



# 2018 Provider and Billing Manual



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## INTRODUCTION

Welcome to Allwell from Superior HealthPlan. Thank you for being a part of our network of participating physicians, hospitals and other healthcare professionals.

This Provider Manual is a reference guide for providers and their staff providing services to members who participate in our Allwell Medicare (HMO) and Allwell Dual Medicare (HMO SNP) programs.

## OVERVIEW

Allwell from Superior HealthPlan (Allwell) is a licensed health maintenance organization (HMO) contracted with the Centers for Medicare and Medicaid Services (CMS) to provide medical and behavioral health services to members enrolled in Allwell Medicare (HMO) and Allwell Dual Medicare (HMO SNP). CMS also contracts Allwell to provide Part D Prescription medications to members enrolled in certain health plans which include a Part D benefit.

Allwell is designed to achieve four main objectives:

- Full partnership between the member, their physician and their Allwell Care Manager
- Integrated Care Management (medical, social, behavioral health and pharmacy)
- Improved provider and member satisfaction
- Quality of life and health outcomes

Allwell takes the privacy and confidentiality of our member's health information seriously. We have processes, policies and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and CMS regulations. The services provided by the contracted Allwell network providers are a critical component in terms of meeting the objectives above. Our goal is to reinforce the relationship between our members and their Primary Care Provider (PCP). We want our members to benefit from their PCP having the opportunity to deliver high quality care using contracted hospitals and specialists. The PCP is responsible for coordinating our member's health services, maintaining a complete medical record for each member under their care and ensuring continuity of care. The PCP advises the member about their health status, medical treatment options, which include the benefits, consequences of treatment or non-treatment and the associated risks. Members are expected to share their preferences about current and future treatment decisions with their PCP.



## KEY CONTACTS AND IMPORTANT PHONE NUMBERS

The following table includes several important telephone and fax numbers available to providers and their office staff. When calling, it is helpful to have the following information available:

1. The provider NPI number
2. The practice Tax ID number
3. The member ID number

Health Plan Information		
Health Plan	Phone	TTY/TDD
Allwell from Superior HealthPlan <a href="http://Allwell.SuperiorHealthPlan.com">Allwell.SuperiorHealthPlan.com</a>	1-844-796-6811 (HMO) 1-877-935-8023 (HMO SNP)	711
Department	Phone	Fax
Provider Services	1-877-391-5921	N/A
Member Services	1-844-796-6811 (HMO) 1-877-935-8023 (HMO SNP)	N/A
Concurrent Review/Clinical Information		1-877-258-6960
Admission/Census Reports/Facesheets		1-877-258-6960
Care Management		N/A
Part C and D Appeals		1-844-273-2671
24/7 Nurse Advice Line		1-855-772-7079
Interpreter Services		N/A
Medical Management (Inpatient Authorizations)	1-800-218-7508, ext. 6031951	1-877-259-6960
Medical Management (Outpatient Authorizations)	1-800-218-7508, ext. 6031950	1-877-808-9368
Pharmacy Services	1-844-202-6824	N/A
NIA (high-tech imaging) <a href="http://RadMD.com">RadMD.com</a>	1-877-807-2363	N/A
Envolve Vision <a href="http://VisionBenefits.envolvehealth.com">VisionBenefits.envolvehealth.com</a>	1-888-756-8768	N/A
To report suspected fraud, waste and abuse	1-866-685-8664	N/A
EDI Claims Assistance <a href="mailto:EDIBA@centene.com">EDIBA@centene.com</a>	1-800-225-2573, ext. 6075525	N/A
Secure Provider Portal Support	1-866-895-8443	<a href="mailto:TX.WebApplications@superiorhealthplan.com">TX.WebApplications@superiorhealthplan.com</a>
Health Passport Support	1-866-714-7995	<a href="mailto:TXPassportAdmin@centene.com">TXPassportAdmin@centene.com</a>

## MEDICARE REGULATORY REQUIREMENTS

As a Medicare contracted provider, you are required to follow a number of Medicare regulations and CMS requirements. Some of these requirements are found in your Participation Agreement. Others have been described throughout the body of this manual. A general list of the requirements can be reviewed below:

- Providers may not discriminate against Medicare members in any way based on the health status of the member.
- Providers may not discriminate against Medicare members in any way on the basis of race, color, national origin, sex, age or disability in accordance with subsection 92.8 of Section 1557 of the Patient Protection and Affordable Care Act.
- Providers must ensure that members have adequate access to covered health services.
- Providers may not impose cost sharing on members for influenza vaccinations or pneumococcal vaccinations.
- Providers must allow members to directly access screening mammography and influenza vaccinations.
- Providers must provide female members with direct access to women's health specialists for routine and preventive healthcare.
- Providers must comply with Superior processes to identify, access and establish treatment for complex and serious medical conditions.
- Allwell will provide you with at least 60 days written notice of termination if electing to terminate our agreement without cause, or as described in your Participation Agreement if greater than 60 days. Providers agree to notify Allwell according to the terms outlined in the Participation Agreement.
- Providers will ensure that their hours of operations are convenient to the member and do not discriminate against the member for any reason. Providers will ensure necessary services are available to members 24 hours a day, 7 days a week. PCPs must provide backup in case of absence.
- Marketing materials must adhere to CMS guidelines and regulations and cannot be distributed to Allwell members without CMS and/or Allwell approvals of the materials and forms.
- Services must be provided to members in a culturally competent manner, including members with limited reading skills, limited English proficiency, hearing or vision impairments and diverse cultural and ethnic backgrounds.

- Providers will work with Allwell to inform our members of health-care needs that require follow-up and provide necessary training in self-care.
- Providers will document in a prominent part of the member's medical record whether the member has executed an advance directive.
- Providers must provide services in a manner consistent with professionally recognized standards of care.
- Providers must cooperate with Allwell to disclose to CMS all information necessary to evaluate and administer the program, and all information CMS may need to permit members to make an informed choice about their Medicare coverage.
- Providers must cooperate with Allwell in notifying members of provider contract terminations.
- Providers must cooperate with the activities of any CMS-approved independent quality review or improvement organization.
- Providers must comply with any Allwell medical policies, Quality Improvement (QI) programs and medical management procedures.
- Providers will cooperate with Allwell in disclosing quality and performance indicators to CMS.
- Providers must cooperate with Allwell procedures for handling grievances, appeals and expedited appeals.
- Providers must request prior authorization from Superior if the provider believes an item or service may not be covered for a member, or could only be covered under specific conditions. If the provider does not request prior authorization, the claim may be denied and the provider will be liable for the cost of the service. *Please note: if the item or service is never covered by Superior as clearly denoted in the member's Evidence of Coverage, no prior notice of denial is required and the member may be held responsible for the full cost of the item or service.*
- Providers must allow CMS or its designee access to records related to Allwell services for a period of at least 10 years following the final date of service or termination of this agreement, unless a longer period is required by applicable state or federal law.
- Provider must comply with all CMS requirements regarding the accuracy and confidentiality of medical records.
- Provider shall provide services in accordance with Allwell policy: (a) for all members, for the duration of the Allwell contract period with CMS, and (b) for members who are

hospitalized on the date the CMS contract with Allwell terminates, or, in the event of an insolvency, through discharge.

- Provider shall disclose to Allwell all offshore contractor information with an attestation for each such offshore contractor, in a format required or permitted by CMS.

## SECURE PROVIDER PORTAL

Allwell offers a robust Secure Provider Portal with functionality that will be critical to serving members and to ease administration for the Allwell product for providers. Provider Partnership Management will be able to assist and provide education regarding this functionality. The portal can be accessed at [SuperiorHealthPlan.com](http://SuperiorHealthPlan.com).

### Functionality

All users of the Secure Provider Portal must complete the registration process. If you are already a registered user on the Allwell Secure Provider Portal, a separate registration is not needed.

Once registered, providers may:

- Check eligibility
- View the specific benefits for a member
- View benefit details including member cost share amounts for medical, pharmacy, dental and vision services
- View demographic information for the providers associated with the registered TIN such as: office location, office hours and associated practitioners
- Update demographic information (address, office hours, etc.)
- View and print patient lists (primary care providers). This patient list will indicate the member's name, member ID number, date of birth, preferred language, phone number and Texas Health Steps last visit date (if applicable).
- Submit authorizations and view the status of authorizations that have been submitted for members
- View, submit, copy, appeal, void, recoup and correct claims
- Submit individual claims, batch claims or batch claims via an 837 file
- View and download Explanations of Payment (EOP)
- View a member's health record including visits (physician, outpatient hospital, therapy, etc.), medications and immunizations
- View gaps in care specific to a member including preventive care or services needed for chronic conditions
- Send secure messages to Allwell staff

## **Disclaimer**

Providers agree that all health information, including that related to patient conditions, medical utilization and pharmacy utilization, available through the portal or any other means, will be used exclusively for patient care and other related purposes as permitted by the HIPAA Privacy Rule.

## CREDENTIALING AND RECREDENTIALING

The credentialing and recredentialing process exists to verify that participating practitioners and providers meet the criteria established by Allwell, as well as applicable government regulations and standards of accrediting agencies.

If a provider already participates with Superior HealthPlan in the Medicaid product, the provider will not be separately credentialed for the Allwell product.

*Please note: In order to maintain a current provider profile, providers are required to notify Allwell of any relevant changes to their credentialing information in a timely manner but in no event later than 10 days from the date of the change.*

Whether a state utilizes a standardized credentialing form or a provider has registered their credentialing information on the Council for Affordable Quality Health (CAQH) website, the following information must be on file:

- A valid National Provider Identification (NPI) number.
- Complete, correct, signed and currently dated application.
- Attestation of historical loss of license and/or clinical privileges, disciplinary actions and/or felony convictions.
- Attestation to lack of current substance and/or alcohol abuse.
- Attestation to mental and physical competence to perform the essential duties of the profession.
- Attestation to the correctness/completeness of the application.
- Signed and dated Release of Information form.
- Current unrestricted license in the state where the practice is located.
- Current valid and applicable Federal Drug Enforcement Administration (DEA) certificate.
- Current liability insurance in compliance with minimum limits set by Superior HealthPlan's Provider Agreement.
- Proof of highest level of education. For providers, proof of graduation from an accredited medical school or school of osteopathy, proof of completion of an accredited residency program, or proof of Board Certification. *Please note: Verification of completion of a fellowship does not meet this requirement.*
- Current admitting privileges in good standing at an in-network/inpatient facility or written documentation from a physician/group of physicians, who participate with Allwell, stating

that they will assume the inpatient care of all of the provider's plan members who require admission and that they will do so at a participating facility.

- Mid-level practitioners must submit proof of supervising, collaborative agreement, protocols or other written authorization (as required by state law or health plan requirements) with a licensed physician who is participating with the health plan, that sets forth the manner in which the mid-level practitioner and licensed physician cooperate, coordinate and consult with each other in the provision of health care to patients.
- If a provider is a foreign medical graduate, then an Education Certificate Foreign Medical Graduate (ECFMG) certification or equivalent is required.
- History of professional liability claims that resulted in settlements or judgments paid by or on behalf of the provider for the past five years or any cases that are pending professional liability actions. When reviewing this history, the Credentials Committee will consider the frequency of case(s) as well as the outcome of the case(s).
- Disclosure of ownership or financial interest statement.
- Work history for the previous five years. Any gap greater than six months must be explained by the provider to the Credentials Committee for approval
- Signed and dated Attestation form within 180 days prior to credentialing decision.
- Primary or secondary source verification information that is active upon the credentialing decision.
- Information confirming that the provider has not been excluded from participating in the Medicare&Medicaid Program.
- A current Clinical Laboratory Improvement Amendments (CLIA) certificate, if applicable.

Allwell will verify the following information submitted for credentialing and re-credentialing through primary sources:

- License through appropriate licensing agency.
- Board certification, residency training or professional education, where applicable.
- Malpractice claims and license agency actions through the National Practitioner Data Bank (NPDB).
- Hospital privileges, in good standing, or alternate admitting arrangements, where applicable.



- Federal and State sanction activity including Medicare&Medicaid services (Office of Inspector General (OIG)).

For providers (hospitals and ancillary facilities), a completed Facility/Provider – Initial and Recredentialing Application and all supporting documentation as identified in the application must be received with the signed, completed application.

Once the application is completed, Credentials Committee will usually render a decision on acceptance following its next regularly scheduled meeting.

Providers must be credentialed prior to accepting or treating members. PCPs cannot accept member assignments until they are fully credentialed.

## **Credentials Committee**

The Credentials Committee, including the Medical Director or his/her physician designee, has the responsibility to establish and adopt necessary criteria for participation, termination, and direction of the credentialing procedures, including participation, denial and termination. Committee meetings are held at least quarterly and more often as deemed necessary.

Failure of an applicant to adequately respond to a request for missing or expired information may result in termination of the application process prior to committee decision.

Site reviews are performed when there is a member complaint related to:

- Physical accessibility
- Physical appearance
- Adequacy of waiting and examining room space
- Adequacy of medical/treatment record keeping

## **Recredentialing**

Allwell conducts provider re-credentialing at least every 36 months from the date of the initial credentialing decision and most recent recredentialing decision. The purpose of this process is to identify any changes in the provider's licensure, sanctions, certification, competence or health status which may affect the provider's ability to perform services under the contract. This process includes all practitioners, facilities and ancillary providers previously credentialed and currently participating in the network.

In between credentialing cycles, Allwell conducts provider performance monitoring activities on all network providers. This monthly inquiry is designed to monitor any new adverse actions taken by regulatory bodies against providers in between credentialing cycles. Additionally, Allwell reviews monthly reports released by the OIG to identify any network providers who have been newly sanctioned or excluded from participation in Medicare or Medicaid.

A provider's agreement may be terminated if at any time it is determined by the Allwell Credentials Committee that credentialing requirements or standards are no longer being met.

## **Providers Right to Review and Correct Information**

All providers participating within the network have the right to review information obtained by Allwell to evaluate their credentialing and/or recredentialing application. This includes information obtained from any outside primary source such as the National Practitioner Data Bank, CAQH, malpractice insurance carriers and state licensing agencies. This does not allow a provider to review references, personal recommendations, or other information that is peer review protected.

Providers have the right to correct any erroneous information submitted by another party (other than references, personal recommendations, or other information that is peer review protected) in the event the provider believes any of the information used in the credentialing or recredentialing process to be erroneous, or should any information gathered as part of the primary source verification process differ from that submitted by the practitioner. To request release of such information, a written request must be submitted to the Credentialing department. Upon receipt of this information, the provider will have the following timeframe to provide a written explanation detailing the error or the difference in information to the Credentials Committee within 30 days of the initial notification.

The Credentials Committee will then include this information as part of the credentialing or re-credentialing process.

## **Provider Right to Be Informed of Application Status**

All providers who have submitted an application to join have the right to be informed of the status of their application upon request. To obtain application status, the practitioner should contact the Provider Services department at 1-844-796-6811 (HMO) or 1-877-935-8023 (HMO SNP).

## **Practitioner Right to Appeal Adverse Re-credentialing Determinations**

Applicants, who are existing providers and who are declined continued participation due to adverse recredentialing determinations (for reasons such as appropriateness of care or liability claims issues), have the right to request an appeal of the decision. Requests for an appeal must be made in writing within 30 days of the date of the notice.

New applicants who are declined participation may request a reconsideration within 30 days from the date of the notice. All written requests should include additional supporting documentation in favor of the applicant's appeal or reconsideration for participation in the network. Reconsiderations will be reviewed by the Credentials Committee at the next regularly scheduled meeting and/or no later than 60 days from the receipt of the additional documentation.

## **Provider Anti-Discrimination**

We do not limit the participation of any provider or facility in the network, and/or otherwise discriminate against any provider or facility based solely on any characteristic protected under State or Federal discriminate laws. We also do not discriminate for reimbursement or indemnification of any provider, who is acting within the scope of his or her license or certification, under applicable state law, solely on the basis of that license or certification. If Allwell declines to include individual or groups of providers in our network, we will give the affected providers written notice of the reason for its decision.

Furthermore, we do not, and have never had, a policy of terminating any provider who:

- Advocated on behalf of an member
- Filed a complaint against us
- Appealed a decision of ours

## **ACCOUNT MANAGEMENT**

### **Primary Care Providers**

The Primary Care Provider (PCP) is the cornerstone of Allwell's delivery model. The PCP serves as the "medical home" for the member. The "medical home" concept should assist in establishing a patient-provider relationship and ultimately better health outcomes. The PCP is responsible for providing all primary care services for Allwell's members including but not limited to:

- Supervision, coordination and provision of care to each assigned member.
- Initiation of referrals for medically necessary specialty care.
- Maintaining continuity of care for each assigned member.
- Maintaining the member's medical record, including documentation for all services provided to the member by the PCP, as well as any specialists, behavioral health or other referral services.
- Screening for behavioral health needs at each visit and when appropriate, initiate a behavioral health referral.

Our Case Managers will partner with the PCP not only to ensure the member receives any necessary care but to also assist the PCP in providing a "medical home" for the patient.

All PCP's may reserve the right to state the number of patients they are willing to accept into their practice. Since assignment is based on the member's choice, Allwell does not guarantee a PCP will receive a set number of patients. A PCP must contact Provider Services, should they choose to change their panel size or close their panel and only accept established patients. If Allwell determines a PCP fails to maintain quality, accessible care, then Allwell reserves the right to close the PCP panel if necessary and re-assign members to a new PCP.

### **Specialist as the Primary Care Provider**

Members with disabilities, special health-care needs, life-threatening illnesses and chronic or complex conditions have the right to designate a specialist as the PCP. A specialist may serve as a PCP only under certain circumstances and with approval of an Allwell Provider. In order for a specialist to serve as a PCP, the specialist must:

- Meet Superior requirements for PCP participation, including credentialing
- Contract with Superior as a PCP

All requests for a specialist to serve as a PCP must be submitted to Superior on the Request for Specialist PCP form. The request should contain the following information:

- Certification by the specialist of the medical need for the member to utilize the specialist as a PCP.
- A statement signed by the specialist that he or she is willing to accept responsibility for the coordination of all of the member's needs.
- Member's signature.

Allwell will approve or deny the request for a specialist to serve as a PCP and provide notification of the decision to the member no later than 30 days after receiving the request. If approved, the designation of a non-primary care physician specialist as the member's PCP will not be applied retroactively or reduce the amount of compensation owed to the original PCP for the services provided before the date of the new designation.

If the request is denied, Allwell will provide a written notification to the member, which will include the reasons for the denial. The member may file an appeal as a result of the decision to deny the request for their specialist as a PCP. The Member Advocate is available to assist the member with their appeal.

## **Specialty Care Physicians**

The Specialty Care Physician or Specialist agrees to partner with the member's PCP and Care Manager to deliver care. A key component of the specialist's responsibility is to maintain ongoing communication with the member's PCP. Most visits to specialists do not require a prior authorization. Most specialists will require a written referral from the member's PCP; however, the referral is not required for the claim to be reimbursed by Allwell. Specialists can elect to limit their practice to established patients only upon request to Provider Services.

Female members can self-refer to an OB/GYN for their annual well-woman checkup or for care related to pregnancy.

Specialty Care Physicians include, but are not limited to:

- |                                   |                 |
|-----------------------------------|-----------------|
| • Cardiology                      | • Oncology      |
| • Gynecology and Women's Services | • Ophthalmology |
| • Endocrinology                   | • Orthopedics   |
| • Gastroenterology                | • Podiatry      |
| • Geriatrics                      | • Pulmonology   |
| • Neurology                       | • Rheumatology  |
| • Nephrology                      | • Urology       |

## **Hospitals**

Allwell has contracted with several hospitals in the counties we serve; however any facility can be used in the case of an emergency. We also contract with other facilities such as rehabilitation facilities and ambulatory surgery centers to assist our members. It is important that our contracted providers have privileges at a contracted facility or have an agreement with a hospitalist group to care for their member when hospitalized. Please see the Provider Directory for a list of contracted hospitals in each county.

## **Ancillary Providers**

Ancillary providers cover a wide range of services from therapy services to laboratory. The following is a sample of ancillary providers:

- Durable Medical Equipment
- Hospice Care
- Home Health
- Laboratory
- Prosthetics and Orthotics
- Radiology
- Therapy (Physical, Occupational, Speech)

## APPOINTMENT AVAILABILITY

The in-office wait time is less than 45 minutes, except when the provider is unavailable due to an emergency.

The following are behavioral health appointment access guidelines:

Appointment Type	Description	Standard
Immediate	Behavioral health services provided within a time frame indicated by behavioral health condition, but no later than 2 hours from identification of need or as quickly as possible when a response within 2 hours is geographically impractical	Within 2 hours – may include telephonic or face-to-face interventions
Urgent	Behavioral health services provided within a time frame indicated by behavioral health condition but no later than 24 hours from identification of need	Within 24 hours
Routine – initial assessment	Appointment for initial assessment with a behavioral health provider within 10 days of referral or request for behavioral health services	Within 10 days of referral
Routine – first behavioral health service	Includes any medically necessary covered behavioral health service including medication management and/or additional services	Within 10 days of assessment

Appointments for psychotropic medication		<p>The member's need for medication is assessed immediately and, if clinically indicated, the member is scheduled for an appointment within a time frame that ensures:</p> <ol style="list-style-type: none"> <li>1. The member does not run out of any needed psychotropic medications.</li> <li>2. The member is evaluated for the need to start medications to ensure that the member does not experience a decline in his or her behavioral health condition.</li> </ol>
Referrals or requests for psychotropic medications	Screening, consultation, assessment, medication management, medications, and/or lab testing services, as appropriate	Assess the urgency of the need immediately. If clinically indicated, provide an appointment with a behavioral health provider within a time frame indicated by clinical need, but no later than 10 days from the referral/initial request for services.
Transportation		Standard
Non-emergency transportation		<ul style="list-style-type: none"> <li>• Member must not arrive sooner than one hour before his or her scheduled appointment.</li> <li>• Member must not have to wait for more than one hour after the conclusion of his or her appointment for transportation home or to another pre-arranged destination.</li> </ul>



## Telephone Arrangements

Providers must be accessible to members 24 hours a day, seven (7) days a week.

- **After hours services**
  - Answering services must meet language requirements.
  - Should be able to reach the PCP or other designated medical provider.
  - All calls need to be returned within 30 minutes.
- **Answering machine**
  - Should be on after business hours.
  - Should direct members to call another number to reach the PCP or other designated medical provider.
  - A live person should be available to answer the designated phone number; another recording is not acceptable.
- **Transferred phone call**
  - Calls can be transferred to another location where a live person will be able to assist and can contact the PCP or another designated medical provider.
  - All calls need to be returned within 30 minutes.

Providers are required to develop and use telephone protocol for all of the following situations:

- Answering the member's telephone inquiries on a timely basis.
- Prioritizing appointments.
- Scheduling a series of appointments and follow-up appointments as needed by a member.
- Identifying and rescheduling cancelled and no-show appointments.
- Identifying special member needs while scheduling an appointment, e.g., wheelchair and interpretive linguistic needs for non-compliant individuals who are mentally deficient.
- Scheduling continuous availability and accessibility of professional, allied and supportive medical/dental personnel to provide covered services within normal working hours. Protocols shall be in place to provide coverage in the event of a provider's absence.
- After-hours calls should be documented in a written format in either an after-hour call log or some other method and transferred to the member's medical record.

*Please note: If after-hours urgent care or emergent care is needed, the PCP or his/her designee should contact the urgent care or emergency center to notify the facility.*

Allwell will monitor appointment and after-hours availability on an on-going basis through its Quality Improvement Program.

## Training Requirements

Information on training opportunities will be posted on our website at [SuperiorHealthPlan.com](http://SuperiorHealthPlan.com).

The following training courses are required by CMS as well as Allwell:

- Annual Fraud, Waste and Abuse Training within 90 days of contracting and annually thereafter
- Annual Compliance Training within 90 days of contracting and annually thereafter
- Annual Model of Care Training within 90 days of contracting and annually thereafter
- Cultural Competency Training
- Other State Required Training

## ALLWELL BENEFITS

Allwell covers all benefits through fee-for-service Medicare plus more. All services are subject to benefit coverage, limitations and exclusions as described in the applicable Allwell coverage guidelines.

A summary of benefits is available on the Allwell portion of our website at [Allwell.SuperiorHealthPlan.com](http://Allwell.SuperiorHealthPlan.com). Please contact Provider Services at 1-877-391-5921 with any questions you may have regarding benefits.

The following is a partial list of services not covered under Parts A and B, however, may be covered under a supplemental benefit:

- Acupuncture
- Hearing Aids
- Cosmetic Surgery
- Healthcare while traveling outside of the United States
- Routine Foot Care
- Routine Dental Care
- Routine Eye Care
- Custodial Care

## Missed Appointments and Other Charges

- Allwell may charge "administrative fees" to Medicare members for missed appointments with contracting providers and for not paying contracting providers required cost-sharing at the time of service.
- Contracted and non-contracted providers may charge a fee for missed appointments, provided such fees apply uniformly to all Medicare and non-Medicare patients. This applies even if the MAO itself does not charge an administrative fee for missed appointments.





## VERIFYING MEMBER BENEFITS, ELIGIBILITY, and COST SHARES

It is imperative that providers verify benefits, eligibility and cost shares each time an Allwell member is scheduled to receive services. All members will receive an Allwell member identification card.





### Member Identification Card

Below is a sample member identification card.

#### HMO

 from Superior HealthPlan		HMO CMS#: XXXXX-XXX Effective:
<b>MEMBER INFORMATION</b> Name: <First Last> Member ID#: <XXXXXXXXXX> Issuer ID: <(80840)> <9151014609>		<b>PHARMACY INFORMATION</b>  Rx Claims Processor: <CVS Caremark®> RXBIN: <004336> RXPCN: <MEDDADV> RXGRP: <RX8905>
<b>PROVIDER INFORMATION</b> PCP Name: <> PCP Phone: <>		<b>FOR MEMBERS</b> Member Services: 1-844-796-6811 (TTY: 711) 24-hr Nurse Advice: 1-855-696-2515 <a href="https://allwell.superiorhealthplan.com">https://allwell.superiorhealthplan.com</a>
		<b>FOR EMERGENCIES</b> Dial 911 or go to the nearest Emergency Room (ER).
		<b>FOR PROVIDERS</b>  For eligibility: 1-844-796-6811 Prior authorization or case management referrals: 1-844-796-6811  Pharmacy prior auth: 1-844-202-6824 For help: (PHARMACY USE ONLY) 1-888-865-6567
		<b>Submit Part D Drug Claims to:</b> Allwell - Attn: Pharmacy Claims P.O. Box 419069 Rancho Cordova, CA 95741-9069
		<b>MEDICAL CLAIMS</b> EDI Payor Allwell ID: <68069> P.O. Box 3060, Farmington, MO 63640-3822

#### HMO SNP

 from Superior HealthPlan		HMO SNP CMS#: XXXXX-XXX Effective:
<b>MEMBER INFORMATION</b> Name: <First Last> Member ID#: <XXXXXXXXXX> Issuer ID: <(80840)> <9151014609>		<b>PHARMACY INFORMATION</b>  Rx Claims Processor: <CVS Caremark®> RXBIN: <004336> RXPCN: <MEDDADV> RXGRP: <RX8124>
<b>PROVIDER INFORMATION</b> PCP Name: <> PCP Phone: <>		<b>FOR MEMBERS</b> Member Services: 1-877-935-8023 (TTY: 711) 24-hr Nurse Advice: 1-855-696-2515 <a href="https://allwell.superiorhealthplan.com">https://allwell.superiorhealthplan.com</a>
		<b>FOR EMERGENCIES</b> Dial 911 or go to the nearest Emergency Room (ER).
		<b>FOR PROVIDERS</b>  For eligibility: 1-877-935-8023 Prior authorization or case management referrals: 1-877-935-8023  Pharmacy prior auth: 1-844-202-6824 For help: (PHARMACY USE ONLY) 1-888-865-6567
		<b>Submit Part D Drug Claims to:</b> Allwell - Attn: Pharmacy Claims P.O. Box 419069 Rancho Cordova, CA 95741-9069
		<b>MEDICAL CLAIMS</b> EDI Payor Allwell ID: <68069> P.O. Box 3060, Farmington, MO 63640-3822

*Please note: Presentation of a member ID card is not a guarantee of eligibility. Providers must always verify eligibility on the same day services are required.*

### Preferred Method to Verify Benefits, Eligibility and Cost Shares

To verify member benefits, eligibility and cost share information, the preferred method is the Allwell Secure Provider Portal found at [Provider.SuperiorHealthPlan.com](https://Provider.SuperiorHealthPlan.com). Using the portal, any registered provider can quickly check member eligibility, benefits and cost share information. Eligibility and cost share information loaded onto this website is obtained from and reflective of

all changes made within the last 24 hours. The eligibility search can be performed using the date of service, member name and date of birth or the member ID number and date of birth.

The screenshot displays a member portal interface. On the left, the 'Quick Eligibility Check' section has two input fields: 'Member ID or Last Name' with the value '123456789 or Smith' and 'Birthdate' with the placeholder 'mm/dd/yyyy'. A green 'Check Eligibility' button is to the right. Below this is the 'Recent Claims' section, which shows a yellow message box stating 'No Data Found'. On the right, a 'Welcome' sidebar contains links for 'Add a TIN to My ACCOUNT' and 'Reports', both with right-pointing chevrons. Below these is a 'Recent Activity' section with a table:

Date	Activity
08/16/2014	You changed your password.
08/16/2014	Your password expired.

## Other Methods to Verify Benefits, Eligibility and Cost Shares

24/7 Toll Free Interactive Voice Response (IVR) Line at 1-844-796-6811 (HMO) or 1-877-935-8023 (HMO SNP).	The automated system will prompt you to enter the member ID number and the month of service to check eligibility.
Provider Services at 1-877-391-5921.	If you cannot confirm a member's eligibility using the Secure Provider Portal or the 24/7 IVR line, call Provider Services. Follow the menu prompts to speak to a Provider Services Representative to verify eligibility before rendering services. Provider Services will require the member name or member ID number and date of birth to verify eligibility.

# MEDICAL MANAGEMENT

## Care Management

Medical Care Management is a collaborative process which assesses plans, implements, coordinates, monitors and evaluates options and services to meet an individual's health needs, using communication and available resources to promote quality, cost effective outcomes. Service/Care Coordination and Care Management are member-centered, goal-oriented, culturally relevant, and logically managed processes to help ensure that a member receives needed services in a supportive, effective, efficient, timely and cost-effective manner.

An initial Health Risk Assessment (HRA) will be completed by phone or in person within 90 days of the member's enrollment date. The HRA will be the basis of the Care Plan and will be available for your review via the Provider Portal. Allwell Care Management teams support physicians by tracking compliance with the Care Management plan, and facilitating communication between the PCP, member, managing physician, and the Care Management team. The Care Manager also facilitates referrals and links to community Providers, such as local health departments and school-based clinics. The managing physician maintains responsibility for the member's ongoing care needs. The Allwell Care Manager will contact the PCP and/or managing physician if the member is not following the plan of care or requires additional services.

All Allwell members with identified needs are assessed for Care Management enrollment. Members with needs may be identified via clinical rounds, referrals from other Allwell staff members, via hospital census, via direct referral from Providers, via self-referral or referral from other Providers.

### Care Management Process

Allwell's Care Management for high risk, complex or catastrophic conditions contains the following key elements:

- Screen and identify members who potentially meet the criteria for Care Management.
- Assess the member's risk factors to determine the need for Care Management.
- Notify the member and their PCP of the member's enrollment in Allwell's Care Management program.
- Develop and implement a treatment plan that accommodates the specific cultural and linguistic needs of the member.
- Establish treatment objectives and monitor outcomes.
- Refer and assist the member in ensuring timely access to providers.
- Coordinate medical, residential, social and other support services.

