

## How to Fill Out the Behavioral Health Provider Form

### **Important Reminder for Community Mental Health Centers (CMHC)/ Substance Use Disorder (SUD) Providers**

The [CMHC-SUD Behavioral Health \(BH\) Rendering Provider Template](#), formally named the BH Provider Form is located on our website under the “Forms” tab, under “Contracted Practices/Groups Making Changes.” This template should be used to add, change or term a provider or location.

**Information requested on this form is critical for accurate processing of claims.**

The CMHC-SUD BH Rendering Provider Template contains four pages. The first page of the template is a reference tool that should be used when filling out the rest of the document and should not be filled out. The next three pages are separate spreadsheets to be filled out based on the requested update:

- Page 2 – used to add a provider or location
- Page 3 – used to change provider information or location information
- Page 4 – used to terminate a provider or a location

When filling out the template, select the correct page based on the required update. Each column should be filled out for each row of information that is added (e.g., when adding three new providers on page two of the document, each provider should be written on a separate row with each column filled out based on the page one reference information).

The Comments column should indicate if the provider needs to be added, if a license has been updated, possibly new location added, etc. Some of the missing information we are seeing is NPI, Middle Name or Initial, and Date of Birth.

**NOTE:** When submitting the specialties please include exact certification. For example:

- QMHS please include licensure certification as high school, BA or MA
- Social worker, please indicate as LSW or LISW

For additional instructions, please reach out to your Molina Representative at [BHProviderServices@MolinaHealthcare.com](mailto:BHProviderServices@MolinaHealthcare.com).

## 2018 Open Enrollment

### **Information for all network providers**

Ohio Medicaid and MyCare Ohio consumers can change their Medicaid managed care plans from now until Nov. 30, 2018. The Ohio Department of Medicaid (ODM) sent letters in July and August to notify consumers of the open enrollment period.

Consumers can get more information on plan options or change plans by calling the Medicaid Hotline at (800) 324-8680. If a consumer changes plans, the change will be effective the first day of the following month. Consumers can submit a request online at [www.ohiomh.com](http://www.ohiomh.com). Current Molina Healthcare members do not need to take any action to stay enrolled with us. The Marketplace 2019 Open Enrollment will run from Nov. 1 to Dec. 15, 2018.

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## Questions?

Provider Services – (855) 322-4079  
8 a.m. to 5 p.m., Monday to Friday  
(MyCare Ohio available until 6 p.m.)

Email us at [BHProviderServices@MolinaHealthcare.com](mailto:BHProviderServices@MolinaHealthcare.com)

Visit our website at [MolinaHealthcare.com/OhioProviders](http://MolinaHealthcare.com/OhioProviders)

Visit <http://bh.medicaid.ohio.gov/manuals> for updates and resources.

## Connect with Us

[www.facebook.com/MolinaHealth](http://www.facebook.com/MolinaHealth)  
[www.twitter.com/MolinaHealth](http://www.twitter.com/MolinaHealth)

## Join Our Email Distribution List

Get this bulletin via email. Sign up at [MolinaHealthcare.com/ProviderEmail](http://MolinaHealthcare.com/ProviderEmail).

## Active Medicaid ID Number

In order to comply with federal rule 42 CFR 438.602 providers are required to be fully enrolled with the Ohio Department of Medicaid (ODM) with an active Medicaid ID to receive payment for submitting clean claims to Molina Healthcare.

Molina Healthcare may not pay a network provider on or after Jan. 1, 2019 if the provider has not begun the enrollment process with ODM.

## Third Party Biller Functionality on Provider Portal

### Information for all network providers

Third Party Biller Functionality has been added to the Provider Portal. This update allows the administrator to grant access to third party billers by following the same process used to invite a new user under “Account Tools”, under “Manage Users” at <https://provider.MolinaHealthcare.com>.

Select “Biller” for the type of role and confirm the invitation is for a third party biller outside of your organization. Both of the attestation boxes have to be selected for the invitation to be sent successfully. Third party biller access can be removed by following the same process an administrator would use to remove any other user.

## Common Billing Errors that Cause Claims to Deny

Molina Healthcare is providing the below information in response to trending common provider billing errors.

