

Medical Services Clinics

Mobile Immunization Clinics
Methadone Clinics

Provider Manual
Volume II

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New Hampshire
Medicaid



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1. NH Medicaid Provider Billing Manuals Overview

New Hampshire (NH) Medicaid Provider Billing Manuals include two volumes which must be used in conjunction with each other. Policies and requirements detailed in these manuals are established by the NH Department of Health and Human Services (DHHS), also referred to as the Department.

It is critical that the provider and the provider's staff be familiar with, and comply with, all information contained in the General Billing Manual – Volume I, and this Provider Specific Billing Manual – Volume II.

- The **General Billing Manual – Volume I:** Applies to every enrolled Medicaid provider (hereinafter referred to as the provider) who submits bills to the NH Medicaid Program for payment. It includes *general policies and procedures* applicable to the NH Medicaid Program such as provider responsibilities, verification of member eligibility, covered and non-covered services, service authorizations, medical necessity, third party liability, surveillance and utilization review/program integrity, access to fee schedules, claims processing, and obtaining reimbursement for providing services. This manual also includes general information on how to enroll as a NH Medicaid provider. The Appendices section encompasses a wide range of supplemental materials such as Fee Schedules, Contact Information, Provider Type List, Sample Forms and Instructions, as well as other general information.
- The **Provider Specific Billing Manual – Volume II:** Specific to a provider type and designed to guide the provider through *specific policies applicable to the provider type*.

Intended Audience

The General Billing Manual - Volume I, and the Provider Specific Billing Manual – Volume II, are designed for health care providers, their staff, and provider-designated billing agents.

These manuals are *not* designed for use by NH Medicaid members (hereinafter referred to as members).

Provider Accountability

Providers should maintain both billing manuals, make them available to their staff and authorized billing agents, and be aware of all policies and procedures, as well as any changes to policies and procedures, that relate directly or indirectly to the provision of services and the billing of services for members.

Document Disclaimer/Policy Interpretation

It is our intention that the provider billing manuals, as well as the information furnished to providers by the Communications staff of Xerox, the Department's fiscal agent, be accurate and timely. However, in the event of inconsistencies between Xerox and the Department regarding policy interpretation, the Department's interpretation of the policy language in question will control and govern.

Notifications & Updates

Providers are notified of NH Medicaid program changes and any other changes applicable to participating providers through several types of media including provider bulletins, provider notices, memos, letters, web site updates, newsletters and/or updated pages to the General Billing Manual – Volume I and/or the Provider Specific Billing Manual – Volume II. It is important that providers share these documents with their billing agents and staff.

Billing Manual updates are distributed jointly by the Department and Xerox. Providers receive notification of manual updates through a message sent to each provider's message center inbox via the web.

Description of Change Log

All changes made to this manual are under change control management and are approved by the Department and/or its associated organizations. The change log is located at the front of this document.

Contacts for Billing Manual Inquiries

Billing manual inquiries may be directed to the Xerox Provider Relations Unit (refer to General Billing Manual – Volume I Appendices Section for all Contact Information).

Questions relating to policy issues outlined in this manual may be directed to the Xerox Provider Relations Unit for referral to the appropriate Department contact.

2. Provider Participation & Ongoing Responsibilities

A medical services clinic is a facility or a mobile immunization provider that is not part of a hospital but is organized to provide preventive, diagnostic, therapeutic, rehabilitative, or palliative services to outpatients. There are currently two types of medical services clinics that are eligible to participate as providers in the NH Medicaid Program – methadone clinics and mobile immunization providers. Provider participation requirements are as follows:

Methadone Clinics:

All participating methadone clinic providers shall be a NH Medicaid provider, be organized and operated independently from a hospital pursuant to 42 CFR 440.90, and be composed of licensed practitioners who meet the provider requirements for the particular medical service being performed. See the applicable Volume II provider specific billing manual for provider requirements. For example, see the Physician Billing Manual for physician provider requirements. Note that Master Licensed Alcohol and Drug Counselors (MLADAC's) and Licensed Alcohol and Drug Counselors (LADAC's) are currently not eligible to enroll.

Member care must be provided on an outpatient basis and under the supervision of a licensed physician affiliated with the clinic which means that (a) the physician is readily available to provide direction either by phone or in person; (b) the physician has seen the member as a patient at least once and assesses the need for continuing care as necessary; and (c) the physician assumes professional responsibility for the services provided to the member.

