Behavioral Health Specialty Training

May 24, 2018













Agenda

Provider Relations: TPI Revalidation Process, Web Portal Features, Behavioral Health

Specialty Listing

Contracting and Credentialing: <u>Credentialing Verification Organization (CVO)</u>

Quality Improvement: Accessibility and Availability

Health Services: Behavioral Health Utilization Management and Case Management

Services

Claims: Reminders

Compliance: Special Investigations Unit

Member Services: <u>Value-Added Services</u>





Provider Relations

Vianey Licon

Provider Relations Representative

TPI Revalidation Process

- The Affordable Care Act (ACA) requires providers to submit a revalidation application, at least 90 days before the end of their enrollment period.
- Providers must submit any updated licenses and/or certifications to TMHP,
 prior to expiration date.
- Failure to do so will result in dis-enrollment from Texas Medicaid until fully updated by TMHP.
- Providers who do not submit the revalidation application on time, will be required to go through the re-enrollment process as a newly enrolling provider.
 - ➤ A Step-by-Step Guide for Provider Enrollment:

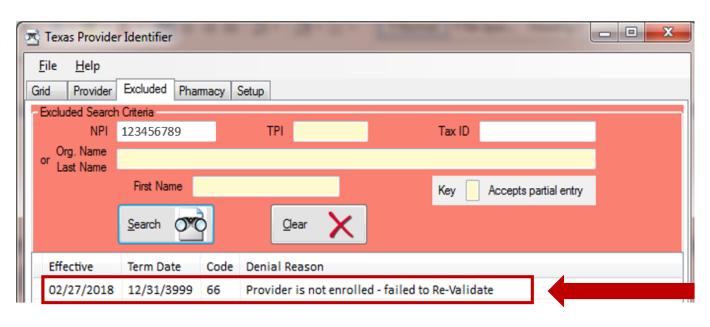
 http://www.tmhp.com/enrollment/SitePages/index.html



EPH Process

PDC-66 Re-enrollment

- All dis-enrolled providers are removed by TMHP from the Provider Master File. Then added to the Excluded Listing with a Payment Denial Code (PDC-66).
- Providers with a Payment Denial Code (PDC-66) will be terminated from EPH network and any claims after the term date will be denied.



 Once provider re-enrolls successfully with TMHP, the provider will be removed from the Excluded Listing. Please notify EPH immediately to re-instate contract.

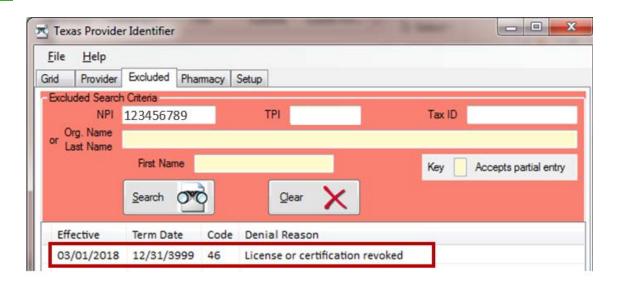
*EPH will reinstate provider's contract according to TMHP's effective date.



EPH Process

PDC-46 License Certification Revoked

 Providers who fail to provide the license and or certification update to TMHP within a timely manner, will also be removed from the Provider Master File, and added to the Excluded Listing with a Payment Denial Code (PDC-46).

