

# STAR+PLUS Medicare-Medicaid Plan Provider Manual



July 2019

Bexar, Dallas, and Hidalgo



Questions?  
Call  
1-877-391-5921

[SuperiorHealthPlan.com](http://SuperiorHealthPlan.com)

SHP\_20184631



# Quick Reference Guide

Superior has staff to assist you with your day-to-day operations, questions and/or concerns. Every provider will have a designated Provider Account Manager that can coordinate an in-service/training for facility staff, provide face-to-face support in the facility and assist with answering questions about Superior's policies and procedures. You can also contact Superior's Provider Services department at 1-877-391-5921 for information or questions on benefits, claims, authorizations and billing inquiries, 8:00 a.m. to 5:00 p.m., Monday-Friday. During after hours, state-approved holidays and weekends the Provider Service line is answered by Superior's 24-hour Nurse Advice Line. The Nurse Advice Line can provide assistance with eligibility and authorizations for needed services.

For help finding your assigned Account Manager's office contact information, go to <https://www.SuperiorHealthPlan.com/providers/resources/find-my-provider-rep.html>. Click on the state map of Texas where each county is linked to the office contact.

The following table includes several important telephone and fax numbers available to providers and their office staff.

| <b>HEALTH PLAN INFORMATION</b>                                  |   |                   |
|---|---|-------------------|
| Website   | www.SuperiorHealthPlan.com                  |                   |
| Address   | 5900 E. Ben White Blvd. Austin, Texas 78741 |                   |
| <b>Phone Numbers</b>  | <b>Phone</b>                                | <b>TTY/TDD</b>    |
| Superior HealthPlan   | 1-877-391-5921                              | 711               |
| <b>Department</b>   | <b>Phone</b>                                | <b>Fax/E-mail</b> |
| Provider Services   | 1-877-391-5921                              |                   |
| Member Services   | 1-866-896-1844                              |                   |
| Medical Management Inpatient and Outpatient Prior Authorization | 1-800-218-7508                              |                   |
| Behavioral Health Concurrent Review/Clinical Information        | 1-844-842-2537                              | 1-866-900-6918    |
| Concurrent Review/Clinical Information                          | 1-800-218-7508                              | 1-877-259-6960    |
| Admission/Census Reports/Facesheets                             | 1-800-218-7508                              | 1-877-259-6960    |
| Part C and D Appeals  | 1-877-398-9461                              | 1-866-918-2266    |
| Service Coordination  | 1-855-772-7075                              |                   |
| Behavioral Health Prior Authorization                           | 1-844-744-5315                              | 1-855-772-7079    |
| 24-Hour Nurse Advice Line                                       | 1-866-896-1844                              |                   |
| NIA (high tech imaging)   | 1-800-642-7554                              |                   |
| Envolve Vision Services   | 1-888-756-8768                              |                   |
| Interpreter Services  | 1-866-896-1844                              |                   |
| To report suspected fraud, waste and abuse                      | 1-866-685-8664                              |                   |
| EDI Claims Assistance   |   | EDIBA@centene.com |

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# SECTION 1

## INTRODUCTION

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Superior HealthPlan STAR+PLUS Medicare-Medicaid Plan (MMP) is a private health plan designed to provide integrated and coordinated Medicare and Medicaid benefits for dual-eligible Medicare beneficiaries.

Superior STAR+PLUS MMP is contracted with both the Texas Health and Human Services Commission (HHSC) and the Centers of Medicare and Medicaid Services (CMS), to provide Medicare and Texas Medicaid benefits into one plan. In addition to the provider manual, Superior provides additional reference materials and policy updates on its website at [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com).

### Superior Policies and Objectives

Superior conducts its business affairs in accordance with the standards and rules of ethical business conduct, and abides by all applicable federal and state laws. Changes to procedures and the most updated information will be posted on the Superior website. Superior's policies are designed to assist HHSC and CMS in achieving the following four main objectives:

- Improved access to care.
- Improved quality of care.
- Improved member health status.
- Improved provider and member satisfaction.

Superior has processes, policies and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and CMS regulations. The services provided by providers in Superior's network are critical to meeting the objectives above. Our goal is to reinforce the relationship between our members and their Primary Care Provider (PCP). We want our members to benefit from their PCP having the opportunity to deliver high quality care by utilizing contracted hospitals and specialists. The PCP is responsible for coordinating our members' health services, maintaining a complete medical record for each member under their care and ensuring continuity of care. The PCP advises the member about their health status and medical treatment options, which include the benefits, consequences of treatment or non-treatment, and the associated risks. Members are expected to share their preferences about current and future treatment decisions with their PCP.

# Member Rights and Responsibilities

## Member Rights

Providers must comply with the rights of members as set forth below.

1. Members have the right to respect, dignity, privacy, confidentiality and nondiscrimination. That includes the right to:
  - a. Be treated fairly and with respect.
  - b. Know that their medical records and discussions with their providers will be kept private and confidential.
2. Members have the right to a reasonable opportunity to choose a health-care plan and PCP. This is the doctor or health-care provider they will see most of the time and who will coordinate their care. Members have the right to change to another plan or provider in a reasonably easy manner. That includes the right to:
  - a. Be told how to choose and change their health plan and their PCP.
  - b. Choose any health plan they want that is available in their area and choose their PCP from that plan.
  - c. Change their PCP.
  - d. Change their health plan without penalty.
  - e. Be told how to change their health plan or their PCP.
3. Members have the right to ask questions and get answers about anything they do not understand. That includes the right to:
  - a. Have their provider explain their health-care needs to them and talk to them about the different ways their health-care problems can be treated.
  - b. Be told why care or services were denied and not given.
4. Members have the right to agree to or refuse treatment and actively participate in treatment decisions. That includes the right to:
  - a. Work as part of a team with their provider in deciding what health care is best for them.
  - b. Say yes or no to the care recommended by their provider.
5. Members have the right to use each available complaint and appeal process through the MCO and through Medicaid, and get a timely response to complaints, appeals and fair hearings. That includes the right to:
  - a. Make a complaint to their health plan or to the state Medicaid program about their health care, their provider or their health plan.
  - b. Get a timely answer to their complaint.
  - c. Use the plan's appeal process and be told how to use it.
  - d. Ask for a fair hearing from the state Medicaid program and get information about how that process works.
6. Members have the right to timely access to care that does not have any communication or physical access barriers. That includes the right to:
  - a. Have telephone access to a medical professional 24 hours a day, 7 days a week to get any emergency or urgent care they need.
  - b. Get medical care in a timely manner.

- c. Be able to get in and out of a health-care provider's office. This includes barrier-free access for people with disabilities or other conditions that limit mobility, in accordance with the Americans with Disabilities Act.
  - d. Have interpreters, if needed, during appointments with their providers and when talking to their health plan. Interpreters include people who can speak in their native language, help someone with a disability or help them understand the information.
  - e. Be given information they can understand about their health plan rules, including the health-care services they can get and how to get them.
7. Members have the right to not be restrained or secluded when it is for someone else's convenience, or is meant to force them to do something they do not want to do or to punish them.
  8. Members have the right to know that doctors, hospitals and others who care for them can advise them about their health status, medical care and treatment. Their health plan cannot prevent them from giving members this information, even if the care or treatment is not a covered service.
  9. Members have the right to know that they are not responsible for paying for covered services. Doctors, hospitals and others cannot require members to pay copayments or any other amounts for covered services.
  10. Members have the right to make recommendations about Superior's Member Rights and Responsibilities Policies.

## **Member Responsibilities**

1. Members must learn and understand each right they have under the Medicaid program. That includes the responsibility to:
  - a. Learn and understand their rights under the Medicaid program.
  - b. Ask questions if they do not understand their rights.
  - c. Learn what choices of health plans are available in their area.
2. Members must abide by the health plans and Medicaid's policies and procedures. That includes the responsibility to:
  - a. Learn and follow their health plan's rules and Medicaid rules.
  - b. Choose their health plan and a PCP quickly.
  - c. Make any changes in their health plan and PCP in the ways established by Medicaid and by the health plan.
  - d. Keep their scheduled appointments.
  - e. Cancel appointments in advance when they cannot keep them.
  - f. Always contact their PCP first for their non-emergency medical needs.
  - g. Be sure they have approval from their PCP before going to a specialist.
  - h. Understand when they should and should not go to the emergency room.
3. Members must share information about their health with their PCP and learn about service and treatment options. That includes the responsibility to:
  - a. Tell their PCP about their health.
  - b. Talk to their providers about their health-care needs and ask questions about the different ways their health-care problems can be treated.
  - c. Help their providers get their medical records.

4. Members must be involved in decisions relating to service and treatment options, make personal choices and take action to maintain their health. That includes the responsibility to:
  - a. Work as a team with their provider in deciding what health care is best for them.
  - b. Understand how the things they do can affect their health.
  - c. Do the best they can to stay healthy.
  - d. Treat providers and staff with respect.
  - e. Talk to their provider about all of their medications.
5. Members of Superior HealthPlan can ask for and get the following information each year:
  - a. Information about Superior and our network providers – at a minimum primary care doctors, specialists and hospitals in our service area. This information will include names, addresses, telephone numbers, languages spoken (other than English), identification of providers that are not accepting new patients and qualifications for each network provider such as:
    - Professional qualifications
    - Specialty
    - Medical school attended
    - Residency completion
    - Board certification status
  - b. Any limits on the member's freedom of choice among network providers.
  - c. Member rights and responsibilities.
  - d. Information on complaint, appeal and fair hearing procedures.
  - e. Information about Superior's Quality Improvement Program. To request a hard copy, call Member Services at 1-877-277-9772 or visit our website at [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com).
  - f. Information about benefits available under the Medicaid program including the amount, duration and scope of benefits. This is designed to make sure members understand the benefits to which they are entitled.
  - g. How members can get benefits, including authorization requirements, family planning services, from out-of-network providers and/or limits to those benefits.
  - h. How members get after hours and emergency coverage and/or limits to those kinds of benefits, including:
    - What makes up emergency medical conditions, emergency services and post-stabilization services.
    - The fact that members do not need prior authorization from their PCP for emergency care services.
    - How to get emergency services, including instructions on how to use the 911 telephone system or its local equivalent.
    - The addresses of any places where providers and hospitals furnish emergency services covered by Medicaid.
    - A statement saying the member has the right to use any hospital or other settings for emergency care.
    - Post-stabilization rules.
  - i. Policy on referrals for specialty care and for other benefits a member cannot get through their PCP.
  - j. Superior's practice guidelines.

# STAR+PLUS MMP Program Objectives

Superior STAR+PLUS MMP provides coverage to eligible members under the Texas Dual Demonstration project. The Texas Dual Demonstration project, which became effective March 1, 2015, is a fully integrated managed care model for individuals who are enrolled in Medicare and Medicaid. Services include all Medicare benefits, including parts A, B and D and Medicaid benefits, including wrap-around services and Long-Term Services and Support (LTSS).

Superior STAR+PLUS MMP is designed to achieve the following main objectives:

- Ensure the member's Medicare and Medicaid services are provided.
- Utilize Care Management teams for targeted member outreach and care coordination.
- Improve quality and individual experience in accessing care by:
  - Improving the coordination of care.
  - Ensuring access to care in underserved areas.
  - Increasing primary care visits.
  - Reducing unnecessary Emergency Room visits.
  - Reducing the need for in-patient hospital care and institutional care.
- Promote independence in the community.
- Eliminate cost shifting between Medicare and Medicaid.
- Achieve cost savings for the State and Federal Government through improvement in care coordination.

All Superior programs, policies and procedures are designed with these objectives in mind. These objectives mirror and support the objective of the Centers for Medicare and Medicaid Services (CMS) and Texas state guidelines to provide covered health-care services to low-income, elderly and physically disabled members.

## Contacting Superior

### Provider Services

Superior has customer service staff to assist you telephonically with your day-to-day operations, questions and/or concerns. You can contact Superior's Provider Services department toll-free for inquiries such as, but not limited to, member eligibility, benefits, authorization requirements, how to access our Secure Provider Portal, claim or appeal status and general program questions. After hours, state-approved holidays and weekends, the hotlines are answered by Superior's 24-hour Nurse Advice Line. The Nurse Advice Line can provide assistance with eligibility and authorizations for needed services. Superior's Provider Services department can be reached at 1-877-391-5921.

### Account Management

Your office is assigned an Account Manager to help you with contracting questions and inquiries, as well as any training needs related to any of our programs. Additionally, personalized support is provided by field support staff.

To find your local Account Manager's contact information, call Provider Services or visit <https://www.SuperiorHealthPlan.com/providers/resources/find-my-provider-rep.html>.

For a list of important phone numbers, refer to the Quick Reference Guide on page (I) of this manual.



# SECTION 2

## PROVIDER ROLES, RESPONSIBILITIES AND REQUIREMENTS

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### The Role of a Primary Care Provider

The Primary Care Provider (PCP) is the cornerstone of Superior. The PCP serves as the “medical home” for the patient. The “medical home” concept should assist in establishing a member and provider relationship and ultimately better health outcomes. The PCP is responsible for the provision of all primary care services for Superior members. In addition, the PCP is responsible for referring and obtaining referral authorization for members needing specialty services to Superior network providers. Visit [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com) for a list of services and procedures requiring prior authorization.

The PCP is responsible for providing all primary care services for Superior members including but not limited to:

- Supervision, coordination and provision of care to each assigned member.
- Initiation of referrals for medically necessary specialty care.
- Maintaining continuity of care for each assigned member.
- Maintaining the member’s medical record, including documentation for all services provided to the member by the PCP, as well as any specialists, behavioral health or other referral services.
- Screening for behavioral health needs at each visit and when appropriate, initiating a behavioral health referral.

Superior's Care Managers will partner with the PCP not only to ensure the member receives any necessary care, but also to assist the PCP in providing a “medical home” for the patient. All PCPs may reserve the right to state the number of patients they are willing to accept into their practice. Since assignment is based on the member’s choice, Superior does not guarantee a PCP will receive a set number of patients. A PCP must contact their Account Manager if they choose to change their panel size or close their panel and only accept established patients. Panel changes may also be made through the Secure Provider Portal, [Provider.SuperiorHealthPlan.com](http://Provider.SuperiorHealthPlan.com). If Superior determines that a PCP fails to maintain quality, accessible care, Superior reserves the right to close the PCP panel if necessary and re-assign members to a new PCP.

### Who Can Serve as a Primary Care Provider (PCP)

Credentialed providers in the following specialties can serve as a PCP:

- Advanced Practice Registered Nurse
- Certified Nurse Midwife
- Family Practitioner
- General Practitioner
- Internal Medicine Practitioner
- Nurse Practitioner
- OB/GYN
- Pediatrician
- Physician Assistant
- Specialist (when appropriate, as described on page 7)

# A Specialist as a Primary Care Provider

Members with disabilities, special health-care needs and chronic or complex conditions have the right to designate a specialist as their PCP. A specialist may serve as a PCP only under certain circumstances, and with approval of Superior's Chief Medical Officer. To be eligible to serve as a PCP, the specialist must:

- Meet Superior's requirements for PCP participation, including credentialing.
- Contract with Superior as a PCP.

All requests for a specialist to serve as a PCP must be submitted to Superior on the Request for Specialist PCP Form. Providers may request the form by calling Superior Provider Services at 1-877-391-5921.

The request should contain the following information:

- Certification by the specialist of the medical need for the member to utilize the specialist as a PCP.
- A statement signed by the specialist that he or she is willing to accept responsibility for the coordination of all of the member's health-care needs.
- Signature of the member on the completed Request for Specialist PCP Form.

Superior will approve or deny the request for a specialist to serve as a PCP and provide notification of the decision to the member no later than 30 days after receiving the request. The effective date of the designation of a specialist as a member's PCP may not be applied retroactively.

If the request is denied, Superior will provide a written notification to the member, which will include the reasons for the denial. The member may file an appeal as a result of the decision to deny the request for specialist as a PCP. See Section 10 for an explanation of the member appeal process.

## Roles of Specialty Care Providers (Specialist)

The specialist partners with the PCP to deliver specialty care to members. A key component of the specialist's responsibility is to maintain ongoing communication with the member's PCP. Superior prefers that specialists are board certified in his or her area of expertise, but it is not required.

Specialty care practitioners and facilities are responsible for ensuring that necessary referrals/authorizations have been obtained prior to the provision of services.

PCPs must make referrals for specialty care on a timely basis, based on the urgency of the member's medical condition, but no later than three (3) weeks.

### Specialty Care Physicians

The specialty care physician or specialist agrees to partner with the member's PCP and Care Manager to deliver care. A key component of the specialist's responsibility is to maintain ongoing communication with the member's PCP. Most visits to specialists do not require a prior authorization. Most specialists will require a written referral from the member's PCP; however, the referral is not required for the claim to be reimbursed by Superior. Specialists can elect to limit their practice to established patients only upon request to their Account Manager.

Specialty care physicians include, but are not limited to:

- Cardiology
- Gastroenterology
- Gynecology and Women's Services.
- Geriatrics
- Endocrinology
- Neurology

- Nephrology
- Oncology
- Ophthalmology
- Orthopedics
- Podiatry
- Pulmonology
- Rheumatology
- Urology

## Role of an OB/GYN

Superior allows female members to select an obstetrician/gynecologist (OB/GYN) without a referral from their PCP. An OB/GYN can provide a member:

- One well-woman checkup each year.
- Care related to pregnancy.
- Care for any female medical condition.
- Referral to a specialist within the network.

Female members may:

- Go to any Superior contracted OB/GYN for all women's care services. Neither a referral nor prior authorization is required.
- Receive family planning services from an in or out-of-network provider without a referral or prior authorization.

As noted above, an OB/GYN may also serve as a PCP. Superior allows members to pick any OB/GYN, whether that doctor is in the same network as the member's PCP or not.

## Role of a Pharmacy

Members have the right to obtain covered medications from any Superior network pharmacy. These pharmacies are indicated on Superior's website. Providers and members can also call Superior's Member Services department to locate a network pharmacy. Network pharmacies are required to perform prospective and retrospective drug utilization reviews, coordinate with the prescribing physician, ensure members receive all medications for which they are eligible, and ensure adherence to the appropriate formulary. The pharmacy network is responsible for coordination of benefits between Medicare Part D services or other insurance benefits.

Additional pharmacy information is located on Superior's website at <https://www.SuperiorHealthPlan.com/providers/resources/pharmacy.html>.

## Role of a Dental Provider

Dental plan members may choose their main dental homes. Dental plans will assign each member to a main dental home if he or she does not choose one in a timely manner. Whether chosen or assigned, each member who is six (6) months or older must have a designated main dental home.

## Role of a Main Dental Home

A main dental home serves as the member's main dentist for all aspects of oral health care. The main dental home has an ongoing relationship with that member to provide comprehensive, continually accessible, coordinated and family-centered care. The main dental home provider also makes referrals to dental specialists when appropriate. Federally Qualified Health Centers (FQHC) and individuals who are general dentists and pediatric dentists can serve as main dental homes.

## Helping Members Find Dental Care

The dental plan member ID card lists the name and phone number of a member's main dental home provider. The member can contact the dental plan to select a different main dental home provider at any time. If the member selects a different main dental home provider, the change is reflected immediately in the dental plan's system, and the member is mailed a new ID card within five (5) business days.

