

# Housekeeping Rules for Attendees



All attendee microphones will remain muted throughout the webinar.



Please make sure you type your questions in the **Q&A** box.



Questions will be answered during the presentation.



To customize your presentation view, click the **Layout** button in the top right corner.

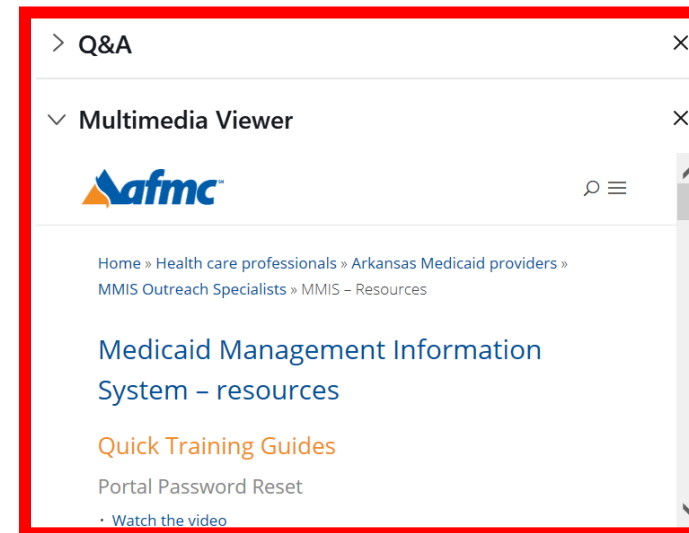
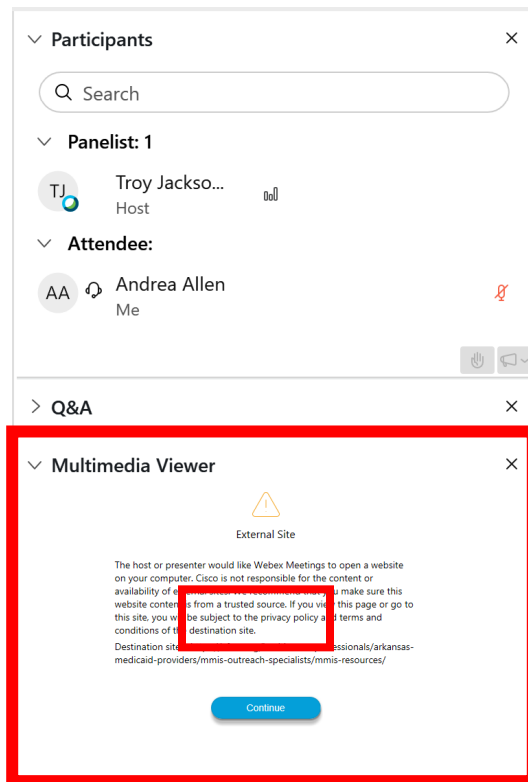


If you do not have the presentations, you can email [mmisteam@afmc.org](mailto:mmisteam@afmc.org) to request a link to access a copy.

# How to Access Training Materials During the Presentation

Open the Multimedia Viewer Panel and click “Continue.”

You should see the AFMC MMIS webpage which will allow you to download the presentation and any additional training resources.



# QR Code to Access Training Resources

Use your IOS, Android or any device to access all our MMIS Tools and Resources for your convenience.



# Medicaid 101 Webinar Disclaimer

The Medicaid 101 Webinar is designed for ALL Provider types and specialties. We will only cover the items listed on the Agenda. In addition, we will not cover any specific provider types during this workshop. The Medicaid program has over 50 provider types. We invited all provider types to attend this webinar. Therefore, the information during this session will vary depending on the most relevant and immediate information.

If you have specific questions, technical issues or need Provider Enrollment, contact them at 1-800-457-4454. Please pay close attention to the options, as they have changed.

There are also job aids that will give you step-by-step instructions on: How to Check Eligibility, How to Check Status of a Claim, How to Submit and Review a Claim, How to Register for the Portal, and more. In addition, we now have Quick Track Training Videos to assist with Portal Password Reset, Eligibility Verification, Timely Filing, How to Adjust/Edit a Claim, How to Void a Claim, and Files Exchange for Health Care Innovation Documentation located on the DHS and AFMC websites.

If you have escalated issues or would like to discuss specific issues, please contact your AFMC MMIS Outreach Specialist at 501-906-7566 to set up a virtual or on-site visit. A map to contact your AFMC MMIS Outreach Specialist is located at [afmc.org/mmis](https://afmc.org/mmis) and the DHS/DMS website <https://humanservices.arkansas.gov>

For the latest information surrounding COVID-19 please visit the DHS websites at

[Updates for Providers - Arkansas Department of Human Services](#)

# Medicaid 101

Karen Young

Training and Program Developer, MMIS, AFMC

# MMIS Outreach Team

## MMIS OUTREACH SPECIALISTS

**HOURS OF OPERATION:**  
Monday–Friday • 8 A.M.–5 P.M.

### MMIS Manager

**Becky Andrews** ..... 501-212-8738  
[bandrews@afmc.org](mailto:bandrews@afmc.org)

### MMIS Supervisor

**Andrea Allen**  
Pulaski County ..... 501-906-7566 Ex. 1  
[pulaskibilling@afmc.org](mailto:pulaskibilling@afmc.org)

### Outreach Specialists

**Christy Owens**  
NW—Northwest ..... 501-906-7566 Ex. 2-2  
[northwestbilling@afmc.org](mailto:northwestbilling@afmc.org)

**Rose Bruton**  
NE—Northeast ..... 501-906-7566 Ex. 2-1  
[northeastbilling@afmc.org](mailto:northeastbilling@afmc.org)

**Mary Riley**  
EC—East Central ..... 501-906-7566 Ex. 4-1  
[eastcentralbilling@afmc.org](mailto:eastcentralbilling@afmc.org)

**Kristie Williams**  
SE—Southeast ..... 501-906-7566 Ex. 3-1  
[southeastbilling@afmc.org](mailto:southeastbilling@afmc.org)

**Angie Riggan**  
SW—Southwest ..... 501-906-7566 Ex. 3-2  
[southwestbilling@afmc.org](mailto:southwestbilling@afmc.org)

**Renee Smith**  
WC—West Central ..... 501-906-7566 Ex. 5-1  
[westcentralbilling@afmc.org](mailto:westcentralbilling@afmc.org)