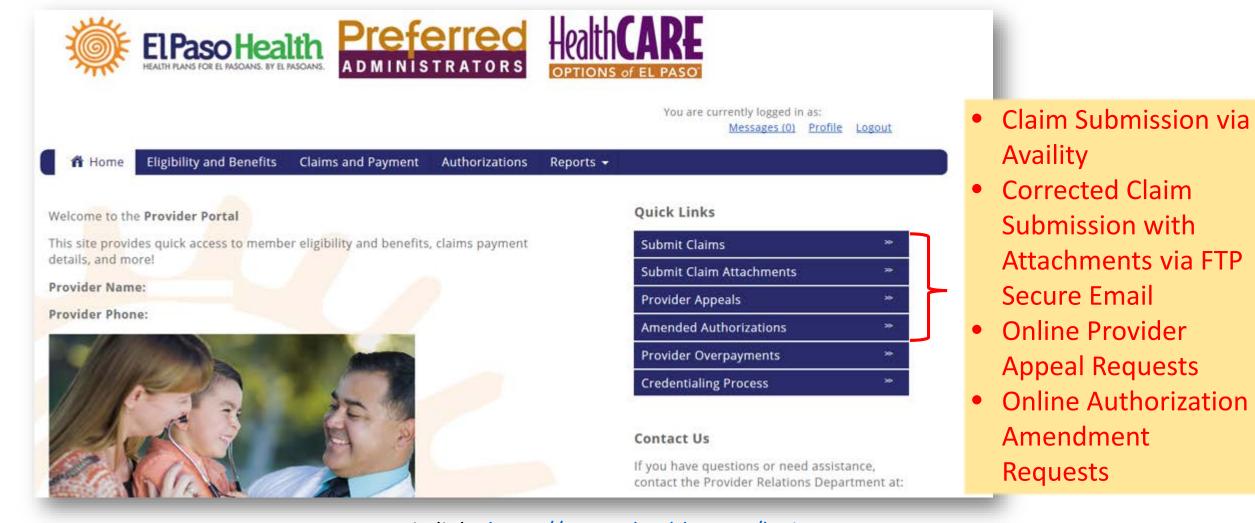


- Providers with a payment denial code (PDC-46), will be temporarily terminated from EPH network and any claims after the term date will denied.
- Once provider's license or certification is successfully updated with TMPH, the provider will be removed from the Excluded Listing. Please notify EPH immediately to re-instate contract.





Web Portal Features



Log in link: https://secure.healthx.com/login



Web Portal

Reports

RA's

Rosters

ER Utilization



Provider Phone: 915-887-3410

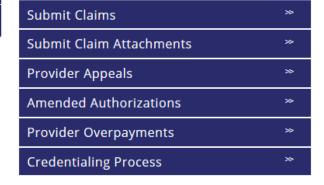




You are currently logged in as: Michelle Aponte-Pacheco Messages (0) Profile Logout

Eligibility and Benefits Claims and Payment Authorizations Welcome to the Provider Portal This site provides quick access to member eligibility and benefits, claims payme details, and more! Provider Name: Michelle Aponte-Pacheco

Online Remittance Advice **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



Behavioral Health Specialty Listing



Provider/Organization Name:

Behavioral Health Specialties

Individual Provider NPI:			Dhone Number					
Group NPI:			_ Phone Number:					
TIN:								
Website:			Email:					
Please identify with a check mark all that apply b	elow.							
Provider Type								
☐ Addiction Medicine	□ DUI/DWI	Educ	cation Program					
☐ Adolescent & Children Behavioral	☐ Hospital			☐ Psychiatric Residential Treatment				
Health	□ Intensive	Fam	ily Intervention Adult	Facility				
☐ Behavioral Health (MH) Rehabilitation	Living Facilit	y		☐ Psychologist				
☐ Behavioral Health Facility	Licensed	Cher	nical Dependency	☐ Rehabilitative Behavioral Health				
☐ Behavioral Health Intensive	Counselor			Services (RBHS) Assisted Long-Term Care				
Outpatient	Licensed	Clinie	cal Social Worker	Facility				
☐ Behavioral Health Partial	Licensed	Mari	riage and Family Therapist	☐ Residential Treatment Facility				
Hospitalization			essional Counselor	☐ Residential-Based Supported				
☐ Behavioral Health Residential			ral Health Authority	Community Living Services				
Treatment				Social Worker				
☐ Behavioral Health Unit	(LMHA)		Janian Diananasia Camiran	☐ Statewide Inpatient Psychiatric				
☐ Chemical Dependency Treatment	☐ Mental Retardation Diagnostic Services			Program				
Facility Facility	(MRDA) Outpatient Behavioral Health			□ Substance Abuse Treatment Center				
				Other:				
☐ Developmental Behavioral Pediatric	☐ Psychological-Independent Diagnostic			other:				
Testing Faci								
Professional Services			Comments / Descriptions					
Cognitive Behavioral Therapy								
Emergency Services								
Family Consultation Group Therapy								
Individual Therapy								
Testing and Evaluation								
Other:								
Specialty Services Offered		™	Comments / Descriptions					
Ambulatory Detox – Alcohol								
Ambulatory Detox – Drug								
Chronically Mentally III Services (CMI) / Severely								
Mentally III Services (SMI)		\vdash						
Dual Diagnosis Services	tentiont	\vdash						
Eating Disorder Treatment – Inpatient/Outpatient Electro-convulsive Therapy (ECT) Inpatient/Outpatient								
Lesbian, gay, bisexual and transgender (LBGT) Services								
Medication Assisted Treatment (MAT) – in								
IOP or PHP setting								
☐ Methadone ☐ Suboxone								
☐ Buprenorphine ☐ Naltrexone (i.e. vivit	rol)							
Sober Living / Supervised Living								
Other:								

