



Medicaid School Based Programs



Purpose

This training will provide an overview of the New Mexico Medicaid School Based Program. The training will familiarize providers with claim submittal information as well as instructions.



Objectives

We will review the following processes as they pertain to the Medicaid School Based Programs:

- Overview of NM Medicaid Web Portal
- Timely Filing Guidelines
- Medicaid Primary Claim Instructions
- School Based Claims Reminders





NM Medicaid Web Portal Overview

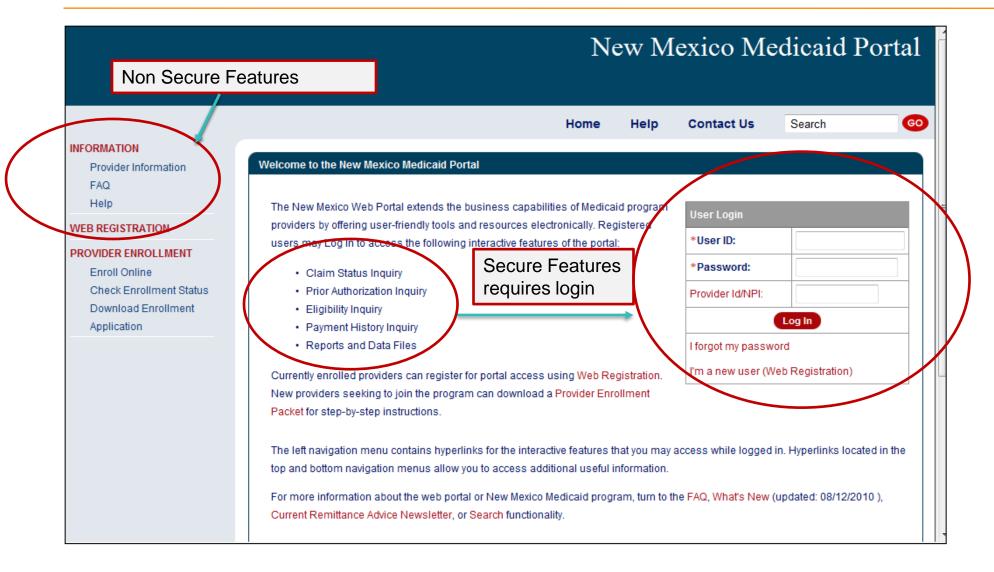


New Mexico Medicaid Portal



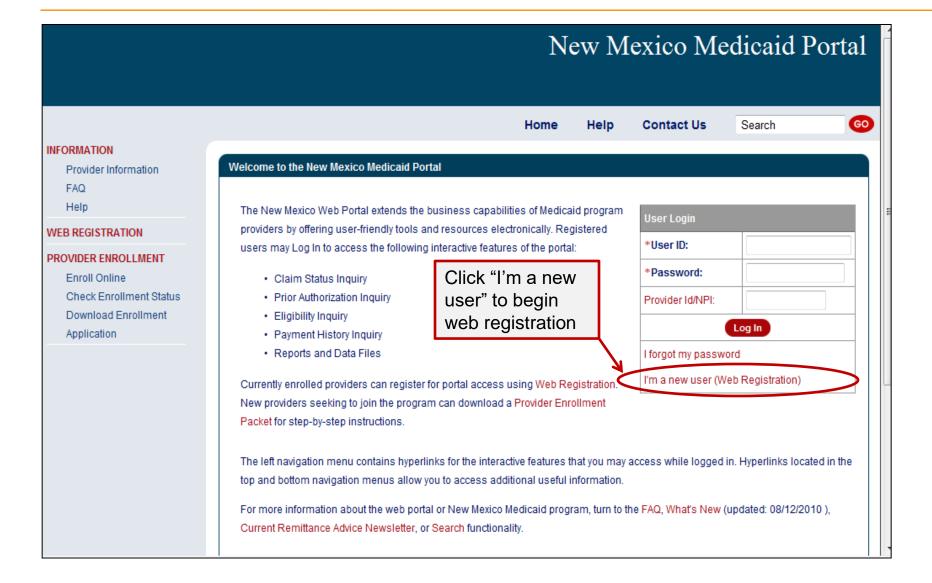