# MMIS Outreach Team Map

## MMIS Outreach Specialists Information Sheet

1020 W. 4th St., Suite 400 • Little Rock, AR 72201 • Toll free: 1-877-650-2362 • [afmc.org/mmis](http://afmc.org/mmis)

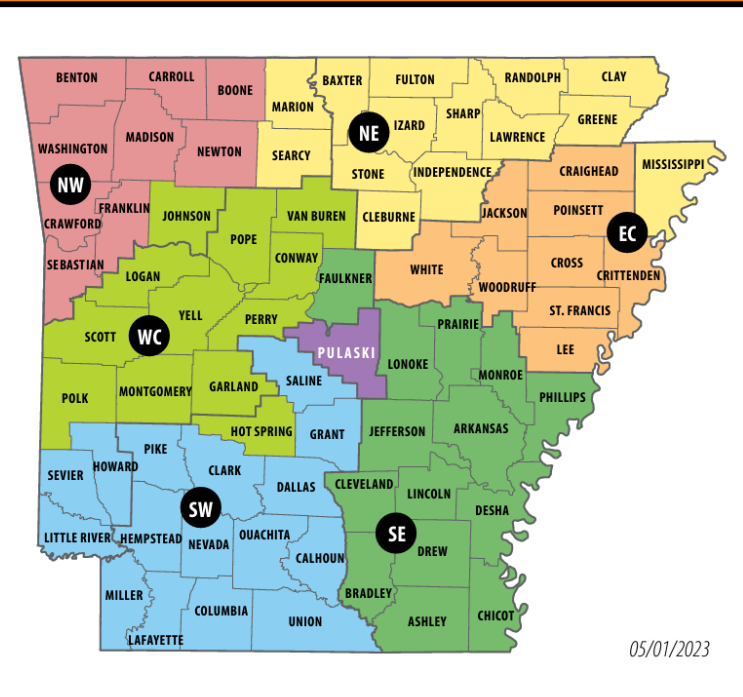
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  - Kristie Williams  
SE—Southeast .....501-906-7566 Ext. 3-1  
[southeastbilling@afmc.org](mailto:southeastbilling@afmc.org)
  - Angie Riggan  
SW—Southwest .....501-906-7566 Ext. 3-2  
[southwestbilling@afmc.org](mailto:southwestbilling@afmc.org)
  - Renee Smith  
WC—West Central .....501-906-7566 Ext. 5-1  
[westcentralbilling@afmc.org](mailto:westcentralbilling@afmc.org)



### ARKANSAS DEPARTMENT OF HUMAN SERVICES, DMS

**ARKIDS FIRST/MEDICAID**  
<https://humanservices.arkansas.gov/>  
ARKids First Enrollment Information..... **888-474-8275**

**CONNECTCARE**  
Toll free..... **800-275-1131**

**MEDICAID FRAUD CONTROL UNIT (PROVIDERS)**  
Central Arkansas ..... **501-682-8349**

**ARKANSAS MEDICAID MANAGED CARE VOICE INFORMATION SERVICES**  
Toll free..... **800-805-1512**

**PHARMACY**  
Magellan Medicaid Administration Help Desk ..... **800-424-7895**

**TPL INFORMATION**  
Local ..... **501-537-1070**  
Fax ..... **501-682-1644**  
DHS Division of Medical Services,  
TPL Unit • P.O. Box 1437, Slot S296  
Little Rock, AR 72203-1437

### GAINWELL TECHNOLOGIES (Claims Processing)

**Gainwell Provider Assistance Center**  
In-state toll free ..... **800-457-4454**  
Local and out-of-state ..... **501-376-2211**

**Gainwell Provider Services Manager**  
Tyler Brickley..... **501-590-6325**

**CLAIMS**  
P.O. Box 8034  
Little Rock, AR 72203

**SPECIAL CLAIMS**  
ATTN: Research Analysts  
P.O. Box 8036  
Little Rock, AR 72203

**CROSSOVER CLAIMS**  
P.O. Box 34440  
Little Rock, AR 72203

**PROVIDER ENROLLMENT**  
P.O. Box 8105  
Little Rock, AR 72203  
Fax: 501-374-0746

# Agenda

Provider  
Enrollment

Provider  
Information

Policy  
Manuals and  
Fee Schedules

What is  
PERM?

Prior  
Authorizations

Healthcare  
Portal

Things to  
Remember

Medicaid Tools  
and Resources

E-Blast Sign-  
Up Link

Medicaid  
Contacts

Evaluations

Questions



# Gainwell Technologies | Provider Enrollment



# Provider Enrollment

<https://humanservices.arkansas.gov/divisions-shared-services/medical-services/provider-enrollment/>



DIVISIONS & SHARED SERVICES ▾ NEWS ▾ DATA & REPORTS ▾ CAREERS ▾ FIND A COUNTY OFFICE ▾ FILE AN APPEAL CONTACT US 🔍



## Provider Enrollment

### Divisions & Shared Services

#### Division of Medical Services

- Demonstration Waiver Projects

Home > Divisions & Shared Services > Division of Medical Services > Provider Enrollment

## Provider Enrollment

# Provider Re-validation on the Healthcare Portal

The screenshot shows the ARMedicaid provider portal interface. At the top, there is a navigation menu with options: Home, Eligibility, Claims, Care Management, Provider Functions, Files Exchange, and Resources. The user is logged in as a provider for HORIZONS OF HOPE INC. with a role ID of 'Provider - In Network - 1952869745 (NF)'. The page displays a 'Welcome Health Care Professional!' message and a 'Revalidation' warning indicating that the provider's license expires on 06/30/2020. A 'Re-Validation' section is highlighted with a yellow warning icon. The page also includes a 'Provider Services' section with a link to 'Search Payment History' and a 'Contact Us' link for claim inquiries.

# Provider Enrollment Updates

## ARMedicaid

- Home
- Eligibility
- Claims
- Care Management
- Provider Functions**
- Files Exchange
- Resources

[PCP Information](#) | [Provider LTC Census](#) | [Search Update Requests](#) | [Submit an Update Request](#)

Provider Functions

**Provider Name** PCP PROVIDER      **Role IDs**

### Provider Functions

- ▶ [PCP Information](#)
- ▶ [Provider LTC Census](#)
- ▶ [Search Update Requests](#)
- ▶ [Submit an Update Request](#)

# Top 5 Reasons Update Requests Deny

EFT information

EFT form not being submitted with the voided check or bank letter. Voided Check not matching enrolling provider name.