If a member does not have a dental plan assigned or is missing a card from a dental plan, the member can contact the Enrollment Broker's toll free telephone number at 1-800-964-2777 (Medicaid members).

## Role of Health Home

The role of the Health Home is to provide members, with multiple chronic physical and emotional conditions, with a team-based approach to care while covering a holistic array of services and supports extending beyond what can be provided by the member's PCP. Health Homes operate in conjunction with two other entities; a primary care practice and/or a specialty care practice. Health Homes are designed to provide easy access to care between providers while ensuring quality of care.

Health Homes provide for the following services:

1. Patient self-management education
2. Provider education
3. Patient-centered and family-centered care
4. Evidence-based models and minimum standards of care
5. Patient and family support (including authorized representatives)

## Role of a Long-Term Services and Supports Provider

The Long-Term Services and Supports (LTSS) provider serves certain members participating in the STAR+PLUS MMP program. An LTSS provider assists a patient by providing a variety of non-medical services, such as adult day care, adult foster care, home delivered meals, personal attendant services, home modifications, respite services, etc. LTSS services require a prior authorization.

## Long-Term Services and Supports Provider Responsibilities

LTSS providers deliver a continuum of care and assistance such as in home and community-based services for elderly people, providing assistance to individuals with disabilities to allow them to maintain their independence, persons with disabilities who need assistance in maintaining their independence, to institutional care for those who require that level of support, seeking to maintain independence for individuals while providing the support required. LTSS providers have certain responsibilities for the STAR+PLUS MMP program and the members they serve. This includes, but is not limited to:

- Contacting Superior to verify member eligibility and/or authorizations for service.
- Providing continuity of care.
- Coordinating with Medicare and Medicaid.
- Notifying Superior of any change in member's physical condition or eligibility.

LTSS providers are required to provide covered health services to members within the scope of their Superior agreement and specialty license. Superior offers LTSS providers access to necessary supports and resources, access to emergency services for their safety and protection and a means to communicate grievances.

Superior must require that LTSS providers submit periodic cost reports and supplemental reports to HHSC in accordance with 1 Tex. Admin. Code Chapter 355, including Subchapter A (Cost Determination Process) and 1 Tex. Admin. Code § 355.403 (Vendor Hold). If an LTSS provider fails to comply with these requirements, HHSC will notify Superior to hold payments to the LTSS provider until HHSC instructs Superior to release the payments. HHSC will forward notices directly to LTSS providers about such costs reports and information that is required to be submitted. LTSS services must be previously authorized and all requests should be faxed to the STAR+PLUS Service Coordination department at 1-866-895-7856.

STAR+PLUS MMP Attendant Care Rate Enhancement LTSS providers contracted with Superior may participate in the STAR+PLUS MMP Attendant Care Enhanced Payment Program if they currently participate in the Attendant Compensation Rate Enhancement program with HHSC\*. The following LTSS services are eligible for enhanced payments:

- Personal Assistant Services (PAS) both waiver and non-waiver
- Day Activity and Health Services (DAHS)
- Assisted Living and Residential Care Services (ALRC)
- Habilitation (under CFC)

Enrollment in Superior's Rate Enhancement program must be done annually. Non-participating providers are not eligible to participate.

There are two (2) distinct processes that encompass Superior's Rate Enhancement program for participating providers. These processes are Annual Enrollment and Rate Level Changes.

In the event LTSS providers require assistance in the delivery of service they may:

1. Contact Provider Services, available Monday through Friday, 8:00 a.m. to 5:00 p.m. CST, except for state-approved holidays.
2. Contact the 24-hour Nurse Advice Line at 1-866-896-1844, available 24 hours a day, 7 days a week to obtain medical guidance and support from a nurse.

## **Annual Enrollment**

For providers who participate in and receive enhanced payments, performance measures will be reviewed annually to determine continued participation. Those who request enrollment, including all current participating providers, will receive notice of approval/denial of participation by Superior and the corresponding level of participation. All providers will be required to demonstrate enrollment and must be in good standing with HHSC, if applicable. Providers who wish to join, or continue to participate in Superior's Rate Enhancement program, must submit an affidavit attesting to their participation in the Rate Enhancement program for STAR+PLUS MMP and the pass-through of enhanced payments to their direct care staff. Superior will request affidavits be submitted by September 1 of each year, unless otherwise directed. The affidavit can be found on the Superior website at <http://www.SuperiorHealthPlan.com/for-providers/provider-resources/forms/>. Providers should not wait until HHSC releases the new participation levels to submit the affidavit. Please note, the affidavit does not contain your rate information (see rate level changes). The affidavit must be completed and the HHSC contract number must be provided along with your TIN, NPI/API. The HHSC contract number is different from an HHSC license number. The HHSC contract number is used to verify the level assigned by HHSC. If you no longer participate, or have never participated with HHSC, you must indicate so on the affidavit.

\*Note: Superior providers who have never contracted with HHSC for Rate Enhancement can formally apply to participate in Superior's Rate Enhancement program. They will need to provide a formal attestation, along with a formal written request outlining the requested level and supporting documentation to their Account Manager. Participation is not guaranteed and is subject to approval.

Providers who contract with Superior during the plan year and wish to participate in rate enhancement, need to submit an affidavit that would be valid for the existing state fiscal year.

## **Rate Level Changes**

Rate level changes will be made effective retroactive to the HHSC effective date of September 1 and claims reprocessed as needed to ensure appropriate payment, provided that the affidavit referenced under "Annual Enrollment" is submitted timely and all program participation criteria are met. Please note, if rate enhancement levels change within the HHSC rate enhancement program, Superior reserves the right to review such changes to ensure these funds have been allocated to Superior by HHSC through premium adjustments in order to pass through to providers.

Superior will reimburse providers at the same participation level as they are assigned by HHSC. Superior will increase the fee schedules for the codes included in the enhancement program for providers who are contracted to participate in Superior's Attendant Care Enhanced Payment program. For providers who are enrolled, and subsequently do not continue participation in HHSC, the level will remain unchanged throughout the duration of their participation in Superior's Rate Enhancement program, pending they submit an annual attestation and remain in good standing. For assisted living facilities that do not hold an HHSC contract, Superior will establish an additional amount to be added on to the unit rates by type of service. A change to the provider's rate enhancement level is determined based on Superior's review of quality measures. Superior will supply appropriate notice to these providers who may have a change in their level.

Providers may communicate changes to their rate enhancement level at any time during the year. If providers are assigned a new participation level by HHSC outside the typical timeframe, they must submit the updated level in writing to Superior requesting a change in participation level.

Superior will verify the new participation level using the list as published on the HHSC website under the Attendant Compensation Rate Enhancement webpage.

Note: Without an affidavit on file, Superior cannot process a rate change. Providers will need to submit an affidavit with their level change for the remaining plan year, if there is none on file. The affidavit will be valid from September 1 through August 31 of each year.

## **Role of First-Tier and Downstream Providers**

Through written agreement, Superior may delegate certain functions or responsibilities in accordance with CMS regulations 42 CFR § 438.230 to First-Tier, downstream and delegated entities. These functions and responsibilities include but are not limited to contract administration and management, claims submission, claims payment, credentialing and re-credentialing, network management and provider training. Superior oversees and is accountable for these responsibilities specified in the written agreement and will impose sanctions or revoke delegation if the entities' performance is inadequate. Superior will ensure written agreements which specify these responsibilities by Superior and the delegated entity are clear and concise. Agreements will be kept on file by Superior for reference.

# Role of a Nursing Facility

Nursing Facilities are residential facilities that provide care for people whose medical condition regularly requires the skills of licensed nurses. Nursing Facilities provide for the medical, social and psychological needs of each resident, including room and board, social services, over-the-counter drugs (prescription drugs are covered through the Medicaid program or Medicare Part D), medical supplies and equipment, rehabilitative services and personal needs items.

The Nursing Facility (NF) staff will partner with Superior's Service Coordinators (SC) to ensure a member's plan of care meets their needs in the least restrictive setting. The NF is responsible for:

- Inviting the MCO SC to provide input for the development of the NF plan of care, subject to the member's right to refuse, by notifying the MCO SC when the interdisciplinary team is scheduled to meet. NF plan of care meetings should not be contingent on MCO SC participation.
- Notifying the MCO SC within one business day of unplanned admission or discharge to a hospital or other acute facility, skilled bed, or another nursing home.
- Notifying the MCO SC if a member moves into hospice care.
- Notifying the MCO SC within one business day of an adverse change in a member's physical or mental condition or environment that could potentially lead to hospitalization.
- Coordinating with the MCO SC to plan discharge and transition from a NF.
- Notifying the MCO SC within one business day of an emergency room visit.
- Notifying the MCO SC within 72 hours of a member's death.
- Notifying the MCO SC of any other important circumstances such as the relocation of members due to a natural disaster; and providing the MCO SC access to the facility, NF staff, and members' medical information and records.
- Responsibilities as outlined in Superior's Nursing Facilities Provider Manual, under Provider Responsibilities.

# Role of Hospitals

Superior has contracted with several hospitals in the counties we serve, however any facility can be used in the event of an emergency. We also contract with other facilities such as rehabilitation facilities and ambulatory surgery centers to assist our members. It is important that our contracted providers have privileges at a contracted facility or have an agreement with a hospital list group to care for their member when hospitalized. Please visit <https://www.SuperiorHealthPlan.com/members/medicaid/find-a-provider.html> for a list of contracted hospitals in each county.

# Role of Ancillary Providers

Ancillary providers cover a wide range of services from therapy services to laboratory. The following is a sample of ancillary providers:

- Durable Medical Equipment
- Home Health
- Hospice Care
- Laboratory
- Prosthetics and Orthotics
- Radiology
- Therapy (physical, occupational, speech)



# Medicare Regulatory Requirements

As a Medicare contracted provider, you are required to follow a number of Medicare regulations and CMS requirements. Some of these requirements are found in your provider agreement. Others are described throughout the body of this manual. A general list of the requirements can be reviewed below:

- Providers may not discriminate against Medicare members in any way based on the health status of the member.
- Providers must ensure that members have adequate access to covered health services.
- Providers may not impose cost sharing on members for influenza vaccinations or pneumococcal vaccinations.
- Providers must allow members to directly access screening mammography and influenza vaccinations.
- Providers must provide female members with direct access to women's health specialists for routine and preventive health care.
- Providers must comply with Plan processes to identify, access and establish treatment for complex and serious medical conditions.
- Superior will inform providers with at least 60 days written notice of termination if electing to terminate our agreement without cause, or as described in your Participation Agreement if greater than 60 days. Providers agree to notify Superior according to the terms outlined in the Participation Agreement.
- Providers will ensure that their hours of operations are convenient to the member and do not discriminate against the member for any reason. Providers will ensure necessary services are available to members 24 hours a day, 7 days a week. PCPs must provide backup in case of absence.
- Marketing materials must adhere to CMS guidelines and regulations and cannot be distributed to Superior members without CMS approval of the materials and forms.
- Providers must cooperate with Superior in notifying members of provider contract terminations.
- Services must be provided to members in a culturally competent manner, including members with limited reading skills, limited English proficiency, hearing or vision impairments and diverse cultural and ethnic backgrounds.
- Providers will work with Superior procedures to inform our members of health-care needs that require follow-up and provide necessary training in selfcare.
- Providers will document in a prominent part of the member's medical record whether the member has executed an advance directive.
- Providers must provide services in a manner consistent with professionally recognized standards of care.
- Providers must cooperate with Superior to disclose to CMS all information necessary to evaluate and administer the program, and all information CMS may need to permit members to make an informed choice about their Medicare coverage.
- Providers must cooperate with the activities of any CMS-approved independent quality review or improvement organization.
- Providers must comply with any Superior medical policies, QI programs and medical management procedures.
- Providers will cooperate with Superior in disclosing quality and performance indicators to CMS.
- Providers must cooperate with Superior procedures for handling complaints, appeals and expedited appeals.
- Providers must fully disclose to all members before providing a service, if the service may not be covered by Superior. The member must sign an agreement of this understanding. If the member does not, the claim may be denied and the provider will be liable for the cost of the service.



# Network Limitations

Superior members must seek services from a Superior contracted provider. Exceptions include when a provider is not accessible within the network, or to ensure continuity of care for a newly enrolled Superior member as described below. All out-of-network services require an authorization.

A referral is needed to access a specialist. A specialist may not refer to another specialist.

## Continuity of Care

There are situations that arise when Superior may need to approve services that are out-of-network. Superior may need to provide authorization for continuity in the care of a member whose health condition has been treated by a specialty care provider or whose health could be placed in jeopardy if medically necessary covered services are disrupted or interrupted. In these cases, Superior may provide authorization to a non-contracted provider to provide the medically necessary services until the transition to a network provider may be completed. The following are circumstances in which continuity of care apply. Pre-existing conditions not imposed.

## Newly Enrolled Members

Prior authorizations may be requested for up to a 90-day initial continuity of care period to allow time for the transition to a Superior participating provider.

- After the initial 90-day period, continuity of care will no longer apply.
- If there is no participating provider who can perform the requested service within a 75-mile radius, Superior may authorize or continue authorizing the service to a non-participating provider.

## Members Diagnosed with a Terminal Illness

Continuity of care also applies to prior authorization requests for members diagnosed with a terminal illness. A member can continue receiving care from their current provider for a period of nine (9) months from the date the member became eligible with Superior.

## Pregnant Members

Superior will provide out-of-network authorization to a pregnant member who is past the 24th week of pregnancy to remain under the care of her current OB/GYN up through their postpartum checkup.

- In cases where the member wishes to change her OB/GYN to one who is in-network, the member will be allowed to do so as long as the provider agrees to accept her in the last trimester of pregnancy.

## Community-Based Long-Term Care Services

At the time of new program implementation, Superior will provide continued authorization for services prior authorized for a period not to exceed six (6) months or until a new assessment is completed and a new authorization is issued, whichever comes first.

## Members Who Move Out of the Service Area

Superior will continue to provide and coordinate services for members who move out of the service area until such time the member is disenrolled from Superior.

## Direct Access to Care

Members have direct access to the following services and providers without first accessing care through the PCP:

- Obstetric or gynecologic services for female members (as described above).
- Routine vision services, to include eye exams and eyewear (according to benefit limitations).
- Behavioral health services.
- Network ophthalmologists or therapeutic optometrists to provide eye health-care services other than surgery.

## Telemedicine and Telehealth Services

As a second option to face-to-face visits, any provider in the Superior network can offer telehealth services to Superior members (except for STAR+PLUS dual members) for certain healthcare needs. "Telehealth services" are virtual health-care visits with a provider through a mobile app, online video or other electronic method. These may include, but are not be limited to telemedicine, telemonitoring and telehealth services.

Superior treats telehealth services with in-network providers in the same way as face-to-face visits with in-network providers.

- A telehealth visit with an in-network Superior provider does not require prior authorization.
- A telehealth visit with an in-network Superior provider is subject to the same co-payments, co-insurance and deductible amounts as an in-person visit with an in-network provider.

Providers may be reimbursed for a patient site facility fee when services are performed by a:

- County Indigent Health Care Program
- Physician
- Physician Assistant
- Nurse Practitioner
- Clinical Nurse Specialist
- Outpatient Hospital

*Please note: A facility fee is not available if the patient site is the patient's home.*

Providers interested in providing telemedicine, telemonitoring and telehealth services to eligible Superior members should reference the Texas Medicaid Provider Procedures Manual, located at [http://www.tmhp.com/Pages/Medicaid/Medicaid\\_Publications\\_Provider\\_manual.aspx](http://www.tmhp.com/Pages/Medicaid/Medicaid_Publications_Provider_manual.aspx).

For more information, contact the Member Services department at 1-866-896-1844.

## Primary Care Providers Patient Panels

All providers have the right to regulate the number of members they are willing to accept into their practice. Since assignment is based on the member's choice, Superior does not guarantee that any provider will receive a set number of members.

If a provider declares a specific capacity for his or her Superior patient panel size and wants to make a change to that capacity, the provider must:

- Contact Superior’s Account Management department.
- Provide notification of the change on or before the 15th of the month for the change to become effective on the first (1<sup>st</sup>) of the following month. If the change is requested after the 15th of the month, the change will become effective the first (1<sup>st</sup>) day of the second month following the request.

When an existing provider, with an assigned panel, terminates from a group, the group may request in writing to have the patient panel transferred to a participating provider within the group. This request should be sent to Account Management. Call Provider Services for your Account Manager’s contact information or visit

<https://www.SuperiorHealthPlan.com/providers/resources/find-my-provider-rep.html>.

Superior’s Quality Improvement (QI) department performs accessibility and availability studies on Superior’s network to ensure access and quality of care for all Superior members. If Superior determines that a provider fails to comply with access standards, corrective action will be required of that provider to maintain his or her contract with Superior.

PCPs are able to access their Panel Reports on Superior’s Secure Provider Portal. Please see Section 16 – Secure Provider Portal. A member may choose to select another provider to act as the member’s PCP.

Under no circumstance can a provider take retaliatory action against a member due to disenrollment from the provider’s panel.

## Provider Rights

1. To be treated by their patients, who are Superior members, and other health-care workers with dignity and respect.
2. To receive accurate and complete information and medical histories for members’ care.
3. To have their patients, who are Superior members, act in a way that supports the care given to other patients and that helps keep the doctor’s office, hospital or other offices running smoothly.
4. To expect other network providers to act as partners in members’ treatment plans.
5. To expect members to follow their health-care instructions and directions, such as taking the right amount of medication at the right times.
6. To make a complaint or file an appeal against Superior and/or a member.
7. To file a grievance on behalf of a member, with the member’s consent.
8. To have access to information about Superior quality improvement programs, including program goals, processes, and outcomes that relate to member care and services.
9. To contact Provider Services with any questions, comments or problems.
10. To collaborate with other health-care professionals who are involved in the care of members.
11. To not be excluded, penalized or terminated from participating with Superior for having developed or accumulated a substantial number of patients in Superior with high cost medical conditions.
12. To collect member copays, coinsurance and deductibles at the time of the service.

## Provider Responsibilities

Providers must comply with each of the items listed below:

- Provide Superior’s members with a professionally recognized level of care and efficacy consistent with community standards, compliant with Superior’s clinical and non-clinical guidelines and within the practice

of your professional license.

- Abide by the terms of your Superior Provider Participation Agreement.
- Comply with all of Superior's policies, procedures, rules and regulations, including those found in the Provider Manual.
- Facilitate inpatient and ambulatory care services at in-network facilities.
- Arrange referrals for care and service within Superior's network.
- Verify member eligibility for authorizations or services.
- Ensure member understands right to obtain medication from any network pharmacy.
- Maintain confidential medical records consistent with Superior's medical records guidelines and as applicable to HIPAA regulations. *Please note: Provider agrees that all health information, including that related to patient conditions, medical utilization and pharmacy utilization, available through portals or any other means, will be used exclusively for patient care and other related purposes as permitted by the HIPAA Privacy Rule.*
- Maintain a facility that promotes patient safety.
- Participate in Superior's Quality Improvement program initiatives.
- Participate in provider orientations and continuing education.
- Abide by the ethical principles of your profession.
- Notify Superior if you are undergoing an investigation, or agree to written orders by the state licensing agency.
- Notify Superior if a member has a change in eligibility status by contacting Provider Services.
- Maintain professional liability insurance in the amounts that meet Superior's credentialing requirements and/or state-mandated requirements.
- Notify Superior if there is a change in your office address, tax ID number or any other demographic changes.
- Maintain enrollment status with Texas Medicaid. *Please note: Texas Medicaid will deny claims for prescriptions, items and services ordered, referred or prescribed for any Medicaid, Children with Special Health Care Needs Services Program (CSHCN) or Healthy Texas Women member when the provider who ordered, referred or prescribed the items or services is not enrolled in Texas Medicaid. This applies to both in-state and out-of-state providers.*
- Comply with the requirements of Texas Government Code §531.024161 regarding the submission of claims involving supervised providers.
- Maintain the Participating Provider Conflict of Interest and Health Care Entity Financial Interest Policy and Disclosure statements to reflect current status.
- Further details about the designees and types of requests can be found within network provider contracts.
- Provide at no cost to the Texas Health and Human Services Commission (HHSC) or its delegates any requested records in accordance with the timelines, definitions, formats and instructions specified by HHSC.