- Monitor care/services.
- Revise the treatment plan as necessary.
- Assess the member's satisfaction with Complex Care Management services.
- Track plan outcomes.
- Follow-up post discharge from Care Management.
- Providers are asked to contact an Allwell Care Manager to refer a member identified in need of Care Management intervention.

## **HMO Special Needs Plan (SNP) Model of Care (MOC) and Care Management**

The MOC provides the basic framework under which Allwell will meet the needs of our Medicare members. The MOC is a vital quality improvement tool and integral component for ensuring that the unique needs of each member is identified and addressed through Superior's care management practices. The MOC provides the foundation for promoting SNP quality, care management, and care coordination processes. Your role in the Model of Care is very important. Every HMO SNP member must have:

- Initial (within 90 days of enrollment) and annual Health Risk Assessment (HRA)
- Individualized Care Plan (ICP)

Integrated Care Team participation and guidance in the development of the ICP and attendance at the ICT meeting is necessary to:

- Promote improved member outcomes and condition self-management.
- All HMO SNP members remain in Care Management as required by CMS.

### **Purpose**

To improve quality, reduce costs and improve the member experience:

- Ensure members have full access to the services they are entitled.
- Improve the coordination between the federal government and state requirements.
- Develop innovative care coordination and integration models.
- Eliminate financial misalignments that lead to poor quality and cost shifting.

Model of Care Elements include:

- MOC 1: SNP Population
- MOC 2: Care Coordination and Care Transitions Protocol
- MOC 3: Provider Network
- MOC 4: Quality Measurement

**Health Risk Assessment:**

- Every HMO SNP member receives a comprehensive Health Risk Assessment (HRA) within 90 days of enrollment, and at minimum annually, or more frequently with any significant change in condition or transition of care.
- The HRA collects information about the member's medical, psychosocial, cognitive and functional needs, and medical and behavioral health history.
- The HRA determines the member's level of health and functioning.
- Allwell with the help of the member/designated caregiver and the member's provider(s), develops an ICP for each HMO SNP member.
- Following the HRA, all HMO SNP members who choose to participate in the Care Management Program will:
  - Participate with a Care Manager to develop and agree upon their Individualized Care Plan (ICP). This will be shared with the members of the Interdisciplinary Care Team (ICT) for input and finalization of the member's care plan.
  - Receive regular telephonic contact with their assigned Care Manager to monitor progress/regression towards goals of the care plan.
  - Benefit from ongoing communication between the Care Manager and other members of the ICT.
  - Receive at minimum, an annual HRA.

**Individualized Care Plan (ICP)**

All HMO SNP members must have an Individualized ICP which is developed in conjunction with the member/caregiver, Primary Care Physician and other members of the health care team including the ICT. The ICP includes:

- Problems, interventions and goals
- Specific services and benefits to be provided



- Measureable outcomes

Members receive monitoring, service referrals and condition specific education. Care Manager's and PCP's work closely together with the member and their family to prepare, implement and evaluate the ICP. Allwell disseminates evidence-based clinical guidelines and conducts studies to:

- Measure member outcomes
- Monitor quality of care
- Evaluate the effectiveness of the Model of Care (MOC)

HMO SNP members who can't be contacted by Allwell or who refuse the Care Management Program will have an initial communication plan created and sent to their practitioner. This plan is to obtain additional information about the member in order to individualize the member's care plan. We encourage the PCPs to discuss Care Management participation with their members and refer them to us at any time.

All HMO SNP members who undergo a transition of care from one setting to any other setting will receive:

- Communication from Care Management
- Contact after discharge from one level of care to the next or home
- Education on transition and transition prevention
- Providers will receive communication about the member's transition and any other status changes related to the member's health.

### **Interdisciplinary Care Team (ICT)**

The Allwell Care Managers will coordinate the member's care with the Interdisciplinary Care Team (ICT). The ICT is generally comprised of multidisciplinary clinical and nonclinical staff chosen by the member. Our integrated care management approach allows non-medical personnel to perform non-clinical based health service coordination and clerical functions, and permits the licensed professional staff to focus on the more complex and clinically based service coordination needs. The purpose of the ICT is to coordinate the plan of care with the member. Our program is member centric with the PCP being the primary ICT point of contact. Provider responsibilities include:

- Accepting invitations to attend member's ICT meetings whenever possible.
- Maintaining copies of the ICP, ICT worksheets and transition of care notifications in the member's medical record when received.

Collaborating and actively communicating with:

- Allwell Care Managers
- Members of the ICT
- Members and caregivers
- Inpatient Care: Care Managers will coordinate with facilities to assist members with coordinating an appropriate discharge plan meeting the member's needs. Allwell will then notify the PCP of the transition of care and anticipated discharge date to ensure members receive the appropriate follow-up care.
- Transition of Care: Managing transition of care for discharged members may include but is not limited to face to face or telephonic contact with the member or their representative in the hospital prior to discharge to discuss the discharge plan.
- Provider ICT Responsibilities: Provider responsibilities include accepting ICT meeting invitations on members when possible, maintain copies of the ICP, ICT worksheets and transition of care notifications in the member's medical record, and collaborating with Allwell Care Managers, ICT and members or caregivers.
- ICT Training: All internal and external ICT members will be trained annually on the current Model of Care.

## **Utilization Management (UM)**

The Utilization Management (UM) Program's goals are to optimize members' health status, sense of well-being, productivity, and access to quality health care, while at the same time actively managing cost trends. The UM Program aims to provide services that are a covered benefit, medically necessary, appropriate to the member's condition, rendered in the appropriate setting and meet professionally recognized standards of care.

### **Medical Necessity**

The fact that a physician may prescribe, authorize or direct a service does not itself make it medically necessary or covered by the contract.

Medical necessity determinations will be made in a timely manner by thorough review by Allwell clinical staff using nationally-recognized criteria, Medicare National and Local Coverage Determinations and evidenced based clinical policies to determine medical necessity and appropriate level of care for services. Medical policies are developed through periodic review of generally accepted standards of medical practice and updated at least on an annual basis. Current medical policies are available on our website.

Medically necessary services are health-care services or supplies needed to diagnose or treat an illness, injury, condition, disease or its symptoms and that meet accepted standards of medicine. These include services which are:

- Appropriate and consistent with the diagnosis of the treating provider and the omission of which could adversely affect the eligible member's medical condition.
- Compatible with the standards of acceptable medical practice in the community.
- Provided in a safe, appropriate, and cost-effective setting given the nature of the diagnosis and severity of the symptoms.
- Not provided solely for the convenience of the member or the convenience of the healthcare provider or hospital.

In the event that a member may not agree with the medical necessity determination, a member has the opportunity to appeal the decision. Please refer to the "Grievance Process" section of the provider manual.

### **Prior Authorization**

Prior authorization requires that the provider or practitioner make a formal medical necessity organization determination request to Superior prior to the service being rendered. Members may submit a request for organization determination. Upon receipt, the prior authorization request is screened for eligibility and benefit coverage and assessed for medical necessity and appropriateness of the health services proposed, including the setting in which the proposed care will take place.

Prior authorization is required for only those procedures/services for which the quality of care or financial impact can be favorably influenced by medical necessity or appropriateness review such as non-emergent inpatient admissions, all out-of-network services, and certain outpatient services, ancillary services and specialty injectables as described on the Prior Authorization List. Prior Authorization is not required for emergency services or urgent care services.

### **Services Requiring Prior Authorization**

To see a list of services that require prior authorization please visit the Superior website at [SuperiorHealthPlan.com](http://SuperiorHealthPlan.com) and use the Pre-Auth Needed Tool or call the Authorization department with questions. Failure to obtain the required prior authorization or pre-certification may result in a denied claim or reduction in payment. We will suspend the need for prior authorization requests during an emergency/disaster where providers are unable to reach Allwell for an extended period and when, acting in good faith, providers need to deliver services to our members. Allwell does not reward providers, employees who perform utilization reviews or other individuals for issuing denials of authorization. Neither network inclusion nor hiring and firing practices influence the likelihood or perceived likelihood for an individual to deny or approve benefit coverage. Allwell affirms that utilization management decision making is based on appropriateness of care and service and the existence of coverage. Allwell does not reward

practitioners or other individuals for issuing denials of service or care. There are no financial incentives to deny care or encourage decisions that result in underutilization.

*Please note: All out of network services require prior authorization excluding emergency room services, urgent care when the PCP is not available and out of area dialysis.*

### Submitting Prior Authorization Requests

- The preferred method for submitting authorization requests is through the Secure Provider Portal at [Provider.SuperiorHealthPlan.com](https://www.Provider.SuperiorHealthPlan.com). The provider must be a registered user on the Secure Provider Portal. (If a provider is already registered for the Secure Provider Portal for one of our other products, that registration will grant the provider access to Allwell). If the provider is not already a registered user on the portal and needs assistance or training on submitting prior authorizations, the provider should contact Account Management.
- Prior authorization requests may be called to Allwell Monday to Friday from 8:00 a.m. to 5:00 p.m. central standard time (CST) at 1-800-218-7508. Our 24/7 Nurse Advice line can assist with urgent authorizations after normal business hours.
- Prior authorization requests may be faxed to 1-877-808-9362. The fax authorization form can be found on our website at <https://www.SuperiorHealthPlan.com/providers/resources/forms.html>.

### Timeframes for Prior Authorization Requests and Notifications

Service Type	Timeframe
Elective/scheduled admissions	Required five (5) business days prior to the scheduled admission date
Emergent inpatient admissions	Notification required within one (1) business day
Emergency room and post stabilization, urgent care and crisis intervention	Notification requested within one (1) business day

The requesting or rendering provider must provide the following information to request authorization (regardless of the method utilized):

- Member's name, date of birth and ID number
- Provider's NPI number, taxonomy code, name and telephone number
- Facility name, if the request is for an inpatient admission or outpatient facility services
- Provider location if the request is for an ambulatory or office procedure

- The procedure code(s). *Please note: If the procedure codes submitted at the time of authorization differ from the services actually performed, it is recommended that within 72 hours or prior to the time the claim is submitted that you phone Medical Management at either 1-844-796-6811 (HMO) or 1-877-935-8023 (HMO SNP) or to update the authorization otherwise, this may result in claim denials.*
- Relevant clinical information (e.g. past/proposed treatment plan, surgical procedure and diagnostic procedures to support the appropriateness and level of service proposed)
- Admission date or proposed surgery date, if the request is for a surgical procedure
- Discharge plans

## Utilization Determination Timeframes

Utilization management decision making is based on appropriateness of care and service and the covered benefits of the plan. Allwell does not reward providers or other individuals for issuing denials of authorization.

Authorization decisions are made as expeditiously as possible. Allwell utilizes the specific timeframes listed below. In some cases it may be necessary for an extension to extend the timeframe below. You will be notified if an extension is necessary. Please contact Allwell if you would like a copy of the policy for utilization management timeframes.

### Level of Urgency

Type	Timeframe
Standard	Expediently as the member's health condition required, but no later than 14 calendar days after receipt of request
Standard Extension	Up to 14 additional calendar days (not to exceed 28 calendar days from receipt of original request)
Expedited	Expediently as the member's health condition requires, but no later than 72 hours after receipt of request
Expedited Extension	Up to 14 additional calendar days (not to exceed 17 calendar days after receipt of original request)
Concurrent	As soon as medically indicated; usually within 1 business day of request depending on the plan's policy

## **Standard Organization Determinations**

Standard organization determinations are made as expeditiously as the member's health condition requires, but no later than 14 calendar days after we receive the request for service. An extension may be granted for 14 additional calendar days if the member requests an extension, or if we justify the need for additional information and documents that the delay is in the best interest of the member.

## **Expedited Organization Determinations**

Expedited organization determinations are made when the member or his or her physician believes that waiting for a decision under the standard timeframe could place the member's life, health or ability to regain maximum function in serious jeopardy. The determination will be made as expeditiously as the member's health condition requires, but no later than 72 hours after receiving the member's or physician's request. An extension may be granted for 14 additional calendar days if the Member requests an extension, or if we justify a need for additional information and documents how the delay is in the best interest of the member. Expedited organization determinations may not be requested for cases in which the only issue involves a claim for payment for services that the member has already received. Expedited requests must be called to Allwell at 1-877-391-5921.

## **Concurrent Review**

Concurrent review is defined as any review for an extension of a previously approved, ongoing course of treatment over a period of time or number of treatments. Concurrent reviews are typically associated with inpatient care or ongoing ambulatory care. Decisions are made as expeditiously as the member's health condition requires, generally within 1 business day of receipt.

## **Retrospective Review**

Retrospective requests are requests for authorization of services or supplies that have already been provided to a member. This includes acute hospital stays when initial notification is received after the member has been discharged.

The requestor must submit a claim for payment. If the claim is denied, the provider and/or member will also have the ability to file an appeal. Allwell will complete a medical necessity review when authorization or timely notification to Allwell was not obtained due to extenuating circumstances (i.e. "Unable to Know" situations- member was unconscious at presentation, member did not have their Allwell ID card or otherwise indicated other coverage, services authorized by another payer who subsequently determined member was not eligible at the time of service or "Not Enough Time" situations- the member requires immediate medical services and prior authorization cannot be completed prior to service delivery). If a clinical review is warranted due to extenuating circumstances, a decision will be made within 30 calendar days following receipt of all necessary information.

## Utilization Review Criteria

Allwell's Medical Director, or other health care professionals that have appropriate clinical expertise in treating the member's condition or disease, reviews all potential adverse determinations and makes a decision in accordance with currently accepted medical or health-care practices, taking into account special circumstances of each case that may require deviation from NCD, LCD, nationally recognized criteria or other standards mentioned above. Allwell's Clinical Policies are posted at [SuperiorHealthPlan.com](http://SuperiorHealthPlan.com). Providers may obtain the criteria used to make a specific adverse determination by contacting the Medical Management department at either 1-844-796-6811 (HMO) or 1-877-935-8023 (HMO SNP). Providers have the opportunity to discuss any adverse decisions with an Allwell physician or other appropriate reviewer at the time of an adverse determination. The Medical Director may be contacted by calling Allwell at either 1-844-796-6811 (HMO) or 1-877-935-8023 (HMO SNP) and asking for the Medical Director. An Allwell Care Manager may also coordinate communication between the Medical Director and the requesting provider.

Utilization management decision making is based on appropriateness of care and service and the existence of coverage. Allwell does not provide financial incentives, reward providers or other individuals for issuing denials of authorizations.

## Behavioral Health Services

Mental health and substance use disorder services are managed by Superior HealthPlan. If you provide behavioral health services for members, please refer to your contract with Superior for specific information related to covered services and authorization requirements. Additional information regarding behavioral health services can be found in other sections of this Manual as applicable.

## Pharmacy

The covered pharmacy services for Allwell members vary based on the plan benefits. Information regarding the member's pharmacy coverage can be best found via our Secure Provider Portal. Additional resources available on the website include the Allwell formulary, Pharmacy Benefit Manager Provider Manual and Medication Request/Exception Request form.

Allwell formulary is designed to assist contracted health-care prescribers with selecting the most clinically and cost-effective medications available. The formulary provides instruction on the following:

- Which drugs are covered, including restrictions and preferences
- The Pharmacy Management Program requirements and procedures
- An explanation of limits and quotas
- How prescribing providers can make an exception request

- How Allwell conducts generic substitution, therapeutic interchange and step-therapy

The Allwell formulary does not:

- Require or prohibit the prescribing or dispensing of any medication
- Substitute for the professional judgment of the physician or pharmacist
- Relieve the physician or pharmacist of any obligation to the member

The Allwell formulary will be approved initially by the Allwell Pharmacy and Therapeutics Committee (P&T), led by the Pharmacist and Medical Director, with support from community based PCPs and specialists. Once established, the formulary will be maintained by the P&T Committee, using quarterly meetings, to ensure that Allwell members receive the most appropriate medications. The Allwell formulary contains those medications that the P&T Committee has chosen based on their safety and effectiveness. If a physician feels that a certain medication merits addition to the list, the formulary Change Request policy can be used as a method to address the request. The Allwell P&T Committee would review the request, along with supporting clinical data, to determine if the drug meets the safety and efficacy standards established by the Committee. Copies of the formulary are available on our website, [SuperiorHealthPlan.com](http://SuperiorHealthPlan.com). Providers may also call Provider Services for hard copies of the formulary.

The majority of prescriptions will be covered based on the Medicare formulary. In addition, Allwell will assist with the following:

- Transitions of prescription drugs
- Quality assurance
- Utilization Management (Prior Authorization Requirements)
- Exceptions and appeals
- Locate a pharmacy near you
- Information about any formulary changes
- Out of network coverage

### **Pharmacy Transition Policy**

Under certain circumstances Allwell can offer a temporary supply of a drug if the drug is not on the formulary or is restricted in some way. To be eligible for a temporary supply, members must meet the requirements below:



- The drug the member has been taking is no longer on the Allwell formulary or — the drug is now restricted in some way.
- The member must be in one of the situations described below:
  - For those members who were enrolled with Allwell last year and are not in a long-term care facility: We will cover a temporary supply of the drug one time only during the first 90 days enrolled in Allwell of the calendar year. This temporary supply will be for a maximum of a 30-day supply, or less if the prescription is written for fewer days. The prescription must be filled at a network pharmacy.
  - For those members who are new to Allwell and are not in a long-term care facility: Allwell will cover a temporary supply of the drug one time only during the first 90 days of the membership in Allwell. This temporary supply will be for a maximum of a 30-day supply, or less if the prescription is written for fewer days. The prescription must be filled at a network pharmacy.
  - For those who are new Allwell members, and are residents in a long-term care facility: We will cover a temporary supply of the drug during the first 90 days of membership in Allwell. The first supply will be for a maximum of a 31-day supply, or less if the prescription is written for fewer days. If needed, we will cover additional refills during the first 90 days in Allwell up to a maximum of 91 – 98 day supply.
  - For those who have been a member of Allwell for more than 90 days, are a resident of a long-term care facility and need a supply right away; Allwell will cover one 31-day supply or less if the prescription is written for fewer days. This is in addition to the above long-term care transition supply. An exception or prior authorization should also be requested at the time the prescription is filled.

### **Pharmacy Prior Authorization Requirements**

Allwell has a team of doctors and pharmacists to create tools to help provide quality coverage to Allwell members. The tools include, but are not limited to: prior authorization criteria, clinical edits and quantity limits. Some examples include:

- **Age Limits:** Some drugs require a prior authorization if the member's age does not meet the manufacturer, FDA or clinical recommendations.
- **Quantity Limits:** For certain drugs, Allwell limits the amount of the drug we will cover per prescription or for a defined period of time.
- **Prior Authorization:** Allwell requires prior authorization for certain drugs. (Prior authorization may be required for drugs that are on the formulary or drugs that are not on the formulary and were approved for coverage through our exceptions process.) This

means that approval will be required before prescription can be filled. If approval is not obtained, Allwell may not cover the drug.

- **Generic Substitution:** When there is a generic version of a brand-name drug available, our network pharmacies will automatically give the generic version, unless the brand-name drug was requested. If the brand-name drug is not on the formulary an exception request may be required for coverage. If the brand-name drug is approved, the member may be responsible for a higher co-pay.

Allwell can make an exception to our coverage rules, please refer to the Comprehensive Formulary. When requesting a utilization restriction exception, submit a supporting statement along with a completed Request for Medicare Prescription Drug Coverage Determination form which can be found at [SuperiorHealthPlan.com](http://SuperiorHealthPlan.com). In order to ensure your patient receives prompt attention, you must use the Medicare specific Allwell form and fax it to the number identified on the form. Generally, Allwell must make a decision within 72 hours of getting the supporting statement. Providers can request an expedited (fast) exception if the member's health could be seriously harmed by waiting up to 72 hours for a decision. If the request to expedite is granted, Allwell must provide a decision no later than 24 hours after receiving the prescriber's or prescribing doctor's supporting statement.

## Second Opinion

Members or a health-care professional with the member's consent may request and receive a second opinion from a qualified professional within the Allwell network. If there is not an appropriate provider to render the second opinion within the network, the member may obtain the second opinion from an out of network provider only upon receiving a prior authorization from the Allwell Utilization Management department.

## Women's Health Care

Female members may see a network provider, who is contracted with Allwell to provide women's health-care services directly, without prior authorization for:

- Medically necessary maternity care
- Covered reproductive health services
- Preventive care (well care) and general examinations particular to women
- Gynecological care
- Follow-up visits for the above services

If the member's women's health-care provider diagnoses a condition that requires a prior authorization to other specialists or hospitalization, prior authorization must be obtained in accordance with Allwell's prior authorization requirements.

## **Emergency Medical Condition**

An emergency medical condition is a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in placing the health of the individual (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy, serious impairments of bodily functions, or serious dysfunction of any bodily organ or part.

## ENCOUNTERS AND CLAIMS

### Encounter Reporting

An encounter is a claim which is paid at zero dollars as a result of the provider being pre-paid or capitated for the services provided our members. For example, if a PCP for an Allwell member and receives a monthly capitation amount for services, they must file an encounter (also referred to as a “proxy claim”) on a CMS 1500 for each service provided. Once the pre-payment is in the form of capitation, the encounter or “proxy claim” is paid at zero dollar amounts. It is mandatory that the provider’s office submits encounter data. Allwell utilizes the encounter reporting to evaluate all aspects of quality and utilization management, and it is required by HFS and by CMS. Encounters do not generate an Explanation of Payment (EOP).

A claim is a request for reimbursement either electronically or by paper for any medical service. A claim must be filed on the proper form, such as CMS 1500 or UB 04. A claim will be paid or denied with an explanation for the denial. For each claim processed, an EOP will be mailed to the provider who submitted the original claim. Claims will generate an EOP. Providers are required to submit either an encounter or a claim for each service that you render to an Allwell member.

## CLAIMS

In general, Allwell follows the Center for Medicare and Medicaid Services (CMS) billing requirements for paper, electronic data interchange (EDI), and secure web-submitted claims. Allwell is required by state and federal regulations to capture specific data regarding services rendered to its members. The provider must adhere to all billing requirements in order to ensure timely processing of claims and to avoid unnecessary upfront rejections or denials on the explanation of payment if not submitted correctly. **Claims will be rejected or denied if not submitted correctly.**

### Verification Procedures

All claims filed with Allwell are subject to verification procedures. These include, but are not limited to, verification of the following:

- All required fields are completed on an original CMS 1500 Claim form (02/12), CMS 1450 (UB-04) Claim form, EDI electronic claim format, or claims submitted on our Secure Provider Portal, individually or batch.
- All claim submissions will be subject to 5010 validation procedures based on CMS Industry Standards.
- Claims must contain the CLIA number when CLIA waived or CLIA certified services are provided. Paper claims must include the CLIA certification in Box 23 when CLIA waived or CLIA certified services are billed. For EDI submitted claims, the CLIA certification number must be placed in: X12N 837 (5010 HIPAA version) loop 2300 (single submission) REF segment with X4 qualifier or X12N 837 (5010 HIPAA version) loop 2400 REF segment with X4 qualifier, (both laboratory services for which CLIA certification is required and non-CLIA covered laboratory tests).
- All Diagnosis, Procedure, Modifier, Location (Place of Service), Revenue, Type of Admission, and Source of Admission Codes are valid for:
  - Date of Service
  - Provider Type and/or provider specialty billing
  - Age and/or sex for the date of service billed
  - Bill type
- All Diagnosis Codes are to their highest number of digits available.
- National Drug Code (NDC) is billed in the appropriate field on all claim forms when applicable. This includes the quantity and type. Type is limited to the list below:

- F2 – International Unit
- GR – Gram
- ME – Milligram
- ML – Milliliter
- UN - Unit
- Principal diagnosis billed reflects an allowed principal diagnosis as defined in the volume of ICD-10-CM for the date of service billed.
  - For a CMS 1500 Claim form, this criteria looks at all procedure codes billed and the diagnosis they are pointing to. If a procedure points to the diagnosis as primary, and that code is not valid as a primary diagnosis code, that service line will deny.
  - All inpatient facilities are required to submit a Present on Admission (POA) Indicator. Claims will be denied (or rejected) if the POA indicator is missing. Please reference the CMS Billing Guidelines regarding POA for more information and for excluded facility types. Valid 5010 POA codes are:
    - N – No
    - U – Unknown
    - W – Not Applicable
    - Y - Yes
- Member is eligible for services under Allwell during the time period in which services were provided.
- Services were provided by a participating provider, or if provided by an “out of network” provider authorization has been received to provide services to the eligible member. (Excludes services by an “out of network” provider for an emergency medical condition; however, authorization requirements apply for post-stabilization services.)
- An authorization has been given for services that require prior authorization by Allwell.
- Third party coverage has been clearly identified and appropriate COB information has been included with the claim submission.

Claims eligible for payment must meet the following requirements:

- The member is effective on the date of service.

- The service provided is a covered benefit under the member's contract on the date of service and prior authorization processes were followed.
- Payment for services is contingent upon compliance with referral and prior authorization policies and procedures, as well as the billing guidelines outlined in the guide.

### **Clean Claim Definition**

A clean claim is a claim that does not require external investigation or development to obtain information not available on the claim form or on record in the health plan's systems in order to adjudicate the claim. Clean claims must be filed within the timely filing period.

### **Non-Clean Claim Definition**

Any claim that does not meet the definition of a clean claim is considered a non-clean claim. Non-clean claims typically require external investigation or development in order to obtain all information necessary to adjudicate the claim.

## **Upfront Rejections vs. Denials**

### **Upfront Rejection**

An upfront rejection is defined as an unclean claim that contains invalid or missing data elements required for acceptance of the claim into the claim processing system. These data elements are identified in the Companion Guide located in the Appendix of this Manual. A list of common upfront rejections can be located in Appendix I of this Manual. Upfront rejections will not enter our claims adjudication system, so there will be no Explanation of Payment (EOP) for these claims. The provider will receive a letter or a rejection report if the claim was submitted electronically.

### **Denial**

If all edits pass and the claim is accepted, it will then be entered into the system for processing. **A DENIAL** is defined as a claim that has passed edits and is entered into the system, however has been billed with invalid or inappropriate information causing the claim to deny. An EOP will be sent that includes the denial reason. A list of common delays and denials can be found listed below with explanations in Appendix II.

## **Timely Filing**

Participating providers must submit first time claims within 95 days of the date of service. Claims received outside of this timeframe will be denied for untimely submission.

All corrected claims, requests for reconsideration or claim disputes from participating providers must be received within 90 calendar days from the date of explanation of payment or denial is issued.

## Who Can File Claims?

All providers who have rendered services for Allwell members can file claims. It is important that providers ensure Allwell has accurate and complete billing information on file. Please confirm with the Provider Services department or Provider Partnership Manager that the following information is current in our files:

- Provider Name (as noted on current W-9 form)
- National Provider Identifier (NPI)
- Group National Provider Identifier (NPI) (if applicable)
- Tax Identification Number (TIN)
- Taxonomy code (This is a REQUIRED field when submitting a claim)
- Physical location address (as noted on current W-9 form)
- Billing name and address (as noted on current W-9 form)

We recommend that providers notify Allwell 60 days in advance of changes pertaining to billing information. If the billing information change affects the address to which the end of the year 1099 IRS form will be mailed, a new W-9 form will be required. Changes to a provider's TIN and/or address are NOT acceptable when conveyed via a claim form.

## Electronic Claims Submission

Providers are encouraged to submit clean claims and encounter data electronically. Allwell can receive an ANSI X12N 837 professional, institution, or encounter transaction. In addition, we can generate an ANSI X12N 835 electronic remittance advice known as an Explanation of Payment (EOP) and deliver it securely to providers electronically or in paper format, dependent on provider preference. For more information on electronic claims and encounter data filing and the clearinghouses Allwell has partnered with, contact:

**Allwell**  
**c/o Centene EDI Department**  
**1-800-225-2573, extension 6075525**  
**or by e-mail at: [EDIBA@centene.com](mailto:EDIBA@centene.com)**

Providers who bill electronically are responsible for filing claims within the same filing deadlines as providers filing paper claims. Providers who bill electronically must monitor their error reports and evidence of payments to ensure all submitted claims and encounters appear on the reports. Providers are responsible for correcting any errors and resubmitting the affiliated claims and encounters.



Allwell has the ability to receive coordination of benefits (COB or secondary) claims electronically. Allwell follows the 5010 X12 HIPAA Companion Guides for requirements on submission of COB data.

The Allwell Payer ID is 68069. For a list of the clearinghouses that we currently work with, please visit our website at [SuperiorHealthPlan.com](http://SuperiorHealthPlan.com).

### **Specific Data Record Requirements**

Claims transmitted electronically must contain all of the required data of the X12 5010 Companion Guides. Please contact the clearinghouse you intend to use and ask if they require additional data record requirements.

### **Electronic Claim Flow Description & Important General Information**

In order to send claims electronically to Allwell, all EDI claims must first be forwarded to one of Allwell's clearinghouses. This can be completed via a direct submission to a clearinghouse or through another EDI clearinghouse.

Once the clearinghouse receives the transmitted claims, they are validated against their proprietary specifications and plan specific requirements. Claims not meeting the requirements are immediately rejected and sent back to the sender via a clearinghouse error report. It is very important to review this error report daily to identify any claims that were not transmitted to Allwell. The name of this report can vary based upon the provider's contract with their intermediate EDI clearinghouse. Accepted claims are passed to Allwell and the clearinghouse returns an acceptance report to the sender immediately.

Claims forwarded to Allwell by a clearinghouse are validated against provider and member eligibility records. Claims that do not meet provider and/or member eligibility requirements are upfront rejected and sent back on a daily basis to the clearinghouse. The clearinghouse in turn forwards the upfront rejection back to its trading partner (the intermediate EDI clearinghouse or provider). It is very important to review this report daily. The report shows rejected claims; these claims must be reviewed and corrected timely. Claims passing eligibility requirements are then passed to the claim processing queues.

Providers are responsible for verification of EDI claims receipts. Acknowledgements for accepted or rejected claims received from the clearinghouse must be reviewed and validated against transmittal records daily.

Since the clearinghouse returns acceptance reports directly to the sender, submitted claims not accepted by the clearinghouse are not transmitted to Allwell.

If you would like assistance in resolving submission issues reflected on either the acceptance or claim status reports, please contact your clearinghouse or vendor Customer Service department.

Rejected electronic claims may be resubmitted electronically once the error has been corrected. Be sure to submit the rejected claim as an original claim.

## **Invalid Electronic Claim Record Upfront Rejections/Denials**

All claim records sent to Allwell must first pass the clearinghouse proprietary edits and plan specific edits prior to acceptance. Claim records that do not pass these edits are invalid and will be rejected without being recognized as received by Allwell. In these cases, the claim must be corrected and re-submitted within the required filing deadline as previously mentioned in Timely Filing section of this Manual. It is important that you review the acceptance or claim status reports received from the clearinghouse in order to identify and re-submit these claims accurately.

Questions regarding electronically submitted claims should be directed to our EDI BA Support at 1-800-225-2573 Ext. 6075525, or via e-mail at [EDIBA@centene.com](mailto:EDIBA@centene.com). If you are prompted to leave a voice mail, you will receive a return call within 24 business hours.

The full Companion Guides can be located on the Executive Office of Health and Human Services (EOHHS) on the state specific website.

## **Specific Electronic Edit Requirements – 5010 Information**

- Institutional Claims – 837lv5010 Edits
- Professional Claims – 837Pv5010 Edits

## **Corrected EDI Claims**

- CLM05-3 Required 7 or 8.
- IN 2300 Loop/REF segment is F8; Ref 02 must input original claim number assigned.
  - Failure to include the original claim number will result in upfront rejection of the adjustment (error code 76).

