

Provider Billing 101

Court Ordered Evaluation and Stabilization Near-Term Initiative

The <u>Community-Based COE and Stabilization near-term initiative (NTI)</u> launched on March 8, 2024 after receiving approval from Governor Greg Gianforte and the Behavioral Health System for Future Generations Commission (BHSFG).

A total of \$7.5 million in state funds is now available to incentivize communitybased COEs and stabilization and restoration services to address a longstanding backlog in evaluations at the Montana State Hospital Forensic Mental Health Facility (FMHF, also known as Galen).

DPHHS has prepared a <u>detailed summary</u> that outlines the new process from the time a judge issues a COE to be conducted in the community to when a provider submits a claim for reimbursement.

This presentation is intended to provide instructions for providers interested in participating in this historic initiative.



There are two ways to submit claims to the Montana Healthcare Programs:

Electronic claims can be submitted using the Provider Services Portal or by using a clearinghouse to submit claims.

Paper claims can be mailed or faxed to Montana Healthcare programs using either a CMS-1500 claim form.

MPATH Provider Services Portal Claims Entry

The **MPATH Provider Services Claims Entry solution** is an online tool allowing providers to manually enter claims. Available options include:

- Single submission claim forms The system allows direct claim form entry for claim submission.
- **Claim form templates** The system allows users to create and save templates for common claim submissions. No need to start from scratch every time.
- **Diagnosis and Procedure code look up** The system has code look up features to assist with entering correct information.
- Ability to submit multiple claim types including Professional, Facility and Dental claims.
- **Electronic Claim Adjustments** Paper adjustment forms are no longer required. The system allows for online claim adjustments which process faster than paper adjustments.



MPATH Provider Services Portal Electronic Claims Submission

To Access the Provider Services Portal login to the Provider Services Portal

Sign in with your Optum GovID

	Additional options.
testprovider@test.com	Create Optum GovID
Password	Manage your Optum Govl
	→ What is Optum GovID? 🖄
SIGN IN	
	-
Forgot Optum GovID Forgot Password	
As a security enhancement, we are removing S	Security questions as an account
recovery and authentication method. Users will methods	ill have the option to use other availal
Warning! This system contains U.S Governmen	nt information. By using this information of the second states and other the second states and other second states and stat
purposes. Unauthorized or improper use of, or	or access to, this computer system ma
subject you to state and federal criminal prose	ecution and penalties as well as civil
penalties. At any time, the government may int	itercept, search, and seize any





Hover the mouse over "Claims" in the myMenu section on the left navigation and select "Professional Claim Submission"

myMenu





Enter your provider NPI, all other associated demographics will be automatically populated.

/e

nue

Vote : Fields marked with an as	ensk – are required.	
NPI/API:*	[1234567890	
Provider Name:*	Test Provider	
Program/Waiver:*	Montana Medicaid (HMK Plus)	
Specialty:*	Community/Behavioral Health/SDMI HCB 🗸	
Service Location Address 1:*	1120 CEDAR ST	
Service Location Address 2:		
City:*	MISSOULA	
State:*	MT	
ZIP:*	59802-3911	
Taxonomy Code: *	25150000X	
Enrollment Unit:*	1234567	
Referring Provider		
There is a referring provider	for this claim.	
Ordering Provider		
There is a ordering provider	for this claim.	Select Sa



Enter Member ID (SSN) and click "Search" Enter Patient Account Number (optional) as desired.

 Professional Claim Submission Form 	Enter Member ID:*		
	1234567	Search	Member
- Member Details	Member ID:	1234567	Demographics will be automatically
Note : Fields marked with an asterisk * are required.	Patient Account Number: First Name:	Test	populated when entering a valid
Enter Member ID:* 1234567 Search	Last Name:	Member	Member ID
	Gender:	Male	
	Mailing Address 1:		
	Mailing Address 2:		
	City:		
	State:	MT	
	ZIP:	59521-0000	
		s	ave and Continue Previous Save and Exit Cancel



Users can either enter the full Diagnosis Code. The magnifying glass will allow users to search for the specific Diagnosis Code.

