



Automated Medical Payments

# Medicaid Bulletin

## Colorado Title XIX

Fiscal Agent



600 Seventeenth Street  
Suite 600 North  
Denver, CO 80202

### Medicaid Provider Services

303-534-0146  
1-800-237-0757

### Mailing Addresses

Claims & PARs  
P.O. Box 30  
Denver, CO 80201-0030

Correspondence, Inquiries & Adjustments  
P.O. Box 90  
Denver, CO 80201-0090

Provider enrollment, Provider information,  
Changes, Signature authorization,  
and Claim requisitions  
P.O. Box 1100  
Denver, CO 80201-1100

### Medicaid Fiscal Agent Information on the Internet

[coloradomedicaid.acs-inc.com](http://coloradomedicaid.acs-inc.com)

Medicaid bulletins contain important policy and billing information and should be shared promptly with billing staff.

Bulletins supplement information in the Medicaid Provider Manual and should be retained with the provider manual for reference. Retain all bulletins until published notification advises that the information is obsolete or reproduced in subsequent bulletins or provider manual updates.

Please direct questions about bulletins and billing information to Medicaid Provider Services.

Distribution: All providers

April 2002

Reference: B0200130

## 2002 – Summer/Fall Denver & Statewide Provider Billing Workshop Schedule

Provider billing workshops include both Medicaid billing instructions and a review of Medicaid billing procedures. Workshops are intended for both new and experienced Medicaid billers. Provider representatives explain and discuss Medicaid program policies, billing requirements, and problem-solving strategies.



The Summer/Fall workshops begin in June 2002 and continue through November 2002. Both the Denver workshops and the statewide workshops are listed in this bulletin. Topics may vary from previous workshops.

If you are interested in a billing topic that is not listed, it may be offered during the 2003 Winter/Spring Denver or Statewide workshops. These workshop schedules will be published in a future Medicaid bulletin.

### Workshop agenda

The following agenda is a general guideline of the topics presented in the billing workshops.

Medicaid policy	Claim completion	Claim submission
✓ Fiscal agent review	✓ Field by field requirements	✓ Prior authorizations
✓ Eligibility verification	✓ WINASAP demo	✓ Electronic/Paper claims
✓ Managed care	✓ Special billing instructions	✓ Remittance statements
✓ Medicare crossovers		✓ Adjustments
✓ Third party		
✓ Timely filing		