## **Exclusions**

The following inpatient and outpatient claim times are excluded from EDI submission options and must be filed on paper:

- Claim records requiring supportive documentation or attachments i.e. consent forms. (Note: COB claims can be filed electronically)
- Medical records to support billing miscellaneous codes
- Claims for services that are reimbursed based on purchase price i.e., custom DME, prosthetics. Provider is required to submit the invoice with the claim.
- Claims for services requiring clinical review i.e. complicated or unusual procedure. Provider is required to submit medical records with the claim.

- Claim for services requiring documentation and a Certificate of Medical Necessity i.e., oxygen, motorized wheelchairs.

### Electronic Billing Inquiries

Please direct inquiries as follows:

Action	Contact
Submitting Claims through clearinghouses Allwell Payer ID number for all clearinghouses (Medical and Behavioral Health) is <b>68069</b>	Allwell uses Availity as the primary clearinghouse, which provides an extensive network of connectivity. Providers are free to use whatever clearinghouse they currently use as Availity maintains active connections with a large number of clearinghouses.
General EDI Questions:	Contact EDI Support at 1-800-225-2573 ext. 6075525 or via e-mail at <a href="mailto:EDIBA@centene.com">EDIBA@centene.com</a>
Claims Transmission Report Questions:	Contact your clearinghouse technical support area.
Claim Transmission Questions (Has my claim been received or rejected?):	Contact EDI Support at 1-800-225-2573 ext. 6075525 or via e-mail at <a href="mailto:EDIBA@centene.com">EDIBA@centene.com</a>
Remittance Advice Questions:	Contact Provider Services or the Secure Provider Portal.
Provider Payee, UPIN, Tax ID, Payment Address Changes:	Notify Provider Service in writing (W9).

### Important Steps to a Successful Submission of EDI Claims:

1. Select a clearinghouse to utilize.
2. Contact the clearinghouse regarding what data records are required.
3. Verify with Provider Services that the provider is set up in the Allwell system prior to submitting EDI claims.
4. You will receive two reports from the clearinghouse. ALWAYS review these reports daily. The first report will be a report showing the claims that were accepted by the clearinghouse and are being transmitted to Allwell, and those claims not meeting the clearinghouse requirements. The second report will be a claim status report showing

claims accepted and rejected by Allwell. ALWAYS review the acceptance and claims stats report for rejected claims. If rejections are noted, correct and resubmit.

5. All claims must be submitted with providers identifying the appropriate coding. See the CMS 1500 (02/12) and CMS 1450 (UB-04) Claims forms instructions and claim form for details.

## Online Claim Submission

For providers who have internet access and choose not to submit claims via EDI or paper, Allwell has made it easy and convenient to submit claims directly to Allwell on the Secure Provider Portal at [Provider.SuperiorHealthPlan.com](http://Provider.SuperiorHealthPlan.com).

You must request access to our secure site by registering for a user name and password. If you have technical support questions, please contact Provider Services.

Once you have access to the portal, you may file first time claims individually or submit first time batch claims. You will also have the capability to find, view, and correct any previously processed claims. Detailed instructions for submitting via Secure Provider Portal are also stored on our website; you must login to the secure site for access to this manual.

## Paper Claim Submission

The mailing address for first time claims, corrected claims and requests for reconsideration:

**Allwell  
Attn: Claims  
P.O. Box 3060  
Farmington, MO 63640-3822**

Allwell encourages all providers to submit claims electronically. The Companion Guides for electronic billing are available in the Appendix section of this Manual. Paper submissions are subject to the same edits as electronic and web submissions.

All paper claims sent to the claims office must first pass specific edits prior to acceptance. Claim records that do not pass these edits are invalid and will be rejected. If a paper claim has been rejected, provider should correct the error and resubmit the paper claim as an original claims. If the paper claim passes the specific edits and is denied after acceptance, the provider should submit the denial letter with the corrected claim.

### Acceptable Forms

Allwell only accepts the CMS 1500 (02/12) and CMS 1450 (UB-04) paper Claims forms. Other claim form types will be upfront rejected and returned to the provider.

Professional providers and medical suppliers complete the CMS 1500 (02/12) Claim form and institutional providers complete the CMS 1450 (UB-04) Claim form. Allwell does not supply claim

forms to providers. Providers should purchase these from a supplier of their choice. All paper claim forms must be typed with either 10 or 12 Times New Roman font, and on the required original red and white version to ensure clean acceptance and processing. Black and white forms, handwritten and nonstandard forms will be upfront rejected and returned to provider. To reduce document handling time, do not use highlights, italics, bold text or staples for multiple page submissions. If you have questions regarding what type of form to complete, contact Provider Services.

### **Important Steps to Successful Submission of Paper Claims:**

1. Complete all required fields on an original, red CMS 1500 (Version 02/12) or CMS 1450 (UB-04) Claim form. *Please note: Non-red and handwritten claim forms will be rejected back to the provider.*
2. Ensure all Diagnosis Codes, Procedure Codes, Modifier, Location (Place of Service); Type of Bill, Type of Admission, and Source of Admission Codes are valid for the date of service.
3. Ensure all Diagnosis and Procedure Codes are appropriate for the age of sex of the member.
4. Ensure all Diagnosis Codes are coded to their highest number of digits available
5. Ensure member is eligible for services during the time period in which services were provided.
6. Ensure that services were provided by a participating provider or that the “out-of-network” provider has received authorization to provide services to the eligible member.
7. Ensure an authorization has been given for services that require prior authorization by Allwell.

Claims missing the necessary requirements are not considered “clean claims” and will be returned to providers with a written notice describing the reason for return.

### **Corrected Claims, Requests for Reconsideration or Claim Disputes**

All requests for corrected claims, reconsiderations or claim disputes must 1) comply with the timeframe specified in the provider contract or 2) must be received within 120 days from the date of explanation of payment or denial is issued. Prior processing will be upheld for corrected claims or provider claim requests for reconsideration or disputes received outside of the 120 days unless a qualifying circumstance is offered and appropriate documentation is provided to support the qualifying circumstance. Qualifying circumstances include:

- A catastrophic event that substantially interferes with normal business operation of the provider, or damage or destruction of the provider’s business office or records by a natural disaster, mechanical, administrative delays or errors by Allwell or the Federal and/or State regulatory body.

- The member was eligible; however the provider was unaware that the member was eligible for services at the time services were rendered. Consideration is granted in this situation only if all of the following conditions are met:
  - The provider's records document that the member refused or was physically unable to provide his or her ID Card or information
  - The provider can substantiate that he or she continually pursued reimbursement from the patient until eligibility was discovered
  - The provider has not filed a claim for this member prior to the filing of the claim under review

Below are relevant definitions.

- **Corrected claim** – A provider is changing the original claim
- **Request for Reconsideration** – Provider disagrees with the original claim outcome (payment amount, denial reason, etc.)
- **Claim Dispute** – Provider disagrees with the outcome of the Request for Reconsideration

#### **Corrected Claims**

Corrected claims must clearly indicate they are corrected in one of the following ways:

- Submit a corrected claim via the Secure Provider Portal - Follow the instructions on the portal for submitting a correction.
- Submit a corrected claim electronically via a Clearinghouse
- Institutional Claims (UB): Field CLM05-3=7 and Ref\*8 = Original Claim Number
- Professional Claims (CMS): Field CLM05-3=7 and REF\*8 = Original Claim Number
- Submit a corrected paper claim to:

**Allwell**  
**Attn: Corrected Claims**  
**PO BOX 3060**  
**Farmington, MO 63640-3822**

- The original claim number must be typed in field 22 (CMS 1500) and in field 64 (UB-04) with the corresponding frequency codes in field 22 of the CMS 1500 and in field 4 of the UB-04 form.

- Corrected claims must be submitted on standard red and white forms. Handwritten corrected claims will be upfront rejected.

### **Request for Reconsideration**

A request for reconsideration is a communication from the provider about a disagreement with the manner in which a claim was processed. Generally, medical records are not required for a request for reconsideration. However, if the request for reconsideration is related to a code audit, code edit or authorization denial, medical records must accompany the request for reconsideration. If the medical records are not received, the original denial will be upheld.

Reconsiderations may be submitted in the following ways:

1. Form - Providers may utilize the Request for Reconsideration form found on our website (preferred method).
2. Phone call to Provider Services - This method may be utilized for requests for reconsideration that do not require submission of supporting or additional information. An example of this would be when a provider may believe a particular service should be reimbursed at a particular rate but the payment amount did not reflect that particular rate.
3. Written Letter - Providers may send a written letter that includes a detailed description of the reason for the request. In order to ensure timely processing, the letter must include sufficient identifying information which includes, at a minimum, the member name, member ID number, date of service, total charges, provider name, original EOP and/or the original claim number found in box 22 on a CMS 1500 form or field 64 on a UB-04 form.

Requests for reconsideration and any applicable attachments must be mailed to:

**Allwell**  
**Attn: Request for Reconsideration**  
**PO BOX 3060**  
**Farmington, MO 63640-3822**

### **Claim Dispute**

A claim dispute should be used only when a provider has received an unsatisfactory response to a request for reconsideration.

A claim dispute must be submitted on a claim dispute form found on our website. The claim dispute form must be completed in its entirety. The completed claim dispute form may be mailed to:

**Allwell**  
**Attn: Claim Dispute**  
**PO BOX 4000**  
**Farmington, MO 63640-4400**

If the corrected claim, the request for reconsideration or the claim dispute results in an adjusted claim, the provider will receive a revised Explanation of Payment (EOP). If the original decision

is upheld, the provider will receive a revised EOP or letter detailing the decision and steps for escalated reconsideration.

Allwell shall process, and finalize all corrected claims, requests for reconsideration and disputed claims to a paid or denied status in accordance with law and regulation.

## **Electronic Funds Transfers (EFT) and Electronic Remittance Advices (ERA)**

Allwell partners with specific vendors to provide an innovative web based solution for Electronic Funds Transfers (EFTs) and Electronic Remittance Advices (ERAs). This service is provided at no cost to providers and allows online enrollment. Providers are able to enroll after they have received their completed contract or submitted a claim. Please visit our website for information about EFT and ERA or contact Provider Services.

Benefits include:

- **Elimination of paper checks** - all deposits transmitted via EFT to the designated bank account
- **Convenient payments and retrieval of remittance information**
- **Electronic remittance advices presented online**
- **HIPAA 835 electronic remittance files for download directly to a HIPAA-Compliant Practice Management for Patient Accounting System**
- **Reduce accounting expenses** - Electronic remittance advices can be imported directly into practice management or patient accounting systems, eliminating the need for manual re-keying
- **Improve cash flow** - Electronic payments can mean faster payments, leading to improvements in cash flow
- **Maintain control over bank accounts** - You keep total control over the destination of claim payment funds. Multiple practices and accounts are supported
- **Match payments to advices quickly** - You can associate electronic payments with electronic remittance advices quickly and easily
- **Manage multiple Payers** - Reuse enrollment information to connect with multiple Payers  
Assign different Payers to different bank accounts, as desired

For more information, please visit our website at [SuperiorHealthPlan.com](http://SuperiorHealthPlan.com). If further assistance is needed, please contact our Provider Services department at 1-877-391-5921.



## **Risk Adjustment and Correct Coding**

Risk adjustment is critical and a requirement defined in CFR42 (Section 42 of the Code of Federal Regulations) and the Medicare Modernization Act, that will help ensure the long-term success of the Allwell program. Accurate calculation of risk adjustment requires accuracy, documentation completeness and specificity in diagnostic coding. Providers should, at all times, document and code according to CMS regulations and follow all applicable coding guidelines CPT, DSM-IV, and HCPCS code sets. Providers should note the following guidelines:

- Code all diagnoses to the highest level of specificity using the 4<sup>th</sup> and 5<sup>th</sup> digits, when applicable and defensible through chart audits and medical assessments.
- Code all documented conditions that co-exist at the time of the encounter/visit, and require or affect patient care, treatment or management.
- Ensure that medical record documentation is clear, concise, consistent, complete and legible and meets CMS signature guidelines (each encounter must stand alone).
- Submit claims and encounter information according to the requirements specified in your contract or this provider manual.
- Alert Allwell of any erroneous data submitted and follow Allwell's policies to correct errors as set forth in your contract or this provider manual.
- Provide ongoing training to your staff regarding appropriate use of ICD coding for reporting diagnoses.

## **Coding Of Claims/ Billing Codes**

Allwell requires claims to be submitted using codes from the current version of ICD-10-CM, ASA, DRG, CPT and HCPCS Level II for the date the service was rendered. These requirements may be amended to comply with federal and state regulations as necessary. Below are some code related reasons a claim may reject or deny:

- Code billed is missing, invalid or deleted at the time of services
- Code inappropriate for the age or sex of the member
- Diagnosis code missing the 4<sup>th</sup> and 5<sup>th</sup> digit as appropriate
- Procedure code is pointing to a diagnosis that is not appropriate to be billed as primary
- Code billed is inappropriate for the location or specialty billed
- Code billed is a part of a more comprehensive code billed on same date of service

Written descriptions, itemized statements and invoices may be required for non-specific types of claims or at the request of Allwell.

Newborn services provided in the hospital will be reimbursed separately from the mother's hospital stay. A separate claim needs to be submitted for the mother and her newborn.

Billing from independent provider-based Rural Health Clinics (RHC) and Federally Qualified Health Centers (FQHC) for covered RHC/FQHC services furnished to members should be made with specificity regarding diagnosis codes and procedure code/modifier combinations.

Code all documented conditions that coexist at the time of the encounter/visit, and require or affect patient care treatment or management. Do not code conditions that were previously treated and no longer exist. However, history codes may be used as secondary codes if the historical condition or family history has an impact on current care or influences treatment.

For more information regarding billing codes, coding and code auditing/editing, please contact Allwell Provider Services.

## CODE EDITING

Allwell uses HIPAA compliant clinical claims editing software for physician and outpatient facility coding verification. The software will detect, correct, and document coding errors on provider claim submissions prior to payment. The software contains clinical logic which evaluates medical claims against principles of correct coding utilizing industry standards and government sources. These principles are aligned with a correct coding “rule.” When the software edits a claim that does not adhere to a coding rule, a recommendation known as an “edit” is applied to the claim. When an edit is applied to the claim, a claim adjustment should be made.

While code editing software is a useful tool to ensure provider compliance with correct coding, a fully automated code editing software application will not wholly evaluate all clinical patient scenarios. Consequently, Allwell uses clinical validation by a team of experienced nursing and coding experts to further identify claims for potential billing errors. Clinical validation allows for consideration of exceptions to correct coding principles and may identify where additional reimbursement is warranted. For example, clinicians review all claims billed with modifiers -25 and -59 for clinical scenarios which justify payment above and beyond the basic service performed.

Moreover, Allwell may have policies that differ from correct coding principles. Accordingly, exceptions to general correct coding principles may be required to ensure adherence to health plan policies and to facilitate accurate claims reimbursement.

## CPT and HCPCS Coding Structure

CPT codes are a component of the HealthCare Common Procedure Coding System (HCPCS). The HCPCS system was designed to standardize coding to ensure accurate claims payment and consists of two levels of standardized coding. Current Procedural Terminology (CPT) codes belong to the Level I subset and consist of the terminology used to describe medical terms and procedures performed by health care professionals. CPT codes are published by the American Medical Association (AMA). CPT codes are updated (added, revised and deleted) on an annual basis.

1. **Level I HCPCS Codes (CPT):** This code set is comprised of CPT codes that are maintained by the AMA. CPT codes are a 5- digit, uniform coding system used by providers to describe medical procedures and services rendered to a patient. These codes are then used to bill health insurance companies.
2. **Level II HCPCS:** The Level II subset of HCPCS codes is used to describe supplies, products and services that are not included in the CPT code descriptions (durable medical equipment, orthotics and prosthetics and etc.). Level II codes are an alphabetical coding system and are maintained by CMS. Level II HCPCS codes are updated on an annual basis.
3. **Miscellaneous/Unlisted Codes:** The codes are a subset of the Level II HCPCS coding system and are used by a provider or supplier when there is no existing CPT code to

accurately represent the services provided. Claims submitted with miscellaneous codes are subject to a manual review. To facilitate the manual review, providers are required to submit medical records with the initial claims submission. If the records are not received, the provider will receive a denial indicating that medical records are required. Providers billing miscellaneous codes must submit medical documentation that clearly defines the procedure performed including, but not limited to, office notes, operative report, and pathology report and related pricing information. Once received, a registered nurse reviews the medical records to determine if there was a more specific code(s) that should have been billed for the service or procedure rendered. Clinical validation also includes identifying other procedures and services billed on the claim for correct coding that may be related to the miscellaneous code. For example, if the miscellaneous code is determined to be the primary procedure, then other procedures and services that are integral to the successful completion of the primary procedure should be included in the reimbursement value of the primary code.

4. **Temporary National Codes:** These codes are a subset of the Level II HCPCS coding system and are used to code services when no permanent, national code exists. These codes are considered temporary and may only be used until a permanent code is established. These codes consist of G, Q, K, S, H and T code ranges.
5. **HCPCS Code Modifiers:** Modifiers are used by providers to include additional information about the HCPCS code billed. On occasion; certain procedures require more explanation because of special circumstances. For example, modifier -24 is appended to Evaluation and Management (EM) services to indicate that a patient was seen for a new or special circumstance unrelated to a previously billed surgery for which there is a global period.

## International Classification of Diseases (ICD-10)

These codes represent classifications of diseases. They are used by health-care providers to classify diseases and other health problems.

## Revenue Codes

These codes represent where a patient had services performed in a hospital or the type of services received. These codes are billed by institutional providers. HCPCS codes may be required on the claim in addition to the revenue code.

## Edit Sources

The claims editing software application contains a comprehensive set of rules addressing coding inaccuracies such as: unbundling, frequency limitations, fragmentation, up-coding, duplication, invalid codes, mutually exclusive procedures and other coding inconsistencies. Each rule is linked to a generally accepted coding principle. Guidance surrounding the most likely clinical

scenario is applied. This information is provided by clinical consultants, health plan medical directors, research and etc.

The software applies edits that are based on the following sources

- Centers for Medicare & Medicaid Services' (CMS) National Correct Coding Initiative (NCCI) for professional and facility claims. The NCCI edits includes column 1/column 2, medically unlikely edits (MUE), exclusive and outpatient code editor (OCE) edits. These edits were developed by CMS to control incorrect code combination billing contributing to incorrect payments. Public-domain specialty society guidance (i.e., American College of Surgeons, American College of Radiology, American Academy of Orthopedic Surgeons).
- CMS Claims Processing Manual
- CMS Medicaid NCCI Policy Manual
- State Provider Manuals, Fee Schedules, Periodic Provider Updates (bulletins/transmittals)
- CMS coding resources such as, HCPCS Coding Manual, National Physician Fee Schedule, Provider Benefit Manual, Claims Processing Manual, MLN Matters and Provider Transmittals
- AMA resources
  - CPT Manual
  - AMA Website
  - Principles of CPT Coding
  - Coding with Modifiers
  - CPT Assistant
  - CPT Insider's View
  - CPT Assistant Archives
  - CPT Procedural Code Definitions
  - HCPCS Procedural Code Definitions
- Billing Guidelines Published by Specialty Provider Associations
  - Global Maternity Package data published by the American Congress of Obstetricians and Gynecologists (ACOG)

- Global Service Guidelines published by the American Academy of Orthopedic Surgeons (AAOS)
- State-specific policies and procedures for billing professional and facility claims
- Superior policies and provider contract considerations

### **Code Editing and the Claims Adjudication Cycle**

Code editing is the final stage in the claims adjudication process. Once a claim has completed all previous adjudication phases (such as benefits and member/provider eligibility review), the claim is ready for analysis.

As a claim progresses through the code editing cycle, each service line on the claim is processed through the code editing rules engine and evaluated for correct coding. As part of this evaluation, the prospective claim is analyzed against other codes billed on the same claim as well as previously paid claims found in the member/provider history.

Depending upon the code edit applied, the software will make the following recommendations:

**Deny:** Code editing rule recommends the denial of a claim line. The appropriate explanation code is documented on the provider's explanation of payment along with reconsideration/appeal instructions.

**Pend:** Code editing recommends that the service line pend for clinical review and validation. This review may result in a pay or deny recommendation. The appropriate decision is documented on the provider's explanation of payment along with reconsideration/appeal instructions

**Replace and Pay:** Code editing recommends the denial of a service line and a new line is added and paid. In this scenario, the original service line is left unchanged on the claim and a new line is added to reflect the software recommendations. For example, an incorrect CPT code is billed for the member's age. The software will deny the original service line billed by the provider and add a new service line with the correct CPT code, resulting in a paid service line. This action does not alter or change the provider's billing as the original billing remains on the claim.

### **Code Editing Principles**

The below principles do not represent an all-inclusive list of the available code editing principles, but rather an area sampling of edits which are applied to physician and/or outpatient facility claims.

#### **Unbundling**

##### ***CMS National Correct Coding Initiative-***

CMS developed the correct coding initiative to control erroneous coding and help prevent inaccurate claims payment. CMS has designated certain combinations of codes that should never be billed together. These are also known as Column 1/Column II edits. The column I

procedure code is the most comprehensive code and reimbursement for the column II code is subsumed into the payment for the comprehensive code. The column I code is considered an integral component of the column II code.

The CMS NCCI edits consist of Procedure to Procedure (PTP) edits for physicians and hospitals and the medically unlikely edits for professionals and facilities. While these codes should not be billed together, there are circumstances when an NCCI modifier may be appended to the column 2 code to identify a significant and separately identifiable or distinct service. When these modifiers are billed, clinical validation will be performed. For more information on the CMS National Coding Initiative, please visit [www.CMS.gov](http://www.CMS.gov).

### ***PTP Practitioner and Hospital Edits***

Some procedures should not be reimbursed when billed together. CMS developed the Procedure to Procedure (PTP) Edits for practitioners and hospitals to detect incorrect claims submitted by medical providers. PTP for practitioner edits are applied to claims submitted by physicians, non-physician practitioners and ambulatory surgical centers (ASC). The PTP-hospital edits apply to hospitals, skilled nursing facilities, home health agencies, outpatient physical therapy and speech-language pathology providers and comprehensive outpatient rehabilitation facilities.

### ***Medically Unlikely Edits (MUEs) for Practitioners, DME Providers and Facilities***

MUE's reflect the maximum number of units that a provider would bill for a single member, on a single date of service. These edits are based on CPT/HCPCs code descriptions, anatomic specifications, the nature of the service/procedure, the nature of the analyte, equipment prescribing information and clinical judgment

### ***Code Bundling Rules Not Sourced To CMS NCCI Edit Tables***

Many specialty medical organizations and health advisory committees have developed rules around how codes should be used in their area of expertise. These rules are published and are available for use by the public-domain. Procedure code definitions and relative value units are considered when developing these code sets. Rules are specifically designed for professional and outpatient facility claims editing.

### ***Procedure Code Unbundling***

Two or more procedure codes are used to report a service when a single, more comprehensive should have been used. The less comprehensive code will be denied.

### ***Mutually Exclusive Editing***

These are combinations of procedure codes that may differ in technique or approach but result in the same outcome. The procedures may be impossible to perform anatomically. Procedure codes may also be considered mutually exclusive when an initial or subsequent service is billed on the same date of service. The procedure with the highest RVU is considered the reimbursable code.

### ***Incidental Procedures***

These are procedure code combinations that are considered clinically integral to the successful completion of the primary procedure and should not be billed separately.

### ***Global Surgical Period Editing/Medical Visit Editing***

CMS publishes rules surrounding payment of an E&M service during the global surgical period of a procedure. The global surgery data is taken from the CMS Medicare Fee Schedule Database (MFSDDB).

Procedures are assigned a 0, 10 or 90-day global surgical period. Procedures assigned a 90-day global surgery period are designated as major procedures. Procedures assigned a 0 or 10 day global surgical period are designated as minor procedures.

E&M services for a major procedure (90-day period) that are reported 1-day preoperatively, on the same date of service or during the 90-day post-operative period are not recommended for separate reimbursement.

E&M services that are reported with minor surgical procedures on the same date of service or during the 10-day global surgical period are not recommended for separate reimbursement.

E&M services for established patients that are reported with surgical procedures that have a 0-day global surgical period are not recommended for reimbursement on the same day of surgery because there is an inherent E&M service included in all surgical procedures.

### ***Global Maternity Editing***

#### ***Procedures with “MMM”***

Global periods for maternity services are classified as “MMM” when an E&M service is billed during the antepartum period (270 days), on the same date of service or during the postpartum period (45 days) are not recommended for separate reimbursement if the procedure code includes antepartum and postpartum care.

### ***Diagnostic Services Bundled to the Inpatient Admission (3-Day Payment Window)***

This rule identifies outpatient diagnostic services that are provided to a member within three days prior to and including the date of an inpatient admission. When these services are billed by the same admitting facility or an entity wholly owned or operated by the admitting facility; they are considered bundled into the inpatient admission and therefore, are not separately reimbursable.

### ***Multiple Code Rebundling***

This rule analyzes if a provider billed two or more procedure codes when a single more comprehensive code should have been billed to represent all of the services performed.

### ***Frequency and Lifetime Edits***

The CPT and HCPCS manuals define the number of times a single code can be reported. There are also codes that are allowed a limited number of times on a single date of service, over a



given period of time or during a member's lifetime. State fee schedules also delineate the number of times a procedure can be billed over a given period of time or during a member's lifetime. Code editing will fire a frequency edit when the procedure code is billed in excess of these guidelines.

### **Duplicate Edits**

Code editing will evaluate prospective claims to determine if there is a previously paid claim for the same member and provider in history that is a duplicate to the prospective claim. The software will also look across different providers to determine if another provider was paid for the same procedure, for the same member on the same date of service. Finally, the software will analyze multiple services within the same range of services performed on the same day. For example a nurse practitioner and physician bill for office visits for the same member on the same day.

### **National Coverage Determination Edits**

CMS establishes guidelines that identify whether some medical items, services, treatments, diagnostic services or technologies can be paid under Medicare. These rules evaluate diagnosis to procedure code combinations.

### **Anesthesia Edits**

This rule identifies anesthesia services that have been billed with a surgical procedure code instead of an anesthesia procedure code.

## **Invalid Revenue to Procedure Code Editing**

Identifies revenue codes billed with incorrect CPT codes.

### **Assistant Surgeon**

Rule evaluates claims billed as an assistant surgeon that normally do not require the attendance of an assistant surgeon. Modifiers are reviewed as part of the claims analysis.

### **Co-Surgeon/Team Surgeon Edits**

CMS guidelines define whether or not an assistant, co-surgeon or team surgeon is reimbursable and the percentage of the surgeon's fee that can be paid to the assistant, co or team surgeon.

### **Add-on and Base Code Edits**

Rules look for claims where the add-on CPT code was billed without the primary service CPT code or if the primary service code was denied, then the add-on code is also denied. This rule also looks for circumstances where the primary code was billed in a quantity greater than one, when an add-on code should have been used to describe the additional services rendered.

### **Bilateral Edits**

This rule looks for claims where the modifier -50 has already been billed, but the same procedure code is submitted on a different service line on the same date of service without the modifier -50. This rule is highly customized as many health plans allow this type of billing.

## Replacement Edits

These rules recommend that single service lines or multiple service lines are denied and replaced with a more appropriate code. For example, the same provider bills more than one outpatient consultation code for the same member in the member's history. This rule will deny the office consultation code and replace it with a more appropriate E&M service, established patient or subsequent hospital care code. Another example, the rule will evaluate if a provider has billed a new patient E&M code within three years of a previous new patient visit. This rule will replace the second submission with the appropriate established patient visit. This rule uses a crosswalk to determine the appropriate code to add.

## Missing Modifier Edits

This rule analyzes service lines to determine if a modifier should have been reported but was omitted. For example, professional providers would not typically bill the global (technical and professional) component of a service when performed in a facility setting. The technical component is typically performed by the facility and not the physician.

## Inpatient Facility Claim Editing

### Potentially Preventable Readmissions Edit

This edit identifies readmissions within a specified time interval that may be clinically related to a previous admission. For example, a subsequent admission may be plausibly related to the care rendered during or immediately following a prior hospital admission in the case of readmission for a surgical wound infection or lack of post-admission follow up. Admissions to non-acute care facilities (such as skilled nursing facilities) are not considered readmissions and not considered for reimbursement. CMS determines the readmission time interval as 30 days; however, this rule is highly customizable by state rules and provider contracts.

## Administrative and Consistency Rules

These rules are not based on clinical content and serve to validate code sets and other data billed on the claim. These types of rules do not interact with historically paid claims or other service lines on the prospective claim. Examples include, but are not limited to:

***Procedure code invalid rules:*** Evaluates claims for invalid procedure and revenue or diagnosis codes.

***Deleted Codes:*** Evaluates claims for procedure codes which have been deleted.

***Modifier to procedure code validation:*** Identifies invalid modifier to procedure code combinations. This rule analyzes modifiers affecting payment. As an example, modifiers -24, -25, -26, -57, -58 and -59.

***Age Rules:*** Identifies procedures inconsistent with member's age.

***Gender Procedure:*** Identifies procedures inconsistent with member's gender.

**Gender Diagnosis:** Identifies diagnosis codes inconsistent with member's gender.

**Incomplete/invalid diagnosis codes:** Identifies diagnosis codes incomplete or invalid.

## Prepayment Clinical Validation

Clinical validation is intended to identify coding scenarios that historically result in a higher incidence of improper payments. An example of Allwell's clinical validation services is modifier -25 and -59 review. Some code pairs within the CMS NCCI edit tables are allowed for modifier override when they have a correct coding modifier indicator of "1." Furthermore, public-domain specialty organization edits may also be considered for override when they are billed with these modifiers. When these modifiers are billed, the provider's billing should support a separately identifiable service (from the primary service billed, modifier -25) or a different session, site or organ system, surgery, incision/excision, lesion or separate injury (modifier -59). Allwell's clinical validation team uses the information on the prospective claim and claims history to determine whether or not it is likely that a modifier was used correctly based on the unique clinical scenario for a member on a given date of service.

The CMS supports this type of prepayment review. The clinical validation team uses nationally published guidelines from CPT and CMS to determine if a modifier was used correctly.

### Modifier -59

The NCCI (National Correct Coding Initiative) states the primary purpose of modifier 59 is to indicate that procedures or non-E&M services that are not usually reported together are appropriate under the circumstances. The CPT Manual defines modifier -59 as follows: "Modifier -59: Distinct Procedural Service: Under certain circumstances, it may be necessary to indicate that a procedure or service was distinct or independent from other non-E&M services performed on the same day. Modifier 59 is used to identify procedures/services, other than E&M services, that are not normally reported together, but are appropriate under the circumstances. Documentation must support a different session, different procedure or surgery, different site or organ system, separate incision/excision, separate lesion, or separate injury (or area of injury in extensive injuries) not ordinarily encountered or performed on the same day by the same individual.

Some providers are routinely assigning modifier 59 when billing a combination of codes that will result in a denial due to unbundling. We commonly find misuse of modifier 59 related to the portion of the definition that allows its use to describe "different procedure or surgery". NCCI guidelines state that providers should not use modifier 59 solely because two different procedures/surgeries are performed or because the CPT codes are different procedures. Modifier 59 should only be used if the two procedures/surgeries are performed at separate anatomic sites, at separate patient encounters or by different practitioners on the same date of service. NCCI defines different anatomic sites to include different organs or different lesions in the same organ. However, it does not include treatment of contiguous structures of the same organ.

