

# UnitedHealthcare Community Plan of Minnesota Families and Children and MinnesotaCare

UnitedHealthcare Community Plan





## Housekeeping Reminders

Please remember to keep yourself on mute during the presentation

The chat feature in Teams is available to submit questions during the presentation

Please do not include any confidential information or PHI when asking questions verbally or in the chat

There will be time at the end of the presentation to ask questions (unmute yourself via the Mic button in the top right corner)





### Agenda

- 1. Introduction
- 2. Provider Responsibilities
- 3. Coordination of Care
- 4. Coding, Billing and Reimbursement
- 5. Appeals and Disputes
- 6. State Enrollment / Provider Disclosure of Ownership
- 7. Resources



### Introduction



### **UnitedHealth Group Structure**

### Optum

Helping make the health system work better for everyone

Information and technologyenabled health services:

- Behavioral Health
- Technology solutions
- Pharmacy solutions
- Intelligence and decision support tools
- Health management and interventions
- Administrative and financial services



### Helping people live healthier lives

### Health care coverage and benefits:

- Employer & Individual
- Medicare & Retirement
- Community & State
- Military & Veterans
- Global

## UnitedHealthcare Community Plan of Minnesota Medicaid and MinnesotaCare Metro Map

8 County Area:

Anoka

Carver

Dakota

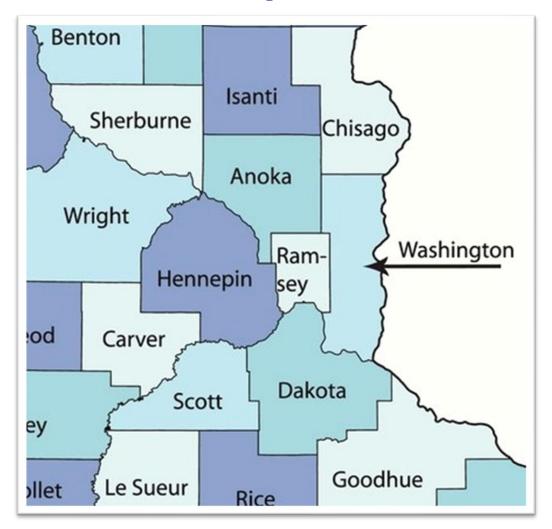
Hennepin

Ramsey

Scott

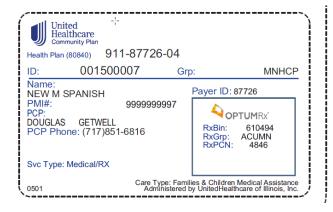
Washington

St. Louis



### **Member ID Cards – Medicaid**

- UHCCP MN Families and Children members receive an ID card with information to help you submit claims accurately and completely.
- Be sure to check the member's ID card at each visit and copy both sides of the ID card for your files.
- Member ID cards can also be viewed online using the Eligibility & Benefits tool on UHCprovider.com.
- Sample ID Card Image:





### Member ID Cards - MinnesotaCare

- UHCCP MN MinnesotaCare members receive an ID card with information to help you submit claims accurately and completely.
- Be sure to check the member's ID card at each visit and copy both sides of the ID card for your files.
- Member ID cards can also be viewed online using the Eligibility & Benefits tool on UHCprovider.com.
- Sample ID Card Image:







## Provider Responsibilities and Authorization Information

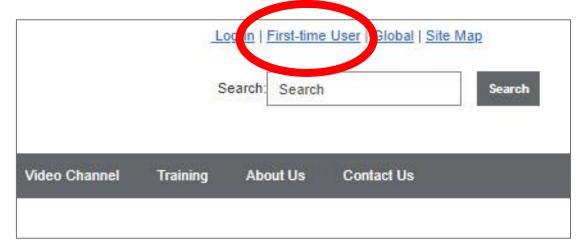
### **Eligibility**

- To verify eligibility and benefit information call 877-440-9946 or verify on provider portal providerexpress.com
- It is the providers responsibility to verify member eligibility as well as their own network eligibility prior to rendering services to a member.
- When calling the Optum Care Advocate you must have:
  - Member's Name
  - ID#
  - Date of Birth
  - Address

### Reporting Provider Changes/Updates

Providers are required to notify us in writing within 10 calendar days of any provider changes such as:

- Provider Terms
- Provider Adds/Updates
- Tax ID Changes
- Change of address



Updates should be made online at providerexpress.com within the secure transactions area. You will need to create your OneHealthcare ID prior to logging in. Please click on First-Time user in the upper left of any Provider Express page.

