

Corrections and Updates to Education Levels of Non-Independently Licensed Clinicians

We have identified needed corrections or updates to the education levels of the Non-Independently Licensed Clinicians (NILC) you have submitted to UnitedHealthcare Community Plan (UHCCP) for loading. Although these clinicians have been loaded into our system, the education levels you provided are incomplete. Therefore, we are asking you to update the Degree/Education Level and Major/Field of Study using the attached spreadsheet.

- **CPST services** – Claims will deny for these clinicians unless you update/correct/clarify the Degree/Education Level and associated Major/Field of Study.
- **PSR services** – If the NILC was hired in 2019, claims will deny unless you update/correct/clarify the Degree/Education Level and associated Major/Field of Study.

The attached spreadsheet lists the clinicians you have submitted to UHCCP as your NILC roster. Data requiring review is highlighted in specific colors. Based on the following color-key, please review make needed updates to your roster information. (Note: Your roster may not have clinicians in all of the color categories shown.)

Color	Meaning:	Action Needed:
Orange	<p>Orange highlight in Column E, “Initially provided Degree and Educational Level” (may be incomplete or missing):</p> <p>Currently, these identified NILCs do not appear to meet the education requirements and claims will deny for any CPST services and any PSR services rendered (if hired in 2019).</p>	<p>Indicate the full “Revised Degree and Education Level” in Column L and complete the “Revised Major in a Field of Study” in Column M. Updates should be made using the drop-down boxes in each field.</p> <p>Initial and date the “Non-Licensed Provider Initials/Date” (Attestation) field, Column N, for any revisions made.</p>
Blue	<p>Blue highlight in Column E, “Initially provided Degree and Educational Level” (may be incomplete or missing):</p> <p>It appears these clinicians have a Bachelor’s degree or higher but we need to check the Major/Field of Study is accurate. It was either not included or inconclusive that there was a major in one of the required Fields of Study.</p> <p>Currently, these identified NILCs do not appear to meet the education requirements and claims will deny for any CPST services and any PSR services rendered (if hired in 2019).</p>	<p>Confirm/correct the education “Revised Degree and Education Level” in Column L and complete the “Revised Major in a Field of Study” in Column M. Updates should be made using the drop-down boxes in each field.</p> <p>Initial and date the “Non-Licensed Provider Initials/Date” (Attestation) field, Column N, for any revisions made.</p>
Green	<p>We have updated green highlighted Columns L, “Revised Degree and Education Level” and M, “Revised Major in a Field of Study”, based on data submitted previously for Column E, “Initially provided Degree and Educational Level”.</p> <p>Based on this information, these clinicians can provide CPST Services and PSR Services. No Changes are needed.</p>	<p>If any errors or revisions are identified, please make appropriate changes.</p> <p>Initial and date the “Non-Licensed Provider Initials/Date” (Attestation) field, Column N, for any revisions made.</p>
Red	<p>We have updated red highlighted Columns L, “Revised Degree and Education Level” and M, “Revised Major in a Field of Study”, based on data submitted previously for Column E, “Initially provided Degree and Educational Level”.</p> <p>Based on the Degree/Education and Major/Field of Study provided, these clinicians cannot provide CPST Services and/or PSR Services (if hired in 2019).</p>	<p>If any errors or revisions are identified, please make appropriate changes.</p> <p>Initial and date the “Non-Licensed Provider Initials/Date” (Attestation) field, Column N, for any revisions made.</p>
Purple	<p>Purple highlight in Column F, “Hire Date”, indicates the Hire Date is missing</p>	<p>Provide Hire Date in Column F.</p> <p>Initial and date the “Non-Licensed Provider Initials/Date” (Attestation) field, Column N, for any revisions made.</p>

Return Instructions:

Please save the “LA-NILC Education Level Updates” spreadsheet for your records and return a copy of the spreadsheet to:

- networkse@optum.com
- Use as the Subject: “Updated NILC Education - <Your Agency Name>”

Based on the attested revisions, we will update our system as appropriate.

If you have questions, please email your Provider Relations Advocate at:

networkse@optum.com