## **Practitioner Right to Review and Correct Information**

All practitioners participating within the network have the right to review information obtained by Superior to evaluate their credentialing and/or re-credentialing application. This includes information obtained from any outside primary source such as the National Practitioner Data Bank Healthcare Integrity and Protection Data

Bank, CAQH, malpractice insurance carriers and state licensing agencies. This does not allow a provider to review references, personal recommendations or other information that is peer review protected.

Practitioners have the right to correct any erroneous information submitted by another party (other than references, personal recommendations or other information that is peer review protected) in the event the provider believes any of the information used in the credentialing or re-credentialing process to be erroneous, or should any information gathered as part of the primary source verification process differ from that submitted by the practitioner. To request release of such information, a written request must be submitted to the Credentialing department. Upon receipt of this information, the practitioner will have the following timeframe to provide a written explanation detailing the error or the difference in information to the Credentialing Committee within 30 days of the initial notification.

The Credentials Committee will then include this information as part of the credentialing or re-credentialing process.

## **Practitioner Right to Be Informed of Application Status**

All practitioners who have submitted an application to join have the right to be informed of the status of their application upon request. To obtain application status, the practitioner should contact the Provider Services department at 1-877-391-5921.

## **Practitioner Right to Appeal Adverse Initial and Re-credentialing Determinations**

Applicants who are existing providers and who are declined continued participation due to adverse re-credentialing determinations (for reasons such as appropriateness of care or liability claims issues) have the right to request an appeal of the decision. Requests for an appeal must be made in writing within 14 days of the date of the notice.

New applicants who are declined participation may request reconsideration within 30 days from the date of the notice. All written requests should include additional supporting documentation in favor of the applicant's appeal or reconsideration for participation in the network. Reconsiderations will be reviewed by the Credentialing Committee at the next regularly scheduled meeting and/or no later than 60 days from the receipt of the additional documentation.

## **Updates to Contact Information**

Superior-contracted providers must inform Superior of any changes to the provider's address, telephone number, group affiliation, etc. Updates to provider practice or demographic information can be made through the Secure Provider Portal, [Provider.SuperiorHealthPlan.com](http://Provider.SuperiorHealthPlan.com). Medicaid providers must also notify the Health and Human Services Commission (HHSC) Administrative Services Administrator and Texas Medicaid and Health Partnership (TMHP) of any changes in practice organization or demographic information.

## **Advance Directives**

Providers must inform Superior members, 18 years of age and older, of their rights to be involved in decisions regarding their medical care. This includes documentation of advance directives, their right to refuse withhold or withdraw medical and mental treatment and the rights of the member or member's representative to facilitate

medical care or make treatment decisions when the member is unable to do so as stipulated in the Advance Directives Act, Chapter 166, Texas Health and Safety Code:  
<http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.166.htm>.

Providers must document such information in the member's permanent medical record. Primary Care Providers are responsible for informing their patients about completing an advance directive. The forms can be found on our website at [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com).

If you would like a printed copy, or need assistance regarding advance directives, contact Provider Services.

## Appointment Availability

Consistent with the HHSC Uniform Managed Care Contracts for STAR+PLUS, the appointment availability standards are required as noted in the table below. Superior has added examples of presenting symptoms to clarify the type of care that may be required.

Superior requires the hours of operation that providers offer to STAR+PLUS MMP members be no less than those offered to commercial patients. Superior's PCPs and specialty care providers must have adequate office hours to accommodate appointments for members using the following appointment access guide.

The following standards are established regarding appointment availability:

- A full-time practice is defined as one where the provider is available to patients at their practice site(s) in the specified county/region for at least 25 hours a week.
- Emergency services must be provided upon the member's presentation at the service delivery site, including at non-network and out-of-area facilities.
- Urgent care, including urgent specialty care, must be provided within 24 hours.
- Routine primary care must be provided within 14 calendar days.
- Initial outpatient behavioral health visits must be provided within 10 business days/14 calendar days or within 7 calendar days upon discharge from an inpatient psychiatric setting.
- PCPs must make referrals for specialty care on a timely basis, based on the urgency of the member's medical condition, but no later than 21 calendar days.
- Prenatal care must be provided within 14 calendar days, except for high-risk pregnancies or new members in the third trimester, for whom an appointment must be offered within five days, or immediately, if an emergency exists.
- Preventive health services for adults must be offered within three months of the request.

Note: Providers are prohibited from restricting or limiting their office hours for Medicaid or Medicare Members.

# Appointment Access Guide

| Type of Care   | Example  | Appointment Availability  | Primary Provider Type  |
|--|--|---|--|
| <p>“Emergency Care” is defined as a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain), such that a prudent layperson, which possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical care could result in:</p> <ul style="list-style-type: none"> <li>• Death, placing the member’s health in serious jeopardy, permanent impairment of bodily functions, serious dysfunction of any bodily organ or part.</li> <li>• With respect to a pregnant woman who is having contractions, that there is inadequate time to effect a safe transfer to another hospital before delivery, or that transfer may pose a threat to the health or safety of the woman or the unborn child.</li> </ul> | Radiating chest pain, severe shortness of breath.  | Services must be provided upon member presentation at the service delivery site.                                  | PCP, Specialist, Hospital.                                   |
| <p>“Urgent Care” is defined as a health condition, including an urgent behavioral health situation, which is not an emergency but is severe or painful enough to cause a prudent layperson, possessing the average knowledge of medicine, to believe that his or her condition requires medical evaluation or treatment within 24 hours by the member’s PCP or PCP designee to prevent serious deterioration of the member’s condition or health.</p> <p>“Urgent Behavioral Health Situation” is defined as a behavioral health condition that requires attention and assessment within 24 hours but which does not place the member in immediate danger to himself or herself or others and the Member is able to cooperate with treatment.</p>   | Fever, persistent vomiting, wants to hurt or has thoughts about hurting themselves or others.                            | Appointment must be offered within 24 hours of the request, including urgent specialty care.                      | PCP, Specialist.   |
| <p>“Routine Primary Care” is defined as health care for covered preventive and medically necessary health care services that are non-emergent or non-urgent.</p>   | Services designed to prevent disease, to detect disease and treat early, or to manage the course of disease effectively. | Within 14 calendar days of request.   | PCP.   |
| Routine Specialty Care.  | Referral for non-urgent condition.   | Within 21 calendar days of request.   | Specialist.  |
| Preventive Health Services for Adults.   | Annual physical, well woman examination.   | Within 3 months of request.   | PCP, Gynecologist.   |
| Prenatal Care.   | Routine prenatal care visits.  | Within 14 calendar days of request.   | Obstetrical services providers.                              |
| High risk pregnancy or new member in the third trimester.  | Bleeding, no previous prenatal care.   | Within 5 days of request or immediately if an emergency exists.   | Obstetrical services providers.                              |
| Routine Initial Visits and Follow-Up Behavioral Health Care.   | Acute/chronic psychiatric and substance use disorders.   | 10 business days/14 calendar days or within 7 calendar days upon discharge from an inpatient psychiatric setting. | Behavioral Health Care Provider, Psychiatrist, Psychologist. |

## Accessibility 24/7

PCPs must be accessible to Superior members 24 hours per day, 7 days per week. The provider must comply with the following after-hours telephone availability standards:

- Office phone is answered during normal business hours.
- After business hours, provider must have the following arrangements:
  - The office telephone is answered after-hours by an answering service that meets language requirements of the major population groups (English and Spanish) and can contact the PCP or another designated medical practitioner. All calls answered by an answering service must be returned within 30 minutes.
  - The office telephone is answered after normal business hours by a recording in the language of each of the major population groups served (English and Spanish), directing the patient to call another number to reach the PCP or another provider designated by the PCP. Someone must be available to answer the designated provider's telephone. Another recording is not acceptable.
  - The office telephone is transferred after office hours to another location where someone will answer the telephone and be able to contact the PCP, or another designated medical provider, who can return the call within 30 minutes.

Examples of unacceptable after-hours coverage include:

- The office telephone is only answered during office hours.
- The office telephone is answered after-hours by a recording that tells patients to leave a message.
- The answering machine is not bilingual (English and Spanish).
- The office telephone is answered after-hours by a recording that directs patients to go to an emergency room for any services needed.
- Returning after-hours calls outside of 30 minutes.

Note: If after-hours urgent care or emergent care is needed, the PCP or his/her designee should contact the urgent care or emergency center to notify the facility.

Superior will monitor appointment and after-hours availability on an on-going basis through its Quality Improvement program.



## Covering Providers

PCPs must arrange for coverage with another Superior-contracted provider during scheduled or unscheduled time off. In the event of a PCP having unscheduled time off, notify the Account Management department of the coverage arrangements that have been made in the PCP's absence. Covering providers must have an active National Provider Identifier (NPI) number in order to receive payment. For provision of services to Medicaid members, providers must also be actively enrolled in Texas Medicaid.

## Member Education

Superior abides by state contractual agreements to ensure we provide appropriate cultural and linguistic services for our members. Materials are also made available in large print, braille and on CD when requested. A variety of sources are used to inform Superior members, in a culturally sensitive manner, about the health plan and the services available to them. This includes, but is not limited to:

- Superior member handbooks
- Superior's member quarterly newsletter
- Targeted disease management brochures
- Superior provider directory
- Superior web site, [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com)
- Special mailings

To obtain a sample of any of the materials listed above, contact Provider Services.

All educational materials are available in written text in both English and Spanish, and in other languages, if needed. These materials are also modified to a 6th grade reading level or below, as measured by the appropriate score on the Flesch-Kincaid Readability Scale.

You can refer your patients to our member advocate staff for personalized member education. Contact Provider Services for a referral form.

Superior encourages providers to assist in member education regarding healthy lifestyles. Preventive health guidelines, which include health education and counseling topics are included in Section 11 – Quality Improvement - Practice Guidelines.

## Referrals

Superior providers are required to refer members for specialty services within the Superior network. Referral to out-of-network providers will be made when medically necessary to do so. All out-of-network services require an authorization.

Key highlights:

- A PCP is required to refer a member to a specialist when medically necessary care is needed beyond the scope of the PCP.
- A member should be referred to a specialist by their PCP.
- A specialist cannot refer to another specialist. All member care should be coordinated through the PCP.
- Some ancillary services require prior authorization. Visit [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com) to view Superior's Prior Authorization List.
- PCPs are required to request authorization for services requiring authorization.
- PCPs must document the coordination of referrals and services provided between the PCP and specialist.

All providers are required to follow the processes outlined in Section 7 - Medical Management.

## Reporting Abuse, Neglect or Exploitation (ANE)

Superior and providers must report any allegation or suspicion of ANE that occurs within the delivery of Long-Term Services and Supports to the appropriate entity. The managed care contracts include MCO and provider responsibilities related to identification and reporting of ANE. Additional state laws related to MCO and provider requirements continue to apply.

### Report to the Texas Human Health and Human Services Commission (HHSC)

Report to HHSC if the victim is an adult who resides in or receives services from:

- Nursing facilities
- Assisted living facilities
- Home and Community Support Services Agencies (HCSSAs) – Providers are required to report allegations of ANE to both DFPS and HHSC
- Adult day care centers
- Licensed adult foster care providers

To report contact HHSC at 1-800-458-9858.

### Report to the Department of Family and Protective Services

Report to the Department of Family and Protective Services (DFPS) within one (1) business day if the victim is one of the following:

- An adult who is elderly or has a disability, receiving services from:
  - HCSSAs – also required to report any HCSSA allegation to HHSC.
  - Unlicensed adult foster care provider with three or fewer beds.
- An adult with a disability or child residing in, or receiving services from, one of the following providers or their contractors:
  - Local Intellectual and Developmental Disability Authority (LIDDA), Local Mental Health Authority (LMHAs), community center or mental health facility operated by the Department of State Health Services;
  - A person who contracts with a Medicaid managed care organization to provide behavioral health services;
  - A managed care organization;
  - An officer, employee, agent, contractor, or subcontractor of a person or entity listed above; and
  - An adult with a disability receiving services through the Consumer Directed Services option.

Providers must also provide Superior with a copy of the abuse, neglect, and exploitation report findings within one (1) business day of receipt, of the findings from DFPS. Contact DFPS at 1-800-252-5400 or, in non-emergency situations, online at [www.txabusehotline.org](http://www.txabusehotline.org).

Report to Local Law Enforcement:

- If a provider is unable to identify state agency jurisdiction but an instance of ANE appears to have occurred, report to a local law enforcement agency and DFPS.

## Failure to Report or False Reporting

- It is a criminal offense if a person fails to report suspected ANE of a person to DFPS, HHSC or a law enforcement agency (see: Texas Human Resources Code, Section 48.052; Texas Health and Safety Code, Section 260A.012; and Texas Family Code, Section 261.109).
- It is a criminal offense to knowingly or intentionally report false information to DFPS, HHSC or a law enforcement agency regarding ANE (see: Texas Human Resources Code, Sec. 48.052; Texas Health and Safety Code, Section 260A.013; and Texas Family Code, Section 261.107).
- Everyone has an obligation to report suspected ANE against a child, an adult that is elderly or an adult with a disability to DFPS. This includes ANE committed by a family member, DFPS licensed foster parent or accredited child placing agency foster home, DFPS licensed general residential operation or at a childcare center.

## Fraud, Waste and Abuse Prevention

The Medicaid programs include an important element of fraud, waste and abuse prevention, which requires the cooperation and participation of Superior's contracted providers in prevention and reporting of potential fraud, waste or abuse. Superior has a fraud, waste and abuse plan that complies with state and federal law, including Texas Government Code § 531.113, Texas Government Code § 533.012, 1 Tex. Admin. Code §§ 353.501- 353.505, and 1 Tex. Admin. Code §§ 370.501-370.505. It is your responsibility as a participating provider to report any member or provider suspected of potential fraud, waste or abuse. All reports will remain confidential.

## Reporting Fraud, Waste or Abuse

Let us know if you think a doctor, dentist, pharmacist at a drug store, other health care providers, or a person getting benefits is doing something wrong. Doing something wrong could be waste, abuse, or fraud, which is against the law. For example, tell us if you think someone is:

- Getting paid for services that were not provided or necessary.
- Upcoding for services provided to receive higher reimbursement.
- Unbundling when billing for services provided.
- Using someone else's Medicaid ID.
- Not telling the truth about a medical condition to get medical treatment.
- Letting someone else use their Medicaid ID.
- Not telling the truth about the amount of money or resources he or she has to get benefits.

To report fraud, waste or abuse, you may file a report directly to the Texas Office of Inspector General (HHSC OIG), or you may report an issue to Superior. To report fraud, waste or abuse:

- Call the OIG Hotline at 1-800-436-6184.
- Visit <https://oig.hhsc.state.tx.us> and select "Report Fraud" to report fraud, waste and abuse to complete the online form.
- Contact Superior's Corporate Special Investigative Unit directly at 1-866-685-8664 or:  
Centene Corporation  
Superior HealthPlan Fraud and Abuse Unit  
1390 Timberlake Manor Pkwy  
STE 450  
Chesterfield, MO 63017

## Information Needed to Report Fraud, Waste or Abuse

When reporting a provider (doctor, dentist, therapist, pharmacist, etc.) include as much information as possible, such as:

- Name, address and phone number of provider.
- Name and address of the facility (hospital, nursing home, home health agency, etc.).
- Medicaid number the provider and facility, if you have it.
- Dates of events.
- Type of provider (physician, therapist, pharmacist, etc.).
- Names and phone numbers of other witnesses who can aid in the investigation.
- Summary of what happened.

When reporting a member (a person who receives benefits), include:

- The person's name.
- The program in which the member is/was enrolled (STAR+PLUS MMP).
- The city where the person resides.
- The person's date of birth, social security number or case number if available.
- Specific details about the fraud, waste or abuse.

## False Claims Act

The False Claims Act establishes liability when any person or entity improperly receives from or avoids payment to the Federal government. The Act prohibits:

1. Knowingly presenting, or causing to be presented a false claim for payment or approval;
2. Knowingly making, using, or causing to be made or used, a false record or statement material to a false or fraudulent claim;
3. Conspiring to commit any violation of the False Claims Act;
4. Falsely certifying the type or amount of property to be used by the Government;
5. Certifying receipt of property on a document without completely knowing that the information is true;
6. Knowingly buying Government property from an unauthorized officer of the Government; and
7. Knowingly making, using, or causing to be made or used a false record to avoid, or decrease an obligation to pay or transmit property to the Government.

For more information regarding the False Claims Act, please visit [www.cms.hhs.gov](http://www.cms.hhs.gov).

## Coordination of Care

Superior and providers partner to identify and manage services for all members, including persons with disabilities, chronic or complex conditions and members and Children with Special Health Care Needs (MSHCN/ CSHCN). This includes the development of a plan of care to meet the needs of the member, which is updated at least annually. The plan of care is based on health needs, PCP and specialist(s) recommendations, periodic reassessment of the member's developmental and functional status and service delivery needs. For members needing a referral to Care Management, please see Section 7 - Medical Management.

As a provider managing a member with special health-care needs, Superior looks to its providers serving that member to:

- Be part of a multidisciplinary team responsible for the delivery of care, when determined to be medically necessary for effective treatment, to avoid separate and fragmented evaluations and service plans.
- Provide an adequate plan of care for the member so the needs of care can be reasonably met.
- Develop specialty care and support service recommendations to be incorporated into the plan of care.
- Include the patient's behavioral health provider, if applicable in the multidisciplinary team serving the member's physical and behavioral health needs, to include an exchange of medical records for the patient as needed.
- Provide information to the member and the member's family concerning the specialty care recommendations.
- Provide necessary medical tests or procedures to monitor disabilities within the provider's office (if available), or at a Superior-contracted provider's office/facility, which is located at or near the provider's office.
- Participate in preadmission hospital planning for non-emergency hospitalizations.
- Participate in hospital discharge planning.