### **Notification Timeframes**

Notification must include all items and services needed for appropriate care during a participating hospital stay, including room and board, nursing care, medical supplies and all diagnostic and therapeutic services.

#### **Notification Timeframes:**

- Emergency/Urgent Admission: Within 72 hours of the admission.
- Observation does not require notification, but if the member's level of care is adjusted to inpatient, notification is required.

#### To notify us of a hospital admission:

- Electronic Data Interchange (EDI) 278N admission notification
- Phone: 877-440-9946

If notification timeframes are not followed, claims may be denied.

### **Prior Authorization Requirements**

- Members shall be able to access most routine behavioral health outpatient services (mental health and substance use) without an authorization.
- Chemical Dependency Assessments (H0001):
  - Although these do not require prior authorization, if the result of the assessment indicates chemical
    dependency services are recommended then the completed assessments & summary must be
    submitted with the service authorization request.
- When an authorization is required, request can be made by phone at 877-440-9946
  - Authorization request for TMS can be made online. ECT Prior Authorization requirement was removed as of 11/1/23
    - Additional information about codes that require Prior Authorization can be found here: <u>Welcome</u> <u>Minnesota (providerexpress.com)</u> Under the United Healthcare Community Plan of Minnesota Tab
- Treatment that typically require a prior authorization
  - Inpatient Mental Health and Substance Use Services (includes Detoxification, Residential treatment, Children's Mental Health Residential Treatment, IRTS, CRS and PRTF)
  - Partial Hospitalization
  - Transcranial Magnetic Stimulation (TMS), and EIDBI for ASD or related condition.

## Early Intensive Developmental and Behavioral Intervention (EIDBI) Prior Authorization Requirements

- UnitedHealthcare Community Plan of Minnesota began requiring prior authorization via an online submission for EIDBI services on January 1, 2022
- Authorization requests must now be submitted through a portal located on the Provider Express website
- To access the request form:
  - Navigate to <u>www.providerexpress.com</u>
  - Choose United States
  - Under Autism/ABA corner, click Autism/ABA Information
  - Choose MN Medicaid EIDBI Program
  - Click on Treatment Request Form

Note: Items bolded above indicate they are an absolute requirement of the initial & continued treatment plan

When completing the treatment plan, the following items must be included:

- Treatment Modality including techniques to support the enrollee
- Frequency and intensity of services
- Baseline and mastery criteria
- Transition Plan to lower level of care
- Environmental changes including personal / family circumstances
- Discharge Criteria
- Behavior Reduction Plan/Crisis Plan
- Family caregiver goals including amount of family caregiver training
- Supervision and treatment planning hours
- Relevant psychological information
- Coordination of care with other providers
- QSP signature and the parent/caregiver signature

### Children's Mental Health Residential

- A child may be referred to Children's Mental Health Residential for the purpose of crisis stabilization by one of the below for up to 30 days with no UM review:
  - A member of a mobile crisis team
  - A mental health professional
  - A physician who is assessing a child in an emergency department.
- Facilities need to call to inform of the admission into a Children's MH RTC.
- Facilities are to call after the first 30 days to provide an update on the member's treatment plan. 877-440-9946



### **Community Based Behavioral Outpatient Services**

- Submissions for prior authorization will not be required
- Community based behavioral outpatient services will be a part of the Outpatient Care Engagement (OCE)
  process. No action is needed by provider to initiate a review. Once a case is identified for review, a licensed Care
  Advocate will outreach to the provider to complete a clinician-to-clinician telephonic review.
- OCE reviews are meant to be collaborative. Care will be discussed in the context of the member's needs and best practices. The Care Advocate will assist with coordination of care and identification of resources to address social determinates of health. Overall, this process results in improved clinical outcomes and improved clinical systems.