If the required and appropriate medical personnel are no longer available, the provider has a responsibility to inform the Department and to have a contingency plan in place for member continuity of care.

If methadone clinic providers render any services that require service authorization, such authorization must be obtained from the department before the provider renders services (see the applicable Volume II provider specific billing manuals for service authorization requirements for specific services). The service of “methadone maintenance” does not require service authorization.

Mobile Immunization Clinics:

All participating mobile immunization clinics shall be a NH Medicaid provider and be composed of, and provide immunizations by, NH licensed practitioners whose licensure allows them to provide immunizations and who are under contract with, or have a current vaccine provider agreement with, the Department's Division of Public Health Services.

Immunizations must be provided to members in settings such as walk-in clinics, retail stores and outlets, pharmacies, and schools, but must be provided only in the settings and only for the types or ages of members addressed in the contract or agreement with the Department's Division of Public Health Services.

Services must be provided under the direction of a physician, which means through standing orders or other indirect supervision where the physician is not necessarily on site but who assumes professional responsibility for the services provided to the member. The provider must affiliate with the directing physician through a contractual agreement or any other formal arrangement that obligates the physician to supervise the care provided to the member by the immunization clinic.

Mobile immunization clinics must be organized and operated independently from a hospital pursuant to 42 CFR 440.90.

3. Covered Services & Requirements

Covered services for medical services clinics include those covered services that the individual performing practitioners are allowed to perform and that are listed as covered services in the Department's rules at He-W 522 through He-W 573 and as outlined in the various Volume II provider specific billing manuals.

Covered services for methadone clinics include methadone maintenance (H0020), as well as the substitution of buprenorphine (H0033) for methadone. Methadone maintenance is all inclusive of the necessary components of the daily methadone maintenance service, i.e., intake services, administration, medical supervision of vitals, counseling, observation afterwards, urine testing, blood and lab work, etc.

Covered services for mobile immunization clinics include only medically necessary immunizations ordered by the directing physician.

Service Limits

Services provided by medical services clinics are subject to the specific service limits for the type of service delivered. For example, a physician service delivered in a medical services clinic setting would be subject to the physician service limits. There are no service limits for methadone maintenance or for immunizations.

4. Non-Covered Services

Non-covered services are services for which NH Medicaid will not make payment.

There may be non-covered services directly associated with your provider type (such as those listed below or those for which there is no medical need), but some non-covered services cannot be directly associated with a specific provider category. Therefore, providers should review the list of other examples of non-covered services in the “Non-Covered Services” section of the General Billing Manual – Volume I.

If a non-covered service is provided to a member, the provider must inform the member, **prior to** delivery of the service, that it is non-covered by NH Medicaid and that should the member still choose to receive the service, then the member is responsible for payment for the service. If this occurs, the Department suggests that you maintain in your files a statement signed and dated by the member that s/he understands that the service is non-covered and that s/he agrees to pay for it.

Counseling and intake services that are necessary as part of daily methadone maintenance are considered to be part of the NH Medicaid payment made to providers and, therefore, these services cannot be billed to members as non-covered services.

5. Service Authorizations (SA)

A service authorization (SA), also known as a prior authorization (PA), is an advance request for authorization of payment for a specific item or service.

If methadone clinic providers render any services that require service authorization, such authorization must be obtained from the department before the provider renders services (see the applicable Volume II provider specific billing manuals for service authorization requirements for specific services). The service of “methadone maintenance” does not require service authorization.

6. Documentation

Methadone clinic and mobile immunization clinic providers must maintain supporting documentation for each service for which a claim has been submitted to NH Medicaid for reimbursement. Please see the “Record Keeping” section of the General Billing Manual – Volume I, for documentation requirements.

Providers must maintain clinical records to support claims for reimbursement for a period of at least six years from the date of service or until the resolution of any legal action(s) commenced in the six year period, whichever is longer.

7. Surveillance and Utilization Review (SURS) –Program Integrity

The purpose of a Medicaid Surveillance and Utilization Review (SURS) program which, in NH, is administered by the Department's Program Integrity Unit is to perform utilization review activities to identify, prevent, detect, and correct potential occurrences of fraud, waste and abuse. These utilization review activities are required and carried out in accordance with Federal regulations at 42 CFR 455 and 42 CFR 456, and they are done to ensure that accurate and proper reimbursement has been made, for care, services and/or supplies that have been provided to a member, and for which a provider has received payment.

