Provider Orientation: Louisiana Medicaid, Behavioral Health
Louisiana Medicaid, Behavioral Health

Go Live - December 1, 2015
Introduction to Optum

• United Behavioral Health (UBH) was officially formed on February 2, 1997, via the merger of U.S. Behavioral Health, Inc. (USBH) and United Behavioral Systems, Inc. (UBS)

• United Behavioral Health, operating under the brand Optum, is a wholly owned subsidiary of UnitedHealth Group
  – Optum is a health services business; you will see both UBH and Optum in our communications to you

• Optum will assume management of the behavioral health benefits for Louisiana Medicare and Medicaid eligible (MME) members with coverage through UnitedHealthcare

• UnitedHealthcare Community Plan of Louisiana has contracted with Optum to administer the behavioral health portion of the Louisiana Plan to include mental health and substance use disorders

We are dedicated to making the health system better for everyone. For the individuals we serve, you play a critical role in our commitment to helping people live their lives to the fullest.
UnitedHealthcare Community Plan (Community Plan):

- Is the largest health benefits company dedicated to providing diversified solutions to states that care for the economically disadvantaged, the medically underserved and those without benefit of employer-funded health care coverage.

- Participates in programs in 24 states plus Washington D.C. serving approximately 5 million beneficiaries of acute and long-term care Medicaid plans, the Children’s Health Insurance Program (CHIP), Special Needs Plans and other federal and state health care programs.

- Health plans and care programs are uniquely designed to address the complex needs of the populations they serve, including the chronically ill, those with disabilities and people with higher risk medical, behavioral and social conditions.
Our mission is to help people live healthier lives. Our role is to make health care work for everyone.

Integrity.
Compassion.
Relationships.
Innovation.
Performance.

Honor commitments
Never compromise ethics

Walk in the shoes of people we serve and those with whom we work

Build trust through collaboration

Invent the future, learn from the past

Demonstrate excellence in everything we do
Optum philosophy of care

An Integrated medical and behavioral health delivery system

A focus on member involvement in identifying his or her needs

Support for collaboration
New Program:
- Louisiana has created a new health benefits program to coordinate the physical and behavioral healthcare needs for individuals who are eligible for Medicaid.
- The Combined Benefit Package includes all traditional benefits available through Medicaid programs, including Specialized Behavioral Health Services.

Team Members Involved in Care Coordination:
- Member and their family/caregiver
- Care Advocate
- Community Care Manager
- Waiver service coordinator (if appropriate)
- Primary care provider
- Specialists and other providers as applicable

Integrated care

Better care through Integrated Care Delivery System (ICDS)
Covered behavioral health populations

Covered Populations:

- **TANF**: Temporary Assistance for Needy Families
- **ABD**: Aged, Blind and Disabled
- **CHIP**: The Children's Health Insurance Program
- **IDD**: Intellectual and/or Developmental Disability
- **LTSS**: Long Term Services and Supports
- **LTC**: Long-Term Care
- **DUALS**: Members who are enrolled in Medicare and Medicaid
Member identification card, front
Member identification card, back

In an emergency go to nearest emergency room or call 911.

This card does not guarantee coverage. By using this card you agree to the release of medical information as stated in your Member Handbook. To find a provider visit the website www.MyUHC.com/CommunityPlan.

For Members: 1-866-675-1607  
NurseLine: 1-877-440-9409  
Report Fraud: 1-800-488-2917

TTY 711

For Providers: www.UnitedHealthcareOnline.com 1-866-675-1607
Claims: PO Box 31341, Salt Lake City, UT 84131-0341

Pharmacy Claims: OptumRX, PO Box 29044, Hot Springs, AR 71903
For Pharmacists: 1-866-328-3108 Rx Prior Auth: 1-800-310-6826

UnitedHealthcare
Community Plan
Behavioral Health Clinical Model

Six key principles behind the Behavioral Health Clinical Model center on a change from traditional to integrated care

1. Moving from a disease-centric model to a Member-Driven, Medical-Behavioral-Social Health Model by operating with a collaborative team approach to deliver care using a standardized protocol

2. Treating Members in a holistic manner by using a single Member driven treatment plan, including helping the Member access their natural community supports based on their strengths and preferences

3. Use of clinical systems and claims platforms that allow for a seamless coordination across inter-disciplinary care teams of the Member’s needs

4. Focused on multimorbidities in patients with chronic clinical conditions to improve health outcomes and affordability

5. Improved screening and treatment of Mental Health and Substance Use Disorder diagnoses

6. Treating individuals at the point of care where they are comfortable
Behavioral and medical integration

**Our Goal:** Increase medical and behavioral health care integration:
- Providers are asked to refer Members with known or suspected and untreated physical health problems or disorders to their Primary Care Physician for examination and treatment.

**Our Goal:** Increase integration of treatment for mental health and substance use disorder conditions:
- Our care management program assists members with complex medical and/or behavioral health needs in the coordination of their care.
- All Members are expected to be treated from a holistic standpoint, including high-risk, high-service utilizers with complex needs.
Types of providers in the behavioral health network

Licensed Mental Health Professionals:
- Psychiatrist
- Advanced Psychiatric Nurse Practitioner
- Medical Psychologist
- Licensed Psychologist
- Licensed Clinical Social Worker
- Licensed Professional Counselor
- Licensed Addiction Counselor
- Licensed Marriage and Family Therapist

Other Types of Providers:
- Peer Support Specialist
- Case Manager
Covered behavioral services

• Pharmacological Management
• Psychosocial Rehabilitation (PSR)
• Family Psychotherapy
• Outpatient Therapy
• Therapeutic Group Home (under age 21)
• Group Psychotherapy
• Peer Support Services (age 21 and over)
• Community Psychiatric Supportive Treatment (CPST)
• Individual Psychotherapy
• Crisis Intervention

(continued)
Covered behavioral services, (continued)

• Multi-Systemic Therapy (under age 21)
• Functional Family Therapy (under age 21)
• Inpatient Hospitalization
• Homebuilders (under age 21)
• Electroconvulsive Therapy
• Intensive Outpatient
• Psychological and Neuropsychological Testing
• Residential Substance Abuse (per ASAM)
• Psychiatric Residential Treatment Facility (under age 21)
• Assertive Community Treatment (18 years and above)

(continued)
Covered behavioral services, (continued)

• 23-Hour Observation Services
• Crisis Stabilization
• Peer Run Warm Line, supported by all Managed Care Organizations
CPST, PSR, Crisis Intervention and Nursing Homes

• Effective December 1, 2015 Medicaid State Plan Mental Health Rehabilitation (MHR) services became available to nursing facility residents. These services include PSR, CPST and Crisis Intervention.