Specialty Areas	<u>.</u>	Comments / Descriptions
ADHD (Attention-deficit/hyperactivity disorder)		
Anxiety		
Co-occurring substance abuse		
Depression		
Insomnia		
Marriage and Relationships		
Personality Disorders		
Substance Use		
Trauma		
Other:		
List Any Certifications	Cor	mments / Descriptions



Contact Information

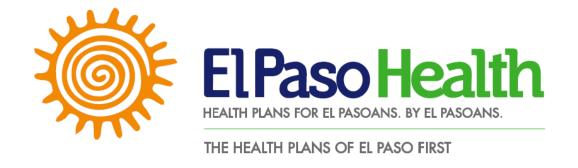
Vianey Licon
Provider Relations Representative

vlicon@elpasohealth.com

(915) 298-7198 Ext 1021

Provider Relations Department (915) 532-3778 Ext 1507





Credentialing Verification Organization (CVO)

Evelin Lopez

Contracting & Credentialing Manager

Texas Credentialing Alliance (TCA)

- Aperture, LLC is the statewide Credentialing Verification Organization (CVO) that will be used by all 19 Medicaid health plans in Texas to streamline the credentialing process.
- Full Implementation of CVO began April 1, 2018.
- El Paso Health has begun transitioning new providers to the CVO as of January 2018.
- Practitioners and facilities have began to receive communications from TAHP and Aperture.



Benefits

The benefits of the streamlined credentialing process include:

- Lowered administrative costs for provider and Medicaid health insurance plans.
- Time saved by eliminating paperwork for providers who credential and re-credential separately with multiple Medicaid health insurance plans.
- Use of existing web based portals CAQH and Availity.
- Streamlined re-credentialing dates across multiple health insurance plans for providers.



Timeline

- New Providers submit request to El Paso Health at <u>Contracting Dept@elpasohealth.com</u>.
- El Paso Health sends new providers to Apeture on a daily basis.
- Aperture will reach out to you with instructions on how to submit your application thru
 Availity.
- Availity receives your application and sends to Apeture within 24 to 48 hours.
- Apeture will contact you with any requests for missing information.
- Aperture has 60 days to process the application from the date of receipt of a complete application.
- Aperture sends completed Profile Sheet to El Paso Health for Credentialing Peer Review approval.



Contact Information

Evelin Lopez

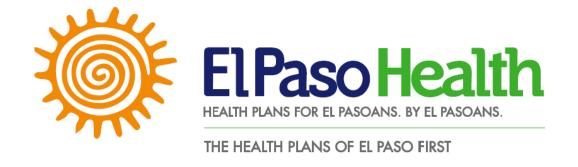
Contracting and Credentialing Manager

evlopez@elpasohealth.com

Contracting Dept@elpasohealth.com

(915) 532-3778 ext. 1014





Accessibility and Availability

Angelica Chagolla, MS

Quality Improvement Data Analyst

Accessibility and Availability

- Texas Department of Insurance (TDI) and Health and Human Services
 Commission (HHSC) mandate that El Paso Health must monitor our
 Providers on an annual basis for 24 hour availability and office accessibility compliance.
- Accessibility: able to provide <u>appointment</u> within a specific time frame, office hours, days of operation, languages spoken.
- Availability (PCPs only): able to be contacted <u>after hours</u> (5:00 pm to 8:30 am, Monday through Friday. Any time Saturday and Sunday); must return call within 30 minutes.

No Availability Calls conducted for Behavioral Providers at this time.



