

Agenda

Section One

- Introduction to Medicaid
- Provider Enrollment
- Steps You Take to Get Set Up
- Enrolling for a Trading Partner number
- Navigate the Health Care Portal
- Questions and Answers

Section Two

- Reminder: Steps You Take to Get Set Up
- Overview of Billing and Payment Basics
- Billing Policy and Procedure
- Questions and Answers

Gainwell Technologies Overview

The Rhode Island Executive Office of Health and Human Services (EOHHS) partners with Gainwell Technologies as its Fiscal Agent to process the state's Medicaid Program claims, to enroll and train providers, and perform other duties to fulfill State and Federal requirements. EOHHS has the sole responsibility for formatting program policy and procedures.

ENROLLMENT GUIDELINES

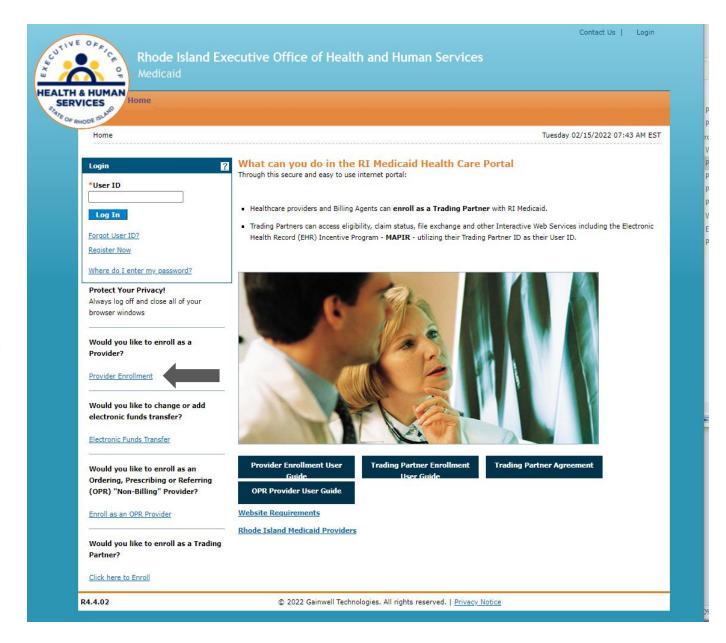
- Active enrollment is required before a provider can begin seeing RI Medicaid members.
- Providers that currently participate with RI Medicaid and who want to become a CHW provider must perform a separate enrollment for CHW services.
- CHW's enrolling independently (not part of an agency) will be required to submit proof of CHW
 certification by the RI Certification Board. If the CHW is not yet certified, they may enroll as a
 provider but, the enrollment will be limited to an 18-month period. If proof of certification is not
 submitted before the end of the 18 months, the provider will be disenrolled.
- CHW certification is not required for agencies to enroll.

HOW TO ENROLL

Enrollment is completed using the RI Medicaid Healthcare Portal (HCP).

- ➤RI Medicaid Healthcare Portal https://www.riproviderportal.org
- Step-by-step enrollment instruction can be found on the portal home page.
- Healthcare Portal Resource Page

http://www.eohhs.ri.gov/ProvidersPart ners/HealthcarePortal.aspx



INFORMATION NEEDED TO ENROLL

- Address Information, including postal code + 4
- Tax ID either EIN or SSN
- Completed W-9 as an attachment, including signature.
 - W9 needs to be dated for month/year application is being submitted
- You will need to complete the Federally Required Disclosures.

ADDITIONAL ENROLLMENT INFORMATION

Provider Enrollment: Re	uest Information		
<u>Velcome</u>	You are initiating a new Enrollment application. Below is the initial enrollment screen. Complete the fields on each screen and select the Continue button to move forward to each page. All mandatory data is required to "Finish Later". The contact person will potentially be contacted to answer any questions regarding the information provided in this enrollment application. Hospitals and Agencies should choose a Provider Enrollment Type of Atvpical.		
tequest Information			
pecialties			
rovider Identification	* Indicates a required field.		
ddresses			
inguages	Type of Provider Enrollment		
ther Information	Please select type of Provider Enrollment: RI Medicaid Provider - Billing Claims Directly to RI Medicaid.		
isclosures	MCO (Managed Care Organization) Provider - Providing services to RI Medicaid recipients; billing claims through an MCO.		
greement	O MCO & RI Medicaid Provider - Billing Claims Directly to RI Medicaid and through an MCO.		
ummary	Initial Enrollment Information		
	*Provider Enrollment Type Atypical V		
	*Provider Type Community Health Workers		
	*Requesting Enrollment Effective Date 0 12/05/2022 🔣		
	Contact Information		
	*Contact Name		
	*Contact Phone @ Ext		
	*Contact Email g		
	*Confirm Email •		
	Preferred Method of Communication Email		
	Continue Finish Later Cancel		

