



Jeffrey A. Meyers  
Commissioner

Meredith J. Telus  
Director

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*PROGRAM PLANNING & INTEGRITY*

*BUREAU OF IMPROVEMENT & INTEGRITY - PROGRAM INTEGRITY UNIT*

129 PLEASANT STREET, 2<sup>nd</sup> FLOOR THAYER BUILDING, CONCORD, NH 03301  
603-271-7641 1-800-852-3345 Ext. 7641  
Fax: 603-271-8113 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

**CFI Medicaid Provider Training:**  
*Documentation Requirements for Billing*

~ **Wednesday, January 9, 2019** ~

**NH DHHS Brown Building Auditorium  
Concord, New Hampshire**

*Two Session Times to choose from:*  
**9:00am to 11:30am - OR - 1:00pm to 3:30pm**

Please join the State of NH-DHHS Program Integrity Unit at a training session for Choices for Independence (CFI) providers. Two session times will be available, both covering the same information:

- Review of the providers billing manual and administrative rules related to billing and what required documentation is needed for billing accurately to ensure efficient and timely payments.
- Discussion of service authorizations and what it means for billing and payment.
- Review of when provider changes require notification to the PI unit and/or MMIS.

Please visit the NH MMIS website <https://nhmmis.nh.gov> to find the tools and communications/correspondence related to this training. Go to the **Documentation** tab and, from the drop-down menu select, **Messages & Announcements**, or select **Documents & Forms** for additional billing information or provider notices.

Hard copies will be provided to those attending one of our in-person training sessions.

It is recommended that you encourage attendance of this training by the billing and clinical staff and/or Administrators of the program within your organization.

*(Continued ...)*

CFI Medicaid Provider Training Notice

There are 2 ways to participate:

➤ **Option 1: Webinar - Join the meeting from your computer, tablet or smartphone**

Registration URL:

<https://attendee.gotowebinar.com/rt/8249836249394029827>

- After you complete the Registration, an Invitation will be emailed to you requesting you to select the **session time** you want to participate in from a drop down box similar to this:

This webinar is offered several times. Select the date and time that works best for you.

Wed., Jan 9, 2019 9:00 AM – 11:30 AM EST
Wed., Jan 9, 2019 1:00 PM – 3:30 PM EST

- A *second* email will be sent to you once you respond to the Invitation. This email will include information on how to join the webinar for the time you have selected on the Invitation.

➤ **Option 2: In Person -**

If you are planning on participating in person, you are asked to please respond prior to January 9<sup>th</sup>. Please contact our Administrative Assistant, Tina Samson, either by emailing her at [tina.samson@dhhs.nh.gov](mailto:tina.samson@dhhs.nh.gov) or by telephoning her Toll Free (in NH only) at 1-800-852-3345 Ext. 7641, or (603) 271-7641.

*Please provide the following information:*

- Your organization name
- The names of the individuals who will be attending in person (needed for ID purposes)

Directions to the Fred H. Brown Building (*The Brown Building*) are included with this training notice.

*The Department of Health and Human Services' Mission is to join communities and families in providing opportunities for citizens to achieve health and independence.*

**DIRECTIONS TO  
The Fred H. Brown Building (The Brown Building)**

## 129 Pleasant Street – Concord NH 03301

**For further assistance, feel free to contact the Brown Building Receptionist at  
(603) 271-9000; (800) 852-3345**

### **From Southern New Hampshire (via I-93 North):**

1. Take I-93 North to Exit 14 (Loudon Road) and turn left at the end of the ramp.
2. At the fourth traffic light, turn left onto Main Street, and then at the first traffic light, turn right onto Pleasant Street.
3. Go straight through three sets of traffic lights and turn left at the South Fruit Street intersection.
4. Travel just over one quarter mile and look for the Department of Health & Human Services sign on the left. Turn left onto Ratification Way and enter the Governor Hugh J Gallen State Office Park. (NH Vital Records parking lot and building are on left.)
5. At the next intersection, turn left onto Tobey Road and turn right in approximately 200 yards just before the blue and yellow "no exit" sign.
6. Travel approximately 200 feet around far (north) side of Tobey Building (red brick) and turn right into the Visitor's Parking lot behind Tobey Building, adjacent to the employee parking garage and Brown Building.

### **From Northern New Hampshire (via I-93 South):**

1. Take I-93 South to Exit 14 (Loudon Road) and turn right at the end of the ramp.
2. At the second traffic light, turn left onto Main Street, and then at the first traffic light, turn right onto Pleasant Street.
3. Go straight through three sets of traffic lights and turn left at the South Fruit Street intersection. Travel just over one quarter mile and look for the Department of Health & Human Services sign on the left.
4. Turn left onto Ratification Way and enter the Governor Hugh J Gallen State Office Park. (NH Vital Records parking lot and building are on left.)
5. At the next intersection, turn left onto Tobey Road and turn right in approximately 200 yards just before the blue and yellow "no exit" sign.
6. Travel approximately 200 feet around far (north) side of Tobey Building (red brick) and turn right into the Visitor's Parking lot behind Tobey Building, adjacent to the employee parking garage and Brown Building.

### **From Western New Hampshire (via I-89 South):**

1. Take I-89 South to Exit 2 (Clinton Street) and turn right at the end of the ramp.
2. At the second traffic light, turn left onto Fruit Street.
3. Turn right onto Ratification Way and enter the Governor Hugh J Gallen State Office Park. (NH Vital Records parking lot and building are on left.)
4. At the next intersection, turn left onto Tobey Road and turn right in approximately 200 yards just before the blue and yellow "no exit" sign.
5. Travel approximately 200 feet around far (north) side of Tobey Building (red brick) and turn right into the Visitor's Parking lot behind Tobey Building, adjacent to the employee parking garage and Brown Building.

### **From Eastern New Hampshire (via Route 4):**

1. Take Route 4 West to I-393 West. Go to the end and turn left onto Main Street.

2. At the fourth traffic light, turn right onto Pleasant Street.
3. Go straight through three sets of traffic lights and turn left at the South Fruit Street intersection.
4. Travel just over one quarter mile and look for the Department of Health & Human Services sign on the left.
5. Turn left onto Ratification Way and enter the Governor Hugh J Gallen State Office Park. (NH Vital Records parking lot and building are on left.)
6. At the next intersection, turn left onto Tobey Road and turn right in approximately 200 yards just before the blue and yellow "no exit" sign.
7. Travel approximately 200 feet around far (north) side of Tobey Building (red brick) and turn right into the Visitor's Parking lot behind Tobey Building, adjacent to the employee parking garage and Brown Building.