## Community First Choice Provider Responsibilities

Community First Choice (CFC) provider responsibilities are as follows:

- The CFC services must be delivered in accordance with the member's service plan.
- The program provider must maintain current documentation which includes the member's service plan, ID/RC (if applicable), staff training documentation, service delivery logs (documentation showing the delivery of the CFC services), medication administration record (if applicable) and nursing assessment (if applicable).
- The Home and Community-Based Services (HCS) or Texas Home Living (TxHML) program provider must ensure that the rights of the members are protected (e.g., privacy during visitation, to send and receive sealed and uncensored mail, to make and receive telephone calls, etc.).
- The program provider must ensure, through initial and periodic training, the continuous availability of qualified service providers who are trained on the current needs and characteristics of the member being served. This includes the delegation of nursing tasks, dietary needs, behavioral needs, mobility needs, allergies and any other needs specific to the member that are required to ensure the member's health, safety and welfare. The program provider must maintain documentation of this training in the member's record.
- The program provider must ensure that the staff members have been trained on recognizing and reporting acts or suspected acts of abuse, neglect and exploitation. The program provider must also show documentation regarding required actions that must be taken when, from the time they are notified, that a DFPS investigation has begun through the completion of the investigation (e.g., providing medical and psychological services as needed, restricting access by the alleged perpetrator, cooperating with the investigation, etc.). The program provider must also provide the member/Legally Authorized Representative (LAR) with information on how to report acts or suspected acts of abuse, neglect and exploitation and the DFPS hotline. (1-800-647-7418).
- The program provider must address any complaints received from a member/LAR and have documentation showing the attempt(s) at resolution of the complaint. The program provider must provide the member/LAR with the appropriate contact information for filing a complaint.

- The program provider must not retaliate against a staff member, service provider, member (or someone on behalf of a member) or other person who files a complaint, presents a complaint or otherwise provides good faith information related to the misuse of restraint, use of seclusion, or possible abuse, neglect or exploitation.
- The program provider must ensure that the service providers meet all of the personnel requirements (age, high school diploma/GED OR competency exam and three references from non-relatives, current Texas driver's license and insurance if transporting, criminal history check, employee misconduct registry check, nurse aide registry check, OIG checks). For CFC Emergency Response Services (ERS), the program provider must ensure that the provider of ERS has the appropriate licensure.
- For CFC ERS, the program provider must have the appropriate licensure to deliver the service.
- Per the CFR §441.565 for CFC, the program provider must ensure that any additional training requested by the member/LAR of CFC Personal Assistance Services (PAS) or habilitation (HAB) service providers is procured.
- The use of seclusion is prohibited. Documentation regarding the appropriate use of restrictive intervention practices, including restraints must be maintained, including any necessary behavior support plans.
- The program provider must adhere to Superior's financial accountability standards.
- The program provider must prevent conflicts of interest between the program provider, a staff member, or a service provider and a member, such as the acceptance of payment for goods or services from which the program provider, staff member or service provider could financially benefit.
- The program provider must prevent financial impropriety toward a member, including unauthorized disclosure of information related to a member's finances and the purchase of goods that a member cannot use with the member's funds.

## **Provider Responsibilities for Employment Assistance (EA) and Supported Employment (SE)**

Employment Assistance (EA) is provided as an HCBS STAR+PLUS Waiver service to a member to help the member locate competitive employment or self-employment. EA services include, but are not limited to, the following:

- Identifying a member's employment preferences, job skills and requirements for a work setting and work conditions;
- Locating prospective employers offering employment compatible with an member's identified preferences, skills and requirements; and
- Contacting a prospective employer on behalf of a member and negotiating the member's employment.

SE services provide assistance as HCBS Waiver service to a member who, because of a disability, requires intensive, ongoing support to be self-employed, work from home or perform in a work setting at which members without disabilities are employed. SE provides the supports necessary in order to sustain paid employment. SE services include, but are not limited to, the following:

- Employment adaptations, supervision and training related to a member's diagnosis;
- If the member is under age 22, ensure provision of SE, as needed, if the services are not available through the local school district; and

- If the member is under age 22, SE may be provided through the STAR+PLUS Waiver (SPW) if documentation is maintained in the member's record, that the service is not available to the member, under a program funded under the Individuals with Disabilities Education Act (20 U.S.C. §1401 et seq).

The provider must develop and update quarterly a plan for delivering EA/SE including documentation of the following information:

- Name of the member;
- Member's employment goal;
- Strategies for achieving the member's employment goal, including those addressing the member's anticipated employment support needs;
- Names of the people, in addition to the member, whose support is or will be needed to ensure successful employment placement, including the corresponding level of support those persons are providing or have committed to providing;
- Any concerns about the effect of earnings on benefits, and a plan to address those concerns;
- Progress toward the member's employment goal; and
- If progress is slower than anticipated, an explanation of why the documented strategies have not been effective, and a plan improve the effectiveness of the member's employment search.

## Medical Record Keeping

### Superior's Requirements

Superior requires all providers (physician, hospital and ancillary) to maintain sound medical record keeping practices that are consistent with Superior's medical records guidelines. Superior requires that records be maintained in compliance with all HIPAA regulations and other federal and state laws. Records must be kept in a legible, current, detailed, organized and comprehensive manner that permits effective patient care and quality review. Whether using paper or electronic record keeping systems, medical records need to be identifiable by the patient name and be accessible. All medical records must be kept for at least seven (7) years from the anniversary date of last treatment. Records of patients younger than 18 shall be retained until the patient reaches age 21 or for seven (7) years from the last treatment date, whichever is longer. Medical records must be accessible at the site of the member's PCP or other provider.

### Compliance Audits for Medical Record Documentation

Superior may audit record-keeping practices and individual member medical records in conjunction with ongoing Quality Improvement Program activities. Superior's Medical Records Guidelines will be utilized during medical record documentation reviews by Superior. Providers scoring less than 80% on medical record audits may be placed under a corrective action plan, subject to additional medical record reviews or referred to Superior's Quality Improvement Committee (QIC) for recommendations.

Superior encourages providers to request medical records that document care previously provided to members that are new to their panel. This will assist in assuring the member receives continuous care, as well as helping determine the most appropriate course of treatment for the patient.

## Required Use of Forms

Superior does not require specific forms for medical record documentation. Various professional organizations have created flow sheets or templates that can improve documentation processes. Superior encourages the use of flow sheets and standardized forms for documentation as a method to improve continuity and coordination of care for members.

## Confidentiality of Medical Records

All providers rendering services to Superior members are required to maintain medical records that conform to the requirements of the HIPAA and other federal and state laws. Practitioners should maintain confidentiality of medical records and treatment information in accordance with state and federal laws. To ensure the member's privacy, medical records should be kept in a secure location and accessible only by authorized personnel. Practitioners must periodically train their staff about member information confidentiality.

## Marketing Guidelines for Superior Providers

Managed Care Organizations (MCOs) and providers must adhere to marketing guidelines as outlined by HHSC. These guidelines are referenced in your contract with Superior for the STAR+PLUS MMP program. The permitted and prohibited guidelines are below for both MCOs and providers.

The HHSC marketing guidelines applicable to MCOs and Medicaid providers include the following permitted actions and activities:

1. Providers are permitted to educate/inform their patients about the Medicaid Managed Care programs in which they participate.
2. Providers may inform their patients of the benefits, services and specialty care services offered through the Managed Care Organizations (MCOs) in which they participate. However, providers may not recommend one MCO over another MCO, offer patients incentives to select one MCO over another, or assist the patient in deciding to select a specific MCO.
3. At the patient's request, providers may give patients the information necessary to contact a particular MCO or refer the member to an MCO Member Orientation.
4. Providers must distribute and/or display health-related materials for all contracted MCOs, or choose not to distribute and/or display for any contracted MCO.
  - a. Health-related posters cannot be larger than 16" x 24".
  - b. Health-related materials may have the MCO's name, logo and contact information.
  - c. Providers are not required to distribute or display all health-related materials provided by each MCO with whom they contract. Providers can choose which items to distribute and/or display from each contracted MCO, as long as they distribute or display one or more items from each contracted MCO.
5. Providers must display stickers submitted by all contracted MCOs or choose to not display stickers for any contracted MCOs. MCO stickers indicating the provider participates with a particular health plan cannot be larger than 5" x 7" and cannot indicate anything more than "MCO/Dental Contractor is accepted or welcomed here."



6. Providers may choose whether to display items such as children’s books, coloring books and pencils provided by each contracted MCO. Providers can choose which items to display as long as they display one or more from each contracted MCO. Items may only displayed in common areas.
7. Providers may distribute Children’s Medicaid applications to families of uninsured children and assist with completing the application.
8. Providers may direct patients to enroll in the Medicaid Managed Care programs by calling the Administrative Services Contractor.
9. The MCO may conduct member orientation for its members in a private conference room at a provider’s office but NOT in common areas at a provider’s office.
10. Bargains, premiums or other considerations on prescriptions may not be advertised in any manner in order to influence a member’s choice of pharmacy or promote the volume of prescriptions provided by the pharmacy. Advertisement may only convey participation in the Medicaid program.

The HHSC marketing guidelines applicable to MCOs and Medicaid providers include the following prohibited actions and activities:

1. Distribute marketing materials directed to Medicaid members without prior approval from Superior, who is responsible for obtaining HHSC approval.
2. Distribute marketing materials to Medicaid members that is written above the 6th grade reading level.
3. Offer incentives or giveaways valued over \$10 and over \$50 in the aggregate annually to potential Medicaid patients.
4. Provide incentives or giveaways to MCO members or potential members.
5. Give gift cards to members or potential members that are redeemable for cash or allow the member or potential member to purchase alcohol, tobacco and drugs.
6. Directly or indirectly, engage in door-to-door, telephone and other cold call marketing activities.
7. Market in or around public assistance offices, including eligibility offices.
8. Use “spam.”
9. Make any assertion or statement (orally or in writing) that the MCO is endorsed by the Centers of Medicare and Medical Services (CMS), a federal or state government agency, or similar entity.
10. Market to persons currently enrolled in another Medicaid Managed Care MCO.
11. Induce or accept a member’s enrollment or disenrollment in Superior.
12. Use terms that would influence, mislead, or cause potential members to contact Superior, rather than ASC for enrollment.
13. Portray the MCO’s competitors in a negative manner.
14. Make false, misleading or inaccurate statements or misrepresentations of fact or law relating to Superior or the Medicaid Managed Care programs, services or benefits.
15. Make giveaways conditional based on enrollment with the MCO.
16. Charge members for goods or services distributed at events.
17. Charge members a fee for accessing the MCO’s or the provider’s website.
18. Influence enrollment in conjunction with the sale or offering of any private insurance.

19. Use marketing agents who are paid solely by commission.
20. Post MCO-specific, non-health related materials or banners in provider offices.
21. Conduct member orientations in common areas of provider offices.
22. Solicit enrollment or disenrollment in an MCO, or distribute MCO-specific materials at a marketing activity. (This does not apply to health fairs where providers do immunizations, blood pressure checks, etc. as long as the provider is not soliciting enrollment or distributing plan specific MCO materials.)
23. Make charitable contributions or donations from Medicaid funds.
24. Purchase or otherwise acquire mailing lists from third party vendors, or pay HHSC contractors or sub-contractors to send plan specific materials to potential members.
25. Reference the commercial component of the MCO in any of its Medicaid Managed Care marketing materials.
26. Discriminate against a member or potential member because of race, creed, age, color, religion, natural origin, ancestry, marital status, sexual orientation, physical or mental disability, health status or existing need for medical care.
27. Assist with enrollment form or influencing MCO selection.
28. Make false, misleading or inaccurate statements relating to services or benefits of the MCO or the Medicaid Managed Care Programs, or relating to the providers or potential providers contracting with the MCO.
29. Direct mail marketing to potential enrollees.

## HHSC Medicaid Program Suspension

In the event that Superior does not receive its full premium payment for one or more periods under its state contracts with HHSC, Superior's obligation to pay you for services you provide to members shall be suspended until such time as HHSC makes payment in full to Superior under such contracts. Your obligations to submit claims and/or encounters for the services you render shall not be postponed or otherwise modified. This payment suspension provision shall supersede any conflicting provision found in your provider contract with Superior.

## Network Termination

A provider may terminate from the Superior network in accordance with the provider's Participation Agreement. Refer to your Superior contract for written notification time frames and/or contact the Provider Services department.

All termination requests must be received in writing. Please include the TIN, NPI, termination date and the reason for the termination. Your Account Manager can help you facilitate a termination.

# Physician Incentive Programs

On an annual basis and in accordance with Federal Regulations, Superior must disclose to CMS any Physician Incentive programs that could potentially influence a physician's care decisions. The information that must be disclosed includes the following:

- Effective date of the Physician Incentive program;
- Type of incentive arrangement;
- Amount and type of stop-loss protection;
- Patient panel size;
- Description of the pooling method, if applicable;
- For capitation arrangements, provide the amount of the capitation payment that is broken down by percentage for primary care, referral and other services;
- The calculation of Substantial Financial Risk (SFR);
- Whether Superior does or does not have a Physician Incentive program; and
- The name, address and other contact information of the person at Superior who may be contacted with questions regarding Physician Incentive programs.

Physician Incentive programs may not include any direct or indirect payments to providers/provider groups that create inducements to limit or reduce the provision of necessary services. In addition, Physician Incentive programs that place providers/provider groups at SFR may not operate unless there is adequate stop loss protection, member satisfaction surveys and satisfaction of disclosure requirements satisfying the Physician Incentive program regulations.

Substantial Financial Risk (SFR) occurs when the incentive arrangement places the provider/provider group at risk beyond the risk threshold which is the maximum risk if the risk is based upon the use or cost of referral services. The risk threshold is set at 25% and does not include amounts based solely on factors other than a provider/provider group's referral levels. Bonuses, capitation and referrals may be considered incentive arrangements that result in SFR.

If you have questions regarding the Physician Incentive program regulations, please contact your Account Manager.

## Provider Training

Superior providers are required to receive training annually which includes Annual Fraud, Waste and Abuse Training, Compliance Training and Model of Care Training. Superior provides training on a wide variety of topics ranging from billing to cultural competency and literacy, all of which are accessible online under Provider Resources (Trainings and Manuals) at [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com). Superior training includes training modules centered on Nursing Facilities, STAR+PLUS MMP, LTSS providers and services, in addition to acute care. Training is offered both locally and via webinar. The provider training calendar, accessible at [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com), details the type of training, location and RSVP information for each event. Providers can also contact their local Account Manager to obtain personalized training on any of the training modules we offer or to help with questions.

# SECTION 3

## ELIGIBILITY AND DISENROLLMENT

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The Health and Human Services Commission (HHSC) and Centers for Medicare and Medicaid Services (CMS) are responsible for determining STAR+PLUS MMP eligibility. The state's Enrollment Broker, Maximus, is responsible for enrolling individuals into the STAR+PLUS MMP program. The Enrollment Broker can be contacted at the Medicaid Managed Care help line at 1-800-964-2777.

When a member gains eligibility, the state's Enrollment Broker sends the member an enrollment packet, informing the member of the health plan choices in his or her area. The packet will also inform the member to select a health plan and a PCP within 15 days.

### Verifying Member Eligibility

Each member approved for STAR+PLUS MMP benefits gets a Your Texas Benefits Medicaid card. However, having a card does not always mean the member has current coverage. It is imperative that providers verify the member's eligibility for the date of service prior to services being rendered. There are two ways to do this:

#### HHSC Resources

Swipe the patient's Your Texas Benefits Medicaid card through a standard magnetic card reader, if your office uses that technology.

- Use TexMedConnect on the TMHP website at [www.tmhp.com](http://www.tmhp.com).
- Call Provider Services at the patient's medical or dental plan.

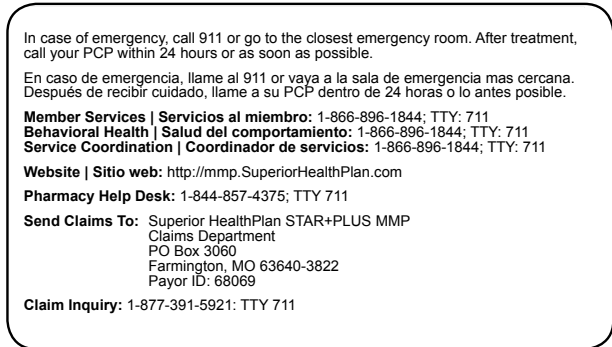
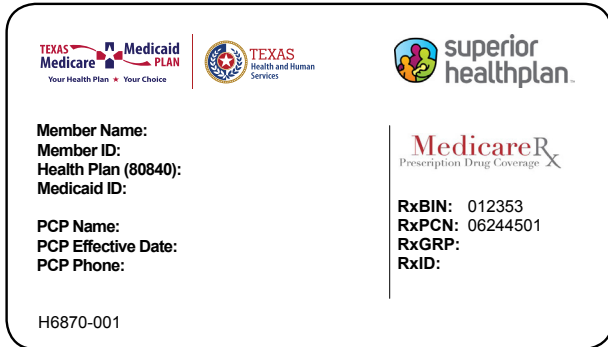
**Important:** Members can request a new card by calling 1-800-252-8263. members also can go online to order new cards or print temporary cards at [www.YourTexasBenefits.com](http://www.YourTexasBenefits.com) and see their benefit and case information, view Texas Health Steps Alerts, and more.

**Important:** Providers should request and keep hard copies of any Medicaid Eligibility Verification (Form H1027) submitted by members. A copy is required during the appeal process if the member's eligibility becomes an issue.

# Member Identification Card

All members will receive a Superior member identification card. Below is a sample member identification card.

Note: Presentation of a member ID card is not a guarantee of eligibility. Providers must always verify eligibility on the same day services are required.



## Superior Resources

Access Superior’s Secure Provider Portal at [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com). This website is updated upon receipt of information from the state and eligibility may change (i.e. be retroactive or terminate). As a result, eligibility verification from the website does not guarantee payment. Using the portal, any registered provider can quickly check member eligibility, benefits and cost share information. Eligibility and cost share information loaded onto this website is obtained from and reflective of all changes made within the last 24 hours. The eligibility search can be performed using the date of service, member name and date of birth or the member ID number and date of birth.

- The member’s plan-issued Superior ID card. Possession of a member ID card is not a guarantee of current enrollment or guarantee of payment.
- Calling Superior’s member hotline at 1-866-898-1844 will provide an interactive IVR or you can also contact a live agent.

Note: If the member gets Medicare, Medicare is responsible for most primary, acute and behavioral health services. The member (STAR+PLUS dual-eligible) receives long-term services and supports through Superior.

## Pharmacies

Electronic eligibility verification (e.g., NCPDP E1 Transaction) is available to check eligibility when rendering a prescription.

Important: Do not send patients who forgot or lost their cards to an HHSC benefits office for a paper form. They can request a new card by calling 1-855-827-3748. Medicaid members also can go online to order new cards or print temporary cards.

## Additional Forms that Can be Used to Verify Eligibility

Form 1027-A: Temporary Medicaid Eligibility Verification form can be used as evidence of Medicaid eligibility. This form is issued as temporary proof of Medicaid eligibility while the member is waiting for their Your Texas Benefits Medicaid Card.

# Enrollment

Individuals who meet all of the following criteria will be eligible for STAR+PLUS MMP:

- Age 21 or older at time of enrollment.
- Entitled to benefits under the Medicare Part A and enrolled under Medicare Part B.
- Required to receive their Medicaid benefits through the Superior STAR+PLUS.
- Reside in Bexar, Dallas or Hidalgo counties.