New Mexico Medicaid Portal





New Mexico Medicaid Portal





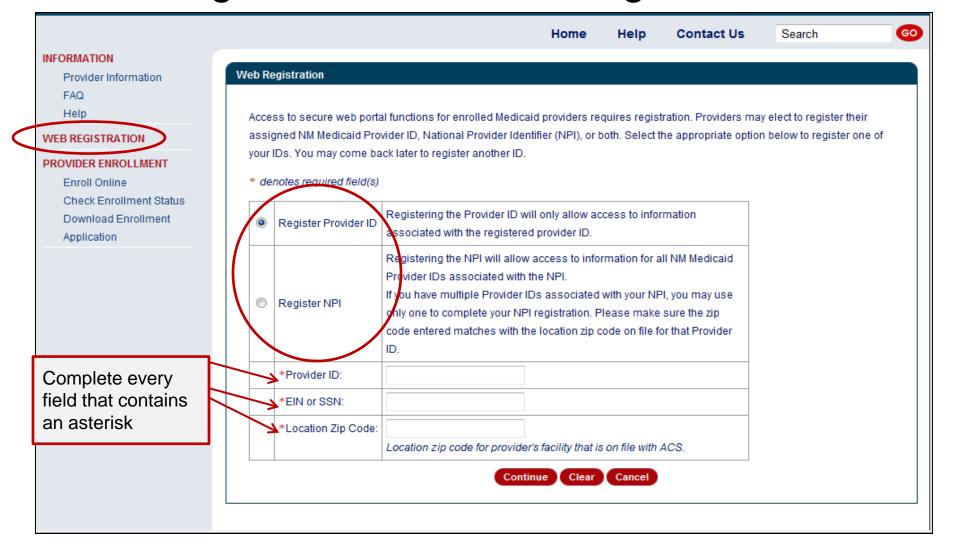
Web Registration

Large Organizations with Multiple Billing Provider Numbers

Organizations with multiple billing provider numbers have to register each billing provider number in the web portal in order to inquire on claims, Prior Authorizations (PA) and payment history, as well as to access Remittance Advices (RA) and PAs used unit reports for each of their billing provider numbers.

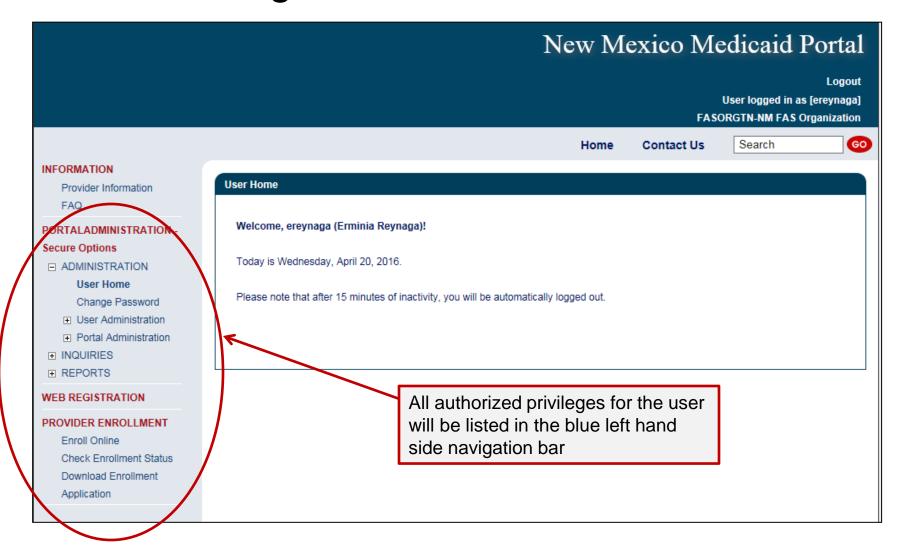


Web Registration – How to Log-in





User Privileges





The system will default the current date for date of service.

