Molina Healthcare Claims and Billing Provider Orientation

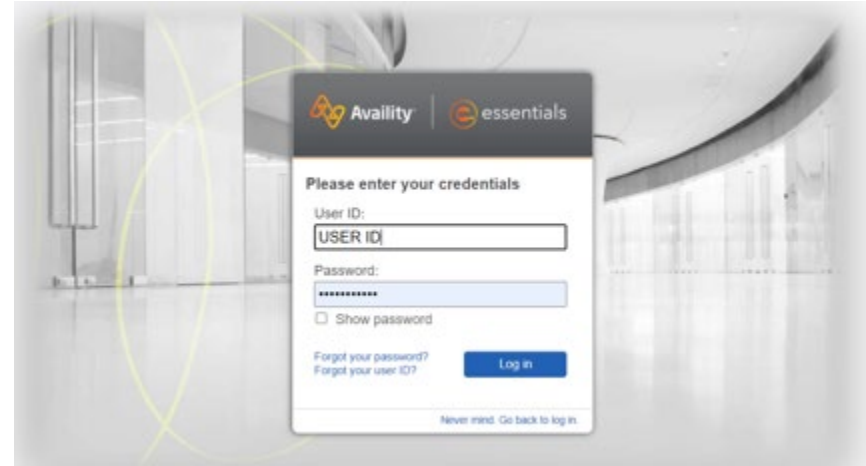Plan Year 2026

Claims Submission

- We recommend that you submit claims through the Electronic Data Interchange (EDI) for efficient processing and payment. We work with multiple clearinghouses including SSI Claimsnet and claims may also be submitted utilizing Availity.

- Molina has partnered with ECHO Health, Inc. (ECHO), for payment delivery and 835 processing. To register for the ECHO platform please see the Claims & Authorizations section on our website. This page includes information on electronic claims submissions, FAQs, and registration information.

- Electronic Payer ID-**SWHMA**

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Availity Essentials Provider Portal

Molina utilizes the Availity Provider Portal for providers to:
- Verify benefits and eligibility
- Submit claims / view claim status
- Submit Authorizations
- Appeal/Reconsider Claims
- Upload supporting documentation for claims
- Submit HEDIS documentation
- View Member's Care Plan including ICP (using the
  Care Coordination Portlet in MA Payer Space)

We continue to expand these offerings and will communicate any additional services as they become available
  - To register for an account on the Availity Provider Portal, please visit:

    Availity Registration

Additional information on Availity including upcoming trainings can be found on the Molina website.

Availity Essentials Portal

The Availity Essentials Provider Portal is secure and available 24 hours a day, seven days a week. Self-service Provider Portal options include:

- Online Claim Submission
- Claims Status Inquiry
- Corrected Claims
- Member Eligibility Verification and Benefits
- Secure Messaging
- Check Status of Claim Dispute

- Manage Overpayment Request
- Healthcare Effectiveness Data and Information Set (HEDIS°)
- Claim Appeal/ Reconsideration Requests
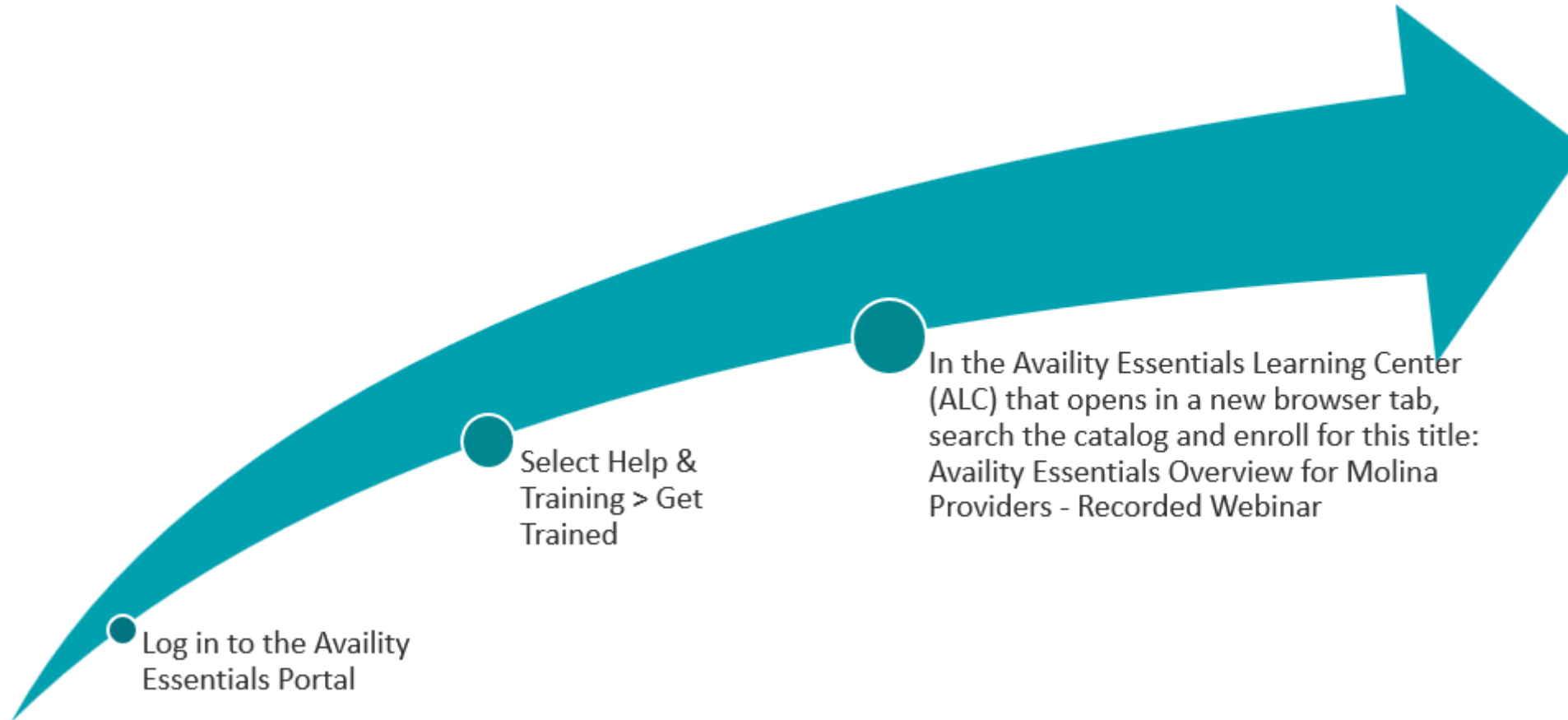- Care Coordination Portal
- Remittance Viewer
- View PCP Member Roster
- Submit and Check Status of PA Requests

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Availity Essentials Portal

Once registered providers will have access to the Availity Essentials Portal training by following these steps:

Log in to the Availity Essentials Portal

Select Help & Training > Get Trained

In the Availity Essentials Learning Center (ALC) that opens in a new browser tab, search the catalog and enroll for this title: Availity Essentials Overview for Molina Providers - Recorded Webinar

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Requirements on every Claim

- Member name, date of birth and Senior Whole Health Member ID number
- Member's gender
- Member's address
- Date(s) of service
- Valid International Classification of Diseases diagnosis and procedure codes
- Valid revenue, CPT or HCPCS for services or items provided
- Valid Diagnosis Pointers
- Total billed charges
- Place and type of service code
- Days or units as applicable (anesthesia Claims require minutes)
- Provider tax identification number (TIN)
- 10-digit National Provider Identifier (NPI) or Atypical Provider Identifier (API)
- Rendering Provider information when different than billing
- Billing/Pay-to Provider name and billing address
- Place of service and type (for facilities)
- Disclosure of any other health benefit plans
- National Drug Code (NDC), NDC Units, Units of Measure and Days or Unites for medical injectables
- E-signature
- Service facility location information
- Any other state-required data
- Any applicable authorization number approved for the service

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Professional and Institutional Claim Forms

The two claim forms used for billing Molina include:

UB-04 (CMS-1450): Institutional

CMS-1500: Professional

Providers should follow standard guidance for accurate completion of UB-04 and CMS-1500 claims prior to submission

The two form types do not always stand alone. For example, if a surgeon performs a procedure in a facility such as a hospital or Ambulatory Surgery Center (ASC), a CMS-1500 will be submitted for the surgeon's services only, while a separate UB-04 form will be submitted for the use of the facility. Both forms will be needed to fully bill out for a procedure.