- Because CHW services are only reimbursed through FFS
 Medicaid at this time, CHW Providers should select "RI
 Medicaid Provider Billing Claims Directly to RI Medicaid"
 as the Type of Provider Enrollment
- Under "Provider Enrollment Type," select "Atypical"
- CHW providers will **not** need to fill out fields for National Provider ID, License, or Taxonomy
- Under Other Identifier in the EFT section of the application,
 CHW Providers will need for registration either their 10character Medicare number or SSN with leading 0s if necessary.

YOU'RE ENROLLED! WHAT NEXT?

- Once enrolled you will be receiving a letter with your seven-digit provider ID.
 - You should receive this letter within one month of enrolling.
- Your provider ID is what you will use when billing for CHW services

Revalidation

- Revalidation happens once every five years. When you will need to revalidate, we will be sending you a letter in the mail with all the information you need to complete this task.
- Failure to complete revalidation will result in termination of enrollment

STEPS YOU TAKE TO GET SET UP

Step 1: Provider Enrollment

Step 2: Health Care Portal

Step 3:

Billing

- Enroll as a CHW provider
- Comply with revalidation

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

 Download the PES (Provider Electronic Solutions) Billing software.

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

If you have questions reach out to our EDI Department riediservices @gainwelltechnologies.com

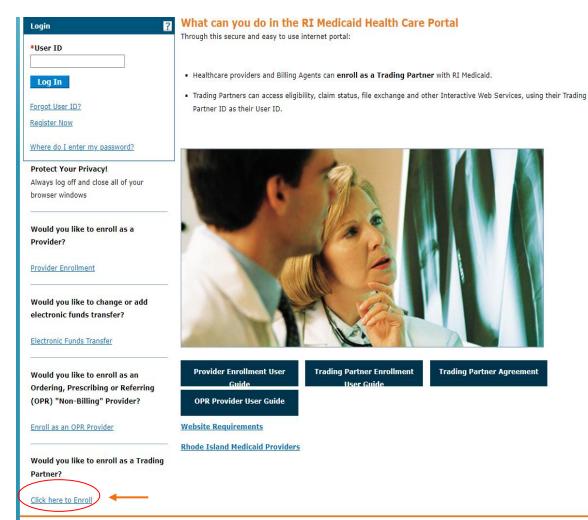
If you have questions reach out to your Provider Representative

Andrea.rohrer@gainwelltechnologies.com

ENROLLING FOR A TRADING PARTNER NUMBER

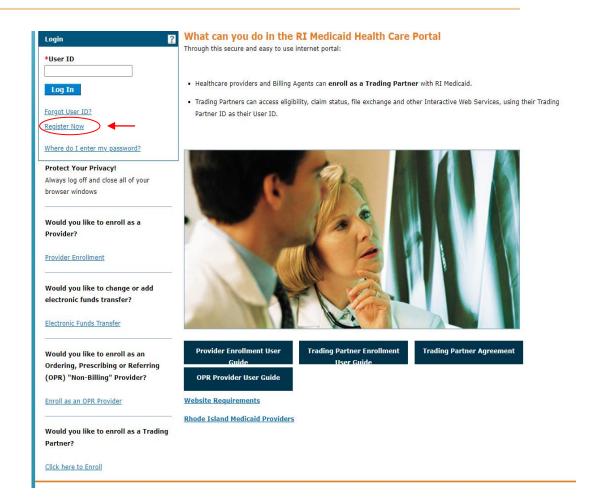
- What is a Trading Partner number?
 - A trading partner number is how you would conduct business to access eligibility, claim status, file exchange and other Interactive Web Services, by using their Trading Partner ID as your User ID
- Enroll to receive a trading partner number so that you can utilize the Health Care Portal
- The information you will need:
 - Your 7-digit provider ID
 - Your Tax-ID
 - Contact information

