







Behavioral Health Specialty Provider Training

July 27, 2017









Agenda

- Rebranding: <u>El Paso Health</u>
- Provider Relations: <u>Services and Updates</u>
- Quality Improvement: Access and Availability
- Health Services: <u>Behavioral Health Services</u>
- Contracting and Credentialing: <u>Overview</u>
- Compliance: Complaints and Appeals
- Claims: <u>Reminders</u>
- Member Services: FIRSTCALL Medical Advice Infoline





Rebranding

Janel Luján, LMSW Senior Director of Operations

A new name and image

EL PASO FIRST Health *Plans, inc.*

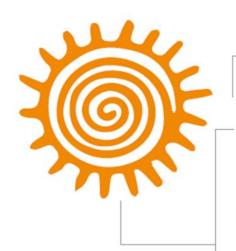
has a new name...



HEALTH PLANS FOR EL PASOANS. BY EL PASOANS.



ORIGINAL FONT DESIGN TO ENSURE DISTICTIVENESS



ElPaso Health

HEALTH PLANS FOR EL PASOANS. BY EL PASOANS.

SLOGAN DEVELOPED BY ADMINISTRATIVE DISCOVERY GROUP

THE HEALTH PLANS OF EL PASO FIRST

TEMPORARY TRANSITIONAL ELEMENT DURING INTRODUCTION PHASE

COLOR SCHEME
INCORPORATES
TWO COLORS FROM
ORIGINAL LOGO
AND INTRODUCES
A NEW, THIRD HUE



Making the transition

1. Will the name change affect my current contract with El Paso First?

No, all contracts will remain the same under El Paso First Health Plans, Inc.

2. Is the health plan moving locations?

No, the physical and mailing address will remain the same as follows:

Physical Address	General Correspondence	Paper Claim Submissions
El Paso Health	El Paso Health	El Paso Health- Claims
1145 Westmoreland Drive	P.O. Box 971100	P.O. Box 971370
El Paso, TX 79925-5615	El Paso, TX 79997-1100	El Paso, TX 79997-1370

3. Will the website remain the same?

You can continue using: www.epfirst.com. The new website is scheduled to be announced in August.

All information will remain the same on the website with the exception of the new logo and health plan name.

4. Will any of the provider forms on the website be affected?

The forms will be updated with the new logo. No other changes will be made to the existing Provider forms on the website.



Making the transition

5. Will there be a change in payer names and identification numbers for electronic claims submission?

The payer names will only change for Medicaid and CHIP product lines to reflect the new name.

The payer ID numbers will remain the same.

The new payer names are as follows:

NEW Payer Name	Payer ID#
El Paso Health-STAR	EPF02
El Paso Health-CHIP	EPF03

6. Will the web portal link remain the same?

The web portal link will continue to be available through: www.epfirst.com

7. Will web portal log-in information need to be updated or changed?

No, all web portal log-in information will remain the same.

8. Will members be receiving notification of the change as well as new ID cards?

All El Paso First Medicaid, CHIP and CHIP Perinatal members will receive a letter of notification of the change, as well as new ID cards with the new health plan logo and name.

9. Will any contact information change for the health plan?

All phone numbers and department queues will remain the same.





Provider Relations Services and Updates

Vianey Licon

Provider Relations Representative

Provider Relations Services

- The Provider Relations Department is the liaison between the provider and the health plan.
- Ensure the needs of Providers are met in an appropriate, courteous and expeditious manner.
- Educate Providers regarding policies and procedures related to authorizations, claims submission, and other health plan policies.
- Help research and resolve claims issues in coordination with the Claims Department.
- Assist with provider credentialing and re-credentialing process as requested.
- Initiate and coordinate provider information changes.
- Assist with any provider related issues.



Demographic Form

He	ealth <i>Pla</i> i	ns, inc.Tel	ephone: (91	15) 532-	3778, Fax:	(915	225-6762
IMPORTANT: Completion of this form is not considered a binding contract with El Paso First. For more information							
0	n contract (plans for p	participation p	olease co	ontact your C	ontro	icting Representative.
			Demogra				
Please Check of			pation (Contro				ecialty Type: cillary (DME, Home Health, Hospice)
	emier Flan		Preferred Adr				navioral Health (LPC)
CHIP Perinate	OB Provid				Hospital Bas		aviolar roam (cr c)
					Allied Health	r (PT,C	OT, ST)
Group Name: (I	f Applicable)					
Group NPI: (If Applicable)				Group (If Appli			
Provider Name	(Last, First, I	Middle):				orv Pro	ofessional Category:
		,		□MD	□ DO □ C		□ NP □ PA □ LPC
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		Other:			<u> </u>		10
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After Hours:	013.		If so Certific				
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Doing Domics	ns (iii diiiici c						
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EL PASO FIRST