UB-04 Claim Form

The National Uniform Billing Committee (NUBC) UB-04 claim form is used by facility providers, including:

- Hospitals
- Nursing Facilities
- Mental Health Institutions
- In-Patient Facilities
- Ambulatory Surgery Centers

Molina strongly encourages providers to submit claims electronically, including secondary claims.

CMS-1500 Claim Form

The National Uniform Billing Committee (NUBC) CMS-1500 claim form is used by non-institutional providers, up to and including:
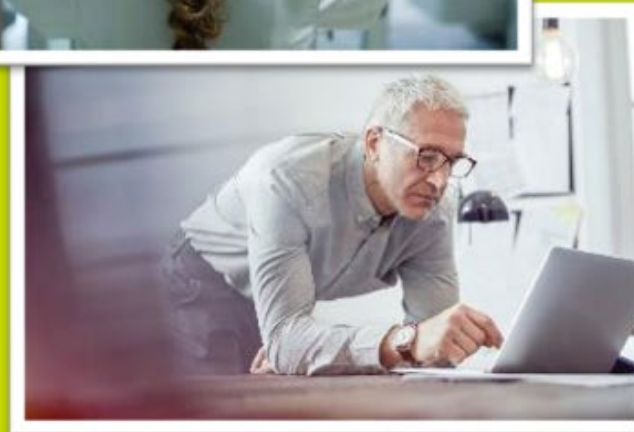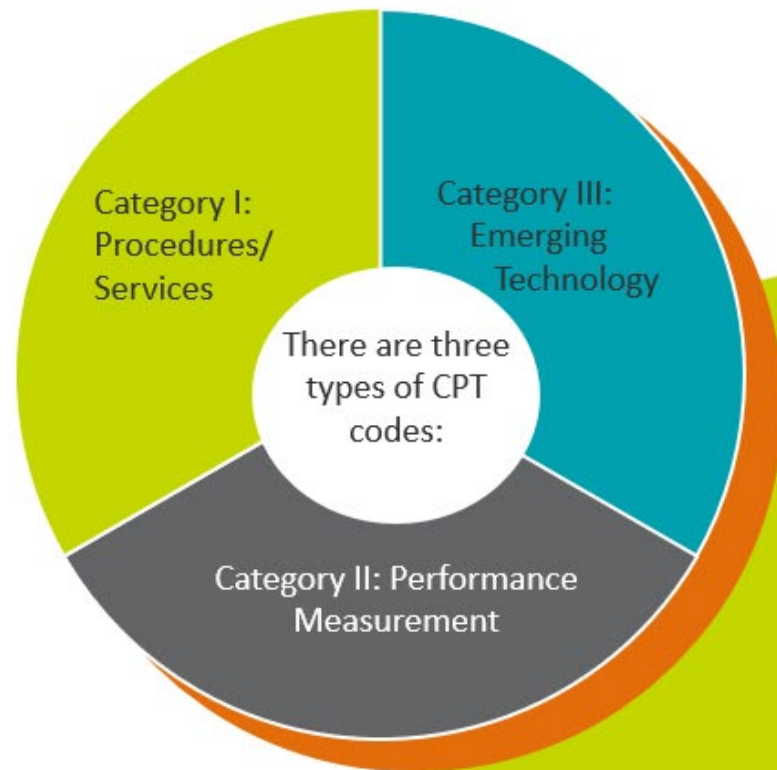

- Individual Provider
- Ambulatory Surgery Center
- Therapists
- Specialists
- Outpatient Clinic

Molina strongly encourages providers to submit claims electronically, including secondary claims.

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Coding Sources: CPT

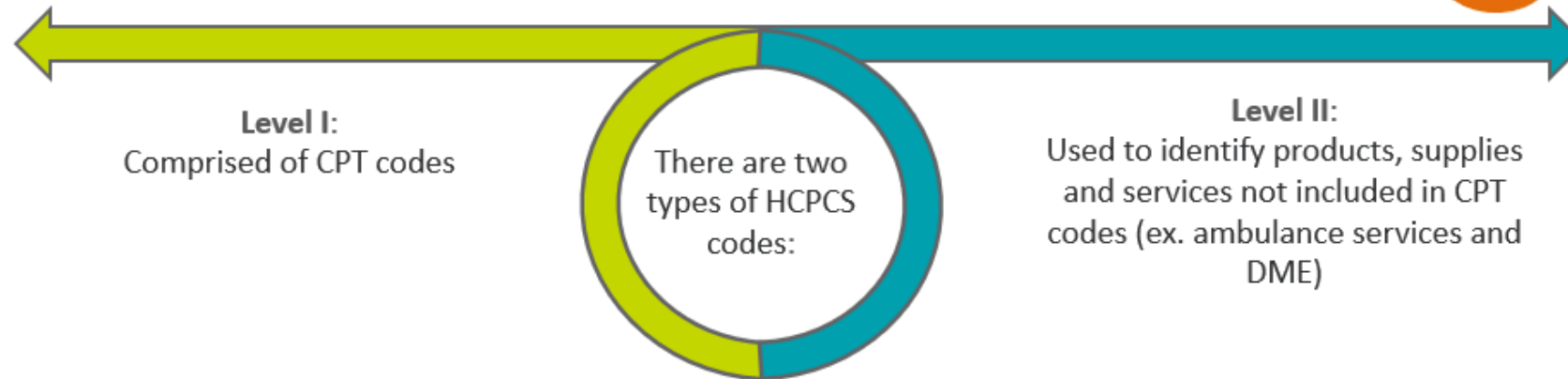CPT is an American Medical Association (AMA) maintained uniform coding system.

CPT codes are five-digit numeric codes used to identify medical services and procedures furnished by physicians and other health care professionals.

Category I: Procedures/ Services

Category III: Emerging Technology

There are three types of CPT codes:

Category II: Performance Measurement

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Coding Sources: HCPCS

Health Care Common Procedure Coding System (HCPCS) is a CMS-maintained uniform coding system.

HCPCS codes are five-digit numeric codes used to identify procedure, supply and Durable Medical Equipment (DME) codes furnished by physicians and other health care professionals.

Level I:
Comprised of CPT codes

There are two types of HCPCS codes:

Level II:
Used to identify products, supplies and services not included in CPT codes (ex. ambulance services and DME)

Coding Sources: ICD-10 Diagnosis

ICD-10-CM –
International Classification of Diseases, 10th revision, Clinical Modification (ICD-10-CM) diagnosis codes are maintained by the National Center for Health Statistics (NCHS), Centers for Disease Control (CDC) within the Department of Health and Human Services (HHS).