• Nursing facility residents must meet the same diagnosis and LOCUS-based eligibility criteria as members residing in the community.

• 51% of MHR services must be delivered in the community. MHR services for nursing facility residents must not duplicate services provided by the nursing facility or covered by Medicare or other payor sources.

• Providers can use Place of Service (POS) code 12 (home) when delivering CPST/PSR services to members in nursing facilities.
## Prior authorization requirements

<table>
<thead>
<tr>
<th>No Authorization Required</th>
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<tr>
<td>• Pharmacologic Management</td>
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<td>• Psychosocial Rehabilitation (PSR)</td>
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<td>• Individual Psychotherapy</td>
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<td>• Family Psychotherapy</td>
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<td>• Group Psychotherapy</td>
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<tr>
<td>• Community Psychiatric Supportive Treatment (CPST)</td>
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<td>• Multi-Systemic Therapy (MST)</td>
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<td>• Functional Family Therapy (FFT)</td>
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<td>• Homebuilders</td>
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<td>• Neuropsychological Testing</td>
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<td>• Inpatient Psychiatric Hospitalization</td>
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<td>• Psychiatric Residential Treatment Facilities (PRTF)</td>
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<td>• Inpatient Detoxification</td>
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<td>• Ambulatory Detoxification</td>
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<td>• Intensive Outpatient Program</td>
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<td>• Assertive Community Treatment (ACT)</td>
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<td>• Peer Support Services</td>
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<td>• Therapeutic Group Homes</td>
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<td>• Electroconvulsive Therapy (ECT)</td>
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<td>• Psychological Testing</td>
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<td>• Crisis Intervention (Services should be initiated at the time the crisis begins; an authorization request must be submitted within 24 hours following the onset of services)</td>
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Authorizations

- Authorizations can be requested in different ways:

  - Mental Health Inpatient
  - Substance Abuse Inpatient
  - Residential Substance Abuse

  At this time, these are the only services that are requested telephonically.

  **Telephone:** (866) 675-1607

  - Psychiatric Residential Treatment Facility (PRTF)
  - Electroconvulsive Therapy (ECT)
  - Assertive Community Treatment (ACT)
  - Crisis Intervention
  - Intensive Outpatient (IOP)
  - Therapeutic Group Home

  **Fax:** (855) 202-7023
  **Email:** LA.Beh.Auths@uhc.com

Please Note: templates for authorizations that are submitted by fax or email are located on Provider Express: from the home page: Our Network > Welcome to the Network > Louisiana
Medicare Primary Notification

• Providers have one business day from admit to verify Medicare benefits and request authorization if Medicare benefits are exhausted

• In the event Medicare benefits are exhausted during a member’s hospitalization, the provider has 24 hours from the date that Medicaid becomes the primary payer to request authorization
Utilization Management Statement

Care Management decision-making is based only on the appropriateness of care as defined by:

- Optum Level of Care Guidelines
- Optum Psychological and Neuropsychological Testing Guidelines
- Louisiana Behavioral Health Partnership (LBHP) Service Definitions Manual
- American Society of Addiction Medicine (ASAM) Criteria

Level of Care Guidelines can be found at [providerexpress.com](http://providerexpress.com).

Optum does not reward Medical Directors or licensed clinical staff for issuing denials of coverage or service.
Level of Care Utilization System (LOCUS®)

The Level of Care Utilization System (LOCUS) for Psychiatric and Addiction Services was developed by the American Association of Community Psychiatrists’ Health Care Systems Committee Task Force on Level of Care Determinations.

The LOCUS is used to determine eligibility for Mental Health Rehabilitation Services for adults (ages 21 and older):

- Psychosocial Rehabilitation (PSR)
- Community Psychiatric Support and Treatment (CPST)
- Crisis Intervention
- Assertive Community Treatment (ACT)

For adults, the standardized assessment and LOCUS score sheet may be faxed to (844) 480-5705.
The LOCUS is completed by a Licensed Mental Health Professional (LMHP) who has received training on how to completed the LOCUS. The assessment and LOCUS must be completed by your agency prior to services being rendered and be updated on an annual basis and sent to us.

There are three objectives:

• Provide a system for assessment of service needs for adult clients based on six evaluation parameters

• Describe a continuum of service arrays

• Create a methodology for quantifying the assessment, allowing for a reliable determination for placement in the service continuum
The LOCUS assessment evaluates 6 dimensions:

- Risk of Harm
- Functional Status
- Medical, Addictive, and Psychiatric Co-Morbidity
- Recovery Environment
- Treatment and Recovery History
- Engagement

The outcome of the assessment provides a recommendation for the level of care. The assessment does not take the place of clinical judgment.
Rehabilitation services

• CPST and PSR do not require prior authorization; however,
  - For adults, the LOCUS and assessment is required to be completed and maintained in the Member’s record prior to service delivery; these must be updated annually and submitted to Optum each year. The state approved standardized assessment for adults and the LOCUS score sheet are located on www.makingmedicaidbetter.com.
  - For children and adolescents, an assessment is required to be completed and maintained in the member’s record prior to service delivery; the assessment must be updated annually and submitted to Optum each year. A specific assessment is not required but the 1915c is recommended.
  - For members receiving services prior to 12/1, the current assessment, if less than a year old, can be submitted on or before the expiration date of the Magellan authorization. A new assessment will then be required within one year of the current assessment date.
  - Assessment documents for adults, children/adolescents and the LOCUS (for adults) may be faxed to (844) 480-5705.
Rehabilitation services (continued)

• After February 28, 2016:
  – All authorizations for ACT and Crisis Intervention provided by Magellan were honored through February 28, 2016.
  – ACT and Crisis Intervention will require continued authorization
    o We have contacted providers to initiate the re-authorization process for ACT services

• Assessments must be conducted by LMHPs. They cannot be conducted by an unlicensed provider even with a supervising clinician. Only HCPC services are allowable to be rendered by unlicensed providers (e.g., CPST, PSR).
Discharge planning

• Effective discharge planning addresses how a Member’s needs are met during a level of care transition or change to a different treating provider

• Discharge planning begins at the onset of care and should be documented and reviewed over the course of treatment

• Discharge planning will focus on achieving and maintaining a desirable level of functioning after the completion of the current episode of care

• Discharge instructions should be specific, clearly documented and provided to the member prior to discharge:
  – Members discharged from an acute inpatient program must have a follow-up appointment scheduled prior to discharge for a date that is within **seven (7) days of the date of discharge**

• Throughout the treatment and discharge planning process, it is essential that Members be educated regarding:
  – The importance of enlisting community support services
  – Communicating treatment recommendations to all treating professionals
  – Adhering to follow-up care
## Outpatient management