Certain Superior STAR+PLUS populations excluded from participation in the STAR+PLUS MMP demonstration include those who reside in Intermediate Care Facilities for Individuals with Intellectual Disabilities and Related Conditions and individuals with developmental disabilities who get services through one of these waivers:

- Community Living Assistance and Support Services (CLASS)
- Home and Community-based Services (HSC)
- Deaf Blind with Multiple Disabilities program (DBMD)
- Texas Home Living program (TxHmL)

## Plan Enrollment

Enrollment for eligible individuals into STAR+PLUS MMP may be conducted (when no active choice has otherwise been made) using a seamless, passive enrollment process that provides the opportunity for individuals to make a voluntary choice to enroll or disenroll from STAR+PLUS MMP at any time. Under passive enrollment, eligible individuals will be notified of plan selection and of their right to select among other contracted STAR+PLUS MMPs no less than 60 days prior to the effective date of enrollment, and will have the opportunity to opt-out until the last day of the month prior to the effective date of enrollment. Disenrollment from STAR+PLUS MMP MCOs and enrollment from one STAR+PLUS MMP MCO to a different STAR+PLUS MMP MCO will be allowed on a month-to-month basis any time during the year. However, coverage for these individuals will continue through the end of the month. As mutually agreed upon, CMS and the State will utilize an Enrollment Broker, independent of the STAR+PLUS MMP MCO, to facilitate all enrollment into the STAR+PLUS MMP program. STAR+PLUS MMP enrollments, including enrollment from one STAR+PLUS MMP MCO to a different STAR+PLUS MMP MCO, and opt-outs, shall become effective on the same day for both Medicare and Medicaid. For those who lose Medicaid eligibility during the month, coverage and Federal Financial Participation (FFP) will continue through the end of that month.

Members who do not participate in STAR+PLUS MMP will remain enrolled in Superior STAR+PLUS and will continue to receive their Long-Term Service and Supports (LTSS) through Superior.

## Accountable Care Organizations (ACOs)

Members enrolled in a Medicare Accountable Care Organization (ACO) are considered to be fee-for-service (FFS) Medicare and may also be eligible for enrollment in STAR+PLUS MMP. To preserve the infrastructure of existing ACOs in the counties in which the demonstration will operate, HHSC will reduce the number of members who will be passively enrolled from an ACO. Further, HHSC has required participating STAR+PLUS MMPs to contract with ACOs to develop shared savings and/or quality incentives. However, these arrangements will not count as enrollment in a Medicare ACO for purposes of shared savings with Medicare. This will be an ongoing process that only applies to ACOs that were in operation prior to the Dual Demonstration implementation on March 1, 2015.

HHSC will work with the STAR+PLUS MMPs in an attempt to limit passive enrollment for members in an ACO with the following attributes:

- Operating in a demonstration county (Bexar, Dallas, El Paso, Harris, Hidalgo or Tarrant).
- Fewer than 9,000 members.
- Established by March 1, 2015.

However, members can elect to participate. Members in an ACO that are excluded from passive enrollment will receive notification about the option to enroll in STAR+PLUS MMP. If a member of an ACO elects to participate in the demonstration, they can continue to receive services from their primary care provider (PCP) aligned with the ACO once enrolled if the PCP is a Superior STAR+PLUS MMP network provider.

Please note: The Enrollment Broker will not facilitate PCP assignment. Members enrolled in Superior will be assigned through the plan's PCP auto-assignment process and not through the state Enrollment Broker. Members are encouraged to select their own PCP, and are able to call Member Services and change their PCP assignment at any time. PCP assignments are effective the first of the month after they are received.

As with all dual-eligible demonstrations, members will be able to opt-out of the program and will be enrolled back into STAR+PLUS.

Members who opt into STAR+PLUS MMP will be enrolled based on when their request is provided to the Enrollment Broker. For enrollment requests received through the 12th of the month, the effective date of coverage will be the first calendar day of the next month. Enrollment requests received after the 12th of the month, will be effective the first calendar day of the second month following initial receipt of the request.

## Disenrollment

### Required Involuntary Disenrollment

Texas and CMS will terminate a member's enrollment in the STAR+PLUS MMP upon the occurrence of any of the conditions listed below:

- Change in residence makes the individual ineligible to remain enrolled in the MMP.
- The member loses entitlement to either Medicare Part A or Part B.
- The member dies.
- The member loses Medicaid eligibility or additional State-specific eligibility requirements.
- The MMP's contract with CMS is terminated, or the MMP reduces its service area to exclude the member.
- The individual materially misrepresents information to the MMP regarding reimbursement for third-party coverage.
- When Superior verifies the member as having third-party coverage with Superior or with another carrier.
- Upon incarceration in a county jail, Texas Department of Corrections facility or Federal penal institution.
- Upon the occurrence of any of the conditions described in this section.

Except for the Contract Management Team (CMT)'s role in reviewing documentation related to a member's residence outside the service area or alleged material misrepresentation of information regarding third-party reimbursement coverage, as described in this section, the CMT shall not be responsible for processing disenrollments under this section. Further, nothing in this section alters the obligations of the parties for

administering disenrollment transactions described elsewhere in this contract.

Superior will be responsible for ceasing the provision of covered services to a member upon the effective date of disenrollment. Superior must first provide documentation, satisfactory to the CMT, that the member meets one of the disenrollment criteria. Termination of the coverage shall take effect at 11:59 p.m. on the last day of the month prior to the month in which the CMT determines that the member is no longer eligible.

## **Involuntary Disenrollment Due to Member Non-Compliance**

There may be instances when a PCP feels that a member should be removed from his or her panel. Superior requires notification of such requests so educational outreach can be arranged with the member. All notifications to remove a patient from a panel must:

- Be made in writing.
- Contain detailed documentation.
- Be directed to Superior's Compliance department.

Upon receipt of a request, Superior may:

- Interview the provider or his or her staff requesting the disenrollment, as well as any additional providers who are relevant to the request.
- Interview the member.
- Review any relevant medical records.

Examples of reasons a PCP may request to remove a member from his or her panel could include, but are not limited to:

- If a member is disruptive, unruly, threatening or uncooperative to the extent that the member seriously impairs the provider's ability to provide services to the member, or to other patients, and the member's behavior is not caused by a physical or behavioral condition.
- If a member refuses to comply with managed care guidelines, such as repeated emergency room use, combined with refusal to allow the provider to treat the underlying medical condition.

A PCP cannot request a member be disenrolled for any of the following reasons:

- Adverse change in the member's health status or utilization of services which are medically necessary for the treatment of a member's condition.
- On the basis of the member's race, color, national origin, sex, age, disability, political beliefs or religion.

A member will receive an Advance Notice and Notice of Intent as described in the 2013 Medicare –Medicaid Plan Enrollment and Disenrollment Guidance. Termination of a member's enrollment shall take effect at 11:59 p.m. on the last day of the month following the month the disenrollment is processed.

Under no circumstances can a provider take retaliatory action against a member due to disenrollment from either the provider or a plan. HHSC will make the final decision for member disenrollment.



# Renewal

Members who receive SSI benefits from the Social Security Administration (SSA) are categorically eligible for SSI Medicaid and, therefore, do not have to recertify with HHSC each year. To maintain SSI benefits, the SSA may require information from the person related to their SSI benefits. The person or their representative payee may call the SSA. HHSC does not play a role in determining SSI eligibility. Providers are encouraged to remind members to keep their information current with SSA.

If a Superior member becomes temporarily ineligible (for six [6] months or less) for Medicaid, but regains Medicaid eligibility within the six (6) month timeframe and resides in the same service area, the member will be automatically re-enrolled by HHSC in Superior. Superior and the state's Enrollment Broker will make every effort to re-enroll the member with the previous PCP. The member will also have the option to switch plans.

# SECTION 4

## COVERED BENEFITS AND FLEXIBLE BENEFITS

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### Medicaid Program Benefits for STAR+PLUS MMP

Superior is required to provide specific, medically necessary services to its STAR+PLUS MMP members. Please refer to the current Texas Medicaid Provider Procedures Manual and the bi-monthly Texas Medicaid Bulletin for a more inclusive listing of limitations and exclusions.

Superior will not impose any pre-existing condition limitations or exclusions, or require evidence of insurability to provide coverage to any members enrolled in the STAR+PLUS MMP program.

Medicaid benefits include, but may not be limited to:

- Ambulance services.
- Audiology services, including hearing aids.
- Behavioral health services, including:
  - Inpatient mental health services.
  - Outpatient mental health services.
  - Psychiatry services.
  - Counseling services for adults.
  - Outpatient substance use disorder treatment services including:
    - Assessment.
    - Detoxification services.
    - Counseling treatment.
    - Medication assisted therapy.
- Birthing services provided by a licensed birthing center.
- Birthing services provided by a physician or advanced practice nurse in a licensed birthing center.
- Cancer screening, diagnostic and treatment services.
- Chiropractic services.
- Dental and vision services.
- Dialysis.
- Doctor and clinic visits.
- Durable medical equipment and supplies.
- Emergency services.
- Family planning services.
- Home health-care services.
- Hospital services, including inpatient and outpatient.
- Immunizations.

- Laboratory.
- Mastectomy, breast reconstruction and related follow up procedures including:
  - Inpatient services; outpatient services provided at an outpatient hospital and ambulatory health care center as clinically appropriate; and physician and professional services provided in an office, inpatient, or outpatient setting for all stages of reconstruction on the breast(s) on which medically necessary mastectomy procedure(s) have been performed.
  - Surgery and reconstruction on the other breast to produce symmetrical appearance.
  - Treatment of physical complications from the mastectomy and treatment of lymphedema; prophylactic mastectomy to prevent the development of breast cancer.
  - External breast prosthesis for the breast(s) on which medically necessary mastectomy procedure(s) have been performed.
- Medical supplies and equipment.
- Mental health care.
- Podiatry.
- Prenatal care.
- Prescription drugs.
- Primary care services.
- Preventive service, including an annual adult well check for patients 21 years of age and over.
- Radiology, imaging and X-rays.
- Residential substance use disorder treatment services including:
  - Detoxification services.
  - Substance use disorder treatment (including room and board).
- Specialty physician services.
- Therapies – physical, occupational and speech.
- Transplantation of organs and tissues.
- Vision (Includes optometry and glasses. Contact lenses are only covered if they are medically necessary for vision correction, which cannot be accomplished by glasses.)

Note: All services are subject to benefit coverage, limitations and exclusions as described in the applicable Superior coverage guidelines.

The table below also displays a list of covered services and the monthly premium, deductible and limits on how much members pay. This list does not include all benefits available to members and should be used for quick reference only. Please visit our Secure Provider Portal at [Provider.SuperiorHealthPlan.com](http://Provider.SuperiorHealthPlan.com) or contact Provider Services at 1-877-391-5921 with any questions you may have regarding benefits.

| <b>Monthly Premium, Deductible and Limits on How Much Members Pay</b>   |  |
|---|--|
| Covered services  | Member pays nothing.   |
| How much is the members deductible?   | Member pays nothing.   |
| Is there any limit on how much member will pay for covered services?  | No. This plan doesn't have any limits since the member has no deductible. Please note that member will still need to pay their cost sharing for Part D prescription drugs. |
| Is there a limit on how much the plan will pay?   | Our plan has a coverage limit every year for certain in network benefits. See below for additional details.  |
| <b>Benefit Coverage</b>   |  |
| <b>Outpatient Care Services</b>   |  |
| Additional Services: <ul style="list-style-type: none"> <li>• Tobacco Cessation Counseling for Pregnant Women</li> <li>• Freestanding Birth Center Services</li> <li>• Family Planning Services</li> <li>• Nursing Home Services</li> <li>• Home and Community Based Services</li> <li>• Self-Directed Personal Assistance Services</li> <li>• Institution for Mental Disease Services for Individuals 65 and older</li> <li>• Personal Assistance Services (30 visits per year, requires prior authorization)</li> </ul> | Member pays nothing.   |
| Acupuncture and Other Alternative Therapies   | Not covered.   |
| Ambulance   | Member pays nothing.   |
| Cardiac and Pulmonary Rehabilitation Services   | Member pays nothing.   |
| Chiropractic Care (Manipulation of the spine to correct a subluxation when 1 or more bones of your spine move out of position) up to 12 visits a year   | Member pays nothing.   |
| Dental Services (Limited Dental Services: This doesn't include services in connection with care, treatment, filling, removal, or replacement of teeth)  | Member pays nothing.   |
| Diabetic Supplies and Services (includes diabetes monitoring supplies, diabetes self-management training, therapeutic shoes or inserts)   | Member pays nothing.   |
| Diagnostic Tests, Lab and Radiology Services, and X-Rays (Includes Diagnostic Radiology Services (Such as MRI's, CT scans), Diagnostic Test and Procedures, Lab Services, Outpatient X-Rays, Therapeutic Radiology Services (Such as Radiation treatment for cancer)  | Member pays nothing.   |
| Doctor's Office Visits (includes primary care physician visit and specialist visit)   | Member pays nothing.   |
| Durable Medical Equipment (Medicare Part B - includes wheelchairs, oxygen, etc. and durable medical equipment for use outside the home)   | Member pays nothing.   |
| Emergency Care  | Member pays nothing.   |
| End-Stage Renal Disease   | Member pays nothing.   |
| Enhanced Benefits (Flexible Benefits) – See Member Handbook or SuperiorHealthPlan.com   | Member pays nothing.   |
| Foot Care Includes Podiatry Services (foot exams and treatment if you have diabetes-related nerve damage and/or meet certain conditions, routine foot care)   | Member pays nothing.   |
| Hearing Services (includes exam to diagnose and treat hearing and balance issues, routine hearing exam, hearing aid fitting/evaluations [for up to 1] and hearing aid)  | Member pays nothing.   |
| Home Health Care (includes additional hours of care)  | Member pays nothing.   |

|   |   |
|---|---|
| <p>Long-Term Services and Supports (LTSS) – Waiver program, requires prior authorizations</p> <ul style="list-style-type: none"> <li>• Nursing Services</li> <li>• Minor Home Modifications*</li> <li>• Emergency Response Services</li> <li>• Assisted Living</li> <li>• Adult Foster Care</li> <li>• Transitional Assistance Services^^</li> <li>• Respite Care**</li> <li>• Employment Assistance</li> <li>• Supported Employment</li> <li>• Cognitive Rehabilitations Therapy</li> <li>• Adaptive Aids and Medical Supplies^^^</li> <li>• Home Delivered Meals</li> <li>• Speech, Physical, Occupational Therapy</li> <li>• Dental Services^</li> <li>• Support Consultations</li> </ul> <p>*\$7,500 maximum benefit lifetime limit, \$300 per year for repairs.<br/> **Up to 30 visits per year.<br/> ^\$,5000 maximum benefit per year.<br/> ^^\$2,500 maximum benefit lifetime limit.<br/> ^^^\$10,000 maximum benefit per year.</p> | Member pays nothing.                              |
| Mental Health (outpatient group therapy visit, outpatient individual therapy visit) (authorizations must be obtained from Superior)   | Member pays nothing.                              |
| Inpatient Visit (benefits and limits as described in the Texas Medicaid Provider and Procedures Manual)   | Member pays nothing.                              |
| Outpatient Rehabilitation (respiratory care services, occupational therapy visits, occupational therapy, physical therapy and speech and language therapy visit, physical therapy, additional speech, hearing and language therapy) (must receive a prior authorization and submit to Medical Director/Utilization Management review)   | Member pays nothing.                              |
| Outpatient Substance Use Disorder Treatment (includes group therapy visits and individual therapy visits) (authorizations must be obtained from Superior)   | Member pays nothing.                              |
| Outpatient Surgery (includes ambulatory surgical center, outpatient hospital, free-standing birth center services)  | Member pays nothing.                              |
| Physician Specialist Services   | Member pays nothing.                              |
| Podiatry Services (routine foot care)   | Member pays nothing.                              |
| Prosthetic Devices (includes braces, artificial limbs, etc., prosthetic devices, related medical supplies, additional medical supplies)   | Member pays nothing.                              |
| Psychiatric Services  | See "Mental Health Care Inpatient Visit" Section. |
| Renal Dialysis  | Member pays nothing.                              |
| Transportation  | Not covered.                                      |
| Urgent Care   | Member pays nothing.                              |
| Vision Services (includes exam to diagnose and treat diseases and conditions of the eye [including yearly glaucoma screening], routine eye exam, every calendar year, contact lenses and eyeglasses (lenses and frames every year (maximum allowance of \$200) and eyeglasses or contact lenses after cataract surgery)   | Member pays nothing.                              |

| <b>Preventive Care</b>  |   |
|---|---|
| Preventive Care (covers many preventive services, including: abdominal aortic aneurysm screening, alcohol misuse counseling, bone mass measurement, breast cancer screening [Mammogram], cardiovascular disease [behavioral therapy], cardiovascular screenings, cervical and vaginal cancer screening, colonoscopy, colorectal cancer screenings, depression screening, diabetes screening, fecal occult blood test, flexible sigmoidoscopy, HIV screening, medical nutrition therapy services, obesity screening and counseling, prostate cancer screenings, sexually transmitted infections screening and counseling, tobacco use cessation counseling [counseling for people with no sign of tobacco-related disease], vaccines, including flu, hepatitis b, pneumococcal, "welcome to medicare" preventive visit [one time], yearly "wellness" visit, family planning services, tobacco cessation counseling for pregnant women) | Member pays nothing (additional Preventive Services approved by Medicare during the contract year will be covered). |
| <b>Hospice</b>  |   |
| Hospice Care from Medicare-Certified Hospice  | Member pays nothing (Member has to pay part of the cost for drugs and respite care).                                |
| <b>Inpatient Care</b>   |   |
| Inpatient Hospital Care (Our plan covers all medically necessary days for an inpatient hospital stay)   | Member pays nothing.  |
| Inpatient Mental Health Care  | See the "Mental Health Care" Section.   |
| Institutional Care (Institution for mental disease services for individuals 65 or older)  | Member pays nothing.  |
| Institutional Care (Institution for mental disease services for individuals 65 or older) Non-skilled Nursing Facility   | Member has to pay part of the cost as determined by the State.  |
| Nursing Home Services   | Member pays nothing   |
| Skilled Nursing Facility (SNF) (Medicare Part A – can be submitted without having required 3 day hospital stay. Secure prior authorization)   | Member pays nothing   |
| <b>Prescription Drug Benefits</b>   |   |
| Part B Drugs (chemotherapy drugs)   | Member pays nothing.  |
| Other Part B Drugs  | Member pays nothing.  |
| <b>Pre-Catastrophic Coverage</b>  |   |
| Member may get drugs at Network Retail Pharmacies and Mail Order Pharmacies   | Member pays the following:  |
| Standard Retail Cost Sharing  | Tier 1 (Generic Drugs): \$0<br>Tier 2 (Brand Drugs): \$0<br>Tier 3 (Non-Medicare Rx/OTC Drugs): \$0                 |
| Standard Mail Order Cost-Sharing  | Tier 1 (Generic Drugs): \$0<br>Tier 2 (Brand Drugs): \$0<br>Tier 3 (Non-Medicare Rx/OTC Drugs): \$0                 |
| If member resides in a long-term care facility, you pay the same as at a retail pharmacy. Member may get drugs from an out-of-network pharmacy at the same cost as an in-network pharmacy.  |   |
| <b>Catastrophic Coverage</b>  |   |
| Member may pay the following:   | Tier 1 (Generic Drugs): \$0<br>Tier 2 (Brand Drugs): \$0<br>Tier 3 (Non-Medicare Rx/OTC Drugs): \$0                 |

# Member Handbook

Every Superior STAR+PLUS MMP member receives a member handbook when enrolled in Superior. Each handbook includes information about Superior that the member needs to know, including benefits. A copy of each Superior member handbook can be accessed through:

- The Superior STAR+PLUS MMP website at [MMP.SuperiorHealthPlan.com](http://MMP.SuperiorHealthPlan.com).
- Superior's Member Services department by calling 1-866-896-1844.