- 1. Missing primary insurance information:** Medicaid is the payer of last resort. The claim must first be adjudicated by all primary insurers before being submitted to Molina. Refer to the Coordination of Benefits (COB) balancing rules in the “837P – Fee For Service Professional Claims” Companion Guide on the ODM website at <http://medicaid.ohio.gov> under “Providers,” then “Billing” and “HIPAA 5010 Implementation.” Additional information is available in the “[MCO Resource Document for CBHC Providers](#)” document on our website.
- 2. Invalid/Missing modifier:** A service code modifier or degree level modifier is required for some services per the [ODM Provider Manual](#) available at <http://bh.medicaid.ohio.gov/manuals>. When a claim is submitted with a modifier missing, a corrected claim can be submitted via the Provider Portal or through the Electronic Data Interchange (EDI). See the “[MCO Resource Document for CBHC Providers](#)” on our website for additional details.
- 3. Invalid diagnosis code for the services:** The claim includes a diagnosis code not allowed in conjunction with the service billed per the ODM grid published on the BH Redesign website at <http://bh.medicaid.ohio.gov> or has invalid information. It is the responsibility of the provider to make sure the diagnosis code for the date of service is correct. A corrected claim can be submitted via the Provider Portal or through EDI. Please see the [MCO Resource Document for CBHC Providers](#) on our website for additional details.
- 4. Procedure inappropriate for provider specialty:** The rendering provider’s credentials need updated in the Molina claims system to match the ODM rules for the providers allowed to bill the service, or the provider is billing codes outside of the Community Behavioral Health Care (CBHC) contract (e.g., billing Substance Abuse Disorder (SUD) services under Mental Health agency NPI or billing laboratory procedure codes without a laboratory provider contract).
- 5. Invalid/Missing information for ordering physician:** Ordering physician (required on all claims for nursing services) requires a DK qualifier. For additional information see the “837P – Fee For Service

BH Provider agencies without a Medicaid ID number will need to submit an application to ODM to continue as a contracted provider with Molina Healthcare and receive payment for submitted clean claims.

Enrollment is available through the Medicaid Information Technology System (MITS) portal or providers can start the process on the ODM website at <http://medicaid.ohio.gov>. Reach out to your Molina Healthcare Provider Services Representative with questions.

## Enrollment Updates for BH Agencies

Ohio community BH agencies (Medicaid provider types 84 and 95) must enroll all dependently licensed and paraprofessional BH practitioners in Ohio Medicaid and affiliate them with employing/contracting community behavioral health agencies in the MITS system.

For detailed information on how to complete this process, please see the ODM [01/31/2018 Enrollment of Dependently Licensed and BH Paraprofessional Practitioners in MITS](#) at <http://mha.ohio.gov/>.

Claims for services between Jan. 1 and June 30, 2018, should NOT include these practitioners’ NPIs in the rendering field or claims will deny.

## Provider Portal Status for Non Licensed Provider Records

Providers utilizing the Provider Portal will have the option of selecting “Non-Licensed Provider” in the “Rendering Provider” drop down menu of the Claim Status lookup and the Create Claims section of the Claims tab for claims for dates of service (DOS) from January 1 to June 30, 2018. Providers will need to select the “Non-Licensed Provider” status to view claims with a dependent practitioner as the rendering provider for this date range.

## Provider Support Available

Molina Healthcare has multiple channels to assist BH providers with Prior Authorization (PA), billing support and claims payment issues:

- Utilization Management** – contact (855) 322-4079 for assistance with PA requests

Professional Claims” Companion Guide on the ODM website under “Providers,” then “Billing” and “HIPAA 5010 Implementation.”

6. **Individual provider name in the “Billing” or “Pay-to” field:** The following must contain the “Billing” or the “Pay-to” group name instead of the individual provider name or a claim will deny for “Incorrect Remit Address.” You may need to discuss this with your clearinghouse for clarity on electronic submission.

#### **Billing Provider Name - 2010AA**

- Loop 2010AA-NM103 Billing Provider Last or Organizational Name
- Loop 2010AA-NM109 Billing Provider Identifier (NPI)
- Loop 2010AA-REF02 Billing Provider Tax Identification Number

#### **Pay-to Address Name - 2010AB**

- Providers should **only** submit the Pay-to address when the address is different from the billing in 2010AA. Note, providers **cannot** submit a provider name in this loop only the Pay-to address

#### **Rendering Provider Name - 2310B**

- Loop 2310B-Data is only provided when it’s different from loop 2010AA.
- Loop 2310B-NM103 Rendering Provider Last or Organizational Name
- Loop 2310B-NM104 Rendering Provider First Name (Required when NM102 = 1 (person) and the person has a first name)
- Loop 2310B-NM105 Rendering Provider Middle Name or Initial (Required when NM102 = 1 (person) and the middle name or initial of the person is needed to identify the individual)

#### **Per ODM the following loops are required for BH and Clinics**

- Line Level Rendering Provider (Loop 2420A) if it’s different than that of header (Loop 2310B)
- Supervising Provider (Loop 2310D / 2420D for header / Line respectively) for certain scenarios (only for BH)
- Ordering Physician (Loop 2420E) for certain scenarios (only for BH)

#### **HCFA 1500 Form**

- Box 33 Billing Provider Info & Phone #

**NOTE:** The NPI claims are billed under must align with the correct Provider Type (84 or 95). If a Provider Type 84 service is billed under the Provider Type 95 NPI, the claim will deny.