Please make sure information in this area matches your W-9

Internal Revo	of the Treasury	Request fo Identification Numb		cation	Give form to the requester. Do not send to the IRS.
96					
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5					_
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E S A	ddress (number, street	, and apt. or suite no.)		Requester's name and	address (optional)
- ≅					
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	ist account number(s)	horo (ontinnal)			
S L	account number(s)	man (openional)			
Part I	Taxpayer Id	lentification Number (TIN)			
allen, sole your emp Note. If to	e proprietor, or disre loyer identification i he account is in mo	viduals, this is your social security number (togarded entity, see the Part I instructions on number (EIN). If you do not have a number, re than one name, see the chart on page 4	page 3. For other enti see How to get a TIN o	ties, it is in page 3.	Or identification number
number t			-		
Part II	Certification	n			
notifie 3. I am a Certificat withholdir For mortg arrangem	ed me that I am no a U.S. citizen or oth tion instructions. Y ng because you hav gage interest paid, a ent (IRA), and gene	at I am subject to backup withholding as a longer subject to backup withholding, and er U.S. person (defined below). ou must cross out item 2 above if you have e falled to report all interest and dividends coulstion or abandonment of secured prop ally, payments other than interest and dividends.	been notified by the if on your tax return. For erty, cancellation of de	RS that you are current real estate transaction bt, contributions to an	itly subject to backup is, item 2 does not apply.
Sign		e the Instructions on page 4.			
Here	Signature of U.S. person ▶			Date 🕨	
Gene	ral Instructi	ons	Definition of a U.	S. person. For fede	eral tax purposes, you are
		ne Internal Revenue Code unless	considered a U.S.	person if you are: io is a U.S. citizen or	U.S. resident alien
	se of Form		 A partnership, o 	orporation, company	or association created or the laws of the United
A person IRS must	wno is required to t obtain your come	o file an information return with the ct taxpayer identification number (TIN)		than a foreign estate	e), or
to report,	, for example, inco	me paid to you, real estate	 A domestic trust 	t (as defined in Regu	
transaction abandon	ons, mortgage inte ment of secured p	rest you paid, acquisition or roperty, cancellation of debt, or an IRA.			rships that conduct a
Use For resident requesting	orm W-9 only if yo alien), to provide y ig it (the requester	u are a U.S. person (including a our correct TIN to the person) and, when applicable, to:	pay a withholding from such busines has not been recei	tax on any foreign p s. Further, in certain	are generally required to artners' share of income cases where a Form W-9 required to presume that
	tify that the IIN yo or a number to be	u are giving is correct (or you are issued).	Therefore, if you a	re a U.S. person that	t is a partner in a
		t subject to backup withholding, or	partnership condu	cting a trade or busing to the partnership to	ness in the United States,
3. Clai	m exemption from savee. If applicable	backup withholding if you are a U.S. b, you are also certifying that as a share of any partnership income from	status and avoid w income.	vithholding on your s	hare of partnership
				gives Form W-9 to	

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership

Form W-9 (Rev. 10-2007)

conducting a trade or business in the United States is in the . The U.S. owner of a disregarded entity and not the entity,



Memo: Current CHIP-Only Providers Must Complete Enrollment with TMHP

EL PASO FIRST

Health Plans, inc.

Current CHIP Providers Must Complete Enrollment with TMHP by December 31, 2017 to Continue to Receive Reimbursement for Services

Note: The Health and Human Services Commission (HHSC) has requested that TMHP publish the following information:

Federal law and regulation require states to screen and enroll all network providers including Children's Health Insurance Program (CHIP) providers by December 31, 2017. To meet this requirement and continue receiving reimbursement for services, providers who currently render services to CHIP members through a managed care organization (MCO) must complete enrollment with the Texas Medicaid & Healthcare Partnership (TMHP) by December 31, 2017.

While the enrollment process and application are the same for Medicaid and CHIP providers, CHIP-only providers are not required to participate in Texas Medicaid. CHIP-only providers must follow the instructions below to indicate they intend to serve only CHIP members and to ensure that they do not appear on the Medicaid online provider lookup (OPL).

Note: CHIP providers actively enrolled with TMHP as a Medicaid provider <u>do not</u> need to repeat the enrollment process to continue to receive reimbursement for CHIP services.

Enrollment Information Specific to CHIP Providers

Beginning July 1, 2017, providers can indicate in the enrollment application that they intend to serve only CHIP members. Providers must document this appropriately to ensure they are not displayed as a Medicaid provider on OPL. CHIP providers are encouraged to enroll using the Provider Enrollment on the Portal (PEP). Additionally, the Provider Information Management System (PIMS) will be updated with options for providers to designate that they intend to serve only CHIP members.

Providers should begin the enrollment process as soon as possible. The PIMS update will allow providers who start the enrollment process before these updates occur to designate themselves as CHIP-only providers on the OPL after they are enrolled.

For more information, providers should visit the upcoming CHIP webpage that will be added to TMHP.com in the next few weeks.

For more information, call the TMHP Contact Center at 1-800-925-9126.



801731EPF053017 Notification Sent 00/00/2017

Current CHIP-Only Providers Must Complete Enrollment with TMHP

- All network providers including Children's Health Insurance Program (CHIP) providers must complete enrollment with Texas Medicaid and Healthcare Partnership (TMHP) by December 31, 2017.
- CHIP-only providers are not required to participate in Texas Medicaid.

Note: CHIP providers actively enrolled with TMHP as a Medicaid provider do not need to repeat the enrollment process to continue to receive reimbursement for CHIP services.



For More Information

 Providers should visit the CHIP webpage added to TMHP.com

http://www.tmhp.com/Pages/CHIP/CHIP_home.aspx

Or

Call the TMHP Contact Center at 1-800-925-9126.



Helpful Links

CHIP-Only Enrollment Application:

http://www.tmhp.com/TMHP File Library/CHIP%20FAQ/CHIP%20Enrollment%20FAQs%20v2017 0623.pdf

CHIP Provider Enrollment FAQ:

http://www.tmhp.com/Provider Forms/Provider%20Enrollment/TexMedProvEnrollApp referring%20providers.pdf



Memo: Medicaid Ordering/Referring Provider Enrollment Requirement

EL PASO FIRST Health Plans, inc.

Memo

To: Our Valued Providers
From: El Paso First Health Plans

Date: June 2, 2017

Reminder: Medicaid Ordering/Referring Provider Enrollment Requirement

Federal regulation 42 CFR §455.410 indicates that a state Medicaid agency must require all ordering, referring or prescribing physicians or other professionals providing services under the state plan or under a waiver of the state plan to be enrolled as participating providers.

For providers whose only relationship with Texas Medicaid is to order or refer services for Texas Medicaid clients, TMHP has developed an abbreviated enrollment application titled "Texas Medicaid Provider Enrollment Application Ordering and Referring Providers Only." This shortened application allows providers to enroll as an ordering or referring provider without participating as a rendering or billing provider within the state Medicaid program.

Medicaid clients who attempt to obtain prescription drugs using a prescription from a non-enrolled provider will be unable to obtain their prescribed medications starting October 16, 2017.

Important: Claims for items or services ordered, referred, or prescribed by interns or residents may include the NPI of a supervising physician.