## Workshop summaries

<p style="text-align: center;"><b>Practitioner</b></p> <ul style="list-style-type: none"> <li>➤ Practitioners, ambulatory surgical centers, family planning providers, community mental health centers, and independent radiology billing on the CO-1500 paper claim form and the CO-1500 Practitioner &amp; Independent Lab electronic claim formats.</li> </ul>	<p style="text-align: center;"><b>Early Periodic Screening, Diagnosis &amp; Treatment (EPSDT)</b></p> <ul style="list-style-type: none"> <li>➤ Well child medical screening and immunization providers billing on the EPSDT paper claim form and EPSDT electronic claim format.</li> </ul>
<p style="text-align: center;"><b>Inpatient/Outpatient Services and Dialysis</b></p> <ul style="list-style-type: none"> <li>➤ Hospitals billing on the UB-92 paper claim form and Institutional Inpatient &amp; Outpatient electronic claim format.</li> <li>➤ Dialysis providers billing on the UB-92 paper claim form and Institutional Outpatient electronic claim format.</li> </ul>	<p style="text-align: center;"><b>Home &amp; Community Based Services (HCBS) – Elderly, Blind, &amp; Disabled (EBD), Persons Living with AIDS (PLWA), Mentally Ill (MI) &amp; Children’s Medical Wavier Program</b></p> <ul style="list-style-type: none"> <li>➤ Adult day care, transportation, home electronics, home modifications, and personal care service providers billing for EBD, PLWA, and MI billing on the CO-1500 paper claim form and CO-1500 Community Based Services electronic claim format.</li> <li>➤ Children’s HCBS case management providers billing on the CO-1500 paper claim form and CO-1500 Community Based Services electronic claim format.</li> </ul>
<p style="text-align: center;"><b>Eyewear and Vision</b></p> <ul style="list-style-type: none"> <li>➤ Ophthalmologists, optometrists, &amp; opticians billing on the CO-1500 paper claim form and CO-1500 Supply and Practitioner electronic claim formats.</li> </ul>	<p style="text-align: center;"><b>Nursing Facility (UB-92)</b></p> <ul style="list-style-type: none"> <li>➤ Nursing facilities billing on the UB-92 paper claim form and Institutional Nursing Facility electronic claim format.</li> </ul>
<p style="text-align: center;"><b>Home Health (HH) and Private Duty Nursing (PDN)</b></p> <ul style="list-style-type: none"> <li>➤ HH and PDN providers billing on the UB-92 paper claim form and Institutional HH electronic claim format.</li> </ul>	<p style="text-align: center;"><b>Residential Treatment Center (RTC)</b></p> <ul style="list-style-type: none"> <li>➤ RTCs billing on the UB-92 paper claim form and Institutional Outpatient electronic claim format.</li> </ul>
<p style="text-align: center;"><b>Dental</b></p> <ul style="list-style-type: none"> <li>➤ Dental, oral surgery, and dental hygienist providers billing on the ADA paper claim form and dental electronic claim format.</li> </ul>	<p style="text-align: center;"><b>Supply/Durable Medical Equipment</b></p> <ul style="list-style-type: none"> <li>➤ Medical supply and durable medical equipment providers billing on the CO-1500 paper claim form and CO-1500 Supply electronic claim format.</li> </ul>
<p style="text-align: center;"><b>Hospice</b></p> <ul style="list-style-type: none"> <li>➤ Hospice agencies billing on the UB-92 paper claim form and Institutional Home Health electronic claim format.</li> </ul>	<p style="text-align: center;"><b>Rural Health Clinics (RHC) &amp; Federally Qualified Health Centers (FQHC)</b></p> <ul style="list-style-type: none"> <li>➤ RHCs &amp; FQHCs billing on the UB-92 paper claim form and Institution Outpatient electronic claim format.</li> </ul>
<p style="text-align: center;"><b>Transportation Independent &amp; County (CO 1500)</b></p> <ul style="list-style-type: none"> <li>➤ Non hospital-based transportation providers billing on the CO-1500 paper claim form and the CO-1500 Transportation electronic claim format.</li> </ul>	<p style="text-align: center;"><b>Advanced Training Open Forum</b></p> <ul style="list-style-type: none"> <li>➤ Workshop is directed towards providers who have advanced billing questions. Bring your current claim problems and receive one-on-one assistance.</li> </ul>
<p style="text-align: center;"><b>Pharmacy</b></p> <ul style="list-style-type: none"> <li>➤ Pharmacies billing for prescription drugs on the Pharmacy paper claim form and Pharmacy electronic claim format (PDCS).</li> </ul>	

### Who should attend?

New and experienced receptionists, front desk personnel, admission personnel, office managers, billing services, and other billers should attend the appropriate workshop.

### What should I bring?

The new Medicaid Provider Manual was distributed in October 1998, prior to the fiscal agent transition. Please bring this manual to the workshop. Manuals are not available at the workshops. The manual contains the program and billing instruction references used during the workshops. Although only one manual is distributed per enrolled provider, you may copy or download them from the fiscal agent's web site at:

**coloradomedicaid.acs-inc.com**

Replacement manuals are available from the fiscal agent for a fee. To order a replacement manual, contact Provider Services for cost and ordering information.

### Do I need reservations?

**Yes, reservations are necessary for all Denver workshops listed in this bulletin.** Reservations are **not** required for statewide workshops. Review the Denver workshop schedule on pages 4 and 5 and the statewide workshop schedule on pages 6 and 7 to find the workshop that best meets your needs.