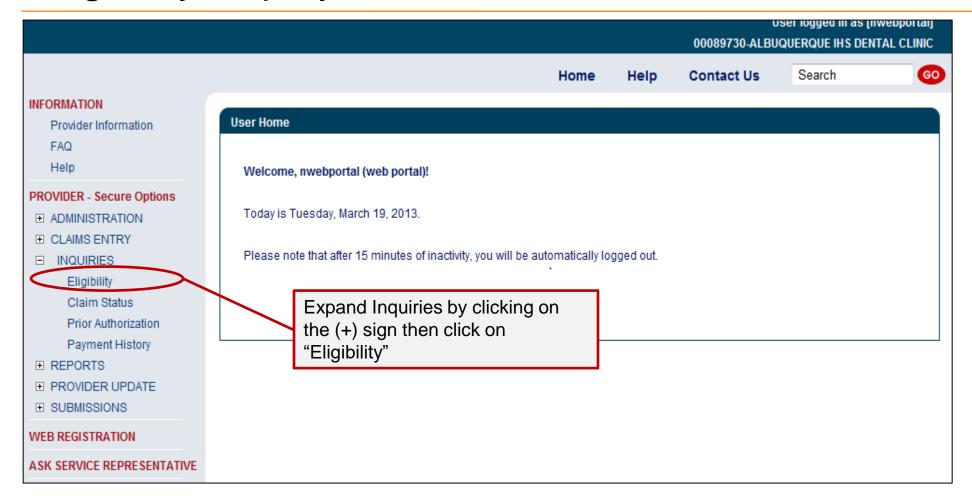
You can use any DOS within the past 2 years.

Date spans can be used.

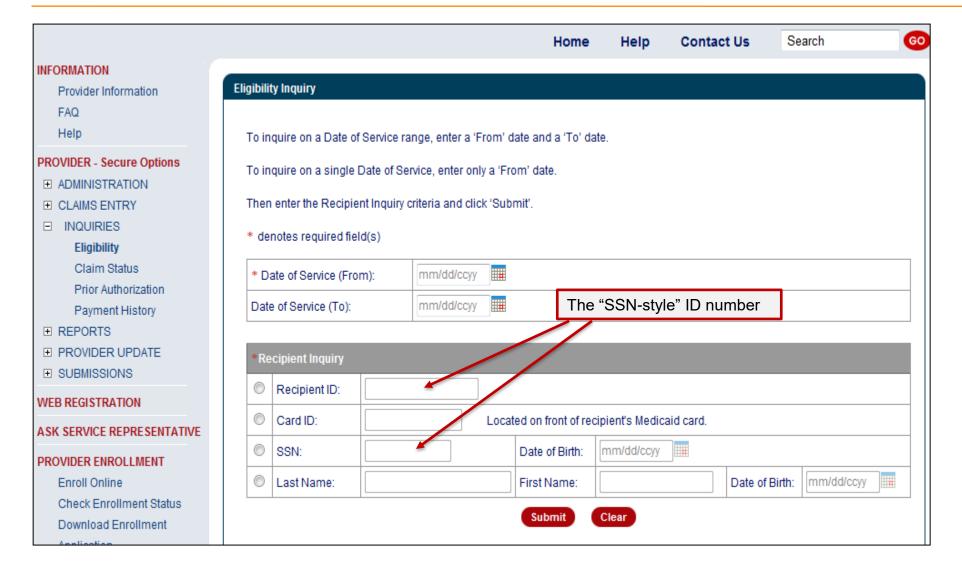
Recipients can be searched using the following options:

- Recipient ID (this is the "SSN" style ID number, Medicaid ID, temporary SSN etc. 942XXXXXX)
- SSN and date of birth OR....
- Last name, first name, date of birth (information needs to match what is on the Omnicaid system)









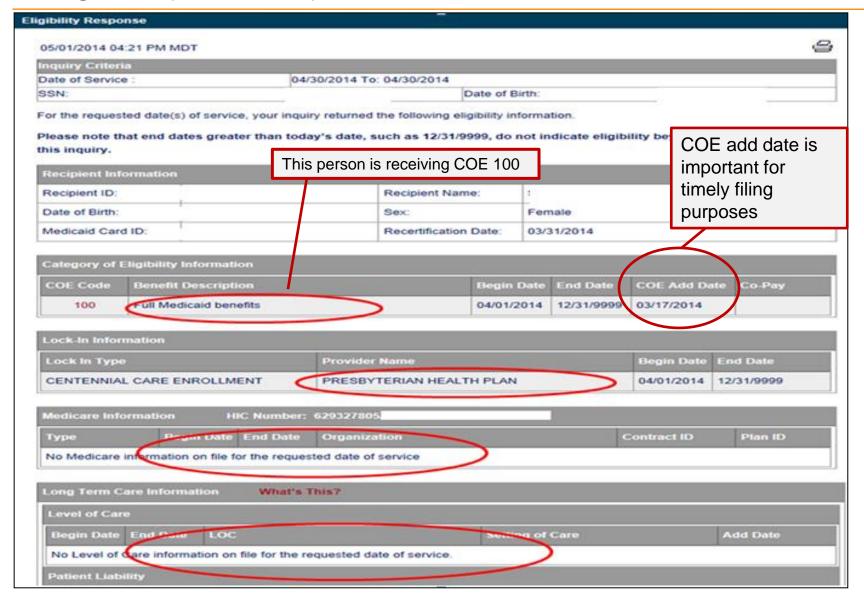


If the recipient is eligible on the date entered, the response will include:

- Category of Eligibility (COE) and description
- All lock-ins
- Medicare information
- Third Party Liability (TPL) information
- Long Term Care information, if there is a long term care span (abstract) on file for the date entered that matches the inquiring provider number.