Note: Individual providers enrolled in Medicaid as a rendering or billing provider can use their existing NPI for orders, referrals and prescriptions. Providers do not need to submit the additional abbreviated application. Individual providers employed by a facility, organization, federally qualified health center (FQHC) or rural health clinic (RHC) which is enrolled in Medicaid will need to complete the abbreviated application to order, refer, or prescribe services for their clients.

<u>Note</u>: This claims edit is not applicable to Medicare crossover claims. Providers who order, refer, or prescribe Medicare covered services for dual eligible clients will not need to enroll in Medicaid. However, Medicaid only services ordered, referred, or prescribed will require the ordering provider to be enrolled in Medicaid.

An Ordering/Referring Provider Frequently Asked Questions (FAQ) document is being developed and will be available on the TMHP website in the near future.

For more information, call the TMHP Contact Center at 1-800-925-9126 or the TMHP-CSHCN Services Program Contact Center at 1-800-568-2413.

If you have any questions please contact our Provider Relations Team at 1-915-532-3778 x1507 Monday – Friday 8am – 5pm.

801735EPF060817



Medicaid Ordering/Referring Provider Enrollment Requirement

- As per Federal regulation, all ordering, referring or prescribing physicians must enroll with Medicaid
 as participating providers.
- An abbreviated enrollment application titled <u>"Texas Medicaid Provider Enrollment Application</u>
 Ordering and Referring Providers Only" was developed for those providers whose only relationship with Medicaid is to order or refer Texas Medicaid Clients.
- Individual providers already enrolled in Medicaid as a rendering or billing provider, do not need to submit the additional abbreviated application.
- Note: Medicaid clients who attempt to obtain prescription drugs using a prescription from a nonenrolled provider will be unable to obtain their prescribed medications starting October 16, 2017.



For More Information

• Call the TMHP Contact Center at 1-800-925-9126

or

Call the TMHP-CSHCN Services Program Contact Center at 1-800-568-2413.



Contact Information

Vianey Licon

Provider Relations Representative

vlicon@epfirst.com

(915) 532-3778 ext. 1021

Provider Relations Department

(915) 532-3778 ext. 1507





Access and Availability

Angelica Baca

QI Data Specialist

Definitions

- Office Accessibility: Members must be able to schedule an appointment with PCP and Behavioral Health Providers for covered services within the time frames mandated by TDI and HHSC.
- After-Hours Availability: PCPs and OB/GYN (that are PCPs) must be available 24/7 as mandated by TDI and HHSC. If the Provider delegates this duty, the covering Provider must also be available 24/7. NOTE: Behavioral Health Providers not surveyed for availability at this time.



Office Accessibility Standards

- Emergency Services must be provided upon Member presentation at the service delivery site
- Urgent Behavioral Health services must be provided within 24 hours
- Initial Outpatient Behavioral Health visits must be provided within 14 days of request
- Specialty Routine care must be provided within 21 days



Office Appointment Accessibility Form



(Q2)

In accordance with the Texas Health and Human Services Commission (HHSC) and Texas Department of Insurance (TDI) mandates, El Paso First Health Plans, Inc. must monitor our Providers on an annual basis for office accessibility compliance. Your partnership is paramount in the success of our Quality Improvement initiatives and requirements mandated by TDI and HHSC.

Provider Name:*			Specialty:				
Group Name:		-					
Are you currently account patients?	cepting new						
2. Please check appointment wait times for patients:							
Emergency Care Upon Member Presentation	□ Yes	□ No					
Urgent Behavioral Health Care	□ Same/Next day	□ 1 week or less	□ 2 weeks or less	□ Over 2 weeks			
Initial Outpatient Behavioral Health Visit	□ Same/Next day	□ 1 week or less	□ 2 weeks or less	□ Over 2 weeks			
Specialty Routine Care	□ Same/Next day	□ 2 weeks or less	□ 3 weeks or less	□ Over 3 weeks			
Wait time for app	ointment:	□ Met	□ Not r	net			
Provider's staff name:			Date completed on:				
	Signature						
Office Address:			Telephone #:				
Is address correct? Yes No (If not, please provide updated address.)							
Is phone number correct? Yes No (If not, please provide updated phone number.)							



EQRO Secret Shopper Results - 2015-2016 Studies

 Texas Health and Human Services (HHSC), through the External Quality Review Organization (EQRO), began conducting secret shopper calls to assess provider's compliance with appointment standards.

Percent of providers who met appointment wait time out of providers who offered appointments					
Behavioral Health Standard	Adult	Child			
14 days	69.6%	66%			



EQRO Secret Shopper - 2016-2017 Studies

Currently underway!!

If compliance is not met on the secret shopper calls conducted by the state, the health plan
will be required to submit a corrective action plan.



Coming Soon!

- Provider Directory Verification Survey
- Annual survey conducted by Provider Relations Representative to fulfill a deliverable requirement from HHSC
- Random sample of 25% of providers selected from provider directory
- Intent: to ensure provider's information displaying in the directory is correct
- Appointment wait time questions will be included



Contact Information

Don Gillis

Director of Provider Relations & Quality Improvement

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Angelica Baca

Quality Improvement Data Specialist

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Behavioral Health Utilization Management and Case Management Services

Edna Lerma, LPC

Health Services Clinical Supervisor

Behavioral Health Benefit

- Members do not need a referral from a PCP to access a participating provider
- Authorization is not required for an evaluation
- Behavioral health services require prior authorization
- Certifications are issued for a 6 month period



Outpatient Mental Health Services

- Outpatient mental health services are used for the treatment of mental illness and emotional
 disturbances in which the clinician establishes a professional contract with the client and, utilizing
 therapeutic interventions, attempts to alleviate the symptoms of mental illness or emotional
 disturbance, and reverse, change, or ameliorate maladaptive patterns of behavior.
- Outpatient mental health services are benefits of Texas Medicaid when provided to clients who are
 experiencing a mental health issue that is causing distress, dysfunction, and/or maladaptive
 functioning as a result of a confirmed or suspected psychiatric condition as defined in the current
 edition of the American Psychiatric Association's Diagnostic and Statistical Manual of Mental
 Disorders (DSM).