Service	Code	
Adult Day Treatment	H2012	115 hours per calendar year
Children Day Treatment	H2012 HK or UA	150 hours per calendar year
CTSS Services	Routine Codes, H2014 UA, H2015 UA, H2019 UA, H0031 UA, H0032 UA	Combined 200 hours per calendar year
DBT IOP	H2019 U1 H2019 U1 HQ	Individual: 26 hours per 6 months Group: 78 hours per 6 months

### **Targeted Case Management**

TCM provider will be monitored to ensure appropriate activities are taking place

TCM must meet the quality standards per DHS guidelines

Click here for more information on TCM services and quality standards Adult Mental Health Targeted Case Management (AMH-TCM) and Children's Mental Health Targeted Case Management (CMH-TCM) (state.mn.us)

### Targeted Case Management continued

- When members are on a Court Commitment, the TCM should :
- Work with hospitals, pre-petition screening teams, family members or representatives, and current Providers, to assess the Enrollee and develop an individual care plan that includes diversion planning and least restrictive alternatives consistent with the Commitment Act. This may include testifying in court and preparing and providing requested documentation to the court.
- Report to the court within the court-required timelines regarding the Enrollee's care plan status and recommendations for continued commitment, including, requests to the court for revocation of a provisional discharge.
- Provide input only for pre-petition screening, court-appointed independent examiners, substitute decision-makers, or court reports for Enrollees who remain in the facility to which they were committed.
- Provide mental health case management coverage which includes discharge planning for up to one hundred and eighty (180) days prior to an Enrollee's discharge from an Inpatient Hospitalization in a manner that works with, but does not duplicate, the facility's discharge planning services.
- Ensure continuity of health care and Case Management coverage for Enrollees in transition due to change in benefits or change in residence.



### **Coordination of Care**

### **Behavioral Health Care Coordination**

When a member is receiving services from more than one professional, you must coordinate to deliver comprehensive, safe and effective care.

This is especially true when the member:

- Is prescribed medication
- Has coexisting medical/psychiatric symptoms, or
- Has been hospitalized for a medical or psychiatric condition.

Please talk to your patients about the benefits of sharing essential clinical information.

### **Care Coordination**

Our care coordination program seeks to empower UnitedHealthcare Minnesota Medicaid and MinnesotaCare members, care providers and our community to improve care coordination and elevate outcomes.

Care coordination has three levels of coordination:

- 1. **Disease Management** for eligible members with specific chronic health conditions
- 2. **Care Management** Team to assist eligible members with engagement, resources, and healthcare goals.
- 3. **Complex Care Management** Health Home services that are available for eligible members with complex or chronic health conditions. Eligible Health Home providers include the following: Behavioral Health Homes (BHH), Certified Health Care Home (HCH), Certified Community Behavioral Health Clinic (CCBHC), and Integrated Health Partnerships (IHP)

How to request services:

Go to UHCProvider.com > Sign In > UnitedHealthcare Provider Portal > Care Management or please contact Provider Services at 877-440-9946

### **Behavioral Health Homes (BHH)**

**Behavioral Health Home** (BHH) services are Minnesota's version of the federal "health home" benefit for Medicaid enrollees with chronic conditions. BHH services include the following core services:

- Comprehensive care management
- Care coordination
- Health promotion and wellness
- Comprehensive transitional care
- Patient and family support
- Referral to community and social support services

BHH & HCH Providers will be able to submit enrollment forms through <a href="https://www.uhch.nih.gov.ncm/mncommunityplan">UHCprovider.com/Mncommunityplan</a>

**Provider Enablement Consultant**: A Minnesota-based clinical support committed to help support certified BHH providers

- A dedicated expert to help providers meet clinical & quality outcomes
- Delivers reports to assist in identifying emerging risks and opportunities for improvement
- Aids in the development and implementation of tailored quality improvement projects
- Facilitates Quarterly Performance Review Meetings to present data, monitor outcomes, problem solve, and discuss clinical issues
- Communicates on a designated mutually-agreed basis about member care, care gaps, duplicative services, and key performance indicators
- Provides data on behavioral health inpatient utilization, follow-up after hospitalization, medication adherence, and readmission rates
- Supports enrollment process
- Acts as a liaison to other Optum internal partners

To reach a team member: mn\_metro\_bhh@uhc.com



### **Coding, Billing and Reimbursement**

### **Claims Submission**

#### **Electronic Claims Payer ID: 87726**

Additional information regarding EDI is available on: providerexpress.com > About Us > Navigating Optum > Billing and Claims > <u>Electronic Data Interchange (EDI)</u>

**ERA (Clearinghouse of your choice)**: If you receive 835 Electronic Remittance Advice (ERAs) through a vendor, please ask them to enroll you for the 835 through OptumInsight.

