

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 BHProviderServices@MolinaHealthcare.com for assistance.

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.

Rendering Provider NPI

As a reminder, effective July 1, 2018, ODM began requiring rendering practitioner National Provider Identifiers (NPI) on claims for:

- Dependently licensed BH professionals

ODM fee-for-service is requiring the NPI to be on the claim for all community behavioral health services and will deny claims that do not include a rendering NPI in the rendering provider field on claims.

If Community Behavioral Health providers are concerned about their ability to complete the Medicaid registration process prior to claims submission, please use the Molina [BH Provider Form](#) located on our website under the “Forms” tab, under “Contracted Practices” and send the completed roster to our contracting team at MHOProviderUpdates@MolinaHealthcare.com to ensure that we have your practitioners loaded in our claims system. All other providers should use the Molina [Provider Information Form](#) located on our website under the “Forms” tab.

Upcoming Molina BH Q&A WebEx Training Sessions

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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

Visit our website at MolinaHealthcare.com/OhioProviders

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

Connect with Us

www.facebook.com/MolinaHealth
www.twitter.com/MolinaHealth

Join Our Email Distribution List

Get this bulletin via email. Sign up at 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,

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.

BH Question and Answer WebEx Sessions:

- Wed. Aug. 22, 3 to 4 p.m. meeting number 808 012 182
- Mon. Aug. 27, 11 a.m. to 12 p.m. meeting number 807 863 111
- Fri., Sept. 14, 2 to 3 p.m. meeting number 809 843 114

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):

- Thurs., Aug. 23, 2 to 3 p.m. meeting number 801 287 457
- Thurs., Sept. 27, 2 to 3 p.m. meeting number 809 361 929

Portal Claims Training (Behavioral Health)

- Fri., Aug. 17, 1:30 to 2:30 p.m. meeting number 802 005 677
- Wed., Sept. 19, 11 a.m. to 12 p.m. meeting number 807 327 025

Portal Claims Training (General)

- Tues., Aug. 28, 1 to 2 p.m. meeting number 805 644 452
- Tues., Sept. 25, 1 to 2 p.m. meeting number 801 156 434

To join WebEx, call (855) 665-4629 and follow the instructions. To view sessions, log into www.WebEx.com, click on "Join" and follow the instructions. Meetings do not require a password.

Provider Data Validation

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

Please notify Molina Healthcare at least 30 days in advance when you have any of the following:

- Addition or termination of a provider
- Change in office location, office hours, phone, fax, or email

Please use the [BH Provider Form](#) to inform us of these changes. You can also use this form to provide us with a list of all of the providers in your office to ensure we have them loaded in our system. This will help to avoid claim payment delays.

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

2019 if the provider has not begun the enrollment process with ODM.

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.

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
- **Molina Healthcare Rapid Response Team** – providers can route issues to 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

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.

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.

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

Active FFS Prior Authorizations

Providers do not need to submit a new Prior Authorization (PA) request to Molina Healthcare if a member has an active Fee-for-Service (FFS) PA.

Molina Healthcare has received FFS PA information from the Ohio Department of Medicaid (ODM). A Molina Healthcare PA number will be assigned and the updated information will be faxed to providers. No action is required by the provider to update this information. If you have a question about an authorization or need assistance, the Utilization Management team can be reached at (855) 322-4079.

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@dx.com for assistance in sending your first test file.

Common Billing Errors that Cause Claims to Deny

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

- 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.

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

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.

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.

Rendering Providers in Provider Portal

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.

- 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 #

- 2. Procedure code H0038 (MH Peer Recovery Support for members in the SRS program):** July 1, 2018 this is a non-billable code to the Medicaid Managed Care plans. Providers billing this code must submit their claims to FFS Medicaid.
- 3. No member enrollment for claim dates of service:** It is the responsibility of the providers to check eligibility at every encounter prior to rendering the service by logging into <https://www.ohmits.com>.
- 4. Provider type 84 (MH) and 95 (SUD) using NPIs not registered or inactive in MITS:** Providers must have NPIs registered as active in MITS.
- 5. Rendering practitioner NPI missing on claim:** When a claim is submitted with the rendering practitioner's NPI missing, 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.

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

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

Behavioral Health – Frequently Asked Questions

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.

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)
- 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.