Welcome Providers!

Behavioral Health Specialty Provider Training

July 28, 2016





801624EPF070816

Agenda

- Provider Relations: <u>Federal Mandate Re-enrollment</u>, <u>Provider Manual</u>, <u>El Paso First Website Overview</u>
- **Contracting:** <u>Contracting Overview</u>
- Quality Improvement: <u>Access and Availability</u>
- Health Services: <u>Behavioral Health Unit</u>
- Claims: <u>Reminders</u>
- Member Services: <u>Verifying Eligibility and The</u> <u>Medical Transportation Program</u>
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Provider Relations Updates: Medicaid Re-enrollment

Vianey Licon Provider Relations Representative



Affordable Care Act Federal Mandate Re-Enrollment

 Any Medicaid providers enrolled *prior to* January 1, 2013, must be fully re-enrolled by September 25, 2016.

 Providers should submit their provider enrollment application now. This will allow to resolve unexpected issues that may come up during the enrollment process.



Affordable Care Act Federal Mandate Re-Enrollment

Applications Received After June 17, 2016

Texas Medicaid will normally process complete applications received on or after June 17, 2016; however, Texas Medicaid cannot guarantee that those applications will be completely processed by the September 25, 2016 deadline. If final approval on an application received after June 17, 2016 is not completed by September 25, 2016, the provider will be dis-enrolled from Texas Medicaid.



Providers NOT – Re-enrolled by Deadline

- Interruption in reimbursement for Medicaid services the provider is not actively enrolled.
- **Denial of claims** for Medicaid services indicating that the provider is not actively enrolled.
- **Removal of managed care organization** (MCO) or dental maintenance organization (DMO) networks.

* Providers must be enrolled in Texas Medicaid before they can be contracted and credentialed by an MCO and DMO.



Additional Guidance Cont.

- <u>TMHP Provider Re-enrollment page</u>
- Provider Enrollment Representative: 1-800-925-9126, Option 2
- TMHP-CSHCN Services Program Contact Center: 1-800-568-2413
- Email at <u>PE-Email@tmhp.com</u>



Provider Manual



Provider Manual

- Updated Provider Manual
- Providers are able to access this information on our web site @ <u>www.epfirst.com</u>
- The Provider Manual <u>only applies</u> to **STAR** and **CHIP** programs.

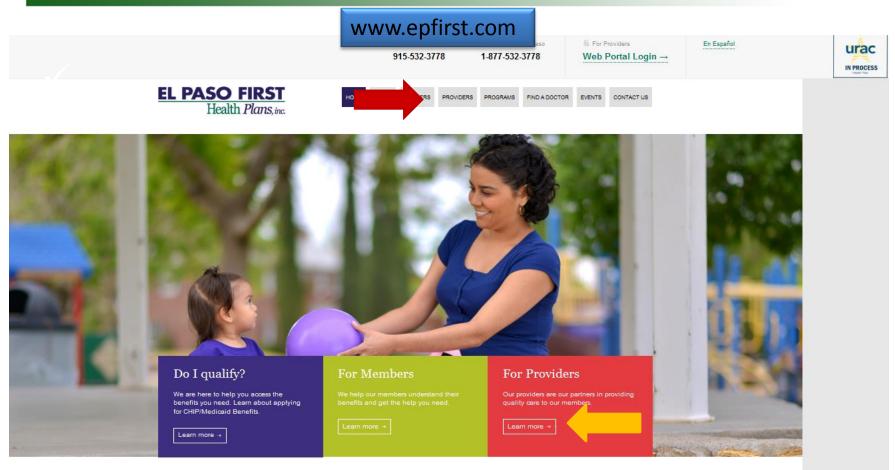


Provider Manual

- General Provider Rights And Responsibilities
- Covered Services
- Texas Health Steps Overview
- Quality Improvement Program
- Utilization Management
- Complaints and Appeals Process
- Claim Guidelines



Where to locate the Provider Manual



Welcome to El Paso First!

We are your local, non-profit health plan serving El Paso and Hudspeth counties. Our team of bilingual professionals is dedicated to helping our members and providers. Take the time to browse our website and access the information you need. Thank you for your visit.