Enter at least first three (3) characters of a Diagnosis to search code list.



Search Results	×
Code	Description
F20	Schizophrenia
<u>F200</u>	Paranoid schizophrenia
<u>F201</u>	Disorganized schizophrenia
<u>F202</u>	Catatonic schizophrenia
<u>F203</u>	Undifferentiated schizophrenia
<u>F205</u>	Residual schizophrenia
<u>F208</u>	Other schizophrenia
F2081	Schizophreniform disorder
F2089	Other schizophrenia
<u>F209</u>	Schizophrenia, unspecified
	Cancel



Enter Date of Service, select <u>Place of Service</u>, CPT/HCPCS (Enter at least first three (3) characters of a CPT/HCPCS to search code list), Modifier (optional), Diagnosis Pointer, Charges, and Unit(s).

Claim Details																			
Note : COB or NDC indicates	s all required fields for O	COB or NDC hav	e been entere	d.						From Date*	To Date*	POS*	CPT/ HCPCS Modifier	Diagnosis Pointer*	Charges*	Days or CO	b NDC EPSE	OT Emergency Service	Family Planning
From Date* To Date	C e* POS* HC Co	PT/ PCS Modifier de*	Diagnosis Pointer*	Charges*	Days or CO Units*	B NDC EPSDT	Emergenc Service	y Family Planning)	03/08/2024)3/08/2024 🛅	11 🗸	Code*	1	\$ 150.00	Units*			
03/08/2024 🛗 03/08/2024	4 🛅 11 👻 9079	91 Q	1	\$ 150.00	1.00 <u>co</u>				Ì							_		_	
	∽y∰ Select ✔	Q		\$	<u> </u>				Ì		Search Results	;				×			
	∽Y∰ Select ✔	Q		\$	<u> </u>				Ì		C	ode	D	escription					
	∽Y∰ Select ✔	Q		\$	<u> </u>	B NDC			Ì		90	<u>791</u>	PSYCH DIAG	NOSTIC EVALU	JATION				
	∽Y∰ Select ✔	Q		\$		B NDC			Ì		907	9122	EVALUATION;Incr	eased Procedu	ural Services				
	∽Y∰ Select ✔			\$					Ì		<u>907</u>	9123	PSYCH DIAGNOS A	nesthesia	ON;Unusual				
	∽y∰ Select ✔	Q		\$	<u> </u>				Ì		<u>907</u>	9151	PSYCH DIAGNOS P	TIC EVALUATIO	ON;Multiple				
	YY∰ Select ✔			\$					Ì		907	9152	PSYCH EVALUATIO						
	YY 💼 Select 🗸	Q		\$					Ì		907	9153	PSYCH	H DIAGNOSTIC	rocoduro				
	YY∰][Select ♥]		otal Charges:	\$ \$ 150.00	Add	B NDC) .		<u>907</u>	9158	PSYCH DIAGNOS or Related Proc Same Physician o Care Professional	STIC EVALUATI edure or Servi or Other Qualit During the Po Period	ION;Staged ce by the fied Health ostoperative	L			
											907	9159	PSYCH DIAGNOS Proce	STIC EVALUATI edural Service	ON;Distinct				
															Cancel			11	



Click Yes/No radio buttons for required "*" fields, then select save and continue.

