# **Community Health Workers**

**RI Medicaid** 

July 3<sup>rd</sup>, 2023



#### **Section One**

- Introduction to Medicaid
- **Provider Enrollment**
- Steps You Take to Get Set Up
- Enrolling for a Trading Partner number
- Navigate the Health Care Portal
- Questions and Answers

#### **Section Two**

- Reminder: Steps You Take to Get Set Up
- Overview of Billing and Payment Basics
- Billing Policy and Procedure
- Questions and Answers

# **Gainwell Technologies Overview**

The Rhode Island Executive Office of Health and Human Services (EOHHS) partners with Gainwell Technologies as its Fiscal Agent to process the state's Medicaid Program claims, to enroll and train providers, and perform other duties to fulfill State and Federal requirements. EOHHS has the sole responsibility for formatting program policy and procedures.

# **Community Health Worker (CHW)**

**Provider Enrollment** 

## **ENROLLMENT GUIDELINES**

- Rhode Island Medicaid is currently accepting applications from Community Health Worker (CHW) Providers. This new provider type is considered Non-Medical.
- Active enrollment is required before a provider can begin seeing RI Medicaid members.
- Providers that currently participate with RI Medicaid and who want to become a CHW provider must perform a separate enrollment for CHW services.
- CHW's enrolling independently (not part of an agency) will be required to submit proof of CHW certification by the RI Certification Board. If the CHW is not yet certified, they may enroll as a provider but, the enrollment will be limited to an 18-month period. If proof of certification is not submitted before the end of the 18 months, the provider will be disenrolled.
- CHW certification is not required for agencies to enroll.

# **HOW TO ENROLL**

Enrollment is completed using the RI Medicaid Healthcare Portal (HCP).

➢RI Medicaid Healthcare Portal

https://www.riproviderportal.org

- Step-by-step enrollment instruction can be found on the portal home page.
- Healthcare Portal Resource Page

http://www.eohhs.ri.gov/ProvidersPart ners/HealthcarePortal.aspx



# **INFORMATION NEEDED TO ENROLL**

- Address Information, including postal code + 4
- Tax ID either EIN or SSN
- Completed W-9 as an attachment, including signature.
  - W9 needs to be dated for month/year application is being submitted
- You will need to complete the Federally Required Disclosures.

#### **ADDITIONAL ENROLLMENT INFORMATION**

Provider Enrollment: Re	quest Information ?			
Welcome	You are initiating a new Enrollment application. Below is the initial enrollment screen. Complete the fields on each screen and select the			
Request Information	Continue button to move forward to each page. All mandatory data is required to "Finish Later". The contact person will potentially be contacted to answer any questions regarding the information provided in this enrollment application.			
Specialties	Hospitals and Agencies should choose a Provider Enrollment Type of Facility. Health Plans should choose a Provider Enrollment Type of			
Provider Identification	* Indicate a required field			
Addresses	Turo of Descrider Favellosont			
Languages	type of Provider Enrollment     type of Provider Enrollment			
Other Information	RI Medicaid Provider - Billing Claims Directly to RI Medicaid.			
Disclosures	O MCO (Managed Care Organization) Provider - Providing services to RI Medicaid recipients; billing claims through an MCO.			
Agreement	$\odot$ MCO & RI Medicaid Provider - Billing Claims Directly to RI Medicaid and through an MCO.			
Summary	Initial Enrollment Information			
	*Provider Enrollment Type Atypical			
	*Provider Type Community Health Workers v			
	*Requesting Enrollment Effective Date 0 12/05/2022			
	Contact Information			
	*Contact Name			
	*Contact Phone  Ext			
	*Contact Email 🔒			
	*Confirm Email 0			
	Preferred Method of Communication Email			
	Continue Finish Later Cancel			
.4.02	© 2022 Gainwell Technologies. All rights reserved.   Privacy Notice			

- Because CHW services are only reimbursed through FFS Medicaid at this time, CHW Providers should select "RI Medicaid Provider – Billing Claims Directly to RI Medicaid" as the Type of Provider Enrollment
- Under "Provider Enrollment Type," select "Atypical"
- CHW providers will **not** need to fill out fields for National Provider ID, License, or Taxonomy
- Under Other Identifier in the EFT section of the application, CHW Providers will need for registration either their 10character Medicare number or SSN with leading 0s if necessary.

