MHS BEHAVIORAL HEALTH Services Made Easy



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Agenda

- Behavioral Health Provider Types
- Covered Services
- Opioid Treatment Program
- Substance Use Disorder (SUD) Residential Treatment
- Provider Enrollment
- Demographic Updates
- Claims Process
- W NCCI Edits
- Behavioral Health Claims Dispute Resolution
- Prior Authorization
- WHS Portal
- Provider Relations Resources
- 🥸 Questions



Behavioral Health Provider Types

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MHS Behavioral Health Network

Provider Types

- **W** Hospitals
- Community Mental Health Centers (CMHC)
- BH Practitioners within FQHC/RHC setting
- Behavioral Health Agency
- 🥸 Prescribers
 - Psychiatrist –(MD/DO)
 - Psych Nurses (RN, APRN, ARNP, LPN)
- Psychologist (PHD, PSYD, HSPP)
- Won-Licensed & Substance Abuse Providers
- Waster Level Clinicians
 - LCSW
 - LMFT

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MHS Behavioral Health Network

- Please note that professional covered services can only be billed and reimbursed to IHCP enrolled:
 - Psychiatrists
 - Psychologists (HSPP Only)
 - Mid-level practitioners
 - Licensed psychologist
 - Licensed independent practice school psychologist
 - LCSW
 - LMFT
 - LMHC
 - A person holding a master's degree in social work, marital and family therapy or mental health counseling
 - An APN who is licensed, registered nurse holding a master's degree in nursing, with a major in psychiatric or mental health nursing, from an accredited school of nursing
 - Behavioral Analyst (ABA Services)
 - Nurse Practitioners
 - Independently Practicing
 - Enrolled with IHCP & employed by a physician or group



Covered Services

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Behavioral Health Covered Services

- Inpatient & Outpatient Facility Services:
 - Inpatient Admission for Mental Health or Substance Abuse
 - Inpatient Eating Disorders
 - Observation (limited to 72-hour stay)
 - Telehealth Services
 - Intensive Outpatient Program (IOP) for Mental Health or Substance Abuse
 - Partial Hospitalization
 - Psychiatric Clinic
 - Psychiatric Outpatient Hospital Services
 - SUD Services Residential Treatment. See bulletin *BT201801*
 - * Listing is not all-inclusive and subject to change

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Behavioral Health Covered Services

Professional Services

- Psychiatric Diagnostic Evaluation
- Individual/Family/Group Psychotherapy
- Crisis Psychotherapy
- Psychoanalysis
- Psychological Testing
- Neuropsych Testing
- Applied Behavioral Analysis (ABA) Services
- Evaluation and Management
- Observation Care Discharge Services
- Initial Observation Care
- Initial Hospital Care
- Office Consultations
- Inpatient Consultations
- Smoking Cessation
- Alcohol and/or Substance Abuse structured screening and brief intervention
- Opioid Treatment Program (OTP)
- * Listing is not all-inclusive and subject to change



Opioid Treatment Program

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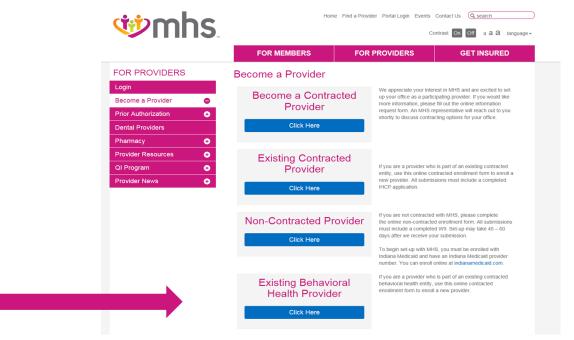
Opioid Treatment Program (OTP)

- Indiana Health Coverage Programs (IHCP) has established a provider type of Addiction Services and a specialty of Opioid Treatment Program (OTP) that will be eligible to bill for services specific to opioid treatment.
- BR202039 Effective November 1, 2020 IHCP made the following changes
 - Provider type 35 Addiction Services was discontinued
 - Specialties under provider type 35 were moved to provider type 11.
 - Provider specialty 835 Opioid Treatment Program
- All OTP providers enrolling with IHCP under the Addiction Services provider type and OTP specialty code will be required to have a Drug Enforcement Administration (DEA) license, as well as certification from the State's Division of Mental Health and Addiction (DMHA).
- W Out-of-state (OOS) providers are ineligible for IHCP provider enrollment.

Opioid Treatment Program (OTP)

OTP Provider Enrollment with MHS:

- Providers may enroll with MHS through the website at <u>mhsindiana.com</u> once active with IHCP.
- Current providers will need to enroll their new NPI with the Methadone taxonomy code 261QM2800X by selecting "Existing Behavioral Health Provider" option



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Opioid Treatment Program (OTP)

OTP Provider Enrollment with MHS:

- Wew and Existing Contracted Providers: All forms needed for enrollment are provided within the "Become a Provider" process outlined on our website.
- For Existing Contracted Providers: Please ensure that the rendering providers that will be submitting OTP related claims have been submitted for enrollment linking the rendering provider to the new OTP facility NPI.
- Taxonomy 261QM2800X is recommended for Mental Health providers registering and enrolling with a new NPI specific to the Methadone.
- Providers planning to use the same NPI (as their current BH enrolled group/clinic) must ensure that for OTP services they are billing with a service location (address, zip+4) or Taxonomy code (261QM2800X) unique from all other already enrolled locations/taxonomy codes to avoid claim processing issues.