Health CARE Options

Health CARE Options is a benefit program for low-income adults.

Read more about the program here \rightarrow

Preferred Administrators

Preferred Administrators is the health insurance coverage for all Associates of the El Paso County Hospital District and employees at El Paso Children's Hospital.

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🐻 Call us at

915-532-3778

Outside the El Paso
1-877-532-3778

For Providers

Web Portal Login →

En Español

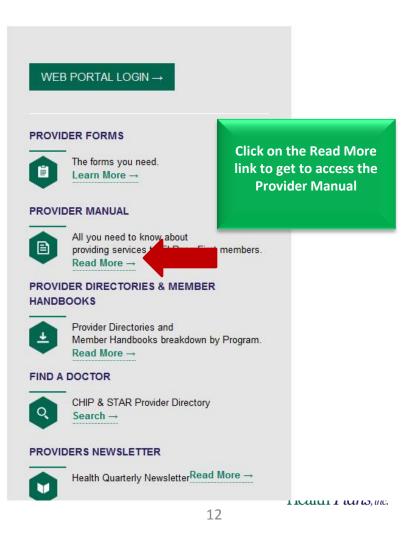


We Are Proud!

We are proud of our extensive network of providers and the quality health care they provide to our members. Our network currently has more than 1,000 providers, including physician groups, specialists, ancillary providers, and 8 hospitals offering comprehensive care to our members. To view our network of providers, please select Provider Directories to the right.



If you are not part of our network and would like information about joining El Paso First, please <u>click here</u> to email the Provider Relations Department or call us at 915-532-3778 ext. 1507. You can also <u>view our El</u> Paso First Department Extensions here. Thank you for your interest!



EL PASO FIRST Health Plans, inc.

Provider Manual



You may now begin to access the Provider Manual.

January 2016

STAR Medicaid & CHIP Programs

1145 Westmoreland Dr. El Paso, Texas 79925 Toll Free- 1-877-532-3778 915-532-3778 www.epfirst.com

Service Area: El Paso and Hudspeth Counties (STAR Medicaid and CHIP)





El Paso First Website

www.epfirst.com Call us at: Outside El Paso For Providers En Español urac 915-532-3778 1-877-532-3778 Web Portal Login → ACCREDITED EL PASO FIRST Health Plans, inc. ABOUT MEMBERS PROVIDERS PROGRAMS FIND A DOCTOR EVENTS CONTACT US Do I qualify? For Providers For Members We are here to help you access the benefits you need. Learn about applying for quality care to our members. CHIP/Medicaid Benefits. Learn more ->



Contact Information

Vianey Licon Provider Relations Representative vlicon@epfirst.com (915) 532-3778 ext. 1021

Provider Relations Department (915) 532-3778 ext. 1507



Contracting and Credentialing Overview

Evelin Lopez Contracting and Credentialing Manager





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 Representative Sonia Fernandez 915-298-7198 x1130



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



Credentialing Coordinator Gabriela Macias 915-298-7198 x 1005



Credentialing Coordinator Thelma Miller 915-298-7198 x 1046





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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



EL PASO FIRST

Health Plans, the Telephone: (915) 532-3778, Fax: (915) 225-6762 IMPORTANI: 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 off Health Plan Participation (Control Medicaid/Premier Plan HCO CHIP TPA (Preferred Admin) CHIP Perinate (OB Providers Only) Group Name: (if Applicable)					PCP Ancillary (DME, Home Health, Hospice)						
Group NPI: Group TPI:											
(If Applicable)				(If Applicable)							
Provider Name (Last, First, Middle):				Professional Category Professional Category: MD DO CRNA NP PA LPC X Other:							
Individual NPI:					Individual TPI:						
1770501504	.			Pending (In Process)							
Primary Special Medical License	-			Secondary Specially:							
Telemedicine Se		Languag	es Spoken	EPSDI	EPSDT Number: Accepting New Patients YES NO						
		Initial Spanish Accepting New Patients_YES_NO English_Spanish Established Patients Only_ Other:									
Practice Limitati		le Only				e(Other			
Office Days/Ho	UTS:			cate: Yes				adiology Certificate:			
After Hours:			If so Certifico		e: g Informe	rtion	Ye	es No			
	w-	9 must be					Inform	nation Form	•		
W-? must be submitted along with Demographic Information Form Official Business Name (as it appears on W-?/IRS Documentation)											
Doing Business As (if different from above)**this information must match Box #33 on claim form											
Billing Address,	City State	and Zip C	ode:	Tax ID Number: (Required)							
	ary Practic	e Locati	on	Secondary Practice Location							
Address:				Addre							
City, State, Zip Code:				City, State, Zip Code:							
Phone Number:		Fax:		Phone	Numbe	r:	1	Fax:			
(915) Primary Contact	P	(915)		()				() ber email			
-				()	ry Contac	T Phone	Num	ber email	aaaress:		
For EP First Sto											
Verifications:	Verifications: W-9 NPPES TPI Look Up Provider Letter Other										
Provider Type:											
<u>Contract</u> <u>Type:</u> Credentialing											
Actions:	Credential Site Visit: Yes No Not Required Add: To Network To Group Program TERM: From Network From Group Trom Program REASON:										
	Participating Non-Participating										
	Comments:										



