MONTANA
Department of Public Health & Human Services

March 7, 2007

Montana Medicaid Notice

School-Based Services

Montana Healthcare Schools Re-enrollment and Billing CSCT

You may have noticed in the *Claim Jumper* and by postcards and letters ACS has distributed that the Department is making some changes to Medicaid regarding the requirement of a National Provider Identifier (NPI). These changes include a provider re-enrollment and new paper claim forms, CMS-1500 and UB-04.

National Provider Identifier (NPI)

All healthcare providers, both individuals and organizations such as schools, clinics and hospitals, must obtain an NPI and supply it on their re-enrollment application. For more information on how to obtain an NPI, go to www.nppes.cms.hhs.gov or call (800) 465-3203.

Re-enrollment

All providers are required to re-enroll with Montana Medicaid no later than October 1, 2007. Re-enrollment into Montana Medicaid must be completed on line, unless extenuating circumstances exist. Online enrollments process more efficiently and the web editing will assist you in completing all of the required information. Access the online re-enrollment at www.mtmedicaid.org. Following are some re-enrollment guidelines:

- For school based services, each school will re-enroll with their NPI choosing Individualized Education Plan (IEP) Services.
- After submitting the initial enrollment for IEP services, use the copy functionality of the web re-enrollment.
- Using this copy, re-enroll the first Comprehensive School and Community Treatment (CSCT) Team with the school's NPI and choosing TEAM 01.
- Continue the above process for each CSCT Team choosing subsequent TEAM numbers, up to nine teams of two therapists each.

It is vital that schools include the contracted mental health agencies during the re-enrollment process to clarify the number of CSCT teams each agency has working in the school. Knowing the number of teams will help when you are asked during enrollment which TEAM ## you wish to enroll. A beneficial exercise may be to develop a list detailing who is on each team and which team number will be assigned to that team. Both the school and the mental health agency should have a copy of the list.

Billing Claims for CSCT Services

Implementation of NPI and the new CMS-1500 paper claim form result in changes in billing processes. Mental health agencies will bill for CSCT services performed in the school setting using the school's NPI and individual TEAM identifier. The mental health agency will need to know who is on what TEAM and the instructions below will direct them where on the claim form to put this identification of TEAM 01, etc. Services for each team must be billed on separate claims.

Following are changes that affect CSCT billing on paper claims:

- Field 19: Enter the appropriate Team number in the following format: TEAM XX
- Field 33: Enter Zip + 4
- Field 33a: Enter the school's NPI
- Field 33b: Enter the qualifier ZZ and the school's taxonomy

Following are the instructions for electronic billing for CSCT services:

- Billing Provider NPI Qualifier: XX, Segment NM 108
- Billing Provider NPI (school's NPI): Loop 2010AA, Segment NM 109
- Billing Provider Taxonomy Qualifier: ZZ, Segment PRV, Data Element 02
- School Team: Qualifier 09; Loop 2300, Segment CN1, Data Element 01 Enter "TEAM"; Loop 2300, Segment CN1, Data Element 04, Enter number (01, 02, etc.)

To enter the team number information using WinASAP2003:

- Select: Claim Notes
- Note Reference Code Select: Additional Information
- Note Text: Enter Team Number (TEAM 01, TEAM 02, etc.)

Please watch for additional information related to billing with the new claim forms in the *Claim Jumper* and on www.mtmedicaid.org. If you have questions related to re-enrollment, please contact ACS Provider Relations at (800) 624-3958 or MTPRHelpdesk@acs-inc.com.

Contact Information

For claims questions or additional information, contact Rena Steyaert, Program Officer—School Based Services/Therapies/Optometry, at 406-444-4066 or rsteyaert@mt.gov or call Provider Relations:

Provider Relations toll-free in- and out-of-state: 1-800-624-3958
Helena: (406) 442-1837

Visit the Provider Information website:

http://www.mtmedicaid.org