### Reduced administrative burden
- We have removed precertification requirements for in scope services

### Management strategy
- Algorithms for Effective Reporting and Treatment (ALERT)
- Practice Management

### In scope services
- Individual/Group/Family Therapy
- Psychosocial Rehabilitation
- Community Psychiatric Supportive Treatment
- Homebuilders
- Multi-Systemic Therapy
- Functional Family Therapy
- Outpatient Addiction Services (ASAM level 1)
**ALERT Program**

**Member identification**
- Claims data
- Service combinations
- Frequency and/or duration that is higher than expected

**Licensed care advocate reach out telephonically to treating provider to:**
- Review eligibility for the service(s)
- Review the treatment plan/plan of care
- Review the case against applicable medical necessity guidelines

**Potential outcome of review:**
- Close case (member is eligible, treatment plan/plan of care is appropriate, care is medically necessary)
- Modification to plan (e.g., current care is not evidence based but there is agreement to correct)
- Referral to Peer Review (e.g., member appears ineligible for service; treatment does not appear to be evidence based; duration/frequency of care does not appear to be medically necessary)
Practice Management Program

As an alternative to requiring precertification for routine and community-based outpatient services, we will provide oversight of service provision through our practice management program.

<table>
<thead>
<tr>
<th>Program Components</th>
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<tr>
<td>• Regular and comprehensive analysis of claims data by provider/provider group</td>
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<tr>
<td>• Service/diagnostic/age distribution</td>
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<tr>
<td>• Proper application of eligibility criteria</td>
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<tr>
<td>• Appropriate frequency of service/duration of service</td>
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<tr>
<td>• Outreach to provider group when appropriate to discuss any potential concerns that arose from the claims analysis</td>
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<tr>
<td>• Potential outcomes from discussion</td>
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<tr>
<td>• No additional action necessary</td>
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<tr>
<td>• Program audit including record review</td>
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<tr>
<td>• Corrective Action Plan (CAP)</td>
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<tr>
<td>• Targeted precertification as part of CAP</td>
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Psychological testing

- Information related to Psychological Testing is located on providerexpress.com
- Our clinical criteria for reviewing psychological and neuropsychological testing requests is located in the Psychological/Neuropsychological Testing Guidelines, (Provider Express > Quick Links > Guidelines/Policies & Manuals > Psychological/Neuropsychological Testing Guidelines)
- Psychological testing requests are made via faxed submission of completed Optum Psych Testing Request Form: From Provider Express home page > Quick Links > Forms > Optum Forms – Clinical > Optum Psych Testing Request Form and faxed to (888) 216-4795
- Upon review by our staff, providers are notified telephonically of authorizations or requests for peer-to-peer review to discuss the request
Cultural competency

• As a health care provider, it is important for you to remember to be culturally sensitive to the diverse population you serve:
  – There are diverse cultural preferences that we ask providers to keep in mind when serving members
  – All services should be conducted in accordance with Title VI of the Civil Rights Act of 1964 and should be provided in a manner that respects the Member’s cultural heritage and appropriately utilizes natural supports in the Member’s community
Cultural competency, (continued)

• Providers are required to deliver services in a culturally competent manner to all members, including those with limited English proficiency and diverse cultural and ethnic backgrounds, and to provide for interpreters in accordance with 42 CFR §438.206

• All providers shall comply with any state or federal law which mandates that all persons, regardless of race, creed, color, religion, sex, age, income, sexual orientation, gender identity, national origin, political affiliation or disability, shall have equal access to employment opportunities, and all other applicable federal and state laws, rules and regulations, including the Americans with Disabilities Act and Title VI
Providers shall take positive action to ensure that applicants for employment, employees, and persons to whom it provides service are not discriminated against due to race, creed, color, religion, sex, age, income, sexual orientation, gender identity, national origin, political affiliation, or disability. Some cultural preferences to remember include:

– Ask what language the Member prefers to help eliminate communication barriers and, when necessary, use the interpretation services available to you
– Understand the Member’s religious and health care beliefs
– Understand the role of the Member’s family and their decision-making process

Providers should collect Member demographic data, including, but not limited to ethnicity, race, gender, sexual orientation, religion, and social class:

– Members must be given the opportunity to voluntarily provide this information, it cannot be required
Cultural competency, (continued)

• Some additional resources for information on Cultural Competency are:
  – [www.LEP.gov](http://www.LEP.gov) – Promotes importance of language access to federal programs and federally assisted programs
  – [www.crosshealth.com](http://www.crosshealth.com) – Quarterly newsletters on cultural competence topics for staff
  – [www.diversityrx.org](http://www.diversityrx.org) – Promotes language and cultural competence to improve the quality of health care for minorities
  – [www.ncihc.org](http://www.ncihc.org) – Organization to promote culturally competent health care
  – [www.focusondiversity.com](http://www.focusondiversity.com) – Provides statistics
Importance and value of cultural competence

• Given the diverse ethnic population in Louisiana, providers must be prepared to provide culturally appropriate services

• Service settings and approaches should be culturally sensitive to engage individuals from diverse backgrounds to access services

• Promoting open discussions about mental health or substance abuse issues is an important step to reduce the stigma many individuals have

• Emphasizing individualized goals and self-sufficiency encourages Members to live their lives to the fullest
Provider quality audits

- Provider audits are completed for a variety of reasons:
  - High volume Licensed Mental Health Professional (LMHP) office and agency treatment record reviews
  - At the time of Credentialing and Recredentialing for providers without a national accreditation (for example, The Joint Commission or CARF)
  - Quality of Care (QOC) investigation
  - Investigation of member complaints regarding the physical environment of an office or agency
Elements reviewed during audits:
- Physical environment
- Policies and procedures
- Member treatment records
- Personnel files

Scoring of audits:
- 85% and higher is passing
- Scores between 80 – 84% require a Corrective Action Plan (CAP)
- Scores below 79% require a CAP and re-audit
Provider quality audits, (continued)

Feedback to providers:

- Feedback is provided verbally at the conclusion of the audit
- A written feedback letter is mailed within 30 days for routine audits; for Quality of Care audits, the feedback letter is mailed after the requesting committee reviews the audit results
- When a Corrective Action Plan is required, it must be submitted within 30 days of the request
- Re-audits are completed within 3-6 months of acceptance of the Corrective Action Plan
Audit tools

• There are five (5) audit tools for Louisiana Medicaid:
  – Organizational Provider Site Tool
  – Case Management Record Audit Tool
  – Psychosocial Rehab Record Audit Tool
  – Treatment Record Audit Tool
  – Fidelity Monitoring Tool