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Opioid Treatment Program (OTP)

OTP Services Claims Submission:

- OTP services will be covered for members enrolled in IHCP, except for those in the benefit plans identified in *BT201744*.
- Coverage of OTP services is subject to the restrictions outlined, and individuals must meet the defined medical necessity criteria.
- Prior authorization (PA) is not required for OTP services. However, providers must maintain documentation demonstrating medical necessity and that the coverage criteria were met, as well as indicating the individual's length of treatment.
- Please follow the revised reimbursement policy and billing guidelines outlined within IHCP bulletin *BT201755* when billing MHS.

*Please note OTP Providers have to be fully enrolled with IHCP and MHS prior to submitting claims for consideration and payment.



Substance Use Disorder (SUD) Residential Treatment

SUD Residential Treatment Services

Residential SUD Treatment Provider Enrollment

- W BR202039 Effective November 1, 2020 IHCP made the following changes
 - Provider type 35 Addiction Services was discontinued
 - Specialties under provider type 35 were moved to provider type 11.
 - Provider specialty 836 Substance Use Disorder (SUD) Residential Addiction Treatment Facility
- *To enroll, a facility must meet the following requirements and submit proof of both:*
 - DMHA certification as a residential (sub-acute stabilization) facility or Department of Child Services (DCS) licensing as a child care institution or private secure care institution; and
 - DMHA designation indicating approval to offer ASAM Level 3.1; or Level 3.5 residential services (Facilities that have designations to offer both ASAM Level 3.1 and Level 3.5 services within the facility must include proof of both with their enrollment application)

*Please note SUD facilities have to be fully enrolled with IHCP and MHS prior to submitting claims for consideration and payment.

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SUD Residential Treatment Services

Residential SUD Treatment Provider Enrollment with MHS:

W To enroll with MHS for Residential SUD Treatment:

- Non-Contracted BH facilities will need to "Request a New Contract" from the MHS Provider Enrollment and Updates website: <u>https://www.mhsindiana.com/providers/become-a-provider.html</u>
- W Current contracted BH facilities, please:
 - 1. Complete the Hospital and Ancillary Credentialing Form from our site: <u>https://www.mhsindiana.com/content/dam/centene/mhsindiana/medicaid/pdfs/mc</u> <u>e-provider-credentialing-form.pdf</u>
 - 2. Email the Provider Relations (Regional Mailbox) with the subject "SUD Enrollment" and include in the body of the email the IHCP enrolled NPI(s) for SUD and attach the Hospital and Ancillary Credentialing Form and all requested documents as detailed within the "Application Instructions" section of the form.

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SUD Residential Treatment Services

Residential SUD Treatment Claims Submission:

- A facility enrolled as a SUD residential addiction treatment facility (35/836 provider type and specialty) is limited to billing only the following procedure codes with modifiers under that enrollment:
 - H2034 U1 or U2 Low-Intensity Residential Treatment
 - H0010 U1 or U2 High-Intensity Residential Treatment
- W Reimbursement is limited to one unit per member per provider per day.
- ☞ Facilities should bill using a professional claim:
 - Specialty 836 (SUD Residential Addiction Treatment Facility): IHCP does not have or allow rending practitioners to be attached which means the provider/facility level itself must bill
 - Claims MUST be submitted at the facility level with the facility NPI as rendering (box 24J) on the CMS-1500 claim form

*(Practitioners may not bill or be listed as the rendering)

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SUD Residential Treatment Services

Residential SUD Treatment Claims Submission:

- Providers will be reimbursed for residential stays for substance use treatment on a *per diem* basis.
- W The following services are included within the *per diem*:
 - H2034 U1 or U2 Low-Intensity Residential Treatment:
 - Individual Therapy
 - Group Therapy
 - Medication Training and Support
 - Case Management
 - Drug Testing
 - Peer Recovery Supports
 - H0010 U1 or U2 High-Intensity Residential Treatment
 - Individual Therapy
 - Group Therapy
 - Medication Training and Support
 - Case Management
 - Drug Testing
 - Peer Recovery Supports
 - Skills Training and Development

SUD Residential Treatment Services

Residential SUD Treatment Claims Submission:

- SUD residential addiction treatment facilities rendering services other than those included in the *per diem* must bill for those additional services using another, appropriate IHCP enrolled provider type and specialty:
 - Services that are reimbursable outside the daily per diem rate include Physician Visits and Physician-administered medications.
- Services included in the per diem payment will not be reimbursed separately for a member for the same DOS as the per diem payment is reimbursed.
- Refer to IHCP Bulletin 201801 for further policy and reimbursement related details.

SUD Residential Treatment Services

Residential SUD Prior Authorization:

- SUD residential addiction treatment services require Prior Authorization;
- Please see the Provider Resources/Forms section of our website: <u>https://www.mhsindiana.com/providers/resources/forms-resources.html</u>
- The following forms are available for SUD Prior Authorization submission:
 - Residential/Inpatient Substance Use Disorder Treatment Prior Authorization Request Form;
 - Initial Assessment Form for Substance Use Disorder Treatment Admission (PDF)
 - W Reassessment Form for Continued Substance Use Disorder Treatment
- Please refer to IHCP Bulletin BT201906 for additional instructions



Opioid Online Resource Center

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Opioid Online Resource Center

MHS has taken a thoughtful approach to policy changes, recognizing that healthcare staff on the front lines need practical, realistic solutions. The provider resource center will help educate about best practices for:

Opioid treatment

- Prescribing limits and alternatives
- Patient resources
- Links to statewide support services
- A companion member resource center offers links to helpful materials and statewide support services.