Allwell uses the following guidelines to determine if modifier -59 was used correctly:

- The diagnosis codes or clinical scenario on the claim indicate multiple conditions or sites were treated or are likely to be treated;
- Claim history for the patient indicates that diagnostic testing was performed on multiple body sites or areas which would result in procedures being performed on multiple body areas and sites.
- Claim history supports that each procedure was performed by a different practitioner or during different encounters or those unusual circumstances are present that support modifier 59 were used appropriately.

To avoid incorrect denials providers should assign to the claim all applicable diagnosis and procedure codes used, and all applicable anatomical modifiers designating which areas of the body were treated.

### **Modifier -25**

Both CPT and CMS in the NCCI policy manual specify that by using a modifier 25 the provider is indicating that a “significant, separately identifiable E&M service was provided by the same physician on the same day of the procedure or other service”. Additional CPT guidelines state that the E&M service must be significant and separate from other services provided or above and beyond the usual pre-, intra- and postoperative care associated with the procedure that was performed.

The NCCI policy manual states that “If a procedure has a global period of 000 or 010 days, it is defined as a minor surgical procedure. (Osteopathic manipulative therapy and chiropractic manipulative therapy have global periods of 000.) The decision to perform a minor surgical procedure is included in the value of the minor surgical procedure and should not be reported separately as an E&M service. However, a significant and separately identifiable E&M service unrelated to the decision to perform the minor surgical procedure is separately reportable with modifier 25. The E&M service and minor surgical procedure do not require different diagnoses. If a minor surgical procedure is performed on a new patient, the same rules for reporting E&M services apply. The fact that the patient is “new” to the provider is not sufficient alone to justify reporting an E&M service on the same date of service as a minor surgical procedure. NCCI does contain some edits based on these principles, but the medicare carriers and A/B MACs processing practitioner service claims have separate edits.

Allwell uses the following guidelines to determine whether or not modifier 25 was used appropriately. If any one of the following conditions is met then, the clinical nurse reviewer will recommend reimbursement for the E&M service.

- If the E&M service is the first time the provider has seen the patient or evaluated a major condition
- A diagnosis on the claim indicates that a separate medical condition was treated in addition to the procedure that was performed.

- The patient's condition is worsening as evidenced by diagnostic procedures being performed on or around the date of services.
- Other procedures or services performed for a member on or around the same date of the procedure support that an E&M service would have been required to determine the member's need for additional services.
- To avoid incorrect denials providers should assign all applicable diagnosis codes that support additional E&M services.

## **Claim Reconsiderations Related To Code Editing**

Claims appeals resulting from claim-editing are handled per the provider claims appeals process outlined in this manual. When submitting claims appeals, please submit medical records, invoices and all related information to assist with the appeals review.

If you disagree with a code edit or edit and request claim reconsideration, you must submit medical documentation (medical record) related to the reconsideration. If medical documentation is not received, the original code edit or edit will be upheld.

## **Viewing Claims Coding Edits**

### **Code Editing Assistant**

A web-based code editing reference tool designed to “mirror” how the code editing product(s) evaluate code and code combinations during the editing of claims. The tool is available for providers who are registered on our Secure Provider Portal. You can access the tool in the Claims Module by clicking “Claim Editing Tool” in our Secure Provider Portal.

This tool offers many benefits:

- Prospectively access the appropriate coding and supporting clinical edit clarifications for services before claims are submitted.
- Proactively determine the appropriate code/code combination representing the service for accurate billing purposes.

The tool will review what was entered, and will determine if the code or code combinations are correct based on the age, sex, location, modifier (if applicable), or other code(s) entered.

The Code Editing Assistant is intended for use as a “what if” or hypothetical reference tool. It is meant to apply coding logic only. The tool does not take into consideration historical claims information which may be used to determine if an edit is appropriate

The code editing assistant can be accessed from the Secure Provider Provider Portal.

Disclaimer: This tool is used to apply coding logic only. It will not take into account individual fee schedule reimbursement, authorization requirements, or other coverage considerations. Whether a code is reimbursable or covered is separate and outside of the intended use of this tool.

## Automated Clinical Payment Policy Edits

Clinical payment policy edits are developed to increase claims processing effectiveness, to decrease the administrative burden of prior authorization, to better ensure payment of only correctly coded and medically necessary claims and to provide transparency to providers. The purpose of these policies is to provide a guide to medical necessity, which is a component of the guidelines used to assist in making coverage decisions and administering benefits. These policies may be documented as a medical policy or pharmacy policy.

Clinical payment policies are implemented through prepayment claims edits applied within our claims adjudication system. Once adopted by the health plan, these policies are posted on the health plan's Secure Provider Portal.

Clinical medical policies can be identified by an alpha-numeric sequence such as CP.MP.xxx in the reference number of the policy. Clinical pharmacy policies can be identified by an alpha-numeric sequence such as CP.PHAR.xxx in the reference number of the policy.

The majority of clinical payment policy edits are applied when a procedure code (CPT/HCPCS) is billed with a diagnosis that does not support medical necessity as defined by the policy. When this occurs, the following explanation (ex) code is applied to the service line billed with the disallowed procedure. This ex code can be viewed on the provider's explanation of payment.

- xE: Procedure Code is Disallowed with this Diagnosis Code(s) Per Plan Policy.

Examples:

Policy Name	Clinical Policy Number	Description
Diagnosis of Vaginitis	CP.MP.97	To define medical necessity criteria for the diagnostic evaluation of vaginitis in members $\geq$ 13 years of age.
Urodynamic Testing	CP.MP.98	To define medical necessity criteria for commonly used urodynamic studies.
Bevacizumab (Avastin)	CP.PHAR.93	To ensure patients follow selection criteria for Avastin use.

Some clinical payment policy edits may also occur as the result of a single code denial for a service that is not supported by medical necessity. When this occurs, the following explanation

(ex) code is applied to the service line billed with the disallowed procedure. This ex code can be viewed on the provider's explanation of payment.

- xP: Service is denied according to a payment or coverage policy

Policy Name	Clinical Policy Number	Description
Fractional Exhaled Nitric Oxide	CP.MP.103	To clarify that testing for fractionated exhaled nitric oxide (FeNO) is <b>investigational</b> for diagnosing and guiding the treatment of asthma, as there is insufficient evidence proving it more than or as effective as existing standards of care

## Clinical Payment Policy Appeals

Clinical payment policy denials may be appealed on the basis of medical necessity. Providers who disagree with a claim denial based on a clinical payment policy, and who believe that the service rendered was medically necessary and clinically appropriate, may submit a written reconsideration request for the claim denial using the provider claim reconsideration/appeal/dispute or other appropriate process as defined in Superior's provider manual. The appeal may include this type of information:

1. Statement of why the service is medically necessary.
2. Medical evidence which supports the proposed treatment.
3. How the proposed treatment will prevent illness or disability.
4. How the proposed treatment will alleviate physical, mental or developmental effects of the patient's illness.
5. How the proposed treatment will assist the patient to maintain functional capacity.
6. A review of previous treatments and results, including, based on your clinical judgment, why a new approach is necessary.
7. How the recommended service has been successful in other patients.

## THIRD PARTY LIABILITY

Third party liability refers to any other health insurance plan or carrier (e.g., individual, group, employer-related, self-insured or self-funded, or commercial carrier, automobile insurance and worker's compensation) or program that is or may be liable to pay all or part of the health-care expenses of the member.

If third party liability coverage is determined after services are rendered, Allwell will coordinate with the provider to pay any claims that may have been denied for payment due to third party liability.



## **BILLING THE MEMBER**

### **Failure to Obtain Authorization**

Providers may not bill members for services when the provider fails to obtain an authorization and the claim is denied by Allwell.

### **No Balance Billing**

Providers may not seek payment from Allwell members for the difference between the billed charges and the contracted rate paid by Allwell.

### **Non-Covered Services**

Contracted providers may only bill Allwell members for non-covered services if:

- A request for prior authorization was denied by the plan and the member received a written Notice of Denial of Medical Coverage (form CMS 10003-NDMCP) in advance of receiving the service.
- The member's Evidence of Coverage clearly states the item or service is never covered by the plan.

*Please note: the member is not obligated to pay for the service if it is later found that the service was covered by Allwell at the time it was provided, even if Allwell did not pay the provider for the service because the provider did not comply with Allwell requirements.*

## MEMBER RIGHTS AND RESPONSIBILITIES

### Member Rights

Providers must comply with the rights of members as set forth below.

1. To participate with providers in making decisions about his/her health care. This includes working on any treatment plans and making care decisions. The member should know any possible risks, problems related to recovery and the likelihood of success. The member shall not have any treatment without consent freely given by the member or the member's legally authorized surrogate decision-maker. The member must be informed of their care options.
2. To know who is approving and who is performing the procedures or treatment. All likely treatments and the nature of the problem should be explained clearly.
3. To receive the benefits for which the member has coverage.
4. To be treated with respect and dignity.
5. To privacy of their personal health information, consistent with state and federal laws, and Allwell policies.
6. To receive information or make recommendations, including changes, about Allwell's organization and services, the Allwell network of providers, and member rights and responsibilities.
7. To candidly discuss with their providers appropriate and medically necessary care for their condition, including new uses of technology, regardless of cost or benefit coverage. This includes information from the member's primary care physician about what might be wrong (to the level known), treatment and any known likely results. The provider must tell the member about treatments that may or may not be covered by the plan, regardless of the cost. The member has a right to know about any costs they will need to pay. This should be told to the member in a way that the member can understand. When it is not appropriate to give the member information for medical reasons, the information can be given to a legally authorized person. The provider will ask for the member's approval for treatment unless there is an emergency and the member's life and health are in serious danger.
8. To make recommendations regarding the Allwell member's rights, responsibilities and policies.
9. To voice complaints or appeals about: Allwell, any benefit or coverage decisions Allwell makes, Allwell coverage, or the care provided.
10. To refuse treatment for any condition, illness or disease without jeopardizing future treatment, and be informed by the provider(s) of the medical consequences.

11. To see their medical records.
12. To be kept informed of covered and non-covered services, program changes, how to access services, primary care physician assignment, providers, advance directive information, referrals and authorizations, benefit denials, member rights and responsibilities, and other Allwell rules and guidelines. Allwell will notify members at least [insert timeframe] before the effective date of the modifications. Such notices shall include the following:
  - Any changes in clinical review criteria.
  - A statement of the effect of such changes on the personal liability of the member for the cost of any such changes.
13. To have access to a current list of network providers. Additionally, a member may access information on network providers' education, training and practice.
14. To select a health plan or switch health plans, within the guidelines, without any threats or harassment.
15. To adequate access to qualified medical practitioners and treatment or services regardless of age, race, creed, sex, sexual preference, national origin or religion.
16. To access medically necessary urgent and emergency services 24 hours a day and seven days a week.
17. To receive information in a different format in compliance with the Americans with Disabilities Act, if the member has a disability.
18. To refuse treatment to the extent the law allows. The member is responsible for their actions if treatment is refused or if the provider's instructions are not followed. The member should discuss all concerns about treatment with their Primary Care Physician (PCP) or other provider. The PCP or other provider must discuss different treatment plans with the member. The member must make the final decision.
19. To select a PCP within the network. The member has the right to change their primary care physician or request information on network providers close to their home or work.
20. To know the name and job title of people providing care to the member. The member also has the right to know which physician is their PCP.
21. To have access to an interpreter when the member does not speak or understand the language of the area.
22. To a second opinion by a network physician, at no cost to the member, if the member believes that the network provider is not authorizing the requested care, or if the member wants more information about their treatment.

23. To execute an advance directive for health care decisions. An advance directive will assist the primary care provider and other providers to understand the member's wishes about the member's health care. The advance directive will not take away the member's right to make their own decisions. Examples of advance directives include:

- Living Will
- Health Care Power of Attorney
- "Do Not Resuscitate" Orders

Members also have the right to refuse to make advance directives. Members may not be discriminated against for not having an advance directive.

## **Member Responsibilities**

1. To read their Allwell contract in its entirety.
2. To treat all health-care professionals and staff with courtesy and respect.
3. To give accurate and complete information about present conditions, past illnesses, hospitalizations, medications, and other matters about their health. The member should make it known whether they clearly understand their care and what is expected of them. The member needs to ask questions of their provider so they understand the care they are receiving.
4. To review and understand the information they receive about Allwell. The member needs to know the proper use of covered services.
5. To show their I.D. card and keep scheduled appointments with their provider, and call the provider's office during office hours whenever possible if the member has a delay or cancellation.
6. To know the name of their assigned PCP. The member should establish a relationship with their primary care physician. The member may change their PCP verbally or in writing by contacting the Allwell Member Services department.
7. To read and understand to the best of their ability all materials concerning their health benefits or to ask for assistance if they need it.
8. To understand their health problems and participate, along with their health care providers in developing mutually agreed upon treatment goals to the degree possible.
9. To supply, to the extent possible, information that Allwell and/or their providers need in order to provide care.
10. To follow the treatment plans and instructions for care that they have agreed on with their health-care providers.

11. To understand their health problems and tell their health care providers if they do not understand their treatment plan or what is expected of them. The member should work with their PCP to develop mutually agreed upon treatment goals. If the member does not follow the treatment plan, the member has the right to be advised of the likely results of their decision.
12. To follow all health benefit plan guidelines, provisions, policies and procedures.
13. To use any emergency room only when they think they have a medical emergency. For all other care, the member should call their primary care physician.
14. To give all information about any other medical coverage they have at the time of enrollment. If, at any time, the member gains other medical coverage besides Allwell coverage, the member must provide this information to Allwell.
15. To pay their monthly premium, all deductible amounts, copayment amounts, or cost-sharing percentages at the time of service.

## PROVIDER RIGHTS AND RESPONSIBILITIES

### Provider Rights

1. To be treated by their patients, who are Allwell members, and other healthcare workers with dignity and respect.
2. To receive accurate and complete information and medical histories for members' care.
3. To have their patients, who are Allwell members, act in a way that supports the care given to other patients and that helps keep the doctor's office, hospital, or other offices running smoothly.
4. To expect other network providers to act as partners in members' treatment plans.
5. To expect members to follow their health-care instructions and directions, such as taking the right amount of medication at the right times.
6. To make a complaint or file an appeal against Allwell and/or a member.
7. To file a grievance on behalf of a member, with the member's consent.
8. To have access to information about Allwell quality improvement programs, including program goals, processes and outcomes that relate to member care and services.
9. To contact Provider Services with any questions, comments, or problems.
10. To collaborate with other health-care professionals who are involved in the care of members.
11. To not be excluded, penalized or terminated from participating with Allwell for having developed or accumulated a substantial number of patients in Allwell with high-cost medical conditions.
12. To collect member cost shares at the time of the service.

### Provider Responsibilities

Providers must comply with each of the items listed below.

1. To help or advocate for members to make decisions within their scope of practice about their relevant and/or medically necessary care and treatment, including the right to:
  - Recommend new or experimental treatments.
  - Provide information regarding the nature of treatment options.
  - Provide information about the availability of alternative treatment options, therapies, consultations, or tests, including those that may be self-administered.

- Be informed of risks and consequences associated with each treatment option or choosing to forego treatment as well as the benefits of such treatment options.
2. To treat members with fairness, dignity and respect.
  3. To not discriminate against members on the basis of race, color, national origin, limited language proficiency, religion, age, health status, existence of a pre-existing mental or physical disability/condition including pregnancy and/or hospitalization, the expectation for frequent or high-cost care.
  4. To maintain the confidentiality of members' personal health information, including medical records and histories, and adhere to state and federal laws and regulations regarding confidentiality.
  5. To give members a notice that clearly explains their privacy rights and responsibilities as it relates to the provider's practice and scope of service.
  6. To provide members with an accounting of the use and disclosure of their personal health information in accordance with HIPAA.
  7. To allow members to request restriction on the use and disclosure of their personal health information.
  8. To provide members, upon request, access to inspect and receive a copy of their personal health information, including medical records.
  9. To provide clear and complete information to members - in a language they can understand - about their health condition and treatment, regardless of cost or benefit coverage, and allow member participation in the decision-making process.
  10. To tell a member if the proposed medical care or treatment is part of a research experiment and give the member the right to refuse experimental treatment.
  11. To allow a member who refuses or requests to stop treatment the right to do so, as long as the member understands that by refusing or stopping treatment the condition may worsen or be fatal.
  12. To respect members' advance directives and include these documents in their medical record.
  13. To allow members to appoint a parent/guardian, family member or other representative if they can't fully participate in their treatment decisions.
  14. To allow members to obtain a second opinion, and answer members' questions about how to access health care services appropriately.
  15. To follow all state and federal laws and regulations related to patient care and rights.

16. To participate in Allwell data collection initiatives, such as HEDIS and other contractual or regulatory programs.
17. To review clinical practice guidelines distributed by Allwell.
18. To comply with the Allwell Medical Management program as outlined herein.
19. To disclose overpayments or improper payments to Allwell.
20. To provide members, upon request, with information regarding the provider's professional qualifications, such as specialty, education, residency, and board certification status.
21. To obtain and report to Allwell information regarding other insurance coverage the member has or may have.
22. To give Allwell timely, written notice if provider is leaving/closing a practice.
23. To contact Allwell to verify member eligibility and benefits, if appropriate.
24. To invite member participation in understanding any medical or behavioral health problems that the member may have and to develop mutually agreed upon treatment goals, to the extent possible.
25. To provide members with information regarding office location, hours of operation, accessibility, and translation services.
26. To object to providing relevant or medically necessary services on the basis of the provider's moral or religious beliefs or other similar grounds.
27. To provide hours of operation to Allwell members which are no less than those offered to other Medicare patients.



## **Interference with Health Care Professionals' Advice**

Allwell has a responsibility to uphold the prohibition against interference with health-care professionals' advice. We may not prohibit or otherwise restrict a health care professional, acting within the lawful scope of practice, from advising, or advocating on behalf of an Allwell member:

- The member's health status, medical care, or treatment options (including any alternative treatments that may be self-administered), including the provision of sufficient information to provide an opportunity for the patient to decide among all relevant treatment options.
- The risks, benefits and consequences of treatment or non-treatment.
- The opportunity for the individual to refuse treatment and to express preferences about future treatment decisions. For more information please visit the Medicare Managed Care Manual. This information is currently located in Section Interference With Health Care Professionals' Advice to Enrollees Prohibited (Rev. 24, 06-06-03).

## CULTURAL COMPETENCY

Allwell places great emphasis on the wellness of its members. A large part of quality health care delivery is treating the whole patient and not just the medical condition. Allwell encourages providers to provide culturally competent care that aligns with the National Standards on Culturally and Linguistically Appropriate Services (CLAS). Allwell maintains policies which emphasize the importance of culturally and linguistically competent care to Allwell's membership of all cultures, races, languages, ethnic backgrounds and religions in a manner that recognizes values, affirms and respects the worth of the individual enrollees while protecting and preserving the dignity of each member. Sensitivity to differing cultural influences, beliefs and backgrounds, can improve a provider's relationship with patients and, in the long run, the health and wellness of the patients themselves.

Providers must ensure an appropriate mechanism is established to fulfill the provider's obligations under the Americans with Disabilities Act including that all facilities providing services to members must be accessible to persons with disabilities. Additionally, no member with a disability may be excluded from participation in or be denied the benefits of services, programs or activities of a public facility, or be subjected to discrimination by any such facility.

The following is a list of principles for health-care providers to include knowledge, skills and attitudes related to cultural competency in the delivery of health-care services to Superior members.

### Knowledge

- Provider's self-understanding of health disparities, as related to race, ethnicity or influence and the critical link between quality health care and the clinical encounter.
- Understanding of the historical factors which impact the health of minority populations, such as racism and immigration patterns and the importance of building physician, patient-centered relationships.
- Understanding of the particular psycho-social stressors relevant to minority patients including war trauma, migration, acculturation stress and socioeconomic status.
- Understanding of the cultural differences within racial/ethnic groups and how cultural dynamics influence cross-cultural behaviors.
- Understanding of the minority patient within a family life cycle and intergenerational conceptual framework in addition to a personal developmental network.
- Understanding of the differences between culturally acceptable behavior of psychopathological characteristics of different minority groups.
- Understanding indigenous healing practices and the role of religion in the treatment of minority patients.

- Understanding of cultural factors that can affect decision-making based on cultural beliefs, lack of trust or other behavior patterns within minority groups.
- Understanding of the health service resources for minority patients.
- Understanding of the public health policies and its impact on minority patients.
- Understanding of the public health policies and its impact on minority patients and communities.

### **Skills**

- Ability to facilitate and assess minority patients based on a psychological, social, biological, cultural, political or spiritual model.
- Ability to enhance patient communication effectively with the use of cross-cultural interpreters.
- Ability to diagnose minority patients with an understanding of cultural differences in pathology.
- Ability to avoid under diagnosis or over diagnosis.
- Ability to apply treatment methods that enhance clinical assessment processes and adherence.
- Ability to utilize community resources (church, community-based organizations (CBOs), self-help groups).
- Ability to provide therapeutic and pharmacological interventions with an understanding of the cultural differences in treatment expectations and biological response to medication.
- Ability to ask for consultation.

### **Attitudes**

- Respect the “survival merits” of immigrants and refugees.
- Respect the importance of cultural forces.
- Respect the holistic view of health and illness.
- Respect the importance of spiritual beliefs.
- Respect and appreciate the skills and contributions of other professional and paraprofessional disciplines.

- Be aware of transference and counter transference issues.

## Resources for Cultural Competency

Allwell provides CLAS-related educational opportunities for providers through its Secure Provider Portal. Providers are able to participate in Superior's Cultural Competency Health Literacy Training, as well as participate in training opportunities administered by the State or nationally recognized organizations, found at [Allwell.SuperiorHealthPlan.com](http://Allwell.SuperiorHealthPlan.com). Providers are also encouraged to participate in training provided by other organizations. For additional information regarding resources and trainings, visit:

- The Health and Human Services Commission Center for Elimination of Disproportionality and Disparities, Office of Minority Health and Health Equity online course - [www.TxHealthSteps.com/cms/?q=catalog/course/2188](http://www.TxHealthSteps.com/cms/?q=catalog/course/2188).
- "A Physician's Practical Guide to Culturally Competent Care," developed by the U.S. Department of Health and Human Services, Office of Minority Health – [www.CCCM.ThinkCulturalHealth.hhs.gov](http://www.CCCM.ThinkCulturalHealth.hhs.gov).
- The U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA) site, [www.HRSA.gov/healthliteracy](http://www.HRSA.gov/healthliteracy). Providers can find free online courses on topics such as addressing health literacy, cultural competency and limited English proficiency.

Allwell also provides ongoing provider training, which is conducted through webinars, quarterly and refresher trainings on an as-needed-basis, during routine on-site visits and upon request. In addition, your local, state and national provider organizations are likely to have information resources available as well. Providers may request information and resources by contacting their Account Manager.

Allwell considers mainstreaming of members an important component of the delivery of care and expects providers to treat members without regard to race, color, creed, sex, religion, age, national origin ancestry, marital status, sexual preference, health status, income status, program membership, physical or behavioral disabilities except where medically indicated. Examples of prohibited practices include:

- Denying a member a covered service or availability of a facility.
- Providing a Allwell member a covered service that is different or in a different manner, or at a different time or at a different location than to other "public" or private pay members (examples: separate waiting rooms, delayed appointment times).

## **Interpreter Services**

Members understand that they have access to medical interpreters, signers and TTY services to facilitate communication without cost to them. To arrange interpreter/translation services contact Member Services as soon as possible, or at least two business days before the appointment. All providers (Medical, Behavioral, LTSS, Pharmacy, etc.) can call Member Services at either 1-844-796-6811 (HMO) or 1-877-935-8023 (HMO SNP) or TTY 711 to help arrange translation services.

## **Americans with Disabilities Act**

Allwell strives to assist providers in meeting the requirements in Title II and Title III of the ADA and Section 504 which requires that medical care providers provide individuals:

- Full and equal access to healthcare services and facilities.
- Reasonable modifications to policies, practices, and procedures when necessary to make healthcare available to individuals with disabilities, unless the modifications would fundamentally alter the nature of the services.

The term "disability" means, with respect to an individual with:

- A physical or mental impairment that substantially limits one or more of the major life activities of such individual.
- A record of such an impairment.
- Being regarded as having such an impairment.

An individual meeting any one of these three tests, he or she is considered to be an individual with a disability for purposes of coverage under the Americans with Disabilities Act.

## **General Requirements**

General prohibitions against discrimination.

- No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity.
- A public entity, in providing any aid, benefit, or service, may not, directly or through contractual, licensing, or other arrangements, on the basis of disability:
  - Deny a qualified individual with a disability the opportunity to participate in or benefit from the aid, benefit, or service.

- Afford a qualified individual with a disability an opportunity to participate in or benefit from the aid, benefit, or service that is not equal to that afforded others.
- Provide a qualified individual with a disability with an aid, benefit, or service that is not as effective in affording equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as that provided to others.
- Provide different or separate aids, benefits, or services to individuals with disabilities or to any class of individuals with disabilities than is provided to others unless such action is necessary to provide qualified individuals with disabilities with aids, benefits, or services that are as effective as those provided to others.
- Aid or perpetuate discrimination against a qualified individual with a disability by providing significant assistance to an agency, organization, or person that discriminates on the basis of disability in providing any aid, benefit, or service to beneficiaries of the public entity's program.
- Deny a qualified individual with a disability the opportunity to participate as a member of planning or advisory boards.
- Otherwise limit a qualified individual with a disability in the enjoyment of any right, privilege, Allwell, or opportunity enjoyed by others receiving the aid, benefit, or service.
- A public entity may not deny a qualified individual with a disability the opportunity to participate in services, programs, or activities that are not separate or different, despite the existence of permissibly separate or different programs or activities.
- A public entity may not, directly or through contractual or other arrangements, utilize criteria or methods of administration:
  - That have the effect of subjecting qualified individuals with disabilities to discrimination on the basis of disability.
  - That have the purpose or effect of defeating or substantially impairing accomplishment of the objectives of the public entity's program with respect to individuals with disabilities.
  - That perpetuate the discrimination of another public entity if both public entities are subject to common administrative control or are agencies of the same State.
- A public entity may not, in determining the site or location of a facility, make selections:
  - That have the effect of excluding individuals with disabilities from, denying them the benefits of, or otherwise subjecting them to discrimination.

- That have the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the service, program, or activity with respect to individuals with disabilities.
- A public entity, in the selection of procurement contractors, may not use criteria that subject qualified individuals with disabilities to discrimination on the basis of disability.
- A public entity may not administer a licensing or certification program in a manner that subjects qualified individuals with disabilities to discrimination on the basis of disability, nor may a public entity establish requirements for the programs or activities of licensees or certified entities that subject qualified individuals with disabilities to discrimination on the basis of disability. The programs or activities of entities that are licensed or certified by a public entity are not, themselves, covered by this part.
- A public entity shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.
- A public entity shall not impose or apply eligibility criteria that screen out or tend to screen out an individual with a disability or any class of individuals with disabilities from fully and equally enjoying any service, program, or activity, unless such criteria can be shown to be necessary for the provision of the service, program, or activity being offered.
  - Nothing in this part prohibits a public entity from providing benefits, services, or advantages to individuals with disabilities, or to a particular class of individuals with disabilities beyond those required by this part.
  - A public entity shall administer services, programs, and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities.
    - Nothing in this part shall be construed to require an individual with a disability to accept an accommodation, aid, service, opportunity, or benefit provided under the ADA or this part which such individual chooses not to accept.
    - Nothing in the Act or this part authorizes the representative or guardian of an individual with a disability to decline food, water, medical treatment, or medical services for that individual.
  - A public entity may not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the costs of measures, such as the provision of auxiliary aids or program accessibility, that are required to provide that individual or group with the nondiscriminatory treatment required by the Act or this part.

- A public entity shall not exclude or otherwise deny equal services, programs, or activities to an individual or entity because of the known disability of an individual with whom the individual or entity is known to have a relationship or association.



# MEMBER GRIEVANCES AND APPEALS

## Grievances

Members must follow the grievance process as listed below when a member is dissatisfied with the manner in which Allwell or a delegated entity provides healthcare services. Grievances may include:

- Timeliness
- Appropriateness
- Access to provided health services
- Setting of health services
- Procedures
- Items
- Standards for delivery of care

Members or their representative may submit a grievance verbally, in writing, via phone, mail, facsimile, electronic mail or in person within 60 calendar days after the event. If the grievance meets the necessary criteria, a resolution is delivered to the member as expeditiously as the member's case requires, based on health status, but no later than 24 hours for expedited grievances and 30 calendar days for standard grievances. Extensions of up to 14 calendar days can be granted for standard grievances if the enrollee requests the extension or if Allwell justifies the need for additional information and the delay is in the best interest of the member.

## Appeals

Members or their representatives may file a formal appeal if they are dissatisfied with a medical care or drug coverage decision made by Allwell. Appeals must be submitted within 60 days of the decision. Expedited determinations will be made on medical care or drug coverage not yet received if standard deadlines can cause serious harm to the member's health.

## **Member Grievance and Appeals Address**

Written grievances and appeals must be mailed or faxed to:

**Allwell  
Attn: Medicare Grievances and Authorization Appeals (Medicare Operations)  
7700 Forsyth Blvd  
St. Louis, MO 63105**

**FAX: 1-844-273-2671**

For process or status questions, members or their representatives can contact Member Services at 1-844-796-6811 (HMO) or 1-877-935-8023 (HMO SNP).

## **PROVIDER COMPLAINT AND APPEALS PROCESS**

### **Allwell Complaint**

A complaint is a verbal or written expression by a provider which indicates dissatisfaction with Allwell's policies, procedure or any aspect of Allwell's functions. Allwell logs and tracks all complaints/grievances whether received verbally or in writing. A provider has 30 calendar days from the date of the incident, such as the original Explanation of Payment (EOP) date, to file a complaint. After a complete review of the complaint/grievance, Allwell shall provide a written notice to the provider within 30 calendar days from the received date of Allwell's decision. If the complaint is related to claims payment, the provider must follow the process for claim reconsideration or claim dispute as noted in the Claims section of this Manual prior to filing a complaint.

### **Authorization and Coverage Appeals**

An appeal is the mechanism which allows providers the right to appeal actions of Allwell such as a prior authorization denial, or if the provider is aggrieved by any rule, policy or procedure or decision made by Allwell. A provider has 30 calendar days from Allwell's notice of action to file the appeal. Allwell shall acknowledge receipt of each appeal within 10 business days after receiving an appeal. Allwell shall resolve each appeal and provide written notice of the appeal resolution, as expeditiously as the member's health condition requires, but shall not exceed 30 calendar days from the date Allwell receives the appeal. Allwell may extend the timeframe for resolution of the appeal up to 14 calendar days if the member requests the extension or Allwell demonstrates that there is need for additional information and how the delay is in the member's best interest. For any extension not requested by the member, Allwell shall provide written notice to the member for the delay.

Expedited appeals may be filed with Allwell if the member's provider determines that the time expended in a standard resolution could seriously jeopardize the member's life or health or ability to attain, maintain, or regain maximum function. No punitive action will be taken against a provider that requests an expedited resolution or supports a member's appeal. In instances where the member's request for an expedited appeal is denied, the appeal must be transferred to the timeframe for standard resolution of appeals.

Decisions for expedited appeals are issued as expeditiously as the member's health condition requires, not exceeding 72 hours from the initial receipt of the appeal. Allwell may extend this timeframe by up to an additional 14 calendar days if the member requests the extension or if Allwell provides satisfactory evidence that a delay in rendering the decision is in the member's best interest.

Providers may also invoke any remedies as determined in the Participating Provider Agreement.