• The audit tools are posted to providerexpress.com: from the home page, choose Our Network > Welcome to the Network > Louisiana > Audit Tool Names
Documentation standards

- Information regarding documentation standards for behavioral health providers can be located in 3 places:
  - Optum Network Manual (located on providerexpress.com): from the home page, choose Clinical Resources > Guidelines/Policies & Manuals > Optum Network Manual > Treatment Record Documentation Requirements
  - Louisiana Medicaid Behavioral Health Provider Manual (located on providerexpress.com): from the home page choose Our Network > Welcome to the Network > Louisiana> Louisiana Medicaid Behavioral Health Provider Manual)
  - Audit tools
Highlights of documentation standards:

- A psychiatric history, including the presenting problem, is documented
- A medical history, including the presenting problem, is documented
- A current medical screening is documented; at minimum, options for documenting the screening include (but are not limited to):
  - Healthy Living Questionnaire 2011
  - Primary and Behavioral Health Care Integration (PBHCI) Medical Short Screening Form
- Risk assessments (initial and on-going), including safety planning when applicable are present
- A substance abuse screening is completed
- For children and adolescents, a complete developmental history is documented
• Treatment planning documentation includes:
  – Short-term and long-term goals that are objective and measurable
  – Time frames for goal attainment
  – Updates to the plan when goals are achieved or new issues are identified
  – Modifications to goals if goals are not achieved

• For members that are prescribed medications documentation includes:
  – The date of the prescription, along with dosage and frequency
  – Rationale for medication adjustments
  – Informed consent for medications
  – Education regarding the risks/benefits/side-effects/alternatives
Documentation standards, (continued)

• Discharge planning should be on-going and a discharge summary is documented when services are completed

• Record must be legible

• All entries must be signed by the rendering provider

• Entries must include the start and stop time or length of time spent in the session (for timed sessions)

• Medical necessity for services that are rendered is clearly documented
Reminders: Release of Information (42 CFR §431.306)

- Providers must have criteria outlining the conditions for release of information about Members
- Providers must have a signed release of information to respond to an outside request for information
- All staff members within the provider agency/group are subject to the same confidentiality requirements
- A release of information should be obtained to allow communication and collaboration with other treating providers (including previous treating providers)

Optum expects that all state and federal guidelines related to confidentiality are followed. For more information regarding documentation and storage of records, refer to the Optum Network Manual.
Integration of physical and behavioral health

- It is essential to integrate physical and behavioral health services
- We require that coordination of care occur on a routine basis
- At the beginning of treatment, appropriate releases of information should be obtained to support coordination of care activities
- Coordination of care is completed (and documented) with Primary Care Physicians
- Coordination of care is completed (and documented) with other treating providers
- If the member refuses to allow coordination to occur, that is clearly documented in the treatment record
  - The member needs to be educated regarding how coordination of care is beneficial to their overall treatment
Prescription Monitoring Program (PMP)

• The Louisiana Board of Pharmacy in 2006 implemented an electronic system for the monitoring of controlled substances which are dispensed in the state of Louisiana.

• The goal of the program is to improve the state’s ability to identify and inhibit the diversion of controlled substances and drugs of concern in an efficient and cost-effective manner that shall not impede the appropriate utilization of these drugs for legitimate medical purposes.

• Access to the program can be requested by visiting https://www.labppmp.com

  Phone: (866) 683-2476
  Email: LABPPMP@otech.com
• Louisiana requires that prescribers query the PMP prior to initially prescribing a controlled substance to a Member

• The PMP query must be printed and placed in the Member’s treatment record

• The PMP must be queried on an annual basis if a Member is prescribed a controlled substance; the printed copy is placed in the Member’s treatment record

• Additional PMP queries may be conducted at the prescriber’s discretion

• We will complete random chart audits of prescribers to monitor compliance to this process:
  – The audit will confirm that queries are placed in the Member’s treatment record
Claims submission

• Providers must submit claims using the current CMS Form 1500 or UB-04 with appropriate coding including, but not limited to, ICD-10, CPT, and HCPCS coding

• Louisiana Community Health Plan requires that you initially submit your claim within 365 days of the date of service

• When a provider is contracted as a group, the payment is made to the group, not to an individual

• All claim submissions must include:
  – Member name, Medicaid identification number and date of birth
  – Provider’s Federal Tax I.D. number
  – National Provider Identifier (NPI) (unique NPI’s for rostered clinicians)
  – Providers are responsible for billing in accordance with nationally recognized CMS Correct Coding Initiative (CCI) standards. Additional information is available at www.cms.gov
Claims submission option 1 – online

Entry through www.unitedhealthcareonline.com:

• Secure HIPAA-compliant transaction features streamline the claim submission process
• Performs well on all connection speeds
• Submitting claims closely mirrors the process of manually completing a CMS-1500 form
• Allows claims to be paid quickly and accurately

You must have a registered user ID and password to gain access to the online claim submission function:

• To obtain a user ID, call toll-free (866) 842-3278
Claims submission option 2 – EDI/ Electronically

- Electronic Data Interchange (EDI) is an exchange of information.
- Performing claim submission electronically offers distinct benefits:
  - **It's fast** - eliminates mail and paper processing delays
  - **It's convenient** - easy set-up and intuitive process, even for those new to computers
  - **It's secure** - data security is higher than with paper-based claims
  - **It's efficient** - electronic processing helps catch and reduce pre-submission errors, so more claims auto-adjudicate
  - **It's complete** - you get feedback that your claim was received by the payer; provides claim error reports for claims that fail submission
  - **It's cost-efficient** - you eliminate mailing costs, the solutions are free or low-cost
Claims submission option 2 – EDI/ Electronically, (continued)

- You may use any clearinghouse vendor to submit claims
- Payer ID for submitting claims is 87726
- Additional information regarding EDI is available on
  and
  [www.unitedhealthcareonline.com](http://www.unitedhealthcareonline.com)
Claims submission option 3 – hardcopy

• Use the Form 1500 claim form:
  – Claim elements include but are not limited to diagnosis DSM-5
  – Member name, Member date of birth, Member identification number, dates of service, type and duration of service, name of clinician (e.g., individual who actually provided the service), provider credentials, tax ID and NPI numbers
  – Paper claims submitted via U.S. Postal Service should be mailed to:
    United Healthcare Community Plan of Louisiana
    PO Box 31341
    Salt Lake City, UT 84131-0341

• Use DSM-5 for assessment and the associated ICD-10 coding for billing
Submitting a Claims Reconsideration Request

• In order to submit a claims reconsideration request, you must log into LINK on the [www.uhconline.com](http://www.uhconline.com) webpage.