Documentation must include:

- Updated/current symptoms
- Detailed response to past treatment
- Updated/current treatment short/long-term goals
- Progress/status on previous goals
- Specific therapeutic interventions



TEXAS STANDARD PRIOR AUTHORIZATION REQUEST FORM FOR HEALTH CARE SERVICES

SECTION I — SUBMISSION					Clear Form	Print			
Issuer Name:				Phone:		Fax:		Date:	
SECTION II — GENERAL INFOR	MATION								
Review Type: Non-Urgent	Ur	gent	Clinical R	Reason for Urger	ncy:				
Request Type: Initial Reques	st 🗌 Ex	tension/R	enewal/A	mendment	Prev.	Auth. #:			
SECTION III — PATIENT INFOR	MATION								
Name:		Phone:			DOB	:	Male Other	Female Unknown	
Subscriber Name (if different):		Member or Medicaid		caid ID #:	ID #: Group #:		#:		
SECTION IV — PROVIDER INFO	RMATION								
Requesting Pro	vider or Fa	acility			Service Provider or Facility				
Name:				Name:	Name:				
NPI#:	Specialty	:		NPI#:	NPI#:		Specialty:	Specialty:	
Phone:	Fax:			Phone:	Phone:		Fax:	Fax:	
Contact Name:	Ph	one:		Primary Ca	Primary Care Provider Name (see i		(see instructions):		
Requesting Provider's Signature and Date (if required):			Phone:			Fax:			



SECTION V — SERVICES REQUESTED (WITH CPT, CDT, OR HCPCS CODE) AND SUPPORTING DIAGNOSES (WITH ICD CODE)

Planned Service or Procedure	Code	Start Date	End Date	Diagnosis E	Description (ICD version)	Code
☐ Inpatient ☐ Outpatient ☐ Provider (Office	Observation	Home	Day Surge	ery Other:		
Physical Therapy Occupational Therapy Speech Therapy Cardiac Rehab Mental Health/Substance A						e Abuse	
Number of Sessions: Dura		_ Frequency:		Other:			
☐ Home Health (MD Signed Order Attache	d? 🔲 Ye	es No)	(Nursing As	sessment At	tached? 🗌 Yes 🔲 No)	
Number of Visits: Dura	tion:		_ Frequency:		Other:		
☐ DME (MD Signed Order Attached? ☐ Y	es N	o) (Me	dicaid Only: T	itle 19 Certifi	cation Attached? 🗌 Ye	s 🗌	No)
Equipment/Supplies (include any HCPCS	Codes):_				Duration:		
SECTION VI — CLINICAL DOCUMENTATION	ON (SEE I	NSTRUCTION	S PAGE, SECT	TION VI)			

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ELPaso Health
HEALTH PLANS FOR EL PASOANS. BY EL PASOANS.
THE HEALTH DI ANN. OF EL PASOA ELPST.

El Paso First Health Plans-Request for Behavioral Health Services Page 2 and 3 Not for Use with Mental Health Rehab and Targeted Case Management

Member's Name:	Member I.D.				
Section VII. Identifying Infor	mation:				
Current Living Situation:	With Paren	ıt(s)	Group/Foster Home		Other (list):
Section VIII. Court Ordered Service?		Yes		No	
Section IX. DFPS Directed S	Service:	Yes		No	
Section X. Psychiatric Medic	ations:				
Medication	Dose		Frequency		Prescribing Physician



Section XI. Continuati	Section XI. Continuation of Therapy Requests: Please indicate the following. (Complete all sections):					
Current Symptoms:						
Response to Past Treatment:						
(Provide Detailed						
Information)						
Specific Therapeutic						
Interventions:						
Section XII. Short Term	Measurable T	reatment Goals: (N	ote specific progress fo	r each goal)		
Goal			Current Progress		Target Date	

Goal	Current Progress	Target Date



Section XIII.

Mood Swings

Anxiety/Phobia	Risk Factors	Sleep Patterns	Eating Patterns	Substance Abuse	-
Anxiety	Social Isolation	Hypersomnia	Increase Appetite	Alcohol	
Panic Attack	Impaired Judgment	Insomnia	Decrease Appetite	Drugs	
Phobic Responses	Aggression	Nightmares	Bulimia	Active	
Excessive Worry	Oppositional/Defiant	Traumatic Dreams	Anorexia	Remission	
PTSD	Self injurious	Hyposomnia		Withdrawal Symptoms	

Mood	Cognition	Thought Content	Functionality	Activity
Anger	Decrease Concentration	Flight of Ideas	Obsessions/Compulsions	Decrease in Energy
Apathy	Distractibility	Loose Association	Hypersexual	Psychomotor Retardation
Blunted/Flat Affect	Impaired Abstract Thinking	Hyper-talkative	Impaired ability to function at:	Restlessness
Depressed Mood	Memory Impairment	Pressured Speech	Home	Hyperactivity
Elevated/Expansive	Difficulty Making Decisions	Racing Thoughts	School	Impulsiveness
Grandiosity	Hallucinations	Delusions	Work	
Hopelessness		Grandiosity		
Irritable			High Risk Behavior	
Low Self Esteem		Paranoid Ideation	Anti-Social Behavior	
Tearfulness				



Section XIV.

Suicidal:	Yes	No	Explain:	
Homicidal:	Yes	No	Explain:	
Emotional Trauma:	Yes	No	Explain:	
Sexual Trauma:	Yes	No	Explain:	
Physical Trauma:	Yes	No	Explain:	



Mental Health Parity

MH/SUD and Medical/Surgical services utilize the same process of a fax, telephonic, or electronic portal for receipt of notification, SW's, RN's, LVN's and physicians complete the review after utilizing Interqual or Milliman Care Guidelines recommendations, and apply the same turn around time frames for providing authorization status.

Both utilize nationally recognized clinical guidelines and standards for medical and healthcare practice. Both MH/SUD and Medical/Surgical days/units approved are consistent with the member's diagnosis, symptoms, and acuity level.

The criteria used for both MH/SUD and Medical/Surgical is evidenced based, medically acceptable, and outcome focused, based on current principles, and reviewed and approved by practicing physicians with knowledge relevant to health care services.