## Spell of Illness and Annual Maximum Limitation

In the traditional Medicaid program, the spell of illness limitation is defined as 30 days of inpatient hospital care, which may accrue intermittently or consecutively. After 30 days of an inpatient care admission, reimbursement for additional inpatient care is not considered until the patient has been out of an acute facility for 60 consecutive days. This limitation applies to Superior STAR+PLUS MMP members; however does not apply to STAR+PLUS members who are admitted to an inpatient facility with a diagnosis of bipolar disorder, major depressive disorder, recurrent depressive disorder, schizoaffective disorder, or schizophrenia as defined by the Diagnostic and Statistical Manual of Mental Disorders, 5th Edition (DSM-5). These diagnoses will remove the SOI limitation for the entire inpatient hospital stay. Also, the \$200,000 annual limit on inpatient services does not apply.

## Coordination with Other State Program Services

### Coordination with Public Health

Superior is required, through its contractual relationship with HHSC, to coordinate with public health entities regarding the provision of services for essential public health services. Providers must assist Superior in these efforts by:

- Complying with public health reporting requirements regarding communicable diseases and/or diseases which are preventable by immunization as defined by state law.
- Assisting in notifying or referring to the local public health entity, as defined by state law, any communicable disease outbreaks involving members.
- Reporting to the local public health entity for Tuberculosis (TB) contact investigation and evaluation and preventive treatment of persons whom the member has come into contact within one (1) working day of identification:
  - Ensuring all members who have TB or are at-risk are screened for TB.
  - Accessing procedures for reporting TB and appropriate DSHS forms from [www.dshs.state.tx.us/idcu/disease/tb/forms](http://www.dshs.state.tx.us/idcu/disease/tb/forms).
  - Contacting Superior's Member Services department.
- Reporting all confirmed cases of STD/HIV to the local public health entity for STD/HIV contact investigation, and evaluation and preventive treatment of persons whom the member has come into contact:
  - Accessing required forms for reporting from: <http://www.dshs.texas.gov/hivstd/reporting/> or by calling Superior's Member Services department.
  - Keeping information confidential about members who have received STD/HIV services.

- Referring for Women, Infant and Children (WIC) services and information sharing for the purposes of eligibility determination.
- Assisting in the coordination and follow-up of suspected or confirmed cases of childhood lead exposure.
- Referring lead screening tests to the HHSC laboratory.
- Reporting of immunizations provided to the statewide ImmTrac Registry, including parental consent to share data.
- Cooperating with activities required of public health authorities to conduct the annual population and community-based needs assessment.
- Identifying members who are less than three (3) years of age and suspected of having a developmental delay or disability, and referring to Early Childhood Education (ECI) providers for screening and assessment within two (2) working days from the day the member is identified.
- Using materials from HHSC available on <https://hhs.texas.gov/services/disability> or by contacting 1-877-787-8999.
- Complying with the release of records within 45 days so that screening may be completed.

## **Coordination for Services Not Directly Provided Through Superior**

There are several services that are available to Superior STAR+PLUS MMP members based on their eligibility and are accessed outside of Superior’s provider network. In addition, the services are not a part of the managed care program. These services are found in the Texas Medicaid Provider Procedures Manual (TMPPM) and include the following:

- Court-ordered commitments to inpatient mental health facilities as a condition of probation.
- PASRR screenings, evaluations and specialized services for STAR+PLUS members.
- HHSC contracted providers of Long-Term Services and Supports (LTSS), Case Management or service coordination for individuals who have intellectual or developmental disabilities.
- Mental health rehabilitation services.
- Mental Health and Mental Retardation (MHMR) targeted Case Management.
- Case Management for Children and Pregnant Women (CPW) - Medicaid only.
- Texas School Health and Related Services (SHARS) - Medicaid only.
- HHSC Blind Children’s Vocational Discovery and Development program.
- Tuberculosis services provided by DSHS-approved providers (directly observed therapy and contact investigation).
- HHSC hospice care.
- HHSC or DSHS HCBS Waiver programs, including CLASS, DBMD, HCS, TxHmL and YES.

All network providers are encouraged to refer to and coordinate services with the above agencies. If more information or assistance is required, contact Superior’s Member Services department.



# Medical Transportation Program (MTP)

## What is MTP?

MTP is a state administered program that provides Non-Emergency Medical Transportation (NEMT) services statewide for eligible STAR+PLUS MMP members who have no other means of transportation to attend their covered healthcare appointments. MTP can help with rides to the doctor, dentist, hospital, drug store and any other place you get Medicaid services.

## What services are offered by MTP?

- Passes or tickets for transportation such as mass transit within and between cities or states, to include rail, bus or commercial air.
- Curb to curb service provided by taxi, wheelchair van, and other transportation vehicles.
- Mileage reimbursement for a registered individual transportation participant (ITP) to a covered healthcare event. The ITP can be the responsible party, family member, friend, neighbor, or client.
- Meals and lodging allowance when treatment requires an overnight stay outside the county of residence.
- Attendant services (a responsible adult who accompanies a minor or an attendant needed for mobility assistance or due to medical necessity, who accompanies the client to a healthcare service).
- Advanced funds to cover authorized transportation services prior to travel.

## Call MTP:

For more information about services offered by MTP, members, advocates and providers can call the toll free line at 1-877-633-8747. In order to be transferred to the appropriate transportation provider and members are asked to have either the member's Medicaid ID number or zip code available at the time of the call.

# Benefits Overview

Medicaid members participating in the STAR+PLUS MMP program receive all the benefits of the traditional Texas Medicaid program, as listed in this section.

Superior will provide functionally necessary community LTSS services to all STAR+PLUS members beginning on the member's date of enrollment regardless of pre-existing condition, prior diagnosis and/or receipt of any prior health care services. Superior will not impose any pre-existing condition limitations or exclusions, or require evidence of insurability to provide coverage to any members enrolled in the STAR+PLUS program.

All adult members in STAR+PLUS who are not covered by Medicare, or are dual eligible and receiving STAR+PLUS Waiver (SPW) services receive unlimited medically necessary prescription drugs. Dual eligible STAR+PLUS members will continue to receive pharmacy benefits from their Medicare Part D pharmacy plan.

## Long-Term Services and Supports (LTSS)

Below is a listing of the community-based LTSS included under the STAR+PLUS Medicaid managed care program. Additional information on LTSS may be found online at <https://hhs.texas.gov/>

The HHSC Uniform Managed Care Contract Terms and Conditions is the final authority on STAR+PLUS.

## Key Information for Long-Term Services and Supports Providers

As a reminder, the following are tips to providing LTSS services:

- Verify member eligibility with Superior before performing services.
- Ensure necessary referral/authorizations have been obtained from Superior prior to provision of services.
- Use the HHSC provider ID given to you by Superior or your NPI and taxonomy code when filing claims for LTSS services.
- Bill and report LTSS services in compliance with the LTSS HCPCS codes and STAR+PLUS Modifiers Matrix.
- Notify the member's service coordinator whenever there is a change in the member's physical or mental condition, upon knowledge of an inpatient or nursing facility admission, all member complaints or grievances, or if you identify a member needs services outside the Superior contracted scope of services with the provider.
- Ensure for members who are eligible for both Medicare and Medicaid that covered Medicare services are billed to Medicare as primary prior to accessing services under Medicaid or HCBS STAR+PLUS waiver (SPW) services.
- Refer to the LTSS bulletin(s) posted on the Texas Medicaid & Healthcare Partnership (TMHP) website at [www.tmhp.com](http://www.tmhp.com) for additional information.

## Traditional Benefits

Medicaid facility and community-based LTSS benefits available include:

### Personal Assistant Services (PAS)

Provides in-home assistance to individuals as authorized on his or her Individual Service Plan (ISP) with the performance of activities of daily living, household chores and delegated nursing tasks that have been delegated by a registered nurse (RN). PAS are subject to Electronic Visit Verification (EVV). See Section 19 for more details on EVV. There are three options available to STAR+PLUS members desiring the delivery of PAS:

- 1. Consumer-Directed Services** - In the consumer-directed model, the member or the member's legally authorized representative is the employer of record and retains control over the hiring, management and termination of an individual providing PAS. The member is responsible for assuring that the employee meets the requirements for PAS, including the criminal history check. The member uses a Financial Management Services Agency (FMSA) to handle the employer related administrative functions such as payroll, substitute (back-up) attendant in place and filing tax-related reports of PAS.
- 2. Service Responsibility Option** - In the service responsibility option, the member or the member's legally authorized representative chooses an agency in the Superior provider network who is the employer of record. In this model, the member selects the personal attendant from the agency's personal attendant employees. The schedule is set up based on the member's input, and the member manages the PAS. The member retains the right to supervise and train the personal attendant. The member may request a different personal attendant and the agency would be expected to honor the request. The agency establishes the payment rate, benefits and provides all administrative functions such as payroll, substitute (back-up) and filing tax related reports of PAS.
- 3. Agency Model** - In the agency model, the member chooses an agency to hire, manage and terminate the individual providing PAS. The agency is selected by the member from a list of agencies within Superior's provider network. The Service Coordinator and member develop the schedule and send it to the agency. The member retains the right to supervise and train the personal attendant. The member may request a different

personal attendant and the agency is expected to honor the request. The agency establishes the payment rate, benefits and provides all administrative functions such as payroll, substitute (back-up) and filing tax-related reports of PAS. To participate as a Superior FMSA providing services under the consumer-directed model, a FMSA must be specifically identified to provide consumer direct services by HHSC.

To participate as a PAS network provider with Superior, the provider must have an executed agreement with Superior, be licensed by HHSC for the delivery of PAS services and must comply with the Texas Administrative Code (TAC) in Title 40, Part 1, Chapter 41, Sections 41.101, 41.103, and 41.105 and Chapter 43.

## **Day Activity and Health Services (DAHS)**

LTSS offered to individuals residing in the community, Monday-Friday, except holidays, for a minimum of 10 hours/day. Services include nursing and personal care services, nutrition services, transportation services, social and recreational activities and other supportive services. These services are provided at adult day care facilities licensed by the Department of State Health Services (DSHS) and certified by HHSC.

Providers submitting requests for initial authorization of DAHS services should submit the relevant HHSC-approved forms, or provide the following clinical elements:

1. A list of all active diagnoses related to the member's need for DAHS.
2. A description of any functional disability related to the member's medical diagnoses.
3. A current medication list, including any PRN medications.
4. A record of the member's vital signs as obtained at the time of the assessment, to include blood pressure, pulse, respiration, height, weight and blood sugar, if applicable.
5. An indication of the member's dietary needs, specifying whether the member has no special dietary requirements, or needs (for example, a bland diet, diabetic diet, low sodium diet, etc.).
6. A description of the member's personal care requirements, to include an indication of the degree of assistance required (no setup or physical assistance, one-person physical assistance or two-person physical assistance), in the following areas:
  - a. Transfer
  - b. Ambulation
  - c. Eating
  - d. Toileting
7. A description of the member's potential to stabilize, maintain or improve functioning from attending DAHS.
8. A list of the interventions to be performed by the nurse at the DAHS facility, to include the nature of the intervention as well as the frequency. For example, this may include:
  - a. Occupational therapy, physical therapy or speech therapy
  - b. Respiratory therapy
  - c. Medication administration
  - d. Wound care
  - e. Meal setup
  - f. Health teaching/training
  - g. Other
9. Physician's orders indicating the need for LVN or RN care/supervision, along with the above elements.

## Minimum Wage Requirements for STAR+PLUS Attendants

Persons providing attendant services must be paid at the prevailing minimum wage rate as set by HHSC. Superior must ensure that facilities and agencies that provide attendant services in community settings pay attendants at or above the minimum rates described below. This requirement applies to the following types of services, whether or not the member chooses to self-direct these services:

- Day Activity Health Care Services (DAHS)
- Personal Assistance Services (PAS)
- Habilitation (under CFC)

This requirement does not apply to attendant services provided by non-institutional facilities, such as assisted living, adult foster care, residential care and nursing facilities.

Title 40 Texas Administrative Code §§49.312 requires that persons working as personal attendants in the services/programs listed above, whether as employees or contractors of a provider or as employees or contractors of subcontractors, be paid at or above a specified hourly base wage.

In addition, providers are required to notify persons hired as personal attendants of the required base wage.

Newly employed or contracting attendants hired on or after September 1, 2013, must be notified of the required base wages within three days of being hired.

Superior may require providers to submit annual attestations and sample notices to employees/contracted employees, ensuring that the minimum wage requirements were paid at or above the required hourly base wages as specified above.

## HCBS STAR+PLUS Waiver (SPW) Services

Superior will provide an array of services under the HCBS STAR+PLUS Waiver (SPW). This includes the following benefits:

- **Adaptive aids and medical supplies:** Includes devices, controls or medically necessary supplies that enable individuals with functional impairments to perform activities of daily living or control the environment in which they live.
- **Adult Foster Care (AFC):** Provides a 24-hour living arrangement in an HHSC-contracted foster home for persons who, because of physical, mental or emotional limitations, are unable to continue independent functioning in their own homes. Services may include meal preparation, housekeeping, minimal help with personal care, nursing tasks, supervision, companion services, help with activities of daily living and provision of or arrangement for transportation. The unit of service is one day.
- **Assisted Living (AL) Services:** Provides 24-hour living arrangement for persons who, because of physical or mental limitations, are unable to continue independent functioning in their own home. Services are provided in personal care facilities licensed by HHSC. Participants are responsible for their room and board costs and, if applicable, copayments for assisted living services.
- **Emergency Response Services (ERS):** Provided through an electronic monitoring system for use by functionally impaired individuals who live alone or are isolated in the community. In an emergency, the individual can press a call button to signal for help. The electronic monitoring system, which has a 24-hour, seven days a week monitoring capability, helps ensure that the appropriate person or service agency responds to an alarm call from the individual.

- **Home Delivered Meals:** Meal services provide hot, nutritious meals delivered to an individual's home. The benefit limitation is one meal per day, and the need for a home delivered meal must be part of the individual service plan. Home delivered meals will be provided to individuals who are unable to prepare their own meals and for whom there are no other persons available to do so, or where the provision of a home delivered meal is the most cost-effective method of delivering a nutritionally adequate meal. Modified diets, where appropriate, will be provided to meet individual requirements. Menu plans will be reviewed and approved by a registered dietician licensed by the Texas State Board of Examiners of Dietitians or has a baccalaureate degree with major studies in food and nutrition, dietetics or food service management. Any agency providing home delivered meals must comply with all state and local health laws and ordinances concerning preparation, handling and serving of food.
- **In-Home Skilled Nursing Care:** Direct delivery of skilled tasks/procedures by a registered or practical nurse based on an assessment of the member's health-care needs, guidance by professional practice standards and physician order if required. The Texas Board of Nurse Examiners allows delegation of nursing tasks to unlicensed persons following the development of a care plan and education on proper health maintenance.
- **Minor Home Modifications:** Includes services that assess the need for, arrange for and provide home modifications and/or improvements to an individual's residence to enable them to reside in the community and to ensure safety, security and accessibility within their home.
- **Personal Assistant Services (PAS):** Provides in-home assistance to individuals as authorized on his or her Individual Service Plan (ISP) with the performance of activities of daily living, household chores and nursing tasks that have been delegated by a registered nurse (RN). PAS is subject to Electronic Visit Verification (EVV). See Section 19 for more details.
- **Respite Care Services:** Available on an emergency or short-term basis to relieve those persons normally providing unpaid care for a SPW member unable to care for themselves. In-home respite care services are subject to EVV. See Section 19 for details on EVV.
- **Therapy (Occupational, Physical and Speech):** Includes the evaluation, examination and treatment of physical, functional, speech and hearing disorders and/or limitations. A full range of services are provided in the member's home or a rehabilitative center by a licensed therapist or an assistant under the direction of a licensed therapist.
- **Transitional Assistance Services (TAS):** Assists individuals who are discharging from a nursing facility to the community and set up their household. A maximum of \$2,500 is available on a one-time basis to help offset the costs associated with setting up their household. Some examples of what TAS money provides payment for are security deposits, moving expenses, essential furnishings and set-up fees for utilities.
- **Dental Services:** Services provided by a licensed dentist such as dentures, routine cleaning, emergency procedures, preventive care and treatment of injuries. Services are capped at \$5,000 per waiver plan year, but may be extended an additional \$5,000 when oral surgeon services are required.
- **Financial Management Services:** Services provided by Certified Financial Management Services Agencies (FMSA) to support members who hire their own service providers under the Consumer Directed Services (CDS) option.
- **Mental Health Rehabilitative Services:** Services are defined as age-appropriate services determined by HHSC and federally-approved protocol as medically necessary to reduce a member's disability resulting from severe mental illness for adults, or serious emotional behavioral or mental disorders, and to restore the member to his or her best possible functioning level in the community.

- **Mental Health Targeted Case Management:** Assist members with gaining access to needed medical, social, educational and other services and supports. Members are eligible to receive these if they have been assessed and diagnosed with a severe and persistent mental illness (SPMI) or a severe emotional disturbance (SED) and they are authorized to receive Mental Health Rehabilitative Services.
  - SPMI is defined as a diagnosis of bipolar disorder, major clinical depression, schizophrenia, or another behavioral health disorder as defined by the Diagnostic and Statistical Manual of Mental disorders, 5th Edition (DSM-5) accompanied by:
    - Impaired functioning or limitations of daily living (including personal grooming, housework, basic home maintenance, managing medications, shopping, or employment) due to the disorder, or
    - Impaired emotional or behavioral functioning that interferes substantially with the member’s capacity to remain in the community without supportive treatment or services.
  - SED is defined as psychiatric disorders in children and adolescents which cause severe disturbances in behavior, thinking and feeling.
- **Employment Assistance:** Provides identification of member’s preferences, skills and work setting/condition needs, locating available jobs that match the member’s criteria/needs and negotiating the member’s potential employment with the employer. Please note, Employment Assistance is not available to members receiving services through a program funded by the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act.
- **Supported Employment:** Service available to members who earn at least minimum wage, which provides employment adaptations, supervision and additional training to sustain employment.

## Additional Benefits

### Adult Well Check

This annual adult physical exam is an additional benefit for STAR+PLUS MMP members 21 years and older. The annual adult well exam may be received in addition to the member’s annual OB/GYN visit for females. Members can self-refer to an OB/GYN provider without a referral from their PCP. All newly enrolled members should obtain a well checkup within 90 days of enrollment.

### Community First Choice (CFC)

Community First Choice (CFC) is a Medicaid benefit that provides services for people with Intellectual and Developmental Disabilities (IDD) and/or physical disabilities. The services available under CFC are:

- Personal Assistance Services (PAS): Help with daily living activities and health-related tasks.
- Habilitation: Services to help members learn new skills and care for themselves.
- Emergency Response Services (ERS): Help members who live alone or are alone for most of the day.
- Support Management: Training to help members learn how to select, manage and dismiss attendants.