• Click on the box that says "UHC Claims Management" or “UHC Claims Reconsideration" to submit your request. **From the dropdown box, please ONLY select "Louisiana Behavioral Health Appeals Only".**

• Please refer to the training materials available in the Help section of the website for live webinars and Quick Reference Guides to assist with using LINK.
Electronic Payment & Statements (EPS)

With EPS, you receive electronic funds transfer (EFT) for claim payments, plus your EOBs are delivered online:
- Lessens administrative costs and simplifies bookkeeping
- Reduces reimbursement turnaround time
- Funds are available as soon as they are posted to your account

To receive direct deposit and electronic statements through EPS you need to enroll at myservices.optumhealthpaymentservices.com. Here’s what you’ll need:
- Bank account information for direct deposit
- Either a voided check or a bank letter to verify bank account information
- A copy of your practice’s W-9 form

If you’re already signed up for EPS with UnitedHealthcare Commercial or UnitedHealthcare Medicare Solutions, you will automatically receive direct deposit and electronic statements through EPS for UnitedHealthcare Community Plan of Louisiana when the program is deployed.

Note: For more information, please call (866) 842-3278, option 5, or go to UnitedHealthcareOnline.com > Quick Links > Electronic Payments and Statements.
Billing Reference: Claims form – Form 1500

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<thead>
<tr>
<th>Licensed Mental Health Providers (LMHPs)*</th>
<th>Non-Independently Licensed Behavioral Health Providers</th>
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<tbody>
<tr>
<td>▪ Enter the name, licensure and NPI number of the independently licensed clinician who is directly rendering services:</td>
<td>▪ The rendering provider’s information does not need to be included anywhere on the claim*:</td>
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<tr>
<td>o Box 24J: NPI number of LMHP</td>
<td>o Box 24J: Leave blank</td>
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<tr>
<td>o Box 31: Name and licensure of LMHP</td>
<td>o Box 31: Agency name</td>
</tr>
<tr>
<td>o Box 33: Agency name, address, and phone number</td>
<td>o Box 33: Agency name, address, and phone number</td>
</tr>
<tr>
<td>o Box 33a: Agency NPI number</td>
<td>o Box 33a: Agency NPI number</td>
</tr>
</tbody>
</table>

The name and license should be exactly the same as it appears on the agency roster.

*LMHPs include: Psychiatrist, Advanced Psychiatric Nurse Practitioner, Medical Psychologist, Psychologist, Licensed Clinical Social Worker, Licensed Professional Counselor, Licensed Addiction Counselor, and Licensed Marriage and Family Therapist.

^ The claim is recognized by the appropriate modifier that must be included to indicate what level of staff provided the service.
Claims form – Form 1500 (formerly CMS 1500)
Claims form – Form 1500 provider section, (continued)

• **Box 24J**: Independently licensed clinicians who render services enter their **NPI number** in the non-shaded portion.

• **Box 24J**: Non-independently licensed clinicians who render services do not need to enter an NPI number in Box 24J.
Claims form – Form 1500 provider section, (continued)

• **Box 31**: Independently licensed clinicians who render services enter their name and licensure in Box 31

• **Box 31**: Non-independently licensed clinicians who render services enter the name of the agency in Box 31

31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS
(I certify that the statements on the reverse apply to this bill and are made a part thereof.)

SIGNED   DATE
Claims form – Form 1500 provider section, (continued)

• **Box 33**: Agency name, address, and phone number
• **Box 33a**: Agency NPI number
Claim tips

To ensure clean claims remember:
• NPI numbers are always required on all claims
• A complete diagnosis is required on all claims

Claims filing deadline:
• Louisiana Community Health Plan allows claims submission of up to 365 days from the date of service

Claims Processing:
• Clean claims, including adjustments, will be adjudicated within 30 days of receipt

Balance Billing:
• The member cannot be balance billed for behavioral services covered under the contractual agreement
Claim tips, (continued)

Member Eligibility:
• Provider is responsible to verify member eligibility through unitedhealthcareonline.com

Examples of coding Issues related to claims denials:
• Incomplete or missing diagnosis
• Invalid or missing HCPCS/CPT codes
• Use of codes that are not covered services
• Required data elements missing, (e.g., number of units)

Provider information missing/incorrect

Prior Authorization required when:
• Required authorization missing
• Units exceed authorization (e.g., 10 inpatient days were authorized, facility billed for 11 days)
Billing tips

U8 Modifier:

- Always use the U8 modifier with the appropriate and consistent Place of Service (POS) code.

Age Modifiers:

- Always use the appropriate age modifier when indicated on the fee schedule.

One Exception: H2017 Individual vs. Group:

- For Individual Rehab – H2017, providers should bill their services with all proper modifiers and omit modifier HA, HB, and HQ. This will allow reimbursement to seamlessly be paid at the higher individual rehab rate.

- For Group Rehab – H2017, providers should bill their services with all proper modifiers and include modifier HQ or include modifier HA/HB, as appropriate by the age of the member.
Same day billing tips

**MD and LCSW: E & M and therapy (e.g., 99214 & 90832)**
- Allowable on the same day, and each rendering provider must bill the service with their individual NPI

**LCSW and LCSW: Assessment and therapy (e.g., 90791 & 90832)**
- Not allowable on the same day for either same LCSW or two LCSWs

**LCSW and LCSW: Group and individual therapy (e.g., 90853 & 90832)**
- Allowable for either the same LCSW or two different LCSWs on the same day, as long as the rendering providers’ NPI numbers are included for each appropriate separate and distinct service along with an appropriate modifier appended to CPT 90832. If it is different LCSWs with different Federal Tax Identification numbers then the 59 modifier is not required. If two LCSWs bill under the same Federal Tax Identification number then the modifier would be required to indicate a separate service.
Billing & Claims Update

• **H0015**: update was completed to allow for Place of Service (POS) 11. *

• **H0015**: update was completed to remove 8 unit daily maximum. *

• **HP modifier**: 7/1/16 effective date; use HP for medical psychologist, continue using AH for licensed psychologist.

*(Previously submitted claims do not need to be resubmitted; we will reprocess these claims.)*

Reminder!
Please update your rosters within 10 days of a change on [www.providerexpress.com](http://www.providerexpress.com).
Introduction to Fraud, Waste, Abuse & Error

Program and Network Integrity (PNI) will:

- Carefully monitor for and take action to prevent FWAE
- Appropriately & consistently evaluate suspected FWAE
- Tailor corrective action to effectively stop/change the outlier behavior
- Offer a robust education program that engages the provider in changing outlier billing and coding behavior to accurately reflect the services rendered

Example:

- Fraud: Knowingly billing for a service that was never performed.
- Waste: Billing for services 5X per week when 1X per week would have been medically appropriate.
- Abuse: Billing for a 90792 (diagnostic evaluation) when individual therapy was performed.
- Error: A billing representative transposes numbers on a claim and submits it.
PNI Evaluates the Optum Provider Network for FWA&E

- **Retrospective Investigations**
  - Example: Tip comes to PNI, information is gathered
  - Focus: “What really happened here?”

