T1029UATS Subsequent Environmental Lead Reinvestigation  
Certificate of Medical Necessity *must* be attached to claim for this procedure

Federal Medicaid regulations prohibit Medicaid coverage of environmental lead investigations of locations other than the principle residence. The Missouri Department of Health and Senior Services recommend that all sites where the child may be exposed be assessed, e.g., day care, grandparents' home, etc.

Federal Health Care Financing policy prohibits Medicaid paying for laboratory testing of paint, soil and water samples.



Contact the local health department to arrange for environmental lead investigation services.

**9.7.H ABATEMENT**

Medicaid *cannot* pay for abatement of lead hazards. Lead risk assessors may be able to provide information and advice on proper abatement and remediation techniques.

**9.7.I LEAD CASE MANAGEMENT**

Children with 1 blood lead level of 20 µg/dL or greater, or who have had 2 venous tests at least 3 months apart with elevations of 15 µg/dL or greater *must* be referred for case management services through the HCY Program. In order to be reimbursed for these services the lead case management agency *must* be an enrolled provider with MO HealthNet Division. For additional information on Lead Case Management, go to Section 13.66.D of the Physician's Program Provider Manual.

**9.7.J POISON CONTROL HOTLINE TELEPHONE NUMBER**

The statewide poison control hotline number is (800) 366-8888. This number may also be used to report suspected lead poisoning. The Department of Health and Senior Services, Section for Environmental Health, hotline number is (800) 392-0272.

**9.7.K MO HEALTHNET ENROLLED LABORATORIES THAT PERFORM BLOOD LEAD TESTING**

Children’s Mercy Hospital 2401 Gillham Rd. Kansas City, MO 64108	Kneibert Clinic, LLC PO Box PO Box 220 Poplar Bluff, MO 63902
Hannibal Clinic Lab 711 Grand Avenue Hannibal, MO 63401	LabCorp Holdings-Kansas City 1706 N. Corrington Kansas City, MO 64120
Kansas City Health Department Lab 2400 Troost, LL#100 Kansas City, MO 64108	Physicians Reference Laboratory 7800 W. 110 St. Overland, MO 66210
Missouri State Public Health Laboratory 101 Chestnut St, Jefferson City, MO 65101	Quest Diagnostics 11636 Administration St. Louis, MO 63146
Springfield-Greene County Public Health 227 E. Chestnut Springfield, MO 65802	St. Francis Medical Center 211 St. Francis Drive Cape Girardeau, MO 63703



St. Luke’s Hospital Dept. of Pathology  
 4401 Wornall  
 Kansas City, MO

St. Louis County Environmental Health Lab  
 111 S. Meramec  
 Clayton, MO 63105

University of MO-Columbia Hospital & Clinics  
 One Hospital Drive  
 Columbia, MO 65212

**9.7.L OUT-OF-STATE LABS CURRENTLY REPORTING LEAD TEST RESULTS TO THE MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES**

Arup Laboratories

Esa

500 Chipeta Way

22 Alpha Rd.

Salt Lake City, UT 84108

Chelmsford, MA 01824

Iowa Hygenic Lab

Iowa Methodist Medical Center

Wallace State Office Building

1200 Pleasant St.

Des Moines, IA 50309

Des Moines, IA 50307

Kansas Department of Health

Mayo Medical Laboratories

619 Anne Ave.

2050 Superior Dr. NW

Kansas City, KS 66101

Rochester, MN 55901

Leadcare, Inc.

Physician’s Reference Laboratory

52 Court Ave.

7800 W. 110th St.

Overland Park, KS 66210

Stewart Manor, NY 11530

Quincy Medical Group

Tamarac Medical

1025 Main St.

7800 Broadway Ste. 2C

Quincy, IL 62301

Centennial, Co 80122

Specialty Laboratories

2211 Michigan Ave.

Santa Monica, CA 90404

**9.8 HCY CASE MANAGEMENT**

PROCEDURE CODE	DESCRIPTION	MO HEALTHNET MAXIMUM ALLOWABLE AMOUNT
T1016EP	HCY Case Management	\$12.50

PRODUCTION : 07/01/2017



T1016TSEP

HCY Case Management; Follow-up

\$10.00

For more information regarding HCY Case Management, refer to Section 13 of the Physician's Program Provider Manual.

## 9.9 IMMUNIZATIONS

Immunizations *must* be provided during a full medical HCY screening unless medically contraindicated or refused by the parent or guardian of the patient. When an appropriate immunization is *not* provided, the patient's medical record *must* document why the appropriate immunization was *not* provided. Immunization against polio, measles, mumps, rubella, pertussis, chicken pox, diphtheria, tetanus, haemophilus influenzae type b, and hepatitis B *must* be provided according to the Recommended Childhood Immunization Schedule found on the Department of Health and Senior Services' website at: <http://www.dhss.mo.gov/Immunizations/index.html>.

### 9.9.A VACCINE FOR CHILDREN (VFC)

For information on the Vaccine for Children (VFC) program, reference Section 13 of the Physician's Program Provider Manual.

## 9.10 ASSIGNMENT OF SCREENING TIMES

Participants under 21 years of age become eligible for the initial screening, as well as for the periodic screenings, at the time MO HealthNet eligibility is determined regardless of how old they are. A periodic screen should occur thereafter according to the established periodicity schedule. A notification letter is sent in the month the participant again becomes eligible for an HCY screening. The letter is to notify the participant that a screening is due.

## 9.11 PERIODICITY SCHEDULE FOR HCY (EPSDT) SCREENING SERVICES

The periodicity schedule represents the minimum requirements for frequency of full medical screening services. Its purpose is *not* to limit the availability of needed treatment services between the established intervals of the periodicity schedule.

Children may be screened at any time the physician, nurse practitioner or nurse midwife\* feels it is medically necessary to provide additional screening services. *If it is medically necessary for a full medical screen (see Section 9.6 for procedure list) to occur more frequently than the suggested periodicity schedule, then the screen should be provided. There must, however, be documentation in the patient's medical record that indicates the medical necessity of the additional full medical screening service.*

The HCY Program makes available to MO HealthNet participants under the age of 21 a full HCY screening examination during each of the age categories in the following periodicity schedule:



Newborn (2-3) days	3 Years
By 1 Month	4 Years
2-3 Months	5 Years
4-5 Months	6-7 Years
6-8 Months	8-9 Years
9-11 Months	10-11 Years
12-14 Months	12-13 Years
15-17 Months	14-15 Years
18-23 Months	16-17 Years
24 Months	18-19 Years
	20 Years

\*only infants age 0-2 months; and females age 15-20 years

**9.11.A DENTAL SCREENING SCHEDULE**

- Twice a year from age 6 months to 21 years.

**9.11.B VISION SCREENING SCHEDULE**

- Once a year from age 3 to 21 years.

**9.11.C HEARING SCREENING SCHEDULE**

- Once a year from age 3 to 21 years.

**9.12 REFERRALS RESULTING FROM A FULL, INTERPERIODIC OR PARTIAL SCREENING**

The full HCY screen is to serve as a complete screen and should *not* result in a referral for an additional partial screen for the component that identified a need for further assessment or treatment. A child referred as a result of a full screen should be referred for diagnostic or treatment services and *not* for additional screening except for dental (see Section 9.7.E).

Diagnostic and treatment services beyond the scope of the Medicaid state plan may require a plan of care and prior authorization (see Section 9.13.A). Additional information regarding specialized services can be found in Section 13, Benefits and Limitations.

**9.12.A PRIOR AUTHORIZATION FOR NON-STATE PLAN SERVICES (EXPANDED HCY SERVICES)**

Medically necessary services beyond the scope of the traditional Medicaid Program may be provided when the need for these services is identified by a complete, interperiodic or partial HCY screening. When required, a Prior Authorization Request form *must* be submitted to the MO HealthNet Division. Refer to instructions found in Section 13 of the provider manual for



information on services requiring prior authorization. Complete the Prior Authorization Request form in full, describing in full detail the service being requested and submit in accordance with requirements in Section 13 of the provider manual.

Section 8 of the provider manual indicates exceptions to the prior authorization requirement and gives further details regarding completion of the form. Section 14 may also include specific requirements regarding the prior authorization requirement.

### **9.13 PARTICIPANT NONLIABILITY**

MO HealthNet covered services rendered to an eligible participant are *not* billable to the participant if MO HealthNet would have paid had the provider followed the proper policies and procedures for obtaining payment through the MO HealthNet Program as set forth in 13 CSR 70-4.030.

### **9.14 EXEMPTION FROM COST SHARING AND COPAY REQUIREMENTS**

Providers *must* refer to appropriate program manuals for specific information regarding cost sharing and copay requirements.

### **9.15 STATE-ONLY FUNDED PARTICIPANTS**

Children eligible under a state-only funded category of assistance are eligible for all services including those available through the HCY Program to the same degree any other person under the age of 21 years is eligible for a service. Refer to Section 1 for further information regarding state-only funded participants.

### **9.16 MO HEALTHNET MANAGED CARE**

MO HealthNet Managed Care health plans are responsible for insuring that Early and Periodic, Screening, Diagnosis and Treatment (EPSDT) screens are performed on all MO HealthNet Managed Care eligibles under the age of 21.

The Omnibus Budget Reconciliation Act of 1989 (OBRA-89) mandated that Medicaid provide medically necessary services to children from birth through age 20 years which are necessary to treat or ameliorate defects, physical or mental illness, or conditions identified by an EPSDT screen regardless of whether or not the services are covered under the Medicaid state plan. Services *must* be sufficient in amount, duration and scope to reasonably achieve their purpose and may only be limited by medical necessity. According to the MO HealthNet Managed Care contracts, the MO HealthNet Managed Care health plans are responsible for providing all EPSDT/HCY services for their enrollees.

Missouri is required to provide the Centers for Medicare & Medicaid Services with screening and referral data each federal fiscal year (FFY). This information is reported to CMS on the CMS-416





report. Specific guidelines and requirements are required when completing this report. The health plans are *not* required to produce a CMS-416 report. Plans *must* report encounter data for HCY screens using the appropriate codes in order for the MO HealthNet Division to complete the CMS-416 report.

A full EPSDT/HCY screening *must* include the following components:

- a) A comprehensive unclothed physical examination
- b) A comprehensive health and developmental history including assessment of both physical and mental health development
- c) Health education (including anticipatory guidance)
- d) Appropriate immunizations according to age
- e) Laboratory tests as indicated (appropriate according to age and health history unless medically contraindicated)
- f) Lead screen according to established guidelines
- g) Hearing screen
- h) Vision screen
- i) Dental screen

Partial screens which are segments of the full screen may be provided by appropriate providers. The purpose of this is to increase access to care to all children. Providers of partial screens are required to supply a referral source for the full screen. (For the plan enrollees this should be the primary care physician). A partial screen does *not* replace the need for a full medical screen which includes all of the above components. See Section 9, page 5 through 8 for specific information on partial screens.

Plans *must* use the following procedure codes, along with a primary diagnosis code of Z00.00, Z00.01, Z00.110, Z00.111, Z00.121, or Z00.129 when reporting encounter data to the MO HealthNet Division on Full and Partial EPSDT/HCY Screens:

Full Screen	99381EP through 99385EP and 99391EP through 99395EP
Unclothed Physical and History	99381 through 99385 and 99391 through 99395
Developmental/Mental Health	9942959 9942959UC
Hearing Screen	99429EP 99429EPUC
Vision Screen	9942952 9942952UC
Dental Screen	99429 99429UC



The history and exam of a normal newborn infant and initiation of diagnostic and treatment programs may be reported by the plans with procedure code 99460. Normal newborn care in other than a hospital or birthing room setting may be reported by the plans with procedure code 99461. Both of the above newborn procedure codes are equivalent to a full HCY screening.

Plans are responsible for required immunizations and recommended laboratory tests. Lab services are *not* part of the screen and are reported separately using the appropriate CPT code. Immunizations are recommended in accordance with the Advisory Committee on Immunization Practices (ACIP) guidelines and acceptable medical practice.

If a problem is detected during a screening examination, the child *must* be evaluated as necessary for further diagnosis and treatment services. The MO HealthNet Managed Care health plan is responsible for the treatment services.

### **9.17 ORDERING HEALTHY CHILDREN AND YOUTH SCREENING AND HCY LEAD SCREENING GUIDE**

The Healthy Children and Youth Screening and HCY Lead Screening Guide may be ordered from Wipro Infocrossing Healthcare Services, P.O. Box 5600, Jefferson City, Missouri 65102 by checking the appropriate item on the Forms Request. If a provider needs additional screening forms they can also make copies.

**END OF SECTION**

**[TOP OF SECTION](#)**



## **SECTION 10 - FAMILY PLANNING**

Family planning services are services relating to elective sterilizations and birth control products including drugs, diaphragms, and IUDs.

Section 10, The Family Planning Section, is *not* applicable to the following manuals:

Adult Day Care Waiver

Adult Day Health Care (NOTE: The Adult Day Health Care Program ends June 30, 2013)

Aged and Disabled Waiver

AIDS Waiver

Ambulance

Comprehensive Day Rehabilitation

Dental

Durable Medical Equipment

Environmental Lead Assessment

Hearing Aid

Hospice

Independent Living Waiver

Medically Fragile Adult Waiver

Nursing Home

Optical

Personal Care

Private Duty Nursing

Psychology/Counseling

Rehabilitation Centers

Therapy

**END OF SECTION**

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**SECTION 11 - MO HEALTHNET MANAGED CARE PROGRAM DELIVERY SYSTEM**

MO HealthNet provides health care services to Managed Care eligibles who meet the criteria for enrollment through Managed Care arrangements, as follows:

- Under MO HealthNet's Managed Care Program certain eligible individuals are enrolled with a MO HealthNet Managed Care Health Plan. Managed Care has been implemented statewide, operating in four (4) regions of the state: Eastern (St. Louis area), Central, Southwestern, and Western (Kansas City area) regions.

**11.1 MO HEALTHNET'S MANAGED CARE PROGRAM**

Managed Care eligibles who meet specific eligibility criteria receive services through a Managed Care Health Plan. The Managed Care Program replaces the process of direct reimbursement to individual providers by the MO HealthNet Division (MHD). Participants enroll in a Managed Care Health Plan that contracts with the state to provide a specific scope of benefits. Individuals who are included in the Managed Care Program have the opportunity to choose their own Managed Care Health Plan and primary care provider. A listing of the health plans providing services statewide for the Managed Care Program can be found on the MHD website at: <http://dss.mo.gov/mhd/participants/mc/managed-care-health-plan-options.htm>.

**11.1.A EASTERN MISSOURI PARTICIPATING MO HEALTHNET MANAGED CARE HEALTH PLANS**

The Eastern Missouri Managed Care Program (St. Louis area) began providing services to members on September 1, 1995. It includes the following counties: Franklin (036), Jefferson (050), St. Charles (092), St. Louis County (096) and St. Louis City (115). On December 1, 2000, five new counties were added to this region: Lincoln (057), St. Genevieve (095), St. Francois (094), Warren (109) and Washington (110). On January 1, 2008, the following three new counties were added to the Eastern region: Madison (062), Perry (079) and Pike (082).

**11.1.B CENTRAL MISSOURI PARTICIPATING MO HEALTHNET MANAGED CARE HEALTH PLANS**

The central Missouri Managed Care region began providing services to members on March 1, 1996. It includes the following counties: Audrain (004), Boone (010), Callaway (014), Camden (015), Chariton (021), Cole (026), Cooper (027), Gasconade (037), Howard (045), Miller (066), Moniteau (068), Monroe (069), Montgomery (070), Morgan (071), Osage (076), Pettis (080), Randolph (088) and Saline (097). On January 1, 2008, ten new counties were added to this region: Benton (008), Laclede (053), Linn (058), Macon (061), Maries (063), Marion (064), Phelps (081), Pulaski (085), Ralls (087) and Shelby (102). On May 1, 2017, forty new counties were added to this region: Adair (001), Andrew (002), Atchison (003), Bollinger (009), Buchanan (011), Butler (012), Caldwell (013), Cape Girardeau (016), Carroll (017), Carter (018), Clark (023), Clinton (025), Crawford (028), Davies (031), DeKalb (032), Dent (033), Dunklin (035), Gentry (038), Grundy (040), Harrison (041), Holt (044), Iron (047), Knox (052),



Lewis (056), Livingston (059), Mercer (065), Mississippi (067), New Madrid (072), Nodaway (074), Pemiscot (078), Putnam (86), Reynolds (090), Ripley (091), Schuyler (098), Scotland (099), Scott (100), Stoddard (103), Sullivan (105), Wayne (111), and Worth (113).

