PHDH-Public Health Dental Hygienist

Rhode Island Medicaid

September 13th, 2023

Agenda

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.

Public Health Dental Hygienist (PHDH)

Provider Enrollment

ENROLLMENT GUIDELINES

- Rhode Island Medicaid is currently accepting applications from Public Health Dental Hygienist (PHDH) Providers.
- Active enrollment is required before a provider can begin seeing RI Medicaid members.
- > Must have a PHDH license in order 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/ProvidersPar tners/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 a live 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

- Because PHDH services are only reimbursed through FFS Medicaid at this time, PHDH Providers should select "RI Medicaid Provider - Billing Claims Directly to RI Medicaid" as the Type of Provider Enrollment
- Under Provider Enrollment Type, select "Group" or "Individual"
- Provider Type is Public Health Dental Hygienist
- Effective date is the date you fill out the application

CUTIVE OF AICH	Rhod Medic
SERVICES	Home

hode Island Executive Office of Health and Human Services

Home > Provider Enrollment > Enrollment Request Information

Friday 09/01/2023 04:01 PM EST

Provider Enrollment: Requ	est 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 Atvaical.					
Provider Identification	Tadjuster a required field					
Addresses	Tune of Provider Enrollment					
Languages	Plassa selast bina of Pravidar Enrollments					
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	O MCO & RI Medicaid Provider - Billing Claims Directly to RI Medicaid and through an MCO.					
Summary	Initial Enrollment Information					
	*Provider Enrollment Type Individual					
	*Provider Type Public Health Dental Hygienist					
	*Requesting Enrollment Effective Date 09/01/2023					
	Contact Information					
	*Contact Name					
	*Contact Phone Ext					
	*Contact Emaile					
	*Confirm Email					
	Preferred Method of Communication Email					
	Continue Finish Later Cancel					
1.4.02	© 2023 Gainwell Technologies. All rights reserved. Privacy Notice					

YOU'RE ENROLLED! WHAT NEXT?

• Once enrolled you will be receiving a letter in the mail letting you know that

you're enrolled with RI Medicaid

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.

STEPS YOU TAKE TO GET SET UP

com

Step One: Provider Enrollment

Step Two: Health Care Portal

Step Three: Billing

- Enroll as a PHDH provider
- Comply with revalidation

If you have questions reach out to our Provider Enrollment Department <u>rienrollment@gainwelltechnologies.</u> <u>com</u>

- Enroll to receive a Trading Partner ID
- Register your Trading Partner ID

If you have questions reach out to our EDI Department <u>riediservices@gainwelltechnologies.</u> Download the PES (Provider Electronic Solutions) Billing software.

If you have questions reach out to your Provider Representative

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:

Taxonomy

Your Nation Provider Identification Number

Initial Enrollment Information	
*Trading Partner/Billing Agency Full	Jane Doe
Name	
*FEIN (Tax ID)	123456789
This section is not required for Billing Agents 3n NPI, please provide your Medicaid Provide	. NPI must be entered for all healthcare providers <mark>(taxonomy is optional)</mark> . If you do not qualify for er Number.
Identifier Type	NPI 🗸
Identifier	1234567890

What can you do in the RI Medicaid Health Care Portal Login Through this secure and easy to use internet portal: *User ID · Healthcare providers and Billing Agents can enroll as a Trading Partner with RI Medicaid. Log In · Trading Partners can access eligibility, claim status, file exchange and other Interactive Web Services, using their Trading Forgot User ID? Partner ID as their User ID Register Now Where do I enter my password? **Protect Your Privacy!** Always log off and close all of your browser windows Would you like to enroll as a Provider? Provider Enrollment Would you like to change or add electronic funds transfer? Electronic Funds Transfer **Provider Enrollment User Trading Partner Enrollment Trading Partner Agreement** Would you like to enroll as an Ordering, Prescribing or Referring (OPR) "Non-Billing" Provider? **OPR Provider User Guide** Website Requirements Enroll as an OPR Provider **Rhode Island Medicaid Provider** Would you like to enroll as a Trading Partner? Click here to Enro

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 (NPI)
 - Your NPI
- 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 answers. 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



What can you do in the RI Medicaid Health Care Portal Through this secure and easy to use internet portal:

· Healthcare providers and Billing Agents can enroll as a Trading Partner with RI Medicaid.

 Trading Partners can access eligibility, claim status, file exchange and other Interactive Web Services, using their Trading Partner ID as their User ID.





RI MEDICAID PROVIDER PORTAL



STEPS YOU TAKE TO GET SET UP

com

Step One: Provider Enrollment

Step Two: Health Care Portal

Step Three: Billing

- Enroll as a PHDH provider
- Comply with revalidation

If you have questions reach out to our Provider Enrollment Department <u>rienrollment@gainwelltechnologies.</u> <u>com</u>

- Enroll to receive a Trading Partner ID
- Register your Trading Partner ID

If you have questions reach out to our EDI Department riediservices@gainwelltechnologies. Download the PES (Provider Electronic Solutions) Billing software.