#### YOU'RE ENROLLED! WHAT NEXT?

- Once enrolled you will be receiving a letter with your seven-digit provider ID.
- Your provider ID is what you will use when billing for CHW services.

#### **Revalidation**

- Revalidation happens once every five years. When you will need to revalidate, we will be sending you a letter in the mail with all the information you need to complete this task.
- Failure to complete revalidation will result in termination of enrollment.

#### **STEPSYOU TAKE TO GET SET UP**

Step 1: Provider Enrollment	Step 2: Health Care Portal	Step 3: Billing
<ul><li>Enroll as a CHW provider</li><li>Comply with revalidation</li></ul>	<ul> <li>Enroll to receive a Trading Partner ID</li> <li>Register your Trading Partner ID</li> </ul>	<ul> <li>Download the PES (Provider Electronic Solutions) Billing software.</li> </ul>
		If you have guestions reach out to your
If you have questions reach out to our Provider Enrollment Department	If you have questions reach out to our EDI Department	Provider Representative
rienrollment@gainwelltechnologies.com	riediservices@gainwelltechnologies.com	Andrea.rohrer@gainwelltechnologies.com

#### **ENROLLING FOR A TRADING PARTNER NUMBER**

- What is a Trading Partner number?
  - A trading partner number is how you would conduct business to access eligibility, claim status, file exchange and other Interactive Web Services, by using their Trading Partner ID as your User ID
- Enroll to receive a trading partner number so that you can utilize the Health Care Portal
- The information you will need:
  - Your 7-digit provider ID
  - Your Tax-ID
  - Contact information

*Trading Partner/Billing Agency Full	John Doe	
Name		
*FEIN (Tax ID)	123456745	

is section is not required for Billing Agents. NPI must be entered for all healthcare providers (taxonomy is opti NPI, please provide your Medicaid Provider Number.

dentifier Type	MA Provider #
Identifier	JDXXXXX
Taxonomy	



## **TRADING PARTNER NUMBER**

- Once your trading partner application has been accepted. You will then receive your trading partner number through an email.
- Register your Trading Partner Number
- The information you will need
  - Trading Partner Number
  - Trading Partner Number Name
  - Tax-ID
  - ID- Type (MA Provider #)
  - Your 7-digit provider ID
- Your Trading Partner number will be your user ID that you use to log into the Healthcare Portal.
- You will be prompted on the next screen to pick your security questions and answer. It's very important that you write that information down.
- Your Password must be exactly 8 characters in length. At least one uppercase, one lowercase, and one number, and **no** special characters



#### **RI HEALTHCARE PORTAL**



#### **BILLING AND PAYMENT BASICS**



#### **STEPSYOU TAKE TO GET SET UP**

Step 1:	Step 2:	Step 3:
Provider Enrollment	Health Care Portal	Billing
<ul> <li>Enroll as a CHW provider</li> <li>Comply with revalidation</li> </ul>	<ul> <li>Enroll to receive a Trading Partner ID</li> <li>Register your Trading Partner ID</li> </ul>	<ul> <li>Download the PES (Provider Electronic Solutions) Billing software.</li> </ul>
If you have questions reach out to our	If you have questions reach out to our	If you have questions reach out to
Provider Enrollment Department	EDI Department	your Provider Representative
rienrollment@gainwelltechnologies.com	<u>riediservices@gainwelltechnologies.com</u>	Andrea.rohrer@gainwelltechnologies.com

#### YOUR ROLE AS A BILLING PROVIDER

Verify	Adhere	Claims
Verify Beneficiary RI Medicaid Eligibility	Adhere to Timely Filing Guidelines	Claim Submission

#### **VERIFY ELIGIBILITY**

Member eligibility must be verified on each date of service
 Eligibility information is available 24/7 in the health care portal
 Access to the HCP is obtained as part of the enrollment process