Bank Letter not signed by the bank or the bank letter not listing the individual provider as having depositing rights if the account holder doesn't match the enrolling provider. Request Types

Submitting a request under the incorrect request type. Listing incorrect Medicaid ID on documents or request ticket (Groups)

Groups submitting their individual provider updates not listing the correct Medicaid ID for each provider they are submitting the same request for. Missing Signatures Incomplete forms for requested change

# Tips for Provider Enrollment per Gainwell

- Once enrolled you will receive a **Welcome/Approval letter** in the mail sent to the address on the application
- Once enrolled nothing else is needed from Provider Enrollment, until it is time for revalidation
- Revalidation occurs every 5 years excluding PT 95(revalidation not required for PT 95). You will be notified 90 days prior to your expiration date
- You can find enrollment forms for changes or updates here- [Printable Enrollment-Related Forms](#)
- Applications submitted on the portal can be checked for status or request for additional information for corrections
- If corrections are needed, click “resume enrollment” to access application and upload documentation
- Provider Enrollment enhancements on the Portal
- Remember the Update Request denial reasons to avoid any denials

# Provider Information



# Provider Information

- Nine-digit provider ID
- National provider ID (NPI)
- Atypical providers (NPI not required)
- Electronic Visit Verification (EVV)
- PASSE





# Coordination of Benefits

"Medicaid beneficiaries are required to use third party sources of coverage that are available to them at no cost. By seeing an out-of-network provider, the Medicaid beneficiary was not using his or her available health care resources. Consistent with the general principle that Medicaid is the payer of last resort, Medicaid will not reimburse the provider or the beneficiary for any balance not paid by the commercial plan" (CMS, p.54, 2020).

If you provide services to a Medicaid eligible member but the services are denied by the member's primary insurance, you can use either a Certificate of Benefits or a denial letter from insurance company (EOB with no payment to provider) or a payment to the provider (EOB with payment) as proof the primary insurance was billed. Keep this in the client file for auditing purposes. The Certificate of Benefits or Denial EOB is good for one year.

Please note that it is the provider's responsibility to follow the billing policies of the liable third-party payer. Procedural denials from the liable third-party payer should be resolved prior to billing Medicaid. Failure to resolve procedural denials prior to billing Medicaid may result in delayed payments or denied claims. Additionally, the Medicaid filing deadline is not delayed while providers chase payment from potentially liable commercial third-party plans.

To show how this should be billed so the claim will bypass the TPL editing, the following example is provided.

The provider receives a denial letter from the insurance company (EOB with no payment to provider) dated 01/01/2019. The provider would say yes, primary insurance was billed using the denial date of 01/01/2019 and \$0.00 payment amount in this example. Be sure to include the Claim Filing Indicator.

Reference: Centers for Medicare and Medicaid Services (CMS) (2020); Coordination of Benefits and Third Party Liability (COB/TPL) in Medicaid 2020; Retrieved 2/1/2024 URL: <https://www.medicaid.gov/sites/default/files/2020-08/COB-TPL-Handbook.pdf>

# TPL Documentation/Billing Guidelines

**If you are a provider of services to a Medicaid-eligible member, but the services you provide are not covered by the member's primary insurance company, please see below for documentation and billing guidelines:**

- A provider can use either a certificate of benefits or a denial letter from insurance company (EOB with no payment to provider) or a payment to the provider (EOB with payment). They will need to keep this in the client file for auditing purposes.
- It will be good for one year for either the Certificate of Benefits or Denial EOB.
- Example: Get certificate or denial dated 01/01/2024. The provider could use it through 12/31/2024. They would say “yes” they billed the insurance using a denial date of, in this example, 01/01/2024 and \$0.00 payment amount. Be sure to include Claim Filing Indicator.

# Provider IDs | National Provider IDs



- Medicaid Provider **9-Digit** ID Number
  - Assigned by Arkansas Medicaid Provider Enrollment
  - Allows us to identify and verify valid Medicaid Providers
- National Provider **10-Digit** ID Number
  - Must be used when billing electronically (unless atypical or not required)
    - Some atypical providers are not required to bill with NPI
      - Bill with **9-digit** Provider ID number
    - NPI numbers are assigned by NPI registry
      - [NPPES NPI Registry](#)
      - <https://npiregistry.cms.hhs.gov>

**Please note:** NPI Registry Public Search is a free directory of all active National Provider Identifier (NPI) records. Healthcare providers acquire their unique 10-digit NPIs

# What is Electronic Visit Verification (EVV)?

EVV is a process that uses electronic means to verify caregiver(s) visits when they are in the participant's home to provide care. This federal mandate is designed to enhance the quality and accuracy of services provided. Caregiver(s) are required to electronically record information about

- the types of services provided;
- the dates and times of the services;
- information about the person who is providing the services
- the clock in and clock out times for the visit.

# Electronic Visit Verification(EVV) Providers

- Please log in to the AuthentiCare system if you have not yet done so. If you have logged in, please begin, or continue to load required information into the system
- If you are using a third-party vendor, please ensure that your vendor has contacted Fiserv to test the aggregator or is currently testing
- If you have not received your credentials...You will receive credentials when training completion is confirmed, when your attestation form has been received by both you and your third-party vendor (if using third-party and not AuthentiCare), and when you have made any requested address change updates
- If you have **not yet completed all required training, please *immediately* contact: [evvarkansas@dhs.arkansas.gov](mailto:evvarkansas@dhs.arkansas.gov)**
- All Arkansas Medicaid provider agencies must inform DHS of their decision by completing the [Arkansas EVV Declaration Form](#). This form ***must be*** completed whether you choose to use AuthentiCare or a third-party system
- Please review the following DMS link as it has important information regarding what your first steps should be. [Electronic Visit Verification \(EVV\) Information Webpage On DMS Website](#)

# PASSE

## Provider-Led Arkansas Shared Savings Entity

# What is a PASSE?

**PASSE is a program that serves Medicaid clients with complex behavioral health, developmental, or intellectual disabilities. The goal of the PASSE system is to monitor client’s health care needs, keep them healthy, and help them reach goals.**

If the service(s) you provide are billed directly to the PASSE programs, it’s **crucial** that you enroll with each PASSE.

A Medicaid client’s services are managed and reimbursed by the PASSEs if the person:

- is on the Developmental Disabilities (DD) Waiver
- is on the DD Waiver wait list and gets Medicaid state plan services
- lives in a private DD Intermediate Care Facility
- has a Behavioral Health (BH) diagnosis and needs services in addition to counseling and medication management



## What is a PASSE?

The PASSE model is a Medicaid-funded program that changes the way services are paid for by Medicaid for certain eligible individuals. It does not change a person's eligibility for Medicaid.

## What services are covered?

The PASSE must make sure that a member has access to all services covered under the Medicaid State Plan, the Community Independence Waiver, and Community & Employment Supports Waiver, including therapy services and services through the Early Periodic Screening Diagnosis and Treatment (EPSDT) program for children.