- **Prospective Review**
  - Example: A combination of procedures on a claim is detected by PNI flags or algorithms. The claim is reviewed before payment is released
  - Focus: “Let’s get more information before we pay this claim.”

- **Business Intelligence / Data Analytics**
  - Example: When running analytics on our historical claim data, we may find outliers, anomalies or patterns
  - Focus: “Let’s use ‘big data’ to detect outlier billing behavior.”

- **Provider Education**
  - Example: An Investigation has been completed and it has been determined that the provider requires an Education referral for better understanding of the coding concepts.
  - Focus: “Educate to genuine mistakes and misunderstandings while keeping an eye out for fraud.”

- **Other strategic methods (such as forensic accounting) and supporting functions (such as compliance, quality, financial reporting)**
When and How to contact PNI

• When to contact PNI:
  – All of us have a duty to be vigilant regarding potential fraud, waste or abuse. Send a tip to PNI or reach out to a member of the PNI team, whenever you see something that “doesn’t seem right.”

• How to contact PNI:

  Contact Information for the Program and Network Integrity Department
  Telephone: (877) 972-8844
  E-mail for TIPs: optum.pni.tips@optum.com
  Mail: P.O. Box 30535, Salt Lake City, UT 84130-0535
  Fax: (248) 733-6379
  General inquiries: optum.pni.communications@optum.com
  Website: Visit our Provider Express website at: https://www.providerexpress.com/content/ope-provexpr/us/en/admin-resources/fraud--waste--abuse--error-and-payment-integrity.html
Focus on Provider Education

Goal of the program: to create a robust Education Program that engages the provider in changing outlier billing and coding behavior to accurately reflect the services rendered.

• An educator teaches on the following concepts:
  - Outlier billing
  - Code definitions and intention of that particular code
  - 1995/1997 Coding Guidelines
  - Documentation standards
  - Current CPT, HCPCS and ICD-10 guidelines and references
  - Code combinations that may not be acceptable due to National Correct Coding Initiative (NCCI) edits
  - Provides references that would assist the provider in determining their billing needs

• Overall, the reception of the Provider Education program has been very favorable. It is a great way to prevent waste and abuse while helping deter and prevent fraud.
Additional Details on Provider Education

• We listen then respond and follow-up with you
• Assist with understanding of coding concepts
• Maintain interactive, respectful discussions with you to address your specific concerns
• Provide links and references for source of truth to support future billing
• Facilitate collegial meetings with other departments to assist in a more productive exchange of ideas and plans
Member website: Live and Work Well

- liveandworkwell.com makes it simple for members to:
  - Identify participating providers:
    - Geographic location
    - Provider specialty type/areas of expertise
    - License type
  - Locate community resources
  - Find articles on a variety of wellness and work topics
  - Complete self-assessments
- The website has an area designed to help members manage and take control of life challenges
Provider and Member resources

Educational information is available on liveandworkwell.com (Log-in and from the home page, choose BeWell)

<table>
<thead>
<tr>
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<tr>
<td><strong>Living Healthy</strong></td>
<td><strong>Addictions</strong></td>
<td>Chronic Pain</td>
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<tr>
<td>Aging Well</td>
<td>Alcoholism</td>
<td>Depression (Adult)</td>
</tr>
<tr>
<td>Brain Health &amp; Fitness</td>
<td>Children &amp; Addiction</td>
<td>Depression (Youth)</td>
</tr>
<tr>
<td>Exercise &amp; Fitness</td>
<td>Other 'Addictions'</td>
<td>Diabetes</td>
</tr>
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<td>Healthy Eating</td>
<td>Drug Use</td>
<td>Eating Disorders (Adult)</td>
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<tr>
<td>Holidays &amp; Vacations</td>
<td>Tobacco</td>
<td>Eating Disorders (Youth)</td>
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<td>Pets</td>
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<td>Heart Disease &amp; Circulatory Disorders</td>
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<td>Relaxation &amp; Hobbies</td>
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<td>Infertility</td>
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<td>Obesity</td>
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<td>Volunteering &amp; Community Service</td>
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<td>Obsessions &amp; Compulsions</td>
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<td><strong>Coping &amp; Resiliency</strong></td>
<td><strong>Conditions by Name</strong></td>
<td>Personality Disorders</td>
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<tr>
<td>Alternative Therapies</td>
<td>Abuse &amp; Neglect: Child</td>
<td>Phobias</td>
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<tr>
<td>Controlling Anger</td>
<td>Abuse: Domestic Violence</td>
<td>Postpartum Depression</td>
</tr>
<tr>
<td>Coping &amp; Peace of Mind</td>
<td>Abuse &amp; Neglect: Elder</td>
<td>Post-Traumatic Stress Disorder</td>
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<td>Coping with Change</td>
<td>ADHD (Adult)</td>
<td>Schizophrenia (Adult)</td>
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<tr>
<td>Grief &amp; Loss</td>
<td>ADHD (Youth)</td>
<td>Schizophrenia (Youth)</td>
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<tr>
<td>Recovery &amp; Resiliency</td>
<td>Alzheimer's &amp; Dementia</td>
<td>Sexual Problems</td>
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<td>Responses to Trauma</td>
<td>Anxiety</td>
<td>Stress</td>
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<td>Care &amp; Treatment</td>
<td>Arthritis</td>
<td>Traumatic Brain Injury</td>
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<td>Mindfulness</td>
<td>Asthma</td>
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<td></td>
<td>Autism</td>
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<td>Bipolar Disorder (Adult)</td>
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<td></td>
<td>Bipolar Disorder (Youth)</td>
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<td>Cancer</td>
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<td></td>
<td>Childhood Illnesses</td>
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Quick Reference Guide (QRG)

