[colorado.gov/pacific/hcpf](colorado.gov/pacific/hcpf)

# Provider Bulletin

**Reference: B1100296**          **February 2011**

**Did you know...?**

The January 2011 Medicaid Fee Schedule is now available at the bottom of the Provider Services Home page under Medicaid Fee Schedules.
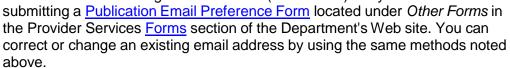
## All Providers

### Paper Bulletins by Mail Ending Soon!
Beginning March 2011, provider bulletins will no longer be sent by mail. Bulletins are posted on the Department of Health Care Policy and Financing's (the Department) Web site by the 2nd of every month. You may find the bulletins by visiting the Provider Services home page and click on the Provider Bulletins option. This will allow you to get the information quickly and at a time that is convenient for you.

Urgent messages and time-sensitive notices will be sent electronically by email. This assures that providers will receive messages quickly and at the same time.

It is very important that the fiscal agent, ACS, has your current email address in order to receive messages and notices. You can submit your email address by accessing the *(MMIS) Provider Data Maintenance* option through the Colorado Medical Assistance Program Web Portal (Web Portal) or by submitting a Publication Email Preference Form located under *Other Forms* in the Provider Services Forms section of the Department's Web site. You can correct or change an existing email address by using the same methods noted above.

If you do not have Internet access and need to receive provider bulletins by mail, please complete the "Email Op-Out Form" located under Other Forms in the Provider Services Forms section of the Department's Web site. Please return the completed form to Provider Enrollment at the address printed on the form.

*Please note that only **one** email address per provider number may be on file.*

### National Provider Identifier (NPI) Reminder
Providers are reminded that, as required by the Health Insurance Portability and Accountability Act (HIPAA), rendering, referring, attending, supervising, etc. providers must be identified on **electronic** claims by their National Provider Identifier (NPI) number. These providers must be enrolled and their NPI must be on record with the fiscal agent in order for the billing provider to be paid. Atypical providers are not required to have an NPI.

Please direct any questions regarding NPIs to ACS Provider Services at 1-800-237-0757 or 1-800-237-0044.

### Presidents' Day Holiday
Due to the Presidents' Day holiday on Monday, February 21, 2011, claim payments will be processed on Thursday, February 17, 2011. The processing cycle includes claims accepted on Thursday before 6:00 P.M. Mountain Time. The receipt of warrants will be delayed by one or two days.

**ACS**
A xerox Company

**Denver Club Building**
518 17th Street, 4th floor
Denver, Colorado 80202

**ACS Contacts**

**Billing and Bulletin Questions**
1-800-237-0757 or 1-800-237-0044

**Claims and PARs Submission**
P.O. Box 30
Denver, CO 80201

**Correspondence, Inquiries, and Adjustments**
P.O. Box 90
Denver, CO 80201

**Enrollment, Changes, Signature authorization and Claim Requisitions**
P.O. Box 1100
Denver, CO 80201

*Improving access to cost-effective, quality health care services for Coloradans*
*colorado.gov/pacific/hcpf*
February 2011

Although State offices will be closed on Monday, February 21, 2011, fiscal agent offices will be open during regular business hours.

## Important Changes for Processing Laboratory Services – CLIA Certification

Providers that perform laboratory procedures covered by the Clinical Laboratory Improvement Act (CLIA) are reminded about important changes described in the December 2010 Provider Bulletin, B1000291. Beginning in April 2011, providers billing via the 837 Professional (837P) electronic format or the Colorado 1500 paper claim form will need to provide their CLIA number with the claim or claim line. Providers billing via the 837 Institutional (837I) electronic format or the UB-04 paper claim form must provide updated CLIA certification information to the fiscal agent prior to March 31, 2011. On or about that date, current CLIA information will be purged from the Medicaid Management Information System (MMIS) and updated information entered. Claims from providers billing via the 837I or UB-04 will be denied unless updated CLIA information has been received by the fiscal agent. See the December 2010 Provider Bulletin for information on how to update your CLIA information.



In addition, providers billing via the Web Portal should note the important changes below.