**11.1.D SOUTHWESTERN MISSOURI PARTICIPATING MO HEALTHNET MANAGED CARE HEALTH PLANS**

The Southwestern Missouri Managed Care Program began providing services to members on May 1, 2017. The southwestern Managed Care region includes the following counties: Barry (005), Barton (006), Christian (02), Dade (029), Dallas (030), Douglas (034), Greene (039), Hickory (043), Howell (046), Jasper (019), Lawrence (055), McDonald (060), Newton (073), Oregon (075), Ozark (077), Shannon (101), Stone (104), Taney (106), Texas (107), Webster (112), and Wright (114).

**11.1.E WESTERN MISSOURI PARTICIPATING MO HEALTHNET MANAGED CARE HEALTH PLANS**

The Western Missouri Managed Care Program (Kansas City area) began providing services to members on November 1, 1996. The western Managed Care region includes the following counties: Cass (019), Clay (024), Jackson (048), Johnson (051), Lafayette (054), Platte (083) and Ray (089). St. Clair (093) and Henry (042) counties were incorporated into the Western region effective 2/1/99. On January 1, 2008 four new counties were added to this region: Bates (007), Cedar (020), Polk (084) and Vernon (108).

**11.2 MO HEALTHNET MANAGED CARE HEALTH PLAN ENROLLMENT**

The state has contracted with an independent enrollment agent to assist current and future MO HealthNet Managed Care participants to make an informed decision in the choice of a MO HealthNet Managed Care Health Plan that meets their needs.

The Managed Care enrollment agent sends mailers/letters, etc., provides MO HealthNet Managed Care Health Plan option information, and has a hot line number available to participants in order to make the selection process easy and informative.

Pregnant women who are identified as eligible for inclusion in the MO HealthNet Managed Care Program have 7 days to select a Managed Care health plan or have a Managed Care health plan assigned for them. After they have selected the Managed Care health plan, they are not enrolled with a MO HealthNet Managed Care health plan until 7 days after they actually select or are assigned to a Managed Care health plan. All other participants who are identified as eligible for inclusion in the MO HealthNet Managed Care Program have 15 days to select a Managed Care health plan or have a Managed Care health plan assigned for them. After they have selected the Managed Care health plan, participants are *not* enrolled with a MO HealthNet Managed Care health plan until 15 days after they actually select or are assigned to a Managed Care health plan. When the selection or assignment is in effect, the name of the MO HealthNet Managed Care health plan appears on the Interactive Voice Response system/eMOMED information. If a MO HealthNet Managed Care health plan name does *not* appear for a particular date of service, the participant is in a Fee-For-Service eligibility status. The participant is in a Fee-For-Service eligibility status for each date of service that a MO HealthNet Managed Care health



plan is *not* listed for the participant.

"OPT OUT" POPULATIONS: The Department of Social Services allows participants the option of choosing to receive services on a Fee-For-Service basis or through the MO HealthNet Managed Care Program. Participants are eligible to opt out if they are in the following classifications:

- Eligible for Supplemental Security Income (SSI) under Title XVI of the Act;
- Described in Section 501(a)(1)(D) of the Act (children with special health care needs);
- Described in Section 1902 (3) of the Act (18 or younger and qualifies as a disabled individual under section 1614(a));
- Receiving foster care or adoption assistance under part E of Title IV of the Act;
- In foster care or otherwise in out-of-home placement; or
- Meet the SSI disability definition by the Department of Social Services.

Fee-For-Service Members or their parent/guardian should call Participant Services at 1-800-392-2161. Participant Services will provide a form to request "Opt Out". Once all information is received, a determination is made.

### **11.3 MO HEALTHNET MANAGED CARE HEALTH PLAN INCLUDED INDIVIDUALS**

Refer to Section 1.5.C, MO HealthNet Managed Care Participants, and 1.1.A, Description of Eligibility Categories, for more information on Managed Care Health Plan members.

Managed Care Health Plan members fall into four groups:

- Individuals with the following ME Codes fall into Group 1: 05, 06, 10, 19, 21, 24, 26, 40, 60, and 62.
- Individuals with the following ME Codes fall into Group 2: 18, 43, 44, 45, 61, 95, 96, and 98.
- Individuals with the following ME Codes fall into Group 4: 07, 08, 29, 30, 36, 37, 38, 50, 52, 56, 57, 64, 66, 68, 69 and 70.
- Individuals with the following ME Codes fall into Group 5: 71, 72, 73, 74, 75 and 97.

### **11.4 MO HEALTHNET MANAGED CARE HEALTH PLAN EXCLUDED INDIVIDUALS**

The following categories of assistance/individuals are *not* included in the MO HealthNet Managed Care Program.

- Permanently and Totally Disabled and Aged individuals eligible under ME Codes 04 (Permanently and Totally Disabled), 13 (MO HealthNet-PTD), 16 (Nursing Care-PTD), 11 (MO HealthNet Spend down and Non-Spend down), 14 (Nursing Care-OAA), and 01 (Old Age Assistance-OAA);



- Individuals eligible under ME Codes 23 and 41 (MA ICF-MR Poverty) residing in a State Mental Institution or an Intermediate Care Facility for the Intellectually Disabled (ICF/ID);
- Individuals eligible under ME Codes 28, 49, and 67 (Children placed in foster homes or residential care by the Department of Mental Health);
- Pregnant women eligible under ME Code 58, 59, and 94, the Presumptive Eligibility Program for ambulatory prenatal care only;
- Individuals eligible under ME Codes 2, 3, 12, and 15 (Aid to the Blind and Blind Pension);
- AIDS Waiver participants (individuals twenty-one (21) years of age and over);
- Any individual eligible and receiving either or both Medicare Part A and Part B or Part C benefits;
- Individuals eligible under ME Codes 33 and 34 (MO Children with Developmental Disabilities Waiver);
- Individuals eligible under ME Code 55 (Qualified Medicare Beneficiary – QMB);
- Children eligible under ME Code 65, placed in residential care by their parents, if eligible for MO HealthNet on the date of placement;
- Uninsured women losing their MO HealthNet eligibility 60 days after the birth of their child would be eligible under ME Code 80 for women’s health services for one year plus 60 days, regardless of income level;
- Women eligible for Women's Health Services, 1115 Waiver Demonstration, ME code 89. These are uninsured women who are at least 18 to 55 years of age, with a net family income at or below 185% of the Federal Poverty Level (FPL), and with assets totaling less than \$250,000. These women are eligible for women's health services as long as they continue to meet eligibility requirements;
- Individuals with ME code 81 (Temporary Assignment Category);
- Individuals eligible under ME code 82 (MoRx);
- Women eligible under ME codes 83 and 84 (Breast and Cervical Cancer Treatment);



- Individuals eligible under ME code 87 (Presumptive Eligibility for Children); and
- Individuals eligible under ME code 88 (Voluntary Placement).

### **11.5 MO HEALTHNET MANAGED CARE MEMBER BENEFITS**

The MO HealthNet Managed Care Health Plans are required to provide health benefits to MO HealthNet Managed Care members for each date they are enrolled in the MO HealthNet Managed Care health plan. Managed Care members select a primary care provider (PCP) to provide routine care.

MO HealthNet enrolled providers (also called MO HealthNet Managed Care approved providers) who provide services to a Managed Care member do *not* receive direct reimbursement from the state for Managed Care health plan benefits furnished while the participant is enrolled in a MO HealthNet Managed Care health plan. MO HealthNet enrolled providers who wish to provide services for MO HealthNet Managed Care members *must* contact the Managed Care health plans for participation agreements/contracts or prior authorization.

The MO HealthNet Managed Care member *must* be told in advance of furnishing the service by the non- Managed Care health plan provider that they are able to receive the service from the MO HealthNet Managed Care health plan at no charge. The participant *must* sign a statement that they have been informed that the service is available through the Managed Care health plan but is being provided by the non- MO HealthNet Managed Care health plan provider and they are willing to pay for the service as a private pay patient.

MO HealthNet Managed Care health plan members receive the same standard benefit package regardless of the MO HealthNet Managed Care health plan they select. Managed Care health plans *must* provide services according to guidelines specified in contracts. Managed Care members are eligible for the same range of medical services as under the Fee-For-Service program. The Managed Care health plans may provide services directly, through subcontracts, or by referring the Managed Care member to a specialist. Services are provided according to the medical needs of the individual and within the scope of the Managed Care health plan's administration of health care benefits.

Some services continue to be provided outside the MO HealthNet Managed Care health plan with direct provider reimbursement by the MO HealthNet Division. Refer to Section 11.7.

### **11.6 STANDARD BENEFITS UNDER THE MO HEALTHNET MANAGED CARE PROGRAM**

The following is a listing of the standard benefits under the comprehensive Managed Care Program. Benefits listed are limited to members who are eligible for the service.

- Inpatient hospital services
- Outpatient hospital services
- Emergency medical, behavioral health, and post-stabilization care services
- Ambulatory surgical center, birthing center





- Asthma education and in-home environmental assessments
- Physician services (including advanced practice nurse and certified nurse midwife)
- Family planning (requires freedom of choice and may be accessed out of the Managed Care Health Plan)
- Laboratory, radiology and other diagnostic services
- Maternity services (A shorter length of hospital stay for services related to maternity and newborn care may be authorized if a shorter inpatient hospital stay meets with the approval of the attending physician after consulting with the mother and is in keeping with federal and state law. Home visits are required following early discharge. Reference Section 13.20 of the Home Health Manual for more information)
- Prenatal case management
- Home health services
- Emergency (ground or air) transportation
- Nonemergency medical transportation (NEMT), except for CHIP children in ME Codes 73-75, and 97
- Services of other providers when referred by the Managed Care member's primary care provider
- Hospice services: Hospice services for children (ages 0-20) may be concurrent with the care related to curative treatment of the condition for which a diagnosis of a terminal illness has been made.
- Durable medical equipment (including but *not* limited to orthotic and prosthetic devices, respiratory equipment and oxygen, enteral and parenteral nutrition, wheelchairs, walkers, diabetic supplies and equipment) and medically necessary equipment and supplies used in connection with physical, occupational, and speech therapies for all members with an Individualized Educational Program (IEP) or Individualized Family Service Plan (IFSP)
- Limited Podiatry services
- Dental services related to trauma to the mouth, jaw, teeth, or other contiguous sites as a result of injury; treatment of a disease/medical condition without which the health of the individual would be adversely affected; preventive services; restorative services; periodontal treatment; oral surgery; extractions; radiographs; pain evaluation and relief; infection control; and general anesthesia. Personal care/advanced personal care
- Optical services include one comprehensive or limited eye examination every two years for refractive error, services related to trauma or treatment of disease/medical condition (including eye prosthetics), one pair of eyeglasses every two years (during any 24 month period of time), and replacement lens(es) when there is a .50 or greater change.
- Services provided by local public health agencies (may be provided by the MO HealthNet Managed Care Health Plan or through the local public health agency and paid by the MO HealthNet Managed Care Health Plan)
  - Screening, diagnosis and treatment of sexually transmitted diseases



- HIV screening and diagnostic services
- Screening, diagnosis and treatment of tuberculosis
- Childhood immunizations
- Childhood lead poisoning prevention services, including screening, diagnosis and treatment
- Behavioral health services include mental health and substance use disorder services. Medically necessary behavioral health services are covered for children (except Group 4) and adults in all Managed Care regions. Services shall include, but *not* be limited to:
  - Inpatient hospitalization, when provided by an acute care hospital or a private or state psychiatric hospital
  - Outpatient services when provided by a licensed psychiatrist, licensed psychologist, licensed clinical social worker, licensed master social worker, licensed professional counselor, provisionally licensed professional counselor, licensed psychiatric clinical nurse specialist, licensed psychiatric nurse practitioner, or Missouri certified behavioral health programs
    - Crisis intervention/access services
    - Alternative services that are reasonable, cost effective and related to the member's treatment plan
    - Referral for screening to receive case management services.
    - Behavioral health services that are court ordered, 96 hour detentions, and for involuntary commitments.
  - Behavioral health services to transition the Managed Care member who received behavioral health services from an out-of-network provider prior to enrollment with the MO HealthNet Managed Care health plan. The MO HealthNet Managed Care health plan shall authorize out-of-network providers to continue ongoing behavioral health and substance abuse treatment, services, and items for new Managed Care members until such time as the new Managed Care member has been transferred appropriately to the care of an in-network provider.
- Early, periodic, screening, diagnosis and treatment (EPSDT) services also known as healthy children and youth (HCY) services for individuals under the age of 21. Independent foster care adolescents with a Medical Eligibility code of 38 and who are ages twenty-one (21) through twenty-five (25) will receive a comprehensive benefit package for children in State care and custody; however, EPSDT screenings will no longer be covered. Services include but are *not* limited to:
  - HCY screens including interval history, unclothed physical, anticipatory guidance, lab/immunizations, lead screening (verbal risk assessment and blood lead levels, [mandatory 6-72 months]), developmental screen and vision, hearing, and dental screens



- Orthodontics
- Private duty nursing
- Psychology/counseling services (Group 4 children in care and custody receive psychology/counseling services outside the Managed Care Health Plan). Refer to ME Codes listed for Group 4, Section 1.5.C
- Physical, occupational and speech therapy (IEP and IFSP services may be accessed out of the MO HealthNet Managed Care health plan)
- Expanded services in the Home Health, Optical, Personal Care, Hearing Aid and Durable Medical Equipment Programs
- Transplant-related services. The MO HealthNet Managed Care health plan is financially responsible for any inpatient, outpatient, physician, and related support services including pre-surgery assessment/evaluation prior to the date of the actual transplant surgery. The Managed Care Health Plan is responsible for the pre-transplant and post-transplant follow-up care.

**11.6.A BENEFITS FOR CHILDREN AND WOMEN IN A MOHEALTHNET CATEGORY OF ASSISTANCE FOR PREGNANT WOMEN**

A child is anyone less than 21 years of age. For some members the age limit may be less than 19 years of age. Some services need prior approval before they are provided. Women must be in a MO HealthNet category of assistance for pregnant women with ME codes 18, 43, 44, 45, 61 and targeted low-income pregnant women and unborn children who are eligible under Show-Me Healthy Babies with ME codes 95, 96, and 98

to receive these extra benefits.

- Comprehensive day rehabilitation, services to help with recovery from a serious head injury;
- Dental services – All preventive, diagnostic, and treatment services as outlined in the MO HealthNet State Plan;
- Diabetes self-management training for persons with gestational, Type I or Type II, diabetes;
- Hearing aids and related services;
- Optical services to include one (1) comprehensive or one (1) limited eye examination per year for refractive error, one (1) pair of eyeglasses every two years, replacement lens(es) when there is a .50 or greater change, and, for children under age 21, replacement framesand/or lenses when lost, broken or medically necessary, and HCY/EPSTD optical screen and services;
- Podiatry services;
- Services that are included in the comprehensive benefit package, medically necessary, and not identified in the IFSP or IEP.
- Therapy services (physical, occupational, and speech) that are not identified in an IEP or IFSP. This includes maintenance, developmental, and all other therapies.



## 11.7 SERVICES PROVIDED OUTSIDE THE MO HEALTHNET MANAGED CARE PROGRAM

The following services are available to MO HealthNet Managed Care members outside the MO HealthNet Managed Care Program and are reimbursed to MO HealthNet approved providers on a Fee-For-Service basis by the MO HealthNet Division:

- Abortion services (subject to MO HealthNet Program benefits and limitations)
- Adult Day Care Waiver
  - Home and Community based waiver services for Adult Day Care Services include but are not limited to assistance with activities of daily living, planned group activities, food services, client observation, skilled nursing services as specified in the plan of care, and transportation.
  - The health plan shall be responsible for MO HealthNet Managed Care comprehensive benefit package services for ADC waiver clients enrolled in MO HealthNet Managed Care, unless specifically excluded. The health plan shall be responsible for care coordination of services included in the comprehensive benefit package and the ADC waiver. Information regarding the ADC waiver services may be located on the DHSS website at: <http://health.mo.gov/seniors/hcbs/adhccproposalpackets.php>
- Physical, occupational and speech therapy services for children included in:
  - The Individual Education Plan (IEP); or
  - The Individual Family Service Plan (IFSP)
- Parents as Teachers
- Environmental lead assessments for children with elevated blood lead levels
- Community Psychiatric Rehabilitation program services
- Tobacco cessation pharmacologic and behavioral intervention services
- Applied Behavior Analysis services for children with Autism Spectrum Disorder
- Comprehensive substance treatment and rehabilitation (CSTAR) services
  - Laboratory tests performed by the Department of Health and Senior Services as required by law (e.g., metabolic testing for newborns)
  - Newborn Screening Collection Kits
  - Special Supplemental Nutrition for Women, Infants and Children (WIC) Program
  - SAFE and CARE exams and related diagnostic studies furnished by a SAFE-CARE trained MO HealthNet approved provider
- Developmental Disabilities (DD) Waiver Services for DD waiver participants included in all Managed Care regions
- Transplant Services: The health plan shall coordinate services for a member requiring a



transplant.