### State Plan Services (most highly used, not a full list)

- |   |   |  |   |
|---|---|--|---|
| <input checked="" type="checkbox"/> Personal Care             | <input checked="" type="checkbox"/> Speech Therapy        | <input checked="" type="checkbox"/> Physical Therapy | <input checked="" type="checkbox"/> Inpatient Psychiatric |
| <input checked="" type="checkbox"/> Primary Care Physician    | <input checked="" type="checkbox"/> Physician Specialists | <input checked="" type="checkbox"/> Nursing Services | <input checked="" type="checkbox"/> Outpatient Behavioral |
| <input checked="" type="checkbox"/> Durable Medical Equipment | <input checked="" type="checkbox"/> Pharmacy              | <input checked="" type="checkbox"/> Family Planning  | <input checked="" type="checkbox"/> Health Counseling     |
| <input checked="" type="checkbox"/> Occupational Therapy      | <input checked="" type="checkbox"/> Hospital Services     |  |   |

### PASSE-Specific Home & Community Based Services

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Respite                   | <input checked="" type="checkbox"/> Community Transition Services      | <input checked="" type="checkbox"/> Adaptive Equipment                  |
| <input checked="" type="checkbox"/> Supported Employment      | <input checked="" type="checkbox"/> Supplemental Support               | <input checked="" type="checkbox"/> Environmental Modifications         |
| <input checked="" type="checkbox"/> Supportive Living         | <input checked="" type="checkbox"/> Specialized Medical Supplies       | <input checked="" type="checkbox"/> Consultation                        |
| <input checked="" type="checkbox"/> Supportive Housing        | <input checked="" type="checkbox"/> Adult Rehabilitation Day Treatment | <input checked="" type="checkbox"/> Therapeutic Communities             |
| <input checked="" type="checkbox"/> Behavior Assistance       | <input checked="" type="checkbox"/> Child & Youth Support Services     | <input checked="" type="checkbox"/> Partial Hospitalization             |
| <input checked="" type="checkbox"/> Peer Support              | <input checked="" type="checkbox"/> Supportive Life Skills Development | <input checked="" type="checkbox"/> Substance Abuse Detoxification      |
| <input checked="" type="checkbox"/> Family Support Partners   | <input checked="" type="checkbox"/> Mobile Crisis Intervention         | <input checked="" type="checkbox"/> Residential Community Reintegration |
| <input checked="" type="checkbox"/> Pharmaceutical Counseling | <input checked="" type="checkbox"/> Therapeutic Host Home              |   |
| <input checked="" type="checkbox"/> Crisis Intervention       | <input checked="" type="checkbox"/> Recovery Support Partners          |   |

**If a person is eligible to receive the services below, they will still be covered by Medicaid. However, these services will not be managed by the PASSEs.**

- Non-Emergency Medical Transportation (NET)
- Dental benefits in a fixed payment program
- Services provided at school that are covered in an IEP

For more information, call 1-833-402-0672

110119

Sign up to receive important updates from DHS: [Email Sign Up](#)

# PASSE Contact Information

- Arkansas Total Care  
P.O. Box 25010  
Little Rock, AR 72221  
1-866-282-6280  
[arkansastotalcare.com](http://arkansastotalcare.com)
- CareSource  
Provider Services – 1-833-230-2005 (TDD/TTY 711)  
425 W. Capitol Ave Ste.3000 | Little Rock, AR 72201  
Provider Services 1.833.230.2100  
[caresource.com/ar/plans/caresource-passe/](http://caresource.com/ar/plans/caresource-passe/)
- Empower Healthcare Solutions  
1401 W. Capitol Avenue, Suite 430  
Little Rock, AR, 72201  
1-866-261-1286  
[getempowerhealth.com](http://getempowerhealth.com)
- Summit Community Care  
650 Shackelford R. #440  
Little Rock, AR 72211  
1-844-405-4295  
[summitcommunitycare.com](http://summitcommunitycare.com)



## Tips for Provider Information and Provider IDs

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9-digit Medicaid Provider ID indicates the provider specialty/type,

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10-digit NPI-always use when billing electronically if required to have NPI

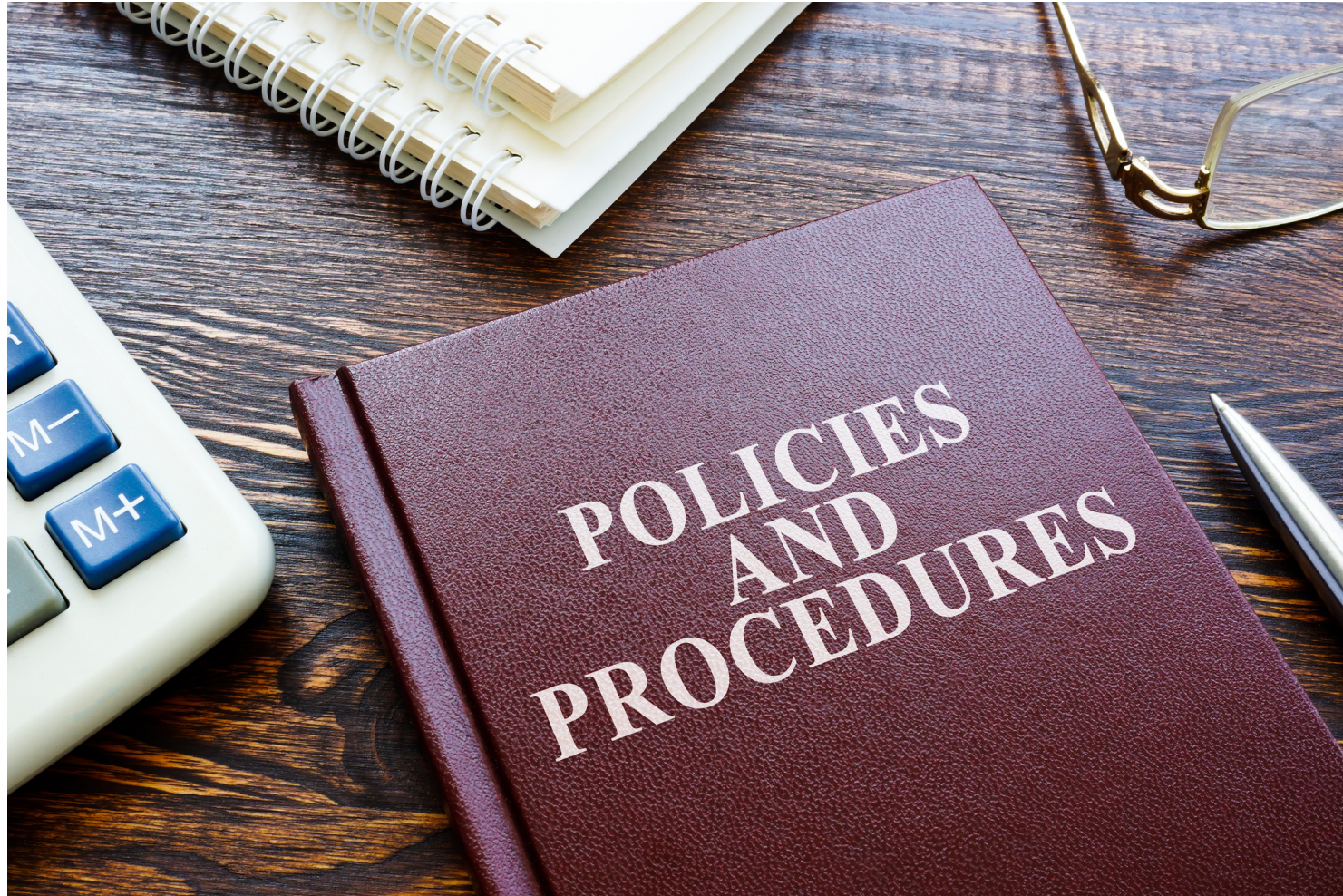
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EVV-Caregiver(s) are required to electronically record information