Access this new tool online at:

https://www.mhsindiana.com/providers/opioid-resources.html



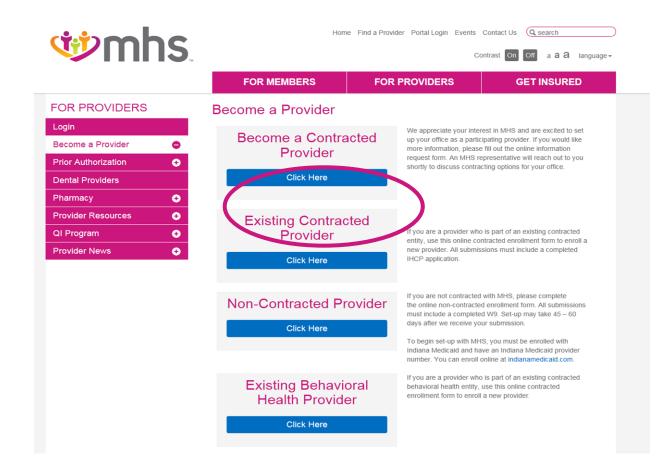
Provider Enrollment

Provider Enrollment

- We have updated the Contract Request Process to give a more streamlined approach.
- This process will allow us to track the contract and credentialing throughout the process and allow visibility to all.
- Providers can call Customer Service (877)647-4848 to obtain the status of their credentialing and contracting.
- All contract requests will be initiated through <u>mhsindiana.com.</u>

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Provider Enrollment





Demographic Updates

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Demographic Updates

Providers can utilize the Demographic Update Tool to update information, such as:

- Address Changes.
- Demographic Changes.
- Term an Existing Provider.
- Make a Change to an IRS Number or NPI Number.

Provider Resources

MHS provides the tools and support you need to deliver the best quality of care. Please view the listing on the left, or below, that covers forms, guidelines, helpful links, and training.

Demographic Update Tool
 Guides and Manuals
 Electronic Transactions
 Preferred Drug Lists
 Provider Education
 Newsletters
 Helpful Links

Demographic Updates

Demographic Update Tool

MHS is committed to providing our providers with the best tools possible to support their administrative needs. We have created an easy way for you to request updates to your information and ensure we receive what we need to complete your request in a timely manner.

Need to review your existing information or have a question? If you are a contracted provider you can visit our Provider Directory to review your information. Please note that hospital-based and midlevel providers will not show in the directory. If you are a non-contracted provider, please call Provider Services at 1-877-647-4848. Our Contact Us page is always available for general questions as well.

Ambetter only provider? Visit our Ambetter website.

What would you like to do?

MAKE AN ADDRESS CHANGE? O
MAKE A DEMOGRAPHIC CHANGE? 💿
UPDATE MEMBER ASSIGNMENT LIMITATIONS?
TERM AN EXISTING PROVIDER? 3
MAKE A CHANGE TO AN IRS NUMBER OR NPI NUMBER? 💿



Claims Process



Claim Process

W Electronic submission:

- Payer ID 68068
- MHS accepts Third Party Liability (TPL) information via EDI
- It is the responsibility of the provider to review the error reports received from the Clearinghouse (Payer Reject Report).
- **Online submission through the MHS Secure Provider Portal:**
 - Verify member eligibility.
 - Submit and manage both Professional and Facility claims, including 937 batch files.
 - To create an account, go to: mhsindiana.com/providers/login.

W Paper Claims:

 MHS Behavioral Health PO Box 6800 Farmington, MO 63640-3818

V Claim Inquiries:

- Check status online with the MHS Secure Provider Portal.
- Call Provider Services at 1-877-647-4848.

Claim Process

- MHS contracted providers have 90 calendar days from date of service to file a claim.
- Non-contracted providers have 180 calendar days from date of service to file a claim.
- MHS Secure Provider Portal check claim status or file corrected claims. Corrected claims should be resubmitted within 60 calendar days of the date claim originally paid/denied.
- W EDI transactions accepted through the following vendors:

Trading Partner	Payor ID	Contact Number
Emdeon	68068	(800) 845-6592
Capario	68068	(800) 792-5256, x812
Availity	68068	(800) 282-4548

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Claim Process

90 Day Provision for Coordination of Benefits Billing Available Electronically

- Providers may file claims electronically when other insurance fails to respond within 90 days of billing.
- The provider can submit the claim to MHS for payment consideration demonstrating the attempt to bill the other insurance.
- Previously, this documentation was required to be submitted as an attachment to the claim via the MHS web portal or via a paper claim.
- Providers may now submit claims via EDI. To complete the electronic submission simply complete the following steps:
 - Complete the COB loop on the 837P transaction as with any other electronic claim (see chapter 4 of the MHS Provider Manual for more information on the COB loop)
 - ✤ Indicate a paid amount of \$0.00 in the COB Paid Amount field
 - Document the phrase "No response after 90 days" in the claim note segment of the 837P



NCCI Edits

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NCCI Edits

- The National Correct Coding Initiative in Medicaid: The Center for Medicare & Medicaid Services (CMS) National Correct Coding Initiative (NCCI) promotes national correct coding methodologies and reduces improper coding which may result in inappropriate payments of Medicare/Medicaid claims.
- **W** Types of NCCI Edits:
 - NCCI procedure-to-procedure (PTP) edits that define pairs of Healthcare Common Procedure Coding System (HCPCS)/Current Procedural Terminology (CPT) codes that should not be reported together for a variety of reasons. The purpose of the PTP edits is to prevent improper payments when incorrect code combinations are reported.
 - Medically Unlikely Edits (MUEs) define for each HCPCS/CPT code the maximum units of service (UOS) that a provider would report under most circumstances for a single beneficiary on a single date of service.