# QUALITY IMPROVEMENT PLAN

## Overview

Allwell's culture, systems and processes are structured around its mission to improve the health of all enrolled members. The Quality Assessment and Performance Improvement (QAPI) Program utilizes a systematic approach to quality improvement initiatives using reliable and valid methods of monitoring, analysis, evaluation and improvement in the delivery of healthcare provided to all members, including those with special needs. This system incorporates a continuous cycle for assessing the level of care and service form members through initiatives including preventive health, acute and chronic care, behavioral health, over- and under-utilization, continuity and coordination of care, patient safety and administrative and network services. This includes the implementation of appropriate interventions and designation of adequate resources to support the interventions. Allwell requires all practitioners and providers to cooperate with all QI activities, maintain the confidentiality of member information and records, and allow Allwell to use practitioner and/or provider performance data to ensure success of the QI program.

Allwell will arrange for the delivery of appropriate care with the primary goal being to improve the health status of its members. Where the member's condition is not amenable to improvement, Allwell will implement measures to prevent any further decline in condition or deterioration of health status or provide for comfort measures as appropriate and requested by the member. This will include the identification of members at risk of developing conditions, the implementation of appropriate interventions and designation of adequate resources to support the interventions. Whenever possible, the Allwell QAPI Program supports these processes and activities that are designed to achieve demonstrable and sustainable improvement in the health status of its members.

## QAPI Program Structure

The Allwell Board of Directors (BOD) has the ultimate oversight for the care and service provided to members. The BOD oversees the QAPI Program and has established various committees and ad-hoc committees to monitor and support the QAPI Program.

The Quality Improvement Committee (QIC) is a senior management committee with physician representation that is directly accountable to the BOD. The purpose of the QIC is to:

- Enhance and improve quality of care.
- Provide oversight and direction regarding policies, procedures, and protocols for member care and services.
- Offer guidelines based on recommendations for appropriateness of care and services.

This is accomplished through a comprehensive, plan-wide system of ongoing, objective, and systematic monitoring; the identification, evaluation, and resolution of process problems; the identification of opportunities to improve member outcomes; and the education of members, providers and staff regarding the QI, UM, and Credentialing and Re-credentialing programs.

The following sub-committees report directly to the QIC:

- Credentials Committee
- Utilization Management Committee
- Performance Improvement Team
- HEDIS Steering Committee
- Pharmacy and Therapeutics Committee
- Delegate Vendor Joint Operations Committees
- Member and Provider Advisory Groups
- Peer review Committee (Ad Hoc Committee)

## **Practitioner Involvement**

Allwell recognizes the integral role that practitioner involvement plays in the success of its QAPI Program. Practitioner involvement in various levels of the process is highly encouraged through provider representation. Allwell promotes PCP, behavioral health, specialty, and OB/GYN representation on key quality committees such as, but not limited to, the QIC, Credentials Committee, and select ad-hoc committees.

### **Goals and Objectives**

The following are Allwell's goals and objectives for its QAPI Program:

- Safety - Care doesn't harm members.
- Member Experience - Members feel valued.
- Efficiency - Resources are used to maximize quality and minimize waste.
- Eliminating Disparities - Quality care is reliably received regardless of geography, income, language or diagnosis.

In support of the QAPI Program, the QI department monitors the quality of health care services provided to Allwell members, addressing two basic areas:

- Quality of service
- Quality of care

To monitor the quality of services you provide to Allwell's members, the QI department reviews the availability of appointments for emergencies, urgent care and preventive care. Allwell also monitors availability for after-hours calls from members, as well as how satisfied members are with services provided by you and your office staff.

To monitor quality of service, Allwell's QI department may assess:

- Satisfaction levels from Allwell providers and members utilizing both satisfaction surveys and complaints.
- Turn-around time in responding to provider issues.
- Appropriate claims payment and adjustment timeframes.
- Customer service performance with incoming provider calls.

To monitor quality of care, Allwell's review processes may include:

- Review and distribution of practice guidelines for diseases and conditions most likely to impact Allwell's members, as well as pediatric and adult preventive health-care guidelines, including compliance with practice guidelines.
- Targeted audits of primary care practices to promote the confidentiality of medical information and compliance with standards for appropriate medical record documentation, when necessary.
- Monitoring and support of communication systems that promote continuity and coordination of care.
- Investigation of potential quality of care complaints, including the tracking and trending of complaints.

## **Practice Guidelines**

Allwell's Practice and Preventive Health Guidelines are based on the health needs of its members. Selected guidelines are evidence-based, adopted from recognized sources, and promoted to providers in an effort to ensure health-care quality and uniformity of care provision to Allwell's enrolled members. Allwell's QI department reviews all guidelines annually for updating and/or when new scientific evidence or national standards are published. All guidelines are approved by Allwell's Quality Improvement Committee (QIC) biennially and disseminated to providers via the provider e-newsletter, targeted mailings and other media sources. The most up-to-date list of approved guidelines are available on Superior's Provider Portal.

Allwell's Quality Assessment and Performance Improvement (QAPI) Program assures that practice guidelines meet the following:

- Adopted guidelines are approved by Allwell's QIC biennially.
- Adopted guidelines are evidence-based and include preventive health services.
- Guidelines are reviewed on an annual basis and updated accordingly, but no less than bi-annually.
- Guidelines are disseminated to providers in a timely manner via the following appropriate communication settings:
  - Provider orientations and other group sessions

- Provider e-newsletters
  - Online via the HEDIS resource page
  - Online via the Secure Provider Portal
  - Targeted mailings
- Guidelines are posted on Allwell's website or paper copies are available upon request by contacting

**Allwell's Quality Improvement Department at:  
ATTN: VP, Quality Improvement  
5900 E. Ben White Blvd.  
Austin, TX 78741  
1-800-218-7453**

## **Patient Safety and Quality of Care**

Patient Safety is a key focus of the Allwell QAPI Program. Monitoring and promoting patient safety is integrated throughout many activities across the plan but primarily through identification of potential and/or actual level of care events. A potential quality of care issue is any alleged act or behavior that may be detrimental to the quality or safety of patient care, is not compliant with evidence-based standard practices of care or that signals a potential sentinel event, up to and including death of a member. Allwell employees (including medical management staff, member services staff, provider services, complaint coordinators, etc.), panel practitioners, facilities or ancillary providers, members or member representatives, Medical Directors or the BOD may advise the Quality Improvement (QI) department of potential quality of care issues. Adverse events may also be identified through claims based reporting and analyses. Potential quality of care issues require investigation of the factors surrounding the event in order to make a determination of their severity and need for corrective action up to and including review by the Peer Review Committee, as indicated. Potential quality of care issues received in the QI department are tracked and monitored for trends in occurrence, regardless of their outcome or severity level.

## **Performance Improvement Process**

The Allwell QIC reviews and adopts an annual QAPI Program and Work Plan based on managed care appropriate industry standards. The QIC adopts traditional quality/risk/utilization management approaches to identify problems, issues and trends with the objective of developing improvement opportunities. Most often, initiatives are selected based on data that indicates the need for improvement in a particular clinical or non-clinical area, and includes targeted interventions that have the greatest potential for improving health outcomes or service standards.

Performance improvement projects, focus studies and other QI initiatives are designed and implemented in accordance with principles of sound research design and appropriate statistical analysis. Results of these studies are used to evaluate the appropriateness and level of care and services delivered against established standards and guidelines for the provision of that

care or service. Each QI initiative is also designed to allow Allwell to monitor improvement over time.

Annually, Allwell develops a QAPI Work Plan for the upcoming year. The QAPI Work Plan serves as a working document to guide quality improvement efforts on a continuous basis. The Work Plan integrates QIC activities, reporting and studies from all areas of the organization (clinical and service) and includes timelines for completion and reporting to the QIC as well as requirements for external reporting. Studies and other performance measurement activities and issues to be tracked over time are scheduled in the QAPI Work Plan.

Allwell communicates activities and outcomes of its QAPI Program to both members and providers through avenues such as the member newsletter, provider newsletter and the Allwell and Superior websites at [Allwell.SuperiorHealthPlan.com](http://Allwell.SuperiorHealthPlan.com) and [SuperiorHealthPlan.com](http://SuperiorHealthPlan.com). Paper copies are also available upon request by contacting Allwell QI Department. .

At any time, Allwell providers may request additional information on the health plan programs including a description of the QAPI Program and a report on Allwell's progress in meeting the QAPI Program goals by contacting the Quality Improvement department.

Additionally, Allwell develops and implements chronic care improvement programs and quality improvement projects required by CMS. Allwell encourages all providers to participate in these initiatives.

## **Office Site Surveys**

Allwell conducts site visits to the provider's office to investigate member complaints related to physical accessibility, physical appearance and adequacy of exam room and waiting room space. Site visits can also be conducted as part of the credentialing process, or as part of standard audits to ensure standards are being met. Standards are determined based on NCQA guidelines, State and Federal regulations. Site visits conducted by Allwell Representatives may include:

- Staff information, including CPR certification
- Access for the disabled
- Office policies/general information, in particular, verifying that a confidentiality policy is in place and maintained
- Cultural competence training
- Physical accessibility
- Physical appearance
- Adequacy of waiting and examining room space



- Scheduling/appointment availability, including office protocols/policies (Access, Office Hours, Wait Time, Preventive Health Appointment)
- Availability of emergency equipment, including in-stock emergency medications (not expired)
- Availability of equipment to accommodate an individual with a disability
- Clinical Laboratory Improvement Amendments (CLIA) standards
- Medication administration/dispensing/storage and prescription pads not patient accessible
- Adequacy of medical records keeping practices

At the conclusion of an office site survey, the results will be reviewed with you or a designated Member of your staff. You may make a copy of the survey for your records. If there are deficiencies, you may be asked to submit a corrective action plan.

## MEDICARE STAR RATINGS

The Centers for Medicare & Medicaid Services (CMS) uses a five-star quality rating system to measure Medicare beneficiaries' experience with their health plans and the health care system. This rating system applies to Medicare plans that cover both health services and prescription drugs ((HMO and HMO SNP).

The ratings are posted on the CMS consumer website, [www.Medicare.gov](http://www.Medicare.gov), to help beneficiaries when choosing a Medicare plan offered in their area. The Star Rating program is designed to promote improvement in quality and recognize primary care providers for demonstrating an increase in performance measures over a defined period of time.

CMS's Star Rating Program is based on measures in 9 different domains

### Part C

1. Staying healthy: screenings, tests and vaccines
2. Managing chronic (long-term) conditions
3. Member experience with the health plan
4. Member complaints, problems getting services and improvement in the health plan's performance
5. Health plan customer service

### Part D

1. Drug Plan Customer Service
2. Member Complaints and Changes in the Drug Plan's Performance
3. Experience with the Drug Plan
4. Drug Safety and Accuracy of Drug Pricing

## How can providers help to improve Star Ratings?

- Continue to encourage patients to obtain preventive screenings annually or when recommended.
- Continue to talk to your patients and document interventions regarding topics such as: improving or maintaining their mental and physical health; issues with bladder control and fall prevention.
- Create office practices to identify noncompliant patients at the time of their appointment.
- Submit complete and correct encounters/claims with appropriate codes and properly document medical chart for all members.

- Review the gap in care files listing members with open gaps which is available on Superior's Secure Provider Portal.
- Follow up with patients within 14 days post hospitalization; complete post hospitalization medication reconciliation.
- Identify opportunities for you or your office to have an impact.

## **Healthcare Effectiveness Data and Information Set (HEDIS)**

HEDIS is a set of standardized performance measures developed by the National Committee for Quality Assurance (NCQA). CMS utilizes HEDIS rates to evaluate the effectiveness of a managed care plan's ability to demonstrate an improvement in preventive health outreach to its members.

As Federal and State governments move toward a health-care industry that is driven by quality, HEDIS rates are becoming more and more important, not only to the health plan, but to the individual provider.

### **HEDIS Rate Calculations**

HEDIS rates are calculated in two ways: administrative data or hybrid data. Administrative data consists of claim and encounter data submitted to Superior. Measures typically calculated using administrative data include Breast Cancer Screening (routine mammography), use of disease modifying anti-rheumatic drugs for members with Rheumatoid Arthritis, Osteoporosis management in women who had a fracture, access to PCP services, and utilization of acute and mental health services.

Hybrid data consists of both administrative data and a sample of medical record data. Hybrid data requires review of a random sample of medical records to extract data regarding services rendered but not reported to the health plan through claims or encounter data. Accurate and timely claims and encounter data and submission using appropriate CPT II, ICD-10 and HCPCS codes can reduce the necessity of medical record reviews. Examples of HEDIS measures typically requiring medical record review include: Adult BMI Assessment, Comprehensive Diabetes Care (screenings and results including HbA1c, nephropathy, dilated retinal eye exams, and blood pressures), Colorectal Cancer Screening (colonoscopy, sigmoidoscopy or FOBT), Medication Review Post Hospitalization and Controlling Blood Pressure (blood pressure results <140/90 for members with high blood pressure).

### **Who conducts Medical Record Reviews (MRR) for HEDIS?**

Allwell may contract with an independent national Medical Record Review (MRR) vendor to conduct the HEDIS MRR on its behalf. Medical record review audits for HEDIS can occur anytime throughout the year but are usually conducted January through May each year. Prompt cooperation with the MRR process is greatly needed and appreciated.

As a reminder, sharing of Protected Health Information (PHI) that is used or disclosed for purposes of treatment, payment or health care operations is permitted by HIPAA Privacy Rules (45 CFR 164.506) and does not require consent or authorization from the member. The MRR vendor will sign a HIPAA compliant Business Associate Agreement with Allwell that allows them to collect PHI on our behalf.

### How can Providers improve their HEDIS scores?

- **Understand the specifications** established for each HEDIS measure.
- **Submit claims and encounter data for each and every service rendered.** All providers must bill (or submit encounter data) for services delivered, regardless of their contract status with Allwell. Claims and encounter data is the most efficient way to report HEDIS.
- **Submit claims and encounter data correctly, accurately, and on time.** If services rendered are not filed or billed accurately, they cannot be captured and included in the scoring calculation. Accurate and timely submission of claims and encounter data will reduce the number of medical record reviews required for HEDIS rate calculation.
- **Ensure chart documentation reflects all services provided.** Keep accurate chart/medical record documentation of each member service and document conversation/services.
- **Submit claims and encounter data using CPT codes related to HEDIS** measures such as diabetes, eye exam, and blood pressure.

If you have any questions, comments, or concerns related to the annual HEDIS project or the medical record reviews, please contact Allwell QI department at [SHP.HEDIS@superiorhealthplan.com](mailto:SHP.HEDIS@superiorhealthplan.com).

### Consumer Assessment of Healthcare Provider Systems (CAHPS) Survey

The CAHPS survey is a member satisfaction survey that is included as a part of the Star rating system. It is a standardized survey administered annually to members by CMS certified survey vendor. The survey provides information on the experiences of members with health plan and practitioner services and gives a general indication of how well practitioners and the plan is meeting the members' expectations. Member responses to the CAHPS survey are used in various aspects of the Star rating program including monitoring of practitioner access and availability. CAHPS survey material that may reflect on the service of providers includes:

- Whether the member received an annual flu vaccine.
- Whether members perceive they are getting needed care, tests, or treatment needed including specialist and prescriptions.

- Whether the personal doctor's office followed up to give the member test results.
- Appointment availability and appointment times.

## **Medicare Health Outcomes Survey (HOS)**

The Medicare HOS is a patient-reported outcomes measure used in the Medicare Star Rating Program. The goal of the Medicare HOS is to gather data to help target quality improvement. The HOS assesses practitioners and Medicare Advantage Organization's (MAO) ability to maintain or improve the physical and mental health of its Medicare members over time. Allwell HOS questions that may reflect on the service of providers includes:

- Whether the member perceives their physical or mental health is maintained or improving.
- Whether the member has seen their physician and discussed starting, increasing, or maintaining their level of physical activity.
- If provider has discussed fall risks and bladder control with the member.

## REGULATORY MATTERS

### Medical Records

Allwell providers must keep accurate and complete patient medical records which are consistent with 42 CFR §456 and National Committee for Quality Assurance (NCQA) standards, and financial and other records pertinent to Allwell members. Such records will enable providers to render the most appropriate level of health care service to members. They will also enable Allwell to review the level and appropriateness of the services rendered. To ensure the member's privacy, medical records should be kept in a secure location. Allwell requires providers to maintain all records for members for at least 10 years after the final date of service, unless a longer period is required by applicable state or federal law.

#### Required Information

To be considered a complete and comprehensive medical record, the member's medical record (file) should include, at a minimum: provider notes regarding examinations, office visits, referrals made, tests ordered, and results of diagnostic tests ordered (i.e. x-rays, laboratory tests). Medical records should be accessible at the site of the member's participating primary care physician or provider. All medical services received by the member, including inpatient, ambulatory, ancillary, and emergency care, should be documented and prepared in accordance with all applicable state rules and regulations, and signed by the medical professional rendering the services.

Providers must maintain complete medical records for members in accordance with the standards set forth below.

- Member's name, and/or medical record number must be on all chart pages.
- Personal/biographical data is present (i.e., employer, home telephone number, spouse, next of kin, legal guardianship, primary language, etc.).
- Prominent notation of any spoken language translation or communication assistance must be included.
- All entries must be legible and maintained in detail.
- All entries must be dated and signed, or dictated by the provider rendering the care.
- Significant illnesses and/or medical conditions are documented on the problem list and all past and current diagnoses.
- Medication, allergies, and adverse reactions are prominently documented in a uniform location in the medical record; if no known allergies, NKA or NKDA are documented.

- An up-to-date immunization record is established for pediatric members or an appropriate history is made in chart for adults.
- Evidence that preventive screening and services are offered in accordance with Allwell practice guidelines.
- Appropriate subjective and objective information pertinent to the member's presenting complaints is documented in the history and physical.
- Past medical history (for members seen three or more times) is easily identified and includes any serious accidents, operations and/or illnesses, discharge summaries, and ER encounters; for children and adolescents (18 years and younger) past medical history relating to prenatal care, birth, any operations and/or childhood illnesses.
- Working diagnosis is consistent with findings.
- Treatment plan is appropriate for diagnosis.
- Documented treatment prescribed, therapy prescribed and drug administered or dispensed including instructions to the member.
- Documentation of prenatal risk assessment for pregnant women or infant risk assessment for newborns.
- Signed and dated required consent forms are included.
- Unresolved problems from previous visits are addressed in subsequent visits.
- Laboratory and other studies ordered as appropriate are documented.
- Abnormal lab and imaging study results have explicit notations in the record for follow up plans; all entries should be initialed by the primary care provider (PCP) to signify review.
- Referrals to specialists and ancillary providers are documented including follow up of outcomes and summaries of treatment rendered elsewhere including family planning services, preventive services and services for the treatment of sexually transmitted diseases.
- Health teaching and/or counseling is documented.
- For members 10 years and over, appropriate notations concerning use of tobacco, alcohol and substance use (for members seen three or more times substance abuse history should be queried).
- Documentation of failure to keep an appointment.

- Encounter forms or notes have a notation, when indicated, regarding follow-up care calls or visits. The specific time of return should be noted as weeks, months or as needed.
- Evidence that the member is not placed at inappropriate risk by a diagnostic or therapeutic problem.
- Confidentiality of member information and records are protected.
- Evidence that an advance directive has been offered to adults 18 years of age and older.

### **Medical Records Release**

All member medical records are confidential and must not be released without the written authorization of the member or their parent/legal guardian, in accordance with state and federal law and regulation. When the release of medical records is appropriate, the extent of that release should be based upon medical necessity or on a need to know basis.

All release of specific clinical or medical records for Substance Use Disorders must meet Federal guidelines at 42 CFR part 2 and any applicable State Laws.

### **Medical Records Transfer for New Members**

All PCPs are required to document in the member's medical record attempts to obtain historical medical records for all newly assigned Allwell members. If the member or member's parent/legal guardian is unable to remember where they obtained medical care, or they are unable to provide addresses of the previous providers, then this should also be noted in the medical record.

### **Medical Records Audits**

Allwell will conduct random medical record audits as part of its QAPI Program to monitor compliance with the medical record documentation standards noted above. The coordination of care and services provided to members, including over/under utilization of services, as well as the outcome of such services, is also subject to review and assessment during a medical record audit. Allwell will provide written notice prior to conducting a medical record review.

## **Federal and State Laws Governing the Release of Information**

The release of certain information is governed by a myriad of Federal and/or State laws.

These laws often place restrictions on how specific types of information may be disclosed, including, but not limited to, mental health, alcohol /substance abuse treatment and communicable disease records.

For example, the federal Health Insurance Portability and Accountability Act (HIPAA) requires that covered entities, such as health plans and providers, release protected health information only when permitted under the law, such as for treatment, payment and operations activities, including care management and coordination.



However, a different set of federal rules place more stringent restrictions on the use and disclosure of alcohol and substance abuse treatment records (42 CFR Part 2 or “Part 2”). These records generally may not be released without consent from the individual whose information is subject to the release.

Still other laws at the State level place further restrictions on the release of certain information, such as mental health, communicable disease, etc.

For more information about any of these laws, refer to the following:

- HIPAA - please visit the Centers for Medicare & Medicaid Services (CMS) website at: [www.CMS.HHS.gov](http://www.CMS.HHS.gov) and then select “Regulations and Guidance” and “HIPAA – General Information”
- Part 2 regulations - please visit the Substance Abuse and Mental Health Services Administration (within the U.S. Department of Health and Human Services) at: [www.SAMHSA.gov](http://www.SAMHSA.gov)
- State laws - consult applicable statutes to determine how they may impact the release of information on patients whose care you provide.

Contracted providers within the Allwell network are independently obligated to know, understand and comply with these laws.

Allwell takes privacy and confidentiality seriously. We have established processes, policies and procedures to comply with HIPAA and other applicable federal and/or State confidentiality and privacy laws.

Please contact the Allwell Compliance Officer by phone at 1-800-218-7453 or in writing (refer to address below) with any questions about our privacy practices.

**Allwell  
Attn: Medicare  
5900 E. Ben White Blvd.  
Austin, TX 78741**

## **Section 1557 of the Patient Protection and Affordable Care Act**

Section 1557 is the nondiscrimination provision of the Affordable Care Act (ACA). The law prohibits discrimination on the basis of race, color, national origin, sex, age, or disability in certain health programs or activities. Section 1557 builds on long-standing and familiar Federal civil rights laws: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975. Section 1557 extends nondiscrimination protections to individuals participating in:

- Any health program or activity any part of which received funding from HHS.
- Any health program or activity that HHS itself administers.

- Health Insurance Marketplaces and all plans offered by issuers that participate in those Marketplaces.

For more information please visit <http://www.HHS.gov/civil-rights/for-individuals/section-1557/index.html>

## **Health Insurance Portability and Accountability Act**

To improve the efficiency and effectiveness of the health-care system, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, includes administrative simplification provisions that require national standards for electronic health-care transactions and code sets, unique health identifiers and security, as well as federal privacy protections for individually identifiable health information. The Office for Civil Rights administers and enforces the Privacy Rule and the Security Rule.

Other HIPAA Administrative Simplification Rules are administered and enforced by the Centers for Medicare and Medicaid Services (CMS), and include:

- Transactions and code sets standards
- Employer identifier standard
- National Provider Identifier standard

The Enforcement Rule provides standards for the enforcement of all the Administrative Simplification Rules. A summary of the HIPAA Administrative Simplification Rules can be found at <https://www.CMS.gov/Regulations-and-Guidance/Administrative-Simplification/HIPAA-ACA/>.

## **Privacy Regulations**

The Privacy rules regulate who has access to a member's personally identifiable health information (PHI) whether in written, verbal or electronic form. In addition, this regulation affords individuals the right to keep their PHI confidential, and in some instances, from being disclosed.

In compliance with the privacy regulations, Allwell has provided each Allwell member with a privacy notice, which describes how Allwell can use or share a member's health records and how the member can get access to the information. In addition, the Member Privacy Notice informs the member of their health-care privacy rights and explains how these rights can be exercised. Copies of Superior's Member Privacy Notices can be found at [SuperiorHealthPlan.com](http://SuperiorHealthPlan.com).

1. As a provider, if you have any questions about Allwell's privacy practices, contact the health plan compliance officer at 1-800-218-7453.
2. Members should be directed to Allwell's Member Services department with any questions about the privacy regulations. Member Services can be reached at 1-844-796-6811 (HMO) or 1-877-935-8023 (HMO SNP).

## **The Security Rule**

The HIPAA Security Rule establishes national standards to protect individuals' electronic personal health information that is created, received, used, or maintained by Allwell. The Security Rule requires appropriate administrative, physical and technical safeguards to ensure the confidentiality, integrity and security of electronic protected health information. The Security Rule is located at 45 CFR Part 160, and Subparts A and C of Part 164.

## **The Breach Notification Rule**

On January 25, 2013, the Office for Civil Rights (OCR) of the United States Department of Health and Human Services (HHS) published in the Federal Register a final omnibus rule that revises certain rules promulgated under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). These revised rules were issued pursuant to changes enacted by Congress in the Health Information Technology for Economic and Clinical Health (HITECH) Act and the Genetic Information Nondiscrimination (GINA) Act of 2008. Effective March 23, 2013, the Final Rule implements section 13402 of the HITECH Act by requiring various notifications following a breach of unsecured protected health information.

The Final Rule eliminates the significant risk of harm standard from the Interim Rule for determining whether a breach has occurred. Covered entities and business associates must ensure compliance with regulatory definitions relating to breach notifications.

## **Transactions and Code Sets Regulations**

Transactions are activities involving the transfer of health-care information for specific purposes. Under HIPAA, if Allwell or a health-care provider engages in one of the identified transactions, they must comply with the standard for it, which includes using a standard code set to identify diagnoses and procedures. The Standards for Electronic Transactions and Code Sets, published August 17, 2000, and since modified, adopted standards for several transactions, including claims and encounter information, payment and claims status. Any health-care provider that conducts a standard transaction also must comply with the Privacy Rule.

Version 5010 refers to the revised set of HIPAA electronic transaction standards adopted to replace the current standards. Every standard has been updated, including claims, eligibility and referral authorizations.

All HIPAA covered entities must be using version 5010 as of January 1, 2012. Any electronic transaction for which a standard has been adopted must have been submitted using version 5010 on or after January 1, 2012.

## **HIPAA Required Code Sets**

The HIPAA Code Sets regulation requires that all codes utilized in electronic transactions are standardized, utilizing national standard coding. Only national standard codes can be used for electronic claims and/or authorization of services.

Nationally recognized code sets include:

1. Health Care Common Procedure Coding System (HCCPS) - This code set, established by the CMS, primarily represents items and supplies and non-physician services not covered by the American Medical Association CPT-4 codes, which can be purchased from the American Medical Association (AMA) at 1-800-621-8335.
2. Current Procedure Terminology (CPT) codes- The CPT codes are used to describe medical procedures, and this code set is maintained by the American Medical Association. For more information on the CPT codes, please contact the AMA.
3. International Classification of Diseases, 9th revision, Clinical Modification ICD-9-CM Volumes 1 and 2 (diagnosis codes) - These are maintained by the National Center for Health Statistics and Centers for Disease Control (CDC) within the Department of Health and Human Services (HHS).
4. International Classification of Diseases, 9th revision, Clinical Modification ICD-9-CM Volume 3 (procedures) - Those are maintained by CMS.
5. International Classification of Diseases, 10th revision, Clinical Modification ICD-10-CM- This is the new diagnosis coding system that was developed as a replacement for ICD-9-CM, Volume 1 and 2. International Classification of Diseases, 10th revision, Procedure Coding System ICD-10-PCS is the new procedure coding system that was developed as a replacement for ICD-9-CM, Volume 3, and two parts:
  - Part 1: ICD-10-CM for diagnosis coding. ICD-10-CM is for use in all U.S. Health care settings. Diagnosis coding under ICD-10-CM uses three (3) to seven (7) digits instead of the three (3) to five (5) digits used with ICD-9-CM, but the format of the code sets is similar.
  - Part 2: ICD-10-PCS for inpatient procedure coding. ICD-10-PCS is for use in U.S. Inpatient hospital settings only. ICD-10-PCS uses seven (7) alphanumeric digits instead of the three (3) or four (4) numeric digits used under ICD-9-CM procedure coding.

The transition to ICD-10 is occurring because ICD-9 produces limited data about patients' medical conditions and hospital inpatient procedures. ICD-9 is thirty (30) years old, has outdated terms and is inconsistent with current medical practice. Also, the structure of ICD-9 limits the number of new codes that can be created, and many ICD-9 categories are full. ICD-10 will affect diagnosis and inpatient procedure coding for everyone covered by HIPAA, not just those who submit Medicare or Medicaid claims. Everyone covered by HIPAA who transmits electronic claims must also switch to Version 5010 transaction standards. The change to ICD-10 does not affect CPT coding for outpatient procedures.

6. National Drug Code (NDC) - The NDC is a code that identifies the vendor (manufacturer), product and package size of all medications recognized by the Federal Drug Administration (FDA). To access the complete NDC code set, see [www.FDS.gov/Drugs/InformationOnDrugs/ucm142438.htm](http://www.FDS.gov/Drugs/InformationOnDrugs/ucm142438.htm).

## **HIPAA Regulated Transactions**

Below are the 10 electronic standardized transactions that are mandated by the HIPAA legislation.

1. Transaction name
2. HIPAA transaction number
3. Claims and encounters
4. Enrollment and disenrollment
5. Health plan eligibility solicitations and response
6. Payment and remittance advice
7. Premium payment
8. Claim status solicitation and response
9. Coordination of benefits
10. Referral and authorization

Though it is standard operating process, Allwell does not currently utilize all standard transaction sets. Functionality equivalent to that which is offered by these transaction sets is made available to Allwell's members and providers via various alternative capabilities such as online tools. Allwell currently offers an alternative through the Secure Provider Portal, for the following transactions:

- ASC X12 270 Eligibility Status Inquiry
- ASC X12 271 Eligibility Status Response
- ASC X12 276 Claim Status Inquiry
- ASC X12 277 Claim Status Response
- ASC X12 278 Referral Certification and Response

For more information on conducting these transactions electronically, contact the EDI Department at 1-800-225-2573, ext. 6075525 or by email at [EDIBA@centene.com](mailto:EDIBA@centene.com).

## **National Provider Identifier**

The National Provider Identifier (NPI) is a HIPAA Administrative Simplification Standard. The NPI is a unique identification number for covered health-care providers. Covered health-care providers and all health plans and health-care Clearinghouses must use the NPIs in the administrative and financial transactions adopted under HIPAA. The NPI is a 10-position,

intelligence-free numeric identifier (10-digit number). This means that the numbers do not carry other information about health-care providers such as the state in which they live or their medical specialty. The NPI must be used in lieu of legacy provider identifiers in all electronic HIPAA standards transactions. However, some LTSS providers are considered “Atypical Providers” because they render non-health or non-medical services to STAR+PLUS members. These providers bill using their Atypical ID (LTSS number) in the Non-NPI Provider ID field of the claim form.

As outlined in the Federal regulation, covered providers must also share their NPI with other providers, health plans, Clearinghouses and any entity that may need it for billing purposes.

Please contact the Allwell Compliance Officer by phone at 1-800-218-7453 or in writing (refer to address below) with any questions about our privacy practices.