State-Wide Monitoring

- HHSC monitors MCO's compliance with appointment accessibility standards (required by Senate Bill 760)
- State methodology secret shopper calls
- Samples selected based on MCO provider directories
- Standards according to HHSC requirements must be met
- Performance thresholds are set to determine possible corrective action from the health plan



El Paso Health Methodology

- Random Sampling of network providers every quarter.
- Provider may be surveyed more than once a year, if non-compliant.
- Provider Relations Representatives conduct surveys for <u>appointment</u> <u>Accessibility</u>:
 - In person or by phone
 - Opportunity to update provider directory information
 - Secret Shopper calls



Accessibility Standards

Service:	Able to schedule appointment:
Initial Outpatient Behavioral Health (new members, child and adult)	Within 14 calendar days
Emergency Services	Upon member presentation
Urgent Care, to include urgent behavioral health services	Within 24 hours
Routine Specialty Care, to include behavioral health (established members)	Within 21 calendar days



Quality Improvement Department

Don Gillis, Director of Provider Relations & Quality Improvement

915-298-7198 ext. 1231

Patricia Rivera, QI Nurse Auditor

915-298-7198 ext. 1106

Astryd Galindo, QI Nurse

915-298-7198 ext. 1177

Angelica Chagolla, QI Data Analyst

915-298-7198 ext. 1165





Behavioral Health Utilization Management and Case Management Services

Edna Lerma, LPC

Clinical Supervisor

Behavioral Health

- Covered Services for the treatment of mental, emotional, or chemical dependency disorders.
- Types of services:
 - Inpatient
 - PHP (Partial Hospitalization Program)
 - IOP (Intense Outpatient Program)
 - Mental Health Rehabilitations, Targeted Case Management, Skills Training
 - Residential Treatment (Chemical Dependency)
 - Detox
 - Individual, Family and Group Therapy
- PCP referral is not required to access a participating BH Provider
- Authorization is not needed for an initial evaluation, all subsequent visits will require prior authorization.



Prior Authorization

- Initial request must contain the following:
 - Demographics.
 - Diagnosis.
 - Current symptoms and any additional information that will assist review.
 - Goals.
- Concurrent review:
 - Updated/current symptoms.
 - Detailed response to past treatment.
 - Updated/current treatment goals.
 - Specific therapeutic interventions.
- Documentation must justify medical necessity.
- Members receiving services with another BH provider a change of provider letter is needed from Parent/Guardian or Member (if 18 yrs. or older).

Prior Authorization Form

TEXAS STANDARD PRIOR AUTHORIZATION REQUEST FORM FOR HEALTH CARE SERVICES

Review Type: Non-Urgent Urgent Clinical Reason for Urgency: Request Type: Initial Request Extension/Renewal/Amendment Prev. Auth. #: SECTION III — PATIENT INFORMATION Name: Phone: DOB: Subscriber Name (if different): Member or Medicaid ID #: Group #: SECTION IV — PROVIDER INFORMATION Requesting Provider or Facility Service Provider of Name:						
Request Type: Initial Request Extension/Renewal/Amendment Prev. Auth. #: SECTION III — PATIENT INFORMATION Name: Phone: DOB: Subscriber Name (if different): Member or Medicaid ID #: Group #: SECTION IV — PROVIDER INFORMATION Requesting Provider or Facility Service Provider or Name: Name:	Date:					
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Subscriber Name (if different): Member or Medicaid ID #: Group #: SECTION IV — PROVIDER INFORMATION Requesting Provider or Facility Service Provider of Name: Name:						
SECTION IV — PROVIDER INFORMATION Requesting Provider or Facility Name: Name:	Male Female Other Unknown					
Name: Name:						
Name: Name:						
	Service Provider or Facility					
NPI#: Specialty: NPI#: Spe	Name:					
	Specialty:					
Phone: Fax: Phone: Fax	c					
Contact Name: Phone: Primary Care Provider Name (see ins	Primary Care Provider Name (see instructions):					
Requesting Provider's Signature and Date (if required): Phone: Fax	С					

SECTION V — SERVICES REQUESTED (WITH CPT, CDT, OR HCPCS CODE) AND SUPPORTING DIAGNOSES (WITH ICD CODE) Code Start Date End Date Diagnosis Description (ICD version Planned Service or Procedure □ Inpatient □ Outpatient □ Provider Office □ Observation □ Home □ Day Surgery □ Other: □ Physical Therapy Occupational Therapy Speech Therapy Cardiac Rehab Mental Health/Substance Abuse Home Health (MD Signed Order Attached? ☐ Yes ☐ No) (Nursing Assessment Attached? ☐ Yes ☐ No) Number of Visits: ______ Duration: _____ Frequency: _____ Other: _____ DME (MD Signed Order Attached? Yes No) (Medicaid Only: Title 19 Certification Attached? Yes No) Equipment/Supplies (include any HCPCS Codes): Duration: SECTION VI — CLINICAL DOCUMENTATION (SEE INSTRUCTIONS PAGE, SECTION VI) An issuer needing more information may call the requesting provider directly at:

ElPaso Health
HEALTH FLANS FOR EL PASOANS. BY EL PASOANS.