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PASSE Services-If the service(s) you provide are billed directly to the PASSE programs, it's **crucial** that you enroll with each PASSE.

# Policy Manuals and Fee Schedule

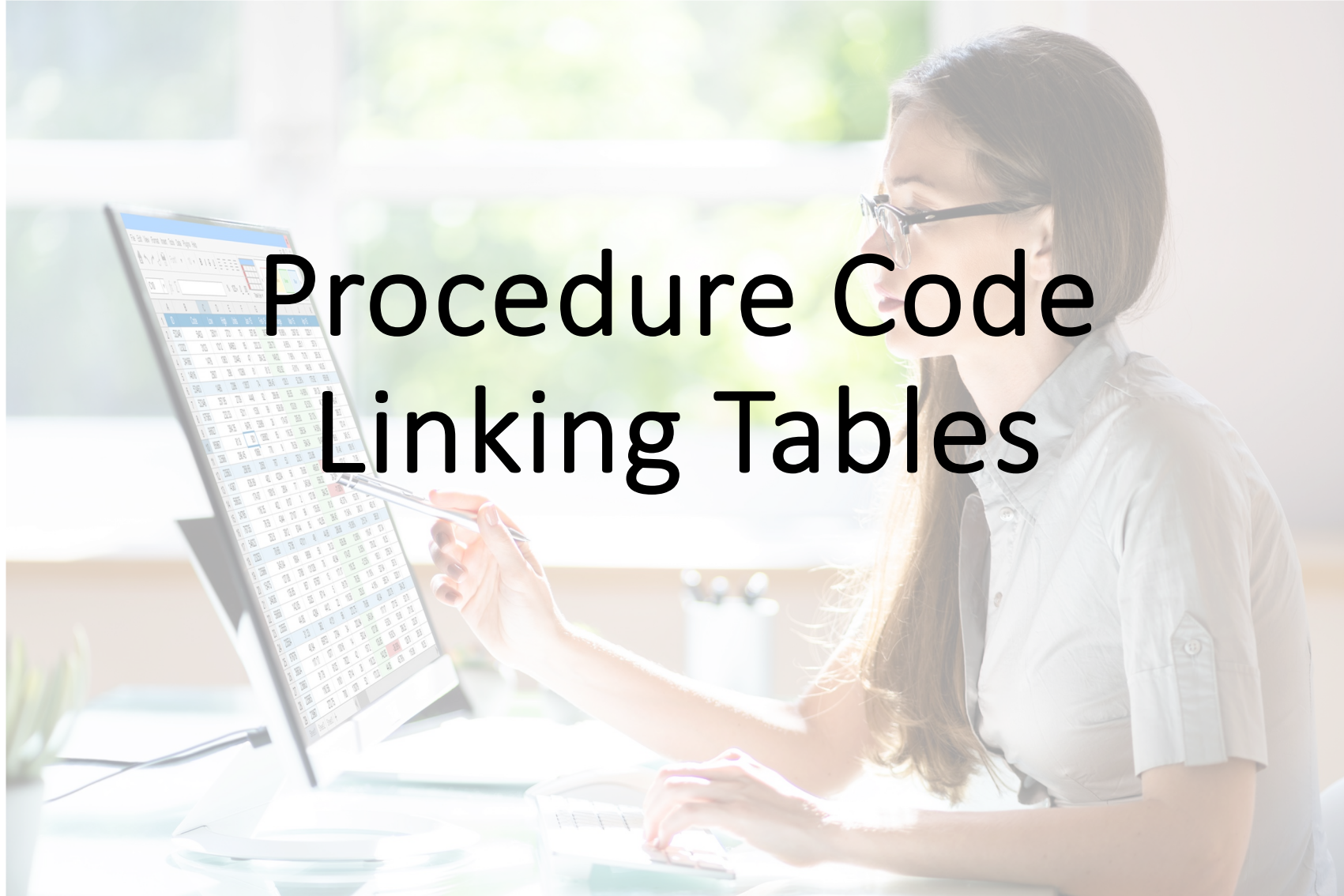


# Provider Manuals

- Section I
  - General policy
  - General information, sources, client eligibility and responsibilities, provider participation, administrative (and non-compliance) remedies and sanctions, PCP case management program, and required services and activities
- Section II
  - Provider manual (varies by provider type)
  - Program or provider specific information, program coverage, prior authorization, reimbursement and billing procedures
- Section III
  - Billing information: General information, remittance advice and status report, adjustment request, additional or other payment sources, pseudo claims and reference books

# Provider Manuals

- Section IV
  - Glossary: Arkansas Medicaid acronyms and terms
  
- Section V
  - Claim forms, Arkansas Medicaid forms, contacts and links



# Procedure Code Linking Tables

1st

- Access to a computer, smartphone, or tablet that is new enough to...

2nd

- Access to the internet...
- With a current web browser...

3rd

- And have Microsoft Excel and Word installed...