ICD-10-PCS –
International Classification of Diseases, 10th revision, Procedure Coding System (ICD-10-PCS) are used to report procedures for inpatient hospital services.

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11-Digit National Drug Code (NDC)

The 11-digit National Drug Code (NDC) number must be reported on all professional and outpatient claims when submitted on the CMS-1500 and UB-04 claim forms, or electronic equivalent.

Providers will need to submit claims with both HCPCS and NDC codes with the exact NDC that appears on the medication packaging in the 5-4-2 digit format (i.e., xxxxx-xxxx-xx) as well as the NDC units and descriptors.

If the NDC information is missing or invalid, the claim line(s) will be denied.

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10-Digit National Drug Code (NDC)

When the package of a drug only includes a 10-digit NDC number, the 10 digits must be converted to 11 digits by adding a leading zero to only one segment as indicated below:

Ex.
09999-9999-99

If the first segment contains only four digits, add a leading zero to the segment

Ex.
99999-0999-99

If the second segment contains only three digits, add a leading zero to the segment

Ex.
99999-9999-09

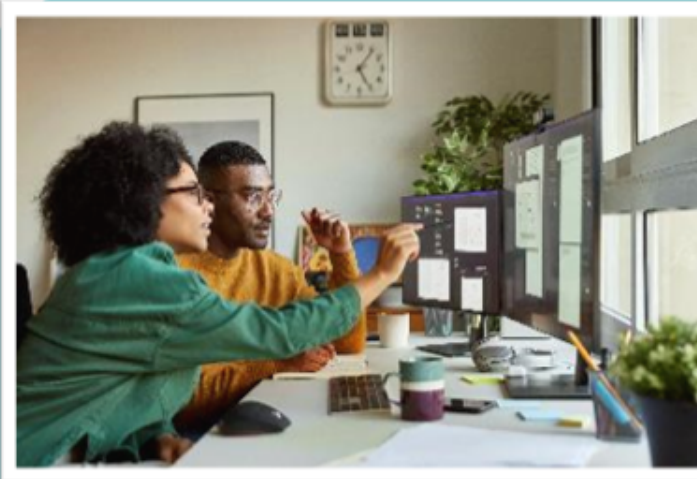If the third segment contains only one digit, add a leading zero to the segment

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National Correct Coding Initiative (NCCI)

CMS has directed all federal agencies to implement National Correct Coding Initiative (NCCI) as policy in support of Section 6507 of the Patient Affordable Care Act of March 23, 2010. Molina uses NCCI standard payment methodologies.

NCCI Procedure to Procedure edits prevent inappropriate payment of services that should not be bundled or billed together, and to promote correct coding practices.

Based on NCCI Coding Manual and CPT guidelines, some services/procedures performed in conjunction with an Evaluation and Management (E&M) code will bundle into the procedure when performed by same physician and separate reimbursement will not be allowed if the sole purpose for the visit is to perform the procedures.

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NCCI, Continued

NCCI editing also includes Medically Unlikely Edits (MUEs), which prevent payment for an inappropriate number/quantity of the same service on a single day. A MUE for a HCPCS/CPT code is the maximum number of units of service under most circumstances reportable by the same provider for the same patient on the same date of service.

Providers must correctly report the most comprehensive CPT code that describes the service performed, including the most appropriate modifier when required.

For additional information on CMS guidelines for NCCI edits, visit the CMS NCCI page.

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Evaluation and Management (E&M)

Providers should report E&M services in accordance with the AMA CPT Manual and the CMS guidelines for billing E&M service codes: Documentation Guidelines for E&M.

- The level of service for E&M service codes is based primarily on the member's medical history, examination and medical decision-making.

- Counseling, coordination of care, the nature of the presenting problem and face-to-face time are considered contributing factors.

- Medical necessity of a service is the overarching criterion for payment in addition to the individual requirements of a CPT code.

- It would not be medically necessary or appropriate to bill a higher level of E&M service when a lower level or service is warranted.

- The volume of documentation should not be the primary influence upon which a specific level of service is billed and should support the level of service reported.

CMS Regulations and Guidance 30.6.1/Selection of Level of Evaluation and Management Services, A – Use of CPT Code (cms.gov/Regulations-and-Guidance/Guidance/Transmittals/downloads/r178cp.pdf).

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Diagnosis Related Group (DRG)

Diagnosis Related Group (DRG) (both Medicare Severity-Diagnosis Related Group [MS-DRG] and All Patient Refined-Diagnosis Related Group [APR-DRG]) clinical validations are performed by Molina and a vendor.

The DRG and principal diagnosis are to be determined upon discharge and should not be based on the clinical suspicions at the time of admission.

The DRG clinical validation determination will be made using the medical record documentation available at the time of review, or upon request, and must support all diagnoses and procedures billed, including Major Complication or Comorbidity (MCC) and Complication or Comorbidity (CC).

Correct DRG assignment is in accordance with industry coding standards:
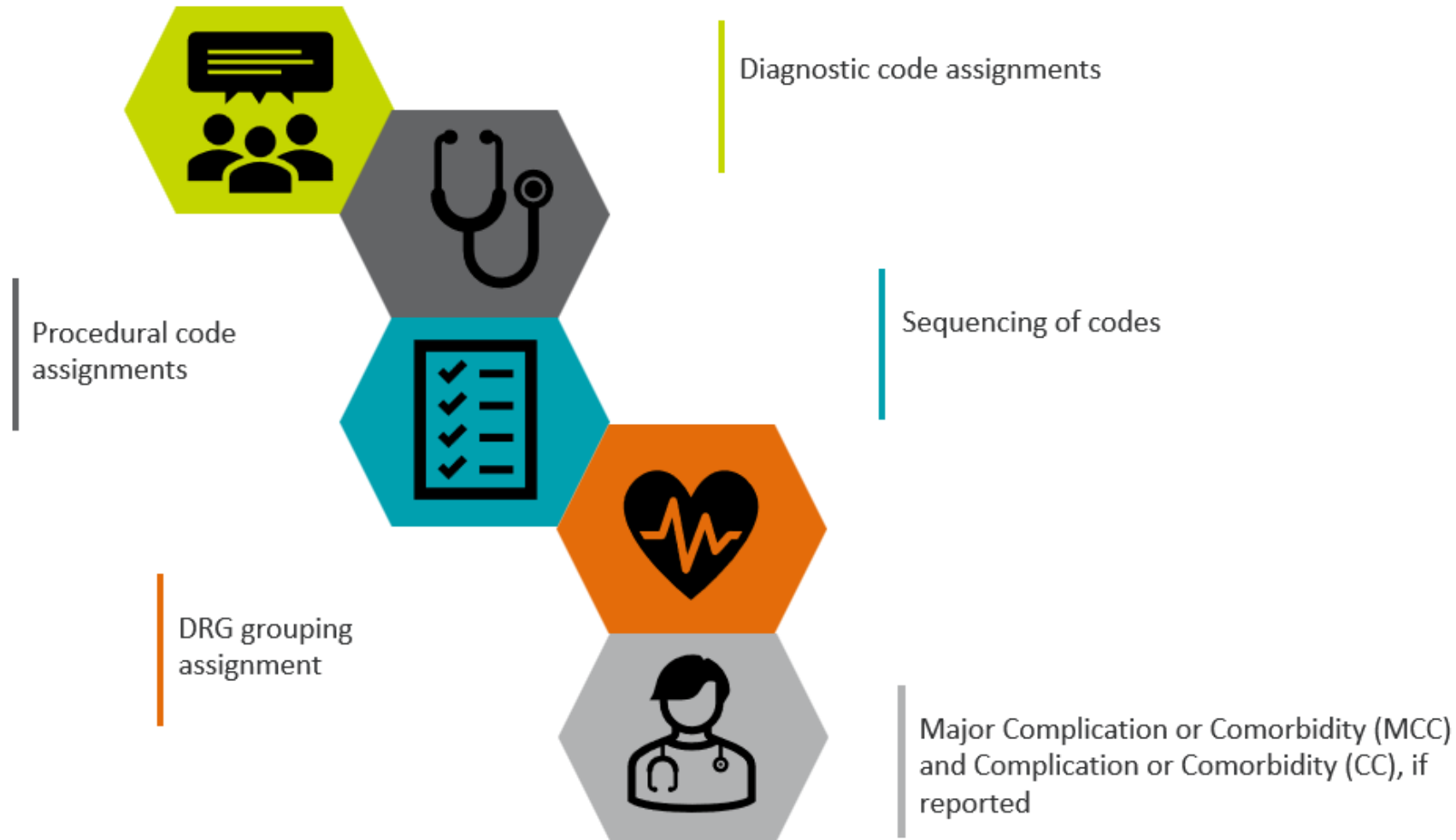
Coding Clinics