*Trading Partner/Billing Agency Full	John Doe						
Name							
*FEIN (Tax ID)	123456745						
is section is not required for Billing Agents. NPI must be entered for all healthcare providers (taxonomy is opti NPI, please provide your Medicaid Provider Number.							
Identifier Type	MA Provider # 🗸						
Identifier	JDXXXXX						
Taxonomy [

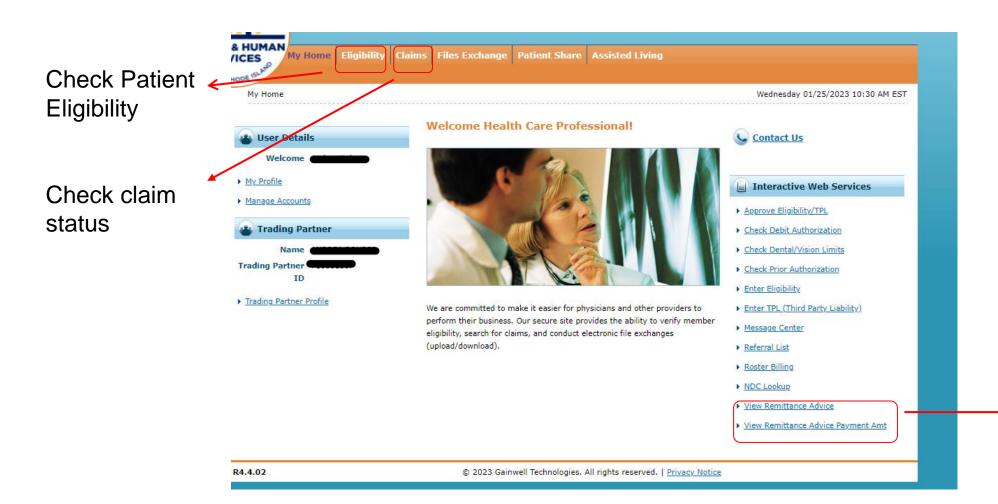


TRADING PARTNER NUMBER

- Once your trading partner application has been accepted. You will then receive your trading partner number through an email.
- Register your Trading Partner Number
- The information you will need
 - Trading Partner Number
 - Trading Partner Number Name
 - Tax-ID
 - ID- Type (MA Provider #)
 - Your 7-digit provider ID
- Your Trading Partner number will be your user ID that you use to log into the Healthcare Portal.
- You will be prompted on the next screen to pick your security questions and answer. It's very important that you write that information down.
- Your Password must be exactly 8 characters in length. At least one uppercase, one lowercase, and one number, and *no* special characters



RI HEALTHCARE PORTAL



View your remittance advice

BILLING AND PAYMENT BASICS



STEPS YOU TAKE TO GET SET UP

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Step 2:

Health Care Portal

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YOUR ROLE AS A BILLING PROVIDER

VerifyAdhereClaimsVerify Beneficiary RI
Medicaid EligibilityAdhere to Timely
Filing GuidelinesClaim Submission

VERIFY ELIGIBILITY

- ☐ Member eligibility must be verified on each date of service
- ☐ Eligibility information is available 24/7 in the health care portal
- ☐ Access to the HCP is obtained as part of the enrollment process



TIMELY FILING GUIDELINES

- The Rhode Island Executive Office of Health and Human Services has a claim submission restriction of twelve (12) months from the date the service was provided to Medicaid recipients.
- Gainwell Technologies must receive a claim for services for Medicaid clients within 12 months of the date of service in order to process claims for adjudication.
- Any claim with a service date over one year and a remittance advice date from GWT over ninety (90) days will be denied for timely filing. Denials must be for reasons other than timely filing to be considered.