**Call Medicaid Provider Services to make reservations.**

**1-800-237-0757  
303-534-0146**

Press "4" to make workshop reservations. This transfers you to a voice mailbox where you should leave the following information:

- ✓ **Medicaid provider billing number**
- ✓ **The date and time of the workshop**
- ✓ **The number of people attending**
- ✓ **Contact name, address and phone number**

Without all of the requested information, your reservation cannot be processed successfully.

If you do not receive a confirmation from Medicaid Provider Services within one week of making your reservation, please call Provider Services and talk to a Provider Services Representative.

## Denver workshops

The schedule for Provider Billing Workshops offered in Denver during the Summer/Fall of 2002 follows.

*All workshops will begin promptly as indicated. Please allow time for parking and registration.*

All Denver Workshops are held at:

ACS  
600 Seventeenth Street  
Suite 600 North (6<sup>th</sup> Floor, North Tower)  
Denver, CO 80202

## Summer/Fall 2002 Denver workshop schedule

Provider/Program type	Dates and times	
	Morning	Afternoon
<b>Practitioner</b>	Tuesday, June 4 <sup>th</sup> 8:30 AM	Tuesday, July 9 <sup>th</sup> 1:00 PM
	Tuesday, August 20 <sup>th</sup> 8:30 AM	
	Thursday, October 17 <sup>th</sup> 8:30 AM	Tuesday, November 5 <sup>th</sup> 1:00 PM
<b>EPSDT (Early and Periodic Screening, Diagnosis, and Treatment)</b>		Tuesday, June 4 <sup>th</sup> 1:00 PM
		Tuesday, August 20 <sup>th</sup> 1:00 PM
		Thursday, October 17 <sup>th</sup> 1:00 PM
<b>Inpatient/Outpatient &amp; Dialysis</b>		Thursday, June 6 <sup>th</sup> 1:00 PM
	Thursday, August 8 <sup>th</sup> 8:30 AM	
	Tuesday, October 8 <sup>th</sup> 8:30 AM	
<b>HCBS: EBD, PLWA, MI, CHCBS, BI &amp; CHRP</b>	Thursday, June 6 <sup>th</sup> 8:30 AM	
	Thursday, August 22 <sup>nd</sup> 8:30 AM	Tuesday, October 8 <sup>th</sup> 1:00 PM
<b>Eyewear and Vision</b>		Thursday, July 11 <sup>th</sup> 1:00 PM
	Tuesday, November 12 <sup>th</sup> 8:30 AM	
<b>Supply/ Durable Medical Equipment</b>		Thursday, June 13 <sup>th</sup> 1:00 PM
	Tuesday, August 6 <sup>th</sup> 8:30 AM	
	Thursday, November 7 <sup>th</sup> 8:30 AM	
<b>Home Health (HH) and Private Duty Nursing (PDN)</b>	Thursday, June 13 <sup>th</sup> 8:30 AM	
		Thursday, August 22 <sup>nd</sup> 1:00 PM
		Tuesday, November 12 <sup>th</sup> 1:00 PM

Provider/Program type	Dates and times	
	Morning	Afternoon
<b>Nursing Facility</b>	Tuesday, July 9 <sup>th</sup> 8:30 AM	
<b>Dental</b>	Thursday, July 11 <sup>th</sup> 8:30 AM	
		Thursday, November 7 <sup>th</sup> 1:00 PM
<b>Residential Treatment Center (RTC)</b>		Tuesday, August 6 <sup>th</sup> 1:00 PM
<b>Pharmacy</b>	Tuesday, October 22 <sup>nd</sup> 8:30 AM	
<b>Transportation Independent &amp; County (CO1500)</b>		Tuesday, July 16 <sup>th</sup> 1:00 PM
	Tuesday, November 5 <sup>th</sup> 8:30 AM	
<b>Hospice</b>	Tuesday, July 16 <sup>th</sup> 8:30 AM	
<b>Rural Health Clinics (RHC) &amp; Federally Qualified Health Centers (FQHC)</b>	Tuesday, July 23 <sup>rd</sup> 8:30 AM	
<b>Advanced Training Open Forum</b>	Tuesday, June 11 <sup>th</sup> 8:30 AM	
	Thursday, July 25 <sup>th</sup> 8:30 AM	
	Tuesday, October 29 <sup>th</sup> 8:30 AM	
	Thursday, Nov 14 <sup>th</sup> 8:30 AM	