SCUTIVE OFFICE OF	<b>Rhod</b> Medic	e Island aid	Execu	utive Office of Health and Hu
AND HUMAN SEE	My Home	Eligibility	Claims	Files Exchange
My Home				
User D	etails	•		Welcome Health Care Profession

### **TIMELY FILING GUIDELINES**

- The Rhode Island Executive Office of Health and Human Services has a claim submission restriction of twelve (12) months from the date the service that was provided to Medicaid recipients.
- Gainwell Technologies must receive a claim for services for Medicaid clients within 12 months of the date of service in order to process claims for adjudication.
- Any claim with a service date over one year and a remittance advice date from GWT over ninety (90) days will be denied for timely filing. Denials must be for reasons other than timely filing to be considered.





# **ELECTRONIC VS. PAPER CLAIMS**



### **BILLING FORMATS**

- Electronic claims are the preferred method for claim submission. CHW services are submitted using HIPPA compliant software and electronic claim type 837 professional.
- To submit claims electronically, providers have access to the free Provider Electronic Solutions (PES) software. <u>The software along with written instructions</u> for download and setup can be found on the EOHHS website.
- Paper claims are to be submitted using the 02/2012 version of the CMS-1500 professional claim form, which providers will need to purchase. Claim forms can be purchased at medical supply stores. <u>Step-by-step instruction document for</u> <u>completing the paper claim form is available on the EOHHS website.</u>

#### CMS 1500 Claim Form Example



### PAYMENT

- Payment for services is made by EFT (electronic funds transfer) only. You will set this up during enrollment.
- Payment frequency is determined by the State Fiscal Year (SFY) Claims Payment and Processing Schedule. The schedule can be found <u>here</u> on the EOHHS website.
- Providers are required to retrieve the claims remittance advice from the Healthcare Portal (HCP) every payment date. "Claims remittance advice" is the explanation to the provider about status. For example, the claims remittance advice will tell you whether the claim was paid or denied; how much was paid if paid; reason for denial if denied.

MONTH	LTC CLAIMS Due at Noon	EMC CLAIMS Due by 5:00PM	EFT PAYMENT
July	7/07/2022	7/08/2022	7/15/2022
		7/22/2022	7/29/2022
August		8/05/2022	8/12/2022
	8/11/2022	8/12/2022	8/19/2022
		8/26/2022	9/02/2022
September			
	9/08/2022	9/09/2022	9/16/2022
		9/23/2022	9/30/2022
October	10/06/2022	10/07/2022	10/14/2022
		10/21/2022	10/28/2022
November	11/03/2022	11/04/2022	11/10/2022
		11/18/2022	11/25/2022
December		12/02/2022	12/09/2022
December	12/08/2022	12/02/2022	12/16/2022
	11/00/1011	12/23/2022	12/30/2022
lanuary	1/05/2023	1/06/2023	1/13/2023
January	1705/2025	1/20/2023	1/27/2023
February		2/03/2023	2/10/2023
	2/09/2023	2/10/2023	2/17/2023
		2/24/2023	3/03/2023
March			
	3/09/2023	3/10/2023	3/17/2023
		3/24/2023	3/31/2023
April			
	4/06/2023	4/07/2023	4/14/2023
		4/21/2023	4/28/2023

#### **BILLING POLICY AND PROCEDURES**



#### **PROCEDURE CODE, MODIFIERS AND REIMBURSEMENT**

CHW services will be billed using the Healthcare Common Procedure Coding System (HCPCS) procedure code;

**T1016 – Case Management – Each Fifteen Minutes** 

New Rates Effective 7/01/2023-Current

- T1016 without a modifier will be used when billing for services rendered to an *established patient* - \$12.69
- T1016 with the U3 Modifier will be used when billing for services rendered to a *new patient* -\$16.51
- T1016 with HQ Modifier will be used when rendering services in a group setting \$4.65 (each eligible Medicaid member)