In March 2011, a new field will be added to the Client's Info tab for 837P claims submitted interactively through the Web Portal. This new CLIA Number field will allow users to enter the number only once if it relates to all procedure codes being submitted for the claim, rather than having to enter the CLIA number on each detail line item.
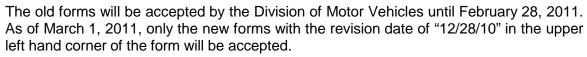
The CLIA Number field that currently exists on the Detail Line Items tab for 837P claims will not be removed, and users will still be able to enter a CLIA number for each detail line item on this tab.

In addition, a new field validation will be added to both the new CLIA Number field (on the Client's Info tab) and the current CLIA Number field (on the Detail Line Items tab). For both fields, the Web Portal will check that the data entered is ten (10) characters, has the letter "D" in the third character position, and that there are numbers in the other nine character positions. If the CLIA number entered does not meet these requirements and the user attempts to submit the claim, an error will be displayed to the user on the Errors tab.

If users receive technical errors with the new data entry of CLIA numbers on the Web Portal, they can contact the CGI Help Desk at HelpDesk.HCG.central.us@cgi.com or 1-888-538-4275 (option 1). Any questions regarding claims processing or responses should be directed to ACS Provider Services at 1-800-237-0757 or 1-800-237-0044.

## Persons with Disabilities Parking Privileges Application

All Colorado Medicaid providers need to be aware that the Colorado Department of Revenue, Division of Motor Vehicles, recently made revisions to the DR 2219 Persons with Disabilities Parking Privileges Application. The changes include the new penalty statements for both the person with a disability as well as the signing provider.

The old forms will be accepted by the Division of Motor Vehicles until February 28, 2011. As of March 1, 2011, only the new forms with the revision date of "12/28/10" in the upper left hand corner of the form will be accepted.

A copy of the revised form is provided as Attachment A at the end of this bulletin.

Also, please note that as of January 1, 2011 all renewals must be signed by a physician, Certified Nurse Practitioner (CNP), Physician Assistant (PA) or other acceptable medical professional. Renewals are no longer being processed without a new, signed medical certification at every renewal date.

Please contact Gina Robinson at Gina.Robinson@state.co.us or 303-866-6167 with any questions.

## Introducing Executive Director Sue E. Birch

Please join us in welcoming Sue Birch as the Executive Director of the Department of Health Care Policy and Financing. Sue comes to the Department with extensive experience in collaboration, which has led to the development of partnerships that have improved health care accessibility and effectiveness in Northwest Colorado.

Sue has demonstrated her abilities as the Chief Executive Officer of the Northwest Colorado Visiting Nurse Association in Steamboat Springs for the past 17 years. Her efforts moved the agency into a nurse-led model of integrated community health services including primary care, home and hospice care, public health and aging services. She helped start Club 20's health care task force which focused on Western Slope health care challenges.

Before moving to Northwest Colorado, Sue served at Georgetown University Hospital and in a variety of progressive nursing roles with Kaiser Permanente in Colorado and was president of the Home Care Association of Colorado.

Sue's unique background and experience will be instrumental in achieving Department goals. She states, "At this pivotal time in health care reform, Colorado is poised to leverage the successes of our healthy state and improve on health disparities and access for all Coloradans. The Department will continue to review every program and measure outcomes to ensure that programs are doing what they are supposed to do for the health of our clients – efficiently and effectively."

Sue earned her nursing degree and her master's degree in business administration from the University of Colorado. She recently concluded an appointment to the National Advisory Committee on Rural Health and Human Services. She has also completed the Bonfils-Stanton Foundation Livingston Fellowship and the Robert Wood Johnson Executive Nurse Fellowship.

Sue is the mother to three college students, loves the outdoors and traveling abroad.

We are fortunate to have Sue to lead our Department as we continue to work toward improving the health of Coloradans.