Page 2 of 2

NOFR001 0415

Prior Authorization Form

					Secti	ion XI.	Continuati	ion of Therapy	Requests: Please i	idicate the following. (Co	mplete all sections)):
Page 2 and	El Paso Health- d 3 Not for Use wit	Request for Behav th Mental Health Reha	ioral Health S b and Targeted (ervices Case Management	Curr	rent Symptoms:						
Member's Name:		Member I.I										
Section VII. Identifying Informatio	ion:				Resp	oouse to Past Tre vide Detailed	atment:					
Current Living Situation:	:		Other (list):	1 11 1	Information)							
						ific Therapeutic rventions:						
Section VIII. Court Ordered Serv	vice?	Yes	No		Secti	ion XII. S	Short Term	Measurable T	reatment Goals: (N	ote specific progress for (each goal)	
Section IX. DFPS Directed Service	ice:	Yes	No				Goal			Current Progress	gy	Target Date
Section X. Psychiatric Medication	D 5:		'									
Medication	Dose	Freque	псу	Prescribing Physician								



Prior Authorization Form

El Paso Health-Request for Behavioral Health Services Page 2 and 3 Not for Use with Mental Health Rehab and Targeted Case Management Member Name Member LD. Section XIII. Anxiety/Phobia Risk Factors Sleep Patterns Eating Patterns Substance Abuse Social Isolation Hypersomnia Alcohol Anxiety Increase Appetite Panie Attack Impaired Judgment Insomnia Decrease Appetite Drugs Phobic Responses Aggression Nightmares Active Oppositional/Defiant Excessive Worry Traumatic Dreams Anorexia Remission Self injurious Hyposomnia Withdrawal Symptoms Mood Cognition Thought Content Functionality Activity Obsessions/Compulsions Decrease in Energy Decrease Concentration _Anger Flight of Ideas Psychomotor Distractibility Hypersexual Loose Association Retardation Impaired Abstract Thinking Hyper-talkative Impaired ability to function at: Restlessness Memory Impairment Depressed Mood Pressured Speech Hyperactivity Home Difficulty Making Decisions Elevated/Expansive Impulsiveness Racing Thoughts School Hallucinations Grandiosity Delusions Work Hopelessness Grandiosity High Risk Behavior Irritable Paranoid Ideation Anti-Social Behavior Low Self Esteem Tearfulness

Mood Swings

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:	



Behavioral Health Case Management

- Assist members who are referred or are in need of case management.
- Case management consist of community resources, such as support groups and referrals.
- Members are screened via telephone or in person.
- Case manager completes assessments, service plan, goals, and interventions.
- Providers may refer through El Paso First Portal <u>www.elpasohealth.com</u> or by phone to:

915-532-3778 ext. 1082 or 1108



Case Management

WHO CAN REFER

- Hospital Case Managers, Social Workers.
- Pre-authorization request forms.
- Provider referrals.
- Interdepartmental Referrals Member Services, Claims.
- Self referrals-incoming calls for assistance.

WHO CAN RECEIVE CASE MANAGEMENT

- Members with social/environmental factors.
- High risk pregnancy.
- Multiple readmissions.
- Comorbidities (asthma, diabetes, obesity).
- Assistance in accessing treatment/coordination of care.
- Non-compliance.



Provider Collaboration

Case Managers collaborate with providers to optimize member's health and the use of their benefits. We work together by:

- Assisting member in accessing services.
- Ensure member's safety by collaborating with CPS, APS, JPD, LMHA, and or other legal authorities.
- Continuation of care/compliance.
- Completing service coordination:
 - Obtaining specialized services, DME, community resources, etc.
 - Assisting with medication PA process.
 - Providing education.