AA/PCA – Effective 9.1.2017

DFPS operates AAPCA:

The Adoption Assistance program provides help for certain children who are adopted from foster care.

The Permanency Care Assistance program gives financial support to family members who provide a permanent home to children who were in foster care but could not be reunited with their parents.



Transition Phase

- Authorizations for basic care such as specialist visits, medical supplies, etc., are honored for 90 days, until the authorization expires or until the health plan issues a new one.
- Authorizations for long-term services and supports are honored for six months or until a new assessment is completed.
- During the transition period, members can keep seeing current providers, even if they are out of the health plan's network.



Expectations for AA/PCA members – Service Management

- A service performed by the health plan to do all of the following: Develop a service plan,
 which includes a summary of current needs, a list of services required, and a description of
 who will provide those services.
- Coordinate services among a member's primary care provider, specialty providers and non-medical providers.
- Make sure the client gets the medically necessary covered services and other services and supports.
- All AAPCA managed care members can get service management.



Contact Us

Health Services Department

915-532-3778 ext. 1500





Contracting and Credentialing Overview

Sonia Fernandez

Contracting and Credentialing Lead

Contract Request

Please contact our Contracting Representatives when you wish to contract or add a provider to your group.

Contracting Department will require the following forms to begin the process:

- ✓ Demographic Form (forms located on website)
- ✓ W-9
- ✓ TPI (STAR Medicaid)
- ✓ NPI

Contracting and Credentialing Lead Sonia Fernandez 915-298-7198 x1130



Contracting and Credentialing Representative Gabriel De Los Santos 915-298-7198 x1128



Contracting and Credentialing Representative Gabriela Macias 915-298-7198 x 1005





Contracting Process

- Verification of information provided on the Demographic form and W-9
 - ✓ Pay to name (W-9, NPI & TPI)
 - ✓ Desired participating Programs (STAR, CHIP, CHIP Perinatal, HCO, TPA)
 - ✓ Provider Specialty
 - ✓ Practice Limitations
 - ✓ Age Range
 - ✓ Accepting patients
 - ✓ Languages
 - ✓ Office Hours
 - ✓ CLIA (If Applicable)





Health Plans, inc. Telephone: (915) 532-3778, Fax: (915) 225-6762

IMPORTANT: Completion of this form is not considered a binding contract with El Paso First. For more information on contract plans for participation please contact your Contracting Representative.

Demographic Information Form												
Please Check of	ff Healti	n Plan	n Partici	pation (C	ontrac	et): P	lease ch	eck of	f Spe	cially Type:		
Medicaid/Pre						PCP Ancillary (DME, Home Health, Hospice)						
ПСНІР		\Box	TPA (Pr	eferred A	Admin)		Specio	ılist 🔲 B	ehav	rioral Health (Li	PC)	
CHIP Perinate	(OB Pro	ovide	rs Only)		Hospital Based						
						Allied Health (PT,OT, ST)						
Group Name: (If	Applica	ıble)										
Group NPI:						Group						
(If Applicable)						(If Applicable) Professional Category Professional Category:						
Provider Name (Last, Fir	st, Mi	iddle):		- 1							
					- 1			L CK	NA L	NP PA	LPC	
Individual NPI:						Other:						
1770501504						Pending (In Process)						
Primary Specialt	v:						dary Spe					
Medical License							Number:					
Telemedicine Se		L	anauac	es Spoke		LIBDI			lew P	atients YES	NO	
□YES □NO				h Spanis						nts Only	,,,,,	
		ΙĒ	Other							,		
Practice Limitation	ons:	Maile	Only	Female	Only	Ag	e Range	()	Other		
Office Days/Hou	irs:			CLIA Ce	ertifica	te:	Yes		Radi	ology Certifica	ite:	
After Hours:				If so Ce					Y	es No		
							Informo					
									Inforr	mation Form		
Official Business	Name	(as it	appea	rs on W-9	/IRS Do	ocume	entation)					
Doing Business A	ls (if dif	feren	t from o	ibove)**f	his info	rmatio	n must n	natch i	Box #	33 on claim fo	m	
Billing Address,	City Sto	rte ar	nd Zip C	ode:				Tax ID	Num	ber:		
								(Requ	ired)			
	ry Prac	ctice	Locati	on				Secor	ndary	/ Practice Loc	ation	
Address:						Addre	55:					
City, State, Zip C	ode:				- 1	City, State, Zip Code:						
Phone Number:			Fax:			Phone	Number	-		Fax:		
(915)			(915)	1						()		
Primary Contact I	Person:				1	Primai	y Contact	t Phone	. Num	ber email ad	dress:	
For EP First Sta	ff Only											
		_										
Verifications: W-9 NPPES TPI Look Up Provider Letter Other												
Provider Type: PCP PCP/Specialist Specialist Ancillary Behavioral Health Hospitalist												
Contract Individual Group Attachment D Attachment B/C Attachment F Facility												
Type: LOA Ancillary After Hours												
Credentialing Provider Credentialed Yes No Not Required												
Credential Site Visit: Yes No Not Required												
Actions: Add: To Network To Group Program TERM: From Network From Group From Program REASON:												
STAR CHIP CHIPPerinate				ateH	ICO [□см 🗆	TPA	Effe	ective Date: _	//_	_	
Participating Non-Participating												
Comments:												



Contracting Process

- Contracting Packet will include:
 - ✓ 2 copies of an unsigned contract
 - ✓ Credentialing Application (if the provider is not credentialed, a credentialing application will be included in the packet)



Important things to Remember

- ✓ Make sure that all applications, forms and contracts are completed in their entirety.
- ✓ Make sure that your applications and contracts are signed before returning.
- ✓ Failure to complete and sign will cause your application or contract to be returned and cause a delay in the process.
- ✓ Network participation begins when you have received a copy of your executed agreement with the effective start date.
- ✓ If your Individual or Group TPI are pending, the provider will continue with a non-par status for STAR-Medicaid until received and contract is amended. (No retro dates)



Questions

Sonia Fernandez

Contracting and Credentialing Lead

915-298-7198 ext. 1130





Complaints and Appeals Process

Corina Diaz

Complaints and Appeals Supervisor

Complaints and Appeals Process

- All Complaints and Appeals must be submitted in writing
 - Via mail
 - Via fax 915-298-7872
 - > Secure FTP site through our Web Portal
- Provider will receive
 - > Acknowledgment letter no later than five (5) business days
 - Resolution letter within thirty (30) calendar days
- Appeals must be received within 120 days from the notice of the denial
- Please include detailed and supporting information:
 - > Copy of Remittance Advice
 - Medical records (if necessary)
 - Proof of Timely Filing
 - Provider attested letter TPI/NPI
 - > Etc.
- Complaints must be mailed to:

El Paso Health Complaints and Appeals Unit 1145 Westmoreland El Paso, Texas 79925

Note: STAR and CHIP Members must not be billed or balanced billed for covered services.