# Procedure Code Tables List

Procedure Code Linking Tables	
Adult Behavioral Health Services for Community Independence (ABHSCI)	Hyperalimentation
Adult Developmental Day Treatment (ADDT)	Independent Laboratory
Ambulatory Surgical Center (ASC)	Independent Radiology
ARKids First-B	Nurse Practitioner (NP)
Autism Waiver	Occupational Therapy, Physical Therapy, and Speech- Language Pathology Services
Autism EPSDT	Oral Surgeon (Dental Procedure Codes or Physician Procedure Codes)
Certified Nurse Midwife (CNM)	Outpatient Behavioral Health Services (OBHS)
Certified Registered Nurse Anesthetist	Physician
Child Health Services/Early and Periodic Screening, Diagnosis, and Treatment (EPSDT)	Podiatrist
Children’s Services Targeted Case Management	Portable X-ray Services
Chiropractic	Primary Care Physician
Critical Access Hospital	Private Duty Nursing (PDN)
Dental	Prosthetics (Includes Durable Medical Equipment & Orthotics)
Developmental Therapy Services	Radiation Therapy Center
Early Intervention Day Treatment	Rehabilitative Hospital
Early Intervention Day Treatment Academic Medical Center	Rural Health Center (RHC)
End-Stage Renal Disease	School-Based Mental Health (SBMH)
Family Planning Clinic	Transportation
Federally Qualified Health Center (FQHC)	Ventilator Equipment
Hearing/Audiology	Visual Care
Home Health	
Hospital	

# Fee Schedules

The fee schedules do not address the various coverage limitations routinely applied by Arkansas Medicaid before final payment is determined (e.g., client and provider eligibility, benefit limits, billing instructions, frequency of services, third party liability, age restrictions, prior authorization, and co-payments/coinsurance where applicable). **Procedure codes and/or fee schedule amounts listed do not guarantee payment, coverage or amount allowed.**

Although every effort is made to ensure the accuracy of this information, discrepancies may occur. These fee schedules may be changed or updated at any time to correct such discrepancies. The reimbursement rates reflected in these fee schedules are in effect as of the run date for the report. The reimbursement rate applied to a claim depends on the claim's date of service because Arkansas Medicaid's reimbursement rates are date-of-service effective. These fee schedules reflect only procedure codes that are currently payable. Any procedure code reflecting a Medicaid maximum of \$0.00 is manually priced.

Please note that Arkansas Medicaid will reimburse the lesser of the amount billed or the Medicaid maximum. For disclaimers specific to the provider type, please refer to the disclaimer text in each fee schedule file. For a full explanation of the procedure codes and modifiers listed here, refer to your Arkansas Medicaid provider manual.



# Helpful Information for Providers

## [Helpful Information for Providers](#)

- [Access the Provider Portal](#) (check eligibility, submit a PA request, or submit claims)
- [Billing Manuals](#)
- [Fee Schedules](#)
- [PCMH / PCCM](#)
- [Provider Training Information](#)
- [Sign-up for MMIS email updates](#)
- [State Plan \(Medicaid and CHIP\)](#)

The screenshot shows the top of a website page. At the top left is the Arkansas Department of Human Services logo. To its right is a navigation menu with links: DIVISIONS & SHARED SERVICES, NEWS, DATA & REPORTS, CAREERS, FIND A COUNTY OFFICE, FILE AN APPEAL, and CONTACT US. Below the navigation is a large banner image of an elderly man and a young child looking at each other. Overlaid on the banner is the title 'Helpful Information For Providers' in large white text. Below the banner is a light blue sidebar containing a breadcrumb trail: Divisions & Shared Services > Division of Medical Services > Demonstration Waiver Projects. To the right of the sidebar, the breadcrumb trail continues: Home > Divisions & Shared Services > Division of Medical Services > Helpful Information for Providers. Below the breadcrumb trail is the main heading 'Helpful Information For Providers'.

# Tips for Provider Manuals and Fee Schedules

Read *your* Provider Manual

Section II is specific to your specialty

Procedure code tables are accessible in the manual with hyperlinks

Sections I, III, IV and V are the same in all manuals

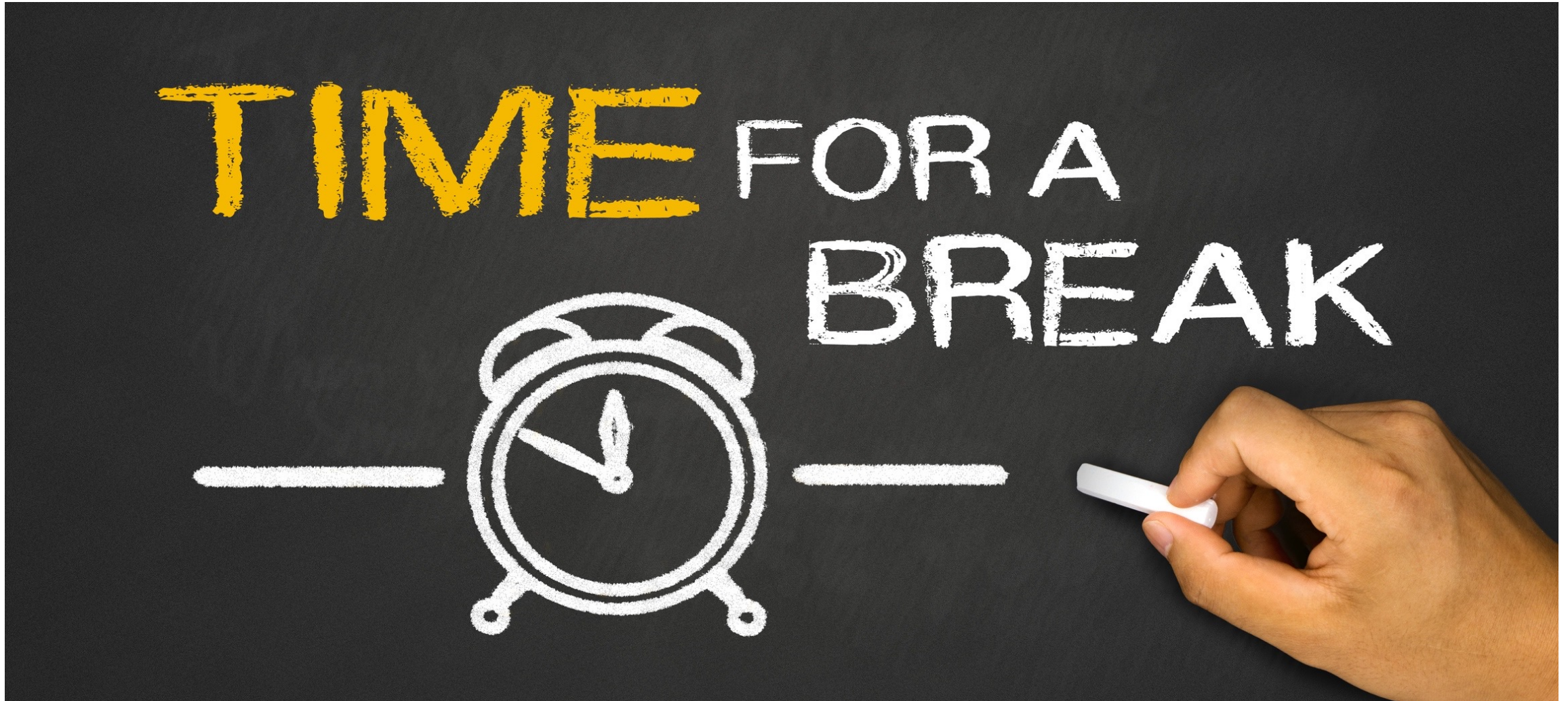
Use Control F to search

Manual updates are highlighted in yellow

Always check manuals, official notices, remittance advice banners and fee schedules for up-to-date information

