

Chiropractor Enrollment
And
Billing For FFS RI Medicaid

Objectives

- Introduction to Medicaid
- Provider Enrollment
- Healthcare Portal
- Overview of Billing and Payment Basics
- Billing Policy and Procedures
- Contact Information

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 and policy and procedures.

Provider Enrollment

Enrollment Guidelines

- Rhode Island Medicaid is currently accepting applications from Chiropractors Providers.
- Active enrollment is required before a provider can begin seeing RI Medicaid members.

Information Needed to Enroll

- Address Information, including postal code +4
- Tax ID – either EIN or SSN
- Completed W-9 as an attachment, including signature
- Disclosure information, such as Name, Title, DOB, and SSN are required by the federal CMS mandates
- If enrolling independently or associating to group:
 - Individual NPI (National Provider Identification) and Taxonomy Code
 - Chiropractor License
- If enrolling a group:
 - Group NPI (National Provider Identification) and Taxonomy Code

How to Enroll

Click here
for Provider
Enrollment

More information found in
User Guide

Login ?

*User ID

Log In

[Forgot 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 enroll as a Trading Partner?

[Click here to Enroll](#)

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 including the Electronic Health Record (EHR) Incentive Program - **MAPIR** - utilizing their Trading Partner ID as their User ID.



[Provider Enrollment User Guide](#)

[Trading Partner Enrollment User Guide](#)

[Trading Partner Agreement](#)

[Website Requirements](#)

[Rhode Island Medicaid Providers](#)

Go to www.riproviderportal.org to enroll

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.

Healthcare Portal

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 NPI (National Provider Identification Number)
 - ❑ Your Tax-ID
 - ❑ Contact information

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Would you like to enroll as a Provider?

[Provider Enrollment](#)

Would you like to change or add electronic funds transfer?

[Electronic Funds Transfer](#)

Would you like to enroll as an Ordering, Prescribing or Referring (OPR) "Non-Billing" Provider?

[Enroll as an OPR Provider](#)

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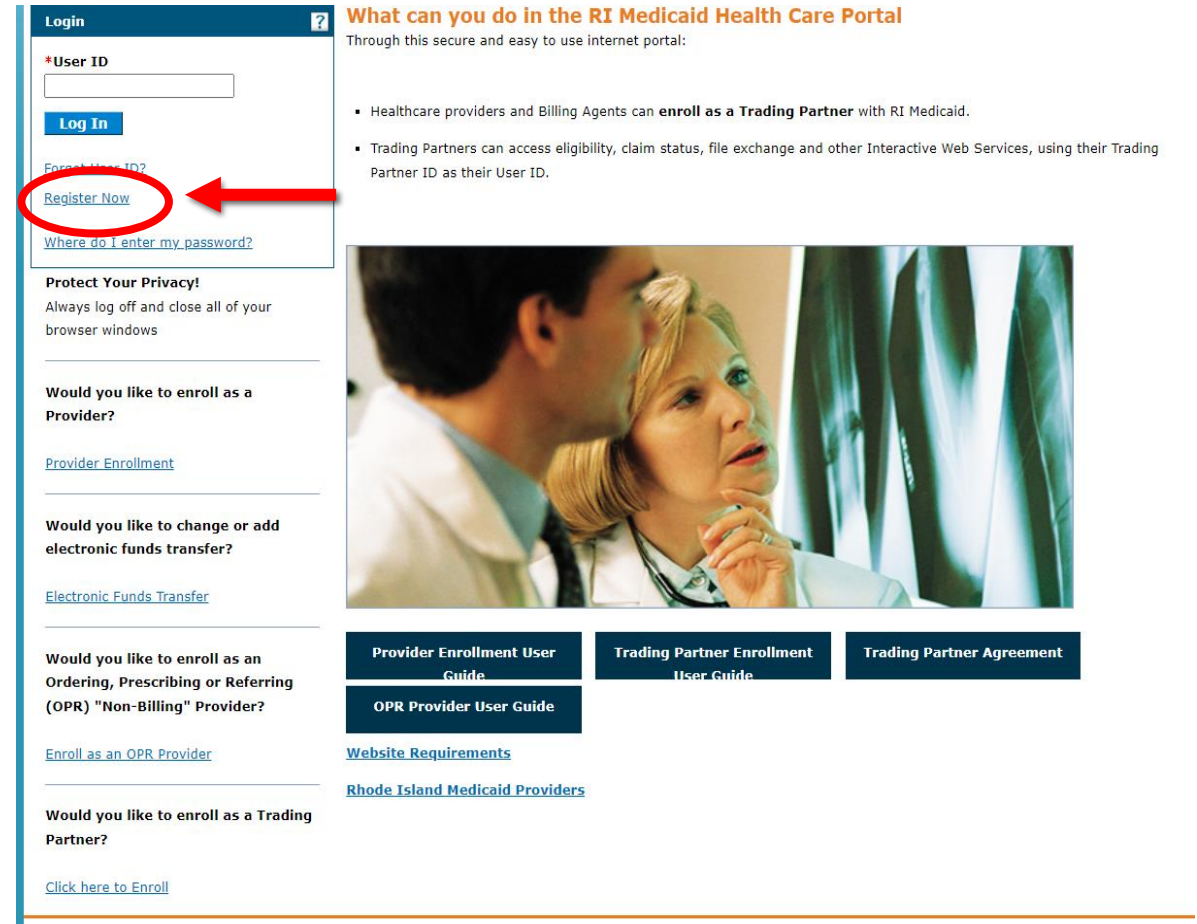
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Provider Enrollment User Guide **Trading Partner Enrollment User Guide** **Trading Partner Agreement**
OPR Provider User Guide