Web Portal Provider Appeal

Eligibility and Benefits Claims and Payment Authorizations Reports

Welcome to the Provider Portal

This site provides quick access to member eligibility and benefits, claims payment details, and more!

Provider Name: SYLVIA VASQUEZ

Provider Phone: 915-857-6390



Quick Links



Contact Us

If you have questions or need assistance, contact the Provider Relations Department at:

915-532-3778 ext 1507 Toll-Free: 1-877-532-3778 ext 1507

Our customer service hours are Monday through Friday between 8:00 am and 5:00 pm MST.

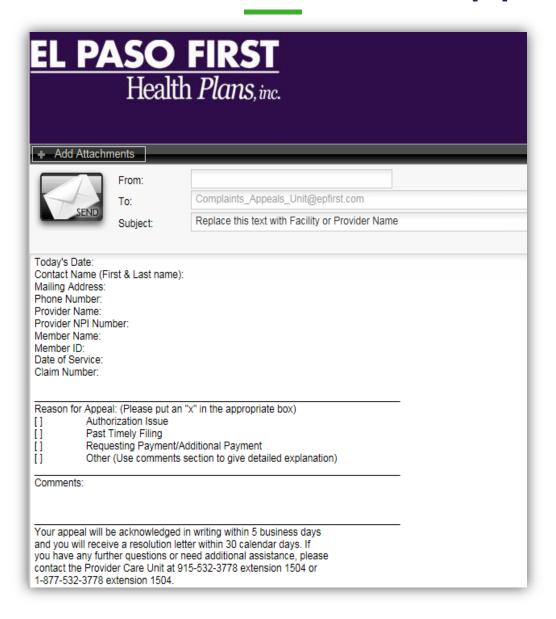
Fax Number: 915-225-6762

Mailing Address: El Paso First Health Plans, Inc. PO Box 971370

El Paso, TX 79997



Web Portal Provider Appeal





Sample Acknowledgement Letter

July 18, 2017

PROVIDER GROUP TEMP PROVIDER M.D. Attn: OFFICE, MANAGER 2501 N. MESA EL PASO, TX 79912

RE: John Doe Member ID: 555555555 Date of Service: 01/01/2017 Appeal Received on: 07/18/2017

Case #: AGI000000001583

Dear Office Manager:

Thank you for taking the time to let us know about your appeal. At any time, the Health and Human Services Commission may review documentation we retain regarding the appeal and the action taken on it. We will look into your appeal and send you a letter with our findings no later than thirty (30) days from the date we received the appeal.

If you have any further questions or need additional assistance, please contact the Provider Care Unit at 915-532-3778 extension 1504 or 1-877-532-3778 extension 1504. Our TDD Line for the hearing impaired is Toll Free 1-855-532-3740.

Sincerely, Corina Diaz Complaints & Appeals Specialist





Sample Resolution Letter

July 18, 2017

PROVIDER GROUP TEMP PROVIDER M.D. Attn: OFFICE, MANAGER 2501 N. MESA EL PASO, TX 79912

RE: John Doe Member ID: 555555555 Date of Service: 01/01/2017 Appeal Received on: 01/18/2017

Case #: AGI00000001583

Dear Office Manager:

The review of information submitted and received by El Paso First Health Plans Inc. regarding the denial of payment on Claim #:0000000000 has been completed. The decison has been made to uphold the denial OR reprocess your claim..

You have the right to a second level appeal. Your appeal must be filed within 120 days of this resolution or the latest Provider Remittance Advice Notification. If you have additional information and/or documentation regarding this case that has not been previously considered, or if you wish that El Paso First reconsider the decision, you may submit a letter appealing this decision to:

El Paso First Health Plans, Inc. Attn: Complaint and Appeals Unit 1145 Westmoreland El Paso, Texas 79925

Should you have any further questions or concerns, you can call or contact the Provider Care Unit (PCU) at 915-532-3778, ext. 1504.

Sincerely, Corina Diaz Complaints & Appeals Specialist





Contact Information

Corina Diaz

Complaints and Appeals Supervisor

cdiaz@epfirst.com

(915) 298-7198 ext. 1092





Claim Reminders

Adriana Villagrana

Claims Manager

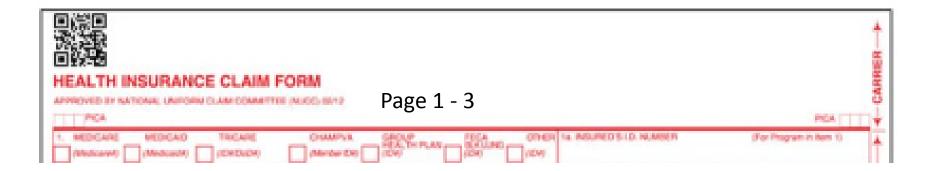
Claims Processing

- Timely filing deadline
 - **-95** days from date of service
- Corrected claim deadline
 - **─120** days from date of EOB



Claims Processing

- If you are submitting multiple claims for a patient, please ensure that you are:
 - Indicating page 1 of \underline{x} (number of pages)
 - Stapling the claims together





Availity Web Portal Functionalities

- Express Entry
- Billing Provider Information
- Authorization Number
- Coordination of Benefits