- Solid organ and bone marrow/stem cell transplant services will be paid for all populations on a Fee-For-Service basis outside of the comprehensive benefit package.
  - Transplant services covered by Fee-For-Service are defined as the hospitalization from the date of transplant procedure until the date of discharge, including solid organ or bone marrow/stem cell procurement charges, and related physician services associated with both procurement and the transplant procedure.
  - The health plan shall not be responsible for the covered transplant but shall coordinate the pre- and post-transplant services.
- Behavioral health services for MO HealthNet Managed Care children (Group 4) in state care and custody
    - Inpatient services—patients with a dual diagnosis admission (physical and behavioral) have their hospital days covered by the MO HealthNet Managed Care Health Plan.
    - Outpatient behavioral health visits are *not* the responsibility of the MO HealthNet Managed Care Health Plan for Group 4 members when provided by a:
      - Comprehensive substance treatment and rehabilitation (CSTAR) provider;
  - Licensed psychiatrist;
    - Licensed psychologist, provisionally licensed psychologist, licensed clinical social worker, licensed master social worker, licensed professional counselor or provisionally licensed professional counselor ;
  - Psychiatric Clinical Nurse Specialist, Psychiatric Mental Health Nurse Practitioner state certified behavioral health or substance abuse program;
  - Missouri certified substance abuse counselor; or
  - A qualified behavioral health professional in the following settings:
    - Federally qualified health center (FQHC); and
    - Rural health clinic (RHC).
  - Pharmacy services.
  - Home birth services.
  - Targeted Case Management for Behavioral Health Services.

## 11.8 QUALITY OF CARE

The state has developed quality improvement measures for the MO HealthNet Managed Care Health Plan and will monitor their performance.

## 11.9 IDENTIFICATION OF MO HEALTHNET MANAGED CARE PARTICIPANTS

Participants who are included in the MO HealthNet Managed Care Program are identified on



eMOMED or the IVR system when verifying eligibility. The response received identifies the name and telephone number of the participant's selected MO HealthNet Managed Care health plan. For MO HealthNet Managed Care members, the response also includes the identity of the MO HealthNet Managed Care member's primary care provider (PCP). For providers who need to contact the PCP, they may contact the Managed Care health plan to confirm the PCP on the state's system has not recently changed. Participants who are eligible for the MO HealthNet Managed Care Program and enrolled with a MO HealthNet Managed Care health plan *must* have their basic benefit services provided by or prior authorized by the MO HealthNet Managed Care health plan. Refer to Section 1 for additional information on identification of participants in MO HealthNet Managed Care Programs.

MO HealthNet Managed Care health plans may also issue their own individual Managed Care health plan ID cards. The individual *must* be eligible for the Managed Care Program and enrolled with the MO HealthNet Managed Care health plan on the date of service for the MO HealthNet Managed Care health plan to be responsible for services. Providers *must* verify the eligibility status and Managed Care health plan enrollment status on all MO HealthNet Managed Care participants before providing service.

### **11.9.A NON-BILLING MO HEALTHNET PROVIDER**

MO HealthNet Managed Care health plan providers who have a valid agreement with one or more Managed Care health plans but who are *not* enrolled as a participating MO HealthNet provider may access eMOMED or the Interactive Voice Response (IVR) only if they enroll with MO HealthNet as a "Non-Billing MO HealthNet Provider." Providers are issued an atypical provider identifier that permits access to eMOMED or the IVR; however, it is *not* valid for billing MO HealthNet on a Fee-For-Service basis. Information regarding enrollment as a "Non-Billing MO HealthNet Provider" can be obtained by contacting the Provider Enrollment Unit at [mmac.providerenrollment@dss.mo.gov](mailto:mmac.providerenrollment@dss.mo.gov).

### **11.10 EMERGENCY SERVICES**

Emergency medical/behavioral health services means covered inpatient and outpatient services that are furnished by a provider that is qualified to furnish these services and are needed to evaluate or stabilize an emergency medical condition.

Emergency medical condition for MO HealthNet Managed Care health plan members means medical or behavioral health condition manifesting itself by acute symptoms of sufficient severity (including severe pain) that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in the following:

1. Placing the physical or behavioral health of the individual (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy; or
2. Serious impairment of bodily functions; or
3. Serious dysfunction of any bodily organ or part; or
4. Serious harm to self or others due to an alcohol or drug abuse emergency; or
5. Injury to self or bodily harm to others; or
6. With respect to a pregnant woman having contractions: (1) that there is inadequate time to effect

a safe transfer to another hospital before delivery or; (2) that transfer may pose a threat to the health or safety of the woman or the unborn.

Post stabilization care services means covered services, related to an emergency medical condition that are provided after a member is stabilized in order to maintain the stabilized conditions or to improve or resolve the member's condition.

### **11.11 PROGRAM OF ALL-INCLUSIVE CARE FOR THE ELDERLY (PACE)**

PACE is a comprehensive service delivery system and finance model for the frail elderly that replicates the original model pioneered at the San Francisco On Lok site in the early 1980s. The fully capitated service delivery system includes: primary care, restorative therapy, transportation, home health care, inpatient acute care, and nursing facility long-term care when home and community-based services are no longer appropriate. Services are provided at the PACE center, the home, in the hospital, or in a nursing facility, depending upon the needs of the individual. The goal is to maximize each participant's potential and continued residence in the home and community by providing preventive primary care and other support. Enrollment in the PACE program is always voluntary. Participants have the option to disenroll and return to the Fee-For-Service system at any time. A fully capitated PACE provider receives a monthly capitation from Medicare and/or MO HealthNet. All medical services that the individual requires while enrolled in the program are the financial responsibility of the fully capitated PACE provider. A successful PACE site serves 150 to 300 enrollees in a limited geographical area. The Balanced Budget Act of 1997 established PACE as a permanent provider under Medicare and allowed states the option to pay for PACE services under MO HealthNet.

#### **11.11.A ELIGIBILITY FOR PACE**

Program of All-Inclusive Care for the Elderly (PACE) is a comprehensive service delivery system and finance model for the frail elderly. The PACE Organization provides a full range of preventive, primary, acute, and long-term care services 24 hours per day, 7 days per week to PACE participants. Services are provided at the PACE center, the home, in the hospital, or in a nursing facility, depending upon the needs of the participant. All medical services that the participant requires, while enrolled in the program, are the financial responsibility of the PACE provider. Enrollment in a PACE program is always voluntary. Participants have the option to disenroll and return to the Fee-For-Service system at any time.

The Department of Health and Senior Services (DHSS), Division of Senior and Disability Services (DSDS), is the entry point for referrals to the PACE provider and assessments for PACE program eligibility. Referrals for the program may be made to DSDS by completing the PACE Referral/Assessment form and faxing to the DSDS Call Center at 314/877-2292 or by calling toll free at 866/835-3505. The PACE Referral/Assessment form can be located at <http://health.mo.gov/seniors/hcbs/hcbsmanual/index.php>.

The target population for this program includes individuals age 55 and older, identified by DHSS through a health status assessment with a score of at least 21 points on the nursing home level of care assessment; and who reside in the service area.



### **11.11.B INDIVIDUALS NOT ELIGIBLE FOR PACE**

Individuals *not* eligible for PACE enrollment include:

- Persons who are under age 55;
- Persons residing in a State Mental Institution or Intermediate Care Facility for the Intellectually Disabled (ICF/ID);
- Persons enrolled in the Managed Care Program; and
- Persons currently enrolled with a MO HealthNet hospice provider.

### **11.11.C LOCK-IN IDENTIFICATION OF PACE INDIVIDUALS**

When a DHSS-assessed individual meets the program criteria and chooses to enroll in the PACE program, the PACE provider has the individual sign an enrollment agreement and the DHSS locks the individual into the PACE provider for covered PACE services. All services are provided solely through the PACE provider. Lock-in information is available to providers through eMOMED and the IVR at (573) 751-2896. Enrollment in a PACE program is always voluntary and participants have the option to disenroll and return to the Fee-For-Service system at any time.

### **11.11.D PACE COVERED SERVICES**

Once the individual is locked into the PACE provider, the PACE provider is responsible for providing the following covered PACE services:

- Physician, clinic, advanced practice nurse, and specialist (ophthalmology, podiatry, audiology, internist, surgeon, neurology, etc.);
- Nursing facility services;
- Physical, occupational, and speech therapies (group or individual);
- Non-emergency medical transportation (including door-to-door services and the ability to provide for a companion to travel with the client when medically necessary);
- Emergency transportation;
- Adult day health care services;
- Optometry and ophthalmology services including eye exams, eyeglasses, prosthetic eyes, and other eye appliances;
- Audiology services including hearing aids and hearing aid services;
- Dental services including dentures;
- Mental health and substance abuse services including community psychiatric rehabilitation services;





- Oxygen, prosthetic and orthotic supplies, durable medical equipment and medical appliances;
- Health promotion and disease prevention services/primary medical care;
- In-home supportive care such as homemaker/chore, personal care and in-home nutrition;
- Pharmaceutical services, prescribed drugs, and over the counter medications;
- Medical and surgical specialty and consultation services;
- Home health services;
- Inpatient and outpatient hospital services;
- Services for chronic renal dialysis chronic maintenance dialysis treatment, and dialysis supplies;
- Emergency room care and treatment room services;
- Laboratory, radiology, and radioisotope services, lab tests performed by DHSS and required by law;
- Interdisciplinary assessment and treatment planning;
- Nutritional counseling;
- Recreational therapy;
- Meals;
- Case management, care coordination;
- Rehabilitation services;
- Hospice services;
- Ambulatory surgical center services; and
- Other services determined necessary by the interdisciplinary team to improve and maintain the participants overall health status.

No Fee-For-Service claims are reimbursed by MO HealthNet for participants enrolled in PACE. Services authorized by MHD prior to the effective enrollment date with the PACE provider are the responsibility of MHD. All other prior authorized services *must* be arranged for or provided by the PACE provider and are *not* reimbursed through Fee-For-Service.

**END OF SECTION**

[TOP OF SECTION](#)



## **SECTION 12 -REIMBURSEMENT METHODOLOGY**

### **12.1 THE BASIS FOR ESTABLISHING A RATE OF PAYMENT**

The MO HealthNet Division (MHD) is charged with establishing and administering the rate of payment for those medical services covered by the Missouri Title XIX Program. The Division establishes a rate of payment that meets the following goals:

- Ensures access to quality medical care for all participants by encouraging a sufficient number of providers;
- Allows for no adverse impact on private-pay patients;
- Assures a reasonable rate to protect the interests of the taxpayers; and
- Provides incentives that encourage efficiency on the part of medical providers.

Funds used to reimburse providers for services rendered to eligible participants are received in part from federal funds and supplemented by state funds to cover the costs. The amount of funding by the federal government is based on a percentage of the allowable expenditures. The percentage varies from program to program and in some cases different percentages for some services within the same program may apply. Funding from the federal government may be as little as 60% or as much as 90%; depending on the service and/or program. The balance of the allowable, (10-40%) is paid from state General Revenue appropriated funds.

Under a fee system, each procedure, service, medical supply and equipment covered under a specific program has a maximum allowable fee established. MHD determines a maximum allowable fee for the services based upon the following information and current appropriated funds:

- Recommendations from the State Medical Consultant and/or the Provider Subcommittee of the Medical Advisory Committee;
- Medicare's allowable reasonable and customary charge payment or cost-related payment, if applicable;
- Charge information obtained from providers in different areas of the state. Charges refer to the usual and customary fees for various services that are charged to the general public. Implicit in the use of charges as the basis for fees is the objective that charges for services be related to the cost of providing the services.

MHD then determines a maximum allowable fee for the service based upon all applicable and current appropriated funds.

Total expenditures for MO HealthNet *must* be within the appropriation limits established by the General Assembly. If the expenditures do *not* stay within the appropriation limits set by the General Assembly and funds are insufficient to pay the full amount, then the payment for services may be reduced pro rata in proportion to the deficiency.

### **12.2 MEDICALLY FRAGILE ADULT WAIVER SERVICES**

Reimbursement for Medically Fragile Adult Waiver services is made on a fee-for-service basis. The maximum allowable fee for a unit of service has been determined by the MO HealthNet Division to be a



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reasonable fee, consistent with efficiency, economy, and quality of care. Payment for covered services is the lower of the provider's actual billed charge (should be the provider's usual and customary charge to the general public for the service), or the maximum allowable per unit of service.

### **12.3 ON-LINE FEE SCHEDULE**

MO HealthNet fee schedules through MHD are available at <http://dss.mo.gov/mhd/providers/index.htm>. The on-line fee schedule identifies covered and non-covered procedure codes, restrictions, allowed units and the MO HealthNet allowable fee per unit. The on-line fee schedule is updated quarterly and is intended as a reference *not* a guarantee for payment.

The on-line fee schedule allows for the downloading of individual files or the search for a specific fee schedule. Some procedure codes may be billed by multiple provider types. Categories within the fee schedule are set up by the service rendered and are *not* necessarily provider specific.

Refer to Section 13 of this manual for program specific benefits and limitations.

### **12.4 MEDICARE/MO HEALTHNET REIMBURSEMENT (CROSSOVER CLAIMS)**

For MO HealthNet participants who are also Medicare beneficiaries and receive services covered by the Medicare Program, MO HealthNet pays the deductible and coinsurance amounts otherwise charged to the participant by the provider. See Section 16 of this manual for a detailed explanation of these claims.

### **12.5 PARTICIPANT COST SHARING AND COPAY**

Certain MO HealthNet services are subject to participant cost sharing or copay. The cost sharing amount is paid by the participant at the time services are rendered. Services of the Medically Fragile Adult Waiver described in this manual are *not* subject to a cost sharing or copay amount.

### **12.6 A MANAGED HEALTH CARE DELIVERY SYSTEM METHOD OF REIMBURSEMENT**

One method through which MO HealthNet provides services is a Managed Health Care Delivery System. A basic package of services is offered to the participant by the health plan; however, some services are *not* included and are covered by MO HealthNet on a fee-for-service basis.

Medically Fragile Adult Waiver services are not included as a plan benefit in the MO HealthNet's Managed Care program.

END OF SECTION



## **SECTION 13—BENEFITS AND LIMITATIONS**

### **13.1 GENERAL INFORMATION**

The Medically Fragile Adult Waiver (MFAW) is designed to provide home and community based services to participants with serious and complex medical needs, who have reached the age of 21, and who are no longer eligible for home care services available under Early Periodic Screening Diagnosis and Treatment (EPSDT), known as Healthy Children and Youth (HCY) Program in Missouri. The MFAW provides a cost-effective alternative to Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF-IID) placement.

The authority for this program is a federally approved waiver under Section 1915(c) of the Social Security Act. Under this section, the Secretary of the Department of Health and Human Services may approve by waiver the inclusion of home and community-based services not otherwise covered by a state's Medicaid plan. The MFAW is administered by the Missouri Department of Social Services, MO HealthNet Division (DSS/MHD) and the Missouri Department of Health and Senior Services, Bureau of Special Health Care Needs (DHSS/BSHCN). The agencies coordinate efforts to maintain the cost effectiveness of the program which is mandated for waiver programs.

The purpose of the Medically Fragile Adult Waiver (MFAW) is to enable participants 21 years of age and older with serious and complex medical needs to remain in the community rather than enter an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF-IID). Some of the services offered under the Medically Fragile Adult Waiver Program are already covered by MO HealthNet, but under the waiver, program limitations are removed or expanded to meet the extensive needs of these participants.

#### **13.1.A WAIVER SERVICES**

Services provided under the Medically Fragile Adult Waiver (MFAW) include private duty nursing, waiver attendant care and specialized medical supplies.

##### **13.1.A(1) PRIVATE DUTY NURSING**

MO HealthNet enrolled Home Health and Private Duty Nursing Program providers who have signed the Addendum to Title XIX Participation Agreement for Home Health, Private Duty Nursing, or Personal Care Provider may provide private duty (LPN/RN) nursing services. Nursing services under the MFAW are defined as individual and continuous care, in contrast to part-time or intermittent care, as covered under the Home Health Program. Nursing services *must* be provided by licensed nurses (LPN/RN) within the scope of state law. The private duty nurse who delivers direct care cannot be a member of the family or a household member. A family member is defined as a parent; sibling; child by blood, adoption or marriage; spouse; grandparent or grandchild. The service must be delivered strictly according to the MO HealthNet Authorization Determination, and the Plan of Care which specifies amount, frequency and duration.