NCCI Edits

- 90837 when billed with 90832 is *not allowed* as they are considered mutually exclusive.
- 90832 is not allowed with 90834 they are considered mutually exclusive.

NCCI Edits

- According to NCCI claims must be submitted including an appropriate modifier to identify distinct and separate procedure, encounter, session, etc:
 - Examples of modifiers are XE or XP.
- Most individual and group therapy is *allowable* on the same date of service with the appropriate modifier.
- 90853 and 90832 are *allowed* with the appropriate modifier.
- **11** 96151 and 96152 for ABA Therapy is **allowed**:
 - Must contain the appropriate U modifier to indicate services are for ABA therapy, as well as to specify the educational level of the rendering provider; plus
 - Must be submitted including an appropriate modifier to identify distinct and separate procedure, encounter, session etc.

NCCI Edits

Billing for Psychotherapy, Evaluation, and Management Services on the Same Day

- Please review IHCP Bulletin BT2020122 released 12/01/2020. Revised billing effective January 1, 2021
- It continues to be appropriate for the behavioral health practitioner to bill the standalone psychotherapy service and the applicable medical practitioner may bill the evaluation and management service.
- If after submitting claims, for same patient rendered on the same date of service with the appropriate modifiers, you receive an EXYs denial response (REIMBURSEMENT INCLUDED IN ANOTHER CODE PER CMS/AMA/MEDICAL GUIDELINES), please appeal the claim providing medical records to support the determination of both services being separate and distinct.



Behavioral Health Claims Dispute Resolution

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Claims Dispute Resolution

- Must be made in writing by using the MHS Behavioral Health Informal Claim Dispute or objection form, available at mhsindiana.com/providerforms.
- Submit all documentation supporting your objection.
- Send to MHS within 60 calendar days of receipt of the MHS EOP. Please reference the original claim number. Requests received after day 60 will not be considered:

MHS Behavioral Health Services Attn: Appeals Department P.O. Box 6000 Farmington, MO 63640-3809

- MHS will make all reasonable efforts to review your documentation and respond to you within 30 calendar days.
- Upon receipt of our response, you will have 60 calendar days from date of dispute response to initiate a formal claim appeal (Level 2).



Prior Authorization

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Prior Authorization

Prior Authorization:

- Please call MHS Care Management for inpatient and partial hospitalization authorizations at 1-877-647-4848.
- Follow prompts to Behavioral Health
 - Inpatient and Partial Hospitalization requires facilities to <u>fax</u> in the clinical information to 1-844-288-2591
- MHS accepts the IHCP Universal Prior Authorization form for BH services.
- Providers also have the option of using the MHS template BH PA forms available on our website.

Prior Authorization

Prior Authorization (cont.):

- MHS Authorization forms may be obtained on our website: <u>https://www.mhsindiana.com/providers/behavioral-health/bh-provider-forms.html</u>
 - Outpatient Treatment Request (OTR) Form; Fax: 1-866-694-3649
 - Intensive Outpatient/Day Treatment Form Mental Health/Chemical Dependency; Fax: 1-866-694-3649
 - Applied Behavioral Analysis Treatment (OTR); Fax: 1-866-694-3649
 - Psychological & Neuropsych Testing Authorization Request Form Fax: 1-866-694-3649
 - Residential/Inpatient Substance Use Disorder Treatment Prior Auth Form:
 - Fax Inpatient: 1-844-288-2591; Fax: Outpatient: 1-866-694-3649
 - Initial Assessment and Re-Assessment Forms
- If using the IHCP Universal form, please fax to the numbers listed above to reduce fax transfers.

Prior Authorization

IVPRIOT Authorization (cont.):

- If MHS determines that additional information is needed, MHS will call the provider, using the contact information provided on the OTR form, and providers are typically given 23-48 hours to call us back.
- Medical Necessity appeals must be received by MHS within 60 calendar days of the date listed on the denial determination letter. The monitoring of the appeal timeline will begin the day MHS receives and receipt-stamps the appeal. Medical necessity behavioral health appeals should be mailed or faxed to:

MHS Behavioral Health ATTN: Appeals Coordinator 12515 Research Blvd, Suite 400 Austin, TX 78701 FAX: 1-866-714-7991

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Prior Authorization

Services Requiring Prior Auth:

W Facility Services:

- Inpatient Admissions
- Intensive Outpatient Treatment (IOT)
- Partial Hospitalization
- SUD Residential Treatment

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Prior Authorization

Services Requiring Prior Auth (Cont.)

Professional Services:

- Psychiatric Diagnostic Evaluation (Limited to 1 per member per 12 month rolling year without authorization)
- Behavioral Health Outpatient Therapy "BHOP Therapy" (Limited to 20 visits per member, per practitioner, per 12 month Rolling period)
- Electroconvulsive Therapy
- Psychological Testing
 - Unless for Autism: then no auth is required
- Developmental Testing, with interpretation and report (non-EPSDT)
- Neurobehavioral status exam, with interpretation and report
- Neuropsych Testing per hour, face to face
 - Unless for Autism: then no auth is required
- ABA Services

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Prior Authorization

Limitations on BHOP Therapy:

Effective 12/15/2018 MHS implemented The Indiana Health Coverage Programs Mental Health and Addiction limitation policy for the following CPT codes that, in combination, are limited 20 units per member, per practitioner, per rolling 12month period:

Code	Description
90832 - 90834	Individual Psychotherapy
90837 - 90840	Psychotherapy, with patient and/or family member & Crisis Psychotherapy
90845 – 90847,	
90849, 90853 patient	Psychoanalysis & Family/Group Psychotherapy with or without

Please Note: CPT codes 90833, 90836, and 90838 for psychotherapy with medical evaluation and management are medical services. Therefore, the IHCP does not reimburse clinical social workers, clinical psychologists, or any mid-level practitioners (excluding nurse practitioners and clinical nurse specialists) for these codes.