**Allwell  
Attn: Medicare  
5900 E. Ben White Blvd.  
Austin, TX 78741**

## **FRAUD, WASTE AND ABUSE**

Allwell takes the detection, investigation, and prosecution of fraud and abuse very seriously, and has a Fraud, Waste and Abuse (FWA) program that complies with the federal and state laws. Allwell, in conjunction with its parent company, Centene, operates a Fraud, Waste and Abuse Unit. Allwell routinely conducts audits to ensure compliance with billing regulations. Our sophisticated code editing software performs systematic audits during the claims payment process. To better understand this system, please review the Billing and Claims section of this Manual. The Centene Special Investigation Unit (SIU) performs retrospective audits which, in some cases, may result in taking actions against providers who commit fraud, waste and/or abuse. These actions include but are not limited to:

- Remedial education and training to prevent the billing irregularity;
- More stringent utilization review
- Recoupment of previously paid monies
- Termination of provider agreement or other contractual arrangement
- Civil and/or criminal prosecution
- Any other remedies available to rectify

Some of the most common FWA practices include:

- Unbundling of codes

- Up-coding services
- Add-on codes billed without primary CPT
- Diagnosis and/or procedure code not consistent with the member's age/gender
- Use of exclusion codes
- Excessive use of units
- Misuse of benefits
- Claims for services not rendered

If you suspect or witness a provider inappropriately billing or a member receiving inappropriate services, please call our anonymous and confidential FWA hotline at 1-866-685-8664. Allwell takes all reports of potential fraud, waste or abuse very seriously and investigates all reported issues.

OIG/GSA Exclusion –As a provider in our Medicare network, you are required to check the exclusion lists prior to hiring or contracting and monthly thereafter as outlined below for all of your staff, volunteers, temporary employees, consultants, Board of Directors, and any contractors that would meet the requirements as outlined in The Act §1862(e)(1)(B), 42 C.F.R. §§ 422.503(b)(4)(vi)(F), 422.752(a)(8), 423.504(b)(4)(vi)(F), 423.752(a)(6), 1001.1901

Providers' implementation of Fraud, Waste and Abuse safeguards to identify excluded providers and entities.

Medicare payment may not be made for items or services furnished or prescribed by an excluded provider or entity. Plans shall not use federal funds to pay for services, equipment or drugs prescribed or provided by a provider, supplier, employee or First Tier, Downstream or Related entities (FDR) excluded by the Department of Health and Human Services (DHHS) Office of the Inspector General (OIG) or the General Services Administration (GSA). Allwell will review the DHHS OIG List of Excluded Individuals and Entities (LEIE list) and the GSA Excluded Parties List (EPLS) prior to hiring or contracting of any new employee, temporary employee, volunteer, consultant, governing body member, or FDR, and monthly thereafter.

If anyone is identified, providers are required to notify Allwell immediately so that if needed Allwell can take appropriate action. Providers may contact the Allwell Compliance officer at 1-800-218-7453.

### **FWA Program Compliance Authority and Responsibility**

The Allwell Vice President of Compliance and Regulatory Affairs has overall responsibility and authority for carrying out the provisions of the compliance program. Allwell is committed to identifying, investigating, sanctioning and prosecuting suspected fraud, waste and abuse.

The Allwell provider network must cooperate fully in making personnel and/or subcontractor personnel available in person for interviews, consultation, grand jury proceedings, pre-trial conferences, hearings, trials and in any other process, including investigations.

## **False Claims Act**

The False Claims Act establishes liability when any person or entity improperly receives from or avoids payment to the Federal government. The Act prohibits:

- Knowingly presenting, or causing to be presented a false claim for payment or approval.
- Knowingly making, using, or causing to be made or used, a false record or statement material to a false or fraudulent claim.
- Conspiring to commit any violation of the False Claims Act.
- Falsely certifying the type or amount of property to be used by the Government.
- Certifying receipt of property on a document without completely knowing that the information is true.
- Knowingly buying Government property from an unauthorized officer of the Government.
- Knowingly making, using, or causing to be made or used a false record to avoid, or decrease an obligation to pay or transmit property to the Government.

For more information regarding the False Claims act, please visit [www.CMS.HHS.gov](http://www.CMS.HHS.gov).

## **Physician Incentive Programs**

On an annual basis and in accordance with Federal Regulations, Allwell must disclose to the Centers for Medicare and Medicaid Services (CMS), any Physician Incentive Programs that could potentially influence a physician's care decisions. The information that must be disclosed includes the following:

- Effective date of the Physician Incentive Program
- Type of Incentive Arrangement
- Amount and type of stop-loss protection
- Patient panel size
- Description of the pooling method, if applicable



- For capitation arrangements, provide the amount of the capitation payment that is broken down by percentage for primary care, referral and other services
- The calculation of substantial financial risk (SFR)
- Whether Allwell does or does not have a Physician Incentive Program
- The name, address and other contact information of the person at Allwell who may be contacted with questions regarding Physician Incentive Programs

Physician Incentive Programs may not include any direct or indirect payments to providers/provider groups that create inducements to limit or reduce the provision of necessary services. In addition, Physician Incentive Programs that place providers/provider groups at SFR may not operate unless there is adequate stop-loss protection, member satisfaction surveys and satisfaction of disclosure requirements satisfying the Physician Incentive Program regulations.

Substantial financial risk occurs when the incentive arrangement places the provider/provider group at risk beyond the risk threshold which is the maximum risk if the risk is based upon the use or cost of referral services. The risk threshold is set at 25% and does not include amounts based solely on factors other than a provider/provider group's referral levels. Bonuses, capitation, and referrals may be considered incentive arrangements that result in SFR.

If you have questions regarding the Physician Incentive Program Regulations, please contact your Account Manager.

## **First-Tier and Downstream Providers**

Through written agreement, Allwell may delegate certain functions or responsibilities in accordance with CMS regulations 42 CFR § 438.230 to First-Tier, downstream, and delegated entities. These functions and responsibilities include but are not limited to contract administration and management, claims submission, claims payment, credentialing and re-credentialing, network management, and provider training. Allwell oversees and is accountable for these responsibilities specified in the written agreement and will impose sanctions or revoke delegation if the entities' performance is inadequate. Allwell will ensure written agreements which specify these responsibilities by Allwell and the delegated entity are clear and concise. Agreements will be kept on file by Allwell for reference.

## APPENDIX

### Appendix I: Common Causes for Upfront Rejections

Common causes for upfront rejections include but are not limited to:

- Unreadable Information - The ink is faded, too light, or too bold (bleeding into other characters or beyond the box), or the font is too small.
- Member Date of Birth is missing.
- Member Name or Identification Number is missing.
- Provider Name, Taxpayer Identification Number (TIN), or National Practitioner Identification (NPI) Number is missing.
- Attending Provider information missing from Loop 2310A on Institutional claims when CLM05-1 (Bill Type) is 11, 12, 21, 22, or 72 or missing from box 48 on the paper UB claim form.
- Date of Service is not prior to the received date of the claim (future date of service).
- Date of Service or Date Span is missing from required fields. Example: "Statement From" or "Service From" dates.
- Type of Bill is invalid.
- Diagnosis Code is missing, invalid, or incomplete.
- Service Line Detail is missing.
- Date of Service is prior to member's effective date.
- Admission Type is missing (Inpatient Facility Claims – UB-04, field 14).
- Patient Status is missing (Inpatient Facility Claims – UB-04, field 17).
- Occurrence Code/Date is missing or invalid.
- Revenue Code is missing or invalid.
- CPT/Procedure Code is missing or invalid.
- A missing CLIA Number in Box 23 or a CMS 1500 for CLIA or CLIA waived service.
- Incorrect form type used.

## **Appendix II: Common Cause of Claims Processing Delays and Denials**

- Procedure or Modifier Codes entered are invalid or missing.
- This includes GN, GO, or GP modifier for therapy services.
- Diagnosis Code is missing the 4th or 5th digit.
- DRG code is missing or invalid.
- Explanation of Benefits (EOB) from the primary insurer is missing or incomplete.
- Third Party Liability (TPL) information is missing or incomplete.
- Member ID is invalid.
- Place of Service Code is invalid.
- Provider TIN and NPI do not match.
- Revenue Code is invalid.
- Dates of Service span do not match the listed days/units.
- Tax Identification Number (TIN) is invalid.

## **Appendix III: Common EOP Denial Codes and Descriptions**

See the bottom of your paper EOP for the updated and complete description of all explanation codes associated with your claims. Electronic Explanations of Payment will use standard HIPAA denial codes.

EX Code	Definition
0B	ADJUST: CLAIM TO BE REPROCESSED CORRECTED UNDER NEW CLAIM NUMBER
0I	ADJUSTMENT: ADJUSTED PER CORRECTED BILLING FROM PROVIDER
1D	DENY: DISCHARGE STATUS INVALID FOR TYPE OF BILL
52	DENY - PAYMENT INCLUDED IN ALLOWANCE FOR ANOTHER PROCEDURE
57	DENY - AUTHORIZATION LIMITATION EXCEEDED
64	DENY - PROCEDURE INCONSISTENT WITH DIAGNOSIS
65	DENY-MISSING OR INVALID INFORMATION
71	DENY-MEMBER NOT ELIGIBLE ON DATE OF SERVICE
76	DENY - MAXIMUM BENEFIT HAS BEEN PAID
78	DENY: INVALID OR MISSING PLACE OF SERVICE LOCATION
82	DENY-NON COVERED SERVICES
83	DENY - DUPLICATE OF PREVIOUS SUBMITTED CLAIM
A1	APC - OCE LINE ITEM REJECTION
A2	APC - OCE LINE ITEM DENIAL
A4	APC - OCE CLAIM LEVEL RETURN TO PROVIDER (RTP)
A5	APC - OCE CLAIM LEVEL REJECTION
AN	DENY - SERVICE DENIED FOR NO AUTHORIZATION ON FILE
BT	DENY:TYPE OF BILL INVALID
C5	DENY:CODE REPLACED BASED ON CODE AUDITING

dh	DENY - NON-EMERGENCY OUT OF AREA SERVICES ARE NOT COVERED
DZ	DENY: RESUBMIT WITH CORRECTED COUNT
EB	DENIED BY MEDICAL SERVICES
EC	DENY: DIAGNOSIS CANNOT BE USED AS PRIMARY DIAGNOSIS, PLEASE RESUBMIT
Es	INVALID OR MISSING REQUIRED ESRD OR HHA \CLAIMS DATA
FT	INVALID FORM TYPE FOR PROCEDURE(S) SUBMITTED
Hn	HHA GROUPER INVALID OR NO TREATMENT AUTHORIZATION CODE PROVIDED
Jq	ORIGINAL CHECK NOT CASHED-PAY TO/ADDRESS VERIFICATION NEEDED
MR	MODIFIER REQUIRED FOR PROCEDURE
NN	MODIFIER NOT REQUIRED FOR THIS PROCEDURE
NV	DENY: PLEASE RESUBMIT WITH INVOICE FOR SERVICES RENDERED
PM	DENY - INVALID PROCEDURE MODIFIER COMBINATION SUBMITTED
QR	DENY: ADJUSTMENT WAS NOT RECEIVED WITHIN TIMELY FILING LIMIT
S9	DENY - CODE BILLED IS NOT COVERED FOR PROVIDER TYPE
TF	DENY - FILING LIMIT EXCEEDED
x2	SERVICE(S) OR SUPPLIES DURING GLOBAL SURGICAL PERIOD
x3	PROCEDURE CODE UNBUNDLED FROM GLOBAL PROCEDURE CODE
x8	MODIFIER INVALID FOR PROCEDURE OR MODIFIER NOT REPORTED
ya	DENY: DENIED AFTER REVIEW OF PATIENT S CLAIM HISTORY
ye	CLAIM CANNOT BE PROCESSED WITHOUT MEDICAL RECORDS

YO	DENY: ADD ON CODE BILLED WITHOUT PRIMARY PROCEDURE
ZW	AFTER REVIEW, PREV DECISION UPHELD, SEE PROV HANDBOOK FOR APPEAL PROCESS

## Appendix IV: Instructions for Supplemental Information

(CMS- 1500 02/12) FORM, SHADED FIELD 24A-G

The following types of supplemental information are accepted in a shaded claim line of the CMS 1500 (02/12) Claim form field 24-A-G:

- National Drug Code (NDC)
- Narrative description of unspecified/miscellaneous/unlisted codes
- Contract Rate

The following qualifiers are to be used when reporting these services:

- ZZ - Narrative description of unspecified/miscellaneous/unlisted codes
- N4 - National Drug Code (NDC)
- CTR - Contract Rate

If required to report other supplemental information not listed above, follow payer instructions for the use of a qualifier for the information being reported. When reporting a service that does not have a qualifier, enter two blank spaces before entering the information.

To enter supplemental information, begin at 24A by entering the qualifier and then the information. Do not enter a space between the qualifier and the number/code/information. Do not enter hyphens or spaces within the number/code.

More than one supplemental item can be reported in the shaded lines of item number 24. Enter the first qualifier and number/code/information at 24A. After the first item, enter three blank spaces and then the next qualifier and number/code/information.

For reporting dollar amounts in the shaded area, always enter the dollar amount, a decimal point, and the cents. Use 00 for cents if the amount is a whole number. Do not use commas. Do not enter dollars signs (ex. 1000.00; 123.45).

Additional Information for Reporting NDC:

When adding supplemental information for NDC, enter the information in the following order:

- ### Unspecified/Miscellaneous/Unlisted Codes

24. A. DATE(S) OF SERVICE						B. PLACE OF SERVICE	C. EMG	D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS   MODIFIER				E. DIAGNOSIS POINTNTR	F. \$ CHARGES	G. DAYS OR UNITS	H. EPDT Family Plan	I. ID. QUAL	J. RENDERING PROVIDER ID. #	
MM	DD	YY	MM	DD	YY													
ZZKaye Walker															N	G2	12345678901	
10	01	05	10	01	05	11			E1399			12	165	00	1	N	NPI 0123456789	

24. A. DATE(S) OF SERVICE										B. PLACE OF SERVICE	C. EMG	D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances)	E. DIAGNOSIS	F. CHARGES	G. DAYS OR UNITS	H. FOST Family Plan	I. ID. QUAL.	J. RENDERING PROVIDER ID. #
MM	DD	YY	MM	DD	YY													
N459148001665 UN1																N	G2	12345678901
10	01	05	10	01	05	11			JO400			1		250.00	40	N	NPI	0123456789

## **Appendix V: Common HIPAA Compliant EDI Rejection Codes**

These codes on the follow page are the Standard National Rejection Codes for EDI submissions. All errors indicated for the code must be corrected before the claim is resubmitted.



ERROR ID	ERROR_DESC
01	Invalid Mbr DOB
02	Invalid Mbr
06	Invalid Prv
07	Invalid Mbr DOB & Prv
08	Invalid Mbr & Prv
09	Mbr not valid at DOS
10	Invalid Mbr DOB; Mbr not valid at DOS
12	Prv not valid at DOS
13	Invalid Mbr DOB; Prv not valid at DOS
14	Invalid Mbr; Prv not valid at DOS
15	Mbr not valid at DOS; Invalid Prv
16	Invalid Mbr DOB; Mbr not valid at DOS; Invalid Prv
17	Invalid Diag
18	Invalid Mbr DOB; Invalid Diag
19	Invalid Mbr; Invalid Diag
21	Mbr not valid at DOS; Prv not valid at DOS
22	Invalid Mbr DOB; Mbr not valid at DOS; Prv not valid at DOS
23	Invalid Prv; Invalid Diag
24	Invalid Mbr DOB; Invalid Prv; Invalid Diag
25	Invalid Mbr; Invalid Prv; Invalid Diag
26	Mbr not valid at DOS; Invalid Diag

27	Invalid Mbr DOB; Mbr not valid at DOS; Invalid Diag
29	Prv not valid at DOS; Invalid Diag
30	Invalid Mbr DOB; Prv not valid at DOS; Invalid Diag
31	Invalid Mbr; Prv not valid at DOS; Invalid Diag
32	Mbr not valid at DOS; Prv not valid; Invalid Diag
33	Invalid Mbr DOB; Mbr not valid at DOS; Prv not valid; Invalid Diag
34	Invalid Proc
35	Invalid DOB; Invalid Proc
36	Invalid Mbr; Invalid Proc
37	Invalid or future date
37	Invalid or future date
38	Mbr not valid at DOS; Prv not valid at DOS; Invalid Diag
39	Invalid Mbr DOB; Mbr not valid at DOS; Prv not valid at DOS; Invalid Diag
40	Invalid Prv; Invalid Proc
41	Invalid Prv; Invalid Proc; Invalid Mbr DOB
42	Invalid Mbr; Invalid Prv; Invalid Proc
43	Mbr not valid at DOS; Invalid Proc
44	Invalid Mbr DOB; Mbr not valid at DOS; Invalid Proc
46	Prv not valid at DOS; Invalid Proc
48	Invalid Mbr; Prv not valid at DOS, Invalid Proc
49	Invalid Proc; Invalid Prv; Mbr not valid at DOS
51	Invalid Diag; Invalid Proc
52	Invalid Mbr DOB; Invalid Diag; Invalid Proc

53	Invalid Mbr; Invalid Diag; Invalid Proc
55	Mbr not valid at DOS; Prv not valid at DOS, Invalid Proc
57	Invalid Prv; Invalid Diag; Invalid Proc
58	Invalid Mbr DOB; Invalid Prv; Invalid Diag; Invalid Proc
59	Invalid Mbr; Invalid Prv; Invalid Diag; Invalid Proc
60	Mbr not valid at DOS; Invalid Diag; Invalid Proc
61	Invalid Mbr DOB; Mbr not valid at DOS; Invalid Diag; Invalid Proc
63	Prv not valid at DOS; Invalid Diag; Invalid Proc
64	Invalid Mbr DOB; Prv not valid at DOS; Invalid Diag; Invalid Proc
65	Invalid Mbr; Prv not valid at DOS; Invalid Diag; Invalid Proc
66	Mbr not valid at DOS; Invalid Prv; Invalid Diag; Invalid Proc
67	Invalid Mbr DOB; Mbr not valid at DOS; Invalid Prv; Invalid Diag; Invalid Proc
72	Mbr not valid at DOS; Prv not valid at DOS; Invalid Diag; Invalid Proc
73	Invalid Mbr DOB; Mbr not valid at DOS; Prv not valid at DOS; Invalid Diag; Invalid Proc
74	Reject. DOS prior to 6/1/2006; OR Invalid DOS
75	Invalid Unit
76	Original claim number required
77	INVALID CLAIM TYPE
81	Invalid Unit;Invalid Prv
83	Invalid Unit;Invalid Mbr & Prv
89	Invalid Prv; Mbr not valid at DOS; Invalid DOS
A2	DIAGNOSIS POINTER INVALID
A3	CLAIM EXCEEDED THE MAXIMUM 97 SERVICE LINE LIMIT

B1	Rendering and Billing NPI are not tied on state file
B2	Not enrolled with MHS and/or State with rendering NPI/TIN on DOS. Enroll with MHS and resubmit claim
B5	Missing/incomplete/invalid CLIA certification number
H1	ICD9 is mandated for this date of service.
H2	Incorrect use of the ICD9/ICD10 codes.
HP	ICD10 is mandated for this date of service.
ZZ	Claim not processed

## Appendix VI: Claim Form Instructions

Billing Guide for a CMS 1500 and CMS 1450 (UB-04) Claim form.

Required (R) fields must be completed on all claims. Conditional (C) fields must be completed if the information applies to the situation or the service provided

Note: Claims with missing or invalid Required (R) field information will be rejected or denied

### Completing A CMS 1500 Claim Form

Updated format (Form 1500 (02-12)) can be accepted as of January 1, 2014, and is required after October 1, 2014.

Please see the following example of a CMS 1500 form.



## HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

PATIENT AND INSURED INFORMATION										CARRIER																																																																																																																																											
<div>1. MEDICARE <input type="checkbox"/> MEDICAID <input type="checkbox"/> TRICARE <input type="checkbox"/> CHAMPVA <input type="checkbox"/> GROUP HEALTH PLAN <input type="checkbox"/> FECA <input type="checkbox"/> OTHER <input type="checkbox"/></div> <div>2. PATIENT'S NAME (Last Name, First Name, Middle Initial)</div> <div>3. PATIENT'S BIRTH DATE (MM/DD/YY) SEX <input type="checkbox"/> M <input type="checkbox"/> F</div> <div>4. INSURED'S NAME (Last Name, First Name, Middle Initial)</div> <div>5. PATIENT'S ADDRESS (No., Street)</div> <div>6. PATIENT RELATIONSHIP TO INSURED Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/></div> <div>7. INSURED'S ADDRESS (No., Street)</div> <div>8. RESERVED FOR NUCC USE</div> <div>9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)</div> <div>10. IS PATIENT'S CONDITION RELATED TO: a. EMPLOYMENT? (Current or Previous) <input type="checkbox"/> YES <input type="checkbox"/> NO b. AUTO ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO PLACE (State) <input type="text"/></div> <div>11. INSURED'S POLICY GROUP OR FECA NUMBER</div> <div>12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE (I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.) SIGNED _____ DATE _____</div> <div>13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE (I authorize payment of medical benefits to the undersigned physician or supplier for services described below.) SIGNED _____</div> <div>14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP) (MM/DD/YY) QUAL. <input type="text"/></div> <div>15. OTHER DATE (MM/DD/YY) QUAL. <input type="text"/></div> <div>16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM (MM/DD/YY) TO (MM/DD/YY)</div> <div>17. NAME OF REFERRING PROVIDER OR OTHER SOURCE</div> <div>18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM (MM/DD/YY) TO (MM/DD/YY)</div> <div>19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)</div> <div>20. OUTSIDE LAB? <input type="checkbox"/> YES <input type="checkbox"/> NO \$ CHARGES <input type="text"/></div> <div>21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY (Refer to service line below (24E)) ICD In <input type="text"/></div> <div>22. RESUBMISSION CODE <input type="text"/> ORIGINAL REF. NO. <input type="text"/></div> <div>23. PRIOR AUTHORIZATION NUMBER <input type="text"/></div> <tr><td colspan="10">PHYSICIAN OR SUPPLIER INFORMATION</td></tr> <tr><td colspan="10">24. A. DATE(S) OF SERVICE From (MM/DD/YY) To (MM/DD/YY) B. PLACE OF SERVICE C. EMG D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) E. DIAGNOSIS F. \$ CHARGES G. DAYS OR UNITS H. ICD-9-CM Code I. ICD-10 Code J. RENDERING PROVIDER ID. #</td></tr> <tr><td colspan="10">1</td></tr> <tr><td colspan="10">2</td></tr> <tr><td colspan="10">3</td></tr> <tr><td colspan="10">4</td></tr> <tr><td colspan="10">5</td></tr> <tr><td colspan="10">6</td></tr> <tr><td colspan="10">25. FEDERAL TAX ID. NUMBER SSN EIN <input type="checkbox"/> <input type="checkbox"/></td></tr> <tr><td colspan="10">26. PATIENT'S ACCOUNT NO. 27. ACCEPT ASSIGNMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO 28. TOTAL CHARGE \$ 29. AMOUNT PAID \$ 30. Rvd for NUCC Use</td></tr> <tr><td colspan="10">31. SIGNATURE OF PHYSICIAN OR SUPPLIER (I certify that the statements on the reverse apply to this bill and are made a part thereof.)</td></tr> <tr><td colspan="10">32. SERVICE FACILITY LOCATION INFORMATION</td></tr> <tr><td colspan="10">33. BILLING PROVIDER INFO &amp; PH # ( )</td></tr> <tr><td colspan="10">SIGNED _____ DATE _____ NPI _____ NPI _____</td></tr>										PHYSICIAN OR SUPPLIER INFORMATION										24. A. DATE(S) OF SERVICE From (MM/DD/YY) To (MM/DD/YY) B. PLACE OF SERVICE C. EMG D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) E. DIAGNOSIS F. \$ CHARGES G. DAYS OR UNITS H. ICD-9-CM Code I. ICD-10 Code J. RENDERING PROVIDER ID. #										1										2										3										4										5										6										25. FEDERAL TAX ID. NUMBER SSN EIN <input type="checkbox"/> <input type="checkbox"/>										26. PATIENT'S ACCOUNT NO. 27. ACCEPT ASSIGNMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO 28. TOTAL CHARGE \$ 29. AMOUNT PAID \$ 30. Rvd for NUCC Use										31. SIGNATURE OF PHYSICIAN OR SUPPLIER (I certify that the statements on the reverse apply to this bill and are made a part thereof.)										32. SERVICE FACILITY LOCATION INFORMATION										33. BILLING PROVIDER INFO & PH # ( )										SIGNED _____ DATE _____ NPI _____ NPI _____									
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NUCC Instruction Manual available at: [www.nucc.org](http://www.nucc.org)

PLEASE PRINT OR TYPE

APPROVED OMB-0938-1197 FORM 1500 (02-12)

Field Number	Field Description	Instruction or Comments	Required or Conditional
1	INSURANCE PROGRAM IDENTIFICATION	Check only the type of health coverage applicable to the claim. This field indicated the payer to whom the claim is being filed. Enter "X" in the box noted "Other".	R
1a	INSURED'S I.D. NUMBER	The 9-digit identification number on the member's I.D. card.	R
2	PATIENT'S NAME (Last Name, First Name, Middle Initial)	Enter the patient's name as it appears on the member's I.D. card. Do not use nicknames.	R
3	PATIENT'S BIRTH DATE/SEX	Enter the patient's 8 digit date of (MM/DD/YYYY) and mark the appropriate box to indicate the patient's sex/gender.  M= Male      F= Female	R
4	INSURED'S NAME	Enter the patient's name as it appears on the member's I.D. card	C
5	PATIENT'S ADDRESS (Number, Street, City, State, Zip Code) Telephone (include area code)	Enter the patient's complete address and telephone number including area code on the appropriate line.  First line – Enter the street address. Do not use commas, periods, or other punctuation in the address (e.g., 123 N Main Street 101 instead of 123 N. Main Street, Number101). Second line – In the designated block, enter the city and state.  Third line – Enter the zip code and phone number. When entering a 9-digit zip code (zip+4 codes), include the hyphen. Do not use a hyphen or space as a separator within the telephone number (i.e. (803)5551414).	C

6	PATIENT'S RELATION TO INSURED	Always mark to indicate self.	C

Field Number	Field Description	Instruction or Comments	Required or Conditional
7	INSURED'S ADDRESS (Number, Street, City, State, Zip Code) Telephone (include area code)	<p>Enter the patient's complete address and telephone number including area code on the appropriate line.</p> <p>First line – Enter the street address. Do not use commas, periods, or other punctuation in the address (e.g., 123 N Main Street 101 instead of 123 N. Main Street, Number101).</p> <p>Second line – In the designated block, enter the city and state.</p> <p>Third line – Enter the zip code and phone number. When entering a 9-digit zip code (zip+4 codes), include the hyphen. Do not use a hyphen or space as a separator within the telephone number (i.e. (803)5551414).</p> <p>Note: Patient's Telephone does not exist in the electronic 837 Professional 4010A1.</p>	C
8	RESERVED FOR NUCC USE		Not Required
9	OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)	Refers to someone other than the patient. REQUIRED if patient is covered by another insurance plan. Enter the complete name of the insured.	C
9a	*OTHER INSURED'S POLICY OR GROUP NUMBER	REQUIRED if field 9 is completed. Enter the policy or group number of the other insurance plan.	C
9b	RESERVED FOR NUCC USE		Not Required



9c	RESERVED FOR NUCC USE		Not Required
9d	INSURANCE PLAN NAME OR PROGRAM NAME	REQUIRED if field 9 is completed. Enter the other insured's (name of person listed in field 9) insurance plan or program name.	C
Field Number	Field Description	Instructions or Comments	Required or Conditional
10a,b,c	IS PATIENT'S CONDITION RELATED TO	Enter a Yes or No for each category/line (a, b, and c). Do not enter a Yes and No in the same category/line. When marked Yes, primary insurance information must then be shown in Item Number 11.	R
10d	CLAIM CODES (Designated by NUCC)	When reporting more than one code, enter three blank spaces and then the next code.	C
11	INSURED POLICY OR FECA NUMBER	REQUIRED when other insurance is available. Enter the policy, group, or FECA number of the other insurance. If Item Number 10abc is marked Y, this field should be populated.	C
11a	INSURED'S DATE OF BIRTH / SEX	Enter the 8-digit date of birth (MM   DD   YYYY) of the insured and an X to indicate the sex (gender) of the insured. Only one box can be marked. If gender is unknown, leave blank.	C
11b	OTHER CLAIM ID (Designated by NUCC)	The following qualifier and accompanying identifier has been designated for use:  Y4 Property Casualty Claim Number  <b>FOR WORKERS' COMPENSATION OR PROPERTY &amp; CASUALTY:</b>	C

		Required if known. Enter the claim number assigned by the payer.	
11c	INSURANCE PLAN NAME OR PROGRAM NUMBER	Enter name of the insurance health plan or program.	C
11d	IS THERE ANOTHER HEALTH BENEFIT PLAN	Mark Yes or No. If Yes, complete field's 9a-d and 11c.	R
12	PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE	Enter "Signature on File", "SOF", or the actual legal signature. The provider must have the member's or legal guardian's signature on file or obtain their legal signature in this box for the release of information necessary to process and/or adjudicate the claim.	C
13	INSURED'S OR AUTHORIZED PERSONS SIGNATURE	Obtain signature if appropriate.	Not Required

Field Number	Field Description	Instruction or Comments	Required or Conditional
14	DATE OF CURRENT: ILLNESS (First symptom) OR INJURY (Accident) OR Pregnancy (LMP)	<p>Enter the 6-digit (MM   DD   YY) or 8-digit (MM   DD   YYYY) date of the first date of the present illness, injury, or pregnancy. For pregnancy, use the date of the last menstrual period (LMP) as the first date.</p> <p>Enter the applicable qualifier to identify which date is being reported.</p> <p>431 Onset of Current Symptoms or Illness</p> <p>484 Last Menstrual Period</p>	C
15	IF PATIENT HAS SAME OR SIMILAR ILLNESS. GIVE FIRST DATE	Enter another date related to the patient's condition or treatment. Enter the date in the 6-digit (MM   DD   YY) or 8-digit (MM   DD   YYYY) format.	C
16	DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION		C
17	NAME OF REFERRING PHYSICIAN OR OTHER SOURCE	Enter the name of the referring physician or professional (first name, middle initial, last name, and credentials).	C
17a	ID NUMBER OF REFERRING PHYSICIAN	Required if field 17 is completed. Use ZZ qualifier for Taxonomy code	C

17b	NPI NUMBER OF REFERRING PHYSICIAN	Required if field 17 is completed. If unable to obtain referring NPI, servicing NPI may be used.	C
18	HOSPITALIZATION DATES RELATED TO CURRENT SERVICES		C
19	RESERVED FOR LOCAL USE – NEW FORM: ADDITIONAL CLAIM INFORMATION		C
Field Number	Field Description	Instruction or Comments	Required or Conditional
20	OUTSIDE LAB / CHARGES		C
21	DIAGNOSIS OR NATURE OF ILLNESS OR INJURY. (RELATE ITEMS A-L to ITEM 24E BY LINE). NEW FORM ALLOWS UP TO 12 DIAGNOSES, AND ICD INDICATOR	Enter the codes to identify the patient's diagnosis and/or condition. List no more than 12 ICD-9-CM or ICD-10-CM diagnosis codes. Relate lines A - L to the lines of service in 24E by the letter of the line. Use the highest level of specificity. Do not provide narrative description in this field. <b>Note:</b> Claims missing or with invalid diagnosis codes will be rejected or denied for payment.	R