Utilization review activities may be conducted prior to payment, following payment, or both. These activities include, but are not limited to, conducting provider reviews. These reviews may be selected at random, generated from member complaints, other providers, anonymous calls, or from the SURS reporting system.

There are various outcomes that may result from Program Integrity review activities. They include, but are not limited to:

- Recovery of erroneous and improper provider payments
- Provider education regarding appropriate documentation to support the submission and payment of claims
- Ensuring that the provider has developed a corrective action plan based on the findings of the review. This includes conducting follow-up reviews to verify that the provider is complying with the corrective action plan, and continues to provide and bill for services provided to members, in accordance with the rules and regulations governing the NH Medicaid Program
- Potential referral to appropriate legal authorities – including the NH Medicaid Fraud Control Unit (MFCU) and the Federal Office of Inspector General (OIG)
- Potential termination from the NH Medicaid Program
- Other administrative actions

If a provider is found to have abused the NH Medicaid Program requirements, the provider may be restricted, through suspension or otherwise, from participating in the NH Medicaid Program for a reasonable period of time. In addition, the provider may also have their claims placed on a prepayment pend or hold status for additional review by the Program Integrity Unit.

For additional information regarding utilization review, please refer to the SURS – Program Integrity section of the General Billing Manual – Volume 1.

8. Adverse Actions

An adverse action may be taken by the Department due to a provider's non-compliance with Federal regulations, State laws, Department rules, policies or procedures. Refer to the "Adverse Actions" section of the General Billing Manual – Volume I – regarding the types of adverse actions the Department is authorized to take against non-compliant providers.

9. Medicare/Third Party Coverage

Under federal law, the Medicaid Program is the *payer of last resort*. All third party obligations must be exhausted before claims can be submitted to Xerox in accordance with 42 CFR 433.139, except for Medicaid only services and claims for prenatal care of pregnant women or claims for preventive pediatric services, including EPSDT (this includes dental and orthodontic services in New Hampshire). Additional information on exclusions is outlined in this section or in the General Billing Manual – Volume I. Providers who receive payment in full from a third party are not required to file zero-payment claims with the NH Medicaid Program.

A provider must first submit a claim to the third party within the third party's time limitations. If a third party or primary insurance plan does not pay at or in excess of the applicable NH Medicaid reimbursement level, a provider may submit a claim to NH Medicaid which is processed based on the applicable reimbursement rate minus any payment received from all other resources. Commercial health insurance coverage often provides a higher payment than does NH Medicaid.

When a third party denies a claim, for any reason, a copy of the notice of denial from the third party *must be included* behind the claim submitted to NH Medicaid. When Medicare denies a claim, a copy of the Explanation of Medicare Benefits must be attached behind the claim that is submitted. For claims not submitted on paper, the Medicare or third-party denial is considered a claim attachment.

Detailed Medicare/Third Party Liability (TPL) information is found in the General Billing Manual, including handling discrepancies in TPL resource information, correcting erroneous TPL information, and exceptions to third party filing requirements.

When a member is also covered by Medicare, the provider must bill Medicare for all services before billing NH Medicaid. The provider must accept assignment of Medicare benefits in order for the claim to “cross over” to NH Medicaid. The crossover process works only for Medicare approved services; Medicare denied services and Medicare non-covered services are addressed in this section. NH Medicaid pays cross over claims only if the service is covered by NH Medicaid.

Certain services that are not covered by Medicare *may* be covered by NH Medicaid for dually eligible members. Services identified in the Medicare billing manual and HCPCS coding manuals as non-covered by Medicare may be billed directly to NH Medicaid, who will determine whether or not the service is covered and can be reimbursed by NH Medicaid.

This does not apply to QMB Only members whose benefits are limited to the Medicare premiums and payment toward the Medicare deductible and coinsurance. Therefore, if Medicare does not cover the service, there is no NH Medicaid payment available for QMB members.

Detailed Medicare/Third Party Coverage guidelines are found in the General Billing Manual – Volume I.

10. Payment Policies

Payment for medical services clinic services is made at rates established by the Department. Methadone clinics are paid at an all-inclusive rate for methadone maintenance services. Mobile immunization clinics are paid the rates set by the Department for the immunization CPT codes.