### **13.1.A(1)(a) Private Duty Nursing Plan of Care**

The term “Plan of Care” refers to the medical treatment plan established by the treating physician with the assistance of the home health care nurse or medical home health professional. Providers must use the CMS-485, CMS-486 or CMS-487 forms, or forms developed by the agency that contain all fields and information on the standardized forms for MO HealthNet participants. Plan of Care documents and interim order(s) must be maintained in the patient’s record.

Private duty nursing services *must* be provided under direction of the participant's physician. The provider agency is responsible for obtaining a Plan of Care and the physician's signature. The Plan of Care specifies the type, frequency (number of 15 minute units per day or per week) and duration (how many weeks or months) of services to be provided. The Plan of Care *must* also include the specific skilled nursing procedures to be completed.

The Plan of Care *must* be implemented with the assistance and cooperation of the participant/responsible party(ies) and *must* include ongoing training of the responsible party(ies)/designated individual(s) on how to assist in patient care. In the event that there is no trained caregiver to assist in the participants care and the participant is unable to direct their care, the Elder Abuse/Neglect Hotline must be contacted.

The Plan of Care *must* be reviewed and re-established by the physician at least every 60 days. Any increase in the frequency of services or addition of new services during a certification period *must* be authorized by the physician by way of a verbal or written order prior to the provision of the increased or additional services. If a verbal order is given by the attending physician, the nurse or therapist *must* immediately put the order in writing and date and sign it. It *must* then be countersigned by the physician as soon as possible and maintained in the patient’s record. The Plan of Care *must* address short-term goals as well as the long-term nature of the care required.

The Plan of Care *must* contain all pertinent diagnoses, including participant’s mental status, the types of services, a list of supplies, the frequency of the visits to be made, prognosis, rehabilitation potential, medications and treatments, safety measures to protect against injury, discharge plans, and any additional items the private duty nursing agency or physician choose to include.

The orders on the Plan of Care *must* indicate the type of services to be provided to the participant both with respect to the professional who will provide them and with respect to the nature of the individual services, as well as the frequency and duration of the services.

It is not necessary to attach the CMS-485 or Plan of Care to claims when billing, since the service is prior authorized.

### **13.1.A(1)(b) Private Duty Nursing Place of Service**

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Private duty nursing services may be provided in the home. Home is defined as the home of the participant/responsible party(ies) or other caretaker.

Participants who require and are authorized to receive private duty nursing in the home may utilize their approved services outside the home during the hours when their normal life activities take them outside the home setting with the consent of the responsible party(ies). The nurse may accompany the participants but may *not* drive. It is *not* permissible for private duty nursing to be authorized for activities outside the home unless the participant is actually receiving private duty nursing services at home.

Normal life activities in the local community include those types of activities that do *not* require time away from the home overnight. This would include, but may *not* be limited to: attending medical appointments, going shopping, attending religious services, going to a restaurant, going to family functions, going to a movie or a sporting event. Private duty nursing services provided to a participant to go outside the home for normal life activities *must* be authorized by BSHCN. This authorization can be done one time as it is the responsibility of BSHCN to notify the provider that there is a change to this authorization.

In the event that private duty nursing services are required for overnight travel, BSHCN *must* authorize these services on an individual basis per trip. In the event that private duty nursing services are authorized for travel, the provider *must* ensure that the private duty nursing staff has appropriate licensure for the states in which they will provide the private duty nursing services.

No additional hours of private duty nursing services may be authorized for the exclusive use outside the home. Payment will be for the private duty nursing services only and *not* include travel expenses.

BSHCN determines if services are medically necessary and will be provided in accordance with the above policy. The provider *must* document in the participant's record that services provided outside the home are approved by the BSHCN's service coordinator.

### **13.1.A(1)(c) Two or More Participants in the Same Residence**

When two or more participants residing in the same residence require private duty nursing, and their skilled needs can be met by one nurse, the total units billed must be divided between the participants receiving services and may not exceed the actual amount of time (in 15 minute units) the nurse was in the home. BSHCN staff only authorize the medically necessary units of service required.

### **13.1.A(1)(d) Exclusions**



Private duty nursing services are *not* authorized for a participant receiving inpatient hospital services or residing in a skilled nursing facility, intermediate care facility or any other institutional setting or health care facility.

The private duty nurse who delivers direct care cannot be a member of the family or a household member. A family member is defined as a parent; sibling; child by blood, adoption or marriage; spouse; grandparent or grandchild.

### **13.1.A(1)(e) Physician Certification for Private Duty Nursing**

The private duty nursing agency *must* be acting upon a physician certification which is part of the Plan of Care (CMS-485). The physician *must* certify that:

- the participant requires private duty skilled nursing services which are reasonable and necessary for the treatment of an injury or illness; or
- a Plan of Care had been established while the individual was under the care of a physician; and
- the services were furnished while the individual was under the care of a physician.

The physician certification may cover a period less than but *not* greater than 60 days. The Plan of Care for any certification period *must* be signed and dated by the attending physician before a claim is submitted for payment. The form may be signed by another physician who is authorized by the attending physician to care for the participant in the physician's absence. If the physician omits the date, the provider *must* enter the date the Plan of Care was received back from the physician.

#### **1. Conditions for Reimbursement**

- Services are authorized by the BSHCN prior to delivery, in accordance with a private duty nursing Plan of Care, specifying the amount, duration and scope of services. The prior authorization is the basis for reimbursement.

#### **2. Additional Private Duty Nursing Participation and Notification Requirements**

- Each participating provider *must* have a valid provider agreement in effect with the Missouri Medicaid Audit and Compliance Unit (MMAC) to provide private duty nursing services.
- The provider *must* immediately notify the MMAC Provider Enrollment Section by certified mail of any change in location, telephone number and administrative or corporate status.
- The provider *must* notify MMAC at least 30 days prior to the termination of the provider agreement.



- The provider *must* maintain bonding, personal and property liability, and medical malpractice insurance coverage on all employees involved in delivering nursing service in the home.
- The provider *must* have the capability to provide nursing staff outside of regular business hours, on weekends and holidays. Services *must* be provided in accordance with the Plan of Care and as authorized by the BSHCN. If a provider agency is unable to provide services in accordance with the Plan of Care, the BSHCN's service coordinator *must* be contacted immediately. The BSHCN's service coordinator may approve services to multiple agencies or a different agency to meet the needs of the participant.
- The provider *must* have a policy for responding to emergency situations. Reimbursement is *not* made for services in excess of the prior authorized amount; therefore, any emergency situation resulting in service delivery beyond the limits of the prior authorization *must* be reported in writing to the BSHCN within 72 hours. Additional units of service are approved or denied based on medical necessity.

### 3. Qualification Requirements for Private Duty Nursing Personnel

- For nursing staff, the provider agency *must* show evidence in the personnel record that the employee's licensure status with the Missouri Board of Nursing is current.
- Upon initial employment, the provider *must* document that at least two employment or personal references (*not* including relatives) were contacted prior to the employee delivering direct care services.
- The provider is responsible for ensuring and documenting that the nurse's health permits performance of the required activities and does *not* pose a health hazard. Service delivery shall be prohibited when the employee has a communicable condition. Before contact with participants, all employees who will be delivering services in the home *must* pass a health assessment or physical examination, including tuberculosis (TB) testing, conducted by a physician or a licensed nurse acting within the scope of the Missouri Nurse Practice Act. Self assessment is *not* accepted for LPN and RN staff. Health assessments or physical exams shall be repeated at two year intervals and the results shall be maintained on-site by the provider. Annual TB testing is required, with documentation maintained by the provider.

### 4. Training of Private Duty Nursing Personnel

- All direct care staff (LPNs and RNs) *must* have at least four hours of orientation training prior to service provision. Orientation training should include general information about the MO HealthNet Private Duty Nursing Program, HCY Program, relationship of the provider agency with MHD and the BSHCN, prior authorization process, child abuse/neglect indicators and reporting, participant rights, participant





grievance procedures, internal agency policy and a review of universal precaution procedures as defined by the Centers for Disease Control.

- LPNs *must* demonstrate competency in each task required by the Plan of Care. The competency demonstration *must* be conducted by an RN and *must* be documented in the LPNs personnel file.
- All direct care staff *must* have certification in either cardiopulmonary resuscitation (CPR) or basic certified life-support (BLS).

#### 5. Supervision

- Each agency shall employ an RN, with at least three years' experience, to act as supervisor to all other nursing staff. One year of experience *must* either be in a supervisory position or in the field of pediatric nursing. The RN supervisor is responsible for case conferences with staff nurses and documenting the conferences, assuring the competency of staff, training and orientation, and evaluation of direct care staff.
- All nursing staff providing direct care shall have an annual performance evaluation completed by an RN supervisor, maintained in the personnel record. The evaluation *must* be based on a minimum of two (2) on-site visits with the staff person present.

#### 6. Frequency of Supervisory Visits

- Participants of private duty nursing care shall have a personal visit by a supervisory RN at least once every 60 days if the participant is receiving LPN services. Supervisory visits by an RN are *not* separately reimbursed.
- Supervisory visits, or explanation of why there are no separate supervisory visits for the month (e.g., RN shifts were delivered) are to be documented in the participant record.
- Participants who have received RN shift care through the Private Duty Nursing Program or intermittent visits by an RN under the Home Health Program (if those services were provided by an agency affiliated with the private duty provider) are *not* required to have a separate supervisory visit.

### **13.1.A(2) WAIVER ATTENDANT CARE**

MO HealthNet enrolled Personal Care providers who have signed the Addendum to Title XIX Participation Agreement for Home Health, Private Duty Nursing, or Personal Care Provider may provide waiver personal care (waiver attendant care services). Waiver Attendant Care is above and beyond the limitations for State plan Personal Care. State plan personal care services will be utilized for care required in the home until exhausted. Waiver Attendant Care services may be utilized for care in the home and outside the home in the performance of normal life activities by waiver



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participants when medically necessary. The scope and nature of these services do not differ from State plan personal care services with the exception that Waiver Attendant Care can be provided outside the home. The provider qualifications specified under the State plan apply.

### **13.1.A(3) SPECIALIZED MEDICAL SUPPLIES**

MO HealthNet enrolled Durable Medical Equipment (DME) providers may furnish specialized medical supplies. Items normally covered by the state plan are submitted through the Home Health or DME Programs; Medically necessary items not covered by the state plan should be submitted to the Exceptions Unit. If items are not covered by the Exceptions Unit, then prior authorization of the items should be requested through the MFAW.

## **13.2 PARTICIPANT CONDITIONS OF PARTICIPATION**

In order to participate in the MFAW, the following conditions *must* be present:

- Be MO HealthNet eligible;
- Have a federally matched ME code (see Section 1 for State-only Funded ME Codes);
- Require medical care equivalent to the level of care received in an ICF-IID;
- Cannot receive services through another waiver; AND
- Have previously required private duty nursing services through the Healthy Children and Youth/Early Periodic Screening Diagnosis and Treatment (HCY/EPSDT) program in the state of Missouri or had a documented need for private duty nursing services prior to the age of 21 as provided under the EPSDT program.

### **13.2.A PARTICIPANT'S RIGHTS AND PROCEDURES**

The provider shall have a written statement of the participant's rights which is to be given to each participant/responsible party(ies) at the time service is initiated and which includes, at a minimum, the right to:

- be treated with respect and dignity;
  - have all personal and medical information kept confidential;
  - have direction over the services provided, to the degree possible, within the service plan authorized;
  - know the provider's established grievance procedure, how to make a complaint about the service and receive cooperation to reach a resolution, without fear of retribution;
  - know the procedure to report abuse, neglect, or exploitation;
  - receive service without regard to race, creed, color, age, sex or national origin;
- and



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- receive a copy of the written statement of the participant's rights.

### 13.3 ASSESSMENT

An Assessment for the Medically Fragile Adult Waiver (MFAW) is performed by a nursing service coordinator from the Department of Health and Senior Services, Bureau of Special Health Care Needs (DHSS/BSHCN).

During the assessment process, the Nursing Service Coordinator from the DHSS/BSHCN determines the level of care the participant is currently receiving as well as the medical necessity for continued services. The assessment process includes a discussion of all possible alternatives the participant/responsible party may choose, including Intermediate Care Facility for the Individuals with Intellectual Disabilities (ICF-IID) placement. In order to participate in the MFAW, the participant *must* require the ICF-IID level of care. Once the ICF-IID level of care is established, the Nursing Service Coordinator and the participant/responsible party work together to develop a plan of care.

### 13.4 CASE MANAGEMENT REQUIREMENTS

The Nursing Service Coordinator provides the following case management services for participants enrolled in the Medically Fragile Adult Waiver (MFAW):

- Contacts the participant or provider(s) on a monthly basis;
- Makes home visits on a quarterly basis;
- Completes the following every six months or anytime there is a significant change in the participant's condition:
  - Client Assessment;
  - Level of Care Determination Summary;
  - Plan of Care; **AND**
  - Prior Authorization Request.

### 13.5 PROVIDER CONDITIONS OF PARTICIPATION

In order to provide services under the Medically Fragile Adult Waiver (MFAW), MO HealthNet enrolled Home Health, Private Duty Nursing and Personal Care Program providers are required to complete an addendum and submit it to the Missouri Medicaid Audit and Compliance (MMAC), Provider Enrollment Unit. See the Addendum to Title XIX Participation Agreement for Home Health, Private Duty Nursing, or Personal Care Provider form, which can be downloaded and used for submission. The addendum submitted to the Provider Enrollment Unit *must* have an original signature. Durable Medical Equipment (DME) providers are *not* required to complete the addendum in order to provide specialized medical supplies.

#### 13.5.A PARTICIPATION FOR MFAW PRIVATE DUTY NURSING

To participate in the MO HealthNet MFAW Private Duty Nursing, the private duty nursing provider *must* satisfy one of the following requirements:

- Be a Medicare certified and MO HealthNet Program enrolled home health agency provider; or



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- Be accredited by the Joint Commission or the Community Health Accreditation Program (CHAPS); or
- If one of the above criteria is *not* met, a written proposal *must* be submitted which describes the agency and its service delivery system, assures understanding of and compliance with the standards of the Private Duty Nursing Program; and documents the agency's administrative and fiscal ability to provide the services in accordance with standards as established in 13 CSR 70-95.010, Private Duty Nursing Care.

The validation of the participation agreement is dependent upon the division's acceptance of an application for enrollment. An investigation of the applicant's background is conducted pursuant to 13 CSR 70-3.020(2).

Additional information on provider conditions of participation can be found in Section 2 of the General Manual.

### **13.5.B PERSONNEL RECORD**

The provider *must* maintain an individual record for each employee. A personnel record is a confidential record and shall be protected from damage, theft and/or unauthorized inspection. An individual personnel record shall include, at a minimum, the following:

- Employment application with the employee's signature showing date of birth, education, work experience, and the date employed and terminated by the service provider;
- All documentation of criminal history screenings obtained through the Employee Disqualification List (EDL) and the Family Care Safety Registry (FCSR) *must* be maintained in the personnel record;

### **13.5.C GRIEVANCE PROCEDURE**

The provider shall have a written grievance policy which shall be provided to each participant or parent(s)/responsible party(ies) upon initiation of services. The grievance policy *must* also include the phone number of the BSHCN and the MHD Participant Services Unit (800-392-2161).

### **13.5.D CRIMINAL HISTORY SCREENING**

Waiver providers are required to perform criminal/background investigations on all staff prior to employment. All persons employed shall be registered and screened through the FCSR. DHSS is responsible for maintaining the EDL and the FCSR. No person is allowed to be employed to work in any capacity in any program that left or was discharged from employment with any other employer due to abuse or neglect to patients, residents or clients and the dismissal or departure has not been reversed by any tribunal or agency. Each provider is required to complete an EDL screening and a criminal record review through Missouri State Highway Patrol (MSHP) for all new applicants for employment in positions involving contact with participants. The provider is also required to make periodic checks of the EDL to determine whether any current employee, contractor or volunteer has been recently added to the list. The EDL check is to be completed at least every 90 days (quarterly).