View the [Top Claim Denials](#) document on our website that includes:

- Claim Edits with Remittance Advice codes
- Denial Reason
- Correction Process

### **Upcoming Molina BH Q&A WebEx Training Sessions**

Molina Healthcare is hosting Behavioral Health (BH) Provider WebEx Sessions. In addition to general questions, the Q&A sessions can also be utilized for billing and claims questions.

- **Molina Healthcare Rapid Response Team** – providers can route issues to [BHProviderServices@Molinahealthcare.com](mailto:BHProviderServices@Molinahealthcare.com) and Molina Healthcare will monitor, route and track emails for quick resolution

#### **Service Codes Billable to Medicare and Third Party Liability**

Visit the ODM website at <http://bh.medicaid.ohio.gov/manuals> and select [Final Services Billable to Medicare and Commercial Insurance](#) under “Billing and IT Resources” to view a list of services billable to Medicare and Commercial Insurance. This document also provides a list of codes that can bypass Medicare/Third Party Liability (TPL) since they are only covered in the Medicaid benefit

#### **Identifying a Molina Healthcare Member**

Molina Healthcare requires the Medicaid Management Information System (MMIS) Identification (ID) number for all Medicaid only members and MyCare Program members who have only Medicaid coverage with us. If the member has both Medicare and Medicaid coverage with Molina Healthcare in the MyCare Ohio Program we require the Medicare ID for Coordination of Benefits (COB) purposes.

#### **Member Eligibility**

On July 1, 2018, Behavioral Health (BH) services were carved in to the Ohio Medicaid Managed Care Plans.

Providers should use the EDI 270/271 Eligibility transaction from the Ohio Department of Medicaid (ODM) to identify Managed Care Plan enrollment for members who are enrolled in the Ohio Medicaid program.

If you are not currently authorized to send the EDI 270/271 transaction and have an interest in adding this transaction please contact the EDI Support team by calling (844) 324-7089 or by email at [OhioMCD-EDI-Support@dxc.com](mailto:OhioMCD-EDI-Support@dxc.com) for assistance in sending your first test file.

#### **Rendering Providers in Provider Portal**



**BH Question and Answer WebEx Sessions:**

- Fri., Nov. 16, 9 to 10 a.m. meeting number 806 159 746

**Upcoming Provider Portal WebEx Training Sessions**

Molina Healthcare offers monthly training sessions:

- **Provider Portal:** These sessions cover administrative tools, member eligibility, authorization requests, HEDIS® profiles and more!
- **Provider Claim Submission:** Learn to use the Provider Portal to submit claims, check claim status, add supporting documents, request claim reconsiderations and more!

**Provider Portal Training (General):**

- Wed., Nov. 21, 2 to 3 p.m. meeting number 807 808 195
- Thurs., Dec. 27, 2 to 3 p.m. meeting number 809 515 791

**Portal Claims Training (Behavioral Health)**

- Tues., Nov. 6, 2:30 to 3:30 p.m. meeting number 808 911 776

**Portal Claims Training (General)**

- Tues., Nov. 27, 1 to 2 p.m. meeting number 807 743 754
- Thurs., Dec. 20, 2 to 3 p.m. meeting number 807 232 227

To join WebEx, call (866) 499-0396 and follow the instructions. To view sessions, log into [www.WebEx.com](http://www.WebEx.com), click on “Join” and follow the instructions. Meetings do not require a password.

**Corrected Claims**

Please Remember: Corrected claims are used to change or add information to a previously submitted claim. Corrected claims should be sent through the original claim submission process with a corrected claim indicator and Molina claim ID number as outlined in the [Corrected Claim Billing Guide](#), located on our website under the “Forms” tab. Corrected claims are not adjustments. Find additional information in our [Provider Manual](#) under the “Claims and Encounter Data” under “Claim Corrections.”

Corrected claims must be submitted with the Molina claim ID number from the original claim being corrected, and with the appropriate corrected claim indicator based on claim form type. Corrected claims received without this information will not be accepted and will receive the following denial information on the Molina remittance:

- Category Code A3
- Status Code 748
- Entity Code 41
- Error Description: “Missing incomplete/invalid payer claim control number

Molina’s Provider Portal includes functionality to submit corrected claims and is available at <http://Provider.MolinaHealthcare.com>.