11. Claims

All providers participating in NH Medicaid must submit claims to the fiscal agent in accordance with NH Medicaid guidelines. Providers should note that NH Medicaid claim completion requirements may be different than those for other payers, previous fiscal agents, or fiscal agents in other states.

Providers participating in the NH Medicaid Program are responsible for timely and accurate billing. If NH Medicaid does not pay due to billing practices of the provider which result in non-payment, the provider cannot bill the member

Claim completion guidelines in this manual should be followed for instructions on specific fields. The NH Specific Companion Guide, which can be found at www.nhmmis.nh.gov (see provider manuals under the provider tab), should be used for electronic claim filing instructions. While field-by-field requirements are shown for paper claims; the same required data is captured through web portal claim entry and through electronic submissions to EDI. Web portal submissions feature step-by-step claim completion instructions as well as tools such as Online Help to assist providers in correct claim completion.

Regardless of the method claims are submitted, information submitted on the claim by the provider represents a legal document. Neither the fiscal agent nor State staff can alter any data on a submitted claim.

The following claim-related topics are found in the General Billing Manual – Volume I:

- Claims Submission via EDI, web portal, paper
- Claims processing – edits & audits, transaction control numbers, line item vs. header processing, claim status, remark/EOB codes
- Claim Resubmission
- Claim adjustments and voids
- Medicare cross-overs
- Claims payment
- Remittance Advice

Providers will be notified of payment or denial via a Remittance Advice, usually received in electronic format or via the web portal.

Denied claims should be resubmitted only if the reason for the denial has been corrected.

Paid claims cannot be resubmitted; resubmission of a paid claim will result in a denial as a duplicate. Paid claim corrections must be made through the adjustment process. If a paid claim has a line item denial, the individual line charge can be resubmitted.

Corrected claims and denied line items can be resubmitted only if the denial was due to erroneous, updated or missing information which is now corrected. Providers should never resubmit claims that are currently in process (suspended).

Any claim denied for failure to be submitted or resubmitted in accordance with timely filing standards will not be paid. Denied claims that have been corrected must be resubmitted as a new claims transaction on paper, via the web portal, or electronically via EDI.

Timely Filing

In accordance with federal and state requirements, all providers must submit all initial claims within one year following the earliest date of service on the claim.

Except as noted below, NH Medicaid will **not** pay claims that are **not** submitted within the one-year time frame.

Claims that are beyond the one-year filing limit, that have previously been submitted and denied, must be resubmitted on paper, along with Form 957x, "Override Request" located on the NH MMIS Health Enterprise Portal web site at www.nhmmis.nh.gov. A copy of the RA with the original billing date and the denial circled must also be attached. This resubmission **must** be received **within 15 months** of the date of service. If this time frame is not met, the claim will be denied.

The only other circumstance eligible for consideration under the one-year override process is for claims for NH Medicaid covered services for members whose NH Medicaid eligibility determination was delayed. The claim should be submitted as detailed above.

Diagnosis & Procedure Codes

All NH Medicaid services must be billed using the appropriate industry-standard diagnosis and procedure codes. One procedure code must be provided for each charge billed.

- For medical services, the NH Medicaid Program requires the use of Health Care Financing Administration Common Procedure Coding System (HCPCS) codes, CPT (Current Procedural Terminology) codes and modifiers.

ICD-9-CM diagnosis codes are required for all services billed on medical forms (CMS-1500). Claims without the required diagnosis or procedure codes will be denied.

Required Claim Attachments

All attachments must be submitted in hardcopy or via fax. Providers that submit claims on paper claims should have the claim attachment stapled behind the claim form. Providers that submit claims electronically or via the NH MMIS Health Enterprise Portal must first submit the claim and obtain a Transaction Control Number (TCN) for the line requiring the attachment. Attachments in hard-copy format must then be sent to the fiscal agent with a cover sheet identifying the TCN for the claim. Failure to provide the TCN on the submitted attachments could result in claim denial due to missing or incomplete information.

When submitting a claim via the NH MMIS Health Enterprise Portal, providers must indicate in the claim form if there is an attachment to support the claim. Providers should answer yes to the question “Does this claim have attachments?” and click “Add Attachment” **Note:** Please select Delivery Method “by Mail” or “by Fax” to submit attachments.