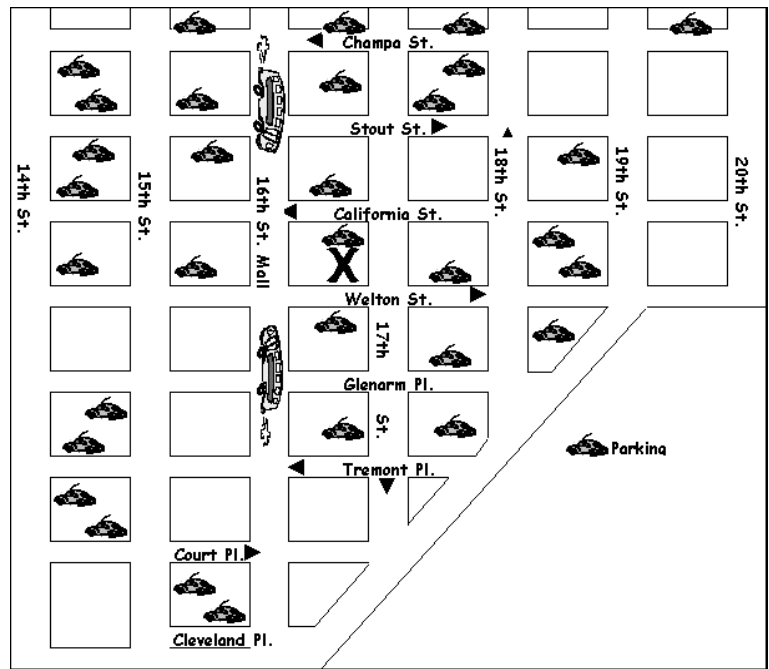
Please contact Provider Services to make reservations for Denver workshops and/or for additional information.

**303-534-0146 or 1-800-237-0757**

## Denver parking

Workshops are conducted at the fiscal agent's office, in the Dominion Plaza Building at 600 17<sup>th</sup> Street, the 6<sup>th</sup> floor in the North Tower of the building. Parking is **not** provided and is limited in the Downtown Denver area. Providers attending workshops are urged to carpool and arrive early to secure parking or use public transportation.

Commercial parking lots are available throughout the downtown area and the daily rates range from approximately \$5 to \$10. Most of the city parking meters are limited to one or two hours. The following map indicates the parking lots near Dominion Plaza. There is additional parking near Union Station, Market Street Station, and Civic Center Station. Providers who park in these areas should take the 16<sup>th</sup> Street Mall Shuttle to Welton Street.



## Driving directions

Take Interstate 25 to Exit 210A – Colfax. Go east.

Take Colfax 0.8 miles to Welton – seventh light. Go north.

Take Welton 0.4 miles to 16<sup>th</sup> Street – Third light.

ACS is located in the Dominion Plaza, on the west side of Welton, between 16<sup>th</sup> and 17<sup>th</sup> Streets.

The schedule below is for Provider Billing Workshops offered outside of Denver during the Fall of 2002. All workshops will begin promptly as indicated. Please allow time for parking and registration.