22	RESUBMISSION CODE / ORIGINAL REF.NO.	For re-submissions or adjustments, enter the original claim number of the original claim.  New form – for resubmissions only:  7 – Replacement of Prior Claim  8 – Void/Cancel Prior Claim	C
23	PRIOR AUTHORIZATION NUMBER or CLIA NUMBER	Enter the authorization or referral number. Refer to the Provider Manual for information on services requiring referral and/or prior authorization.  CLIA number for CLIA waived or CLIA certified laboratory services	If auth = C  If CLIA = R  (If both, always submit the CLIA number)
24a-j General Information	<p>Box 24 contains six claim lines. Each claim line is split horizontally into shaded and un-shaded areas. Within each un-shaded area of a claim line there are 10 individual fields labeled A-J. Within each shaded area of a claim line there are four individual fields labeled 24A-24G, 24H, 24J, and 24Jb. Fields 24A through 24G are a continuous field for the entry of supplemental information. Instructions are provided for shaded and un-shaded fields.</p> <p>The shaded area for a claim line is to accommodate the submission of supplemental information, EPSDT qualifier, and Provider Number.</p> <p>Shaded boxes 24 a-g is for line item supplemental information and provides a continuous line that accepts up to 61 characters. Refer to the instructions listed below for information on how to complete.</p> <p>The un-shaded area of a claim line is for the entry of claim line item detail.</p>		

Field Number	Field Description	Instruction or Comments	Required or Conditional
24 A-G Shaded	SUPPLEMENTAL INFORMATION	<p>The shaded top portion of each service claim line is used to report supplemental information for:</p> <p>NDC</p> <p>Narrative description of unspecified codes</p> <p>Contract Rate</p> <p>For detailed instructions and qualifiers refer to Appendix IV of this guide.</p>	C
24A Unshaded	DATE(S) OF SERVICE	Enter the date the service listed in field 24D was performed (MM DD YYYY). If there is only one date, enter that date in the “From” field. The “To” field may be left blank or populated with the “From” date. If identical services (identical CPT/HCPC code(s)) were performed each date must be entered on a separate line.	R
24B Unshaded	PLACE OF SERVICE	Enter the appropriate 2-digit CMS Standard Place of Service (POS) Code. A list of current POS Codes may be found on the CMS website.	R
24C Unshaded	EMG	Enter Y (Yes) or N (No) to indicate if the service was an emergency.	Not Required
24D Unshaded	PROCEDURES, SERVICES OR SUPPLIES CPT/HCPCS MODIFIER	Enter the 5-digit CPT or HCPC code and 2-character modifier, if applicable. Only one CPT or HCPC and up to four modifiers may be entered per claim line. Codes entered must be valid for date of service. Missing or invalid codes will be denied for payment.	R

		Only the first modifier entered is used for pricing the claim. Failure to use modifiers in the correct position or combination with the Procedure Code, or invalid use of modifiers, will result in a rejected, denied, or incorrectly paid claim.	
--	--	--	--

Field Number	Field Description	Instruction or Comments	Required or Conditional
24 E Unshaded	DIAGNOSIS CODE	In 24E, enter the diagnosis code reference letter (pointer) as shown in Item Number 21 to relate the date of service and the procedures performed to the primary diagnosis. When multiple services are performed, the primary reference letter for each service should be listed first, other applicable services should follow. The reference letter(s) should be A – L or multiple letters as applicable. ICD-9-CM (or ICD-10-CM, once mandated) diagnosis codes must be entered in Item Number 21 only. Do not enter them in 24E. Do not use commas between the diagnosis pointer numbers. Diagnosis Codes must be valid ICD-9/10 Codes for the date of service or the claim will be rejected/denied.	R
24 F Unshaded	CHARGES	Enter the charge amount for the claim line item service billed. Dollar amounts to the left of the vertical line should be right justified. Up to eight characters are allowed (i.e. 199,999.99). Do not enter a dollar sign (\$). If the dollar amount is a whole number (i.e. 10.00), enter 00 in the area to the right of the vertical line.	R
24 G Unshaded	DAYS OR UNITS	Enter quantity (days, visits, units). If only one service provided, enter a numeric value of one.	R
24 H Shaded	EPSDT (Family Planning)	Leave blank or enter “Y” if the services were performed as a result of an EPSDT referral.	C
24 H Unshaded	EPSDT (Family Planning)	Enter the appropriate qualifier for EPSDT visit.	C



24 I Shaded	ID QUALIFIER	Use ZZ qualifier for Taxonomy Use 1D qualifier for ID, if an Atypical Provider.	R
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Field Number	Field Description	Instruction or Comments	Required or Conditional
24 J Shaded	NON-NPI PROVIDER ID NUMBER	<p><u>Typical Providers:</u></p> <p>Enter the Provider taxonomy code that corresponds to the qualifier entered in field 24I shaded. Use ZZ qualifier for Taxonomy Code.</p> <p><u>Atypical Providers:</u></p> <p>Enter the Provider ID number.</p>	R
24 J Unshaded	NPI PROVIDER ID	<p>Typical Providers ONLY: Enter the 10-character NPI ID of the provider who rendered services. If the provider is billing as a member of a group, the rendering individual provider's 10-character NPI ID may be entered. Enter the billing NPI if services are not provided by an individual (e.g., DME, Independent Lab, Home Health, RHC/FQHC General Medical Exam, etc.).</p>	R
25	FEDERAL TAX I.D. NUMBER SSN/EIN	Enter the provider or supplier 9-digit Federal Tax ID number and mark the box labeled EIN	R
26	PATIENT'S ACCOUNT NO.	Enter the provider's billing account number	C
27	ACCEPT ASSIGNMENT?	Enter an X in the YES box. Submission of a claim for reimbursement of services provided to a member using state funds indicates the provider accepts assignment. Refer to the back of the CMS 1500 (02-12) Claim form for the section pertaining to Payments	C

28	TOTAL CHARGES	Enter the total charges for all claim line items billed – claim lines 24F. Dollar amounts to the left of the vertical line should be right justified. Up to eight characters are allowed (i.e. 199999.99). Do not use commas. Do not enter a dollar sign (\$). If the dollar amount is a whole number (i.e. 10.00), enter 00 in the area to the right of the vertical line.	R
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Field Number	Field Description	Instructions or Comments	Required or Conditional
29	AMOUNT PAID	<p>REQUIRED when another carrier is the primary payer. Enter the payment received from the primary payer prior to invoicing when Allwell is listed as secondary or tertiary.</p> <p>Dollar amounts to the left of the vertical line should be right justified. Up to eight characters are allowed (i.e. 199999.99). Do not use commas. Do not enter a dollar sign (\$). If the dollar amount is a whole number (i.e. 10.00), enter 00 in the area to the right of the vertical line.</p>	C
30	BALANCE DUE	<p>REQUIRED when field 29 is completed.</p> <p>Enter the balance due (total charges minus the amount of payment received from the primary payer).</p> <p>Dollar amounts to the left of the vertical line should be right justified. Up to eight characters are allowed (i.e. 199999.99). Do not use commas. Do not enter a dollar sign (\$). If the dollar amount is a whole number (i.e. 10.00), enter 00 in the area to the right of the vertical line.</p>	C
31	SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS	<p>If there is a signature waiver on file, you may stamp, print, or computer-generate the signature; otherwise, the practitioner or practitioner's authorized representative MUST sign the form. If signature is missing or invalid the claim will be returned unprocessed.</p> <p><b>Note:</b> Does not exist in the electronic 837P.</p>	R

Field Number	Field Description	Instructions or Comments	Required or Conditional
32	SERVICE FACILITY LOCATION INFORMATION	<p>REQUIRED if the location where services were rendered is different from the billing address listed in field 33.</p> <p>Enter the name and physical location. (P.O. Box numbers are not acceptable here.)</p> <p>First line – Enter the business/facility/practice name.</p> <p>Second line– Enter the street address. Do not use commas, periods, or other punctuation in the address (e.g., 123 N Main Street 101 instead of 123 N. Main Street, Number101).</p> <p>Third line – In the designated block, enter the city and state.</p> <p>Fourth line – Enter the zip code and phone number. When entering a 9-digit zip code (zip+4 codes), include the hyphen.</p>	C
32a	NPI – SERVICES RENDERED	<p>Typical Providers ONLY: REQUIRED if the location where services were rendered is different from the billing address listed in field 33.</p> <p>Enter the 10-character NPI ID of the facility where services were rendered.</p>	c

Field Number	Field Description	Instructions or Comments	Required or Conditional
32b	OTHER PROVIDER ID	<p>REQUIRED if the location where services were rendered is different from the billing address listed in field 33.</p> <p>Typical Providers</p> <p>Enter the 2-character qualifier ZZ followed by the Taxonomy Code (no spaces).</p> <p>Atypical Providers</p> <p>Enter the 2-character qualifier 1D (no spaces).</p>	C
33	BILLING PROVIDER INFO & PH#	<p>Enter the billing provider's complete name, address (include the zip + 4 code), and phone number.</p> <p>First line -Enter the business/facility/practice name.</p> <p>Second line -Enter the street address. Do not use commas, periods, or other punctuation in the address (e.g., 123 N Main Street 101 instead of 123 N. Main Street, #101).</p> <p>Third line -In the designated block, enter the city and state.</p> <p>Fourth line- Enter the zip code and phone number. When entering a 9-digit zip code (zip+ 4 code), include the hyphen. Do not use a hyphen or space as a separator within the telephone number (i.e. (555)555-5555).</p> <p>NOTE: The 9 digit zip code (zip + 4 code) is a requirement for paper and EDI claim submission</p>	R

Field Number	Field Description	Instructions or Comments	Required or Conditional
33a	GROUP BILLING NPI	<p>Typical Providers ONLY: REQUIRED if the location where services were rendered is different from the billing address listed in field 33.</p> <p>Enter the 10-character NPI ID.</p>	R
33b	GROUP BILLING OTHERS ID	<p>Enter as designated below the Billing Group taxonomy code. Typical Providers:</p> <p>Enter the Provider Taxonomy Code. Use ZZ qualifier.</p> <p>Atypical Providers:</p> <p>Enter the Provider ID number.</p>	R

### Completing a UB-04 Claim Form

A UB-04 is the only acceptable claim form for submitting inpatient or outpatient Hospital claim charges for reimbursement by Allwell. In addition, a UB-04 is required for Comprehensive Outpatient Rehabilitation Facilities (CORF), Home Health Agencies, nursing home admissions, inpatient hospice services, and dialysis services. Incomplete or inaccurate information will result in the claim/encounter being rejected for correction.

### UB-04 Hospital Outpatient Claims/Ambulatory Surgery

The following information applies to outpatient and ambulatory surgery claims:

- Professional fees must be billed on a CMS 1500 claim form.
- Include the appropriate CPT code next to each revenue code.
- Please refer to your provider contract with Allwell or research the Uniform Billing Editor for Revenue Codes that do not require a CPT Code.

Below is an example of a UB-04 form

1		2		3a PAT. CNTL. # b. MED. REC. #		4 TYPE OF BILL	
5 PATIENT NAME				9 PATIENT ADDRESS			
10 BIRTHDATE		11 SEX		12 DATE		13 ADMISSION	
14 TYPE		15 SRC		16 DHR		17 STAT	
18		19		20		21	
22		23		24		25	
26		27		28		29 ACCT STATE	
30		31		32		33	
34		35		36		37	
38		39		40		41	
42		43		44		45	
46		47		48		49	
50		51		52		53	
54		55		56		57	
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62		63		64		65	
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98		99		100		101	
102		103		104		105	
106		107		108		109	
110		111		112		113	
114		115		116		117	
118		119		120		121	
122		123		124		125	
126		127		128		129	
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138		139		140		141	
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470		471		472		473	
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526		527		528		529	
530		531		532		533	
534		535		536		537	
538		539		540		541	
542		543		544		545	
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566		567		568		569	
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766		767		768		769	
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774		775		776		777	
778		779		780		781	
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786		787		788		789	
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854		855		856		857	
858		859		860		861	
862		863		864		865	
866		867		868		869	
870		871		872		873	
874		875		876		877	
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898		899		900		901	
902							



Field Number	Field Description	Instruction or Comments	Required or Conditional
1	UNLABELED FIELD	<p>LINE 1: Enter the complete provider name.</p> <p>LINE 2: Enter the complete mailing address.</p> <p>LINE 3: Enter the City, State, and Zip +4 codes (include hyphen). NOTE: The 9 digit zip (zip +4 codes) is a requirement for paper and EDI claims.</p> <p>LINE 4: Enter the area code and phone number.</p>	R
2	UNLABELED FIELD	Enter the Pay- to Name and Address	Not Required
3a	PATIENT CONTROL NO.	Enter the facility patient account/control number.	Not Required
3b	MEDICAL RECORD NUMBER	Enter the facility patient medical or health record number.	R

Field Number	Field Description	Instructions or Comments	Required or Conditional
4	TYPE OF BILL	<p>Enter the appropriate Type of Bill (TOB) Code as specified by the NUBC UB-04 Uniform Billing Manual minus the leading "0" (zero). A leading "0" is not needed. Digits should be reflected as follows:</p> <p>1<sup>st</sup> Digit – Indicating the type of facility.</p> <p>2<sup>nd</sup> Digit – Indicating the type of care.</p> <p>3<sup>rd</sup> Digit- Indicating the bill sequence (Frequency code).</p>	R
5	FED. TAX NO	Enter the 9-digit number assigned by the federal government for tax reporting purposes.	R
6	STATEMENT COVERS PERIOD FROM/THROUGH	<p>Enter begin and end, or admission and discharge dates, for the services billed. Inpatient and outpatient observation stays must be billed using the admission date and discharge date. Outpatient therapy, chemotherapy, laboratory, pathology, radiology, and dialysis may be billed using a date span. All other outpatient services must be billed using the actual date of service (MMDDYY).</p>	R

7	UNLABELED FIELD	Not used.	Not Required
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Field Number	Field Description	Instruction or Comments	Required or Conditional
8a-8b	PATIENT NAME	8a – Enter the first 9 digits of the identification number on the member's I.D. card.	Not Required
		<p>8b – enter the patient's last name, first name, and middle initial as it appears on the ID card. Use a comma or space to separate the last and first names.</p> <p><u>Titles:</u> (Mr., Mrs., etc.) should not be reported in this field.</p> <p><u>Prefix:</u> No space should be left after the prefix of a name (e.g. McKendrick. H).</p> <p><u>Hyphenated names:</u> Both names should be capitalized and separated by a hyphen (no space).</p> <p><u>Suffix:</u> a space should separate a last name and suffix.</p> <p>Enter the patient's complete mailing address of the patient.</p>	R
9	PATIENT ADDRESS	<p>Enter the patient's complete mailing address of the patient.</p> <p>Line a: Street address</p> <p>Line b: City</p> <p>Line c: State</p> <p>Line d: Zip code</p> <p>Line e: country Code (NOT REQUIRED)</p>	R  (except line 9e)
10	BIRTHDATE	Enter the patient's date of birth (MMDDYYYY)	R
11	SEX	Enter the patient's sex. Only M or F is accepted.	R

12	ADMISSION DATE	<p>Enter the date of admission for inpatient claims and date of service for outpatient claims.</p> <p>Enter the time using 2-digit military time (00-23) for the time of inpatient admission or time of treatment for outpatient services.</p>	R
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Field Number	Field Description	Instructions or Comments	Required or Conditional
13	ADMISSION HOUR	0012:00 midnight to 12:59 12-12:00 noon to 12:59  01-01:00 to 01:59 13-01:00 to 01:59  02-02:00 to 02:59 14-02:00 to 02:59  03-03:00 to 03:39 15-03:00 to 03:59  04-04:00 to 04:59 16-04:00 to 04:59  05-05:00:00 to 05:59 17-05:00:00 to 05:59  06-06:00 to 06:59 18-06:00 to 06:59  07-07:00 to 07:59 19-07:00 to 07:59  08-08:00 to 08:59 20-08:00 to 08:59  09-09:00 to 09:59 21-09:00 to 09:59  10-10:00 to 10:59 22-10:00 to 10:59  11-11:00 to 11:59 23-11:00 to 11:59	R

14	ADMISSION TYPE	<p>Require for inpatient and outpatient admissions (Enter the 1-digit code indicating the of the admission using the appropriate following codes:</p> <p>1 Emergency</p> <p>2 Urgent</p> <p>3 Elective</p> <p>4 Newborn</p> <p>5 Trauma</p>	R
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Field Number	Field Description	Instructions or Comments	Required or Conditional
15	ADMISSION SOURCE	<p>Required for inpatient and outpatient admissions. Enter the 1-digit code indicating the source of the admission or outpatient service using one of the following codes.</p> <p>For Type of admission 1,2,3, or 5:</p> <ul style="list-style-type: none"> <li>1 Physician Referral</li> <li>2 Clinic Referral</li> <li>3 Health Maintenance Referral (HMO)</li> <li>4 Transfer from a hospital</li> <li>5 Transfer from Skilled Nursing Facility</li> <li>6 Transfer from another health care facility</li> <li>7 Emergency Room</li> <li>8 Court/Law Enforcement</li> <li>9 Information not available</li> </ul> <p>For Type of admission 4 (newborn):</p> <ul style="list-style-type: none"> <li>1 Normal Delivery</li> <li>2 Premature Delivery</li> <li>3 Sick Baby</li> <li>4 Extramural Birth</li> <li>5 Information not available</li> </ul>	R



Field Number	Field Description	Instructions or Comments	Required or Conditional
16	DISCHARGE HOUR	<p>Enter the time using 2 digit military times (00-23) for the time of the inpatient or outpatient discharge.</p> <p>0012:00 midnight to 12:59 12-12:00 noon to 12:59</p> <p>01-01:00 to 01:59 13-01:00 to 01:59</p> <p>02-02:00 to 02:59 14-02:00 to 02:59</p> <p>03-03:00 to 03:59 15-03:00 to 03:59</p> <p>04-04:00 to 04:59 16-04:00 to 04:59</p> <p>05-05:00:00 to 05:59 17-05:00:00 to 05:59</p> <p>06-06:00 to 06:59 18-06:00 to 06:59</p> <p>07-07:00 to 07:59 19-07:00 to 07:59</p> <p>08-08:00 to 08:59 20-08:00 to 08:59</p> <p>09-09:00 to 09:59 21-09:00 to 09:59</p> <p>10-10:00 to 10:59 22-10:00 to 10:59</p>	C

		11-11:00 to 11:59 23-11:00 to 11:59	
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Field Number	Field Description	Instructions or Comments	Required or Conditional
17	PATIENT STATUS	<p>REQUIRED for inpatient and outpatient claims. Enter the 2 digit disposition of the patient as of the “through” date for the billing period listed in field 6 using one of the following codes:</p> <p>01 - Routine Discharge</p> <p>02 - Discharged to another short-term general hospital</p> <p>03 - Discharged to SNF</p> <p>04 - Discharged to ICF</p> <p>05 - Discharged to another type of institution</p> <p>06 - Discharged to care of home health service Organization</p> <p>07 - Left against medical advice</p> <p>08 - Discharged/transferred to home under care of a Home IV provider</p> <p>09 - Admitted as an inpatient to this hospital (only for use on Medicare outpatient hospital claims)</p> <p>20 - Expired or did not recover</p> <p>30 - Still patient (To be used only when the client has been in the facility for 30 consecutive days if payment is based on DRG)</p> <p>40 - Expired at home (hospice use only)</p> <p>41 - Expired in a medical facility (hospice use only)</p> <p>42 - Expired—place unknown (hospice use only)</p> <p>43 - Discharged/Transferred to a federal hospital (such as a Veteran’s Administration [VA] hospital)</p> <p>50 - Hospice—Home</p> <p>51 - Hospice—Medical Facility</p>	R

<p>Field 17 continued</p>		<p>61 - Discharged/ Transferred within this institution to a hospital-based Medicare approved swing bed</p> <p>62 - Discharged/ Transferred to an Inpatient rehabilitation facility (IRF), including rehabilitation distinct part units of a hospital</p> <p>63 - Discharged/ Transferred to a Medicare certified long-term care hospital (LTCH)</p> <p>64 - Discharged/ Transferred to a nursing facility certified under Medicaid but not certified under Medicare</p> <p>65 - Discharged/ Transferred to a Psychiatric hospital or psychiatric distinct part unit of a hospital</p> <p>66 - Discharged/transferred to a critical access hospital (CAH)</p>	
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18-28	CONDITION CODES	REQUIRED when applicable. Condition codes are used to identify conditions relating to the bill that may affect payer processing. Each field (18-24) allows entry of a 2-character code. Codes should be entered in alphanumeric sequence (numbered codes precede alphanumeric codes).  For a list of codes and additional instructions refer to the NUBC UB-04 Uniform Billing Manual.	C
29	ACCIDENT STATE		Not Required
30	UNLABELED FIELD	NOT USED	Not required
31-34 a- b	OCCURRENCE CODE and OCCURENCE DATE	Occurrence Code: <b>REQUIRED</b> when applicable. Occurrence Codes are used to identify events relating to the bill that may affect payer processing. Each field (31-34a) allows for entry of a 2-character code. Codes should be entered in alphanumeric sequence (numbered codes precede alphanumeric codes). For a list of codes and additional instructions refer to the NUBC UB-04 Uniform Billing Manual.  Occurrence Date: <b>REQUIRED</b> when applicable or when a corresponding Occurrence Code is present on the same line (31a-34a). Enter the date for the associated Occurrence Code in MMDDYYYY format.	C

Field Number	Field Description	Instructions or Comments	Require or Conditional
35-36 a-b	OCCURRENCE SPAN CODE and OCCURRENCE DATE	<p>Occurrence Span Code: <b>REQUIRED</b> when applicable. Occurrence Codes are used to identify events relating to the bill that may affect payer processing.</p> <p>Each field (31-34a) allows for entry of a 2-character code. Codes should be entered in alphanumeric sequence (numbered codes precede alphanumeric codes).</p> <p>For a list of codes and additional instructions refer to the NUBC UB-04 Uniform Billing Manual.</p> <p>Occurrence Span Date: <b>REQUIRED</b> when applicable or when a corresponding Occurrence Span code is present on the same line (35a-36a). Enter the date for the associated Occurrence Code in MMDDYYYY format.</p>	C
37	(UNLABELED FIELD)	<b>REQUIRED</b> for re-submissions or adjustments. Enter the DCN (Document Control Number) of the original claim.	C
38	RESPONSIBLE PARTY NAME AND ADDRESS		Not Required
39-41 a-d	VALUE CODES CODES and AMOUNTS	<p>Code: <b>REQUIRED</b> when applicable. Value codes are used to identify events relating to the bill that may affect payer processing.</p> <p>Each field (39-41) allows for entry of a 2-character code. Codes should be entered in alphanumeric sequence (numbered codes precede alphanumeric codes).</p> <p>Up to 12 codes can be entered. All "a" fields must be completed before using "b" fields, all "b" fields before using "c" fields, and all "c" fields before using "d" fields.</p> <p>For a list of codes and additional instructions refer to the NUBC UB-04 Uniform Billing Manual.</p> <p>Amount: <b>REQUIRED</b> when applicable or when a Value Code is entered. Enter the dollar amount for the associated value code. Dollar amounts to the left of the vertical line should be right justified. Up to eight characters are allowed (i.e. 199,999.99). Do not enter a dollar</p>	C

		sign (\$) or a decimal. A decimal is implied. If the dollar amount is a whole number (i.e. 10.00), enter 00 in the area to the right of the vertical line.	
Field Number	Field Description	Instructions or Comments	Required or Conditional
General Information Fields 42-47	SERVICE LINE DETAIL	The following UB-04 fields – 42-47: Have a total of 22 service lines for claim detail information. Fields 42, 43, 45, 47, 48 include separate instructions for the completion of lines 1-22 and line 23.	
42 Line 1-22	REV CD	Enter the appropriate revenue codes itemizing accommodations, services, and items furnished to the patient. Refer to the NUBC UB-04 Uniform Billing Manual for a complete listing of revenue codes and instructions. Enter accommodation revenue codes first followed by ancillary revenue codes. Enter codes in ascending numerical value.	R
42 Line 23	Rev CD	Enter 0001 for total charges.	R
43 Line 1-22	DESCRIPTION	Enter a brief description that corresponds to the revenue code entered in the service line of field 42.	R
43 Line 23	PAGE ____ OF ____	Enter the number of pages. Indicate the page sequence in the “PAGE” field and the total number of pages in the “OF” field. If only one claim form is	C

		submitted, enter a "1" in both fields (i.e. PAGE "1" OF "1"). (Limited to 4 pages per claim)	
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Field Number	Field Description	Instructions or Comments	Required or Conditional
44	HCPCS/RATES	REQUIRED for outpatient claims when an appropriate CPT/HCPCS Code exists for the service line revenue code billed. The field allows up to 9 characters. Only one CPT/HCPC and up to two modifiers are accepted. When entering a CPT/HCPCS with a modifier(s) do not use spaces, commas, dashes, or the like between the CPT/HCPC and modifier(s). Refer to the NUBC UB-04 Uniform Billing Manual for a complete listing of revenue codes and instructions. Please refer to your current provider contract.	C
45 Line 1-22	SERVICE DATE	REQUIRED on all outpatient claims. Enter the date of service for each service line billed. (MMDDYY) Multiple dates of service may not be combined for outpatient claims	C
45 Line 23	CREATION DATE	Enter the date the bill was created or prepared for submission on all pages submitted (MMDDYY).	R
46	SERVICE UNITS	Enter the number of units, days, or visits for the service. A value of at least "1" must be entered. For inpatient room charges, enter the number of days for each accommodation listed.	R
47 Line 1-22	TOTAL CHARGES	Enter the total charge for each service line.	R
47 Line 23	TOTALS	Enter the total charges for all service lines.	R
48 Line 1-22	NON-COVERED CHARGES	Enter the non-covered charges included in field 47 for the Revenue Code listed in field 42 of the service line. Do not list negative amounts.	C

48 Line 23	TOTALS	Enter the total non-covered charges for all service lines.	C
Field Number	Field Description	Instruction or Comments	Required or Conditional
49	(UNLABELED FIELD)	Not Used	Not Required
50 A-C	PAYER	Enter the name of each Payer from which reimbursement is being sought in the order of the Payer liability.  Line A refers to the primary payer; B, secondary; and C, tertiary	R
51 A-C	HEALTH PLAN IDENTIFICATION NUMBER		Not Required
52 A-C	REL INFO	REQUIRED for each line (A, B, C) completed in field 50. Release of Information Certification Indicator. Enter "Y" (yes) or "N" (no).  Providers are expected to have necessary release information on file. It is expected that all released invoices contain "Y".	R
53	ASG. BEN.	Enter "Y" (yes) or 'N' (no) to indicate a signed form is on file authorizing payment by the payer directly to the provider for services.	R
54	PRIOR PAYMENTS	Enter the amount received from the primary payer on the appropriate line	C

		when Allwell is listed as secondary or tertiary.	
55	EST. AMOUNT DUE		Not Required
56	NATIONAL PROVIDER IDENTIFIER OR PROVIDER ID	Required: Enter providers 10-character NPI ID.	R
57	OTHER PROVIDER ID	a. Enter the numeric provider identification number.  Enter the TPI number (non -NPI number) of the billing provider.	R
58	INSURED'S NAME	b. For each line (A, B, C) completed in field 50, enter the name of the person who carries the insurance for the patient. In most cases this will be the patient's name. Enter the name as last name, first name, middle initial.	R
59	PATIENT RELATIONSHIP		Not Required

Field Number	Field Description	Instructions or Comments	Required or Conditional
60	INSURED'S UNIQUE ID	REQUIRED: Enter the patient's Insurance ID exactly as it appears on the patient's ID card. Enter the Insurance ID in the order of liability listed in field 50.	R
61	GROUP NAME		Not Required
62	INSURANCE GROUP NO.		Not Required
63	TREATMENT AUTHORIZATION CODES	Enter the Prior Authorization or referral when services require pre-certification.	C
64	DOCUMENT CONTROL NUMBER	<p>Enter the 12-character original claim number of the paid/denied claim when submitting a replacement or void on the corresponding A, B, C line reflecting Allwell Health Plan from field 50.</p> <p>Applies to claim submitted with a Type of Bill (field 4) Frequency of "7" (Replacement of Prior Claim) or Type of Bill Frequency of "8" (Void/Cancel of Prior Claim).</p> <p>* Please refer to reconsider/corrected claims section.</p>	C
65	EMPLOYER NAME		Not Required
66	DX VERSION QUALIFIER		Not Required
67	PRINCIPAL DIAGNOSIS CODE	Enter the principal/primary diagnosis or condition using the appropriate release/update of ICD-9/10-	R

		CM Volume 1& 3 for the date of service.	
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Field Number	Field Description	Instructions or Comments	Required or Conditional
67 A-Q	OTHER DIAGNOSIS CODE	<p>Enter additional diagnosis or conditions that coexist at the time of admission or that develop subsequent to the admission and have an effect on the treatment or care received using the appropriate release/update of ICD-9/10-CM Volume 1&amp; 3 for the date of service.</p> <p>Diagnosis codes submitted must be valid ICD-9/10 Codes for the date of service and carried out to its highest level of specificity – 4<sup>th</sup> or “5” digit. “E” and most “V” codes are <b>NOT</b> acceptable as a primary diagnosis.</p> <p><b>Note:</b> Claims with incomplete or invalid diagnosis codes will be denied.</p>	C
68	PRESENT ON ADMISSION INDICATOR		R
69	ADMITTING DIAGNOSIS CODE	<p>Enter the diagnosis or condition provided at the time of admission as stated by the physician using the appropriate release/update of ICD-9/10-CM Volume 1&amp; 3 for the date of service.</p> <p>Diagnosis Codes submitted must be valid ICD-9/10 Codes for the date of service and carried out to its highest level of specificity – 4<sup>th</sup> or “5” digit. “E” codes and most “V” are <b>NOT</b> acceptable as a primary diagnosis.</p> <p><b>Note:</b> Claims with missing or invalid diagnosis codes will be denied.</p>	R

Field Number	Field Description	Instructions or Comments	Required or Conditional
70	PATIENT REASON CODE	<p>Enter the ICD-9/10-CM Code that reflects the patient's reason for visit at the time of outpatient registration. Field 70a requires entry, fields 70b-70c are conditional.</p> <p>Diagnosis Codes submitted must be valid ICD-9/10 Codes for the date of service and carried out to its highest digit – 4th or “5”. “E” codes and most “V” codes are NOT acceptable as a primary diagnosis.</p> <p>NOTE: Claims with missing or invalid diagnosis codes will be denied.</p>	R
71	PPS/DRG CODE		Not Required
72 a,b,c	EXTERNAL CAUSE CODE		Not Required
73	UNLABELED		Not Required
74	PRINCIPAL PROCEDURE CODE/DATE	<p>CODE: Enter the ICD-9/10 Procedure Code that identifies the principal/primary procedure performed. Do not enter the decimal between the 2nd or 3rd digits of code, it is implied.</p> <p>DATE: Enter the date the principal procedure was performed (MMDDYY).</p>	C

Field Number	Field Description	Instructions or Comments	Required or Conditional
74 a-e	OTHER PROCEDURE CODE DATE	<p>REQUIRED on inpatient claims when a procedure is performed during the date span of the bill.</p> <p>CODE: Enter the ICD-9 procedure code(s) that identify significant a procedure(s) performed other than the principal/primary procedure. Up to five ICD-9 Procedure Codes may be entered. Do not enter the decimal between the 2nd or 3rd digits of code, it is implied.</p> <p>DATE: Enter the date the principal procedure was performed (MMDDYY).</p>	C
75	UNLABELED		Not Required
76	ATTENDING PHYSICIAN	<p>Enter the NPI and name of the physician in charge of the patient care.</p> <p>NPI: Enter the attending physician 10-character NPI ID</p> <p>Taxonomy Code: Enter valid taxonomy code.</p> <p>QUAL: Enter one of the following qualifier and ID number:</p> <p>0B – State License Number.</p> <p>1G – Provider UPIN.</p> <p>G2 – Provider Commercial Number.</p> <p>B3 – Taxonomy Code.</p>	R



		<p>LAST: Enter the attending physician's last name.</p> <p>FIRST: Enter the attending physician's first name.</p>	
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Field Number	Field Description	Instructions or Comments	Required or Conditional
77	OPERATING PHYSICIAN	<p>REQUIRED when a surgical procedure is performed.</p> <p>Enter the NPI and name of the physician in charge of the patient care.</p> <p>NPI: Enter the attending physician 10-character NPI ID</p> <p>Taxonomy Code: Enter valid taxonomy code.</p> <p>QUAL: Enter one of the following qualifier and ID number:</p> <p>0B – State License Number.</p> <p>1G – Provider UPIN.</p> <p>G2 – Provider Commercial Number.</p> <p>B3 – Taxonomy Code.</p> <p>LAST: Enter the attending physician's last name.</p> <p>FIRST: Enter the attending physician's first name.</p>	C
		<p>Enter the Provider Type qualifier, NPI, and name of the physician in charge of the patient care.</p> <p>(Blank Field): Enter one of the following Provider Type Qualifiers:</p> <p>DN – Referring Provider</p> <p>ZZ – Other Operating MD</p>	

78 & 79	OTHER PHYSICIAN	82 – Rendering Provider  NPI: Enter the other physician 10-character NPI ID.  QUAL: Enter one of the following qualifier and ID number:  0B - State license number  1G - Provider UPIN number  G2 - Provider commercial number	C
80	REMARKS		Not Required
Field Number	Field Description	Instructions or Comments	Required or Conditional
81	CC	A: Taxonomy of billing provider. Use B3 qualifier.	R
82	Attending Physician	Enter name or 7 digit Provider number of ordering physician	R

## Appendix VII: Billing Tips and Reminders

### Adult Day Health Care

- Must be billed on a CMS 1500 Claim form.
- Must be billed in location 99.