The screenshot shows a web interface for managing claim attachments. At the top left is a tab labeled "Claim Attachments". On the right side of the interface is a blue button labeled "Add Attachment". Below these is a table with three columns: "Type Attachment" (with a dropdown arrow), "Delivery Method" (with up and down arrows), and "Attachment Control #" (with up and down arrows). The table currently contains one row with the text "No Data" centered in the cell.

Following claim submission a confirmation page will generate. Please print the confirmation page and submit it as a cover page with the claim attachments. If you are unable to print the confirmation page please write the 17 digit TCN on the attachment.

- **Please mail claim attachments to:**
 Xerox Claims Unit
 PO Box 2003
 Concord, NH 03302

- **Please fax claim attachments to:**
 (888) 495-8169

If you are submitting EDI claims, paper attachments to Electronic 837P claims are indicated in the 2300 PWK segment, the 2400 PWK segment, or both. The hard copy attachment is submitted via fax or on paper and linked to the related claim by means of an Attachment ID (your TCN).

Examples of , but not inclusive of, when a claim attachment is required are when another insurer is primary and has denied coverage for the service or a 957x form is required because the filing limit was not met.

Claim Completion Requirements for Methadone and Mobile Immunization Clinics

Methadone and mobile immunization clinics are required to submit claims to NH Medicaid using the CMS1500 paper form or the electronic version, an 837P.

Paper claims are imaged and will then go through the OCR process as the first steps in claim processing and payment. You can prevent delays to your anticipated payment date by following these suggestions:

1. DO NOT submit laser printed red claim forms.
2. DO NOT use highlighters on any claim form(s) or adjustments(s). Highlighted area show up as black lines, just as they do when highlighted forms are photocopied or faxed.

3. DO submit only RED UB-04 or HCFA claims forms. Fixed claims or claim copies will not be accepted.
4. DO use typewritten (BLOCK lettering) print when filling out claim forms; handwritten or script claims can cause delays and errors in processing.
5. DO ensure that your printers are properly aligned, and that your print is dark and legible, if you are using a printer to create claim forms.
6. DO use only black ink on ALL claims or adjustment that you submit to Xerox. The Xerox imaging/OCR system reads only black ink.
7. DO make all appropriate corrections prior to re-submitting the claim(s) or adjustment(s).
8. DO call the NH Medicaid Provider Relations Unit at (603) 223-4774 or 1 (866) 291-1674 if you have questions.

Paper claims and other documents can be mailed to:

Xerox State Healthcare LLC
PO Box 2003
Concord, NH 03302-2003

The CMS1500 form must be both signed and dated, on or after the last date of service on the claim, in box 31. An actual signature or signature stamp is required – typed provider name or signature on file will not be adequate. Please note that anyone authorized by the provider or company is allowed to sign the form based on the company's own policy for authorized signers.

Once your claim is processed you will receive a claim number or transaction control number (TCN). This is a 17 digit number.

Example: 13091831230000050 *Breakdown:* 13091 8 3123 000005 0

The format is: YYDDD M BBBB NNNNNN T, where

- YYDDD is the Julian date when the batch was created.
- M is the media source, such as 1-web, 2-Elec Xover, 3-EMC, 4-System Generated, 5-Encounter, 7-OCR and 8-Paper.
- BBBB is the batch number.
- NNNNNN is the document number.
- T is the transaction type.

NH Medicaid requires the submission of a carrier code to identify other insurance coverage. A carrier code is a ten (10) digit code created by New Hampshire which identifies who the primary insurance carrier is. It is used in place of the insurance carrier name to streamline the claims processing. This code is used in the appropriate field on a claim, for:

- CMS-1500 (or professional claim), it is box 9D.

For example: One of the most common used is Medicare Part D carrier ID: 0000008888.

The list of Carrier IDs for other insurance companies can be accessed on nhmmis.nh.gov Web Site

- On the Documentation menu, click Documents & Forms.
- On the Documents & Forms page, click the Carrier ID link
- To print a copy, right click and select Print to your local printer.

If the insurance company is not listed, contact the Third Party Liability Call Center at (603) 223-4774 or 1 (866) 291-1674 for the correct code to use.