ELECTRONIC VS. PAPER CLAIMS

Electronic

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

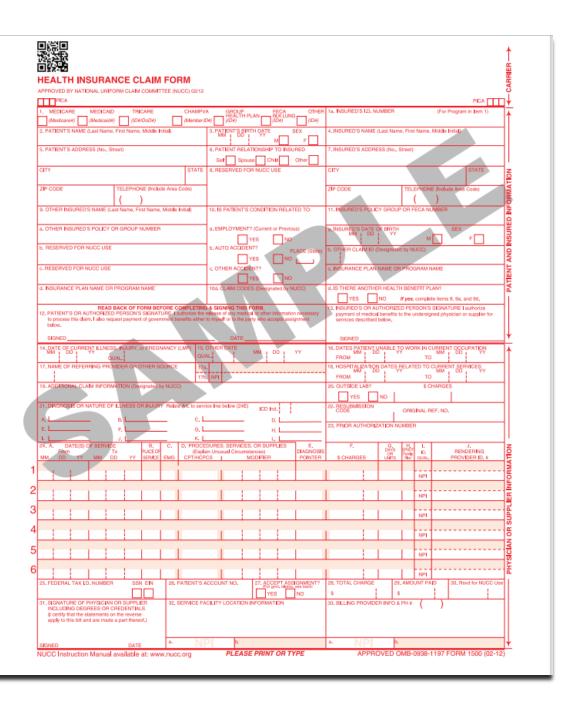
Paper

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

BILLING FORMATS

- Electronic claims are the preferred method for claim submission. CHW services are submitted using HIPPA compliant software and electronic claim type 837 professional.
- To submit claims electronically, providers have access to the free Provider Electronic Solutions (PES) software. The software along with written instructions for download and setup can be found on the EOHHS website.
- Paper claims are to be submitted using the 02/2012 version of the CMS-1500 professional claim form, which providers will need to purchase. Claim forms can be purchased at medical supply stores. Step-by-step instruction document for completing the paper claim form is available on the EOHHS website.

CMS 1500 Claim Form Example

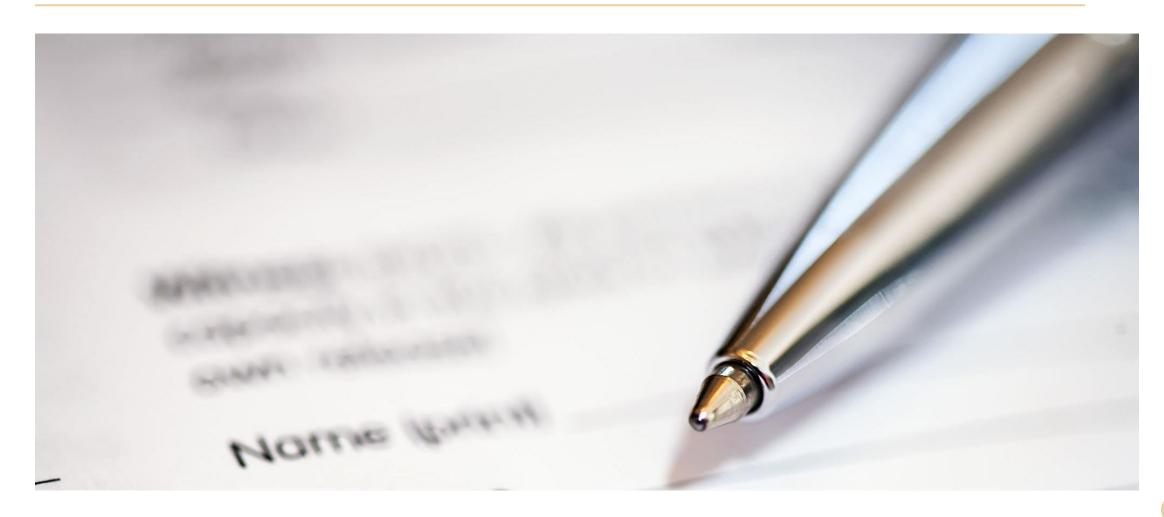


PAYMENT

- Payment for services is made by EFT (electronic funds transfer) only. You will set this up during enrollment.
- Payment frequency is determined by the State Fiscal Year (SFY) Claims Payment and Processing Schedule. The schedule can be found here on the EOHHS website.
- Providers are required to retrieve the claims remittance advice from the Healthcare Portal (HCP) every payment date. "Claims remittance advice" is the explanation to the provider about status. For example, the claims remittance advice will tell you whether the claim was paid or denied; how much was paid if paid; reason for denial if denied.