## 13.6 PROVIDER MONITORING LOG

The Medically Fragile Adult Waiver (MFAW) Provider Monitoring Log was designed to identify the number of service units authorized as well as the actual number of units delivered by the provider agency. The MFAW Provider Monitoring Log is located at:

[http://manuals.momed.com/forms/Medically\\_Fragile\\_Adult\\_Waiver\\_\(MFAW\)\\_Provider\\_Monitoring\\_Log.pdf](http://manuals.momed.com/forms/Medically_Fragile_Adult_Waiver_(MFAW)_Provider_Monitoring_Log.pdf)

The provider agency *must* complete and submit the MFAW Provider Monitoring Log within 30 days from the end of the calendar month services were provided. The provider agency must mail or fax a copy of the MFAW Provider Monitoring Log to the appropriate Bureau of Special Health Care Needs (BSHCN) office and maintain the original in the provider file.

## 13.7 HOME AND COMMUNITY-BASED SERVICES (HCBS) SETTINGS REQUIREMENTS

In accordance with 42 CFR 441.301(c)(4), the setting in which HCBS are provided must be integrated in and supports full access of individuals receiving HCBS to the greater community. This includes opportunities to seek employment and work in competitive and integrated settings, engage in community life, control personal resources, choose where they live, and receive services in the community to the same degree as individuals who do not receive Home and Community Based Services.

### Setting Requirements

To comply with 42 CFR 441.301(c)(4), providers who enroll with MO HealthNet on or after March 17, 2014 must be in compliance and maintain continued compliance with the following requirements. Providers enrolled with MO HealthNet prior to March 17, 2014 who do not meet the following requirements must be in compliance with the requirements by March 17, 2022.

- Be integrated in and support full access to the greater community;
- Provide opportunities to seek employment, work in competitive integrated settings, engage in community life, and control personal resources;
- Ensure the individual receives services in the community to the same degree of access as individuals not receiving Medicaid home and community-based services;
- Be selected by the individual from among setting options, including non-disability specific settings and options for a private unit in a residential setting
- Ensure an individual's rights of privacy, dignity, respect, and freedom from coercion and restraint;
- Optimize individual initiative, autonomy and independence in making life choices, including but not limited to, daily activities, physical environment, and with whom to interact; and
- Facilitate individual choice regarding services and supports, and who provides them.

## 13.8 TERMINATION OF WAIVER PARTICIPATION

A participant may be terminated from this waiver under the following conditions:

- The participant elects to exit from the Medically Fragile Adult Waiver (MFAW);
- The participant *cannot* be maintained in the home utilizing MFAW benefits;
- It is determined the participant does *not* require waiver services;



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- The participant's needs are better served through another Home and Community Based Services (HCBS) waiver;
- The participant moves out of the state of Missouri;
- The participant is no longer MO HealthNet eligible; or
- The participant expires.

### 13.9 PRIOR AUTHORIZATIONS

Services for the Medically Fragile Adult Waiver (MFAW) require prior authorization by the Department of Health and Senior Services, Bureau of Special Health Care Needs (DHSS/BSHCN). Procedures for obtaining prior authorization are:

- The participant/responsible party advises DHSS staff of their choice of provider(s) for their services and/or supplies.
- DHSS staff coordinates the number of units of services required and/or the quantity and cost of supplies required per month for up to six months with the participant/responsible party, the agency providing private duty nursing and/or waiver attendant care services, and the provider of supplies.
- Durable Medical Equipment (DME) providers submit to DHSS staff a copy of their invoice(s) to document their costs. DHSS staff uses the invoice to calculate the prior authorized amount for DME supplies based upon cost plus the current percentage of increase allowed for DME providers through the DME Program.
- DHSS staff prepares Prior Authorization Requests (PAs) to be submitted for approval/denial by DHSS Central Office. Procedure codes and types of services are identified on the PAs for the services and supplies.

The PAs for the private duty nursing/waiver attendant care services require approval of number of units for the time frame of the PA. Private duty nursing services and waiver attendant care services must be broken down into separate lines by calendar month. In the description field, DHSS staff describes the delivery of service units per week. The PAs for supplies require approval of the dollar amount for the supplies required for the time frame of the PA. The supplies are broken down into separate lines for each calendar month. In the description field, DHSS staff describes the items and quantities included in the dollar amount requested for each month.

- DHSS Central Office submits approved and denied PAs to the state fiscal agent for entry into the system to allow proper processing of claims. The PA information can be accessed by the Provider Communications Hotline staff, (573) 751-2896, if the provider has questions about the current status of PAs.
- State's fiscal agent mails the MO HealthNet Authorization Determination to the provider as notification of approved and denied PAs with letters sent to participants regarding denials.



## 13.10 PARTICIPANT CASE RECORD

### 13.10.A WAIVER ATTENDANT CARE

The provider shall maintain a participant case record including records of service provision for each participant. The participant record is confidential and shall be protected from damage, theft, and unauthorized inspection. It shall be maintained in a central location, and shall contain at least the following:

- The MO HealthNet authorization determination form which documents authorization for all units of service provided;
- The participant's service log sheets, which *must* contain the aide's name, the participant's name, dates of service delivery, time spent and activities performed on each date. Each provider agency may design its own service log sheet, but all paid units of service *must* be documented. If these documents are *not* maintained in the participant's case record, they *must* be maintained in an area that is readily available for monitoring or inspection by the Departments of Social Services and Health and Senior Services;
- Documentation of undelivered services;
- The RN's written notes concerning any on-site visits made to the participant.
- Documentation of all correspondence and contacts with the participant's physician or other care providers; Any other pertinent documentation regarding the participant;

### 13.10.B PRIVATE DUTY NURSING

Appropriate medical records for each MO HealthNet participant served *must* be maintained at the private duty nursing agency. Records should be kept confidential and access should be limited to private duty nursing staff and representatives of the Departments of Social Services and Health and Senior Services.

Medical records shall contain the following:

- Identifying information about the participant, such as name, birth date, MO HealthNet number, caretaker and emergency contact person;
- All forms of correspondence to and from the BSHCN regarding the services which have been prior authorized;
- Signed physician orders prior to service delivery which *must* be updated each time the prior authorization is due for approval by the BSHCN;
- The Plan of Care, documenting the amount, duration and scope of service. The level of care indicated in the Plan of Care (RN or LPN) *must* be based on acceptable standards of nursing practice. Reimbursement is based on the prior authorization approved by the BSHCN with that prior authorization based upon the Plan of Care, specifying the number of units and the skill level of service, for periods up to six months;
- Documentation *must* include place of service, all skilled tasks provided, as well as assessing, teaching, planning, and evaluating patient or family needs and their responses



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to nursing care. In addition, the documentation *must* include the beginning and ending clock times for all services billed to MO HealthNet;

- Documentation of all services provided and any supervisory visits;
- Documentation of the LPN's competency demonstration before an RN when the Plan of Care includes the services of an LPN; and
- Documentation that a copy of the participant's Bill of Rights was given to the participant, parent or guardian.

**END OF SECTION**

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## SECTION 14—SPECIAL DOCUMENTATION REQUIREMENTS

### 14.1 PRIOR AUTHORIZATION

All of the Medically Fragile Adult Waiver (MFAW) services must be prior authorized by the Bureau of Special Health Care Needs (BSHCN) of the Department of Health and Senior Services (DHSS). The BSHCN service coordinator completes the Prior Authorization Request form.

The BSHCN service coordinator may prior authorize up to six (6) months of MFAW Services (Private Duty Nursing, Waiver Attendant Care, and specialized medical supplies) at a time. Subsequent authorization periods depend upon reassessment of the participant’s individual needs. The Bureau has ultimate authority for approving requests for MFAW services.

Once the BSHCN service coordinator has discussed the approved services with the provider agency and received the approved Plan of Care from the agency (physician signature or verbal orders), the Prior Authorization Request form is forwarded to Wipro Infocrossing for entry into the MO HealthNet information system. The MO HealthNet Authorization Determination is sent to the provider agency, notifying them of the units approved, and for what time periods. The provider *must* deliver the service exactly as authorized. If there are any changes/revisions to the original Plan of Care, the provider agency *must* notify the BSHCN staff for review/reassessment to determine if the previously approved authorization should be amended. MO HealthNet claims for services that do *not* agree with the most recently approved or changed authorization may be denied by the fiscal agent when the claim is processed.

### 14.2 PLAN OF CARE

Providers *must* use the CMS-485, CMS-486 or CMS-487 forms or forms developed by the agency that contain all fields and information on the standardized forms for MO HealthNet participants when developing a Plan of Care for the participant.

The CMS-485, CMS-486, CMS-487 or approved Plan of Care, *must* be submitted to the BSHCN when requesting prior authorization of services.

### 14.3 MFAW PROVIDER MONITORING LOG

The MFAW Provider Monitoring Log must be completed by the provider agency and submitted to BSHCN within 30 days from the end of the calendar month services were provided. Refer to Section 13.4 of this manual for detailed explanation of this process.

END OF SECTION

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## **SECTION 15 -BILLING INSTRUCTIONS**

Providers follow the claim filing instructions in the program specific provider manual for completion of claim forms using the procedure codes given on the MO HealthNet Authorization Determination. Reference Section 15 of the appropriate provider manual.

Providers of private duty nursing and/or waiver attendant care bill with the date of service being the date when service is provided. The number of units is the number of 15-minute increments of service provided on that date.

Providers of Durable Medical Equipment (DME) supplies bill with the date of service being the date when the supplies are delivered. The number of units is one for those supplies delivered on that date. DME providers may bill up to the amount authorized. If the billed amount exceeds the amount authorized, the claim will deny.

### **15.1 ELECTRONIC DATA INTERCHANGE**

Billing providers who want to exchange electronic transactions with MO HealthNet should access the ASC X12N Implementation Guides, adopted under HIPAA, at <http://www.wpc-edi.com/>. For Missouri specific information, including connection methods, the biller's responsibilities, forms to be completed prior to submitting electronic information, as well as supplemental information, reference the X12N Version 5010 and NCPDP Telecommunication D.0 & Batch Transaction Standard V.1.1 Companion Guides found through this web site. To access the Companion Guides, select:

- MO HealthNet Electronic Billing Layout Manuals
- System Manuals
- Electronic Claims Layout Manuals
- X12N Version 5010 or NCPDP Telecommunication D.0 & Batch Transaction Standard V.1.1 Companion Guide.

### **15.2 INTERNET ELECTRONIC CLAIM SUBMISSION**

Providers may submit claims at: <http://www.emomed.com/>. Providers are required to complete the on-line Application for MO HealthNet Internet Access Account. Please reference <http://dss.mo.gov/mhd/> and click on the Apply for Internet Access link. Providers are unable to access [www.emomed.com](http://www.emomed.com) without proper authorization. An authorization is required for each individual user.

The following claim types can be used in Internet applications: Medical (NSF), Inpatient and Outpatient (UB-04), Dental (ADA 1999, Version 2000), Nursing Home and Pharmacy. For convenience, some of the input fields are set as indicators or accepted values in drop-down boxes. (Providers have the option to input and submit claims individually or in a batch submission. A confirmation file is returned for each transmission.)



### 15.3 CMS-1500 CLAIM FORM

The CMS-1500 claim form is used by private duty nursing providers, personal care providers, and DME suppliers unless a provider bills those services electronically. Instructions on how to complete the CMS-1500 claim form are found in section 15.6 of this manual.

### 15.4 PROVIDER COMMUNICATION UNIT

It is the responsibility of the Provider Communication Unit to assist providers in filing claims. For questions, providers may call (573) 751-2896. Section 3 of this manual has a detailed explanation of this unit. If assistance is needed regarding establishing required electronic claim formats for claims submissions, accessibility to electronic claim submission via the Internet, network communications, or ongoing operations, the provider should contact the Wipro Infocrossing Help Desk at (573) 635-3559.

### 15.5 RESUBMISSION OF CLAIMS

Any line item on a claim that resulted in a zero payment can be resubmitted if it was denied due to a correctable error. The error that caused the claim to deny *must* be corrected before resubmitting the claim. The provider may resubmit electronically or on a CMS-1500 claim form. If a line item on a claim is paid but the payment was incorrect do *not* resubmit that line item. For instance, if the claim showed 10 units of service but should have shown 16 units of service, that claim *cannot* be resubmitted. It will deny as a duplicate. In order to correct that payment, the provider *must* submit an Individual Adjustment Request. Section 6 of this manual explains the adjustment request process.

### 15.6 CMS-1500 CLAIM FILING INSTRUCTIONS

The CMS-1500 claim form should be typed or legibly printed. It may be duplicated if the copy is legible. MO HealthNet claims should be mailed to:

Wipro Infocrossing  
P.O. Box 5600  
Jefferson City, MO 65102

Information about ordering claim forms and provider labels is in Section 3 of this manual.

NOTE: An asterisk (\*) beside field numbers indicates required fields. These fields *must* be completed or the claim is denied. All other fields should be completed as applicable. Two asterisks (\*\*) beside the field number indicate a field is required in specific situations.

FIELD NUMBER & NAME	INSTRUCTIONS FOR COMPLETION
1. Type of Health Insurance Coverage	Show the type of health insurance coverage applicable to this claim by checking the appropriate box. For example, if a Medicare claim is being filed, check the Medicare box; if a MO HealthNet claim is being filed, check the Medicaid box; and if the participant has both Medicare and MO HealthNet, check both boxes.
*1a. Insured's I.D. Number	Enter the participant's eight (8) digit MO



- HealthNet or MO HealthNet Managed Care ID number (DCN) as shown on the participant's ID card.
- \*2. Patient's Name Enter last name, first name, middle initial *in that order* as it appears on the ID card.
  - 3. Patient's Birth Date Enter month, day, and year of birth.  
Sex Mark appropriate box.
  - \*\*4. Insured's Name If there is individual or group insurance besides MO HealthNet, enter the name of the primary policyholder. If this field is completed, also complete Fields #6, #7, #11, and #13. If no private insurance is involved, leave blank.
  - 5. Patient's Address Enter address and telephone number if available.
  - \*\*6. Patient's Relationship to Insured Mark appropriate box if there is other insurance. If no private insurance is involved, leave blank.
  - \*\*7. Insured's Address Enter the primary policyholder's address; enter policyholder's telephone number, if available. If no private insurance is involved, leave blank.
  - 8. Patient Status Not required.
  - \*\*9. Other Insured's Name If there is other insurance coverage in addition to the primary policy, enter the secondary policyholder's name. If no private insurance is involved, leave blank. (See Note)<sup>(1)</sup>
  - \*\*9a. Other Insured's Policy or Group Number Enter the secondary policyholder's insurance policy number or group number, if the insurance is through a group such as an employer, union, etc. If no private insurance is involved, leave blank. (See Note)<sup>(1)</sup>
  - \*\*9b. Other Insured's Date of Birth Enter the secondary policyholder's date of birth, and mark the appropriate box for sex. If no private insurance is involved, leave blank. (See Note)<sup>(1)</sup>
  - \*\*9c. Employer's Name Enter the secondary policyholder's employer name. If no private insurance is involved, leave blank. (See Note)<sup>(1)</sup>
  - \*\*9d. Insurance Plan Name or Enter the other insured's insurance plan or



Program Name	program name.  <i>If the insurance plan denied payment for the service provided, attach a valid denial from the insurance plan. If no private insurance is involved, leave blank. (See Note)<sup>(1)</sup></i>
**10a-10c. Is Patient's Condition Related to:	If services on the claim are related to participant's employment, auto accident, or other accident, mark the appropriate box. If the services are <i>not</i> related to an accident, leave blank. (See Note) <sup>(1)</sup>
10d. Reserved for Local Use	May be used for comments/descriptions.
**11. Insured's Policy or FECA Number	Enter the primary policyholder's insurance policy number or group number, if the insurance is through a group, such as an employer, union, etc. If no private insurance is involved, leave blank. (See Note) <sup>(1)</sup>
**11a. Insured's Date of Birth, Sex	Enter primary policyholder's date of birth and mark the appropriate box reflecting the sex of the primary policyholder. If no private insurance is involved, leave blank. (See Note) <sup>(1)</sup>
**11b. Employer's Name	Enter the primary policyholder's employer name. If no private insurance is involved, leave blank. (See Note) <sup>(1)</sup>
**11c. Insurance Plan Name	Enter the primary policy-holder's insurance plan name.  <i>If the insurance plan denied payment for the service provided, attach a valid denial from the insurance plan. If no private insurance is involved, leave blank. (See Note)<sup>(1)</sup></i>
**11d. Other Health Plan	Indicate whether the participant has another health insurance plan; if so, complete Fields 9-9d with the secondary insurance information. If no private insurance is involved, leave blank. (See Note) <sup>(1)</sup>
12. Patient's Signature	Leave blank.
**13. Insured's Signature	This field should be completed only when the participant has another health insurance policy. Obtain the policyholder's or authorized person's



signature for assignment of benefits. The signature is necessary to ensure the insurance plan pays any benefits directly to the provider or MO HealthNet. Payment may otherwise be issued to the policyholder requiring the provider to collect insurance benefits from the policyholder.