CMS-1500 Claim Form Instructions

| Item # | Description | Instructions |
|--------|--|---|
| 1 | | Check Medicaid |
| 1a. | Insured's ID Number | Required - Enter the NH Medicaid ID number (11 characters) shown on the ID card. |
| 2 | Patient's Name | Required - Enter the last name, first name, and middle initial as shown on the ID card. |
| 3 | Patient's Birth Date (8 digits), Sex | Required Must be valid date mm/dd/ccyy |
| 4 | Insured's Name | Last Name, First Name, MI |
| 5 | Patient's Address (Multiple Fields) Member's mailing address | City, State, Zip Code |
| 6 | Patient Relationship to Insured | N/A |
| 7 | Insured's Address | If selected, city, state, zip code, and telephone. If not selected default to "self". |
| 8 | Patient Status | N/A |
| 9 | Other Insured's Name | When additional group health coverage exists, enter other insured's full name if it is different from that shown in Item Number 2. Last Name, First Name, MI If Item # 11d is marked, complete fields #9 and #9a-d, otherwise leave blank. |
| 9 a. | Other Insured's Policy or Group Number | Situational - provide policy number if applicable. Must be 12 or less alpha-numeric characters. |
| 9 b. | Other Insured's Date of Birth | N/A |
| 9 c. | Employer's Name or School Name | N/A |

| Item # | Description | Instructions |
|--------|---|---|
| 9 d. | Insurance Plan Name or Program Name | Required ~ Required - Required - if other insurance and 11D= yes enter the NH Medicaid specific 10-digit carrier code Codes can located on the NH MMIS Health Enterprise Portal under documents section |
| 10 a-c | Is Patient's Condition Related To? | Required Enter an X in the correct box to indicate whether one or more of the services described in Item # 24 are for a condition or injury that occurred on the job or as a result of an automobile or other accident. Mark <u>one</u> box only on each line. |
| 10 d. | Reserved for Local Use | |
| 11 | Insured's Policy, Group or FECA Number | Situational ~ Enter the insured's policy or group number as it appears on the insured's health care identification card. |
| 11 a. | Insured's Date of Birth (8 digits) | Must be valid date mmddccyy |
| 11 b. | Insured's Employer's Name or School Number The name of the insured's employer or school. | N/A |
| 11 c. | Insurance Plan or Program Name | N/A |
| 11 d. | Is There Another Health Benefit Plan? | Enter an X in the correct box. If marked "YES," complete #9 and# 9a-d and list denial in #19 or payment in #29. Mark <u>one</u> box only. |
| 12 | Patient's or Authorized Person's Signature | N/A |
| 13 | Insured's or Authorized Person's Signature | N/A |
| 14 | Date of Current Illness, Injury, Pregnancy | Situational – Enter if "YES" is present in Item #10 Must be a valid format mmddccyy |
| 15 | If Patient Has Had Same or Similar Illness | Date format mm/dd/ccyy |

| Item # | Description | Instructions |
|--------|--|--|
| 16 | Dates Patient Unable to Work in Current Occupation | Date format mm/dd/ccyy |
| 17 | Name of Referring Provider | Required – when billing radiology, Lab , DME Last name, First Name, and MI If multiple providers are involved, enter one provider using the priority order: #\1. Referring Provider, 2. Ordering Provider, 3. Supervising Provider |
| 17 a. | Other ID Number (2 digits) | Use two digit qualifier ZZ and the appropriate Taxonomy Code. Enter up to 9 characters. |
| 17 b. | NPI Number | Enter the NPI number of the referring, ordering, or supervising provider. Entry must be 10 numeric digits. |
| 18 | Hospitalization Dates Related to Current Service | Optional Date format mmddccyy |
| 19 | Reserved for Local Use | |
| 20 | Outside Lab? \$ Charges | “Y” or “N” or Blank. Amount must be between 0 and 999999. |
| 21 | Diagnoses or Nature of Illness or Injury | Required - Relate Items #1, #2, #3 or #4 to #24E by line Enter the patient's diagnosis/condition. List up to four ICD-9-CM diagnosis codes. Do <u>not</u> provide narrative description in this field. Must be a valid diagnosis. |
| 22 | Medicaid Resubmission Code | List the original Transaction Control Number (TCN) for resubmitted claims. |
| 23 | Service Authorization Number (12 characters) | Required - if applicable enter Service Authorization Number. Must be 12 characters **Not being used at this time** |