### Fall 2002 Statewide workshop schedule

City and workshop site	Provider/ Program type	Dates and times	
		Morning	Afternoon
<b>Fort Collins</b> University Park Holiday Inn 425 West Prospect Road Fort Collins, CO 80526 970-482-2626	<b>Practitioner</b>	Wednesday September 11 <sup>th</sup> 8:30 – 11:30 AM	
	<b>Inpatient/Outpatient &amp; Dialysis</b>		Wednesday September 11 <sup>th</sup> 1:00 – 4:00 PM
	<b>EPSDT</b>	Wednesday September 11 <sup>th</sup> 8:30 – 11:30 AM	
	<b>Pharmacy</b>		Wednesday September 11 <sup>th</sup> 1:00 – 4:00 PM
<b>Greeley</b> Best Western Ramkota Inn 701 8 <sup>th</sup> Street Greeley, CO 80631 970-353-8444	<b>Practitioner</b>	Tuesday September 10 <sup>th</sup> 8:30 – 11:30 AM	
	<b>Advanced Training Open Forum</b>		Tuesday September 10 <sup>th</sup> 1:00 – 4:00 PM
	<b>Nursing Facility</b>	Tuesday September 10 <sup>th</sup> 8:30 – 11:30 AM	
	<b>Vision and Eyewear</b>		Tuesday September 10 <sup>th</sup> 1:00 – 4:00 PM
<b>Pueblo</b> Holiday Inn Pueblo 4001 North Elizabeth Pueblo, CO 81008 719-543-8050	<b>Practitioner</b>	Wednesday September 18 <sup>th</sup> 8:30 – 11:30 AM	
	<b>Inpatient/Outpatient &amp; Dialysis</b>		Wednesday September 18 <sup>th</sup> 1:00 – 4:00 PM
	<b>EPSDT</b>	Wednesday September 18 <sup>th</sup> 8:30 – 11:30 AM	
	<b>Pharmacy</b>		Wednesday September 18 <sup>th</sup> 1:00 – 4:00 PM

City and workshop site	Provider/ Program type	Dates and times	
		Morning	Afternoon
<b>Colorado Springs</b> Embassy Suites Hotel 7290 Commerce Center Dr Colorado Springs, CO 80919 719-599-9100	<b>Practitioner</b>	Thursday September 19 <sup>th</sup> 8:30 – 11:30 AM	
	<b>Advanced Training Open Forum</b>		Thursday September 19 <sup>th</sup> 1:00 – 4:00 PM
	<b>Nursing Facility</b>	Thursday September 19 <sup>th</sup> 8:30 – 11:30 AM	
	<b>Vision</b>		Thursday September 19 <sup>th</sup> 1:00 – 4:00 PM
<b>Grand Junction</b> Grand Vista Hotel 2790 Crossroads Blvd Grand Junction, CO 81506 970-241-8411	<b>Practitioner</b>	Thursday September 26 <sup>th</sup> 8:30 – 11:30 AM	
	<b>Inpatient/Outpatient &amp; Dialysis</b>		Thursday September 26 <sup>th</sup> 1:00 – 4:00 PM
	<b>Nursing Facility</b>	Thursday September 26 <sup>th</sup> 8:30 – 11:30 AM	
	<b>Vision</b>		Thursday September 26 <sup>th</sup> 1:00 – 4:00 PM
<b>Alamosa</b> Holiday Inn 333 Sante Fe Ave Alamosa, CO 81101 719-583-5833	<b>Practitioner</b>	Tuesday September 17 <sup>th</sup> 8:30 – 11:30 AM	
	<b>Inpatient/Outpatient &amp; Dialysis</b>	Tuesday September 17 <sup>th</sup> 8:30 – 11:30 AM	
<b>Durango</b> Doubletree Hotel 501 Camino Del Rio Durango, CO 81301 970-382-3913	<b>Practitioner</b>	Tuesday September 24 <sup>th</sup> 8:30 – 11:30 AM	
	<b>Inpatient/Outpatient &amp; Dialysis</b>	Tuesday September 24 <sup>th</sup> 8:30 – 11:30 AM	

**Reminder: Statewide workshops do *not* require reservations.**

**Please contact Medicaid Provider Services at:  
 303-534-0146 or 1-800-237-0757  
 for additional workshop information.**