### Ambulance

- Must be billed on a CMS 1500 Claim form.
- Appropriate modifiers must be billed with the Transportation Codes.

### Ambulatory Surgery Center (ASC)

- Ambulatory surgery centers must submit charges using the CMS 1500 Claim form.
- Must be billed in place of service 24.
- Invoice must be billed with Corneal Transplants.

- Most surgical extractions are billable only under the ASC.

#### **Anesthesia**

- Bill total number of minutes in field 24G of the CMS 1500 Claim form and must be submitted with the appropriate modifier.
- Failure to bill total number of minutes may result in incorrect reimbursement or claim denial.
- Appropriate modifiers must be utilized.

#### **APC Billing Rules**

- Critical Access Hospitals (CAHs) are required to bill with 13x-14x codes.
- Bill type for APC claims are limited to 13xs-14x range.
- Late charge claims are not allowed. Only replacement claims. Claims with late charges will be denied to be resubmitted.
- Claims spanning two calendar years will be required to be submitted by the provider as one claim.
- CMS Maximum Unit Edits (MUEs) will be applied per line, per claim.
  - Claim lines exceeding the MUE value will be denied.
- Observation: Providers are required to bill HCPCS G0378 along with the revenue code. The Observation G code will allow the case rate. CMS is proposing significant changes to observation rules and payment level for 2014, and this will be updated accordingly.
- Ambulance Claims: Need to be submitted on a CMS 1500 form. Any Ambulance claim submitted on a UB will be denied.
- Revenue codes and HCPCS codes are required for APC claims.

#### **Comprehensive Day Rehab**

- Must be billed on a CMS 1500 Claim form
- Must be billed in location 99.
- Acceptable modifiers.

#### **Deliveries**

- Use appropriate value codes as well as birth weight when billing for delivery services.

#### **DME/Supplies/Prosthetics and Orthotics**

- Must be billed with an appropriate modifier.
- Purchase only services must be billed with modifier NU.

- Rental services must be billed with modifier RR.

### **Hearing Aids**

- Must be billed with the appropriate modifier LT or RT.

### **Home Health**

- Must be billed on a UB 04.
- Bill type must be 3XX.
- Must be billed in location 12.
- Both Rev and CPT codes are required.
- Each visit must be billed individually on separate service line.

### **Long Term Acute Care Facilities (LTACs)**

- Long Term Acute Care Facilities (LTACs) must submit Functional Status Indicators on claim submissions.

### **Maternity Services**

- Providers must utilize correct coding for Maternity Services.
- Services provided to members prior to their Allwell effective date, should be correctly coded and submitted to the payer responsible.
- Services provided to the member on or after their Allwell effective date, should be correctly coded and submitted to Allwell.

### **Modifiers**

- Appropriate Use of – 25, 26, TC, 50, GN, GO, GP.
- **25 Modifier** - should be used when a significant and separately identifiable E&M service is performed by the same physician on the same day of another procedure (e.g., 99381 and 99211-25. Modifier 25 is subject to the code edit and audit process. Appending a modifier 25 is not a guarantee of automatic payment and may require the submission of medical records. Well-Child and sick visit performed on the same day by the same physician). \*NOTE: 25 modifiers are not appended to non E&M procedure codes, e.g. lab.
- **26 Modifier** – should never be appended to an office visit CPT code.

Use 26 modifier to indicate that the professional component of a test or study is performed using the 70000 (radiology) or 80000 (pathology) series of CPT codes. Inappropriate use may result in a claim denial/rejection.

- **TC Modifier** – used to indicate the technical component of a test or study is performed.

- **50 Modifier** – indicates a procedure performed on a bilateral anatomical site.
  - Procedure must be billed on a single claim line with the 50 modifier and quantity of one.
  - RT and LT modifiers or quantities greater than one should not be billed when using modifier 50.
- **GN, GO, GP Modifiers** – therapy modifiers required for speech, occupational, and physical therapy.

### **Supplies**

- Physicians may bill for supplies and materials in addition to an office visit if these supplies are over and above those usually included with the office visit.
- Supplies such as gowns, drapes, gloves, specula, pelvic supplies, urine cups, swabs, jelly, etc., are included in the office visit and may not be billed separately. Providers may not bill for any reusable supplies.

### **Outpatient Hospital Laboratory Services**

- Bill Type 141 – Must be utilized when a non-inpatient or non-outpatient hospital member's specimen is submitted for analysis to the Hospital Outpatient Laboratory. The Member is not physically present at the hospital.
- Bill Type 131 and Modifier L1 – Must be utilized when the hospital only provides laboratory tests to the Member and the Member does not also receive other hospital outpatient services during the same encounter. Must also be utilized when a hospital provides a laboratory test during the same encounter as other hospital outpatient services that are clinically unrelated to the other hospital outpatient services, and the laboratory test is ordered by a different practitioner than the practitioner who ordered the other hospital outpatient services provided in the hospital outpatient setting.
- Services not billed following the above guidelines will be denied as EX code AT.

### **POA**

- Present on Admission (POA) Indicator is required on all inpatient facility claims.
  - Failure to include the POA may result in a claim denial/rejection.

### **Rehabilitation Services – Inpatient Services**

- Functional status indicators must be submitted for inpatient Rehabilitation Services.

### **Telemedicine**

- Physicians at the distant site may bill for telemedicine services and **MUST** utilize the appropriate modifier to identify the service was provided via telemedicine.
  - E&M CPT plus the appropriate modifier.

- Via interactive audio and video tele-communication systems.

## **Appendix VIII: Reimbursement Policies**

As a general rule, Allwell follows Medicare reimbursement policies. Instances that vary from Medicare include:

### **Physician Rules**

#### **Calculating Anesthesia**

Anesthesia time is defined as the period during which an anesthesia practitioner is present with the patient. It starts when the anesthesia practitioner begins to prepare the patient for anesthesia services in the operating room or an equivalent area and ends when the anesthesia practitioner is no longer furnishing anesthesia services to the patient, that is, when the patient may be placed safely under postoperative care. Anesthesia time is a continuous time period from the start of anesthesia to the end of an anesthesia service.

#### **Certified Nurse Midwife (CNM) Rules**

Payment for CNM services is made at 100% of the contracted rate.

#### **EKG Payment**

EKG Interpretation is separately billable and payable from the actual test. However, the first provider to bill receives payment for services.

#### **Physician Site of Service**

Physicians will be paid at Physician rate only at the following Sites of Service: Office, Home, Assisted Living Facility, Mobile unit, walk in retail health clinic, urgent care facility, birthing center, nursing facility, SNFs, independent clinic, FQHC, Intermediate HC Facility, Resident Substance Abuse Facility, Nonresident Substance Abuse Facility, Comprehensive OP Rehab facility, ESRD Facility, State or Local Health Clinic, RHC, Indy lab, Other POS.

#### **Endoscopic Multiple Procedure Rules**

When you have two sets of unrelated endoscopies (e.g., 43202 and 43217; 46606 and 46608) - identify the primary code within the family, and then apply multiple procedure discounts to the two primary codes. Secondary codes are not paid because you consider the total payment for each set of endoscopies as one service.

When you have two related endoscopies and a third, unrelated procedure - identify the primary code in the related endoscopies. Then apply multiple procedure discounts to the unrelated code and the identified primary code. The secondary code is not paid because you consider the total payment for each set of endoscopies as one service.

### **Diagnostic Testing Of Implants**

Charges and payments for diagnostic testing of implants following surgery is not included in the global fee for surgery and is reimbursable if the testing is outside the global timeframe. If it is inside the global timeframe, it is not reimbursable.

### **Lesser Of Language**

Pay Provider lesser of the Providers allowable charges or the negotiated rate.

### **Multiple Procedure Rules for Surgery**

Payment should be paid at 100%/50%/50%, starting with procedure ranked highest. Max of 3 procedures.

Procedures 4+ are subject to manual review and payment if appropriate.

### **Multiple Procedure Ranking Rules**

If two or more multiple surgeries are of equal payment value and bill charges do not exceed the payment rate, rank them in descending dollar order billed pay based on multiple procedure discounts.

### **Multiple Procedure Rules for Radiology**

Multiple procedure radiology codes follow Multiple Procedure discount rules: 100%/50%/50%, max three radiology codes.

### **Physician Assistant (PA) Payment Rules**

Physician assistant services are paid at 8% of what a physician is paid under the Allwell Physician Fee Schedule.

- PA services furnished during a global surgical period shall be paid 85% of what a physician is paid under the Allwell Physician Fee Schedule.
- PA assistant-at-surgery services at 85 percent of what a physician is paid under the Medicare Physician Fee Schedule. Since physicians are paid at 16% of the surgical payment amount under the Medicare Physician Fee Schedule for assistant-at-surgery services, the actual payment amount that PAs receive for assistant-at-surgery services is 13.6% of the amount paid to physicians. The AS modifier must be used.

### **Nurse Practitioner (NP) and Clinical Nurse Specialist (CNS) Payment Rules**

In general, NPs and CNSs are paid for covered services at 85% of what a physician is paid under the Allwell Physician Fee Schedule.

- NP or CNS assistant-at-surgery services at 85% of what a physician is paid under the Allwell Physician Fee Schedule. Since physicians are paid at 16% of the surgical payment amount under the Allwell Physician Fee Schedule for assistant-at-surgery services, the actual payment amount that PAs receive for assistant-at-surgery services is 13.6% of the amount paid to physicians. The AS modifier must be used.



### **Surgical Physician Payment Rules**

For surgeries billed with either modifier 54, 55, 56, or 78 pay the appropriate percentage of the fee schedule payment as identified by the modifier and procedure code used.

### **Incomplete Colonoscopy Rule**

Incomplete colonoscopies should be billed with CPT 45378 and MOD 53. This will pay 25% of the FS rate for the incomplete procedures. The rest of the claim pays according to the FS.

### **Injection Services**

Injection service codes must pay separately if no other physician service is paid and when not billed with office visit. If an office visit is billed, then no injection is payable because it is covered in the office charge.

### **Unpriced Codes**

In the event that the CMS/Medicare RBRVS does not contain a published fee amount, an alternate "gap fill" source is utilized to determine the fee amount. If there is no fee available on the alternate "gap fill" source, Allwell will reimburse 40% of billed charges less any applicable copay, coinsurance or deductible, unless contracted differently. Unlisted codes are subject to the code edit and audit process and will require the submission of medical records.

### **Rental or Purchase Decisions**

Rental or purchase decisions are made at the discretion of Medical Management.

### **Payment for Capped Rental Items during Period of Continuous Use**

When no purchase options have been exercised, rental payments may not exceed a period of continuous use of longer than 15 months. For the month of death or discontinuance of use, contractors pay the full month rental. After 15 months of rental have been paid, the supplier must continue to provide the item without any charge, other than for the maintenance and servicing fees until medical necessity ends or Allwell coverage ceases. For this purpose, unless there is a break in need for at least 60 days, medical necessity is presumed to continue. Any lapse greater than 60 days triggers new medical necessity.

If the beneficiary changes suppliers during or after the 15-month rental period, this does not result in a new rental episode. The supplier that provides the item in the 15th month of the rental period is responsible for supplying the equipment and for maintenance and servicing after the 15-month period. If the supplier changes after the 10th month, there is no purchase option.

### **Percutaneous Electrical Nerve Stimulator (PENS) Rent Status While Hospitalized**

An entire month's rent may not be paid when a patient is hospitalized during the month. The rent will be prorated to allow for the time not hospitalized.

## **Transcutaneous Electrical Nerve Stimulator (TENS)**

In order to permit an attending physician time to determine whether the purchase of a TENS is medically appropriate for a particular patient, contractors pay 10 percent of the purchase price of the item for each of 2 months. The purchase price and payment for maintenance and servicing are determined under the same rules as any other frequently purchased item. There is a reduction in the allowed amount for purchase due to the two months rental.

## **Appendix IX: EDI Companion Guide Overview**

The Companion Guide provides Allwell trading partners with guidelines for submitting the ASC X12N/005010x222 Health Care Claim: Professional (837P) and ASC X12N/005010x223 Health Care Claim: Institutional (837I). The Allwell Companion Guide documents any assumptions, conventions, or data issues that may be specific to Allwell business processes when implementing the HIPAA ASC X12N 5010A Technical Reports Type 3 (TR3). As such, this Companion Guide is unique to Allwell and its affiliates.

This document does NOT replace the HIPAA ASC X12N 5010A Technical Reports Type 3 (TR3) for electronic transactions, nor does it attempt to amend any of the rules therein or impose any mandates on any trading partners of Allwell. This document provides information on Allwell-specific code handling and situation handling that is within the parameters of the HIPAA administrative Simplification rules. Readers of this Companion Guide should be acquainted with the HIPAA Technical Reports Type 3, their structure and content. Information contained within the HIPAA TR3s has not been repeated here although the TR3s have been referenced when necessary. The HIPAA ASC X12N 5010A Technical Reports Type 3 (TR3) can be purchased at <http://store.x12.org>.

The Companion Guide provides supplemental information to the Trading Partner Agreement (TPA) that exists between Allwell and its trading partners. Refer to the TPA for guidelines pertaining to Allwell legal conditions surrounding the implementations of EDI transactions and code sets. Refer to the Companion Guide for information on Allwell business rules or technical requirements regarding the implementation of HIPAA compliant EDI transactions and code sets.

Nothing contained in this guide is intended to amend, revoke, contradict, or otherwise alter the terms and conditions of the Trading Partner Agreement. **If there is an inconsistency with the terms of this guide and the terms of the Trading Partner Agreement, the terms of the Trading Partner Agreement shall govern.**

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### **Rules of Exchange**

The Rules of Exchange section details the responsibilities of trading partners in submitting or receiving electronic transactions with Allwell.

### ***Transmission Confirmation***

Transmission confirmation may be received through one of two possible transactions: the ASC X12C/005010X231 Implementation Acknowledgment For Health Care Insurance (TA1, 999). A TA1 Acknowledgement is used at the ISA level of the transmission envelope structure, to confirm a positive transmission or indicate an error at the ISA level of the transmission. The 999 Acknowledgement may be used to verify a successful transmission or to indicate various types of errors.

### ***Transmission Confirmation cont.***

Confirmations of transmissions, in the form of TA1 or 999 transactions, should be received within 24 hours of batch submissions, and usually sooner. Senders of transmissions should check for confirmations within this time frame.

### ***Batch Matching***

Senders of batch transmissions should note that transactions are unbundled during processing, and rebundled so that the original bundle is not replicated. Trace numbers or patient account numbers should be used for batch matching or batch balancing.

### ***TA1 Interchange Acknowledgement***

The TA1 Interchange Acknowledgement provides senders a positive or negative confirmation of the transmission of the ISA/IEA Interchange Control.

### ***999 Functional Acknowledgement***

The 999 Functional Acknowledgement reports on all Implementation Guide edits from the Functional Group and transaction Sets.

### ***277CA Health Care Claim Acknowledgement***

The X12N005010X214 Health Care Claim Acknowledgment (277CA) provides a more detailed explanation of the transaction set. Allwell also provides the Pre-Adjudication rejection reason of the claim within the STC12 segment of the 2220D loop. **NOTE: The STC03 – Action Code will only be a “U” if the claim failed on HIPAA validation errors, NOT Pre-Adjudication errors.**

### ***Duplicate Batch Check***

To ensure that duplicate transmissions have not been sent, Allwell checks five values within the ISA for redundancy:

- ISA06, ISA08, ISA09, ISA10, ISA13

Collectively, these numbers should be unique for each transmission. A duplicate ISA/IEA receives a TA1 response of “025” (Duplicate Interchange Control Number).

### ***Duplicate Batch Check cont.***

To ensure that Transaction Sets (ST/SE) have not been duplicated within a transmission, Allwell checks the ST02 value (Transaction Set Control Number), which should be a unique ST02 within the Functional Group transmitted.

Note: ISA08 & GS03 could also be the Single Payer ID

### ***New Trading Partners***

New trading partners should access <https://sites.edifecs.com/index.jsp?Allwell>, register for access, and perform the steps in the Allwell trading partner program. The EDI Support Desk ([EDIBA@allwell.com](mailto:EDIBA@allwell.com)) will contact you with additional steps necessary upon completing your registration.

## **Claims Processing**

### ***Acknowledgements***

Senders receive four types of acknowledgement transactions: the TA1 transaction to acknowledge the Interchange Control Envelope (ISA/IEA) of a transaction, the 999 transaction to acknowledge the Functional Group (GS/GE) and Transaction Set (ST/SE), the 277CA transaction to acknowledge health care claims, and the Allwell Audit Report. At the claim level of a transaction, the only acknowledgement of receipt is the return of the Claim Audit Report and/or a 277CA.

### ***Coordination of Benefits (COB) Processing***

To ensure the proper processing of claims requiring coordination of benefits, Allwell recommends that providers validate the patient's Membership Number and supplementary or primary carrier information for every claim.

### ***Code Sets***

Only standard codes, valid at the time of the date(s) of service, should be used.

### ***Corrections and Reversals***

The 837 defines what values submitters must use to signal payers that the Inbound 837 contains a reversal or correction to a claim that has previously been submitted for processing. For both Professional and Institutional 837 claims, 2300 CLM05-3 (Claim Frequency Code) must contain a value for the National UB Data Element Specification Type List Type of Bill Position 3.

### ***Data Format/Content***

Allwell accepts all compliant data elements on the 837 Professional Claim. The following points outline consistent data format and content issues that should be followed for submission.

### ***Dates***

The following statements apply to any dates within an 837 transaction:

- All dates should be formatted according to Year 2000 compliance, CCYYMMDD, except for ISA segments where the date format is YYMMDD.
- The only values acceptable for "CC" (century) within birthdates are 18, 19, or 20.

- Dates that include hours should use the following format: CCYYMMDDHHMM.
- Use Military format, or numbers from 0 to 23, to indicate hours. For example, an admission date of 201006262115 defines the date and time of June 26, 2010 at 9:15 PM.
- No spaces or character delimiters should be used in presenting dates or times.
- Dates that are logically invalid (e.g. 20011301) are rejected.
- Dates must be valid within the context of the transaction. For example, a patient's birth date cannot be after the patient's service date.

### Decimals

All percentages should be presented in decimal format. For example, a 12.5% value should be presented as .125.

Dollar amounts should be presented with decimals to indicate portions of a dollar; however, no more than two positions should follow the decimal point. Dollar amounts containing more than two positions after the decimal point are rejected.

### Monetary and Unit Amount Values

Allwell accepts all compliant data elements on the 837 Professional Claim; however, monetary or unit amount values that are in negative numbers are rejected.

### Delimiters

Delimiters are characters used to separate data elements within a data string. Delimiters suggested for use by Allwell are specified in the Interchange Header segment (the ISA level) of a transmission; these include the tilde (~) for segment separation, the asterisk (\*) for element separation, and the colon (:) for component separation.

### Phone Numbers

Phone numbers should be presented as contiguous number strings, without dashes or parenthesis markers. For example, the phone number (336) 555-1212 should be presented as 3365551212. Area codes should always be included. Allwell requires the phone number to be AAABBBCCCC where AAA is the Area code, BBB is the telephone number prefix, and CCCC is the telephone number.

### Additional Items

- Allwell will not accept more than 97 service lines per UB-04 claim.
- Allwell will not accept more than 50 service lines per CMS 1500 claim.
- Allwell will only accept single digit diagnosis pointers in the SV107 of the 837P.

- The Value Added Network Trace Number (2300-REF02) is limited to 30 characters.

## **Identification Codes and Numbers**

### **General Identifiers**

#### **Federal Tax Identifiers**

Any Federal Tax Identifier (Employer ID or Social Security Number) used in a transmission should omit dashes or hyphens. Allwell sends and receives only numeric values for all tax identifiers.

#### **Sender Identifier**

The Sender Identifier is presented at the Interchange Control (ISA06) of a transmission. Allwell expects to see the sender's Federal Tax Identifier (ISA05, qualifier 30) for this value. In special circumstances, Allwell will accept a "Mutually Defined" (ZZ) value. Senders wishing to submit a ZZ value must confirm this identifier with Allwell EDI.

#### **Payer Identifier**

Single Payer IDs are used for all Health Plans. Please verify directly with the Health Plan and/or Clearinghouse the Payer ID that should be used or contact the EDI Support Desk at 1-800-225-2573, ext. 6075525 or [EDIBA@centene.com](mailto:EDIBA@centene.com).

<b>Plan</b>	<b>Receiver ID</b>	<b>Payer ID</b>
All	ISA08/GS03 837P/837I	NMN109 when NM101 = PR
Medical	68069	68069
Behavioral Health	68069	68069
Centurion	42140	42140

### **Provider Identifiers**

#### **National Provider Identifiers (NPI)**

HIPAA regulation mandates that providers use their NPI for electronic claims submission. The NPI is used at the record level of HIPAA transactions; for 837 claims, it is placed in the 2010AA loop. See the 837 Professional Data Element table for specific instructions about where to place the NPI within the 837 Professional file. The table also clarifies what other elements must be submitted when the NPI is used.

### *Billing provider*

The Billing Provider Primary Identifier should be the group/organization ID of the billing entity, filed only at 2010AA. This will be a Type 2 (Group) NPI unless the Billing provider is a sole proprietor and processes all claims and remittances with a Type 1 (Individual) NPI.

### *Rendering Provider*

When providers perform services for a subscriber/patient, the service will need to be reported in the Rendering Provider Loop (2310B or 2420A) You should only use 2420A when it is different than Loop 2310B/NM1\*82.

### *Referring Provider*

Allwell has no specific requirements for Referring Provider information.

### *Atypical Provider*

Atypical providers are not always assigned an NPI number, however, if an Atypical provider has been assigned an NPI, then they need to follow the same requirements as a medical provider. An Atypical provider which provides non-medical services is not required to have an NPI number (i.e. carpenters, transportation, etc). Existing Atypical providers need only send the Provider Tax ID in the REF segment of the billing provider loop. **NOTE: If an NPI is billed in any part of the claim, it will not follow the Atypical Provider Logic.**

### *Subscriber Identifiers*

Submitters must use the entire identification code as it appears on the **subscriber's card** in the 2010BA element.

### *Claim Identifiers*

Allwell issues a claim identification number upon receipt of any submitted claim. The ASC X12 Technical Reports (Type 3) may refer to this number as the Internal Control Number (ICN), Document Control Number (DCN), or the Claim Control Number (CCN). It is provided to senders in the Claim Audit Report and in the CLP segment of an 835 transaction. Allwell returns the submitter's Patient Account Number (2300, CLM01) on the Claims Audit Report and the 835 Claim Payment/Advice (CLP01).

### *Connectivity Media for Batch Transactions*

#### *Secure File Transfer*

Allwell encourages trading partners to consider a secure File Transfer Protocol (FTP) transmission option. Allwell offers two options for connectivity via FTP.

- Method A – the trading partner will push transactions to the Allwell FTP server and Allwell will push outbound transactions to the Allwell FTP server.
- Method B – The Trading partner will push transactions to the Allwell FTP server and Allwell will push outbound transactions to the trading partner's FTP server.

### *Encryption*

Allwell offers the following methods of encryption SSH/SFTP, FTPS (Auth TLS), FTP w/PGP, HTTPS (Note this method only applies with connecting to Allwell's Secure FTP. Allwell does not support retrieve files automatically via HTTPS from an external source at this time.) If PGP or SSH keys are used they will be shared with the trading partner. These are not required for those connecting via SFTP or HTTPS.

### *Direct Submission*

Allwell also offers posting an 837 batch file directly on the Secure Provider Portal for processing at [Provider.SuperiorHealthPlan.com](http://Provider.SuperiorHealthPlan.com).

### *Edits and Reports*

Incoming claims are reviewed first for HIPAA compliance and then for Allwell business rules requirements. The business rules that define these requirements are identified in the 837 Professional Data Element Table below, and are also available as a comprehensive list in the 837 Professional Claims – Allwell Business Edits Table. HIPAA TR3 implementation guide errors may be returned on either the TA1 or 999 while Allwell business edit errors are returned on the Allwell Claims Audit Report.

### *Reporting*

The following table indicates which transaction or report to review for problem data found within the 837 Professional Claim Transaction.

Transaction Structure Level	Type of Error or Problem	Transaction or Report Returned
ISA/IEA Interchange Control		TA1
GS/GE Functional Group ST/SE Segment Detail Segments	HIPAA Implementation Guide violations	999  Allwell Claims Audit Report (a proprietary confirmation and error report)
Detail Segments	Allwell Business Edits  (see audit report rejection reason codes and explanation.)	Allwell Claims Audit Report (a proprietary confirmation and error report)
Detail Segments	HIPAA Implementation Guide violations and Allwell Business Edits.	277CA



**277CA/Audit Report Rejection Codes**

Error Code	Rejection Reason
01	Invalid Mbr DOB
02	Invalid Mbr
06	Invalid Provider
07	Invalid Mbr DOB & Provider
08	Invalid Mbr & Provider
09	Mbr not valid at DOS
10	Invalid Mbr DOB; Mbr not valid at DOS
12	Provider not valid at DOS
13	Invalid Mbr DOB; Prv not valid at DOS
14	Invalid Mbr; Prv not valid at DOS
15	Mbr not valid at DOS; Invalid Prv
16	Invalid Mbr DOB; Mbr not valid at DOS; Invalid Prv
17	Invalid Diag Code
18	Invalid Mbr DOB; Invalid Diag
19	Invalid Mbr; Invalid Diag
21	Mbr not valid at DOS; Prv not valid at DOS
22	Invalid Mbr DOB; Mbr not valid at DOS; Prv not valid at DOS
23	Invalid Prv; Invalid Diagnosis Code

Error Code	Rejection Reason
24	Invalid Mbr DOB; Invalid Prv; Invalid Diag Code
25	Invalid Mbr; Invalid Prv; Invalid Diag Code
26	Mbr not valid at DOS; Invalid Diag Code
27	Invalid Mbr DOB; Mbr not valid at DOS; Invalid Diag Code
29	Provider not valid at DOS; Invalid Diag Code
30	Invalid Mbr DOB; Prv not valid at DOS; Invalid Diag
31	Invalid Mbr; Prv not valid at DOS; Invalid Diag
32	Mbr not valid at DOS; Prv not valid; Invalid Diag
33	Invalid Mbr DOB; Mbr not valid at DOS; Invalid Prv; Invalid Diag
34	Invalid Proc
35	Invalid Mbr DOB; Invalid Proc
36	Invalid Mbr; Invalid Proc
37	Invalid Future Service Date
38	Mbr not valid at DOS; Prv not valid at DOS; Invalid Diag
39	Invalid Mbr DOB; Mbr not valid at DOS; Prv not valid at DOS; Invalid Diag
40	Invalid Prv; Invalid Proc
41	Invalid Mbr DOB, Invalid Prv; Invalid Proc
42	Invalid Mbr; Invalid Prv; Invalid Proc
43	Mbr not valid at DOS; Invalid Proc
44	Invalid Mbr DOB; Mbr not valid at DOS; Invalid Proc
46	Prv not valid at DOS; Invalid Proc

Error Code	Rejection Reason
48	Invalid Mbr; Prv not valid at DOS; Invalid Proc
49	Mbr not valid at DOS; Invalid Prv; Invalid Proc
51	Invalid Diag; Invalid Proc
52	Invalid Mbr DOB; Invalid Diag; Invalid Proc
53	Invalid Mbr; Invalid Diag; Invalid Proc
55	Mbr not valid at DOS; Prv not valid at DOS; Invalid Proc
57	Invalid Prv; Invalid Diag; Invalid Proc
58	Invalid Mbr DOB; Invalid Prv; Invalid Diag; Invalid Proc
59	Invalid Mbr; Invalid Prv; Invalid Diag; Invalid Proc
60	Mbr not valid at DOS; Invalid Diag; Invalid Proc
61	Invalid Mbr DOB; Mbr not valid at DOS; Invalid Diag; Invalid Proc
63	Prv not valid at DOS; Invalid Diag; Invalid Proc
64	Invalid Mbr DOB; Prv not valid at DOS; Invalid Diag; Invalid Proc
65	Invalid Mbr; Prv not valid at DOS; Invalid Diag; Invalid Proc
66	Mbr not valid at DOS; Invalid Prv; Invalid Diag; Invalid Proc
67	Invalid Mbr DOB; Mbr not valid at DOS; Invalid Prv; Invalid Diag; Invalid Proc
72	Mbr not valid at DOS; Prv not valid at DOS; Invalid Diag; Invalid Proc
73	Invalid Mbr DOB; Mbr not valid at DOS; Prv not valid at DOS; Invalid Diag; Invalid Proc
74	Services performed prior to Contract Effective Date
75	Invalid units of service

Error Code	Rejection Reason
76	Original Claim Number Required
77	Invalid Claim Type
78	Diagnosis Pointer- Not in sequence or incorrect length
81	Invalid units of service, Invalid Prv
83	Invalid units of service, Invalid Prv, Invalid Mbr
89	Invalid Mbr DOB; Mbr not valid at DOS; Prv not valid at DOS; Invalid Diag
91	Invalid Missing Taxonomy or NPI/Invalid Prov
92	Invalid Referring/Ordering NPI
93	Mbr not valid at DOS; Invalid Proc
96	GA OPR NPI Registration-State
A2	Diagnosis Pointer Invalid
A3	Service Lines- Greater than 97 Service lines submitted- Invalid
B1	Rendering and Billing NPI are not tied on State File- IN rejection
B2	Not enrolled with MHS IN and/or State with rendering NPI/TIN on DOS. Enroll with MHS and Resubmit claim
B5	Invalid CLIA
C7	NPI Registration- State GA OPR
C9	Invalid/Missing Attending NPI
HP/H1/H2	ICD9 after end date/ICD10 sent before Eff DatE&Mixed ICD versions