Contracting Process

- Contracting & Credentialing 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)
 - Please return both signed copies of the contract.
 - Applications will be submitted to the Credentialing Department



Credentialing Process

- Credentialing process begins when the application is received by our Credentialing Dept.
- Clean applications are processed within 30 days.
 - Applications with missing information will be delayed until all of the information required is received.
- Applications are approved by a Credentialing Peer Review Committee (CPRC).
- All applications approved by CPRC are submitted to the Contracting Department.
- Providers cannot be listed in the Provider Directories until they have completed the Credentialing and Contracting process.



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. (<u>No retro dates</u>)



Questions

Evelin Lopez Contracting and Credentialing Manager 915-298-7198 ext. 1014



Access and Availability

Patricia S Rivera, RN Quality Improvement Nurse Auditor



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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

- Initial Outpatient Behavioral Health visits must be provided within 14 days of request.
- Emergency Services must be provided upon member presentation at the service delivery site.
- Urgent Care, including specialty urgent care, must be provided within 24 hours of request.



EQRO Secret Shopper Results

Percent of providers who met appointment wait time standards out of providers who offered appointments

Behavioral Health Standard	Adult	Child
14 days	69.6%	66%



Contact Information

- Should you have any questions regarding Accessibility and Availability, please contact:
 - Your designated Provider Relations
 Representative at 532-3778 Ext 1507
 - The Quality Improvement Department at
 532-3778 Ext 1231 or 1106
 - Our Medical Director, David Palafox, MD at
 532-3778 Ext 1031



Health Services Behavioral Health Unit

Diana Gonzalez BH Case Manager



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Mental Health Parity

El Paso First Health Plans, Inc. (El Paso First) will provide, or arrange to provide, its members with covered and medically necessary Behavioral Health (BH) services as outlined by the Texas Health and Human Services Commission (HHSC).

The provision of covered behavioral health services will mirror the updated inpatient and outpatient benefits for children, adolescents, and adults that are delineated by the Texas HHSC.

El Paso First will comply with all applicable provisions of the Mental Health Parity and Addiction Equity Act of 2008.



Behavioral Health Benefits

- Covered Services for the treatment of mental, emotional, or chemical dependency disorders.
- Types of services:
 - Inpatient
 - PHP (Partial Hospitalization Program)
 - IOP (Intense Outpatient Program)
 - Targeted Case Management
 - Residential Treatment (Chemical Dependency)
 - Detox
 - Individual, Family and Group Therapy
 - Mental health rehabilitative services and targeted case management
- Members may self-refer for an initial visit to any participating BH provider in the Provider Network without a referral from their PCP. Subsequent visits will require prior authorization from El Paso First Health Plans.
- For further information please refer to your Provider Manual (Page 114-123)



Authorization Requirements for MHR and TCM

Mental Health Rehabilitative Services and Targeted Case Management Services require prior authorization.

As per TMPPM Section 5.3 Documentation Requirements

- All services require documentation to support the medical necessity of the service rendered, including MH and MR services.