#### **Provider Portal:**

<u>Claims, Billing and Payments | UHCprovider.com</u> **or** <u>Optum - Provider Express</u> Home

#### Required Claim Forms (if not submitting electronically)

- OP Claims CMS 1500 Form
- Facility Based claims UB04 cannot be submitted via portal

#### **Paper Claims:**

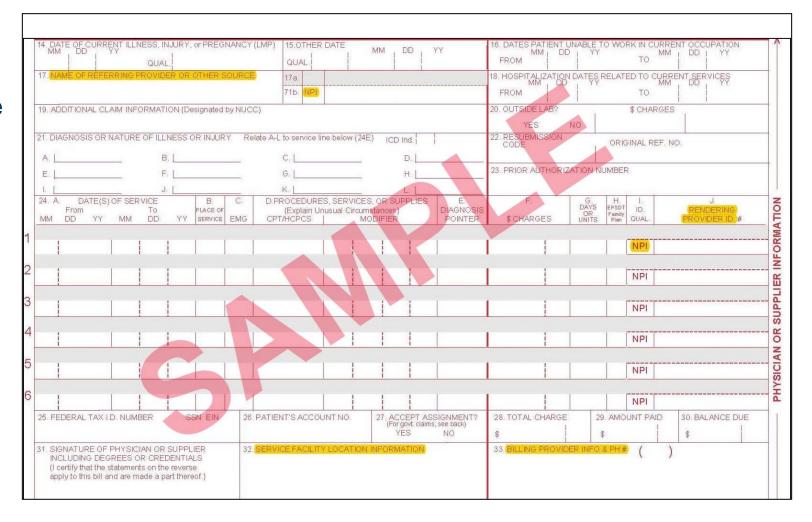
UnitedHealthcare Community Plan of Minnesota Medicaid and MinnesotaCare P.O. Box 5270 Kingston, NY 12402-5270

\*\*Claims must be received within 180 days from the service date, unless otherwise allowed by law. Claims submitted late may be denied.

### 1500 Claim Form

Ensure correct provider information is entered in the 4 highlighted sections. The CRE Edit will review each section when a provider name and NPI number is populated.

- 17b Referring, Prescribing physician and NPI number
- 24J Rendering physician and NPI number as applicable
- 32A Service location and NPI number
- 33A Billing provider, NPI number, taxonomy.



### **Electronic Payment & Statements (EPS)**

With EPS, you receive electronic funds transfer (EFT) for claim payments and your Explanations of Benefits (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 EPS - Online Enrollment (optumhealthpaymentservices.com).

#### 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

### **Claims Tip Reminders**

#### Claims filing deadline

 Providers should comply with the 180-day timely filing limit as outlined in the contract with United/Optum to avoid claim denials.

#### Coding Issues

- Coding issues including incomplete or missing diagnosis Invalid or missing HCPCS/CPT examples:
- Submitting claims with codes that are not covered services
- Required data elements missing, (e.g., number of units)

#### Provider information missing/incorrect

• Example: provider information has not been completely entered on the claim form or place of service

For Additional information please visit Very Useful Claim Tips (providerexpress.com)

### **Housing Stabilization Claims Submissions**

Link to additional information on Housing Stabilization: <a href="https://www.uhcprovider.com/en/health-plans-by-state/minnesota-health-plans/mn-comm-plan-home.html">https://www.uhcprovider.com/en/health-plans-by-state/minnesota-health-plans/mn-comm-plan-home.html</a>

Housing stabilization services agencies must follow general billing policies.

Providers must document and provide the following:

- the staff who delivered services including name and title of staff,
- the date of service,
- the start and end time of the service delivery,
- length of time-of-service delivery,
- method of contact and place of service when remote support service delivery occurs.

#### **Housing Stabilization Service Codes and Descriptions**

Service Description	<b>Procedure Code</b>	Unit
<b>Housing Consultation</b>	T2024 U8	Per session
Housing Transition	H2015 U8	Per 15-minute unit
Housing Sustaining	H2015 U8/TS	Per 15-minute unit

<sup>\*\*</sup>Moving Expenses – Expected Launch date January 2024 (expected Code – T2038 U8)



### **Housing Stabilization Claims Submissions**

#### **Limits Include:**

- Housing consultation services are available once annually.
- Housing Transition services are limited to 150 hours per transition.
- Housing Sustaining services are limited to 150 hours annually.
- Providers may request additional 150 hours beyond these limits and MCO will determine necessity.

#### **Procedure and Diagnosis Codes and Housing Stabilization Services**

- To bill 15-minute procedure codes for time spent providing Housing Transition or Housing Sustaining Services, you must provide at least 8 minutes.
- Housing Consultation is a session code and must be billed as one unit.