Official Notices outweigh the manual

Always follow Policy



# Prior Authorization



# Prior Authorization Requirements

Choose the Right  
Process Type

Modifiers on  
Claims and Prior  
Authorizations

Attaching  
Documentation

Reconsiderations

PA Letters

# AFMC Prior Authorization Process Types on the Portal

- Anesthesia
- Assistant Surgeon
- Hyperalimentation
- Hyperbaric Oxygen Therapy
- Inpatient Services
  - MUMPs/Continued inpatient stay reviews and Acute crisis unit reviews)
- Lab and Radiology
- Lab Molecular Pathology
- Orthotics and Prosthetics
- Physician Administered Drugs
- Professional Services
  - Surgical procedures and Extension of Benefit requests for office visits, adult therapy visits
- Ventilators and Equipment
- Viscosupplementation

***Note: These process types are processed by AFMC***

# State Medical Prior Authorization Process Types on the Portal

- Augmentative Communication
- Device Evaluation
- Developmental Rehab Services
- Disposable Medical Supplies
- Eye Prosthetics
- First Connections
- Hearing Services
- Home Health Visit Extensions
- Private Duty Nursing
- Special Procedure Codes
- Targeted Case Management
- Title V
- Vision

*Note: These process types are processed by the State*

# State Dental Prior Authorization Process Types on the Portal

- Adult dental
- Child dental
- Orthodontics

*Note: These process types are  
processed by the State*



# Modifiers on Claims and Prior Authorizations

When requesting a prior authorization, include all modifiers on the prior authorization that will be used and/or needed on the claim.

This is to include payment impacting, anatomical and informational modifiers.

If the system does not find an exact match on the procedure code and modifier combination, the prior authorization will be determined to not be found and the claim will either cut back or deny.

# How to Attach Documents to a PA Request

**Attachments** [-]

Click the **Remove** link to remove the entire row.

#	Transmission Method	File	Control #	Attachment Type	Action
<span>[-]</span> Click to collapse.					
	<b>*Transmission Method</b> <input type="text" value="EL-Electronic Only"/>	<b>Upload File</b> <input type="text"/> <input type="button" value="Select"/>		<b>*Attachment Type</b> <input type="text"/>	
	<b>Description</b>	<input type="text"/>			

[Attachment Coversheet](#) [Print Preview](#) [Submit Attachments](#)

[Prior Authorization](#)

# Reconsiderations

*According to (URAC) policy*

A reconsideration can be made on any PA where a PA line item has been denied or approved with modifications

No need to request a new PA

You get one chance to request a reconsideration

A request for reconsideration must be submitted within 35 calendar days from the date of the Prior Authorization denial letter

# Example of a Reconsideration on the Portal

**Service Provider / Service Details Information** -

If both authorized units and dollars are displayed, the dollar amount is a per unit rate.

All required attachments must be attached before selecting items for reconsideration and all line items to be selected for reconsideration must be selected at the same time.

Service Details									
	From Date	To Date	Units	Amount	Code	Status	Reconsider	Modifiers	Reason
<input type="checkbox"/>	04/01/2019	04/01/2019	1	-	CPT/HCPCS 99213-OFFICE O/P EST LOW 20-29 MIN	DENIED	<input type="checkbox"/>	-	-

# Expedited Reconsiderations

*According to (URAC) Policy*

If you have an expedited reconsideration, please choose the appropriate option on the reconsideration panel of the Healthcare Portal. Please keep in mind, you will be asked to attest to URAC standards. URAC statement must be acknowledged before expedited PAs can be reviewed.

# Example of an Expedited Reconsideration on the Portal

## Service Provider / Service Details Information

If both authorized units and dollars are displayed, the dollar amount is a per unit rate.

All required attachments must be attached before selecting items for reconsideration and all line items to be selected for reconsideration must be selected at the same time.

Service Details									
	From Date	To Date	Units	Amount	Code	Status	Reconsider	Modifiers	Reason
<input type="checkbox"/>	04/01/2019	04/01/2019	1	--	CPT/HCPCS 99213-OFFICE O/P EST LOW 20-29 MIN	DENIED	<input checked="" type="checkbox"/>	--	--

**Expedite Reconsideration**


To expedite this request you must attest that expedited request meets the following guidelines:

I am a physician/physician representative with knowledge of the patient's medical condition; it is my opinion that failure to expedite this appeal will delay the patient's receipt of urgent care, and that such delay could:

- a) seriously jeopardize the life or health of the patient or the patient's ability to regain maximum function; or
- b) would subject the consumer to severe pain that cannot be adequately managed without the urgent care or treatment that is the subject of this matter.

**I Attest**

# Example of a Prior Authorization Letter

Prior Authorization Letters			
Sequence	Letter Creation Date	Letter Category	Link to Prior Authorization Letters
1	04/07/2021		<a href="#">LOD.PAU-A002-D.80332.1259820210123013453.PDF</a>

# Tips for Prior Authorization Requests

---

PRIOR AUTHORIZATION OF SERVICE DOES NOT GUARANTEE ELIGIBILITY FOR A BENEFICIARY. PAYMENT IS STILL SUBJECT TO VERIFICATION THAT THE BENEFICIARY WAS ELIGIBLE AT THE TIME SERVICES ARE PROVIDED.