## 2011 Healthcare Common Procedure Coding System (HCPCS)/Procedure Codes Bulletins

The 2011 Immunization Benefit Update, the 2011 Practitioner HCPCS Codes and the 2011 Billing Instruction Update for Ambulatory Surgery Centers (ASCs) have been posted in the For Our Providers *What's New* section of the Department's Web site. Additional 2011 HCPCS/Procedure Codes bulletins will be posted as they are completed. Continue to check the Provider Bulletins section of the Department's Web site for updated 2011 HCPCS/Procedure Codes bulletins.

## Effective March 1, 2011, only the November 2010 version of the Provider Enrollment Application will be accepted

Effective March 1, 2011, the fiscal agent will only accept the November 2010 version of the Provider Enrollment Application. The revision date is located in the bottom left corner of the application pages. The fiscal agent will not process older versions of the enrollment application and will return them to the providers. To download the application, go to Provider Enrollment, click on your provider type and then *Go.*

Please direct questions regarding the updated application to ACS Provider Services at 1-800-237-0757 or 1-800-237-0044.

### Tax Season and 1099s

Please don't forget to update your current provider enrollment information with the fiscal agent. By using the Provider Enrollment Update Form, you can update your address, NPI, license, email address, affiliations, and choose to receive electronic notifications.

The form is available in Enrollment for Existing Providers in the Forms section under Other Forms in the Provider Services Forms section of the Department's Web site. With the exception of updating provider license information and NPIs, the above updates may also be made through the Web Portal. Updated provider license information and changing an NPI must be made using the Provider Enrollment Update Form.

## Practitioners

### First Phase of National Correct Coding Initiative (NCCI) to be Implemented February 14, 2011

Effective February 14, 2011, Medicaid claims submitted with dates of service on or after January 1, 2011, will be subject to certain NCCI guidelines as noted in the December 2010 Provider Bulletin. In this first phase of NCCI implementation, certain procedure code pairs (known as Column I/Column II codes) will be identified and disallowed from being billed together through payment denials.

If disallowable code pairs are billed together, the line item containing the Column II code will be denied. This line item will be denied either in the initial claim adjudication process or on a post-payment basis, retroactively, for claims submitted on or after February 14, 2011 containing dates of service on or after January 1, 2011.

Providers can find the disallowable code pairs on the February 14, 2011 Colorado Medicaid NCCI Disallowable Code Pairs spreadsheet located at the bottom of the Provider Information page under *NCCI* on the Department's Web site.  The Department will continue to implement additional NCCI methodologies over the coming months and will keep providers apprised of those changes through subsequent provider bulletins. Implementation of NCCI guidelines will put Colorado Medicaid's reimbursement methodologies
in alignment with Medicare and many private payers, which should standardize providers' billing practices. We encourage all providers to familiarize themselves with the NCCI and the application of the methodologies that will improve the likelihood of appropriate reimbursement. General information on the NCCI can be found on the Centers for Medicare & Medicaid Services (CMS) Web site.

If you have any questions about the Department's implementation of the NCCI, please contact Nicole Rodan at naroda@hcpf.state.co.us or 303-866-2883.

## February and March 2011 Provider Billing Workshops

### Denver Provider Billing Workshops

Provider billing workshops include both Colorado Medical Assistance Program billing instructions and a review of Colorado Medical Assistance Program billing procedures.

The February and March 2011 workshop calendars are included in this bulletin and are also posted in the Provider Services Training section of the Department's Web site.

## Who Should Attend?

New and experienced receptionists, front desk personnel, admission personnel, office managers, billing services, and other billers should consider attending the appropriate workshops.

### Reservations are required

Reservations are necessary for **all workshops**. Email reservations to:
workshop.reservations@acs-inc.com

**Or** Call Provider Services to make reservations:
1-800-237-0757 or 1-800-237-0044

Press "**5**" to make your workshop reservation. You must leave the following information:

- ℏ Colorado Medical Assistance Program provider billing number
- ℏ The number of people attending and their names
- ℏ The date and time of the workshop
- ℏ Contact name, address and phone number

All this information is necessary to process your reservation successfully. Look for your confirmation by mail within one week of making your reservation.

Please try to make your reservation at least one week prior to the date of the workshop that you wish attend. This will help ensure that you will have a place in the specific workshop and allow time for you to receive your confirmation.