- 14. Date of Current Illness, Injury, or Pregnancy Leave blank.
- 15. Date Same/Similar Illness Leave blank.
- 16. Dates Patient Unable to Work Leave blank.
- \*\*17. Name of Referring Provider or Other Source Enter the name of the referring provider or other source. If multiple providers are involved, enter one provider using the following priority order:
  - 1. Referring provider
  - 2. Ordering Provider
  - 3. Supervising Provider
- \*\*17a. Other ID # Enter the Provider Taxonomy qualifier ZZ in the first shaded area if the provider reported in Field #17b is required to report a Provider Taxonomy Code to MO HealthNet. Enter the corresponding 10-digit Provider Taxonomy Code in the second shaded area for the provider reported in Field #17b.
- \*\*17b. NPI Enter the NPI number of referring, ordering, or supervising provider.
- 18. Hospitalization Dates Leave blank.
- 19. Reserved for Local Use Providers may use this field for additional remarks/descriptions.
- 20. Lab Work Performed Outside Office Leave blank.
- \*21. Diagnosis Enter the complete current ICD-CM diagnosis code(s). Enter the primary diagnosis under No. 1, the secondary diagnosis under No. 2, etc.
- \*\*22. MO HealthNet Resubmission For timely filing purposes; if this is a resubmitted claim, enter the Internal Control Number (ICN) of the previous related claim or attach a copy of the original Remittance Advice indicating the claim



- was initially submitted timely.
- 23. Prior Authorization Number Leave blank.
  - \*24a. Date of Service Enter the date of service under “from” in month/day/year format, using six-digit format in the unshaded area of the field. All line items *must* have a from date.  
  
The six (6) service lines have been divided to accommodate submission of both the NPI and another/proprietary identifier during the NPI transition and to accommodate the submission of supplemental information to support the billed service. The top area of the service lines are shaded and is the location for reporting supplemental information. It is not intended to allow the billing of 12 lines of service  
  
NOTE: When filing private duty nursing claims, each date of service *must* be billed on individual detail line items.
  - \*24b. Place of Service Enter the appropriate place of service code in the unshaded area of the field.  
  
For private duty nursing and waiver attendant care enter 04 “Homeless Shelter,” 12 “Home,” or 99 “Other” for services provided outside the home.
  - 24c. EMG-Emergency Leave blank.
  - \*24d. Procedure Code Enter the appropriate CPT or HCPCS code and applicable modifiers, if any, corresponding to the service rendered in the unshaded area of the field.  
  
(Field #19 may be used for remarks or descriptions)  
  
See Section 19 of this manual for applicable procedure codes.
  - \*24e. Diagnosis Pointer Enter 1, 2, 3, 4 or the actual diagnosis code(s) from Field #21 in the unshaded area of the field.
  - \*24f. Charges Enter the provider’s usual and customary charge for each line item in the unshaded area of the field. This should be the total charge if multiple days or units are shown.







the home or office, enter the name and location of the facility.

This field is required when the place of service is other than home or office.

**\*\*32a. NPI#** Enter the 10 digit NPI number of the service facility location in Field #32.

**\*\*32b. Other ID#** Enter the Provider Taxonomy qualifier *ZZ* and corresponding 10 digit Provider Taxonomy Code for the NPI number reported in Field #32a if the provider is required to report a Provider Taxonomy Code to MO HealthNet. Do not enter a space, hyphen or other separator between the qualifier and code.

A Provider Taxonomy Code must be reported if providers have one NPI for multiple legacy MO HealthNet provider numbers.

**\*33. Provider Name/Number/Address** Enter the provider's name, phone number and address.

**\*\*33a. NPI#** Enter the NPI number of the billing provider in Field #33.

**\*\*33b. Other ID#** Enter the Provider Taxonomy qualifier *ZZ* and corresponding 10 digit Provider Taxonomy Code for the NPI number reported in Field #33a if the provider is required to report a Provider Taxonomy Code to MO HealthNet. Do not enter a space, hyphen or other separator between the qualifier and code.

\* These fields are mandatory on *all* CMS-1500 claim forms.

\*\* These fields are mandatory only in specific situations, as described.

(1) NOTE: This field is for private insurance information **only**. If no private insurance is involved LEAVE BLANK. If Medicare, MO HealthNet, employers name or other information appears in this field, the claim will deny. See Section 5 of this manual for further TPL information.

## 15.7 PLACE OF SERVICE CODES

CODE	DEFINITION
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PRODUCTION : 07/01/2017



- 04 Homeless Shelter Facility or location that provides temporary housing.
- 12 Home Location, other than a hospital or other facility, where the patient receives care in a private residence.
- 99 Other Place of Service Other place of service not identified above.

### 15.8 INSURANCE COVERAGE CODES

Type of insurance coverage codes identified on interactive voice response (IVR) system, or eligibility files accessed via the Internet are listed in Section 5 of this manual, Third Party Liability.

While providers are verifying the patient’s eligibility, they can obtain the Third Party Liability (TPL) information contained on the MO HealthNet Division’s participant file. Eligibility and TPL information may be verified by calling the (IVR) system at (573) 751-2896, by accessing the Internet at [www.emomed.com](http://www.emomed.com). Reference Sections 1 and 3 of this manual for more information.

Participants *must* always be asked if they have third party insurance regardless of the TPL information given by the IVR or Internet. IT IS THE PROVIDER’S RESPONSIBILITY TO OBTAIN FROM THE PATIENT THE NAME AND ADDRESS OF THE INSURANCE COMPANY, THE POLICY NUMBER, AND THE TYPE OF COVERAGE. Reference Section 5 of this manual.

**END OF SECTION**  
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## **SECTION 16 - MEDICARE/MEDICAID CROSSOVER CLAIMS**

For participants having both Medicare and Medicaid eligibility, MO HealthNet pays the amounts indicated by Medicare to be deductible and/or coinsurance due on the Medicare allowed amount. These payments are referred to as "Crossovers."

Section 16, Medicare/Medicaid Crossover Claims, is *not* applicable to the following manuals:

- Adult Day Care Wavier
- Adult Day Health Care (Note: the Adult Day Health Care Program ends June 30, 2013)
- Aged and Disabled Waiver
- AIDS Waiver
- Community Psychiatric Rehabilitation
- Comprehensive Day Rehabilitation
- CSTAR
- Environmental Lead Assessment
- Hospice
- Independent Living Wavier
- Medically Fragile Adult Wavier
- MRDD Waiver
- Personal Care
- Private Duty Nursing

The following programs contain a modified Section 16, Medicare/Medicaid Crossover Claims

- Dental
- Durable Medical Equipment
- Home Health
- Hospital
- Nursing Home
- Pharmacy

**END OF SECTION**

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## SECTION 17-CLAIMS DISPOSITION

This section of the manual provides information used to inform the provider of the status of each processed claim.

MO HealthNet claims submitted to the fiscal agent are processed through an automated claims payment system. The automated system checks many details on each claim, and each checkpoint is called an edit. If a claim *cannot* pass through an edit, it is said to have failed the edit. A claim may fail a number of edits and it then drops out of the automated system; the fiscal agent tries to resolve as many edit failures as possible. During this process, the claim is said to be suspended or still in process.

Once the fiscal agent has completed resolution of the exceptions, a claim is adjudicated to pay or deny. A statement of paid or denied claims, called a Remittance Advice (RA), is produced for the provider twice monthly. Providers receive the RA via the Internet. New and active providers wishing to download and receive their RAs via the Internet are required to sign up for Internet access. Providers may apply for Internet access at <http://manuals.momed.com/Application.html>. Providers are unable to access the web site without proper authorization. An authorization is required for each individual user.

### 17.1 ACCESS TO REMITTANCE ADVICES

Providers receive an electronic RA via the eMOMED Internet website at [www.emomed.com](http://www.emomed.com) or through an ASC X12N 835.

Accessing the RA via the Internet gives providers the ability to:

- Retrieve the RA following the weekend Financial Cycle;
- Have access to RAs for 62 days (the equivalent of the last four cycles);
- View and print the RA from an office desktop; and
- Download the RA into the office operating system.

The Internet RA is viewable and printable in a ready to use format. Just point and click to print the RA or save it to the office PC and print at any convenient time.

Access to this information is restricted to users with the proper authorization. The Internet site is available 24 hours a day, 7 days a week with the exception of scheduled maintenance.



## **17.2 INTERNET AUTHORIZATION**

If a provider uses a billing service to submit and reconcile MO HealthNet claims, proper authorization *must* be given to the billing service to allow access to the appropriate provider files.

If a provider has several billing staff who submit and reconcile MO HealthNet claims, each Internet access user *must* obtain a user ID and password. Internet access user IDs and passwords *cannot* be shared by co-workers within an office.

## **17.3 ON-LINE HELP**

All Internet screens at [www.emomed.com](http://www.emomed.com) offer on-line help (both field and form level) relative to the current screen being viewed. The option to contact the Wipro Infocrossing Help Desk via e-mail is offered as well. As a reminder, the help desk is only responsible for the Application for MO HealthNet Internet Access Account and technical issues. The user should contact the Provider Relations Communication Unit at (573) 751-2896 for assistance on MO HealthNet Program related issues.

## **17.4 REMITTANCE ADVICE**

The Remittance Advice (RA) shows payment or denial of MO HealthNet claims. If the claim has been denied or some other action has been taken affecting payment, the RA lists message codes explaining the denial or other action. A new or corrected claim form *must* be submitted as corrections *cannot* be made by submitting changes on the RA pages.

Claims processed for a provider are grouped by paid and denied claims and are in the following order within those groups:

- Crossovers
- Inpatient
- Outpatient (Includes Rural Health Clinic and Hospice)
- Medical
- Nursing Home
- Home Health
- Dental
- Drug
- Capitation
- Credits



Claims in each category are listed alphabetically by participant’s last name. Each category starts on a separate RA page. If providers do *not* have claims in a category, they do *not* receive that page.

If a provider has both paid and denied claims, they are grouped separately and start on a separate page. The following lists the fields found on the RA. Not all fields may pertain to a specific provider type.

FIELD NAME	FIELD DESCRIPTION
PAGE	The remittance advice page number.
CLAIM TYPE	The type of claim(s) processed.
RUN DATE	The financial cycle date.
PROVIDER IDENTIFIER	The provider’s NPI number.
RA #	The remittance advice number.
PROVIDER NAME	The name of the provider.
PROVIDER ADDR	The provider’s address.
PARTICIPANT NAME	The participant’s last name and first name.
	NOTE: If the participant’s name and identification number are <i>not</i> on file, only the first two letters of the last name and the first letter of the first name appear.
MO HEALTHNET ID	The participant’s current 8-digit MO HealthNet identification number.
ICN	The 13-digit number assigned to the claim for identification purposes. The first two digits of an ICN indicate the type of claim:
	11— Paper Drug
	13— Inpatient
	14— Dental
	15— Paper Medical
	16— Outpatient
	17— Part A Crossover
	18— Paper Medicare/MO HealthNet Part B Crossover Claim
	21— Nursing Home
	40— Magnetic Tape Billing (MTB)—includes crossover claims sent by Medicare intermediaries.
	41— Direct Electronic MO HealthNet Information (DEMI)
	43— MTB/DEMI
	44— Direct Electronic File Transfer (DEFT)
	45— Accelerated Submission and Processing (ASAP)
	46— Adjudicated Point of Service (POS)
	47— Captured Point of Service (POS)



- 49— Internet
- 50— Individual Adjustment Request
- 55— Mass Adjustment

The third and fourth digits indicate the year the claim was received.

The fifth, sixth and seventh digits indicate the Julian date. In a Julian system, the days of a year are numbered consecutively from “001” (January 1) to “365” (December 31) (“366” in a leap year).

The last digits of an ICN are for internal processing.

For a drug claim, the last digit of the ICN indicates the line number from the Pharmacy Claim form.

SERVICE DATES FROM	The initial date of service in MMDDYY format for the claim.
SERVICE DATES TO	The final date of service in MMDDYY format for the claim.
PAT ACCT	The provider’s own patient account name or number. On drug claims this field is populated with the prescription number.
CLAIM: ST	This field reflects the status of the claim. Valid values are: <ul style="list-style-type: none"> <li>1 — Processed as Primary</li> <li>3 — Processed as Tertiary</li> <li>4 — Denied</li> <li>22 — Reversal of Previous Payment</li> </ul>
TOT BILLED	The total claim amount submitted.
TOT PAID	The total amount MO HealthNet paid on the claim.
TOT OTHER	The combined totals for patient liability (surplus), participant copay and spenddown total withheld.
LN	The line number of the billed service.
SERVICE DATES	The date of service(s) for the specific detail line in MMDDYY.
REV/PROC/NDC	The submitted procedure code, NDC, or revenue code for the specific detail line.  NOTE: The revenue code only appears in this field if a procedure code is <i>not</i> present.
MOD	The submitted modifier(s) for the specific detail line.
REV CODE	The submitted revenue code for the specific detail line.  NOTE: The revenue code only appears in this field if a procedure code has also been submitted.



QTY	The units of service submitted.
BILLED AMOUNT	The submitted billed amount for the specific detail line.
ALLOWED AMOUNT	The MO HealthNet maximum allowed amount for the procedure/service.
PAID AMOUNT	The amount MO HealthNet paid on the claim.
PERF PROV	The NPI number for the performing provider submitted at the detail.
SUBMITTER LN ITM CNTL	The submitted line item control number.
GROUP CODE	The Claim Adjustment Group Code, which is a code identifying the general category of payment adjustment. Valid values are: CO—Contractual Obligation CR—Correction and Reversals OA—Other Adjustment PI—Payer Initiated Reductions PR—Patient Responsibility
RSN	The Claim Adjustment Reason Code, which is the code identifying the detailed reason the adjustment was made. Valid values can be found at <a href="http://www.wpc-edi.com/codes/claimadjustment">http://www.wpc-edi.com/codes/claimadjustment</a> .
AMT	The dollar amount adjusted for the corresponding reason code.
QTY	The adjustment to the submitted units of service. This field is <i>not</i> printed if the value is zero.
REMARK CODES	The Code List Qualifier Code and the Health Care Remark Code (Remittance Advice Remark Codes). The Code List Qualifier Code is a code identifying a specific industry code list. Valid values are: HE—Claim Payment Remark Codes RX—National Council for Prescription Drug Programs Reject/Payment Codes  The Health Care Remark Codes (Remittance Advice Remark Codes) are codes used to convey information about remittance processing or to provide a supplemental explanation for an adjustment already described by a Claim Adjustment Reason Code. Valid values can be found at <a href="http://www.wpc-edi.com/codes/remittanceadvice">http://www.wpc-edi.com/codes/remittanceadvice</a> .
CATEGORY TOTALS	Each category (i.e., paid crossover, paid medical, denied crossover, denied medical, drug, etc.) has separate totals for number of claims, billed amount, allowed amount, and paid amount.
CHECK AMOUNT	The total check amount for the provider.





**EARNINGS REPORT**

**PROVIDER IDENTIFIER** The provider’s NPI number.

**RA #** The remittance advice number.

**EARNINGS DATA**

**NO. OF CLAIMS PROCESSED** The total number of claims processed for the provider.

**DOLLAR AMOUNT PROCESSED** The total dollar amount processed for the provider.

**CHECK AMOUNT** The total check amount for the provider.

**17.5 CLAIM STATUS MESSAGE CODES**

Missouri no longer reports MO HealthNet-specific Explanation of Benefits (EOB) and Exception message codes on any type of remittance advice. As required by the Health Insurance Portability & Accountability Act of 1996 (HIPAA) national standards, administrative code sets Claim Adjustment Reason Codes, Remittance Advice Remark Codes and NCPDP Reject Codes for Telecommunication Standard are used.

Listings of the Claim Adjustment Reason Codes and Remittance Advice Remark Codes can be found at <http://www.wpc-edi.com/content/view/180/223/>. A listing of the NCPDP Reject Codes for Telecommunication Standard can be found in the NCPDP Reject Codes For Telecommunication Standard appendix.