ICD Coding Manual

ICD-10-CM Coding Guidelines

Uniform Hospital Discharge Data Set

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DRG, Continued

DRG clinical validation includes, but is not limited to, verification of the following:

Diagnostic code assignments

Procedural code assignments

Sequencing of codes

DRG grouping assignment

Major Complication or Comorbidity (MCC) and Complication or Comorbidity (CC), if reported

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DRG, Continued

In the event that DRG clinical validation does not substantiate the billed DRG, or it is inconsistent with standards and requirements, Molina will:

- Update the incorrect DRG to the correct DRG assignment
- Adjust payment or request refunds as appropriate
- Send a notification of the result

In the event providers do not submit requested documentation within 30 days, or the documentation submitted does not support the DRG clinical validation review, Molina may deny, reduce or recover claim payment consistent with the documentation provided.

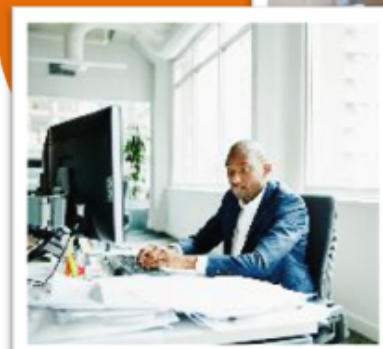Molina will send a notification explaining the results of the validation review.

Providers retain their right to dispute the results of these reviews as outlined in the letter or in the Provider Manual.

Optum Prepay Audit

Molina, in partnership with Optum, performs prepayment reviews utilizing widely acknowledged national guidelines for billing practices and to support uniform billing for all payers.

The prepayment claim reviews will ensure claims are billed accurately and coded correctly by reviewing state and federal policies sourced from Medicaid and Medicare rules utilized industry-wide.

The concepts utilized for the pre-pay reviews align with correct coding practices and incorporate a review of medical records to determine whether they support the services and codes billed.

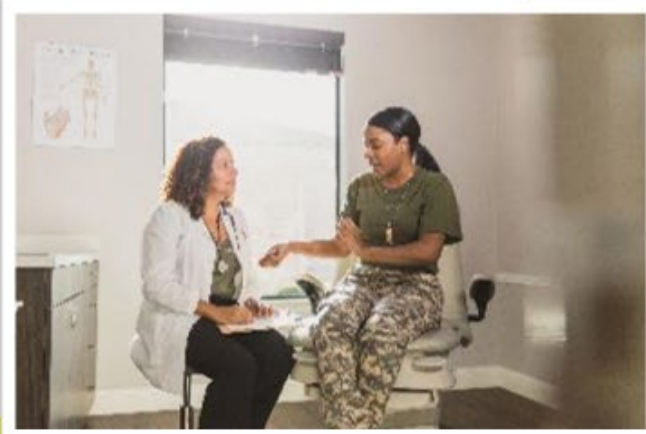*Molina also utilizes Cotiviti as a pre-pay solution

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NCDs and LCDs

Through implementation of claims edits, Molina's claims payment system is designed to audit claims concurrently, in order to detect and prevent paying claims that are inappropriate.

In the absence of state specific guidelines, Molina applies additional guidelines to their claims' payment logic, including:
- National Coverage Determinations (NCDs)
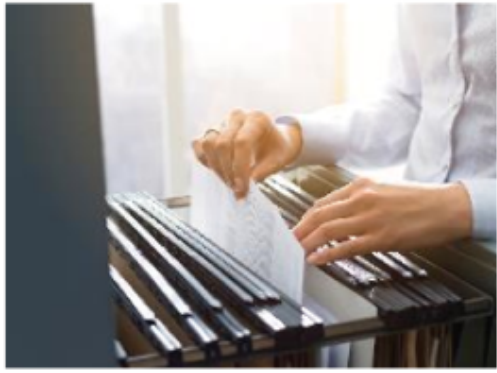- Local Coverage Determinations (LCDs)

NCDs and LCDs are decisions by Medicare and their administrative contractors that provide coverage information and determine whether services are reasonable and necessary on certain services offered by participating providers.

Note: NCDs supersede LCDs, but **LCDs** expand on coverage policies for each jurisdiction, and these coverage policies may vary, including information regarding appropriate coding, credentialing, diagnostic testing and treatment.

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Code Edit Policy Disputes

When submitting a Claim Reconsideration related to a code edit it is important to include the information below:

Include any supporting clinical documentation

Include trip documentation for ambulance services

Explanation of why the provider does not agree with Molina's current correct coding policy or interpretation
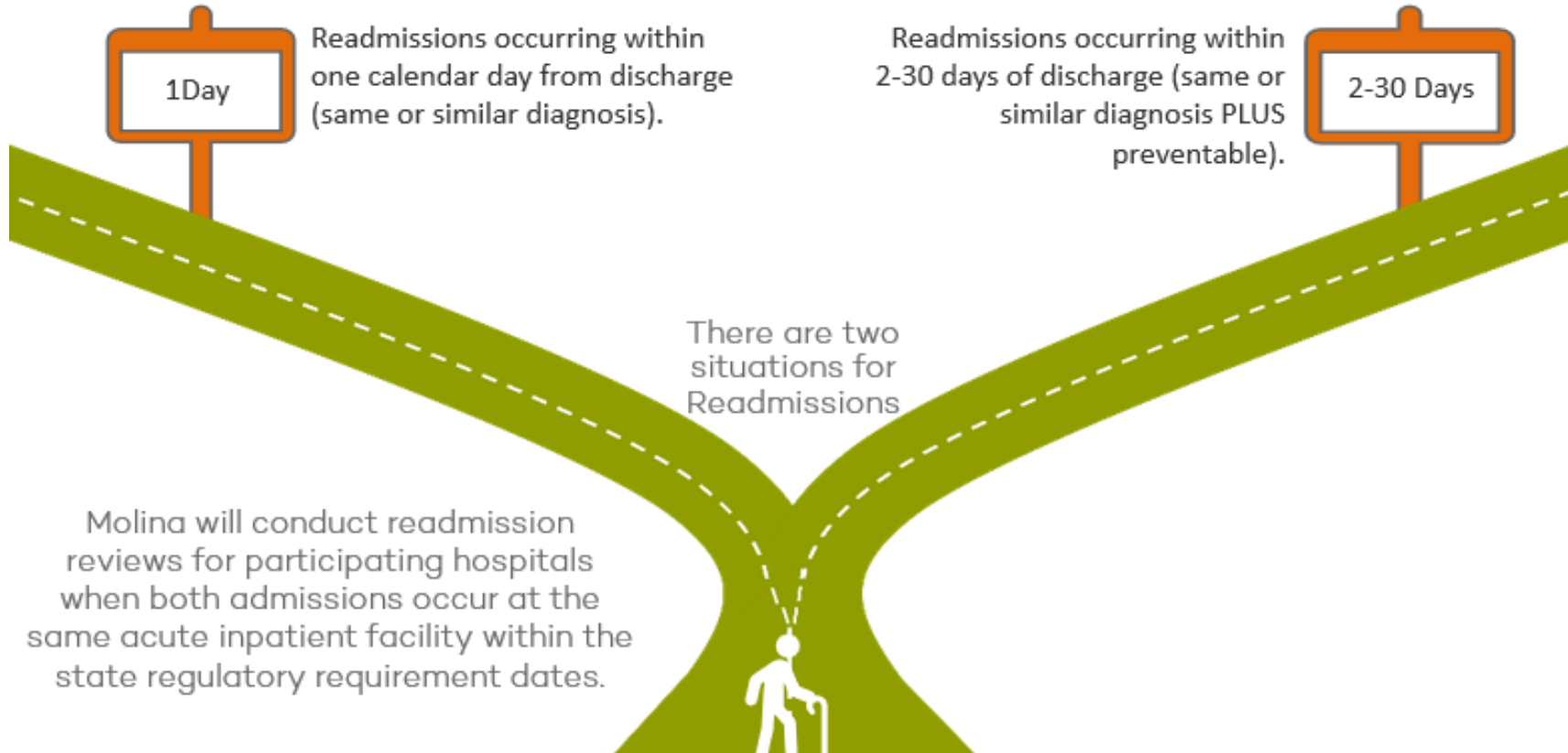
Include the supporting alternative policy information and the source where it can be found

A provider can request a Claim Reconsideration regarding a code edit policy in situations where the provider's and Molina's correct coding policy sources conflict, or where they may have different interpretations of a common correct coding policy source.

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Readmissions

Readmission review is an important part of Molina's Quality Improvement Program to ensure that Molina members are receiving hospital care that is compliant with nationally recognized guidelines as well as federal and state regulations.

1Day

Readmissions occurring within one calendar day from discharge (same or similar diagnosis).

Readmissions occurring within 2-30 days of discharge (same or similar diagnosis PLUS preventable).

2-30 Days

There are two situations for Readmissions

Molina will conduct readmission reviews for participating hospitals when both admissions occur at the same acute inpatient facility within the state regulatory requirement dates.

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Readmissions, Continued

One Calendar Day

When a subsequent admission to the same facility with the same or similar diagnosis occurs within one calendar day of discharge, the hospital will be informed that the readmission should be combined with the initial admission and will be processed as a continued stay.

2-30 Days

When a subsequent admission to the same facility occurs within 2-30 days of discharge, if it is determined that the readmission is related to the first admission (readmission), or if it is determined to be preventable, then a single payment may be considered as payment in full for both the first and subsequent hospital admissions.
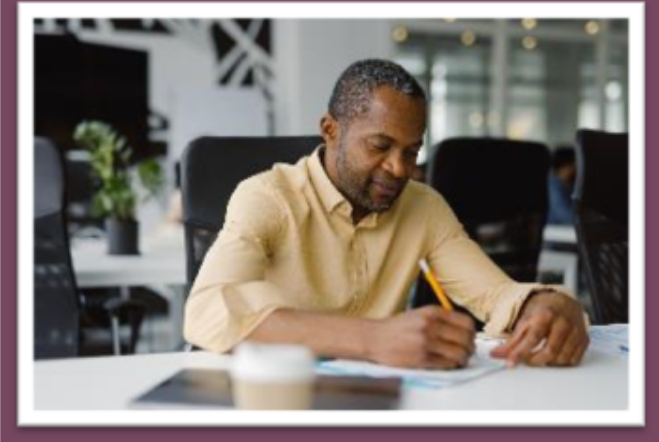
Provider can dispute with supporting documentation if they believe the readmission is unrelated or unpreventable based on published guidelines.

For additional information see the Readmission Payment Policy on the Provider Website.

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Corrected Claims

Corrected claims are considered new claims for processing purposes. Corrected claim submissions are not adjustments and should be directed through the original submission process marked as a corrected claim or it may result in the claim being denied.

- Corrected claims must be submitted electronically with the appropriate fields on the 837I or 837P completed.

- The Provider Portal includes functionality to submit corrected Institutional and Professional Claims.

- Corrected claims must include the correct coding to denote if the claim is a replacement of prior claim or corrected claim for an 837I, or the correct resubmission code for an 837P, and include the original claim number.

- Claims submitted without the correct coding will be denied.

Claim Frequency Code	Description	Action
7	Use to replace an entire Claim.	Senior Whole Health will adjust the original Claim. The corrections submitted represent a complete replacement of the previously processed Claim.
8	Use to eliminate a previously submitted Claim.	Senior Whole Health will void the original Claim from records based on request.

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Corrected Claims, Continued

Corrected claims can be submitted and managed through [Availity](#)

Corrected claims ➜ Demo

Up to 30 days to process a corrected claim

A claim has been previously submitted and adjudicated by Molina and is being resubmitted by the provider due to an error or omission. A corrected claim allows the providers to submit the claim with additional or correct information.
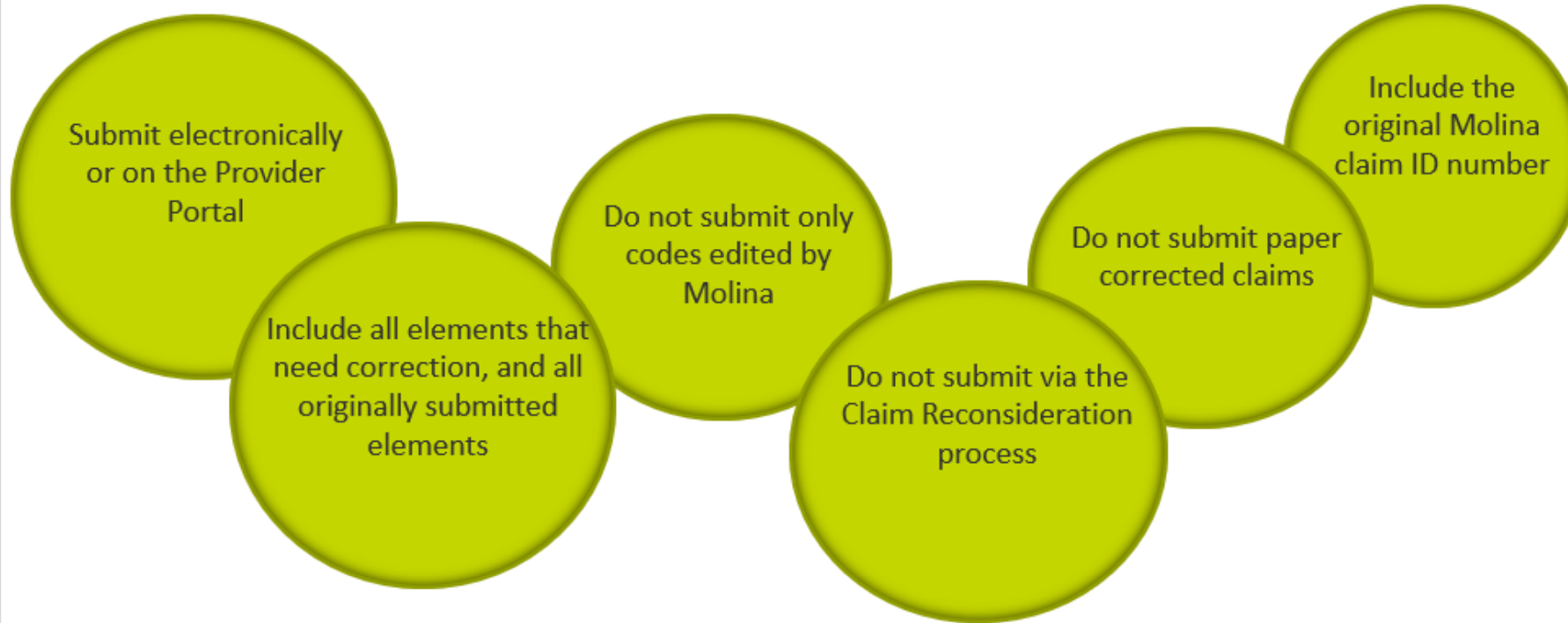
Examples of corrected claims:

- ✓ Change to any information previously billed: code, date, diagnosis, units, etc.
- ✓ Claims denied due to another insurance — primary Payer Explanation of Payment required.
- ✓ Claims denied because of missing required invoice.
- ✓ Claims denied for itemized bill required.
- ✓ Claims denied because of billing an unlisted procedure code.

Corrected Claims, Continued

Corrected Claims must be received by Molina no later than the filing limitation stated in the provider contract or within 365 days of the original remittance advice. Claims submitted after the filing limit will be denied.

Reminders for the corrected claim process:

Submit electronically or on the Provider Portal

Include all elements that need correction, and all originally submitted elements

Do not submit only codes edited by Molina

Do not submit via the Claim Reconsideration process

Do not submit paper corrected claims

Include the original Molina claim ID number

Corrected claims must be submitted with the Molina claim ID number from the claim being corrected, and with the appropriate corrected claim indicator based on claim form type.

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Corrected Claim Requirements

All Corrected Claims:
• Must be free of handwritten or stamped verbiage (paper Claims).
• Must be submitted on a standard red and white CMS-1450 (UB-04) or CMS-1500 Claim form (paper Claims).
• Original Claim number must be inserted in field 64 of the CMS-1450 (UB-04) or field 22 of the CMS-1500 of the paper Claim, or the applicable 837 transaction loop for submitting corrected claims electronically.
• The appropriate frequency code/resubmission code must also be billed in field 4 of the CMS-1450 (UB-04) and 22 of the CMS-1500.

Note: The frequency/resubmission codes can be found in the NUCC (National Uniform Claim Committee) manual for CMS-1500 Claim forms or the UB Editor (Uniform Billing Editor) for UB-04 Claim forms.

Corrected Claims must be sent within thirty (30) calendar days of the original claim's Remittance Advice (RA) date.

Corrected Claims submission options:
• Submit Corrected Claims directly to Senior Whole Health via the Availity portal.
• Submit Corrected Claims to Senior Whole Health via your regular EDI clearinghouse.

Provider Claim payment inquiries

Any inquiry where you believe the Claim was paid or denied incorrectly due to minor errors that can be easily remediated, **without** providing supporting documentation. Examples include retro-eligibility issues, coordination of benefit updates, Claims denied as duplicates and Claims denied for no authorization when authorization was not required or an approved authorization is on file. Supporting documentation cannot be submitted with a Claim payment inquiry. This inquiry may result in a Claims adjustment or direct you to submit a corrected Claim or initiate the Claim payment dispute/appeal process.

For the avoidance of doubt, in the event a Provider Claim payment inquiry has been filed for a Claim it will not toll the time frame for filing a Provider Claim payment dispute or Provider Claim payment appeal.

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Provider Claim payment Appeals

Claims that were denied for lack of medical necessity should follow the Provider Claim payment appeal process. A Provider Claim payment appeal is a formal request for review of a previous Molina decision where medical necessity was not established, including partial stay denials and level of care. One example of this appeal scenario would be as follows (this is not all encompassing, but serves as a singular example):

- On clinical review, the services related to the prior authorization request were:
  - Deemed not medically necessary, but services were rendered and Claim payment was denied.
  - Some days were deemed not medically necessary, but services were rendered and Claim payment was denied.

When submitting a Provider Claim payment appeal, please include any information that would help Molina determine why the Provider believe the services were medically necessary including all necessary medical records.

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Timeline for submitting a dispute or appeal

Please note, neither a Provider Claim payment dispute, nor a Provider Claim payment appeal can be reviewed without a finalized Claim on file.

Molina accepts disputes and appeals in writing via mail or fax or through our Provider website within 120 calendar days from the date on the Explanation of Payment (EOP) unless a different time frame is specified in the Provider Agreement with Molina. Requests filed beyond these timeframes will be untimely and denied unless good cause can be established, which is left to the sole discretion of Molina to determine.
The plan will make every effort to resolve the Claims payment disputes and Claims payment appeals within 60 calendar days of receipt, unless otherwise specified by the Provider Agreement with Molina or a different timeframe is required by law.

Molina will send you our decision in a determination letter when upholding our decision, which will include the reason and rationale for the upheld decision.

If the decision results in a Claim adjustment, the payment and Explanation of Payment (EOP) will be sent separately.

For each Claim, the Provider is limited to one (1) Claim payment dispute or Claim payment appeal.

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How to submit a Provider Claim payment dispute or Claim Payment appeal or inquiry

Providers have several options to file a Claim payment dispute, Claim payment appeal, or Claim payment inquiry:
Online: Use the secure [Availity Essentials Portal](#) to submit a Claim payment dispute, Claim payment appeal, or Claim payment inquiry. Instructions on how to file a Claim payment dispute, Claim payment appeal, or Claim payment inquiry is available on the Availity Payer Spaces Resources tab.

Written: Provider Claim payment disputes and Provider Claim appeals can also be mailed or faxed to (Provider Claim payment inquiries **cannot** be used for this method of delivery):
> **Mail**: Senior Whole Health LLC dba Molina Healthcare, PO Box 22816, Long Beach, CA 90801-9977; or
> **Fax:** (562) 499-0610

Phone (for Provider Claim Payment inquiries only):
> **Phone:** (855) 838-7999

In the event you are not satisfied with the resolution of the Provider Claim payment appeal or Provider Claim payment dispute, and you have exhausted all levels of a Claim payment dispute or Claim payment appeal, please refer to your Provider Agreement with Molina for further information on the Claims dispute process, which is the sole remedy available to a Provider through their Provider Agreement with Molina.

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Availity Reconsiderations/Appeals

Claim Reconsiderations/Appeals can be managed through Availity. The claims workflow including demos can be found here. Providers would submit a reconsideration/appeal via claim status and complete the dispute request in the designated appeal's standalone function in the provider portal.

Claims reconsideration → Info guide

Up to 15 days to receive a response and possible adjustment

A claim reconsideration is a request by a provider to have Molina review a claim that was previously paid, denied or reduced.

Examples of reconsideration requests:

✓ The provider perceives their claim to have been paid incorrectly or incompletely.
✓ The provider perceives their claim was denied based on incorrect or incomplete information.