Contact Us

Health Services Department

(915) 532-3778 ext. 1500





Claims

Yvonne Grenz

Claims Supervisor

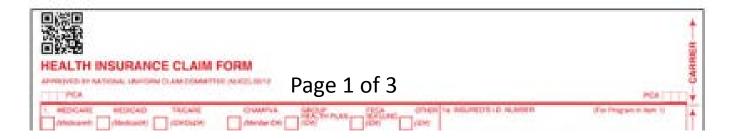
Reminders Claims Processing

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



Reminders Multiple Claims

- If you are submitting multiple claims for a patient, please ensure that you:
 - -Indicating page 1 of \underline{x} on the claim header
 - -Staple the claims together





Electronic Claims

- Claims are accepted from:
 - Availity
 - Trizetto Provider Solutions, LLC. (formerly Gateway EDI)
- Payer ID Numbers:

El Paso Health STAR	EPF02
il Paso Health STAR	EPF(

El Paso Health CHIP EPF03

Preferred Admin. UMC EPF10

Preferred Admin. EPCH EPF11

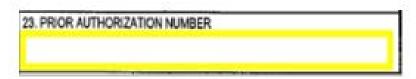
Healthcare Options EPF37



Authorization Number on Claims

Professional Claim Form

 EPH requires ONLY authorization numbers on the CMS-1500 claim form block 23.



NOTE

Adding CLIA numbers or any other numbers/alphas in block 23 will cause claim to DENY for authorization mismatch.



Authorization Number on Claims

Institutional Claim Form

 EPH requires ONLY authorization numbers on the UB04 claim form block 63.



NOTE

Adding CLIA numbers or any other numbers/alphas in block 63 will cause claim to DENY for authorization mismatch.



Initial Evaluation Claims

Counseling Services

- Initial Evaluations do not require an authorization.
- When billing your claim for initial evaluations services you want to make sure that:
 - You do not bill an authorization number on your claim.
 - Split your claim from other services that do require an authorization number.



Provider Care Unit

"How may I help you?"

- Trained Live Agents.
- Available to answer any provider question regarding:
 - Claim status inquiries.
 - Check Tracers.
 - EDI Questions.
 - Reimbursement Clarifications.
 - Eligibility Records.
 - Status of Authorizations.



Contact Us

(915) 532-3778

Provider Care Unit Extension Numbers

1527 – Medicaid

1512 - CHIP

1509 – Preferred Administrators

1504 – HCO





Special Investigations Unit

Alma Meraz

Special Investigations Unit Claim Auditor

Medical Records Reviews

Texas enacted bill 2292 to require all Managed Care Organizations like El Paso Health to establish a plan to prevent waste, fraud and abuse (WFA) – this includes medical record reviews

- > 5-7 providers are **randomly** selected on a **monthly** basis.
- > Review: paid claims, duplicate billing, bundled services.
- > If necessary, we will request medical records.



Documentation Requirements

- Review TMHP Provider Manual Documentation Requirements by Specialty
- Those services not supported by required documentation in the client's record will be subject to recoupment.
- Each client for whom services are billed must have documentation that meets the following guidelines included in their records:
 - All entries must be documented clearly and legible to individuals other than the author.
 - Dated (month/day/year).
 - Signed by the performing provider.
 - Notations of the beginning and ending session times.
 - Patient's name, DOB, and Medicaid number should be included in **every sheet** of the patient's record.