MONTH	LTC CLAIMS Due at Noon	EMC CLAIMS Due by 5:00PM	EFT PAYMENT
July	7/07/2022	7/08/2022	7/15/2022
		7/22/2022	7/29/2022
August		8/05/2022	8/12/2022
	8/11/2022	8/12/2022	8/19/2022
		8/26/2022	9/02/2022
September			
-	9/08/2022	9/09/2022	9/16/2022
		9/23/2022	9/30/2022
October	10/06/2022	10/07/2022	10/14/2022
		10/21/2022	10/28/2022
November	11/03/2022	11/04/2022	11/10/2022
		11/18/2022	11/25/2022
December		12/02/2022	12/09/2022
	12/08/2022	12/09/2022	12/16/2022
		12/23/2022	12/30/2022
January	1/05/2023	1/06/2023	1/13/2023
,,		1/20/2023	1/27/2023
February		2/03/2023	2/10/2023
,	2/09/2023	2/10/2023	2/17/2023
		2/24/2023	3/03/2023
March			
	3/09/2023	3/10/2023	3/17/2023
		3/24/2023	3/31/2023
April			
	4/06/2023	4/07/2023	4/14/2023
		4/21/2023	4/28/2023

BILLING POLICY AND PROCEDURES



PROCEDURE CODE, MODIFIERS AND REIMBURSEMENT

CHW services will be billed using the Healthcare Common Procedure Coding System (HCPCS) procedure code;

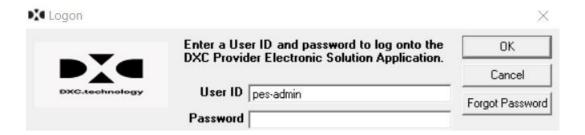
T1016 – Case Management – Each Fifteen Minutes

- ➤ T1016 without a modifier will be used when billing for services rendered to an *established* patient \$12.12
- ➤ T1016 with the U3 Modifier will be used when billing for services rendered to a **new patient** \$15.76
- ➤ T1016 with HQ Modifier will be used when rendering services in a **group setting** \$4.44 (each eligible Medicaid member)

GENERAL POLICY AND CLAIM GUIDELINES

- A provider enrolled both as a provider type other than CHW and as a CHW provider can submit claims for the provider's other services and for CHW services on the same day.
 - Ex. A dental provider enrolls as a CHW provider. A member goes in for a cleaning by a hygienist. The dentist can bill for the cleaning using their dental provider number and also for a CHW that performed oral health coaching on the same date/visit, using their CHW provider number.
- Each unit billed represents 15 minutes of time. Total amount of time spent with a member should be totaled and billed on one detail of the claim.
 - Ex. One hour with a member should be billed on one line as 4 total units.
- Diagnosis codes are required when submitting a claim. It is the provider's responsibility to determine the correct diagnosis code.
 - Almost any diagnosis code for a chronic disease, including Behavioral Health (BH) conditions, may be used.
 - Providers may also use a "Z code" in the range Z55-65 to identify a social determinant of health as a diagnosis code.
 - One sources of ICD-10 diagnosis codes; ICD10Data.com. Printed versions of ICD-10 diagnosis code listings are also available.
- You're limited to 96 units per day per member.
- There are no restrictions on the place of service for CHWs.