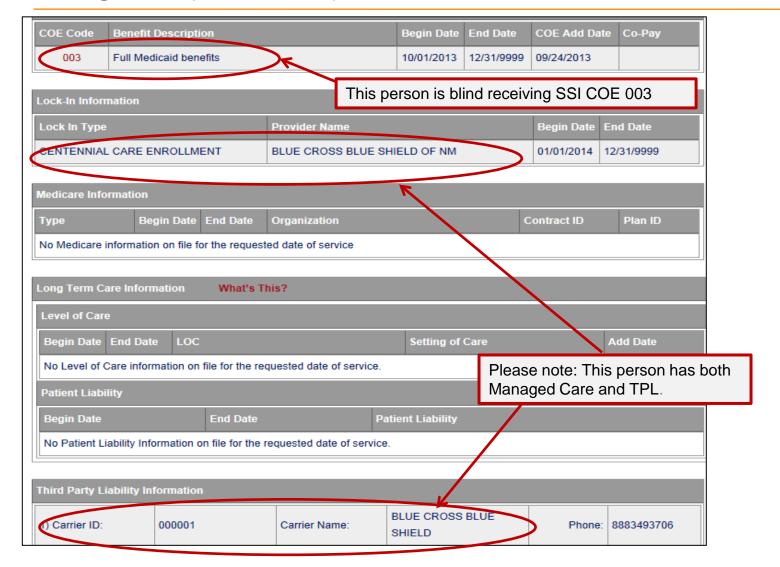


Eligibility Inquiry Continued





Eligibility Inquiry Continued





Turquoise Care Managed Care Organizations (MCOs)

Reminder: Claims for recipients who are enrolled in Turquoise Care are submitted directly to the Managed Care Organization they are enrolled with. Following is the contact information for those MCOs.

Turquoise Care MCOs	Contact Number	Website
BlueCross BlueShield of New Mexico	(866) 689-1523	www.bcbsnm.com/turquoise- care
Molina Healthcare	(844) 862-4543	https://www.molinahealthcar e.com/members/nm/en- US/pages/home.aspx
Presbyterian	(888) 977-2333	http://www.phs.org/health- plans/turquoise-care-medicaid
United Healthcare Community Plan of NM	(877) 236-0826	https://www.uhc.com/commu nityplan/new-mexico/plans

What is a Transaction Control Number (TCN)?



The first digit indicates what the claim "media" is:

2 = electronic crossover

3 = other electronic claim

4 = system generated claim or adjustment

8 = paper claim

9 = Web portal claim
entry

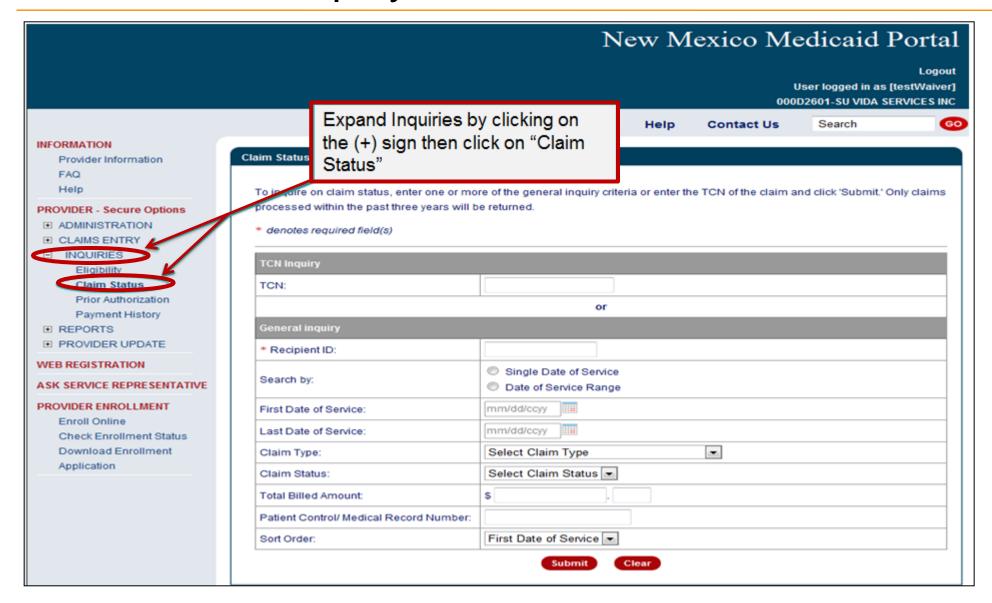
Medicaid School Based Programs

9<u>17049</u>000<u>8</u>5000001 The twelfth digit in an adjustment/ void TCN will either be: **Batch number** The last 1= Debit two digits 2= Credit The of the year numeric The claim number the claim day of the within the batch. was received year.

This is the Julian Date - this represents the date the claim was received by Conduent: this claim was received the 49th day of 2017, or February 18, 2017

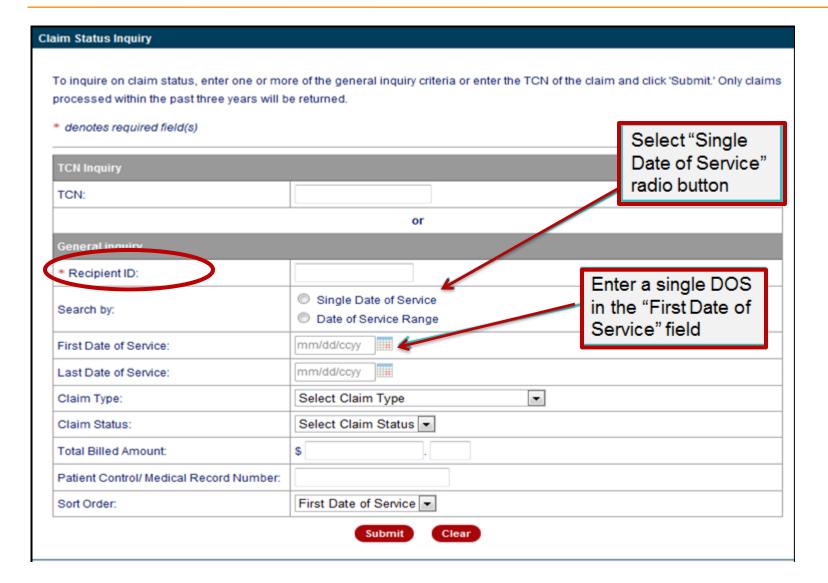


Claim Status Inquiry



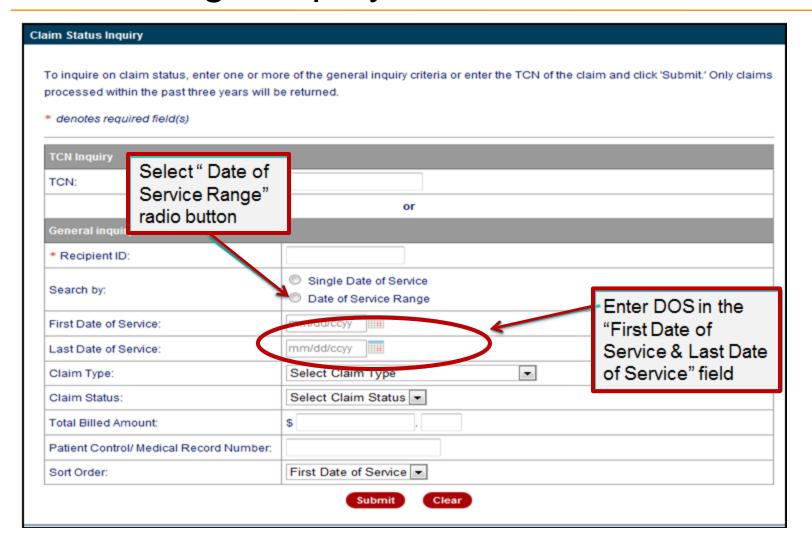


Single DOS Inquiry





Date Range Inquiry





More on Claim Inquiry

Keep the following in mind as you use claim inquiry:

- You will only see claim status (paid or denied) for the provider number you are logged in under, or have selected if you are logged in with an NPI.
- If your search yields more than 200 results, you will only see the first 200 and a message will appear telling you that has happened. Narrow your criteria if this happens.