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| 24 a. | Date(s) of Service (Lines 1-6) | Required - Enter dates of service, from and to. If one date of service only, enter that date under "from." Leave "to" blank or re-enter "from" date. Date format: mmddccyy If services are grouped on the same line they must have the same place of service, procedure code, charge and individual provider. The number of days must correspond to the number of units in #24G. |
| 24 a. | Shaded Area | Required if Applicable-Enter the NDC code, if required, N4, the NDC qualifier should be entered in the first two positions, then the NDC. The NDC units of measure qualifier and NDC quantity should follow: |
| 24 b. | Place of Service (Lines 1-6) | Required - Enter the two-digit code for each item or service. VV Must be numeric characters |
| 24 c. | EMG (Lines 1-6) | N/A |
| 24 d. | Procedures, Services or Supplies (Lines 1-6) | Required - Enter CPT/HCPCS and modifier(s) if applicable. This field accommodates the entry of up to four two-digit modifiers. |
| 24 e. | Diagnosis Pointer (Lines 1-6) The diagnosis code reference number (pointer) as shown in Item 21 to relate the date of service and the procedures performed for the primary diagnosis. | Required ICD-9-CM diagnosis codes must be entered in Item #21 <u>only</u> . Do <u>not</u> enter them in #24E. When multiple services are performed, the primary diagnosis pointer for each service should be listed first, other applicable pointers should follow. The diagnosis pointers(s) should be #1, or #2, or #3, or #4; or multiple numbers. Enter numbers left justified in the field. Do <u>not</u> use commas between the numbers. |
| 24 f. | \$ Charges (Lines 1-6) | Required -Enter the total billed amount for each service. Do <u>not</u> use commas or dollar signs. Negative dollar amounts are <u>not</u> allowed. |
| 24 g. | Days or Units (Lines 1-6) | Required - Enter the number of days or units. If only one service is performed, enter #1. |

| | | |
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| 24 h. | EPSDT/Family Plan (Lines 1-6) | Must be "AV", "ST", "S2", "NU", "Y", "N" or Blank |
| 24 i. | ID Qualifier (Lines 1-6) | <p>Required</p> <p>The Rendering Provider is the provider who rendered or supervised the care.</p> <p>Report the Identification Number in Items #24I and #24J only when different from data recorded in Items #33a and #33b.</p> <p>In the shaded area of #24I, enter the qualifier identifying if the number is a non-NPI.</p> <p>Providers can bill with ZZ for taxonomy (with NPI) or a Medicaid ID qualifier. Must be 2 characters long.</p> |
| 24 j. | Rendering Provider ID Number (Lines 1-6) | If provider has NPI please indicate in the unshaded area. If the provider cannot be assigned an NPI(atypical provider) the Medicaid ID number should be entered in the shaded portion of the field |
| 25 | Federal Tax ID Number | Must be 9 characters or less. |
| 26 | Patient's Account Number | <p>Required</p> <p>Enter patient account number</p> |
| 27 | Accept Assignment | Only one box may be checked. |
| 28 | Total Charge Total charges for the services (i.e., total of all charges in 24F) | <p>Required – Enter total charges for the services (i.e., total of all charges in #24F)</p> <p>Must be 9 digits or less.</p> |
| 29 | Amount Paid | Total amount the patient or other payers paid on the covered services only. IPL Only. Must be 9 digits or less |
| 30 | Balance Due | Required – Enter total amount due (subtract Amount Paid Item #29 from Total Charge Item #28. Must be 9 digits or less. |
| 31 | Signature of Physician or Supplier Including | Required – legal signature of provider or provider's authorized representative. Include date. Must be an |

| | | |
|-------|---------------------------------------|--|
| | Degrees or Credentials | actual signature or signature stamp or signature on file. Date format mm/dd/ccyy |
| 32 | Service Facility Location Information | Required if applicable - if different than Box #33. |
| 32 a. | NPI Number | Must be 10 characters long, numeric only. |
| 32 b. | Other ID Number | N/A |
| 33 | Billing Provider Info & Phone Number | Required – Enter the provider's or supplier's billing name, address, zip code and phone number. |
| 33 a. | NPI Number | Required – except for Atypical providers. Must be 10 numeric digits. |
| 33 b. | Other ID Number | Required – the two-digit qualifier identifying the non-NPI number followed by the ID number. |