**17.5.A FREQUENTLY REPORTED REDUCTIONS OR CUTBACKS**

To aid providers in identifying the most common payment reductions or cutbacks by MO HealthNet, distinctive Claim Group Codes and Claim Adjustment Reason Codes were selected and are being reported to providers on all RA formats when the following claim payment reduction or cutback occurs:

Claim Payment Reduction/Cutback	Claim Group Code	Description	Claim Adjustment Reason Code	Description
Payment reimbursed at the maximum allowed	CO	Contractual Obligation	45	Charges exceed our fee schedule, maximum allowable or contracted or legislated fee arrangement.
Payment reduced by other insurance amount	OA	Other Adjustment	23	Payment adjusted because charges have been paid by another payer



Medicare Part A Repricing	OA	Other Adjustment	45	Charges exceed our fee schedule, maximum allowable or contracted or legislated fee arrangement.
Payment cut back to federal percentage (IEP therapy services)	OA	Other Adjustment	A2	Contractual adjustment
Payment reduced by co-payment amount	PR	Patient Responsibility	3	Co-Payment amount
Payment reduced by patient spenddown amount	PR	Patient Responsibility	178	Payment adjusted because patient has <i>not</i> met the required spenddown
Payment reduced by patient liability amount	PR	Patient Responsibility	142	Claim adjusted by monthly MO HealthNet patient liability amount

### 17.6 SPLIT CLAIM

An ASC X12N 837 electronic claim submitted to MO HealthNet may, due to the adjudication system requirements, have service lines separated from the original claim. This is commonly referred to as a split claim. Each portion of a claim that has been split is assigned a separate claim internal control number and the sum of the service line(s) charge submitted on each split claim becomes the split claim total charge. Currently, within MO HealthNet's MMIS, a maximum of 28 service lines per claim are processed. The 837 Implementation Guides allow providers to bill a greater number of service detail lines per claim.

All detail lines that exceed the size allowed in the internal MMIS detail record are split into subsequent detail lines. Any claim that then exceeds the number of detail lines allowed on the internal MMIS claim record is used to create an additional claim.

### 17.7 ADJUSTED CLAIMS

Adjustments are processed when the original claim was paid incorrectly and an adjustment request is submitted.

The RA will show a credit (negative payment) ICN for the incorrect amount and a payment ICN for the correct amount.

If a payment should *not* have been made at all, there will not be a corrected payment ICN.



## 17.8 SUSPENDED CLAIMS (CLAIMS STILL BEING PROCESSED)

Suspended claims are *not* listed on the Remittance Advice (RA). To inquire on the status of a submitted claim *not* appearing on the RA, providers may either submit a 276 Health Care Claim Status Request or may submit a View Claim Status query using the Real Time Queries function online at [www.emomed.com](http://www.emomed.com). The suspended claims are shown as either paid or denied on future RAs without any further action by the provider.

## 17.9 CLAIM ATTACHMENT STATUS

Claim attachment status is not listed on the Remittance Advice (RA). Providers may check the status of six different claim attachments using the Real Time Queries function on-line at [www.emomed.com](http://www.emomed.com). Claim attachment status queries are restricted to the provider who submitted the attachment. Providers may view the status for the following claim attachments on-line:

- Acknowledgement of Receipt of Hysterectomy Information
- Certificate of Medical Necessity (for Durable Medical Equipment only)
- Medical Referral Form of Restricted Participant (PI-118)
- Oxygen and Respiratory Equipment Medical Justification Form (OREMJ)
- Second Surgical Opinion Form
- (Sterilization) Consent Form

Providers may use one or more of the following selection criteria to search for the status of a claim attachment on-line:

- Attachment Type
- Participant ID
- Date of Service/Certification Date
- Procedure Code/Modifiers
- Attachment Status

Detailed Help Screens have been developed to assist providers searching for claim attachment status on-line. If technical assistance is required, providers are instructed to call the Wipro Infocrossing Help Desk at (573) 635-3559.



## **17.10 PRIOR AUTHORIZATION STATUS**

Providers may check the status of Prior Authorization (PA) Requests using the Real Time Queries function on-line at [www.emomed.com](http://www.emomed.com). PA status queries are restricted to the provider who submitted the Prior Authorization Request.

**END OF SECTION**

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## **SECTION 18—DIAGNOSIS CODES**

### **18.1 GENERAL INFORMATION**

The diagnosis code is a required field and the accuracy of the code that describes the patient's condition is important.

The diagnosis code *must* be entered on the claim form exactly as it appears in the current International Classification of Diseases-Clinical Modification (ICD-CM). Note that the appropriate code(s) may be three (3) to seven (7) digits, depending upon the patient's diagnosis.

Additional information regarding the applicable ICD-CM may be found at [www.cdc.gov/nchs/icd.htm](http://www.cdc.gov/nchs/icd.htm).

**END OF SECTION**

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**SECTION 19—PROCEDURE CODES**

All services listed in this section *must* be prior authorized for Medically Fragile Adult Waiver (MFAW) participants by the Bureau of Special Health Care Needs (BSHCN).

Procedure codes used by MO HealthNet are identified as Health Care Procedure Coding System (HCPCS) codes. The HCPCS is divided into three subsystems, referred to as level I, level II and level III. Level I is comprised of Current Procedural Terminology (CPT) codes that are used to identify medical services and procedures furnished by physicians and other health care professionals. Level II is comprised of the HCPCS National Level II codes that are used primarily to identify products, supplies and services not included in the CPT codes. Level III codes have been developed by Medicaid state agencies for use in specific programs. NOTE: Replacement of level III codes is required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Providers should reference bulletins for code replacement information.

Reference materials regarding the HealthCare Common Procedure coding System (HCPCS), Current Procedural Terminology (CPT) may be obtained through the American Medical Association at:

Order Department  
 American Medical Association  
 P.O. Box 930876  
 Atlanta, GA 31193-0876  
 Telephone Number: (800) 621-8335  
 AMA Members (312) 262-3211  
 Fax Orders: (312) 464-5600  
<https://catalog.ama-assn.org/Catalog/home.jsp>

The procedure codes listed in this Section are effective for services provided on or after July 1, 2011 with the exception of Durable Medical Equipment (DME) supplies and Specialized Medical Supplies codes which have an effective date of October 1, 2003.

**19.1 MEDICALLY FRAGILE ADULT WAIVER (MFAW) SERVICES**

PROC CODE MOD DESCRIPTION	UNIT	PROVIDER TYPE
S5125...U5.....*Waiver Attendant Care .....	15 min.....	Personal Care
T1000 ...U5.....**Private Duty Nursing LPN/RN15 min .....		Home Health Private Duty Nursing
T2028... U5 NU***Specialized Medical Supplies .....		DME
(purchase)		

- \* Services which exceed the frequency, duration and scope of the State Plan Personal Care Program
- \*\* Individual and continuous care, in contrast to part time or intermittent care, provided by licensed nurses within the scope of state law
- \*\*\* Items normally covered by the regular DME Program are submitted for payment to the fiscal agent; items *not* covered by the DME Program should be submitted to the Exceptions Unit; *if items are not covered by Exceptions, then prior*



*authorization of the items should be requested through the Medically Fragile Adult Waiver Program.*

**19.1.A STATE PLAN PERSONAL CARE SERVICES**

PROC CODE	MOD	SERVICE*	UNIT
T1019		Basic Personal Care Aide	15 min.
T1019	TF	Advanced Personal Care Aide	15 min.
T1001		Authorized Nurse Visit	per visit

\* See Personal Care Manual, Section 13 for descriptions of services.

**END OF SECTION**

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## SECTION 20-EXCEPTION PROCESS

### 20.1 EXCEPTION PRINCIPLE

Under certain conditions of medical need, the MO HealthNet Division may authorize payment for a MO HealthNet eligible participant to receive an *essential* medical service or item of equipment that otherwise exceeds the benefits and limitations of any one of the various medical service programs administered by the Division. Under specific criteria and on a case-by-case basis, an administrative exception may be made to limitations and restrictions set by agency policy. No exception can be made where requested items or services are restricted or specifically prohibited by state or federal law or regulation, or excluded under the restrictions section of this rule. The director of the MO HealthNet Division has the final authority to approve payment on a request made to the exception process. These decisions are made with appropriate medical or pharmaceutical advice and consultation.

With the exception of group 2 and group 3 pressure reducing support surfaces, mattress rentals, all services for individuals under age 21 determined to be medically necessary, may be considered for coverage under the EPSDT/HCY Program. Reference Section 9 for more information. Group 2 and group 3 pressure reducing support surface, mattress rentals, *must* be approved through the Exception Process prior to being dispensed, regardless of the participant's age.

Exception requests are only accepted from authorized health care prescribers licensed as a physician or advanced practice nurse.

### 20.2 REQUIREMENTS

Requirements for consideration and provision of a service as an exception to the normal limitations of MO HealthNet coverage are as follows:

- A prescriber *must* certify that MO HealthNet covered treatment or items of services appropriate to the illness or condition have been determined to be medically inappropriate or have been used and found to be ineffective in treatment of the participant for whom the exception is being requested;
- While requests may be approved, documentation verifying that all third party resource benefits have been exhausted *must* accompany claims for payment before the MO HealthNet Program pays for any item or service; for example,
  - Medicare
  - Private Insurance
  - The American Diabetes Society
  - The Veterans Administration
  - The American Cancer Society
  - A United Way Agency;





Except in the case of retroactive MO HealthNet eligibility determination, requests *must* be submitted prior to delivery of the service. Do *not* wait until after receipt of documentation of noncoverage from an alternative payor to submit the completed Exception Request form.

- Any requested medical, surgical or diagnostic service which is to be provided under the authority of the treating prescriber, *must* be listed in the most recent publication of *A Comprehensive Guide to Current Procedural Terminology*, (CPT) or the CMS-approved list of HCPCS codes. The CPT and HCPCS books may be purchased at any medical bookstore;
- Any individual for whom an exception request is made *must* be eligible for MO HealthNet on the date the item or service is provided. If requested, approval may be granted in the case of retroactive MO HealthNet eligibility determinations.
- The provider of the service *must* be an enrolled provider in the MO HealthNet Program on the date the item or service is provided;
- The item or service for which an exception is requested *must* be of a type and nature that falls within the broad scope of a medical discipline included in the MO HealthNet Program and does *not* represent a departure from the accepted standards and precepts of good medical practice. *No* consideration can be given to requests for experimental therapies or services;
- All requests for exception consideration *must* be initiated by the treating prescriber of an eligible participant and *must* be submitted as prescribed by policy of the MO HealthNet Division, 13 CSR 70-2.100;
- Requests for exception consideration *must* support and demonstrate that one (1) or more of the following conditions is met:
  1. The item or service is required to sustain the participant's life;
  2. The item or service would substantially improve the quality of life for a terminally ill patient;
  3. The item or service is necessary as a replacement due to an act occasioned by violence of nature without human interference, such as a tornado or flood; or
  4. The item or service is necessary to prevent a higher level of care.
- All requests *must* be made and approval granted before the requested item or service is provided. An exception to that requirement may be granted in cases in which the participant's eligibility for MO HealthNet is retroactively established or when emergency circumstances preclude the use of the established procedures for submitting a request, and a request is received *not* more than one (1) state working day following the provision of the service.



An emergency medical condition for a MO HealthNet participant means a medical or a behavioral health condition manifesting itself by acute symptoms of sufficient severity (including severe pain) that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in the following:

1. Placing the physical or behavioral health of the individual (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy; or
2. Serious impairment of bodily functions; or
3. Serious dysfunction of any bodily organ or part; or
4. Serious harm to self or others due to an alcohol or drug abuse emergency; or
5. Injury to self or bodily harm to others; or
6. With respect to a pregnant woman having contractions: (a) that there is inadequate time to affect a safe transfer to another hospital before delivery or; (b) that transfer may pose a threat to the health or safety of the woman or the unborn child.

Post stabilization care services mean covered services, related to an emergency medical condition, that are provided after a participant is stabilized in order to maintain the stabilized condition or to improve or resolve the participant’s condition.

- All exception requests *must* represent cost-effective utilization of MO HealthNet funds. When an exception item or service is presented as an alternative, lesser level-of-care than the level otherwise necessary, the exception *must* be less program costly; and
- Reimbursement of services and items approved under this exception procedure shall be made in accordance with the MO HealthNet established fee schedules or rates for the same or comparable services. For those services for which no MO HealthNet-established fee schedule or rate is applicable, reimbursement is determined by the state agency considering costs and charges.

### 20.3 RESTRICTIONS

The following are examples of types of requests that are *not* considered for approval as an exception. This is *not* an all-inclusive list:

- Requests for restricted program areas. Refer to Section 1 for a list of restricted program areas.
- Requests for expanded HCY/EPSTDT services (individuals under age 21). These should be directed to the HCY/EPSTDT coordinator. (Reference manual Section 9).
- Requests for orthodontic services;
- Requests for inpatient hospital services;



- Requests for alternative services (Personal Care, Adult Day Health Care, AIDS Waiver, Aged and Disabled Waiver, Hospice, and Respite Care) regardless of authorization by the Missouri Department of Health and Senior Services;
- Requests for chiropractic services;
- Requests for services that are provided by individuals whose specialty is *not* covered by the MO HealthNet Program;
- Requests for psychological testing or counseling *not* otherwise covered by the MO HealthNet Program;
- Requests for waiver of program requirements for documentation, applicable to services requiring a second surgical opinion, hysterectomy, voluntary sterilizations, and legal abortions;
- Requests for drug products excluded from coverage by the MO HealthNet Program;
- Requests relating to the failure to obtain prior authorization or pre-certification as required for a service otherwise covered by MO HealthNet;
- Requests for payment of dentures and/or partials placed after the participant is ineligible when fabrication occurred prior to that time;
- Requests for delivery or placement of any custom-made items following the participant's death or loss of eligibility for the service;
- Requests for removal from the Lock-In or Prepaid Health Programs;
- Requests for additional reimbursement for items or services otherwise covered by the MO HealthNet Program;
- Requests for air ambulance transportation;
- Requests for Qualified Medicare Beneficiary (QMB) services;
- Requests for MO HealthNet Waiver services such as AIDS Waiver;
- Requests for services exceeding the limits of the Transplant Program;
- Requests for services exceeding the limits of the regular MO HealthNet Program.

## 20.4 REQUESTING AN EXCEPTION

All Exception Request forms *must* be signed by the treating prescriber of an eligible participant. The requests are to be submitted to the Exceptions Unit. This unit processes the request, obtains a decision from the appropriate medical or pharmaceutical consultant and/or administrative official, and informs the treating prescriber, provider of service, and participant of all approved decisions. In the event of a denial, only the prescriber and participant are notified.

There are two categories of exception request—emergency and nonemergency, each of which are processed differently.



#### **20.4.A LIFE-THREATENING EMERGENCY EXCEPTION REQUESTS**

Requests for life-threatening emergencies may be submitted by the treating prescriber by calling the toll-free number (800) 392-8030. The office hours for the Exceptions Unit are from 8:00 A.M. to 5:00 P.M. Monday through Friday, except on observed holidays. All other provider inquiries regarding covered program benefits *must* be directed the Provider Communications Unit at (573) 751-2896.

The treating prescriber *must* provide Exceptions Unit personnel with information consistent with that required on the Exception Request form. The request is processed within one (1) state working day with notification of approval communicated by fax to the provider of service. If the request is denied, the prescriber is notified within one (1) state working day.

#### **20.4.B NON-EMERGENCY EXCEPTION REQUESTS**

In order to ensure access to the Exceptions Unit for life-threatening emergency requests, all non-emergency requests *must* be submitted on an Exception Request form. Requests may be faxed to (573) 522-3061.

Non-emergency requests may also be submitted by mailing to:

MO HealthNet Division  
Exceptions Unit  
P.O. Box 6500  
Jefferson City, MO 65102-6500

Upon receipt, the MO HealthNet Division processes these requests within 15 state business working days, with notification letters being sent to the prescriber and participant. If approval is given, the provider of service also receives written notification.

**END OF SECTION**

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## **SECTION 21- ADVANCE HEALTH CARE DIRECTIVES**

This section describes the responsibility of certain providers to inform adult participants of their rights under state law to make medical care decisions and the right to make an advanced health care directive.

Section 21, Advance Health Care Directives, is *not* applicable to the following manuals:

- Adult Day Health Care
- Aged and Disabled Waiver
- Ambulance
- Ambulatory Surgical Centers
- Community Psychiatric Rehabilitation
- Comprehensive Day Rehabilitation
- CSTAR
- Dental
- Durable Medical Equipment
- Environmental Lead Assessment
- Hearing Aid
- ID/DD Waiver
- Nurse Midwife
- Optical
- Pharmacy
- Private Duty Nursing
- Psychology/Counseling
- Rehabilitation Centers
- Therapy

**END OF SECTION**

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## HIPAA

### HIPAA BACKGROUND

The Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104.191, was signed into law on August 21, 1996. This law serves as a major step in reforming health care in the United States by including provisions to:

- Improve portability and continuity of health insurance coverage in the group and individual markets;
- Combat waste, fraud, and abuse in health insurance and health care delivery;
- Promote the use of medical savings accounts;
- Improve access to long-term care services and coverage; and
- Simplify the administration of health insurance.