---

Always choose the correct Process Type

---

Refer to Section II of your provider manual and Official Notices for Prior Authorization policy and instructions

---

Access the Procedure Code Tables on the DHS website under Helpful Information for Providers

---

Quick Track Training Material is available on the DHS website under Provider Training Information


---

Contact information for **ALL** Process Types is located on the Care Management tab landing page of the Healthcare Portal

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# Healthcare Provider Portal

[Contact Us](#) | [Logout](#)

[Home](#) | [Eligibility](#) | [Claims](#) | [Care Management](#) | [Provider Functions](#) | [Files Exchange](#) | [Resources](#)

Home Thursday 01/26/2023 08:44 AM CST

---

**Provider Name** PCP PROVIDER      **Role IDs**

### User Details

Welcome PCP Provider

- [My Profile](#)
- [Manage Accounts](#)

### Provider

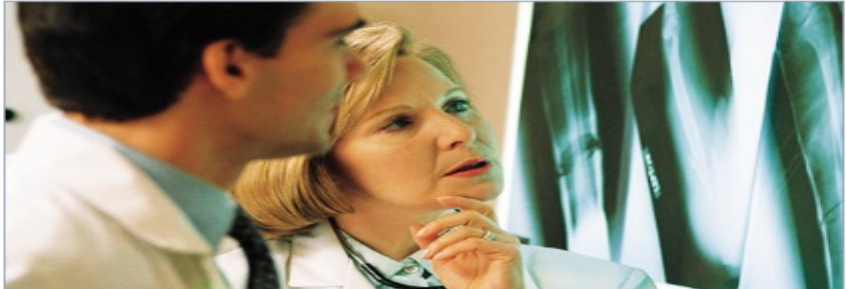
<b>Name</b>	PCP PROVIDER
<b>Provider ID</b>	111111112 (NPI)
<b>Revalidation Date</b>	03/01/2022

- [Characteristics](#)

### Provider Services

- [Search Payment History](#)
- [MAPIR](#)

## Welcome Health Care Professional!



We are committed to make it easier for physicians and other providers to perform their business. In addition to providing the ability to verify member eligibility and submit claims, our secure site provides access to benefits, answers to frequently asked questions, and the ability to search for providers.

[Help us provide better service to you! Click here to give us your feedback](#)

[Authenticare Demo – For Personal Care Providers required to participate in Electronic Visit Verification](#)

- [Contact Us](#)
- [Secure Correspondence](#)

All Claim Inquiries should be submitted to the following Address:

Claims  
Gainwell Technologies  
PO BOX 8034  
LITTLE ROCK, AR 72203

# Healthcare Portal Features

Online provider enrollment application

Eligibility verification

Submit all claim types (professional, institutional, dental, crossover and third-party)

Ability to edit (adjust), void and copy claims

View status of claims

Attachments for claims and prior authorizations

Prior authorization request and status check

Real-time claims processing

Remittance advice held up to seven years

Secure correspondence

# Tips for Healthcare Portal

At least 5MB of  
upload and  
download speed

Everyone has their  
own username and  
password

Make sure staff that  
is no longer  
employed is inactive  
on your profile

Claims can be  
submitted 24/7

Claims submitted  
electronically must  
be entered by 6 p.m.  
on Friday

Check Eligibility the  
day you provide  
service

Submit claims  
electronically for  
faster payment

Check Portal for  
claim status

Resubmit denied  
claims using the  
portal

# HOT TOPIC!



What is PERM?



The PERM program is designed to measure improper payments in the Medicaid and CHIP programs. During each PERM Cycle, CMS hosts multiple provider education sessions which are presented on webinar/conference call platforms.

# Purpose of PERM



The purpose is to provide opportunities for the providers of the Medicaid and Children's Health Insurance Program (CHIP) communities to enhance their understanding of specific Provider responsibilities during the PERM.



How does it work?



CMS selects a random selection of claims that require additional information from AR Medicaid providers. If you receive a request for medical records, please submit the requested information by the deadline provided in the letter. Failure to comply with the request can result in recoupment and/or penalties.



*Please note: The most recent letters are being distributed as early as March 2024.*

# Things to Remember

Always check eligibility before providing services.

Read Section II of *your* manual.

Contact the right vendor or entity if you have questions.

Use training resources.

Non-emergency transportation opportunities for Medicaid clients

New provider workshops are conducted quarterly.

# Medicaid Contacts

- Division of Medical Services (DMS)  
[humanservices.arkansas.gov/divisions-shared-services/medical-services/](https://humanservices.arkansas.gov/divisions-shared-services/medical-services/)
- County offices (DCO)  
[humanservices.arkansas.gov/find-a-county-office/](https://humanservices.arkansas.gov/find-a-county-office/)
- AFMC  
[afmc.org](https://afmc.org)
  - MMIS outreach specialists - 501-906-7566, [afmc.org/mmis](https://afmc.org/mmis)
  - ConnectCare - 1-800-275-1131, [seeyourdoc.org](https://seeyourdoc.org)
  - Provider relations outreach specialists -  
[afmc.org/providerrelations](https://afmc.org/providerrelations)
  - AFMC Clinical Services - 479-649-8501,  
[clinicalservices@afmc.org](mailto:clinicalservices@afmc.org)
- Acentra Health: Prior authorization and extension of benefits -  
[Ar.pr@eqhs.com](mailto:Ar.pr@eqhs.com) or 1-888-660-3831
- Office of Medicaid Inspector General (OMIG) 1-855-527-6644
- Magellan Medicaid Administration pharmacy help desk  
1-800-424-7895, Option 2 for prescribers
- Gainwell Technologies 1-800-457-4454
- PASSE-DHS PASSE provider call center 1-888-889-6451
- MCNA Dental 1-800-494-MCNA
- Delta Dental Smiles Customer Service 1-866-864-2499

# Medicaid Tools and Resources

DHS/DMS website: [Helpful Information for Providers](#)

- Provider manuals
- Procedure code tables
- Fee schedule
- Frequently asked questions (FAQs)
- Vendor specifications
- Job aids
- Quick tracking training videos and guides
- *MyARMedicaid Application*





## Download the MyARMedicaid App

### BENEFITS

- View claims that Medicaid has paid for you
- View doctors or providers you have seen
- View medical visits or procedures you have had
- View your prescriptions and immunization records
- Access your digital Medicaid Card
- Search for providers
- Receive important notifications

### HOW TO SIGN UP

- On your smartphone
  - Go to the Apple App Store or Google Play and download the MyARMedicaid app.
  - Create an account and log in to see the benefits.

- Through the web
  - Go to the MyARMedicaid website at <https://mdp.mmis.arkansas.gov/>.
  - Create an account and log in to see the benefits.

Donaghey Plaza, P.O. Box 1437, Little Rock, AR 72203

501.682.1001

HUMANSERVICES.ARKANSAS.GOV

# E-Blast Sign-Up Link

Sign-up for MMIS email updates

**Name \***

First

Last

**Email \***

Submit

[AFMC MMIS E-Blast Sign-Up Link](#)

# DHS Email Notifications

## DHS Email Notifications

**Subscribe To DHS Emails**

Home > News > Subscribe to DHS emails

**Subscribe To DHS Emails**

Email:

News releases and media advisories  
 The Blue Umbrella  
 Arkansas Lifespan Respite newsletter

Subscribe  Unsubscribe

**SUBMIT**

# Evaluations

***Your feedback is important to us!***

Please take time to complete the evaluation that will be emailed to you.

Attendance certificate will be available to print.

Thank you for attending today!