If you have questions reach out to your Provider Representative

Andrea.rohrer@gainwelltechnologies. com

BILLING AND PAYMENT BASICS



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



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 Gainwell
 Technologies 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

Electronic

- Faster turnaround time
- No original signature required
- Quicker corrections
- Free Provider Electronic Solutions (PES) Software for Billing
- Cost savings

Paper

- Slower Turnaround Time due to Manual Processing
- Requires an original signature
- Cost of postage and forms

BILLING FORMATS

- Electronic claims are the preferred method for claim submission. PHDH services are submitted using HIPAA compliant software and electronic claim type 837 Dental.
- To submit claims electronically, providers have access to the free Provider Electronic Solutions (PES) software. <u>The software along with</u> written instructions for download and setup can be found on the EOHHS website.
- Paper claims are to be submitted using the 2012 ADA Dental 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>

ADA Dental 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	7/06/2023	7/07/2023	7/14/2023
		7/21/2023	7/28/2023
August		8/4/2023	8/11/2023
	8/10/2023	8/11/2023	8/18/2023
		8/25/2023	9/01/2023
September			
	9/07/2023	9/08/2023	9/15/2023
		9/22/2023	9/29/2023
October	10/05/2023	10/06/2023	10/13/2023
		10/20/2023	10/27/2023
November		11/03/2023	11/10/2023
	11/092023	11/10/2023	11/17/2023
		11/24/2023	12/01/2023
December	12/07/2023	12/08/2023	12/15/2023
		12/22/2023	12/29/2023
January		1/05/2024	1/12/2024
	1/11/2024	1/12/2024	1/19/2024
		1/26/2024	2/02/2024
February	2/08/2024	2/09/2024	2/16/2024
		2/23/2024	3/01/2024
March	3/07/2024	3/08/2024	3/15/2024
		3/22/2024	3/29/2024
April	4/04/2024	4/05/2024	4/12/2024
		04/19/2024	04/26/2024
May		5/03/2024	5/10/2024
	5/09/2024	5/10/2024	5/17/2024
		5/24/2024	5/31/2024
June	6/06/2024	6/07/2024	6/14/2024
		6/21/2024	6/28/2024
July		7/05/2024	7/12/2024
	7/11/2024	7/12/2024	7/19/2024
		7/26/2024	8/02/2024

BILLING POLICY AND PROCEDURES

Policies

Covered Procedure Codes

Procedure Codes	Description
D0191	ASSESSMENT OF A PATIENT
D0210	INTRAORAL-COMPLETE SERIES (INCLUDING BITEWINGS)
D0220	INTRAORAL-PERIAPICAL-FIRST FILM
D0230	INTRAORAL-PERIAPICAL-EACH ADDITIONAL FILM
D0240	INTRAORAL-OCCLUSAL FILM
D0250	EXTRAORAL-FIRST FILM
D0270	BITEWING-SINGLE FILM
D0272	BITEWINGS-TWO FILMS
D0273	BITEWINGS, THREE FILMS
D0274	BITEWINGS-FOUR FILMS
D0275	BITEWINGS-EACH ADDITIONAL FILM
D0601	CARIES RISK ASSESSMENT AND DOCUMENTATION, WITH A FINDING OF LOW RISK
D0602	CARIES RISK ASSESSMENT AND DOCUMENTATION, WITH A FINDING OF MODERATE RISK
D0603	CARIES RISK ASSESSMENT AND DOCUMENTATION, WITH A FINDING OF HIGH RISK
D1110	PROPHYLAXIS-ADULT
D1120	PROPHYLAXIS-CHILD
D1206	TOPICAL FLUORIDE VARNISH; THERAPEUTIC APPLICATION FOR MODERATE TO HIGH CARIES RISK PATIENTS
D1208	TOPICAL APPLICATION OF FLUORIDE
D1351	SEALANT-PER TOOTH
D1354	SILVER DIAMINE FLUORIDE, 8 TEETH PER YEAR
D4341	PERIODONTAL SCALING AND ROOT PLANING-PER QUADRANT
D4342	PERIODONTAL SCALING AND ROOT PLANNING- ONE TO THREE TEETH PER QUADRANT
D4346	SCALING IN PRESENCE OF GENERALIZED MODERATE OR SEVERE GINGIVAL INFLAMMATION Â- FULL MOUTH, AFTER ORAL
D9410	
עודיע	HOUSE/EATENDED CARE FACILITE CALL

GENERAL POLICY AND CLAIM GUIDELINES

• At this time United Rite Smiles does not cover PHDH Services. This is subject to change in the future. You should only be billing FFS RI Medicaid.

House/Extended Care Facility Call

- Use of procedure code D9410, House/Extended Care Facility Call, continues to require billing with a CDT code and cannot be billed alone. The code D9410 continues to have a maximum number per day per facility and will be monitored through post-procedural review.
- Mobile services provided by fee-for-service providers to long term care/home care residents may only be reimbursed for a maximum of five visits per day, per facility, per provider. Providers may not bill the D9410- House/Extended Care Facility Call for each recipient seen during a single nursing home visit beyond five even when a reimbursable Medicaid Service is being rendered to multiple recipients.
- D9410 code is essentially meant to support the effort of getting to a location and setting up, etc. PHDH can see more than five individuals, but should not bill the D9410 code beyond the fifth patient.