While HIPAA mandates national standards for electronic claims transactions only, Missouri Medicaid also applies the HIPAA transaction and code sets requirements to paper billing submissions. General changes for transaction and code sets requirements are included in this section. For specific policy and billing information, providers should refer to applicable provider bulletins and manuals.

To understand the impact of HIPAA regulations on the health care industry, providers should refer to the following two final rules: "Standards for Electronic Transactions" with a compliance date of October 16, 2002 (see Federal Register dated August 17, 2002); and "Standards for Privacy of Individually Identifiable Health Information" with a compliance date of April 14, 2003 (see Federal Register dated December 28, 2000). Providers may consult the Department of Health and Human Services (HHS) website for copies of the HIPAA final rules.

HIPAA does *not* require providers to conduct all of the national standard transactions electronically. Providers may process some transactions electronically and others may be submitted on paper. However, the HIPAA national standard transactions require that providers which choose to submit claims electronically *must* comply with the HIPAA format and content requirements.

### ADMINISTRATIVE SIMPLIFICATION

Administrative Simplification is the provision of HIPAA aimed at reducing health care administrative costs and burdens. The HHS issued a number of regulations from this provision. The HIPAA regulations simplify the administration of health care by standardizing the following:

- Exchange of electronic health care claims, health care attachments, financial transactions and data code sets used in that exchange.
- Protections to ensure the privacy of individual health information.
- Security processes that address administrative, physical and technical safeguards of health data.
- Unique health identifiers for individuals, employers, health plans and health care providers.



## **HIPAA IMPLEMENTATION GUIDES**

Organizations responsible for adopting the national standards developed implementation guides to assist covered entities and their business associates. The guides provide comprehensive technical details for HIPAA implementation as well as defining the specific activities related to each transaction, listing non-medical standardized code sets and providing directions for how data should be moved electronically.

These implementation guides also provide instructions on how to program health care software according to HIPAA national standards. The Accredited Standards Committee (ASC) X12N Implementation Guides can be found at [www.wpc-edi.com](http://www.wpc-edi.com).

### **COMPANION GUIDES**

The Companion Guides provide information for populating data elements that are defined as payer or trading partner specific. In addition, the guides provide an explanation of how claims are processed within the Missouri Medicaid Management Information System (MMIS) when specific data elements are populated with each of the valid choices.

A Missouri Medicaid electronic biller *must* select one of two options for the exchange of electronic transactions. The first option is via an Internet connection at [www.emomed.com](http://www.emomed.com) through an ISP (Internet Service Provider) of the biller's choice. The second option utilizes Sterling Commerce's Connect:Direct software to link directly to Missouri Medicaid's fiscal agent, Infocrossing Healthcare Services. Refer to the Companion Guides for additional information concerning these two options.

Other Missouri Medicaid billing issues and policy information can be found in the appropriate provider manual.

### **TRADING PARTNER AGREEMENT**

In addition to selecting a connection method, a biller *must* complete a Missouri Medicaid Trading Partner Agreement form. The Trading Partner Agreement form is used to communicate trading partner identifiers and to indicate which transactions the biller wishes to exchange. The form is available at <http://www.emomed.com> (select "Missouri Medicaid Internet Instruction and Applications" under Resource Center, then select Missouri Medicaid Trading Partner Agreement) or call the Infocrossing Help Desk at (573) 635-3559. Completed agreement forms can be faxed to (573) 635-0316 or sent via e-mail to [infocrossinghelpdesk@momed.com](mailto:infocrossinghelpdesk@momed.com). If a biller does *not* have a current emomed submitter ID and wishes to send or receive files on the Internet, an Application for Missouri Medicaid Internet Access Account may also be accessed at the DMS website.

## **TRANSACTION STANDARDS**

HIPAA transactions are specific and distinct activities involving the electronic transfer of health care information for particular purposes. Under HIPAA Administrative Simplification, if an entity engages in one or more of the identified electronic transactions, the entity *must* comply with the national standard



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for that transaction. Under HIPAA, health care organizations that use HIPAA-defined transactions *must* use the ANSI ASC X12N and NCPDP standard formats. The ANSI ASC X12N standard formats are used by health care providers for dental, professional and institutional claim transactions. The NCPDP standard formats are used by retail pharmacies for drug claim transactions.

### **IMPLEMENTATION OF TRANSACTIONS**

To accommodate the size and complexity of the transaction and code set projects, Missouri Medicaid implemented the following HIPAA standards in multiple phases:

ASC X12N 270/271 Health Care Eligibility Benefit Inquiry and Response

ASC X12N 276/277 Health Care Claim Status Inquiry and Response

ASC X12N 820 Health Care Plan Payment

ASC X12N 834 Health Care Plan Enrollment

ASC X12N 835 Health Care Claim Payment/Advice

ASC X12N 837 Health Care Claim: Dental

ASC X12N 837 Health Care Claim: Institutional

ASC X12N 837 Health Care Claim: Professional

NCPDP Retail Pharmacy Drug Claims

Missouri Medicaid has *not* yet implemented the following HIPAA standard:

ASC X12N 278 Health Care Services Review—Request for Review and Response

### **ELECTRONIC CLAIM TRANSACTION TESTING**

To test with Missouri Medicaid, the appropriate access account application and Trading Partner Agreement form *must* be completed and on file with Infocrossing Healthcare Services. Following completion of these forms, the Infocrossing Help Desk notifies the biller of approval to send test transactions for those transactions indicated on the Trading Partner Agreement form. In addition, the biller's User ID and password are provided at that time. Refer to the Companion Guides for additional testing information.

### **HIPAA-COMPLIANT CODE SETS**

The HIPAA code set regulations established a uniform standard of data elements used to document the procedures performed during health care services. The following explains the proper usage of certain code sets. Providers should reference the appropriate National Electronic Data Interchange Transaction Set Implementation Guides for additional billing instructions for the Dental, Institutional, and





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Professional Health Care Claims, ASC X12N 837, Version 4010A1. Providers should reference the appropriate provider manual for specific instructions relating to paper claim submissions.

### **INPATIENT HOSPITAL CLAIMS**

Per HIPAA regulations, hospital providers are instructed to use the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM), Volume 3, procedure codes instead of Current Procedural Terminology (CPT) procedure codes to report surgical procedures for inpatient stays. For claims submitted on the HIPAA-compliant ASC X12N 837 Institutional layout, Missouri Medicaid made allowances for the valid 3 or 4 digit procedure codes. However, non-HIPAA compliant electronic formats (UB92) logic was *not* modified. Under the contingency plan, providers have two options for submitting the surgical procedures of inpatient stays. The options are:

1. If submitting ICD-9-CM procedure codes, codes *must* be right justified in the 5-digit field, without a decimal. For example, code 12.3 should be sent with two spaces in front and no decimal; and code 12.34 should be sent with one space in front and no decimal. Providers *must* modify their software to allow users to enter the 3 and 4-digit codes with space or spaces in front; or
2. Providers may choose to continue use of CPT procedure codes on the non-HIPAA compliant electronic formats.

### **OUTPATIENT HOSPITAL CLAIMS**

Per HIPAA regulations, providers *must* submit the appropriate CPT or Health Care Procedure Coding System (HCPCS) procedure codes and the appropriate revenue codes for outpatient facility charges when billing any claim format or media (except for the non-HIPAA compliant formats/media). Outpatient hospital providers are instructed to use revenue codes only instead of Level III procedure codes for outpatient facility charges with the implementation of HIPAA.

If hospitals continue to submit outpatient claims using a non-HIPAA compliant electronic format, providers *must* submit the Level III procedure codes for outpatient facility charges/services instead of the specified revenue codes. The non-HIPAA compliant formats are *not* programmed to accept revenue codes for outpatient hospital claims. If submitted, the revenue codes are dropped from the transaction and claims are denied. If appropriate, up to four modifiers may be submitted with the applicable procedure codes on outpatient hospital claims.

### **HOSPICE CLAIMS**

With the implementation of HIPAA, hospice providers are instructed to use revenue codes instead of Level III procedure codes for hospice services when billing on the ASC X12N 837, version 4010A1 Institutional format or the Internet Outpatient Claim. If hospice providers continue to submit claims using a non-HIPAA compliant electronic format, providers *must* submit Level III procedure codes instead of the specified revenue codes. The non-HIPAA

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compliant formats are *not* programmed to accept revenue codes for hospice claims. If submitted, the revenue codes are dropped from the transaction and claims are denied.

### **PROFESSIONAL/MEDICAL CLAIMS**

For professional/medical claims, providers *must* submit the appropriate CPT or HCPCS procedure codes when billing any claim format or media. Providers may submit up to four modifiers with the applicable procedure codes.

### **DENTAL CLAIMS**

For dental claims submitted on the ASC X12N 837, version 4010A1 Dental format, providers *must* submit the appropriate Current Dental Terminology, Fourth Edition (CDT-4) procedure codes only. For dental providers billing with CPT or HCPCS procedure codes, the ASC X12N 837, version 4010A1 Professional format *must* be used. Modifiers should *not* be submitted with any procedure code for any dental service in any claim format or media.

### **TYPE OF SERVICE**

Type of service should *not* be included on any type of claim received by Missouri Medicaid. Claims submitted to Missouri Medicaid *must* reflect an appropriate service modifier with procedure code when billing for the services defined below. Failure to do so may result in claim denial.

MODIFIER	DEFINITION OF SERVICE
26	Professional Component
54	Surgical Care Only
55	Postoperative Management Only
80	Assistant Surgeon
AA	Anesthesia service performed personally by anesthesiologist
NU	New Equipment (required for DME service)
QK	Medical direction of 2, 3 or 4 concurrent anesthesia procedures involving qualified individuals
QX	CRNA service; with medical direction by a physician
QZ	CRNA service; without medical direction by a physician
RP	Replacement and Repair (required for DME service)
RR	Rental (required for DME service)
SG	Ambulatory Surgical Center (ASC) facility services
TC	Technical Component
UC	EPSDT referral for follow-up care (required if EPSDT referral made)

NOTE: If providers continue to use a non-HIPAA compliant electronic transaction that includes the type of service field, providers *must* submit the correct type of service or leave the field blank to ensure proper claims processing.



**LEVEL OF CARE MODIFIERS**

The Centers for Medicare and Medicaid Services in conjunction with the National Editorial HCPCS Panel approved and released thirteen (13) Medicaid Level of Care descriptive modifiers. These modifiers are defined by each State's Medicaid agency and should *not* be submitted to or used by any other payer. The following list reflects Missouri Medicaid's definitions for the modifiers. Providers should refer to program-specific bulletins and manuals for instructions on the use of these modifiers.

MODIFIER	DEFINITION
U1	Community Support Waiver
U2	Consumer-Directed
U3	Residential Care Facility (RCF) Setting
U4	AIDS Waiver
U5	Physical Disabilities (PD) Waiver
U6	Independent Living (IL) Waiver
U7	Sexual Assault Findings Examination (SAFE) and Child Abuse Resources Examination (CARE) Network Services
U8	Service Provided in Home Setting
U9	Diabetes Self-Management Training Services
UA	Lead Related Services
UB	Exception Process Service
UC	EPSDT Referral for Follow-up Care
UD	Licensed Professional Counselor

**ICD-9 DIAGNOSIS CODES**

HIPAA standards require the use of ICD-9-CM, Volumes 1 & 2, diagnosis codes to report a patient's diagnoses, symptoms, conditions, problems, complaints, or other reason(s) for an encounter or visit. The ICD-9-CM is composed of codes with 3, 4 or 5 digits. Codes with 3 digits are included in ICD-9-CM as the heading of a category of codes that may be further subdivided by the use of a fourth and/or fifth digit which provides greater specificity. A code is invalid if it has *not* been coded to the full number of digits required for that code. Providers *must* report the patient's diagnosis to the greatest level of specificity to ensure payment of the claim by Missouri Medicaid.

**PLACE OF SERVICE CODES**

HIPAA standards require the use of place of service codes to specify the entity where a service(s) was rendered. Providers should refer to the provider manuals for appropriate use of the place of service codes.



## **CLAIM ATTACHMENTS**

The Standards Development Organization, Health Level Seven (HL7) is currently working on attachment standards that may be named as the HIPAA claim and prior authorization attachments standards. Missouri Medicaid is working with the Claims Attachment Sub-Workgroup of the National Medicaid EDI HIPAA Workgroup (NMEH) to develop claim and prior authorization attachment standards specific to Medicaid's needs and submit the needs to the HL7 for consideration.

Until the claim and prior authorization attachment standards are released and the process implemented, Missouri Medicaid providers *must* continue submitting paper claims and prior authorizations with the required attachments, unless the attachment can be submitted via the Internet or the 837 Health Care Claim transaction.

### **NURSING HOME CLAIMS REQUIRING ATTACHMENTS**

Nursing home claims requiring attachments *must* be filed manually. When using the direct data entry option via the Internet, select the "Validate and Print" option at the bottom of the screen. This should be done after all editing is finished for the resident. When choosing this option, a claim is *not* submitted. Once the "Validate and Print" option is selected, a second screen appears with a "Print" option displayed at the bottom of the screen. After selecting "Print", a separate paper claim form is generated for each detail line billed.

This is the format that should be used to print nursing home claims requiring an attachment. Claims that normally require an attachment include timely filing proof. If a claim is more than one year old, the MMIS system should be able to determine whether or not the claim was originally submitted timely, however, there are instances in which the system *cannot* make this determination. In these cases, it is necessary to use the print claim option and attach a copy of a previously submitted Remittance Advice showing proof of timely filing. The printed claim form and the attachment *must* be mailed to Infocrossing Healthcare Services for processing.

The following address *must* be used when mail delivery is by U.S. Post Office:

Infocrossing Healthcare Services  
P.O. Box 5500  
Jefferson City, MO 65102-0177.

The following address *must* be used if the provider is sending by an express delivery service:

Infocrossing Healthcare Services  
905 Weathered Rock Road  
Jefferson City, MO 65101.

Please note that multiple details (which result in multiple claims) require an attachment with each printed claim form.



## HIPAA REFERENCE GUIDES

For additional HIPAA-related information, consult the following websites:

- Centers for Medicare & Medicaid Services (CMS) [formerly Health Care Financing Administration (HCFA)] is the Federal agency that administers Medicare, Medicaid, and State Children's Health Insurance Programs. <http://www.cms.gov/>
- Washington Publishing Company publishes the Accredited Standards Committee (ASC) X12 Implementation Guides named in the final rule for transactions. The Guides are free of charge for download. However, requests for paper copies do incur a cost to cover reproduction and mailing. [http://www.wpc-edi.com/HIPAA\\_40.asp](http://www.wpc-edi.com/HIPAA_40.asp)
- Workgroup for Electronic Data Interchange (WEDI) is an industry task force created to improve health care through electronic commerce. <http://www.wedi.org>
- Workgroup for Electronic Data Interchange Strategic National Implementation Process (WEDI SNIP) task group was established to meet the immediate need to assess industry-wide HIPAA Administrative Simplification implementation readiness, and to bring about the national coordination necessary for successful compliance. <http://snip.wedi.org/>
- Data Interchange Standards Association (DISA) supports the ASC X12 organization, which is responsible for developing many of the health care transactions and code set standards. <http://www.disa.org/>
- Health Level Seven (HL7) produces standards for the exchange, management and integration of data that support clinical patient care and the management, delivery and evaluation of health care services. <http://www.hl7.org/>
- National Council for Prescription Drug Programs (NCPDP) is the standards development organization responsible for developing retail pharmacy standards. <http://www.ncdp.org/>
- Association For Electronic Health Care Transactions (AFEHCT) closely monitors the implementation progress of health care entities and works to promote the efforts that Congress and the White House have made on behalf of the health care industry encourage cost efficiencies through the Administrative Simplification rules as stated in HIPAA. <http://www.afehct.org/>
- National Committee on Vital and Health Statistics (NCVHS) is the public advisory body to the Secretary of HHS in the area of health care data and statistics. <http://www.ncvhs.hhs.gov/>
- National Uniform Billing Committee (NUBC) was formed to develop a single billing form and standard data set that can be used nationwide by institutional providers and payers for handling health care claims. <http://www.nubc.org/>
- National Uniform Claim Committee (NUCC) was created to develop a standardized data set for use by the non-institutional health care community to transmit claims and encounter information to and from all third parties. <http://www.nucc.org/>



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- Missouri SNIP is a local state-wide effort to facilitate an organized implementation of the HIPAA Administrative Simplification requirements of the health care industry. All health care providers, health care plans, and health care clearinghouses are urged to participate in the Missouri SNIP effort. <http://www.mosnip.com/>

**END OF SECTION**

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