**OPTUM**

Provider Quick Reference Guide
Louisiana Medicaid

<table>
<thead>
<tr>
<th>Call Center for UnitedHealthcare</th>
<th>866-875-1807</th>
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</thead>
<tbody>
<tr>
<td>Websites &amp; What's Available</td>
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<tr>
<td></td>
<td><a href="http://www.providerexpress.com">providerexpress.com</a></td>
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<td></td>
<td>- Demographic Updates</td>
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<td>- Guidelines and Policies</td>
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<td>- Best Practice Guidelines</td>
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<td>- Level of Care Guidelines</td>
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<td>- Recovery &amp; Resiliency Toolkit</td>
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<td>- Network Manual</td>
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<td>- Trainings and Webinars</td>
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<td></td>
<td>- A website for Health Care Professionals, Community Organizations and Members</td>
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<tr>
<td></td>
<td>- For providers the links will direct you to important information in your state</td>
</tr>
<tr>
<td></td>
<td>- Directs you to our secure provider site UnitedHealthcare Online<a href="http://www.uhocommunityplan.com">uhocommunityplan.com</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.unitedhealthcareonline.com">unitedhealthcareonline.com</a></td>
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<tr>
<td></td>
<td>- Check member eligibility</td>
</tr>
<tr>
<td></td>
<td>- Check claim status &amp; payments</td>
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<td></td>
<td>- Claims Reconsideration</td>
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<td>- Electronic Data Interchange (EDI) information</td>
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<td></td>
<td>- Tools &amp; Resources</td>
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<td></td>
<td>- Tutorials</td>
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</table>

**Claims Submission**

| Paper Claim Submission: | UnitedHealthcare Community Plan of Louisiana |
|                        | P.O. Box 31341 |
|                        | Salt Lake City, UT 84131-0341 |
| *Claims must be submitted within 365 days from the date of service* |

**EDI**

| Payer ID: | 87776 |
| EDI Support: | 800-210-8315 or email ac_edi_ops@uhc.com |

**Electronic Payments & Statements (EPS)**

| It's quick and easy, go to [UnitedHealthcare Electronic Payments & Statements](http://www.unitedhealthcareonline.com) > Claims & Payments > Electronic Payments & Statements Questions - 866-842-3278, choose option 6 |

BH638_062416
UnitedHealthcare provider website

unitedhealthcareonline.com

• Secure transactions for Medicaid include:
  – Check eligibility and authorization or notification of benefits requirements
  – Submit professional claims and view claim status
  – Make claim adjustment requests
  – Register for Electronic Payments and Statements (EPS)
  – To request a user ID to the secure transactions on the unitedhealthcareonline.com, select New User from the Home Page; you may obtain additional information through the Help Desk at (866) 842-3278

• For member eligibility, claim status, and reference materials, go to UnitedHealthcareOnline.com > Tools and Resources > UnitedHealthcare Community Plan Resources

• Customer Service for website support: (800) 600-9007
Provider Express

.Provider Express - providerexpress.com

• Our industry-leading provider website includes both public and secure pages for behavioral health providers. Public pages include general updates and useful information. Secure pages require registration and are available only to network providers. The password-protected “secure transactions” provides Louisiana Medicaid providers access to provider-specific information.
Public Pages include general updates and other useful information:

- Download standard forms (e.g., provider demographic updates, authorization forms, psych testing authorization forms)
- Find network contacts
- Review clinical guidelines
- Access archived issues of Network Notes, the provider newsletter
- Level of Care Guidelines
- Training/Webinar offerings
- Louisiana page (from the Home Page, choose Our Network > Welcome to the Network > Louisiana)
Secure pages are available only to Optum in-network providers and require registration.

Providers will be able to update their practice information using the “My Practice Info” feature.

To request a User ID, select the “First-time User” link in the upper right corner of the home page.

If you need assistance or have questions about the registration process, call the Provider Express Support Center at (866) 209-9320 (toll-free) from 7 a.m. to 9 p.m. Central time, or chat with a tech support representative online.
If you are contracted in the Optum/OHBS-CA network, you can use the registration process to create your account within Provider Express.

Register

The following information is required to register:

**Providers** (individually-contracted clinicians):
1. Provider First Name
2. Provider Last Name
3. Tax ID
4. NPI (Type I - Individual)
5. Last 4 digits of Provider’s SSN

**Groups/Practices** (contracted for outpatient, professional services):
1. Group/Practice Name
2. Tax ID
3. NPI (Type II - Organization)

**Facilities** (contracted for inpatient, IOP and other facility-related services):
1. Facility Name
2. Federal Tax ID
3. NPI (Type II - Organization)

If you need assistance or have questions about the registration process, call the Provider Express Support Center at 1 866-299-9329 (toll-free) from 7 A.M. to 9 P.M. Central time or chat with a tech support representative online.

Click here for live chat
My Practice Info – Review Clinician Profile

• My Practice Info allows users to view demographic and other information on their practice:
  – Much of the information can be updated via an online request, rather than making a telephone call
• Users can click on the pencil icons to make updates
• Users can click on the Tax ID in the “Practice Addresses by Tax ID” section, to view and make any changes to address information
My Practice Info – Review Clinician Profile

My Practice Info - Review Clinician Profile

- Clinician Name: John Doe
- NPI: not on file
- Taxonomy code: MD: Medical Doctor
- Language(s): ENGLISH
- Clinician E-mail Address: email@email.com
- Gender: M
- Medicaid Number:
- Medicare Number:
- Expertise: 
- Ethnicity:
- Tax Id(s):

Practice Addresses by Tax ID

<table>
<thead>
<tr>
<th>Tax ID</th>
<th>Practice Name</th>
<th>Primary Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>99999999</td>
<td>Doe, John A.</td>
<td>123 Anywhere Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Somewhere USA 55555</td>
</tr>
</tbody>
</table>

*If you need to change your tax identification number, add a new practice under a different tax identification number, inform us of your move to another state, or inform us of a new practice in another state, please complete the Clinician Add/Change Application and fax or mail it to the Network Manager for your state.

Credentialed Address

Our records indicate that you would like correspondence related to your credentialing sent to the address shown below. Click on the address below. Changing your credentialing address will not change primary practice address information. Please click on the Tax ID in the section above.

Please note: P.O. Boxes cannot be used unless you are able to attest that certified mail can be signed for at that address.

Please click on your Credentialed Address to update.

123 Anywhere Street
Somewhere USA 55555
My Practice Info – Clinician Addresses

- The Clinician Addresses page allows users to view and update current address information on file for the practice/TIN

![Image of the Clinician Addresses page]
My Practice Info – Group Login

- Group logins will see a difference in the My Practice Info page due to how they are set up in the internal system.
- Clicking on the “View Address Info” button will display the locations page specific to that group.

![My Practice Info - Review Practice Profile](image)

Our records indicate that Diamond Grove Center has the following contact information.

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Contact Phone Number</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Last Name</td>
<td>555-555-5555</td>
<td>update</td>
</tr>
</tbody>
</table>

Our records indicate that the following list of providers are in the practice. To update the list of providers below, please contact your Provider Network Manager.