[Website Requirements](#)
[Rhode Island Medicaid Providers](#)

Registering A 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 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



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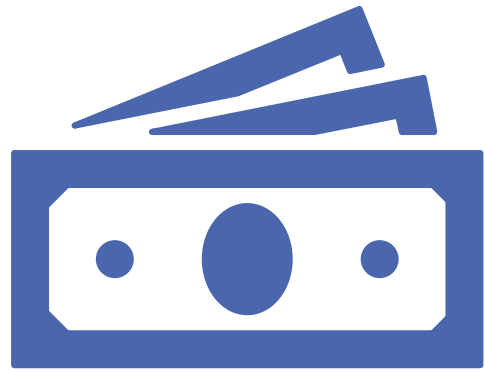
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Additional Information

Under Interactive Web Services you can check the following information below.

1. Remittance Advice
 - a) documents are available electronically through the RI Medicaid Healthcare Portal:
www.riproviderportal.org
 - b) Providers can access the last four Remittance Advice. Once a new one is produced, the oldest one is no longer available.
2. Remittance Advice Payment Amount
 - a) You will select a date range and search to receive the information for only the remittance advice you've received payment on.
3. Prior Authorizations
4. Chiropractor Limits
 - a) You can also check to see if the beneficiary has exceeded their limitations for the services.



Billing and Payment Basics

Your Role As A Billing Provider

Verify

Verify Beneficiary RI
Medicaid Eligibility

Adhere

Adhere to Timely
Filing Guidelines

Claims

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 Healthcare Portal 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 365 days from the date the service that was provided to Medicaid recipients.

Gainwell Technologies must receive a claim for services for Medicaid clients within 365 days from the date of service in order to process claims for adjudication.

Any claim with a service date past 365 days 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. 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. [The software along with written instructions 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. [Step-by-step instruction document for completing the paper claim form is available on the EOHHS website.](#)

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 [here](#) 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
		7/05/2024	7/12/2024
July	7/11/2024	7/12/2024	7/19/2024
		7/26/2024	8/02/2024
August	8/08/2024	8/09/2024	8/16/2024
		8/23/2024	8/30/2024
September	9/05/2024	9/06/2024	9/13/2024
		9/20/2024	9/27/2024
		10/04/2024	10/11/2024
October	10/10/2024	10/11/2024	10/18/2024
		10/25/2024	11/01/2024
November	11/07/2024	11/08/2024	11/15/2024
		11/22/2024	11/29/2024
December	12/05/2024	12/06/2024	12/13/2024
		12/20/2024	12/27/2024
January		1/03/2025	1/10/2025
	1/09/2025	1/10/2025	1/17/2025
		1/24/2025	1/31/2025
February	2/06/2025	2/07/2025	2/14/2025
		2/21/2025	2/28/2025