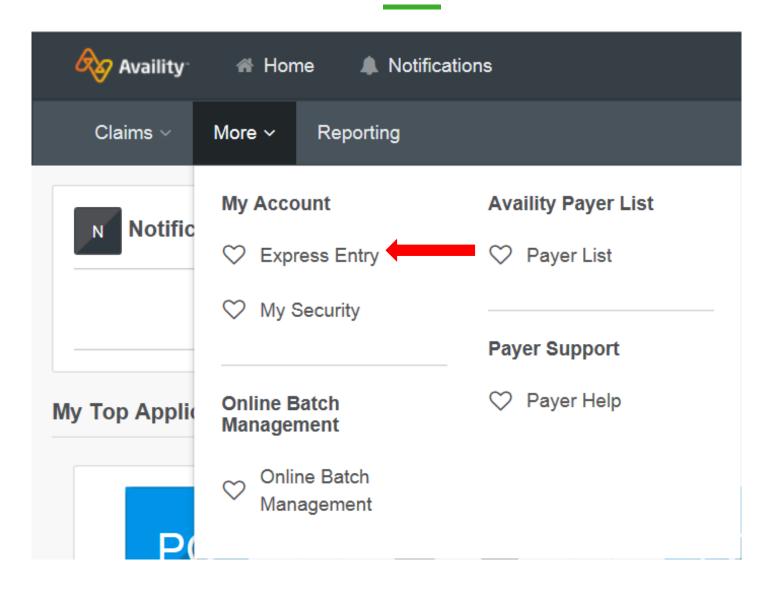


- Express Entry
 - ➤ Allows you to set up providers
 - ➤ Allows you to add providers
 - ➤ Allows you to edit providers
 - ➤ Allows you to delete providers

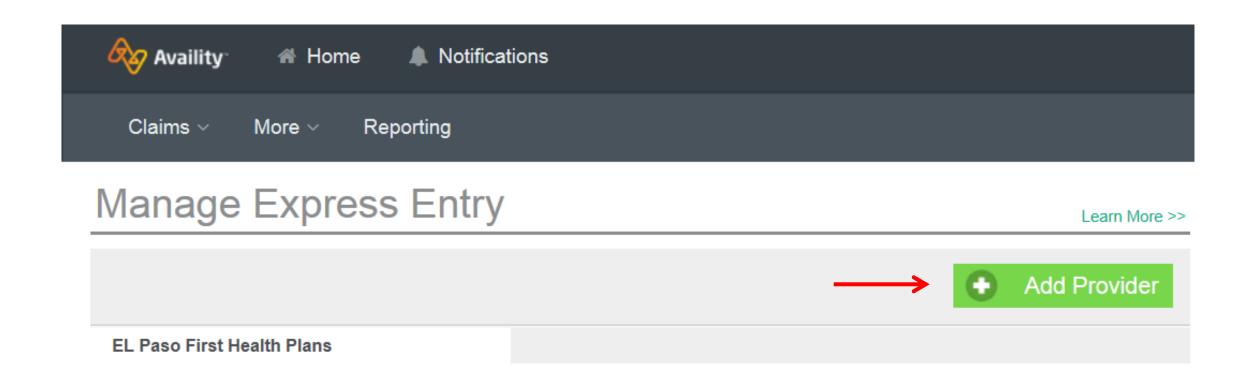
Important:

For Express Entry you may use an NPI only once within an Organization











- Type NPI
- Click on Add Provider
 - ➤ Provider information associated with NPI will populate





Manage Express Entry
Provider Types

Remove Provider from Organization

MEDICAL DOCTOR

Edit

Edit

Physical Address: 12345 WESTMORELAND

EL PASO, TX 79925 - 2370

Phone: (915) 222 - 2222 Fax: (915) 333 - 3333

Add another physical address

Billing Address: 1111 WEST

Edit

EL PASO, TX 79925 - 2370

Phone: (915) 222 - 2222 Fax: (915) 333 - 3333

Add another billing address

Specialty / Pediatrics - 163WP0200X

Edit

Taxonomy:

Provider Works in My Office Relationship:

Edit

NPI: 1245233345

Add Additional Identifier(s)

Tax ID (EIN): 744444444

Edit | Remove



Billing Provider – Facility Claims

Billing Provider Information

- Entering Billing Provider Information for Facility Claims
 - Enter where the medical service was rendered

Express Entry - Billing Provider: ?	Select One
* Organization / Provider Last Name: ?	
* Phone Number: ?	- Ext.
Fax Number:	
E-mail:	
Country: ?	United States V
* Address 1: ?	
Address 2: ?	
* City, State, ZIP Code:	Select One -
* Specialty / Taxonomy:	
* NPI: ?	
* Tax ID: ?	
	Important: Enter the tax ID to which the claim should be paid.
* Provider Accepts Assignment: ?	Assigned
* Release of Information Code: ?	Select One V



Adding Additional Provider Information Facility Claims

This claim has additional provider in	formation				
	additional billing provider contact information				
	\square a billing provider pay-to address that is different from the billing provider address				
	\square a service facility location that is different from the billing provider				
Attending Provider Information					
Express Entry - Attending Provider:	Select One				
* Last Name:					
* First Name:					
* Specialty / Taxonomy:					
* NPI: ?					



Billing Provider – Professional Claims



 If billing under a group enter your pay to information in this section.

Express Entry - Billing Provider: ?	Select One
Organization / Provider Last Name: ?	
First Name:	
* Phone Number: ?	- Ext.
Fax Number:	
E-mail:	
Country: ?	United States V
* Address 1: ?	
Address 2: ?	
* City, State, ZIP Code:	Select One -
* Specialty / Taxonomy:	
* NPI: ?	
Tax ID Type:	Employer Identification Number (EIN)
* Tax ID: ?	
	Important: Enter the tax ID to which the claim should be paid.



Rendering Provider – Professional Claims

Select appropriate box

This claim has additional provider information						
	additional billing provider contact information					
	\square a billing provider pay-to address that is different from the billing provider address					
\longrightarrow	a rendering provider					
Rendering Provider						
Express Entry - Rendering Provider:	Select One					
* Organization / Provider Last Name:						
First Name:						
* Specialty / Taxonomy:						
* NPI: ?						