	Total Charge:	\$ 150.00 Add			
	Note : Total Claim Lines are limited to a maximum of 50 for each submission.				
	Is this a void or replacement of a previously submitted claim:*	🔿 Yes 🖲 No			
	Are you submitting COB at the claim level?	○ Yes ○ No			
	Is the member's condition related to:	Select 🗸			
	First date related to Member's condition:	Select 🗸			
\rightarrow	Is this Member deceased?*	🔿 Yes 💿 No			
\rightarrow	Is member unable to work in current occupation?*	🔿 Yes 🖲 No			
\Rightarrow	Is hospitalization related to current services?*	🔿 Yes 🖲 No			
\Rightarrow	Clinical Laboratory Improvement Amendment Number needed for this claim? *	🔿 Yes 🖲 No			
\Rightarrow	Is there a prior authorization for this claim?*	🔿 Yes 💿 No			
\Rightarrow	Is there a Referral for this claim?*	🔿 Yes 💿 No			
\Rightarrow	Do you have attachments for this claim? *	🔿 Yes 🖲 No			
-					
		Save and Continue	Previous	Save and Exit	Cancel



Agree to Terms and Conditions and Submit.



Print/Save PDF of claim submission (optional).





Provider Services Portal Developing a Claim Template

Hover the mouse over "Claims" in the myMenu section on the left navigation and select "Claim Submission Template"





Provider Services Portal Claim Template

To create a template, click the blue button to Create Professional Claim Submission. Templates may be Member or Service (<u>without member</u>) specific.

	Claim Submission Templates	 Professional Claim Template 	? Help
 Claim Submission Templ 	ates ? Help	 ✓ Member Details 	
Maximum Templates Allowed : 500	Filter your results:	Enter Member ID:	
Actions Name	▲ Date Last Modified ◆		
No claim submission templates found.			
Show 10 🗸 entries	Showing 0 to 0 of 0 entries	Save and Continue	Cancel
Create Professional Claim Submission Template	Create Facility Claim Submission Template Create Dental Claim Submission Template		





Enter static data for the template. Dynamic data (Date of Service, Diagnosis) can be entered when submitting the template. Search functions work the same in a

template.	Diagnosis Codes		
•	Diagnosis Codes (ICD 10):		
		Is this a void or replacement of a previously submitted claim:	🔿 Yes 💿 No
	7 8 9 10 11 12	Are you submitting COB at the claim level?	○ Yes ○ No
		Is the member's condition related to:	Select 🗸
	Claim Details	First date related to Member's condition:	Select 🗸
		Is this Member deceased?	🔿 Yes 💿 No
	Cri/ Diagnosis Days From Date To Date POS HCPCS Modifier Diagnosis Charges or COB NDC EPSDT Emergency Family Code Pointer Units Service Planning	Is member unable to work in current occupation?	🔿 Yes 💿 No
		Is hospitalization related to current services?	🔾 Yes 💿 No
		Clinical Laboratory Improvement Amendment Number needed for this claim?	🔿 Yes 💿 No
	MM/DD/YYY/ MM/DD/YYY	Is there a prior authorization for this claim?	🔾 Yes 💿 No
	MM/DD/YYYIII MM/DD/YYYIII Select ♥ Q S COB NDC COB NDC	Is there a Referral for this claim?	🔿 Yes 💿 No
	MM/DD/YYY/∰ MM/DD/YYYY∰ Select ♥ Q \$ <u>COB</u> NDC 0 1		
	MM/DD/YYY/III MM/DD/YYY/III Select V Q S <u>COB NDC</u> III III		
	MM/DD/YYY/III MM/DD/YYYIII Select V Q S <u>COB</u> NDC		
	MM/DD/YYY/III MM/DD/YYY/III Select V Q S <u>COB</u> NDC	Save and Continue Previous Cancel	
	MM/DD/YYY/∰ MM/DD/YYY/∰ Select ♥ Q S COB NDC COB NDC	,	
			10
	Total Charges: \$ 150.00 Add		18



Save Template, naming service specific template for quick reference (Optional)