✓ The provider perceives their claim payment to have been reduced incorrectly based on incorrect criteria.
✓ The provider perceives Molina failed to follow the applicable policies, rules or regulations.

Claims appeal → Demo

30-90 days to complete, and appeals require supporting documentation

A provider appeal/dispute is the adjustment request of the processing, payment or nonpayment of a claim by Molina.

Examples of appeal requests:

✓ A reduction, suspension or termination of a previously authorized service.
✓ A denial, in whole or in part, of payment for a service.

✓ Failure to provide services in a timely manner.
✓ Failure to make a coverage decision in a timely manner.

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Claims Requiring Itemized Bills

All Claim/Claim lines that deny for itemized bill on the Explanation of Provider Payment (EPP) remit, must be sent with a corrected Claim to the address below. The corrected Claim and the itemized bill must match for the reconsideration to be completed.
Mailing address:
Senior Whole Health, LLC DBA Molina Healthcare
PO Box 22630
Long Beach, CA 90801
Electronic Data Interchange (EDI) Number: 61799

Attachments

Providers should include supporting documentation as an attachment with the initial claim, or with a corrected claim once the initial claim has been finalized.

Providers have the ability to upload documents to claims:

- In the Provider Portal at the time of the claim submission or by correcting the claim after processing

- *Note-If the provider plans to submit the attachment on Availity once the claim enters via EDI, they MUST have the PWK segment on the EDI claim at submission

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NDC Claim Denials

If your Claim denies for "missing /invalid NDC National Drug code" please review the NDC billed on your Claim prior to submitting the dispute to make sure it is a correct/valid NDC for the HCPCS code, you are submitting which is included on the Claim.

Recommendations when submitting disputes/appeals for multiple Claims for different Members or multiple Claims for the same Member:

- Each Member must have a separate dispute/appeal submitted - do not consolidate multiple Members into one request.
- Molina will accept multiple Claims for one Member on one appeal/dispute request, but please list all applicable Claim numbers you want addressed.
- Please include all supporting documentation with the original submission for the service in question. If we receive partial documentation, we will review based on the documentation received.
- If no documentation is received and you are requesting a medical necessity review, we will send a letter, unable to process due to lack of information.

Please review your authorization prior to submitting Claims to make sure the authorization is matching services billed (date of service/service provided).

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Balance Billing

Pursuant to law and CMS guidance, Members who are dually eligible for Medicare and Medicaid and classified as Qualified Medicare Beneficiaries (QMB) shall not be held liable for Medicare Part A and B cost sharing when the State or another payor is responsible for paying such amounts. The Provider is responsible for verifying eligibility and obtaining approval for those services that require prior authorization.
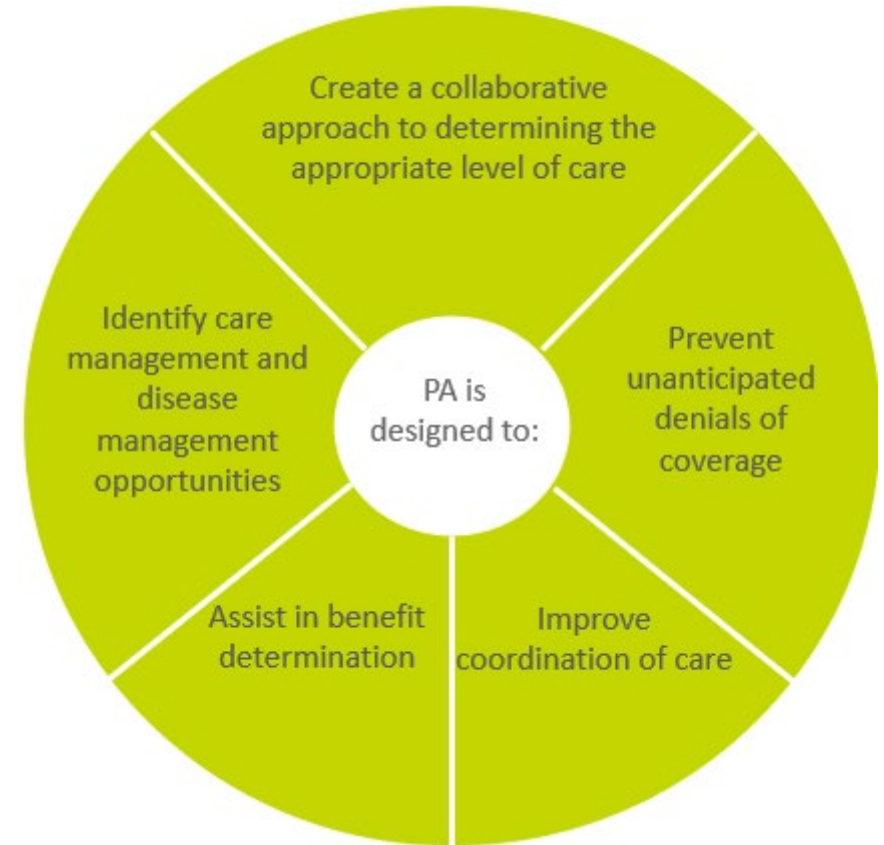
Providers agree that under no circumstance shall a Member be liable to the Provider for any sums that are the legal obligation of Senior Whole Health to the Provider. Balance billing a Member for covered services is prohibited, except for the Member's applicable copayment, coinsurance and deductible amounts.
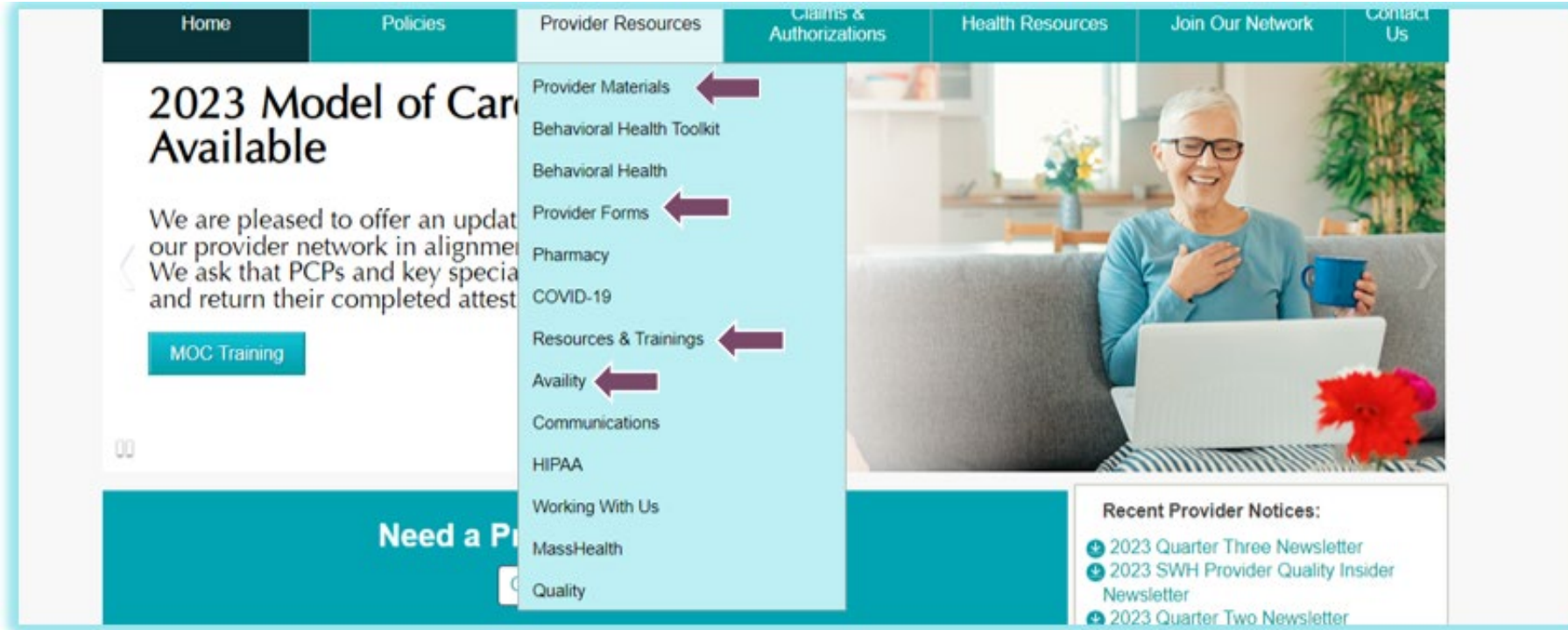
Prior Authorization (PA)