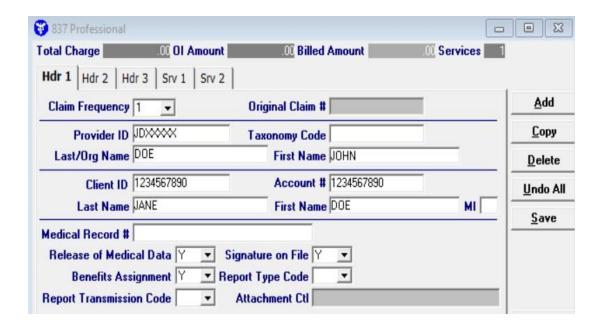
Filling Out a Claim in PES

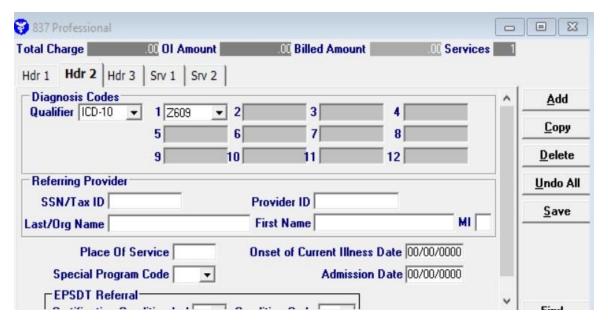


- Log into PES
- Click on Forms
- Then Click on 837 Professional

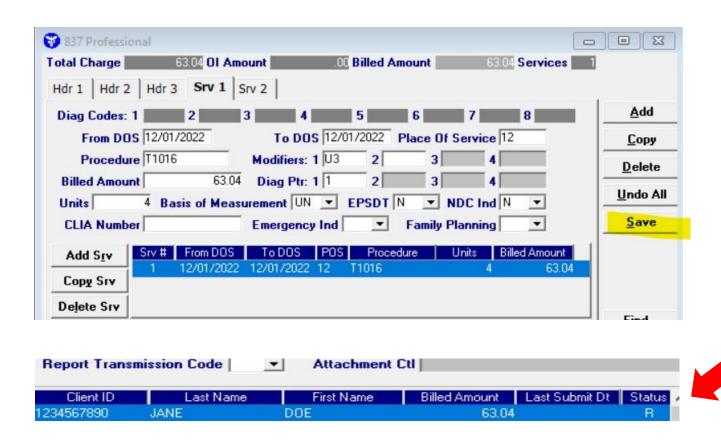


Filling Out a Claim in PES





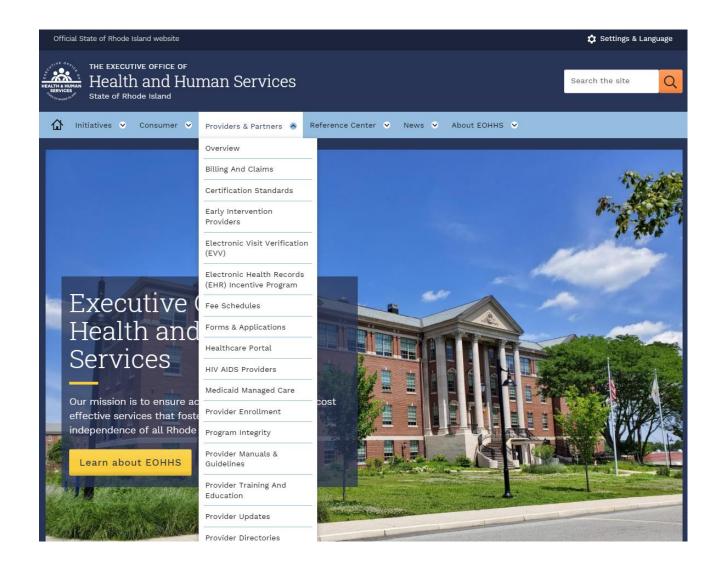
Filling Out a Claim in PES



R= Ready
I= Incomplete
F= Finalized

ADDITIONAL RESOURCES

- EOHHS Website
- Subscribe to receive the Provider Update
- Provider Reference Manual



TERMINOLOGY

- TPID- Trading Partner Number
- CHW- Community Health Workers
- HCP- Healthcare Portal
- CMS-Centers for Medicare & Medicaid Services
- PES-Provider Electronic Solutions
- NPI- National Provider Identification
- MCO- Manage Care Organization
- MID Recipient Medicaid Identification
- POS –Place of Service
- RA –Remittance Advice

- DOB –Date of Birth
- DOS –Date of Service
- EDI Electronic Data Interchange
- EFT –Electronic Funds Transfer
- EOHHS Executive Office of Health and Human Services
- ICD 10 International Classification of Disease, new code set effective October 1, 2014
- ICN –Internal Control Number
- ID –Identification

CONTACT INFORMATION

Provider Services	riproviderservices@gainwelltechnologie s.com	
Provider Enrollment	rienrollment@gainwelltechnologies.co m	
Customer Service Help Desk	401-784-8100 or Toll Free 1-800-964-6211	Monday through Friday 8:00 AM-5:00 PM
Andrea Rohrer	Andrea.rohrer@gainwelltechnologies.c om 469-897-4389	Provider Representative

Questions?