 Professional Claim Template 	? Help		ubmission Templ	ates		? Help
- Save Template	_	Maximum Temp	lates Allowed : 500	Filter your results:		
Please enter a claim submission template name.		Actions	Name Psych Eval	Date I 03/08	Last Modified	\$
Note(s): Template Name must satisfy the following conditions: a. Minimum length: 3 characters.		Show 10 V	entries	Showing 1 to 1 of 1 templates	$(\langle \cdot \rangle \rangle$	1
 b. Maximum length: 35 characters. c. Cannot contain special characters other than: Space " " or Underscore "_" or Dash "-". 		Create Profess Submission Te	ional Claim mplate	Create Facility Claim Submission Template Submission	ntal Claim n Template	
Submit Previous	Cancel					



Provider Services Portal Claim Template

Hover the mouse over "Claims" in the myMenu section on the left navigation and select "Claim Submission Template" to access saved Templates

▪ myMenu			
Claims	Claim Submission History	- Claim Cubrainian Tanadat	
Remittance Advice	Claim Submission in Progress	 Claim Submission Templat 	Les ? Help
Provider Profile	Claim Submission Templates	Maximum Templates Allowed : 500	Filter your results:
Provider Enrollment	Professional Submission	Actions Name	Date Last Modified
Provider Directory	Facility Submission	Show 10 🗸 entries	Showing 1 to 1 of 1 templates
Account Administration	Dental Submission	Create Professional Claim Submission Template	Create Facility Claim Submission Template Submission Template
Bulk HIPAA Transactions			

Enter provider NPI. Provider demographic information will be automatically populated

 Billing Provider 		
Note : Fields marked with an aste	erisk * are required.	
NPI/API:*	1234567890	
Provider Name:*	Test Provider	
Program/Waiver:*	Montana Medicaid (HMK Plus)	
Specialty:*	Community/Behavioral Health/SDN	/I HCB ✔
Service Location Address 1:*	1120 CEDAR ST	
Service Location Address 2:		
City:*	MISSOULA	
State:*	MT	
ZIP:*	59802-3911	
Taxonomy Code: *	251500000X	
Enrollment Unit:*	1234567	
Referring Provider		
□ There is a referring provider	for this claim.	Select Save
Ordering Provider		and Continue
There is a ordering provider	for this claim.	
		Save and Continue Save and Exit Cancel



Enter Member ID and click "Search" Enter Patient Account Number (optional) if necessary.

 Professional Claim Submission Form 	Enter Member ID:*						
	1234567	Search					
- Member Details		[]					
	Member ID: Patient Account Number:	1234567					
Note : Fields marked with an asterisk * are required.	First Name:	Test]				
Enter Member ID:*	Middle Name:		1				
1234567 Search	Last Name:	Member]				
	Date of Birth:		J				
	Gender:	Male					
	Mailing Address 1:]				
	Mailing Address 2:						
	City:]				
	State:	MT					
	ZIP:	59521-0000					
							Select Save
							and Continuu
			Save and Continue	Previous Sa	ave and Exit Ca	ancel	and continue



Template retains the static data entered allowing for dynamic data entry





Agree to Terms and Conditions and Submit.

 Professional Claim Submission Form 	? Help
- Terms and Agreements	
Note : Fields marked with an asterisk * are required.	
Provider Name:* Test Provider	
I certify I have read the <u>Terms and Conditions</u> that apply to this bill and are made a part the terms and <u>Conditions</u> .	ereof.
Submit Previous Save and	d Exit Cancel



Provider Relations Contact Information

Provider Relations Call Center:

(800) 624-3958

Monday through Friday 8am to 5pm MST

General, Claims, TPL, and EDI questions: <u>MTPRHelpdesk@conduent.com</u>

Enrollment Questions and documents:

MTEnrollment@conduent.com

Note: the Conduent helpdesks cannot accept secured emails.

Email Assistance <u>MTPRHelpdesk@conduent.com</u>

and HHSMPathPS@mt.gov

When emailing the help desk, please provide the following so we can research & submit a help ticket to our Tech Team.

GovID: Name: Email registered: NPI attempting/registered: Phone number: A screen shot of the error:



Thank you for participating in the Court Ordered Evaluation and Stabilization Services Near-Term Initiative!