Mental Health Rehab and Targeted Case Management

The following Mental Health Rehabilitative Services may be provided to individuals with an SPMI or a SED as defined in the DSM and who require rehabilitative services as determined by either the ANSA or the CANS:

- Adult Day Program
- Medication Training and Support
- Crisis Intervention
- Skills Training and Development
- Psychosocial Rehabilitative Services



Requirements for Review

- Initial request:
 - demographics, diagnosis, current symptoms, goals, and any additional information that will assist review
- Continuation request: The following information must be included:
 - -Updated/current symptoms
 - -Detailed response to past treatment
 - -Updated/current treatment goals



Example

Section XI. Continuation of Therapy Requests: Please indicate the following. (Complete all sections):								
(Current Symptoms:)	Anxiety, depressed mood, suicidal ideations, irritable, drug use, impulsiveness							
(Provide Detailed Information) learning to		minimized moods and is using coping skills to alleviate symptoms. Client express her feelings and communicate to others when she feels suicidal. ds to work on impulsiveness and drug use.						
Specific Therapeutic Interventions: CBT and play therapy								
For MHR/TCM Requests Only:	Deviatio							
Please list reason for Deviation and/or Reduction of LOC (MHR/TCM Only):								
Section XII. Short Term Measurable Treatment Goals: (Note specific progress for each goal)								
Goal		Current Progress	Target Date					
Decrease suicidal id	deations	Patient not voicing any suicidal throughts	10/20/16					
Decrease depressed moods a	and irritability	Patient is involved in several activities which helps her cope with depressed moods and irritability	10/20/16					
Work on coping	skills	Patient is learning how to integrate her coping skills to daily activities	10/20/16					
Stop using dr	ugs	Patient has learned and recognized the pros and cons of drug use	12/20/16					
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EL PASO FIRST Health *Plans, inc.*

Benefit Effective 7/1/2016

- Early Onset Psychosis Program
- A specialized treatment approach for those experiencing their first episode of psychosis.
 - Must have a diagnosis that contains psychosis that was first given within the last two years
 - Service is provided at Emergence Health Network
 - The individual must be between the ages of 15 and 30 years of age



Behavioral Health Case Management

- Case management consist of community resources, such as support groups and referrals, are available through El Paso First Behavior Health Case Management Program
- Members who may qualify for service:
 - IN-PATIENT ADMISSIONS-Hospital case managers, social workers
 - PRE-AUTHORIZATION REQUEST FORMS
 - PROVIDER REFERRALS
 - INTERDEPARTMENTAL REFERRALS- Member services, Claims
 - SELF-REFERRALS- incoming calls for assistance
- Providers may refer through El Paso First portal <u>www.epfirst.com</u> or by phone to 915-532-3778
- Members are screened via telephone or in person by case managers
- ISP is developed by completing assessment, planned goals and interventions.



Crisis Line

Behavioral Health and Substance Abuse Helpline/Drug and Alcohol Treatment

- You can get behavioral health or substance abuse help when you need it. This line is open 24 hours a day, 7 days a week. A qualified and trained person, fluent in both English and Spanish, will be there to help you.
- STAR: 1-877-377-6147
- CHIP: 1-877-377-6184



Pharmacy Benefit

Top Ten prescribed ADHD medications:

- Vyvanse
- Focalin XR
- Methylphenidate HCL ER
- Quillivant XR
- Guanfacine ER
- Adderall XR
- Strattera
- Dexmethylphenidate HCL
- Amphetamine/Dextroamph etamine

Top Ten prescribed Antipsychotic medications:

- Abilify
- Risperidone
- Quetiapine
- Aripiprazole
- Latuda
- Ziprasidone HCL
- Seroquel XR
- Olanzapine
- Rexulti
- Geodon



Pharmacy Prior Authorization

Please note all of the top prescribed medications require Prior Authorizations

 Prior Authorization forms can be obtained from Navitus at <u>www.navitus.com</u> or by calling 1-877-908-6023



Contact Us

915.532.3778

Diana Gonzalez, BH Case Manager dgonzalez@epfirst.com Edna Lerma, Clinical Supervisor

elerma@epfirst.com

Rebecca Segura, BH Case Manager

rsegura@epfirst.com

Dolores Herrada, Director of Health Services

<u>dherrada@epfirst.com</u>



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Claims Reminders

Yvonne Grenz PCU Supervisor



801624EPF070816

Claims Processing

- Timely filing deadline
 - -95 days from date of service
- Corrected claim deadline
 - -120 days from date of EOB
 - —Use the comments section of the corrected claim form and be specific
- Web portal claim entry