#### **GENERAL POLICY AND CLAIM GUIDELINES**

- A provider enrolled both as a provider type other than CHW and as a CHW provider can submit claims for the provider's other services and for CHW services on the same day.
  - Ex. A dental provider enrolls as a CHW provider. A member goes in for a cleaning by a hygienist. The dentist can bill for the cleaning using their dental provider number and also for a CHW that performed oral health coaching on the same date/visit, using their CHW provider number.
- Each unit billed represents 15 minutes of time. Total amount of time spent with a member should be totaled and billed on one detail of the claim.
  - Ex. One hour with a member should be billed on one line as 4 total units.
- Diagnosis codes are required when submitting a claim. It is the provider's responsibility to determine the correct diagnosis code.
  - Almost any diagnosis code for a chronic disease, including Behavioral Health (BH) conditions, may be used.
  - Providers may also use a "Z code" in the range Z55-65 to identify a social determinant of health as a diagnosis code.
  - One sources of ICD-10 diagnosis codes; ICD10Data.com. Printed versions of ICD-10 diagnosis code listings are also available.
- You're limited to 96 units per day per member.
- There are no restrictions on the place of service for CHWs.

# Filling Out a Claim in PES



- Log into PES
- Click on Forms
- Then Click on 837 Professional



# Filling Out a Claim in PES

837 Professional				
Total Charge	.00 OI Amount	.00 Billed Amount	Services 1	
Hdr 1 Hdr 2 Hd	dr 3   Srv 1   Srv 2			
Claim Frequency	1 💌	Original Claim #		Add
Provider ID	JDXXXXX	Taxonomy Code		<u>С</u> ору
Last/Org Name	DOE	First Name JOHN		<u>D</u> elete
Client ID	1234567890	Account # 1234567890		<u>U</u> ndo All
Last Name	JANE	First Name DOE	MI	Save
Medical Record #				
Release of Medi	cal Data 🍸 💌 Sig	nature on File Y		
Benefits Ass	signment  Y 💽 Rep	ort Type Code 📃 💌		
Report Transmissi	on Code 📃 🗾 🕴	Attachment Ctl		

otal Charge	Srv 1 Srv	nt l	.00 Billed Amou	nt .	Services	1	
Hdr 1 Hdr 2 Hdr 3	Srv 1 Srv	]			and the second sec		
-Diagnosis Codes		2					
Qualifier ICD 10 -	1 7000	- 2	2		_	1	<u>A</u> dd
	5	6	7	8	_		<u>С</u> ору
	9	10	11	12			<u>D</u> elete
Referring Provider							<u>U</u> ndo A
SSN/Tax ID		Pro	vider ID				Save
Last/Org Name		Fire	st Name		MI	-	_
Place Of S	ervice	Ons	et of Current Illn	ess Date 00/00	1/0000		
Special Program	Code	-	Admiss	ion Date 00/00	1/0000		
EPSDT Referral	4					~	

# Filling Out a Claim in PES



### ADDITIONAL RESOURCES

- EOHHS Website
- Subscribe to receive the Provider
   Update
- Provider Reference Manual



### TERMINOLOGY

- TPID- Trading Partner Number
- CHW- Community Health Workers
- HCP- Healthcare Portal
- CMS-Centers for Medicare & Medicaid Services
- PES-Provider Electronic Solutions
- NPI- National Provider Identification
- MCO- Manage Care Organization
- MID Recipient Medicaid Identification
- POS –Place of Service
- RA Remittance Advice

- DOB Date of Birth
- DOS –Date of Service
- EDI Electronic Data Interchange
- EFT Electronic Funds Transfer
- EOHHS Executive Office of Health and Human Services
- ICD 10 International Classification of Disease, new code set effective October 1, 2014
- ICN –Internal Control Number
- ID –Identification

# **CONTACT INFORMATION**

Provider Services	riproviderservices@gainwelltechnologie s.com	
Provider Enrollment	<u>rienrollment@gainwelltechnologies.co</u> <u>m</u>	
Customer Service Help Desk	401-784-8100 or Toll Free 1-800-964-6211	Monday through Friday 8:00 AM-5:00 PM
Andrea Rohrer	<u>Andrea.rohrer@gainwelltechnologies.c</u> <u>om</u> 469-897-4389	Provider Representative



• Please raise your hand if you have a question.