<table>
<thead>
<tr>
<th>Providers</th>
<th>NPI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name, Provider</td>
<td>1234567890</td>
</tr>
</tbody>
</table>
My Practice Info – Practice Locations for Group Logins

• The Practice Locations page for group logins also looks different from individual logins

• Users can click on the “update” or “delete” links to the right of any address, and/or can click on the Add New Location button at the bottom

• With any of these updates, if there are individually-contracted providers for that group, there are options to choose which provider(s) the update/delete/add affects
Clinician Add/Change Application Form

• What would you like to do?
  – Add new (Additional) Tax Identification Number (TIN) and related practice information
  – Delete an existing TIN
  – Change existing TIN to a new TIN
  – Add new practice location in a new state for existing TIN
  – Demographic changes

RETURN THIS SIGNED FORM AND APPLICABLE ATTACHMENTS TO YOUR NETWORK MANAGEMENT TEAM.

Attention: Louisiana Network
Fax: (855) 228-3939
Provider responsibilities

• Render services to Members in a non-discriminatory manner:
  – Maintain availability for a routine level of need for services
  – Offer routine non-urgent appointments within 14 days of the request for services
  – Provide after-hours coverage
  – Support Members in ways that are culturally and linguistically appropriate

• Determine if Members have benefits through other insurance coverage

• Advocate for Members as needed

• Notify us at providerexpress.com within ten (10) calendar days whenever you make changes to your office location, billing address, phone number, Tax ID number, entity name, or active status (e.g., close your business or retire); this includes roster management
Adverse Incident Reporting Form 326

• Providers are required to notify the health plan within 24 hours of the occurrence of a reportable adverse incident involving a health plan member, whether it occurs at the provider’s location or at another location.

• The report and instructions can be found at: http://new.dhh.louisiana.gov/index.cfm/page/2454

Note: The definition of adverse incident for the 326 reporting may be broader than required by JCAHO. Please refer to 326 instructions for the definition and reporting requirements.
## Access to care standards

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Routine Outpatient, Mental Health and Substance Use</strong></td>
<td>Members will be offered an initial appointment within 14 days.</td>
</tr>
<tr>
<td><strong>Urgent</strong></td>
<td>Members will be offered an appointment within 24 hours.</td>
</tr>
<tr>
<td>If not addressed in a timely way could escalate to an emergency situation</td>
<td></td>
</tr>
<tr>
<td><strong>Life threatening emergencies</strong></td>
<td>Referral is Immediate.</td>
</tr>
<tr>
<td>Imminent risk of harm or death to self or others due to a medical or psychiatric condition</td>
<td></td>
</tr>
<tr>
<td><strong>Post Inpatient Discharge</strong></td>
<td>All members must be seen within 7 days post discharge.</td>
</tr>
<tr>
<td>If you are unable to see the member during this time – refer to another in-network provider to satisfy this deadline</td>
<td></td>
</tr>
<tr>
<td><strong>Special Health Care Needs</strong></td>
<td>Within 14 calendar days of initial contact.</td>
</tr>
<tr>
<td>Intravenous (IV) drug users identified as having used drugs within the last 6 months, will need to be seen for treatment</td>
<td></td>
</tr>
<tr>
<td><strong>Missed an Appointment</strong></td>
<td>Within 24 hours to schedule an appointment; within 30 days of the hospital discharge if outside of the 7 day period</td>
</tr>
</tbody>
</table>
Join Our Network – Clinicians

• The participation process begins with submission of the provider application:
  − Clinicians contracting on an individual basis complete the CAQH universal application online at www.caqh.org
  − Providers complete Network Request form
  − Agencies pursuing group contracts complete the Optum Agency application

• Additional required application materials include:
  − Signed Optum Provider Agreement
  − Signed Louisiana Medicaid Addendum:
    - One per clinician pursuing individual contracting
    - One per agency/group if pursuing a group contract

• Approval by Optum Credentialing Committee Credentialing requirements can be found at providerexpress.com under “Join Our Network”

• Orientation to Optum clinical and administrative protocols via webinars or review of provider resources posted on providerexpress.com
CMHCs, FQHCs, Agencies and Groups:

- For LGE/FQHC agencies that employ licensed professional staff to render services under the umbrella of the agency, Optum will execute group contracts with the agency as the contracting entity.

- Agencies must submit the Optum agency application, indicating the services being provided and the licensed clinical professionals on the staff roster.

- The individual licensed clinicians on staff do not need to submit CAQH applications or be individually credentialed when they work for the agency under an Optum group contract.
Supervisory Protocol Addendum

The Supervisory Protocol addendum allows for non-credentialed clinicians to render services while under the supervision of an independently licensed clinician:

- Only applies to HCPC codes on the Louisiana Department of Health published fee schedule
- All services that are rendered must be within the scope of the clinician’s training
- Supervision must:
  - Occur regularly on a one-to-one basis
  - Be documented
The Credentialing Committee

A standing committee, chaired by an Optum Medical Director (licensed psychiatrist), comprised of:

• Network clinicians (the majority of the Committee):
  - Not employees of Optum
  - Represent behavioral health disciplines including:
    o Psychiatrists
    o Nurses
    o Psychologists
    o Master’s Level clinicians

• Licensed Optum staff (the minority of the Committee)
Decisions and actions of the Committee are:

- Non-discriminatory
- Guided by consideration of each applicant’s potential contribution to providing effective, efficient health care services for the individuals we serve
- Based on Optum’s need for clinicians in the service area
Recredentialing

- Recredentialing is completed every 36 months (3 years):
  - Time line is established by NCQA
- Several months prior to the recredentialing date, a recredentialing packet will be sent to the primary address on file for the provider
- Completion of the entire recredentialing packet is required for the recredentialing process to be completed
- Site audits will be completed for organizational providers as indicated by Optum policy
- Failure to complete the recredentialing paperwork or participate in the recredentialing site audit (when applicable) will impact the provider’s status in the network
Contact Information

Important Phone Numbers, Emails, and Fax Numbers:

- Louisiana Provider Services:  (866) 675-1607  
- For Pharmacist:   (866) 328-3108    
- For BH Authorizations:  LA.Beh.Auths@uhc.com  or Fax: (855) 202-7023  
- For Assessments (Adults & Youth) and LOCUS (Adults): Fax (844) 480-5705

Important Addresses:

- Behavioral Health or Medical Claims -  
  PO Box 31341, Salt Lake City, UT 84131-0341
- Pharmacy Claims -  
  OptumRX, PO Box 29044, Hot Springs, AR 71903
- Website – unitedhealthcareonline.com  
- Website – providerexpress.com
Contact Information (continued)

Louisiana Medicaid Network Services

(866) 675-1607
or
networkse@optum.com
Thank You

We Appreciate Your Attendance Today