If you have not received a confirmation within at least two business days prior to the workshop, please contact Provider Services and talk to a Provider Relations Representative.

## All Workshops held in Denver are located at:

**ACS**
**Denver Club Building**
**518 17th Street, 4th floor**
**Denver, Colorado 80202**

## Beginning Billing Class Description

These classes are for new billers, billers who would like a refresher, and billers who would like to network with other billers about the Colorado Medical Assistance Program. Currently the class covers in-depth information on resources, eligibility, timely filing, reconciling remittance statements and completion of the UB-04 and the Colorado 1500 paper claim forms.

*The Beginning Billing classes do **not** cover any specialty billing information.* The fiscal agent provides specialty training throughout the year in their Denver office.

**The classes do <u>not</u> include any hands-on computer training.**

## February and March 2011 Specialty Workshop Class Descriptions

**Dental**
The class is for billers using the 2006 ADA/837D claim format. The class covers billing procedures, claim formats, common billing issues and guidelines specifically for the following provider types: Dentists, Dental Hygienists

**Dialysis**
This class is for billers who bill for Dialysis services on the UB-04/837I and/or Colorado 1500/837P claim formats. The class covers billing procedures, common billing issues and guidelines specifically for dialysis providers. *(This is not the class for Hospitals – please refer to the Hospital Class.)*

**FQHC/RHC**
This class is for billers using the UB-04/837I and Colorado 1500/837P format. The class covers billing procedures, Encounter Payments, common billing issues and guidelines specifically for FQHC/RHC providers.

**HCBS-DD**
This class is for billers who bill on the Colorado 1500/837P claim formats for the following: Comprehensive Services (HCBS-DD), Supported Living Services (SLS), Children's Extensive Support (CES), Children's Residential Habilitation Program (CHRP) and Targeted Case Management (TCM). The class covers billing procedures, common billing issues and guidelines for HCBS-DD providers.

**IP/OP Hospital**
This class is for billers using the UB-04/837I format. The class covers billing procedures, common billing issues and guidelines specifically for In-patient Hospital and Out-patient Hospital providers.

**Occupational, Physical and Speech Therapy**
This class is for billers using the Colorado 1500/837P claim format for therapies. The class covers billing procedures, common billing issues and guidelines specifically for Occupational, Physical and Speech Therapists providers.

## Outpatient Substance Abuse

This class is for billers using the Colorado 1500/837P claim format for outpatient substance abuse treatment services: substance abuse assessment, individual and family therapy, group therapy, alcohol/drug screening, case management and social/ambulatory detoxification. The class covers billing procedures, common billing issues and guidelines specifically for outpatient substance abuse providers.

## Pharmacy

This class is for billers using the Pharmacy claim format/Point of Sale and/or PCF Format. The class covers billing procedures, common billing issues and guidelines specifically for Pharmacies. *(This is not the class for DME/ Supply Providers – please refer to DME/ Supply Provider Class.)*

## Provider Enrollment Application Workshop

This workshop focuses on the importance of correctly completing the Colorado Medical Assistance Program Provider Enrollment Application. Newly enrolling providers, persons with the responsibility for enrolling providers within their groups, association representatives, and anyone who wants to better understand the Colorado Medical Assistance Program enrollment requirements should attend.

## Supply/DME

This class is for billers using the Colorado 1500/837P claim format. The class covers billing procedures, common billing issues and guidelines specifically for Supply/DME providers.

## Supply/DME PAR

This class focuses on completing the PAR correctly and avoiding common mistakes. This class is for DME/Supply providers who bill procedures requiring prior authorization. *(This class is not for Dental, HCBS, Nursing Facility, Pharmacy or Pediatric Home Health Providers)*

## Vision

This class is for ophthalmologists, optometrists, and opticians billing on the Colorado 1500/837P claim format. The class covers billing procedures, common billing issues and guidelines specifically for practitioners providing vision services.

## Driving directions to ACS, Denver Club Building, 518 17th Street, 4th floor, Denver, CO:

**Take I-25** toward **Denver**.
Take exit **210A** to merge onto **W. Colfax Ave. (40 E),** 1.1 miles.
Turn **left** at **Welton St.,** 0.5 miles.
Turn **right** at **17th St.,** 0.2 miles.
The Denver Club Building will be on the right.