Prior Authorization

Limitations on BHOP Therapy (Cont.):

- Claims exceeding the limit will deny EXTh: "Services exceeding 20 visits require Prior Authorization."
- If the member requires additional services beyond the 20 unit limitation, practitioners may request prior authorization for additional units. Approval will be given based on the necessity of the services as determined by the review of medical records.
 - Please do not submit for BHOP Prior Auth until the 20 allowed visits have been fully exhausted. Requesting Prior authorization pre-maturely will result in the loss of a portion or all 20 allowed visits as the PA will take precedent over the 20 allowed visits.
- Providers will need to determine if they have provided 20 visits to the member in the past rolling 12 months to determine if a prior authorization request is needed.
- "Per Practitioner" is defined by MHS as per individual rendering practitioner NPI being billed on the CMS-1500 claim form (Box 24J).
- This change is related to professional services being billed on CMS 1500 claims only.

Prior Authorization

Limitations on BHOP Therapy (cont.):

W For submission of prior authorization:

- BH prior authorization outpatient treatment request (OTR) forms located: <u>https://www.mhsindiana.com/providers/behavioral-</u> <u>health/bh-provider-forms.html</u>
- Fax number for submission at the top: 1-866-694-3649.
- It is best to include all service codes, duration/units/frequency requests on one OTR form per member.
- MHS typical approved authorization date span is 3-6 months depending on medical necessity determination.
- MHS internal turn-around time on OTR request is 7 days, while our contractual turnaround time is 14 days.
- Decision letters, referred to either as a Notice of Coverage or Denial Letter is sent as a response to every request.



Prior Authorization Form Submission (Helpful Tips)

- The following section provides helpful tips when submitting BH and Substance Abuse prior authorizations. The following information's focus is related to the "Provider Information" section of the BH Prior Authorization form, and what should be entered by Providers upon submission.
- This information is being provided to reduce authorization submission errors which we anticipate will result in a decrease in provider claim denials.
- Please Note: Previously approved PA's can be updated, within 30 days of the original request submission, for changes to:
 - Practitioner, and/or;
 - Dates of Service;
 - Unless the DOS overlaps a previous adverse determination (denial or partial approval), OR;
 - The DOS includes retro days (dates more than 1 business day prior to the initial request)
- Updates/Corrections to Prior Authorizations must be requested prior to related claim denials.

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MHS Portal

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Secure Web Portal Login or Registration

Login/Register is the same for MHS, Ambetter from MHS, Allwell from MHS and Behavioral Health Providers

When the second second	Home Find a Provider Portal Login Events Contact Us Q search Contrast On Off a A A lan							
	FOR MEMBERS FO	R PROVIDERS	GET INSURED					
FOR PROVIDERS	Portal Login							
Login		Create your own online a	ccount today!					
Become a Provider		MHS offers you many conv						
Prior Authorization 📀	Login/Register	assist you. To enter our sec login/register button. A new	cure portal, click on the v window will open. You can					
Dental Providers		login or register for a new a						
Pharmacy 📀	Click here for additonal information and step by step guides.	Creating an account is free	and easy.					
Behavioral Health 📀	Behavioral Health Secure Portal	By creating a MHS accoun	t, you can:					
Provider Resources 📀		Verify member eligibility	у					
	Click here for the Cenpatico behavioral health portal.	Submit and check clair	ns					
QI Program 📀	Registration Help	Submit and confirm au						
Provider News	If you are having trouble with your registration, you may need to submit a non-par set-up form. Visit our <u>Become a</u> <u>Provider</u> page to get started. For further assistance, you can call our Secure Provider Portal Help Line at 1-866-	an all inclusive listing of cla	im Connection does not provide aim edits. MHS does utilize ew edits in keeping with NCCI					

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procedures and guidelines.

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language

Web Portal Training Documents

wmhs.	Home Find a Provider Portal Login Events Contact Us Q search Contrast On Off a 2 Q langue
	FOR MEMBERS FOR PROVIDERS GET INSURED
FOR PROVIDERS	Web Portal
Login	We encourage our providers to take advantage of our easy-to-use secure Provider Portal instead of making a phone call. On
Become a Provider	our secure portal, you can:
Prior Authorization 🔹	Manage multiple practices under one account
	Check member eligibility
Dental Providers	View medical history and gaps in care Submit and manage claims
Pharmacy 📀	Submit and manage claims Submit prior authorizations
Behavioral Health	Securely contact a plan representative
Provider Resources 📀	We also have the following enhanced features below:
QI Program 🕒	Update demographic information
Provider News	Assist your patients in completing their Health Risk Assessment forms
Flovidel News	 See patient Care Gaps (Indicates if your patient is due for a preventive exam or service) Check the status of Prior Authorization requests
	Utilize the Member Management Forms
	Follow the registration guide (PDF) or if you have any questions, please call the Web Portal helpdesk line at 1-866-912-0327.
	There's no waiting, no on-hold music, no time limits. Registration is free and easy.
	MHS Secure Provider Portal Training Documents
	Guides:
	Provider Secure Portal Guide (PDF)
	Provider Secure Portal Flyer (PDF)
	Account Details QRG (PDF)
	Account Manager User Guide (PDF)
	Member Management Forms Guide (PDF)
	How To:
	Submit a Claim CMS 1500 (PDF)
	Submit a Claim CMS UB-04 (PDF)
	Submit a Corrected Claim (PDF)
	View Claim Status (PDF)
	Mew Payment History (PDF)

W Documents Include:

- Registration Guide.
- MHS Web Portal User Guides.
- How To Complete Specific Tasks on the MHS Web Portal.