Disability	<b>Diagnosis Code</b>
Developmental disability	F84.9
Learning disability	F81.89
Mental illness	F99
Physical illness, injury or impairment	R69
Chemical dependency	F19.20



### **Member Appeals & Claim Disputes**

### **Member Appeals for Medical Necessity**

#### For Medicaid:

- Must be requested as soon as possible and no later than 60 days from denial receipt
- Resolution of appeal within 30 calendar days of request.
- A provider can file appeal on behalf of member
- Appeals can be requested:
  - Via telephone: 1-877-440-9946
  - Via mail:

UnitedHealthCare Community Plan Attn: Appeals and Grievances Unit P.O. Box 31364 Salt Lake City UT 84131-0364

### **Claim Disputes**

- We strive for the best customer service, but if you have a complaint, please contact us within 90 calendar days and we will respond within 30 days.
- Utilized when provider does not agree with outcome of claim.
- Per your contract, 3 steps for claim resolution are below:
  - 1. File a reconsideration with supporting documentation via <a href="Optum Forms">Optum Forms</a> Claims
- File a formal dispute at the address below or call 1-877-440-9946
   UnitedHealthCare Community Plan
   P.O Box 31364
   Salt Lake City, UT 84131-0364
- 3. File a case with the American Arbitration Association

  American Arbitration Association | ADR.org

### Mental Health and Substance Use Assessments

- When a request is made for an assessment for MH or SA treatment, the
  provider must provide an assessment interview for the client within 20 calendar
  days from the date an appointment was requested. The provider must interview
  clients who miss an appointment within 20 days of a subsequent request for an
  appointment.
- If 45 calendar days have elapsed between the interview and initiation of services, the placing provider must update the assessment to determine whether the risk description has changed and whether the change in risk description results in a change in planned services. An update does not require a face-to-face contact and may be based on information from the client, collateral source, or other treating providers.



### State Enrollment and Provider Disclosure of Ownership

### **Providers Enrolled with State**

- Network providers must comply with the provider disclosure, screening, and enrollment requirements with the State of Minnesota.
- Providers should go to the Minnesota Provider Screening and Enrollment portal to register and enroll with the State.

https://mn.gov/dhs/partners-and-providers/policiesprocedures/minnesota-health-care-programs/provider/mpse/

\*\*Please note that providers who are not enrolled and active with MHCP will not be eligible for credentialing and reimbursement with the United Healthcare Community Plan of Minnesota.

### **Disclosure of Ownership**

- In accordance with the Minnesota State Program Regulatory Requirements Appendix, UHCCP MN are required to collect disclosure of ownership forms from all participating providers upon enrollment, every 5 years, or within 35 days of a change in ownership or control interest.
- This form is required by federal regulations for individual physicians and other health care professionals to disclose ownership and control interest for their practice(s), as well as to disclose any history of criminal convictions.



### Resources

### Virtual Visit Telemental Health

Expand your access and client base potential by leveraging the latest in telemental health technology. Sign up at providerexpress.com to become a virtual visit telemental health provider with Optum.

Additional Resources for Virtual Visits and telemental health can be found here:

<u>Become a Virtual Visit Telemental Health Provider</u> (providerexpress.com)

<u>Behavioral Telehealth Billing Guide – Post</u> <u>COVID-19 Emergency (providerexpress.com)</u>



### Intellectual and Developmental Disabilities Toolkit

I/DD health care resources for health care professionals



#### Resources

- Practice tools
- Checklists
- Training
- Trauma Informed Care
- Guidelines

Provider Express Link

I/DD Toolkit

### **SUD Provider Resources**

- ~Optum follows DHS SUD Billing Guidelines for all applicable services. More information can be obtained via <u>Substance Use Disorder (SUD) Services (state.mn.us)</u>
- ~To ensure appropriate claims processing occurs please follow your participating provider agreement and payment appendix with Optum
- ~Access resources at <u>UHCprovider.com</u> > Resources > <u>Drug Lists and Pharmacy</u>. Click "Opioid Programs and Resources Community Plan (Medicaid)" to find a list of tools and education.