- Log into the [Provider Portal](#) with your username and password
- Select “Create a professional claim” from the left menu
- Select the radio button for the correct claim option
- Enter the ID number of the claim you want to correct
- Make corrections and add supporting documents or an explanation of benefits (EOB)
- Submit the claim

The Molina Healthcare [Provider Portal](#) now has the ability to allow multiple rendering providers per claim.

Example: Jane Smith, RN (NPI 9876543210) and John Jones, RN (NPI 9876543211) each provide two, 15-minute nursing services (H2019) to Betty Brown. The correct way to bill these services is by submitting two detail lines on a single claim.

1. Claim detail one would be: Jane Smith, RN, NPI in rendering provider field: 9876543210, with two units of H2019.
2. Second claim detail would be: John Jones, RN, NPI in rendering provider field: 9876543211, with two units of H2019.

Providers who are not required to individually enroll in Medicaid must leave the rendering provider field blank and detail at the same date of service, same supervisor NPI, same place of service, same provider and other modifiers.

**New Opioid Education Resources**

[Opioid Safety Provider Education Resources](#) are now available on our website under the “Health Resources” tab for the Medicaid, MyCare Ohio and Marketplace lines of business. Information includes fact sheets, links to articles and to external trainings.

These resources:

- strengthen our commitment to opioid safety for our members
- support our providers to aid their clinical decision making

Molina Healthcare is committed to doing our part to help improve the safety of members who suffer from opioid use disorders, and to helping prevent problems related to opioid use. If you have any questions, please email our BH Provider Representative.

**Requesting Prior Authorization for New Services**

Effective Jan. 1, 2018, PA is required from Ohio Mental Health and Addiction Services (OhioMHAS) certified providers for the following services:

- Assertive Community Treatment (ACT)
- Intensive Home-Based Treatment (IHBT)

## Billing in the Provider Portal

The Molina Healthcare [Provider Portal](#) is secure and available 24/7. Register on our website or at <http://Provider.MolinaHealthcare.com>.

Online Claims Features include the ability to:

- Submit new claims
- Submit a corrected claim
- Submit claim reconsiderations
- Export claims
- Void a claim
- Check status of claims
- Build and submit batches of claims
- Create a claims template
- Add supporting documents

Additional information is available in the [Claims Features Training](#) and the [Provider Web Portal Quick Reference Guide](#) located on our website.

Providers will need their Tax Identification Number (TIN) and Molina Healthcare Provider Identification Number to register for the Provider Portal. Providers without a Molina Healthcare ID can email [BHPProviderServices@MolinaHealthcare.com](mailto:BHPProviderServices@MolinaHealthcare.com) for assistance.

## ERA and EFT for Providers

Molina Healthcare offers Electronic Remittance Advice (ERA) and Electronic Funds Transfer (EFT) with our contracted vendor solution ProviderNet. This is a free service for providers and benefits include:

- Faster payments
- Ability to search for historical Explanation of Payment (EOP) by claim number, member name, etc.
- Ability to view, print, download and save a PDF version of the EOP
- Ability to have files routed to associated clearinghouse

An initial check payment to the agency Tax ID associated with the NPI of at least one affiliated provider is necessary to become eligible for EFT thru ProviderNet.

**NOTE:** if your organization bills under multiple NPI numbers, you will need to register each NPI in the ProviderNet system.

To sign up visit the Molina Healthcare website and follow the [Change Healthcare ProviderNet Registration Instructions](#) under the “EDI ERA/EFT” tab.

- Substance Abuse Disorder (SUD) Partial Hospitalization
- SUD Residential Services (when annual limit is reached)

Molina Healthcare online resources include:

- The [Standard PA Form](#) developed by the Ohio Association of Health Plans (OAHP) BH Collaborative for community behavioral health services. Please fax the standard PA form along with clinical information that demonstrates medical necessity for the service to our Utilization Management (UM) team at (866) 449-6843
- A [Managed Care Plan Resource Document](#) developed collaboratively by Managed Care Plans containing information on the PA process, billing procedures, contracting/credentialing, and other topics requested by providers

For a list of services that require PA prior to the initiation of the service or after an annual limit is reached, see the [Provider Manual](#) on the Molina Healthcare website. The Molina Healthcare UM team can be reached for questions at (855) 322-4079.

## Behavioral Health FAQ

Our [Behavioral Health Frequently Asked Questions \(FAQ\)](#) is available to help answer questions about the Provider Portal, contracting, claims, prior authorizations, Behavioral Health (BH) Testing and more! Look for it on our website under the “Health Resources” tab.

## Fighting Fraud, Waste & Abuse

Do you have suspicions of member or provider fraud? The Molina Healthcare AlertLine is available 24 hours a day, 7 days a week, even on holidays at (866) 606-3889. Reports are confidential, but you may choose to report anonymously.