Complete Registration or Login

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(\$	Manage Claims Submit or track your claims and get paid fast.	Create An Account How to Register Our registration process is quick and simple. Please click the button to learn how to register. Provider Registration Video Provider Registration PDF						Activity Quick Links Provider Resources		
			•	The reg	gistration	is con	nplet	te and	the	

Secure Portal homepage will be visible!

• An email will be sent to the provider when they have access to specific tools.

cyou for completing your registration! A Superior HealthPlan provider services specialist will be sending you an email when your profile has been ac usiness days for processing. do not nerview an email within 2 husiness days, please loo in and contact us using secure messaning or call 866-895-8443 for ariditional assistance

Your Progress

Registration Complete!

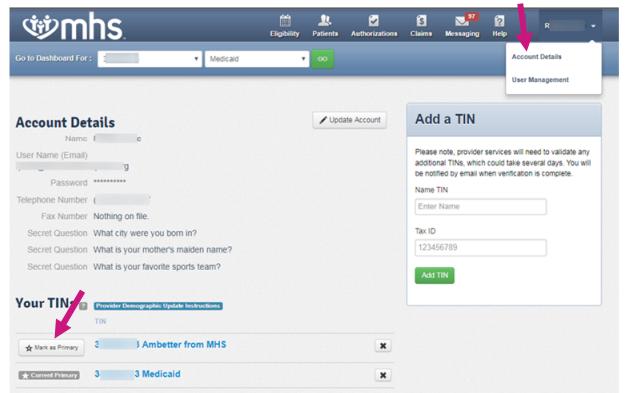
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Account Details

W To view your Account Details:

- 1. Select the **drop-down arrow** next to user name in the upper right corner on the dashboard.
- 2. Click Account Details.

Note: Under Your TINs you see the Current **Primary** Default TIN for the account, and can select another TIN to **Mark As Default** or **Remove** a TIN.



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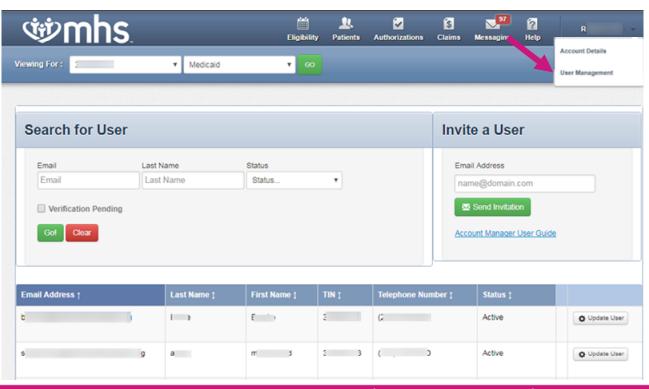
Account Manager

11 User Management:

For **Account Managers** to manage their office staff/users associated to their practice:

When using this feature you can disable/enable users, and manage permissions for your account.

- 1. Select the drop-down arrow next to your name in the upper right corner.
- 2. Select User Management.
- 3. Click **Update User** next to the user name.



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Homepage – Behavioral Health

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Viewing Da	shboard For :	Tax ID Number	Behavioral Heal	h IN Medic	60						
	Eligibility	Check					Wel	come			
123456789	or Smith	mm/dd/yyyy	Check Eligibility				Add	i a TIN to My	ACCOUN	т	>
Recent STATUS	t Claims RECEIVED DA	TE MEMBER M	IAME	CL	AIM NO.		Mar	nage Accour	nts		>
്ര	06/29/2018	1	2	1		3	Rep	orts			>
្រា	06/28/2018	I.		1		3	Pati	ent Analytic	sComing	Soon	>
്ര	06/27/2018	S		F		-	Rece	ent Activi	ty		
୍ତ୍ର	06/27/2018	I	ł	I.		3	Date Activ				
	06/19/2018	1	L	F		-					

W Quick Links:

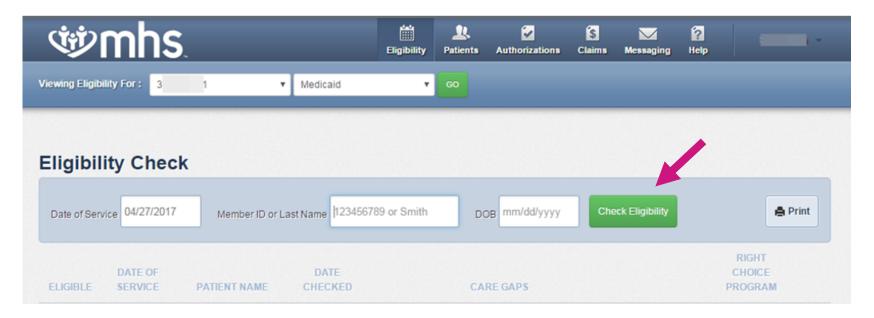
- Eligibility Check
- Add a TIN
- Account Manager



Check Eligibility

The Eligibility tab offers an Eligibility Check tool designed to quickly check the status of any member:

- Update the **Date of Service**, if necessary.
- Enter the Member ID or Last Name and DOB (Date of Birth).
- Click Check Eligibility.



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Claims

Web Portal Claims Functionalities:

- Submit new claim.
- Review claims information on file for a patient.
- Correct claims.
- View payment history.