Authorization Number – Facility Claim

Claim Information

Ciaim iniornation	
* Patient Control Number / Claim Number: ?	
Diagnosis Related Group (DRG) Code: ?	
Medical Record Number:	
* Billing Frequency: ?	Select One V
	☐ this is an HMO claim
Prior Authorization Number: ?	
Auto Accident Country:	Select One V
* Admission Type:	Select One V
* Admission Source:	Select One V



Authorization Number – Professional Claim

Claim Information

* Patient Control Number / Claim Number: ?		
Medical Record Number:		
* Place of Service: ?	11 - Office	~
* Billing Frequency: ?	1 - Admit through Discharge Claim	~
	☐ this is an HMO claim	
* Provider Signature on File:	Select One V	
Prior Authorization Number: ?		
Care Plan Oversight Number (for Medicare Patients): ?		
Chiropractic Patient Condition Code:	Select One	



Coordination of Benefits

Professional Health Care Claim

* Payer: ? EL PASO FIRST HEALTH PLANS - STAR

* Organization: EL Paso First Health Plans

Transaction Type: ? Professional Claim
Primary
Responsibility Sequence: ? Secondary
Tertiary

Facility Health Care Claim

* indicates a required field EL PASO FIRST HEALTH PLANS - STAR * Payer: ? \checkmark * Organization: EL Paso First Health Plans V Transaction Type: ? Facility Claim V 13 - Hospital Outpatient * Facility Type: ? V Responsibility Sequence: ? Primary Secondary To Tertiary * Statement: ? DD YYYY MM DD YYYY



Coordination of Benefits

Primary Insurance Plan Inform	ation
* Other Payer ID: ? Payer Identification Number: Other Payer Claim Control Number:	
Tax ID: * Payer Name: * Claim Filing Indicator:	123 PPO INSURANCE 12 - Preferred Provider Organization (PPO)
Country: ? * Address 1:	United States 1111 MAIN ST
* City, State, ZIP Code: * Release of Information Code: ?	EL PASO TX - Texas 79925 - Provider has a Signed Consent
* Assignment of Benefits: ? * Payment / Adjustment Type: ?	Yes Select One No Payment Adjustment
Prior Authorization Number: ?	Claim Level Payment Adjustment Claim Line Payment Adjustment Both
* Payment / Adjustment Type Prior Authorization Numbe	, ,



Coordination of Benefits

Facility Health Care Claim Learn More >> Professional Health Care Claim Learn More >> **CLAIM SUBMISSION** Availity's professional claim and facility claim services allow you to quickly submit real-time, electronic claims and encounters. These services can dramatically accelerate the claim submission and reimbursement process, show / hide more Live Webinars Web Data Entry Claim Submission Register Now (1 hr) Recordings Web Data Entry Claim Submission - Live Webinar Recording View Recording (53 min) Web Data Entry Claim Submission - Training Demo View Recording (12 min) Coordination of Benefits - Training Demo View Recording (10 min) Coordination of Benefits for Regence Users (ID, OR, UT, WA) - Training Demo View Recording (10 min) Online Help Submitting Professional Claims/Encounters View Topic Submitting Facility Claims/Encounters View Topic Viewing Claim Results View Topic



Availity Contact

- Web Portal Support
 - **>** 877-732-5633
- Submit an Inquiry on line

Submit a Ticket

Log in to the web portal in order to submit a tech support ticket.





Common Denials

- Payment denied/reduced for absence of, or exceeded, pre-certification/authorization.
- Timely Filing has exceeded.
- The diagnosis is inconsistent with the procedure.
- Duplicate Claim.



Electronic Claims

- Claims are accepted from:
 - > Availity
 - > Trizetto Provider Solutions, LLC.

(formerly Gateway EDI)

Payer ID Numbers:

STAR	EPF02

CHIP EPF03

Preferred Admin. UMC EPF10

Preferred Admin. EPCH EPF11

Healthcare Options EPF37



Contact Us

(915) 532-3778

Provider Care Unit Extension Numbers:

- 1527 Medicaid
- 1512 CHIP
- 1509 Preferred Administrators
- 1504 HCO





Edgar Martinez

Member Services Director

- El Paso First Health Plans new 24-hour bilingual Medical Advice Infoline is available as of March 1, 2017, to answer Member health questions.
- El Paso First Members will be able to call our Medical Advice Infoline toll-free 24 hours a day, 7 days a week.





FIRSTCALL

MEDICAL ADVICE INFOLINE

STAR 1-844-549-2826 CHIP 1-844-549-2827



- The Medical Advice Infoline will be one of the value-added benefits El Paso First Health Plans Members will receive.
- The Medical Advice Infoline will be ready to answer health questions and provide health information 24 hours a day every day of the year.
- The Medical Advice Infoline will be staffed with registered nurses and pharmacists!



El Paso First's Medical Advice Infoline will help Members when they:

- Have questions about their health.
- Are worried about a sick child.
- Have questions about their pregnancy.
- Are not sure if they need to go the Emergency Room.
- Don't know how much medicine to give their child.



- Sometimes Members may not be sure if they need to go the Emergency Room. They will now be able to call El
 Paso First's 24-hour Medical Advice Infoline.
- When Members call the Medical Advice Infoline, they will be connected to a nurse or pharmacist.
- The Medical Advice Infoline will triage the Member to make a decision if the Member has a real emergency or if the Member could wait to see their Primary Care Provider (PCP) the next day. But if it is a real emergency, they will be directed to the nearest hospital emergency room or to dial 911.
- For non-emergent situations the Members will be directed by their PCP's request to the nearest night clinics or urgent care centers.
- The Medical Advice Infoline staff speaks English and Spanish. If the Member does not speak English or Spanish, translator services will be available.





Edgar Martinez

Director of Member Services

915-532-3778 ext. 1064

Juanita Ramirez

Member Services & Enrollment Supervisor

915-532-3778 ext. 1063





Thank You for Attending Providers!











For more information:





www.elpasohealth.com