Provider Electronic Solutions Software (PES)





- Log into PES •
- **Click on Forms** •
- Then Click on 837 Dental •



File Forms Communication Lists Reports Tools Security Window Help

🕸 🖸 🚱 🏠 🛉 🏚 🍈 🏹 🎯

🕅 837 Dental		
Total Charge 59.00 OI Amount	.00 Billed Amount 59.00 Services 2	
Hdr 1 Hdr 2 Hdr 3 Srv 1 Srv 2		
Claim Frequency 1	Original Claim #	Add
Provider ID 1234567890		<u>С</u> ору
Last/Org Name DENTAL GROUP	First Name	<u>D</u> elete
Client ID 1234567890	Account # 1234567890	<u>U</u> ndo All
Last Name JANE	First Name DOE MI	<u>S</u> ave
Signature on File Y Benefits Assignment	ent Y 💌 Special Program Code 💌	
From DOS 05/12/2023 To DOS 00/	00/0000 Release of Medical Data Y	
Report Type Code Report T Attachment Ctl	ransmission Code	

😯 837 Dental			C	
Total Charge 59.00 OI Amount	.00 Billed Amo	unt 59	1.00 Services 2	
Hdr 1 Hdr 2 Hdr 3 Srv 1 Srv 2				
Referring Provider				Add
SSN/Tax ID	Provider ID			Сору
Last/Org Name	First Name		MI	Dalaha
Orthodontic Treatment				
Total Months Months R	emaining	Placement D	ate 00/00/0000	Undo All
Accident	-,		,	Save
Related Causes	Date 00/00/0000	State	Country	
Place Of Service 12	Other Insur	ance Ind N	·]	
Tooth Number	Tooth Sta	tus Code	·	
				Find
	/			

🕅 837 Dental		
Total Charge 59.00 OI Amount	.00 Billed Amount 59.00 Services 2	
Hdr 1 Hdr 2 Hdr 3 Srv 1 Srv 2		
Service Facility Location		Add
Facility ID	Taxonomy Code	<u>С</u> ору
Facility Name		<u>D</u> elete
Diagnosis codes Qualifier		<u>U</u> ndo All
Principal Other: 1	2 3	<u>S</u> ave
Rendering Provider		
Provider ID 1234567888	Taxonomy Code 124Q00000X	
Last/Org Name DOE	First Name JOHN MI	

🞲 837 Dental		
Total Charge 53.00 OI Amount .00 Billed Amount	59.00 Services 2	
Hdr 1 Hdr 2 Hdr 3 Srv 1 Srv 2		
Date SVC 05/12/2023 Treatment Start 00/00/0000 Treatm	nent Stop 00/00/0000	Add
Procedure D0190 Tooth Modifiers: 1 2	3 4	<u>С</u> ору
Place Of Service Surfaces: 1 2 3 3	4 • 5 •	<u>D</u> elete
Designation/Quadrants: 1 00 💌 2 💌 3 💌	4 • 5 •	Undo All
Placement Ind Prior Placement Date 00/00/0000	Units 1	
Billed Amount 20.00 Diag Ptr: 1 2	3 4	<u>S</u> ave
Add Srv Srv # Date Of Service POS Procedure Units	Billed Amount	
1 05/12/2023 D0190 1	20.00	
2 05/12/2023 D9410 1	39.00	
Delete Srv		
		Find

🞲 837 Dental Total Charge 59.0	I OI Amount		.00 Billed Ar	nount	59.0	Services	2	
Hdr 1 Hdr 2 Hdr 3	Srv 1 Srv 2	2				_		
Rendering Provider							5	<u>A</u> dd
Provider ID		Ta	axonomy Code					<u>С</u> ору
Last/Org Name			First Name			м		<u>D</u> elete
Service Adjustment Ind	N 🕶	Line Ite	m Control Nbr				ľ	<u>U</u> ndo All
								<u>S</u> ave
Srv # D	ate Of Service	POS	Procedure	Units	Billeo	Amount		
1	05/12/2023	12	D0190		1	20.00		
2	05/12/2023	12	D9410		1	39.00		
								F: 1



ADDITIONAL RESOURCES

- EOHHS Website
- The Dental Provider Manual
- Subscribe to receive the Provider Update



TERMINOLOGY

- 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

- TPID- Trading Partner Number
- PHDH- Public Health Dental Hygienist
- 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

CONTACT INFORMATION

Provider Services	riproviderservices@gainwelltechnol ogies.com	
Provider Enrollment	rienrollment@gainwelltechnologies. com	
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	Andrea.rohrer@gainwelltechnologie s.com 469-897-4389	Provider Representative



Questions ?

Please raise your hand if you have a question.