Medications for Alcohol and Opioid Use Disorder - MAUD/MOUD (providerexpress.com)

Behavioral Health Toolkit - Adult (providerexpress.com) > Substance Use Disorder

### **Provider Assistance**

Resource	Contact Details
Provider Relations Line	877-440-9946
	Calls are answered between 7 a.m. and 7 p.m. CST
Optum Behavioral Health Website	www.providerexpress.com
	Available 24 hours a day, 7 days a week
Optum's Behavioral Health Minnesota Landing Page	Provider Express Minnesota Landing Page
UnitedHealthcare Community Plan of Minnesota Homepage	UHCprovider.com/Mncommunityplan 877-440-9946
UHC Community Plan of MN - Provider Manual	Community Plan Care Provider Manuals for Medicaid Plans By State   UHCprovider.com

### **Provider Assistance**

Resource	Contact Details
Optum Pay (formerly known as Electronic Payments & Statements)	It's the fastest way to be paid.  Go to Login (optumhealthpaymentservices.com)
	Questions: <b>1-877-620-6194</b>
	If you are already signed up for Optum Pay through UHC or Optum you will automatically receive electronic statements for Community Plan.
Prior Auths	Prior authorizations will not be required for traditional outpatient visits.  However, when authorizations are required, please call 1.877.440.9946 or visit <a href="https://www.providerexpress.com">www.providerexpress.com</a>
	BH Prior Auth Requirements for UHCCP of Minnesota (providerexpress.com)

#### **Our Optum Behavioral Provider Relations Team - Minnesota**



#### Team Email:

ohbs.centralregion@optum.com



#### **Team Fax:**

1-866-388-1710



#### **Team Contacts:**

For up to date contact information, visit: Welcome Minnesota (providerexpress.com)



#### **Abigail Bradshaw**

PR Advocate abigail.bradshaw@optum.com **COUNTIES:** 

Aitkin, Becker, Beltrami, Benton, Big Stone, Carlton, Cass, Chippewa, Clay, Clearwater, Cook, Crow Wing, Douglas, Grant, Hubbard, Itasca, Kanabec, Kandiyohi, Kittson, Koochiching, Lake, Lake of the Woods, Mahnomen, Marshall, Mille Lacs, Morrison, Norman, Otter Tail, Pennington, Pine, Polk, Pope, Roseau, Saint Louis, Sterns, Stevens, Swift, Todd, Traverse, Wadena, Wilkin



#### Misty Ray, MBA

**Provider Relations Director** Minnesota

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#### **Sarah Coffey**

**Provider Advocate Account Manager** sarah.coffey@optum.com



Fairview and Nystrom



#### Steven Handt

**Senior PR Advocate** 

Hennepin



#### **PROVIDER GROUPS:**

Essentia



#### **Deborah Norris**

PR Advocate deborah.norris@optum.com

#### **METRO COUNTIES:**

Ramsey, Dakota, Washington **PROVIDER GROUPS:** 

CentraCare (Carris Health, St Cloud Hospital)



#### Lisa Marx

**Dedicated Senior PR** Advocate for Medica

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Blue Earth, Brown, Cottonwood, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, Jackson, Jefferson, Lac Qui Parle, Le Sueur, Lincoln, Lyon, Martin, Monroe, Mower, Murray, Nobles, Olmsted, Pipestone, Redwood, Rice, Rock, Steele, Wabasha, Waseca, Watonwan, Winona, Yellow Medicine



#### **Emily Deboer**

**Dedicated PR Advocate for MnFIRE** 

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#### **METRO & CENTRAL COUNTIES:**

Anoka, Carver, Chisago, Isanti, McLeod, Meeker, Nicollet, Renville, Scott, Sherburne, Sibley, Wright



#### **Connie Ziegler Senior PR Advocate**

connie.ziegler@optum.com

#### **PROVIDER GROUPS:**

Health Partners/Park Nicollet. North Memorial, HCMC, Mayo, Allina, The Emily Project, Amherst, and Children's Hospitals and Clinics of Minnesota

#### MN SUDS PROVIDERS:

NuWay, MN Adult and Teen Challenge, Transformation House Inc, Life Development Resources, The Center for Hope and Healing, MN Prevention & Recovery Alliance, Hybrid Behavioral Health Inc, Main Street Family Services, Acres for Life Therapy and Wellness Center, Minnesota Renewal Center, Elite Recovery LLC, Meridian (Avalon Programs, Beauterre Recovery, Bridge Recovery, Cedar Ridge, Douglas Place, Lake Shore, Latitudes, Meadow Creek, New Beginnings, Oakridge, Tapestry, Twin Town, Valhalla)



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Your Feedback and Questions



## Thank you.