### Who Can Receive CFC Services?

To be eligible for Community First Choice services through Superior HealthPlan, an individual must:

- Be eligible for Medicaid and enrolled in STAR+PLUS MMP.

- Need an institutional level of care such as a hospital, an Intermediate Care Facility (ICF) for Individuals with an Intellectual Disability (IID), Nursing Facility or Institution for Mental Disease (IMD).
- Need services provided in the CFC program.

### **Assessments**

- For STAR+PLUS MMP members with physical disabilities, Superior will complete the Medical Necessity Level of Care assessment (MN/LOC) and CFC Assessment. MN/LOC assessments will be transmitted to TMHP who makes the determinations on the NF LOC.
- For STAR+PLUS MMP members with IDD, the Local Intellectual and Developmental Disability Authority (LIDDA) will complete the Intellectual Disability/Related Condition (ID/RC) assessment and the CFC assessment for members 21 and over. Superior will complete the CFC Assessments for all members under 21. The LIDDA will transmit the ID/RC to HHSC who makes the determinations on the ICF LOC.
- All CFC assessments will be person-centered and will result in a plan of care reflecting the needs and goals of the member.
- Assessments will be conducted initially and at least annually.

### **Authorizations**

- Upon completed and approved assessments, a plan of care will be created and presented to the member.
- Member and/or their LAR and/or medical consentor will accept the plan of care and select their providers/provider agencies for their approved CFC services.
- Superior will create and issue authorizations that will be valid for a one-year time period from the date of the initial/annual assessment.
- If a member already receiving PAS becomes eligible for habilitation services, the member may desire to switch to a habilitation-contracted provider if necessary, or decline habilitation services.
- PAS Only:
  - Members with no identified habilitation service need will select a Superior-contracted PAS provider.
  - Authorization will utilize the CFC PAS-only codes/modifiers and rate.
- PAS with HAB:
  - Members with any identified habilitation service need will select a Superior-contracted HAB/PAS provider.
  - Must use a single provider for HAB and PAS services.
  - Single authorization will utilize the habilitation codes/modifiers and rate.
- HAB Only:
  - Members with a habilitation service need, but no PAS need, will select a Superior-contracted HAB provider.
  - Authorization will utilized the habilitation codes/modifiers and rate.
- Non-CFC PAS and ERS:
  - Continue to use existing LTSS codes/modifiers and rates.

### **CFC Standards**

- CFC services must be provided in accordance with HHSC rule 1 TAC, Part 15, Chapter 354, Subchapter A, Division 27 and includes the following:
  - CFC PAS/HAB assistance with activities of daily living (ADLs) and instrumental activities of daily living



- (IADLs) through hands-on assistance, supervision, and/or cueing and acquisition, maintenance and enhancement of skills necessary for the member to accomplish ADLs, IADLs and health-related tasks;
  - CFC ERS: Electronic devices to ensure continuity of services and supports; and
  - Support Management: Voluntary training on how to select, manage and dismiss attendants.
- The CFC services must be delivered in accordance with the member’s service plan.
- Provider must have current documentation, which includes the member’s service plan, ID/RC when applicable, staff training documentation, service delivery logs (documentation showing the delivery of the CFC services), medication administration record (if applicable) and nursing assessment (if applicable).
- Provider must ensure that the rights of the members are protected (e.g., privacy during visitation, to send and receive sealed and uncensored mail, to make and receive telephone calls, etc.).
- Provider must ensure, through initial and periodic training, the continuous availability of qualified service providers who are trained on the current needs and characteristics of the member being served. This includes the delegation of nursing tasks, dietary needs, behavioral needs, mobility needs, allergies and any other needs specific to the member which are required to ensure the member’s health, safety and welfare. The provider must maintain documentation of this training in the member’s record.
- Provider must ensure that the staff members have been trained on recognizing and reporting acts or suspected acts of abuse, neglect and exploitation. The program provider must also show documentation regarding required actions that must be taken when, from the time they are notified that a DFPS investigation has begun, through the completion of the investigation (e.g., providing medical and psychological services as needed, restricting access by the alleged perpetrator, cooperating with the investigation, etc). The program provider must also provide the member/LAR with information on how to report acts or suspected acts of abuse, neglect and exploitation and the DFPS hotline (1-800-252-5400).
- Provider must address any complaints received from a member/LAR and have documentation showing the attempt(s) at resolution of the complaint. The program provider must provide the member/LAR with the appropriate contact information for filing a complaint.
- Provider must not retaliate against a staff member, service provider, member (or someone on behalf of a member) or other person who files a complaint, presents a complaint, or otherwise provides good faith information related to the misuse of restraint, use of seclusion, or possible abuse, neglect or exploitation.
- Provider must ensure that the service providers meet all of the personnel requirements (age, high school diploma/GED OR competency exam and three references from non-relatives, current Texas driver’s license and insurance if transporting, criminal history check, employee misconduct registry check, nurse aide registry check, OIG checks). For CFC ERS, the program provider must ensure that the provider of ERS has the appropriate licensure.
- Per the CFR §441.565 for CFC, the provider must ensure that any additional training requested by the member/LAR of CFC PAS/HAB service providers is procured.
- The use of seclusion is prohibited. Documentation regarding the appropriate use of restrictive intervention practices, including restraints must be maintained, including any necessary behavior support plans.
- The provider must adhere to Superior’s billing guidelines as outlined in Section 9 of this manual. In addition, proper procedure codes and CFC modifiers must be used when billing. Furthermore, all attendant services and habilitation providers/provider agencies must use an HHSC-approved Electronic Visit Verification (EVV) vendor to submit their timesheets. Additional details about EVV can be found in Section 19 of this manual.



- The provider must prevent conflicts of interest between themselves, a staff member, or a service provider and a member, such as the acceptance of payment for goods or services from which the program provider, staff member or service provider could financially benefit.
- The provider must prevent financial impropriety toward a member including unauthorized disclosure of information related to a member's finances and the purchase of goods that a member cannot use with the member's funds.

## Cognitive Rehabilitation Therapy (CRT)

CRT is a service that assists an individual in learning or re-learning cognitive skills that have been lost or altered as a result of damage to brain cells/chemistry in order to enable the individual to compensate for the lost cognitive functions. CRT has been proven to help individuals with an acquired brain injury (ABI) recover or compensate for cognitive skills that have been lost or altered as a result of damage to brain cells or brain chemistry.

To qualify for CRT, the services must be deemed medically necessary, the member must be enrolled in the SPW and have:

- Medicaid eligibility.
- A need for at least one HCBS service.
- An approved medical necessity/level of care (MN/ LOC).

### Establishing Medical Necessity for CRT

One of the two following assessment tests must be performed on a qualifying member, and indicate the need for CRT. These tests are a covered benefit.

- Neurobehavioral Assessment - performed by a physician, nurse practitioner or physician assistant.
- Neuropsychological Assessment - performed by a psychiatrist, psychologist, neuro-psychologist or licensed psychological associate.

For dual eligible members receiving acute care through Medicare, Superior will still help establish medical necessity and coordinate the assessment test with the member's Medicare provider.

### Providers of CRT

Treatment is provided in an outpatient setting or in the member's home and is overseen by a physician or neuro-psychologist and requires judgment, knowledge and skills of a speech and language pathologist or occupational therapist.

## Dental Services

Services provided by a licensed dentist such as dentures, routine cleaning, emergency procedures, preventive care and treatment of injuries are a benefit available to SPW members. Services are capped at \$5,000 per waiver plan year, but may be extended an additional \$5,000 when oral surgeon services are required.

## Financial Management Services

Financial Management Services (FMS) are a benefit available to SPW members. Certified Financial Management Services Agencies (FMSA) provide assistance to members to manage funds associated with services elected for self-direction and is provided by a Consumer-Directed Service option. Examples of FMS include, but are not limited to:

- Providing required initial orientation, ongoing training, assistance and support for employer-related responsibilities.
  - Verifying qualifications of applicants before services are delivered and monitoring continued eligibility of service providers.
  - Approving and monitoring budgets for services delivered through the CDS option.
  - Managing payroll, including calculations of employee withholdings and employer contributions and depositing these funds with appropriate agencies (FMSAs are not allowed to use a payroll agent).
  - Complying with applicable government regulations concerning employee withholdings, garnishments, mandated withholdings and benefits.
  - Preparing and filing required tax forms and reports.
  - Paying allowable expenses incurred by the employer.
  - Providing status reports concerning the individual's budget, expenditures and compliance with CDS option requirements.
  - Responding to the employer or designated representative as soon as possible, but at least within two business days after receipt of information requiring a response from the CDS Agency.

## Intellectual Disabilities (IDD)

Members with Intellectual and Developmental Disabilities (IDD) or Related Conditions (RC) who do not qualify for Medicare, and receive services through the Intermediate Care Facilities for Individuals with an Intellectual Disability (ICF-IID) program or an IDD waiver can receive Acute Care Services through Superior STAR+PLUS MMP. Authorization will be required for applicable medically necessary acute care services as well as any behavioral health services managed by Superior.

Note: These individuals will not be eligible for SPW services while enrolled in the ICF-IID program or an IDD waiver.

## Prescriptions

All prescriptions for STAR+PLUS MMP members are adjudicated according to the tier structure on page 42 of this manual. Benefits may change on January 1 of each year. Limitations and restrictions may apply.

## Service Coordination

The Superior Service Coordinator provides a specialized level of care coordination that includes but is not limited to:

- Early identification of enrollees who have special needs.
- Assessment of enrollee's risk factors.
- Development of an integrated plan of care, including prioritized goals, that considers the member's and caregiver's goals, preference and desired level of involvement in the plan of care and within concert with the Primary Care Provider (PCP), and managing providers.
- Identification of barriers to meeting goals or complying with the plan of care.
- Application of appropriate interventions to remove barriers to meeting goals included in the plan of care.
- Active coordination of care linking enrollees to providers, medical services, residential, social and other support services where needed.

- Continuity and coordination of care.
- Development of a schedule for follow-up and communication, ongoing monitoring, and documentation of all service coordination activities.
- A process to assess enrollees' progress against the plan of care and revision of the plan of care as required by the enrollee's changing condition.
- Development and communication of enrollee self-management plans.
- Addressing the enrollee's right to decline participation in the service coordination program or disenrollment at any time.
- Accommodating the specific cultural and linguistic needs of all enrollees.
- Conducting all service coordination procedures in compliance with HIPAA and state law.
- Member's completion of mandatory telephonic or face-to-face contacts.

Service coordination services provided to members are:

- Reviewing of assessments and developing a plan of care utilizing input from member, family and providers.
- Coordinating with the member's PCP, Specialist and LTSS providers to ensure the member's health and safety needs are met in the least restrictive setting.
- Referring members to support services such as disease management and community resources.
- Authorizing LTSS services.

Service coordination utilizes a multidisciplinary approach in meeting the member's needs, including behavioral health.

## Levels of Service Coordination

Superior has a defined set of service coordination population criteria for stratification purposes within our lines of business. This creates efficiencies within the service coordination program and provides a consistent measurement process of service coordination program effectiveness. There are two levels of service coordination. Level 1 is reserved for the medically complex members who are supported by home and community based waiver services and or have complex medical needs and Level 2 service coordination which comprises members who did not meet parameters for Level 1. Level I and II members are assigned a Service Coordinator upon enrollment. Any member or provider may request a Service Coordinator by calling 1-855-772-7075. Providers can also contact Superior's Provider Services department at 1-877-391-5921, Monday through Friday 8:00 a.m. to 5:00 p.m.

### Level 1

- Members, including dual eligible, receiving Home and Community-Based Services, STAR+PLUS Waiver (SPW) services and/or with complex medical needs.
- Members who reside in or move from nursing facility/institution to community.
- Members with SPMI.

### Level 2

- Dual eligible members who do not meet Level 1 criteria.
- Non-waiver members receiving Personal Assistance Services (PAS) or Day Activity and Health Services (DAHS).
- Members not receiving LTSS with a history of BH and/or substance use issues during the previous year.

## Companion Cases

- Both members will be assigned the same Service Coordinator at the highest level of complexity.

## **Discharge Planning**

The Service Coordinator collaborates in concurrent review with Superior's clinicians who follow members while they are in a hospital setting in order to schedule needed assessments and work with the member, family, attending physician, discharge planner, PCP and other relevant providers to coordinate services and equipment required at discharge. If a member was receiving any LTSS prior to admission to a hospital, once a member is discharged, service coordination staff notifies LTSS providers to resume services. If an LTSS provider becomes aware of a member that is admitted to a hospital, the provider should alert the Service Coordinator when services cease after the admission and resume once the member returns home from the hospital.

## **Transition Plan**

Superior's Continuity of Care Transition Plan ensures consistent, unduplicated care without disruption for all new members receiving care at the time of enrollment from in-network and out-of-network providers including, but not limited to: PCPs, specialists, behavioral health (BH), LTSS and home health providers. We identify new members receiving care from out-of-network providers in multiple ways such as: current service files and information from the transferring MCO or HHSC, provider authorization requests, completed Health Risk Assessment (HRA), outreach to LTSS providers, PCPs, BH and/or other specialty providers not reflected on transfer files, and other member or provider contact or referrals.

For services ordered prior to the member's enrollment, (e.g., medical equipment or supplies or home modifications approved but not completed prior to enrollment), Superior staff contact the provider to ensure the member continues to receive these services. The Service Coordinator will contact the member to ensure there are no gaps in services. LTSS providers should contact service coordination for current service authorizations at the time of enrollment with Superior.

Effective March 1, 2015, Superior began managing members residing in nursing facilities.

Members entering into a nursing facility will receive an assessment within thirty (30) days of admission by their Service Coordinator. The Service Coordinator works with the member, family and providers to develop/implement a transition plan that includes necessary community LTSS and transition services. Members interested in transitioning out of the nursing facility will receive an assessment and education regarding the transition process from the Service Coordinator.

Level I and II members are assigned a Service Coordinator upon enrollment. Any member or provider may request a Service Coordinator by calling 1-855-772-7075.

Members receiving service coordination are assigned a Service Coordinator and will be provided contact information within five (5) business days. Superior will post Service Coordinator assignments to the Secure Provider Portal as well as notify the member of any changes. Superior must notify members within five (5) business days of the name and phone number of their new Service Coordinator, if their Service Coordinator changes.

## **Start Smart for Your Baby® Program**

Start Smart for Your Baby® (Start Smart) is an award-winning program available to women who are pregnant or just had a baby. Start Smart is a comprehensive program that covers all phases of the pregnancy, postpartum and newborn periods. The program includes mailed educational materials for newly identified pregnant members and for new mothers after delivery.

Start Smart members are also encouraged to participate in educational seminars. Seminar topics include information related to plan benefits, pregnancy, breast feeding, postpartum and newborn health topics. These events are conducted with the assistance of community resource specialists and licensed clinicians. Home based visits are also available to members, as needed.

## Puff Free Pregnancy® Program

Puff Free Pregnancy® is a program aimed at eliminating tobacco use during pregnancy. The program provides telephonic outreach, education and support services to reduce the health risks associated with smoking during pregnancy, such as low birth weight and perinatal mortality, by reducing the use of tobacco products. Internal clinical guidelines for the program are developed from nationally recognized evidenced based guidelines published by the American College of Obstetricians and Gynecologists and the U.S. Public Health Services. Members are identified for the program by a provider, Service Coordinator or through self-referral. A lifestyle coach works with the member to develop an individualized quit plan. Program length is from the date of enrollment until delivery with post-delivery abstinence status documented by telephone.

## Breast Pump Coverage in Medicaid and CHIP

Texas Medicaid and CHIP cover breast pumps and supplies when Medically Necessary after a baby is born. A breast pump may be obtained under an eligible mother's Medicaid or CHIP client number; however, if a mother is no longer eligible for Texas Medicaid or CHIP and there is a need for a breast pump or parts, then breast pump equipment must be obtained under the infant's Medicaid client number.

| Coverage in prenatal period  | Coverage at delivery | Coverage for newborn                     | Breast pump coverage & billing   |
|--|----------------------|--|--|
| STAR   | STAR                 | STAR                                     | STAR covers breast pumps and supplies when Medically Necessary for mothers or newborns. Breast pumps and supplies may be billed under the mother's Medicaid ID or the newborn's Medicaid ID.                               |
| CHIP Perinatal, with income at or below 198% of federal poverty level (FPL)* | Emergency Medicaid   | Medicaid fee-for-service (FFS) or STAR** | Medicaid FFS and STAR cover breast pumps and supplies when Medically Necessary for newborns when the mother does not have coverage under CHIP. Breast pumps and supplies must be billed under the newborn's Medicaid ID.   |
| CHIP Perinatal, with income above 198% FPL                                   | CHIP Perinatal       | CHIP Perinatal                           | CHIP covers breast pumps and supplies when Medically Necessary for CHIP Perinatal newborns. Breast pumps and supplies must be billed under the newborn's CHIP Perinatal ID.  |
| STAR Kids  | STAR Kids            | Medicaid FFS or STAR**                   | Medicaid FFS, STAR, and STAR Health cover breast pumps and supplies when Medically Necessary for mothers or newborns. Breast pumps and supplies may be billed under the mother's Medicaid ID or the newborn's Medicaid ID. |
| STAR+PLUS  | STAR+PLUS            | Medicaid FFS or STAR**                   | Medicaid FFS, STAR, and STAR Health cover breast pumps and supplies when Medically Necessary for mothers or newborns. Breast pumps and supplies may be billed under the mother's Medicaid ID or the newborn's Medicaid ID. |

|  |                    |                        |  |
|--|--------------------|------------------------|--|
| STAR Health                            | STAR Health        | STAR Health            | Medicaid FFS, STAR, and STAR Health cover breast pumps and supplies when Medically Necessary for mothers or newborns. Breast pumps and supplies may be billed under the mother's Medicaid ID or the newborn's Medicaid ID. |
| None, with income at or below 198% FPL | Emergency Medicaid | Medicaid FFS or STAR** | Medicaid FFS and STAR cover breast pumps and supplies when Medically Necessary for the newborn when the mother does not have coverage. Breast pumps and supplies must be billed under the newborn's Medicaid ID.           |

\*CHIP Perinatal Members with household incomes at or below 198% FPL must apply for Emergency Medicaid coverage for labor and delivery services. HHSC mails the pregnant woman an Emergency Medicaid application 30 days before her reported due date. When Emergency Medicaid covers a birth, the newborn is certified for 12 months of Medicaid coverage, beginning on the date of birth.

\*\*These newborns will be in FFS Medicaid until they are enrolled with a STAR MCO. Claims should be filed with TMHP using the newborn's Medicaid ID if the mother does not have coverage.

*Please note: Breast pumps are only a benefit after delivery.*

## Support Consultation Services (SCS)

Support consultation is an optional service offered to SPW members who receive services through the Consumer Directed Service (CDS) option. Support consultation, delivered by an HHSC-certified support advisor, provides coaching and training for employer-related issues such as interviewing, hiring or managing of providers. Financial management services (FMS) are provided by financial management service agencies (FMSAs). A FMSA must have a sufficient number of certified support advisors available as an independent employee hired by the individual using the CDS option or through a contract to provide services when requested by an employer.

A certified support advisor may provide services as an independent employee or through an entity (not providing other program or Care Management services to the individual receiving services) or through employment or contract with a FMSA. Support consultation may be provided over the phone or in person. An applicant must be able and willing to fulfill the requirements of Texas Administrative Code, Title 40, Part 1, Chapter 41, Consumer Directed Services (CDS).