–List the authorization number in the header and in the service line



Claim Correction – CMS 1500

ITEM NUMBER 22

22. BESUBMISSION CODE ORIGINAL REF. NO.

TITLE: Resubmission and/or Original Reference Number

INSTRUCTIONS: List the original reference number for resubmitted claims. Please refer to the most current instructions from the public or private payer regarding the use of this field (e.g., code).

When resubmitting a claim, enter the appropriate bill frequency code left justified in the left-hand side of the field.

- 7 Replacement of prior claim
- 8 Void/cancel of prior claim

This Item Number is not intended for use for original claim submissions.

DESCRIPTION: "Resubmission" means the code and original reference number assigned by the destination payer or receiver to indicate a previously submitted claim or encounter.

FIELD SPECIFICATION: This field allows for the entry of 11 characters in the Code area and 18 characters in the Original Ref. No. area.

EXAMPLE:



Note: If information is missing in this field, claim will not be considered a corrected claim

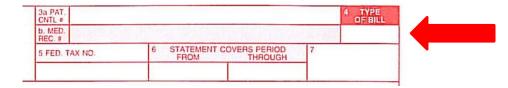


Claim Correction – CMS 1500

New WAY	
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)	20. OUTSIDE LAB? \$ CHARGES
	YES NO
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Relate A-L to service line below (24E) ICD In	4. 22. RESUBMISSION CODE ORIGINAL REF. NO.
AL BI CL I	

- Box 19: Additional Claim Information
 - Provide a brief explanation of correction:
 - Correct Diagnosis
 - Correct NDC
 - Correct CPT Code etc...
- If your explanation exceeds the space provided in Box 19, you may attach the Corrected Claim Form to provide a more detailed explanation.

Claim Correction-UB04



Box 4 – Type of Bill Located on the upper right hand corner of claim

- Box 4 Type of Bill
 - When resubmitting a claim enter the appropriate bill type. Corrected bill type will end with numeric digit 7
 - Ex: xx7



Authorization Number on Claims

- CMS-1500 (professional)claim form:
 - Block 23

23. PRIOR AUTHORIZATION NUMBER

- UB-04 (institutional) claim form:
 - Block 63





Top Denials

- Benefit Requires Authorization
- Authorization dates do not match claim
- Duplicate member/DOS/Service Code/Pay to/Rendering Phys/Modifier
- Authorization not found
- Authorization has no available units
- Invalid Diagnosis code for benefit
- Authorization is not for same member
- Diagnosis pointer required on Service Line for Diagnosis codes



Electronic Claims

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

»STAR Medicaid =======EPF02 »El Paso First CHIP =======EPF03 »Preferred Administrators UMC =====EPF10 »Preferred Administrators EPCH =====EPF11

»Healthcare Options=========EPF37



Contact Us

915.532.3778

Provider Care Unit Extension Numbers:

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



Member Services: Verifying Eligibility and Medical Transportation

Edgar Martinez Director of Member Services



Verifying Eligibility

- Providers should verify Member eligibility prior to delivering services at each visit.
- Each Member approved for Medicaid benefits will receive a Your Texas Benefits Medicaid card and an El Paso First Premier Plan Identification Card.
- Each Member approved for CHIP benefits will receive an El Paso First CHIP Identification Card.
- The Texas Benefits Medicaid card and Member Identification card, does not always mean the Member has current Medicaid or CHIP coverage.