ACS is located in the Denver Club Building on the west side of Glenarm Place at 17th Street (Glenarm is a two-way street).

**Parking:** Parking is not provided by ACS 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.

= **Light Rail Station -** A Light Rail map is available at: http://www.rtd-denver.com/LightRail_Map.shtml

= **Free MallRide -** The MallRide stops are located at every intersection between Civic Center Station and      Union Station.

= **Commercial Parking Lots** - Lots are available throughout the downtown area. The daily rates are between $5 and $20.

**Please note:** Email all WebEx training reservations to workshop.reservations@acs-inc.com.

*A meeting notification containing the Web site, phone number, meeting number, and password will be emailed or mailed to providers who sign up for WebEx.*

## February 2011

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
|  |  | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8<br>Beginning Billing – CO -1500<br>9:00 am-11:30 am<br>Web Portal 837P<br>11:45 am-12:30 pm<br>Outpatient Substance Abuse<br>1:00 pm-3:00 pm | 9<br>Beginning Billing – UB-04<br>9:00 am-11:30 am<br>Web Portal 837I<br>11:45 am-12:30 pm<br>Dialysis<br>1:00 pm-3:00 pm | 10<br>Supply/DME Billing<br>9:00 am-11:00 am<br>Supply/DME PAR<br>11:30 am-1:30 pm<br>Pharmacy<br>2:00 pm-3:00 pm | 11<br>Beginning Billing – CO -1500<br>**(WebEx)**<br>9:00 am-12:00 pm<br>FQHC/RHC<br>**(WebEx)**<br>1:00 pm-4:00 pm | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21<br>*Presidents' Day* | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 |  |  |  |  |  |

## March 2011

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
|  |  | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8<br>Beginning Billing – CO -1500<br>9:00 am-11:30 am<br>Web Portal 837P<br>11:45 am-12:30 pm<br>OT/PT/ST<br>1:00 pm-3:00 pm | 9<br>Beginning Billing – UB-04<br>9:00 am-11:30 am<br>Web Portal 837I<br>11:45 am-12:30 pm<br>IP/OP Hospital<br>1:00 pm-3:00 pm | 10<br>Provider Enrollment<br>9:00 am-11:00 am<br>Dental<br>**(WebEx)**<br>1:00 pm-4:00 pm | 11<br>Vision<br>9:00 am-11:00 am<br>HCBS-DD<br>**(WebEx)**<br>1:00 pm-4:00 pm | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |  |  |

**Please direct questions about Colorado Medical Assistance Program billing or the information in this bulletin to
ACS Provider Services at 1-800-237-0757 or 1-800-237-0044.**
***Please remember to check the Provider Services section of the Department's Web site at
colorado.gov/pacific/hcpf.***

DR 2219 (12/28110)
COLORADO DEPARTMENT OF REVENUE
DIVISION OF MOTOR VEHICLES
REGISTRATION SECTION
/vww.colorado.gov/revenue

# PERSONS WITH DISABILITIES
# PARKING PRIVILEGES APPLICATION

## SUBMIT COMPLETED APPLICATION TO YOUR LOCAL COUNTY MOTOR VEHICLE OFFICE.

Name ot person witt1 dUsa!Jility (please type or pnnt 1n 1nll)

Address

City                                                    | State          | ZIP

I certify, under penalty of perjury, that I have read and understand the Persons with Disabilities plate and placard application and usage requirements and that I am responsible for the use in conformity with Colorado Revised Statutes 42-3-204 and 42-4-1208. I further understand that violation of the requirements in the statutes referenced above may result in fines, penalties, and suspension of Persons with Disabilities placards and plates.

1·'rinted name as 1t appears on Identification

Signature

secure and verifiable 10 of Applicant/Legal Guardian/Representative: (check one)

☐ Colorado DL          ☐ Colorado ID          ☐ Other

ID#                                          | Expires                    | IDOB

The undersigned witness affirms that the applicant/legal guardian/representative signing this document presented the identification described above. Witness Printed Name

witness1gnature                                                          | Iuate

### This Person is Mobility Impaired as Described Below (Check one box)

Qualifying criteria are listed below. All criteria require certification by a person fully licensed to practice medicine in Colorado.