Billing Policy and Procedures

Procedure Codes

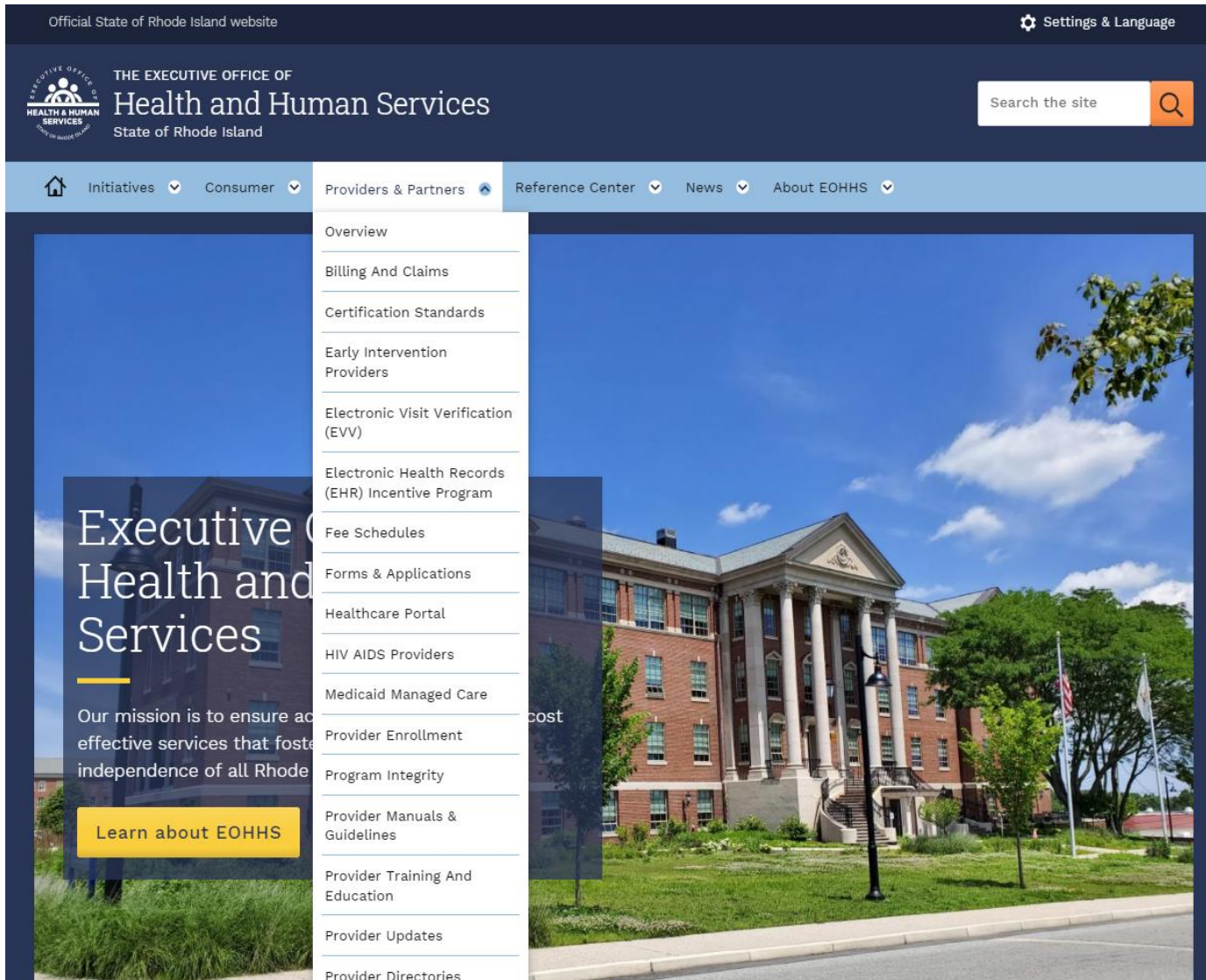
The following table lists all chiropractor services reimbursable through the Medicaid Program. The table shows the procedure code, service description and the number of units.

Procedure Code	Description	Units
98940	CHIROPRACTIC MANIPULATIVE TREATMENT (CMT); SPINAL, ONE TO TWO REGIONS	1 UNIT
98941	CHIROPRACTIC MANIPULATIVE TREATMENT (CMT); SPINAL, THREE TO FOUR REGIONS	1 UNIT
98942	CHIROPRACTIC MANIPULATIVE TREATMENT (CMT); SPINAL, FIVE REGIONS	1 UNIT

Only the three CPT codes above are reimbursable through the Medicaid Program; all other services are considered non-covered for chiropractor providers.

Prior Authorization

- ❑ For in state chiropractor providers. You will be required to submit a prior authorization after the twelfth (12th) visit with a member within a 365-day period.
- ❑ This means that if the thirteenth (13th) visit would be within 365 days of the member's first visit, you must submit a prior authorization in order to be reimbursed for that thirteenth (13th) visit. You will need to attach clinical notes with the prior authorization form for consideration of the service being covered past the initial twelve (12) visits within a 365-day period.
- ❑ Here is a link to the chiropractic prior authorization form: [Chiropractor Prior Auth Form.pdf](#).
- ❑ Please fax all prior authorization request forms to 401-784-3892



Additional Resources

- EOHHS Website: www.eohhs.ri.gov
- Subscribe to receive the Monthly Provider Update
 - Email: riproviderservices@gainwelltechnologies.com
 - Please include your NPI (National Provider Identification number) in the email.
- Chiropractor Provider Reference Manual: [Chiropractor | Executive Office of Health and Human Services](#)

Contact Information

Provider Services	riproviderservices@gainwelltechnologies.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@gainwelltechnologies.com 469-897-4389	Provider Representative