Types of Inquiries

Reports and Data Files



Reports and Data Files

Providers can obtain access to the last 8 RA's from the Web Portal





Reports and Data Files







Timely Filing Guidelines

Conduent Government Healthcare Solutions



Timely Filing

All Fee For Service claims within 120 days from the initial date of service that do not require an attachment for payment must be submitted electronically.

For any assistance regarding Electronic Claims Submissions, contact the HIPAA Helpdesk

Via Email: <u>HIPAA.Desk.NM@conduent.com</u>

Via Phone: (800) 299-7304



Timely Filing

• For schools, the filing limits are <u>120</u> days for the initial filing period and 120 days for the grace period (rather than 90 days).

• When the recipient has retroactive eligibility, the initial filing limit is <u>120</u> days from the date the eligibility was added to the Conduent eligibility file and was therefore available to providers.



Exceptions to Timely Filing

- When the provider was not originally enrolled as a MAD provider on the date of service, the filing limit of 90-days is counted from the date the provider was notified of the enrollment, but must not exceed 210 days from the date of service.
- A provider should submit a provider participation agreement in sufficient time to allow processing and still meet the Medicaid 210 day limit for submitting the claim.



Timely Filing Hints

There are two filing limits to meet:

- The initial filing limit 120 days from date of service
- The grace period limit 90 days from paid/denial date

Continuing to re-file a claim does not continue to extend the filing limit. It is to the provider's advantage to file or request an adjustment on the most recently filed claim that met the original filing limit.

When requesting an adjustment on an adjusted claim, use the TCN of the final payment or denial, not the credit record which has a negative amount on the RA.

The filing limit does not apply when the provider is returning an overpayment to the Medicaid program.





School Based Claims Reminders



Place of Service Reminders

- Use place of service (POS) 03 when services are provided at school
- Use POS 11 when services are provided at the office
- Use POS 99 for all other sites/venues



Billing Reminders

Verify that the CPT, HCPCS, Diagnosis, etc. that you are billing for:

- are covered services with Conduent
- are covered for the appropriate age range
- are covered for the appropriate gender
- do not exceed the max allowed of units per line
- if invoice is required remember to attach the invoice
- does have the billing and rendering provider type selected to bill/render the services



Taxonomy Reminder

For School Based **billing** provider type 345, the valid Taxonomy Code is:

• 251300000X



Summary

- Gave an overview of the NM Medicaid Web Portal
- Defined Timely Filing Guidelines
- Visited Medicaid Primary Claim Instructions
- Reiterated School Based Claims Reminders



New Mexico Medicaid Resources

- New Mexico Medicaid Online
 - Provider Information
 - Provider Login Screen Notices
 - Provider E-News Newsletters
- Medicaid Provider Relations Call Center
- Provider Communication Updates
- Provider Field Representative
- Provider Webinars
- Open Forums and Live Training Sessions



New Mexico Medicaid Resources Continued

New Mexico Medicaid Portal – https://nmmedicaid.portal.conduent.com/static/index.htm
Claim Inquiries, Eligibility Verification, Electronic Claim Submission, Provider Manuals, E-News

NM Health Care Authority – http://www.hca.nm.gov Supplements, Memos, Provider Billing Packets and Policy

Medical Assistance Division – PE Program Staff – <u>HSD.PEDeterminers@state.nm.us</u> Assistance with PE Applications, PE Determinations, MAD 070, PE Training, PE Certification

Consolidated Customer Service Call Center – (800) 299 - 7304 Claim Status, Eligibility, Prior Authorization, Medicaid Updates

Conduent Provider Relations Helpdesk – <u>NMProviderSUPPORT@conduent.com</u> Claim research assistance and general Medicaid inquiries

Conduent HIPAA Helpdesk – <u>HIPAA.DeskNM@hsd.nm.gov</u>
Assistance on NM Web Portal, EDI inquiries, and Online Claim Submission with DDE (Direct Data Entry)

Conduent Provider Enrollment Helpdesk - NMProviderSUPPORT@conduent.com

Provider Enrollment Applications, Forms & Instructions

Medical Assistance Division, Program Rules – http://www.hca.nm.gov/providers/rules-nm-administrative-code/ NMAC for Programs administered by the Medical Assistance Division

Yes New Mexico - https://www.yes.state.nm.us/yesnm/home/index
Apply, check, update, or renew Medical Assistance (Medicaid) benefits