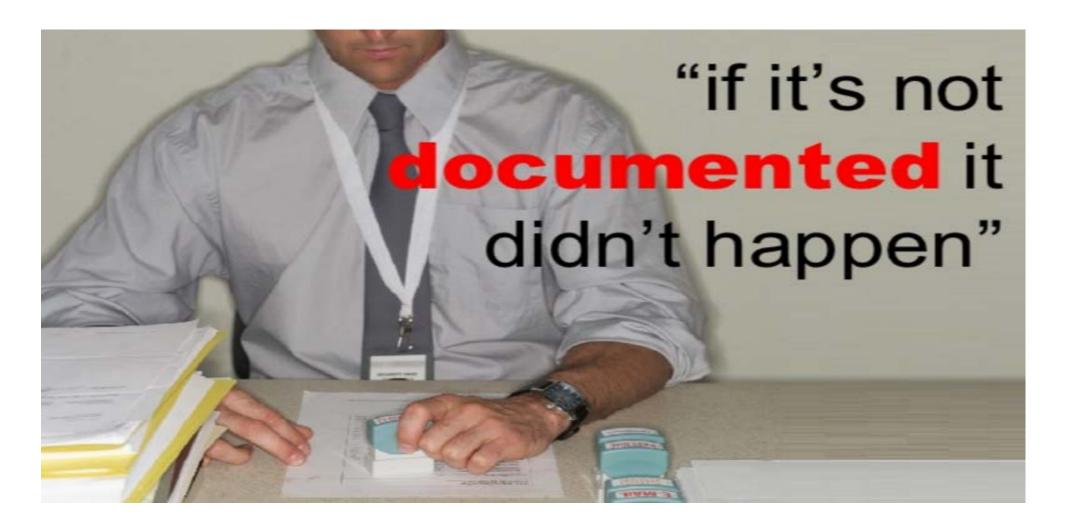
Business Records Affidavit

- Business records affidavit is required.
 - This affidavit states that you are submitting <u>all</u> of the requested information.
 - ➤ If not submitted, that claim will be recouped for no documentation for that date of service.
 - After signing the affidavit, no additional information/documentation will be accepted by El Paso Health during the review process.

Please make sure you submit all of the documentation requested.



Remember...





Closing the Review

- El Paso Health will send you a notification letter with the review findings.
- You have the right to dispute the findings you must do so within 30 days of receiving the letter.
- You may not dispute claims for which you did not provide any documentation. No documentation results in an automatic recoupment.



Recoupment Process

- El Paso Health will review any disputed claims and finalize the recoupment.
- Once the recoupment is finalized, the claims are recouped and cannot be appealed at a later date.
- Per the Office of the Inspector General's directive, El Paso Health will recoup via claims adjustments (preferably).



OIG Audits

- The office of Inspector General are conducting their own individual audits.
- They will do their recoupments via the MCO.
- In the event that El Paso Health receives a recoupment we will go ahead and discuss the findings with you and provide education.
- These recoupments will be done via claims.



Verification Process

- As part of the WFA Plan, El Paso Health conducts a verification of services.
- Every month we contact 50 to 60 members to verify that services billed were rendered.
- In the event that services billed can't be verified by the member,
 we request documentation and open a review.
- Providers are notified of the outcome of the review.



Contact

Alma Meraz, CCS-P
Special Investigation Unit

Claim Auditor

(915) 532-3778 ext. 1039





Value-Added Services

Edgar Martinez

Director of Member Services

Behavioral Health - Value-Added Services

Effective 9/1/2017

- Members have 24-hour, 7-days-a-week access to FIRSTCALL, a bilingual medical advice infoline staffed by nurses, pharmacists, and a Medical Director on call.
- A \$10 movie gift card is offered to Members 20 years and younger who complete a follow-up psychiatrist visit within 7 days of a behavioral health inpatient hospital stay. Members can receive one movie gift card per year.
- Home visits by a Case Manager for Members with complex conditions to include high-risk pregnancies, behavioral, or medical conditions that require special attention.



FIRSTCALL Medical Advice Infoline





Behavioral Health Services Hotline

- Avail Solutions offers a crisis line staffed by qualified mental health professionals (QMHP) who have been certified to manage crisis and assist with the mental health needs.
- The Avail Solutions staff will:
 - Professionally triage incoming calls
 - Record demographic and clinical data
 - o Document referrals made
 - Perform routine follow-up procedures



Behavioral Health Services Hotline

- Avail Solutions' staff is available to receive crisis calls 24 hours a day, 7 days a week.
- A trained bilingual representative will be there to help you.
 Interpreter services are also available.

STAR 1-877-377-6147

CHIP 1-877-377-6184



Healthx Fax System

Automated fax system will provide you status on:

- Member eligibility.
- Claims (6 months history per member).
- Pre-authorizations (not to be confused with the submission of preauthorizations with the appropriate form via fax as you normally due).

Call (915) 225-5463 or Toll Free (866) 283-2792:

- Follow the instructions.
- You can check status on multiple members.
- You should receive a fax within minutes or a voice play back message.

If you have any questions on the HealthX Fax System, contact the Provider Relations Department at 915-532-3778 ext. 1507.





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!