Verifying Eligibility

- There are several ways to do verify eligibility:
 - Swipe the Member's Your Texas Benefits Medicaid card through a standard magnetic card reader, if the Provider uses the required technology.
 - Use TexMedConnect on the TMHP website at <u>www.tmhp.com</u>.
 - El Paso First Web portal at <u>www.epfirst.com</u>
 - Contacting El Paso First Member Services at 915-532-3778
 - El Paso First HealthX automated eligibility fax verification 1-866-283-2792



Medical Transportation

- Transportation is available for medical appointments and health education classes.
- If a member needs a ride to a doctor's office, please call our Member Services Department at 915-532-3778 or 1-877-532-3778.
- Transportation must be requested at least 48 hours in advance.
- Transportation is available through bus tokens. Taxi cabs are available on a case by case basis.
- El Paso First does not reimburse members for mileage.
- El Paso First covers ambulance services in emergency situations for all members. Severely disabled members, whose condition requires ambulance services, will also be covered.



Medical Transportation

- Transportation is also available from the Medical Transportation Program (MTP).
- If a member needs a ride to a doctor's office, please call MTP at 1-877-633-8747 Monday – Friday 8:00 a.m. to 5:00 p.m. Central Time.
- Transportation must be requested at least two days in advance.
- MTP also pays for members to have a friend, relative, or another individual give them a ride when the member doesn't have a car or gas money. MTP pays these drivers as Individual Contractors by the mile (at the rate set by legislature for state employees).

Thank You!

915-532-3778

Edgar Martinez

Director of Member Services

Juanita Ramirez

Member Services & Enrollment Supervisor



801614EPF050516

2016

THSTEPS COMPONENTS WORKSHOP

when September 30th 7am – 5pm

WHERE

ESC Region 9 Head Start 11670 Chito Samaniego Dr, El Paso, TX 79936

Miguel Ortega DSHS / THSteps Provider Relations Representative 401 E. Franklin, Suite 210 El Paso, Texas 79901 Office: (915) 834-7693 Fax: (915) 834-7804 E-mail: Miguel.ortega@dshs.state.tx.us

Please click link below to register:

http://2016thsteps_components_workshop.eventbrite.com

HEAD START AWARENESS, BIRTH TO FOUR RAMONA HUFFMAN, ESC REGION 19 HEAD START DIRECTOR, COMPREHENSIVE SERVICES

UNCLOTHED PHYSICAL EXAM AND ANTICIPATORY GUIDANCE HECTOR I. OCARANZA, MD. HEALTH AUTHORITY / CITY OF EL PASO DEPARTMENT OF PUBLIC HEALTH

AUTISM SPECTRUM DISORDER – M-CHAT, DEVELOPMENTAL HECTOR M. ADAME, M.S. CCP-SLP, BCBA, AUTISM & BEHAVIORAL PEDIATRIC CLINIC

MENTAL HEALTH SCREENING ENRIQUE MATA, MSPH, RN, APHN-BC, NEA-BC, PASO DEL NORTE HEALTH FOUNDATION, SENIOR PROGRAM OFFICER

TUBERCULOSIS QUESTIONNAIRE VS. HIGH RISK MIGUEL ESCOBEDO, MD, MPH

VISION & HEARING SCREENING Patty Shanaberger, RN, MSN, FNP-C, Rio grande border health clinic

> AMERIGROUP, DENTAQUEST, EL PASO FIRST HEALTH PLAN, FIRSTCARE MAXIMUS, MCNA DENTAL PLANS, MOLINA HEALTHCARE, SUPERIOR HEALTH PLAN

THSTEPS ORAL EVALUATION & FLUORIDE VARNISH VS. 1ST DENTAL HOME Marguerite Laccabue, M.P.H., D.D.S., HNSC / Medicaid Chip, Dental Director

THSTEPS MEDICAL CHECKUP MANDATED COMPONENTS Terri Sparks, RNC, DSHS / THSTEPS PROGRAM, NURSE CONSULTANT

LAB UPDATES / STORAGE AND USE OF NEW BORN Screening Blood Spot Cards Monica M. Cepress, MT (ASCP), DSHS / Clinical Chemistry Specimen Logistics and Amanda Arreola, DSHS / Newborn Screening & Neometrics

TEXAS CHILDHOOD LEAD POISONING PREVENTION PROGRAM MEEGAN WRIGHT, DSHS / DATABASE COORDINATOR, Childhood lead poisoning prevention program

ECI Program (Birth to Three) – Developmental Services CARLOS GOMEZ, PASO DEL NORTE ECI PROGRAM, PROGRAM DIRECTOR





Thank You for Attending Providers!







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