Submit a New Claim:

• Click Create Claim and enter Member ID and Birthdate.

se mhs	Image: Second system Image: Second system <th image:="" second="" system<="" t<="" th=""><th>• •</th></th>	<th>• •</th>	• •
Viewing Claims For : 3 3 4 Medicaid	🔻 👩 👔 Upload EDI	Claim	
Claims Individual Saved Submitted Batch	Payment History My Downloads Claims Audit Tool	ter	
se mhs	Eligibility Patients Authorizations Claims Messaging Help		
Viewing Claims For : 3 Medicaid	co Member ID or Last Name Birthdate t go t 23456789 or Smith mm/dd/yyyy r	Find	
Claims Individual Saved Submitted Batch	Payment History My Downloads Claims Audit Tool	- Filter	

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Claim Submission

W Choose the **Claim Type**:

• Professional or Institutional claim submission.

Upload EDI Create Claim
CMS UB-04
Institutional Claim →
c

Submitted Claims

If the **Submitted** tab will show only claims created via the MHS portal:

- **Paid** is a green thumbs up.
- **Denied** is a orange thumbs down.
- **Pending** is a clock.

W RTEP claims also show if eligible (i.e. line 2 was submitted, but was not eligible for RTEP)

() ()	nhs.			Eligibili	ity Patients		orization :	S Claims	Messagi		Pr Help	ovider Name 👻
/iewing Claims For	: Tax ID Num	nber 🔹	Medicaid		•				í	Uplo	oad EDI	Create Claim
Claims =	Individual Sa	ved Subm	itted Batch	Paymen	t History	/ly Downl	oads	Claims Au	dit Tool			Q Filter
SUBMITTED STATUS †	DATE SUBMITTED ‡	WEB #/ REF # ‡	CLAIM NUMBER ‡	CLAIM TYPE ‡	MEMBER NAME ‡		MEM ID ‡	BER	ORIGINAL CLAIM # ‡		TOTAL CHARGES ‡	
Ŀ	08/16/2017	8 1	()	CMS- 1500	S N	J	1	Э	<u>c</u>	6	\$150.00	
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de la companya de la	08/02/2017	{ }	C 8	CMS- 1500	\$ N		1)			\$150.00	RTEP 7
.	07/24/2017	٤ 4	()	CMS- 1500		S	1)			\$150.00	RTEP

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Individual Claims

WOn the **Individual** tab, submitted using paper, portal or clearing house:

 View the Claim Number, Claim Type, Member Name, Service Dates, Billed/Paid, and Claim Status.

ŴN	nhs.		Eligibility	L. Patients	Authorizations	Claims	Messaging	2 Help	A	
iewing Claims Fo	a 3	 Medicaid 		• 60			í	Upload	EDI	Create Claim
	_									
Claims		aved Submitted Batch	Paymer	nt History	My Downloads	Claims /	udit Tool			= Filter
CLAIM NO. †	CLAIM TYPE :	MEMBER NAME :		SERVICE DATE(S) :		BILLI PAID			CLAIM S	STATUS :
<u>0 5</u>	CMS-1500	K R		07/24/2017	- 07/24/2017	\$65.0	0 /\$41.38		.	
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<u>(</u> 1	CMS-1500	El R		07/24/2017	- 07/24/2017	\$2,78	3.00 / \$118.8	6		Deny down
2	CMS-1500	E ₹		07/24/2017	- 07/24/2017	\$2,78	3.00 / \$0.00		7	down

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Saved Claims

WTo view **Saved** claims: Drafts, Professional or Institutional:

- 1.Select Saved.
- 2.Click **Edit** to view a claim.
- 3.Fix any errors or complete before submitting
 - Or
- 4. Click **Delete** to delete saved claim that is no longer necessary
- 5. Click $\ensuremath{\text{OK}}$ to confirm the deletion.

Ŵ	nhs			Eligibilit	LL y Patients		/ izations	S Claims N	Nessaging Help	R	; •
Viewing Claims I	For: 3	}	Medicaid		GO				Upload EDI	C C	eate Claim
Claims Individual Saved Submitted Batch Payment History My Downloads Claims Audit Tool											
Claims listed below have missing information or contain errors. Click 'Edit' to view a claim, then fix any errors or complete it before submitting. Drafts Professional Ready to be Submitted Institutional Ready to be Submitted											
DATE CREATED †	CLAIM TYPE ‡	CLAIM ID ‡	MEMBER NAME ‡		MEMBE ID ‡	2	ORIGI CLAIN		TOTAL CHARGES ‡		
08/10/2017	Institutional	8 0	R	N	1	9	Q	3	\$54,159.07	Edit	Delete
08/07/2017	Institutional	8 15	P/	S	1(9	Q	4	\$461.75	Edit	Delete
08/02/2017	CMS-1500	8(0	Al	N	1	9	Q	<u>34</u>	\$292.00	Edit	Delete
08/01/2017	Institutional	8 7	J		1	19	Q	<u>6</u>	\$461.75	Edit	Delete
08/01/2017	Institutional	8 .1	E)		1	9	Q	<u>'1</u>	\$461.75	Edit	Delete
07/17/2017	Institutional	8(3		N	1(9			\$507.00	Edit	Delete

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Correcting Claims

After clicking on a Claim # link:

- 1. Click Correct Claim.
- 2. Proceed through the claims screens correcting the information that you may have omitted when the claim was originally submitted.
- 3. Continue clicking Next to move through the screens required to resubmit.
- 4. Review the claim information .
- 5. Click Submit.