☐ Persons who cannot walk two hundred feet without stopping to rest.

☐ Persons who cannot v.ralk without the use of, or assistance from, a brace, cane, crutch, another person, prosthetic device, wheelchair, or other assistive device.

☐ Persons who are restricted by lung disease to such an extent that the person's forced (respiratory) expiratory volume for one second when measured by spirometry is less than one liter, or the arterial oxygen tension is less than sixty mmlhg on room air or at rest.

☐ Persons who use portable oxygen.

☐ Persons who have a cardiac condition to the extent that the person's functional limitations are classified in severity as Class III or Class IV according to standards set by the American Heart Association.

☐ Persons who are severely limited in their ability to walk due to an arthritic, neurological, or orthopedic condition.

### THIS FORM MUST BE COMPLETED BY A PERSON FULLY LICENSED TO
### PRACTICE MEDICINE IN THE STATE OF COLORADO.

Medical License number

Name of Physician / Commissioned Medical Officer / Advance Practice Nurse / Podiatrist (please type or print in ink)

Address

City                                                    | State          | ZIP

I certify, under penalty of perjury, that the above named patient has a physical impairment complying with 23 CFR 1235. I have read and understand Colorado Revised statute 42-3-204 and 42-4-1208 as they pertain to certifying persons with disabilities and affirm my

knowledge of the contents of persons with disabilities notices and documentation made available to me pursuant to 42-3-204(5)(b), C.R.S.
This impairment is: ☐ Permanent  ☐ Temporary (will last 90 days or less)

Signature of Physician l Commissioned Medical Officer / Advance Practice Nurse / Podiatrist

1·'hone Number                                                          | IOate

Name of person with disability *(please type or print in ink)*

# APPLICATION FOR PERSONS WITH DISABILITIES PARKING PRIVILEGES

There is no fee for Persons with Disabilities placards.
Regular license fees and ownership taxes will be charged for disability license plates.

## OPTIONS AVAILABLE FOR PERMANENT DISABILITY

When applying for parking privileges due to a permanent disability, the applicant has the following options. The applicant may obtain:

1. One set of license plates. (fees apply)
2. One set of license plates (fees apply) and one permanent no fee placard.
3. Up to two permanent no fee placards and no permanent license plates.

## PERMANENT DISABILITY OPTION 1

D   License Plates Only- A person with a disability who owns and drives a vehicle is entitled to one set of license plates to be displayed on their vehicle.

- Submit a completed application in the name of the person with a disability.
- Secure and Verifiable Identification for the person with a disability or a Power of Attorney appointing an agent
- Enclose a photocopy of the title or registration to the vehicle.

## PERMANENT DISABILITY OPTION 2

D   License Plates and Permanent no fee Placard -A person with a disability who owns and drives a vehicle is entitled to one set of plates to be displayed on their vehicle and a placard for use when they are driven by someone else.

- Application procedure is the same as for license plates.

## PERMANENT DISABILITY OPTION 3

D   Permanent no fee Placard -A person with a permanent disability who does not own or who owns more than one vehicle is entitled to one placard, one placard and one plate, or two placards.

D One placard requested              D Two placards requested

- Submit a completed application in the name of the person with a disability.
- A placard will be issued which is to be placed inside the vehicle of which the person with a disability is a passenger
- The placards are movable from one vehicle to another.

## TEMPORARY DISABILITY

D   Temporary no fee Placard- For persons with a temporary disability to the degree described on the front of this form.

- Submit a completed application in the name of the person with a disability.
- A 90-day temporary placard will be issued which is to be placed inside the vehicle of which the person with a disability is a passenger
- The placard is movable from one vehicle to another.

NOTE: PLACARDS ARE ISSUED WITH A REGISTRATION RECEIPT. THE REGISTRATION RECEIPT MUST BE AVAILABLE WHEN THE PLACARD IS IN USE.