Prior Authorization (PA) is a request for prospective review. Requests for services on the Molina PA Code List are evaluated by licensed nurses and trained staff. The PA Code LookUp Tool can be found is in the middle of the Molina Provider page. Please note that Prior Authorization requirements for dual-eligible members (Medicare and Medicaid beneficiaries) should be evaluated at the individual line of business. Authorizations outside of LTSS/SNF Custodial care would need to be submitted through Availity.

Need a Prior Authorization?

Code LookUp Tool

PA is designed to:
- Create a collaborative approach to determining the appropriate level of care
- Prevent unanticipated denials of coverage
- Improve coordination of care
- Assist in benefit determination
- Identify care management and disease management opportunities

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Molina Provider Website

What Can be Found:

- Important Communications
- Valuable Resources
- Provider Forms
- Contact Information
- Payment Integrity Policies
- Dedicated Quality Section
- Clinical and Preventive Health Guidelines
- Behavioral Health Toolkit
- MOC Annual Training
- Availity Materials
- PA Guides

Please visit our website at:

molinahealthcare.com/providers/ma/swh/home.aspx

Provider Data Accuracy

Maintaining an accurate and current Provider Directory is a state and federal regulatory requirement, as well as a National Committee for Quality Assurance (NCQA)-required element.

Providers may update provider data through CAQH Direct Assure or by submitting a PIF form to Molina. If you choose to close your panel to new members, you must give Molina 30 days' advance written notice.

Important Reminders:

- Providers must validate their information at least quarterly for correctness and completeness.
- Notice of changes must be made at least 30 days in advance of any of the following:
- Change in office location, office hours, phone, fax, or email
- Addition or closure of an office location
- Addition or termination of a provider
- Change in Practice Name, Tax ID and/or National Provider Identifier (NPI)
- Open or close your practice to new patients (PCP only)

CAQH

CAQH for Participating Providers

- Go to your CAQH Provider Directory Snapshot at CAQH ProView - Sign In
- Update provider data elements as necessary and attest to the accuracy
- When updating your CAQH profile, it is important to select "Global" for your access to ensure SWH can review these changes to your data.
- For questions about CAQH, please contact CAQH directly at **888-599-1771**. Chat support is also available.

- CAQH Provider Data Portal for Practice Managers User Guide

- Your **CAQH (Council for Affordable Quality Healthcare)** profile provides SWH with important information on you and your practice, including whether you are currently accepting new patients, demographic information (such as languages other than English that are spoken in your practice).

- To ensure you stay compliant, we recommend updating your profile on a quarterly basis. You may access your CAQH profile at CAQH ProView - Sign In

- If you are with a Group Practice, you can also request Add/Changes by completing the Provider Information Update Form.

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Provider Manual

PROVIDER MANUAL

(Provider Handbook)

Senior Whole Health, LLC dba Molina Healthcare

(Molina Healthcare or Molina)

Senior Care Options (SCO) and Medicare

Advantage

2026

Here are some key items that can be found in our Provider Manual:

- Compliance/Anti-Fraud Hotline
- Credentialing Department
- Nurse Advice Line
- Quality Programs
- Continuity of Care and Transition of Members
- Electronic Claims Submission Requirement
- Advance Directives

The Molina Provider Manual can be found here

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Provider Manual Highlights

The Provider Manual is customarily updated annually but may be updated more frequently. Information in the Provider Manual includes:

Benefits and Covered Services	Member Rights and Responsibilities
Claims and Compensation	Preventive Health Guidelines
Member Appeals and Grievances	Quality Improvement
Credentialing and Recredentialing	Transportation Services
Delegation Oversight	Referral and Authorizations
Enrollment and Disenrollment	Provider Responsibilities
Eligibility	Pharmacy
Health Care Services	Address and Phone Numbers
Interpreter Services	Provider Data Accuracy
HIPAA	Long-Term Services and Supports

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Molina Provider Relations

Satisfaction

- Provider Relations Representatives and Engagement Teams
- Annual Assessment of Provider Satisfaction
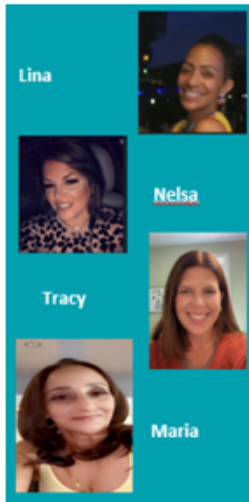- Standalone Satisfaction Surveys

Communication

- Provider Newsletters
- Online Provider Manuals
- Online Trainings, Health Resources and Provider Resource Guides
- Secure Messaging on the Availity Essentials Portal

Technology

- 24-hour Provider Portal
- Online Prior Authorization and Claim Dispute Submission
- Supplemental Prior Authorization (PA) Lookup Tool on Provider Portal and Provider Website
- MCG Auto-Authorization for Advanced Imaging PA Submission
- Availity Essentials Overpayments

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Molina Provider Relations Contact Information

Contact information for providers, facilities, groups:

MA County	Representative	Email Address
Suffolk	Lina Ribeiro	Lina.Ribeiro@molinahealthcare.com
Berkshire, Franklin, Hampden, Hampshire, Worcester,	Nexalix Acevedo	Nexalix.Acevedo@molinahealthcare.com
Barnstable, Bristol, Plymouth	Tracy Daly	Tracy.Daly@molinahealthcare.com
Middlesex	Maria Lopes	Maria.Lopes@molinahealthcare.com

For general inquiries, questions or to identify your specific representative:

Email Address
SWHProviderRelations@molinahealthcare.com

Provider Resources/Engagement

Telephone: Molina Provider Service Center   (855) 838-7999

Email: SWHProviderRelations@MolinaHealthCare.com

Dedicated Account Manager: Assigned by County/Provider Specialty

Provider Website: https://www.molinahealthcare.com/providers/ma/swh/home.aspx

Molina has developed an online subscription service for providers to automatically receive our critical updates directly to your inbox. These important updates will include quarterly provider newsletters, operational updates, claims and pre-authorization information. If you are interested in signing up, please visit our website at molinahealthcare.com/providers/ma/swh/resources/comm.aspx.

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Molina Provider Surveys and Feedback

The Molina Provider Relations Team hopes you have found this training session beneficial.
Please share your feedback here with us so we can continue to provide you with excellent customer service!

Take our Molina Provider Communications Survey Here

Molina Provider Website feedback can be submitted here

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Questions

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