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Payment History

- Click on Payment History to view Check Date, Check Number, Check Clear Date, Mailing Address and Payment Amount:
 - Click on Check Date to view Explanation of Payment,

Ŵ	nhs.		Eligibility Patients	Authorizations	Claims	Messaging	2 Help	k n -
Viewing Claims F	or: 3 8	▼ Medicald	T 60			í	Upload ED	Create Claim
Claims	Individual Saved	Submitted Batch	Payment History	My Downloads	Claims A	udit Tool		Q Filter
	ions o your account between 05/ w transaction details, click ti							
CHECK DATE †	CHECK NUMBER	CHECK CLE	AR DATE ‡	MAILING ADDRE	SS <u>†</u>		PAYMEN	IT AMOUNT ‡
<u>08/17/2017</u>	0010247832		2705 N LEBANON LEBANON , IN, 46		\$15,147.	43		
<u>08/17/2017</u>	0010248858	08/22/2017		PO BOX 1200 , LEBANON , IN, 46	\$62,080.54			
<u>08/10/2017</u>	0010246430	08/21/2017		2705 N LEBANON LEBANON , IN, 46		\$26,770.38		

Payment History

W Click on View Service Line Details.

Winhs		Eligibility	L. Patients	Authorizations	S. Claims	Messaging	2 Help	R _ 1 =
Viewing Claims For : 3 3	▼ Medicaid	•	60			1	pload EDI	Create Claim
Explanation of Paym	ent Details			Back to Pay	ments List	A Downlo	ad (Excel F	ormat) 🚔 Print
Check/Trace Number:0900429374	Check Date:08/17/2017							
Insured Name: / Patient Name: / Control Number: C 3 Service Provider: PEREZ, OMAR	N N		Group: THE ID: 1 Account: F NPI: 15383		DSPITALS			
View Service Line Details Insured Name: Al Patient Name: Al	4 N		ID: 1	E METHODIST HO	OSPITALS			
Control Number: C 52 Service Provider: PEREZ, OMAR			Account: F NPI: 15383	98946				
View Service Line Details								
Insured Name: F				E METHODIST HO	OSPITALS			
Patient Name: B/ F			ID: 1					
Control Number: C 3 Service Provider: PATEL, ASHISH			Account: F NPI: 19920	77997				
Service Provider, PATEL, ASHISH			MP1. 19920	11001				

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Payment History

View Service Line Details:

- The Explanation of Payment details displays the Date and Check Number.
- This view shows each patient payment by service line detail made on the check.

Explanation of Payment Details									Back to Paym	ents List	Downlo	ad (Excel	Format)	🖨 Print
Your request has been received X Go to Claims>My Downloads to retrieve your file or check the status of your download request.														
heck/Trace Number:0900428203 Check Date:08/17/2017														
Insured Name: / E Group: T }, Patient Name: A E ID: 1 Control Number: C 7 Account: F Service Provider: IWUAGWU, ANTHONY NPI: 1699844886														
View Service Line Details														
Serv	Date	Proc#/ Proc2	Mod	Days/ Cnt Qty	Charged	Allowed	Deduct/ Copay	Coinsur	Discount/ Interest	Med Allow/ Med Paid	трр	Denied	Remit Codes	Payment
10	06/03/2017	99235		0/1	305.00	160.37	0.00/0.00	0.00	0.00/0.00	0.00/0.00	0.00	0.00	on	160.37
Sub Total:					\$305.00	\$160.37	\$0.00/\$0.00	\$0.00	\$0.00/\$0.00	\$0.00/\$0.00	\$0.00	\$0.00		\$160.37
Remit C	ode Desc	riptio	ns											

REDUCED PAYMENT FOR OUT OF NETWORK PROVIDER

Tips to Remember

- Clicking on items (claim numbers, check numbers, dates) that are highlighted blue will reveal additional information.
- When filtering to find a claim or payment history, only a 1 month span can be used.
- Click on the Saved Claims tab to view claims that have been Created but not Submitted. Claims in this queue can be edited for submission or deleted from this tab.
- In order to utilize the Correct Claim feature, the claim needs to be in a Paid or Denied status.
- When managing multiple tax id numbers, change to a new tax id number and view the dashboard associated with that TIN from any screen.



Provider Relations Resources

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MHS Provider Network Territories

Lake

Indiana

Noble

Steube

DeKalb

NORTHEAST REGION

For claims issues, email: MHS_ProviderRelations_NE@mhsindiana.com Chad Pratt, Provider Partnership Associate 1-877-647-4848, ext. 20454

NORTHWEST REGION

For claims issues, email: MHS_ProviderRelations_NW@mhsindiana.com Candace Ervin, Provider Partnership Associate 1-877-647-4848, ext, 20187

NORTH CENTRAL REGION

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SOUTH CENTRAL REGION

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SOUTHEAST REGION

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Sullivan

lasne Adam Rentor Tippecano Tiptor Clintor Hamilto Boone Wayne Parke Marion Shelb Morgar Franklin Owe Ripley Jackso Lawrenc Orange Duboi **W**mhs

Marshall

Available online:

https://www.mhsindiana.com/content/dam/centene/mhsindi ana/medicaid/pdfs/ProviderTerritory map 2021.pdf

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NORTHEAST REGION

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South Bend Clinic

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GARNER PROVIDER GROUPS ship Associate II American Health Network of In

American Health Network of Indiana Columbus Regional Health Community Physicians of Indiana Health & Hospital Corporation of Marion County Indiana University Health St. Vincent Medical Group

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Allwell from MHS I Ambetter from MHS I Healthy Indiana Plan (HIP) I Hoosier Care Connect I Hoosier Healthwise

Back of Map

Available online:

https://www.mhsindiana .com/content/dam/cent ene/mhsindiana/medica id/pdfs/ProviderTerritory __map_2021.pdf



Questions?

Thank you for being our partner in care.