Support consultation is not a separate billable service to Superior. If SCS is needed for members who choose the CDS option, it can be built into the member's budget. Providers should refer to the HHSC rate analysis for LTSS to determine rates that are allowed to be used for determining the member's budget.

## Flexible Benefits

Superior STAR+PLUS MMP members have access to additional services, beyond covered services, depending on their health needs. Collectively, this additional coverage is referred to as Flexible Benefits. Flexible Benefits may vary based on whether or not a member has HCBS SPW coverage. Restrictions and limitations may apply. For an up-to-date list of these benefits, go to [MMP.SuperiorHealthPlan.com](http://MMP.SuperiorHealthPlan.com).

For a list of Flexible Benefits, more information or other extra services, please call 1-877-391-5921.

# STAR+PLUS MMP Covered Services (Wrap Services)

STAR+PLUS MMP members are eligible for covered wrap services, which include:

- Additional Days for Inpatient Hospital Acute
- Additional Days for Inpatient Hospital Psychiatric
- Additional Days beyond Medicare-covered for Skilled Nursing Facility
- Home Health Services - Additional Hours of Care
- Occupational Therapy Services - Non-Medicare benefit
- Additional Physical Therapy and Speech Therapy Services
- Durable Medical Equipment for use outside the home
- Prosthetics/Medical Supplies - Non-Medicare benefit
- Tobacco Cessation Counseling for Pregnant Women
- Freestanding Birth Center Services
- Family Planning Services
- Nursing Home Services
- Institution for Mental Disease Services for Individuals 65 or Older
- Home and Community Based Services
- Self-Directed Personal Assistance Services
- Services for HCBS SPW members:
  - Nursing Services
  - Minor Home Modifications
  - Emergency Response Services
  - Assisted Living Services
  - Adult Foster Care
  - Transitional Assistance Services
  - Respite Care
  - Behavioral Health Care Services
  - Employment Assistance
  - Supported Employment
  - Cognitive Rehabilitation Therapy
  - Adaptive Aids and Medical Supplies
  - Home Delivered Meals
  - Personal Assistance Services
  - Dental Services
  - Occupational Therapy.
  - Speech, Hearing and Language Therapy
  - Support Consultation
  - Habilitation Services
  - Enhanced Disease Management
  - Telemonitoring Services
  - Remote Access Technologies
  - Counseling Services
- Personal Emergency Response System
- Acute Covered Services (Medicare) - Medicare Part A covers hospital services, meals, general nursing and drugs as part of inpatient treatment, and other hospital services and supplies. This includes the care in acute care hospitals, critical access hospitals, inpatient rehabilitation facilities, long-term care hospitals, inpatient care as part of a qualifying clinical research study and mental health care.

- Flexible Benefits – STAR+PLUS MMP members also have access to extra services in addition to their regular benefits. These are referred to as flexible benefits. Prior authorization is required before use. Superior offers:
  - An over-the counter (OTC) benefit offering up to \$35 per month for certain commonly used OTC items.
  - Emergency Response Services (ERS) available to non-waiver STAR+PLUS MMP members age 21 and older who do not reside in a nursing facility or ICF-IDD residential home.
  - Access to unlimited routine Podiatry services in addition to what is currently available under the Medicare program.
  - Extra Vision services including one routine eye exam every calendar year. One pair of contact lenses and eyeglasses (lenses and frames) every calendar year with a maximum allowance of \$200.
  - Home delivered meals available to non-waiver STAR+PLUS MMP members age 21 and older following discharge from a hospital or Nursing Facility.
  - Respite care available to non-waiver STAR+PLUS MMP members age 21 and older with certain complex and chronic conditions.
- Rewards and Incentives offered by Superior:
  - A \$20 gift card for members completing an annual wellness visit, one per year.
  - A \$20 gift card for members obtaining a flu vaccine, one per year.
  - A \$20 gift card for members completing annual Breast Cancer Screening.
  - A \$20 gift card for annual colorectal screening.
  - A \$20 gift card for annual diabetes screening - HbA1c test.
  - A \$20 gift card for annual diabetes screening - kidney screening.
  - A \$20 gift card for annual diabetes screening - retinopathy screening (dilated eye exam).

## Nominal Gifts

The Medicare/Medicaid anti-kickback statute prohibits knowingly and willfully soliciting, receiving, offering or paying anything of value to induce referrals for items or services payable by a federal health care program.

The beneficiary inducement statute prohibits a provider from giving anything of value to a Medicare beneficiary to influence the beneficiary including purchasing an item from the provider. There is a nominal value exception to the inducement statute, which provides that a provider can give a gift to a beneficiary so long as the gift has a retail value of \$10 or less and so long as the collective retail value of gifts given to any one beneficiary does not exceed \$50 over 12 months.

Providers should never give a gift in exchange for a referral.

For Medicare and Medicaid patients: Each item may not have a retail value in excess of \$10; the retail value of all items given in any one-year period to any one patient must not exceed \$50.

Gifts with a retail value greater than \$10 may be donated to charities, including patient advocacy groups, to benefit families and individuals in need, provided that the gifts do not specify which group—such as ABC patients—or which individual is to receive the gift.

- Providers are encouraged to refer to the Medicare Marketing Guidelines available at [www.cms.gov](http://www.cms.gov) for additional information.



# SECTION 5

## ROUTINE, URGENT AND EMERGENCY SERVICES

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### Routine, Urgent and Emergency Services Defined

Medically necessary health services must be furnished in the most appropriate and least restrictive setting in which services can be safely provided. Medically necessary health services must also be provided at the most appropriate level or supply of service which can safely be provided and could not be omitted without adversely affecting the member's physical health or the quality of life.

Except for emergency care in a true emergency, members are encouraged to contact the PCP prior to seeking care. In the case of a true emergency, members are encouraged to visit their nearest emergency department.

The following are definitions for routine, urgent and emergency care:

- Routine care is health care for covered preventive and medically necessary health care services that are non-emergent or non-urgent, designed to prevent disease altogether, to detect and treat it early or to manage its course most effectively. Examples of routine care include immunizations and regular screenings like pap smears or cholesterol checks.
- An urgent condition is defined as a health condition, including an urgent behavioral health situation, which is not an emergency but is severe or painful enough to cause a prudent layperson, possessing the average knowledge of medicine, to believe that his or her condition requires medical treatment evaluation or treatment within 24 hours by the member's PCP or PCP designee to prevent serious deterioration of the member's condition or health.
- An emergency medical condition is defined as a medical condition manifesting itself by acute symptoms of recent onset and sufficient severity (including severe pain), such that a prudent layperson, possessing an average knowledge of health and medicine, could reasonably expect the absence of immediate medical care could result in:
  - Placing the member's health in serious jeopardy.
  - Serious impairment of bodily functions.
  - Serious dysfunction of any bodily organ or part.
  - Serious disfigurement.
  - With respect to a pregnant woman, serious jeopardy to the health of the woman or her unborn child.

### Access to Routine, Urgent and Emergent Care

Members must have access to covered services within the timelines specified by the Health and Human Services Commission (HHSC) and Texas Department of Insurance (TDI). "Day" is defined as a calendar day, and the standards are measured from the date of presentation or request, whichever occurs first. In coordination with the definitions above, this includes the following:

- Routine primary care must be provided within 14 calendar days (unless requested earlier by DFPS).
- Routine specialty care referrals must be provided within 21 calendar days.
- Initial outpatient behavioral health visits must be provided within 10 business days/14 calendar days or within seven calendar days upon discharge from an inpatient psychiatric setting.
- Urgent care, including urgent specialty care, must be provided within 24 hours.
- Emergency services must be provided upon member presentation at the service delivery site, including at non-network and out-of-area facilities.

## Non-Emergency Services

Non-emergency primary care services are not covered benefits for members of Medicaid managed care health plans when those services are delivered in the hospital-based emergency department (ED). A PCP and/or specialist physician in a physician office and/or clinic setting primarily provides these services. When a member seeks services that are not considered a covered benefit in the hospital-based ED, the provider of those services can bill a member if the member has been properly informed in advance of his or her potential financial liability. The determination of an emergency condition is based on the prudent layperson definition as described above under emergency medical condition.

Below are examples of non-emergency situations:

- Routine follow up care
- Removal of sutures
- Well child checkups/adult checkups
- Immunizations, including tuberculosis
- Other non-emergency primary care services

## Hospital Emergency Department Claims

Hospital ED claims are paid in accordance to the rate schedule included in the contract agreement between Superior and the hospital. For out-of-network providers, hospital emergency department claims are paid in accordance with state guidelines.

## Emergency Service Claims Appeals

Providers may appeal determinations made during this emergency department claims adjudication process. Emergency department denials are based on a prudent lay person's determination, and are therefore not adverse determinations. Emergency department claims denied as not meeting the prudent layperson definition of emergency care are considered non-covered benefits, and the member can be held financially responsible for the denied services, if the appropriate financial responsibility documents have been signed by the member. Superior recognizes that it is not in the member's best interest to receive routine (non-emergency) episodic care in the emergency department and members are best served by receiving care from their PCP. Superior has an education process for its members and providers through several modes of communication. The goal is to form a clear understanding of what constitutes covered emergency benefits, what access standards are contractually required for all PCPs and how improved access to appropriate levels of care will result in improved health outcomes.

## Urgent/Emergent Hospital-to-Hospital Transportation

Emergency ground transportation does not require prior authorization. All air transportation requires prior

authorization. Emergency air transportation providers must notify Superior within one (1) business day of providing emergency air transportation (hospital-to-hospital) if prior authorization was not obtained.

## Non-Emergent Ambulance Transportation

Superior is required to cover emergency and medically necessary non-emergency ambulance services. Non-emergency ambulance transport is defined as ambulance transport provided for a Medicaid client to or from a scheduled medical appointment, to or from a licensed facility for treatment, or to the client's home after discharge when the client has a medical condition such that the use of an ambulance is the only appropriate means of transportation. Facility-to-facility transports are considered emergencies if the required treatment for the emergency medical condition, as defined in 1 TAC §353.2 (relating to Definitions), is not available at the first facility and Superior has not included payment for such transports in the hospital reimbursement.

All ambulance transports which do not meet the definition of an emergency medical condition as per 1 TAC §353.2 require prior authorization, including:

- All facility-to-facility transports
- All out of state transports
- All air, ground and water transports

Prior authorization may be obtained by:

- Calling the Medical Management department at 1-800-218-7508.
- Faxing a request for prior authorization.
- Faxing clinical information establishing medical necessity to 1-800-690-7030.
- Submitting the request and clinical information through our Secure Provider Portal at [Provider.SuperiorHealthPlan.com](https://Provider.SuperiorHealthPlan.com).

## Authorization Tips

Authorizations are only accepted from a Medicaid-enrolled physician, Nursing Facility, health-care provider or other responsible party in accordance with Human Resources Code (HRC) §32.024 (t). Other responsible parties include staff working with a health-care service provider submitting prior authorizations on behalf of the provider or facility.

If the request is submitted by administrative staff, the request will still be required to include the physician's or physician extender's orders with the prior authorization unless the physician or physician extender sign the prior authorization form.

An ambulance provider may not request a prior authorization for non-emergent ambulance transports. Ambulance providers may assist in providing necessary information such as NPI number, fax and business address to the requesting physician but the prior-authorization request must be signed and submitted by the Medicaid-enrolled physician, health-care provider or other responsible party.

## Approvals/Denials

Superior utilizes approved utilization management criteria to review requests for medical necessity. Superior will provide an approval or denial letter for the prior authorization to the requesting entity, as well as the ambulance provider. The ambulance provider is ultimately responsible for ensuring that a prior authorization has been obtained prior to transport; non-payment may result for services provided without a prior authorization or when the authorization request is denied. Appeals for denials of medical necessity follow the standard provider appeal process, refer to the Appeals section (Section 10: Adverse Determinations, Actions and Appeals) of this manual.

# SECTION 6

## BEHAVIORAL HEALTH SERVICES

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Superior manages behavioral health services (mental health and substance use disorder) for Superior members. Superior is responsible for the provision of medically necessary behavioral health services and maintains a robust network of behavioral health and substance use disorder providers including psychiatrists, nurse practitioners, psychologists, social workers, licensed professional counselors, hospitals and Local Mental Health Authority (LMHA) facilities.

The availability of specific behavioral health services is determined by the scope of Medicaid benefits offered through HHSC programs. Please refer to Section 4 - Covered Benefits and Flexible Benefits.

Please note inpatient hospital services require authorization through Superior. This includes services provided in freestanding psychiatric facilities. Notification requirements are outlined in Section 8 - Prior Authorization, Notification and Referrals.

Some members are eligible for Flexible Benefits. Flexible Benefits are behavioral health services, benefits or positive incentives that HHSC determines will promote healthy lifestyles and improve health outcomes among members. For a complete listing of Superior's current flexible benefits, refer to the Superior member handbook.

To access behavioral health benefits, please contact Provider Services or visit the Superior website at [SuperiorHealthPlan.com](http://SuperiorHealthPlan.com).

### Behavioral Health Services Explained

Behavioral health services are covered services for the treatment of mental or emotional disorders and for the treatment of substance use disorders. Superior has defined "behavioral health" as encompassing both acute and chronic psychiatric and substance use disorders as referenced in the most recent ICD-10-CM/PCS. Superior reviews, authorizes and pays medically necessary claims for behavioral health providers when the primary diagnosis is for behavioral health services.

Superior will authorize, review and pay claims for medically necessary treatment, including inpatient hospital services. Superior's clinical program focuses on individualized treatment strategies that promote resiliency and recovery using evidence-based practices. The goal of this program is to support the provision and maintenance of a quality-oriented patient care environment, and to provide easy access to quality mental health and substance use disorder, treatment services. Providers may reach out to Superior for available trainings on these programs, including Trauma Focused-Cognitive Behavioral Therapy (TF-CBT), Trauma Informed Care (TIC), Parent-Child Interaction Therapy (PCIT), Trust Based Relational Intervention (TBRI) and Child Parent Psychotherapy (CPP).

# Primary Care Provider's Role in Behavioral Health

Primary Care Providers (PCPs) are responsible for coordinating the member's physical and behavioral health care, including making referrals to behavioral health practitioners when necessary. However, the member does not need a referral to access mental health or substance use disorder treatment with a participating Superior provider. The PCP serves as the "medical home" for the patient.

In addition, PCPs must adhere to screening and evaluation procedures for the detection and treatment of, or referral for, any known or suspected behavioral health problems or disorders. Practitioners should follow generally-accepted clinical practice guidelines for screening and evaluation procedures, as published through appropriate professional societies and governmental agencies, such as the National Institute of Health. PCPs can also reference Superior's behavioral health assessment tool online at [SuperiorHealthPlan.com](http://SuperiorHealthPlan.com) to assist in making appropriate referrals.

PCPs may provide behavioral health-related services within the scope of their practice.

## Reimbursement

Claims billed by a physical health provider will be considered for reimbursement by Superior when billed with an ADHD diagnosis code. Reimbursement will be based on the prevailing Texas Medicaid fee schedule and the contracted reimbursement agreement with Superior.

## Intensive and/or Complex Care Management

Superior operates a behavioral health Intensive Care Management (ICM) program staffed with licensed behavioral professionals and led by the Superior medical director. PCPs can refer members into this program by contacting Superior. Members demonstrating a high level of risk or high needs, or that have unmet psychosocial needs, may be included in this program. The program components include:

- A screening assessment tool.
- A comprehensive assessment once admitted to the program.
- The development of a care plan in conjunction with the member, the member's family, social support system and the managing practitioner.
- A referral to the appropriate providers, as necessary.
- Regular monitoring of the member's progress in the care plan.
- Focus studies and utilization management reporting requirements (specified by individual mental health service type).

Superior's Intensive Care Management staff collaborate on members with both medical and behavioral health diagnoses. With permission from the member, efforts are made to collaborate and share information with both medical and behavioral health providers treating the member. Coordination with other agencies and service providers that enhance the ability of members to receive appropriate and necessary services, such as transportation or community service organizations, are also considered an integral part of the program.

# Emergency Behavioral Health Services

An emergency behavioral health condition means any condition, without regard to the nature or cause of the condition, that in the opinion of a prudent layperson possessing an average knowledge of health and medicine requires immediate intervention and/or medical attention. In an emergency, without immediate intervention and/or medical attention, the member would present an immediate danger to himself/herself or others, or would be rendered incapable of controlling, knowing or understanding the consequences of his or her actions.

In the event of a behavioral health emergency, the safety of the member and others is paramount. The member should be instructed to seek immediate attention at an emergency room or other behavioral health crisis service.

An emergency dispatch service or 911 should be contacted if the member is a danger to self or others and is unable to go to an emergency care facility.

A behavioral health emergency occurs when the member is:

- Suicidal.
- Homicidal.
- Violent towards others.
- Suffering a precipitous decline in functional impairment and is unable to take care of activities of daily living.
- Alcohol or drug dependent with signs of severe withdrawal.

There is no required pre-certification or notification of emergency services, including emergency room and ambulance services.

## Mental Health Targeted Case Management

STAR+PLUS MMP members may qualify for Targeted Case Management. Targeted Case Management is designed to assist members with gaining access to needed medical, social, educational and other services and supports. Members are eligible to receive these based on a standardized assessment (the Child and Adolescent Needs and Strengths [CANS] or Adult Needs and Strengths Assessment [ANSA]) and other diagnostic criteria used to establish medical necessity. Targeted Case Management does not require prior authorization through Superior for participating providers.

## Mental Health Rehabilitative Services

STAR+PLUS MMP members may qualify to receive Mental Health Rehabilitative Services. Mental Health Rehabilitation Services are defined as age-appropriate services determined by HHSC and federally-approved protocol as medically necessary to reduce a member's disability resulting from severe mental illness for adults, or serious emotional, behavioral or mental disorders, and to restore the member to his or her best possible functioning level in the community.

Services that provide assistance in maintaining functioning may be considered rehabilitative when necessary to help a member achieve a rehabilitation goal as defined in the member's rehabilitation plan. Mental Health Rehabilitation Services do not require prior authorization through Superior for participating providers.

# Member Access to Behavioral Health Services

Superior members may access behavioral health services via the following:

- A referral from their PCP (however, a referral from the PCP is not required to access behavioral health services).
- Member self-referral to any Superior network behavioral health provider. Contact Superior directly at 1-866-896-1844 .

## Coordination Between Behavioral Health and Physical Health Services

Superior recognizes that communication is the link that unites all the service components and is a key element in any program's success. To advance this objective, providers are required to obtain a consent for disclosure of information from the member, permitting exchange of clinical information between the behavioral health provider and the member's physical health provider.

If the member refuses to release the information, they should indicate their refusal on the release form. In addition, the provider will document the reasons for declination in the medical record. Superior monitors compliance of the behavioral health providers to ensure a consent and an authorization to disclose information form has been signed by the member. Superior also ensures that regular reports are sent to the PCP, for members agreeing to the disclosure.

Superior promotes the development of Integrated Primary Care (IPC) at the member's Medical Home (Primary care) and involves the integration of behavioral health services into primary care during the regular provision of primary care services where appropriate. IPC occurs at the same time and by the same provider ideally, or by the behavioral health provider seeing the member in tandem with the PCP. The IPC is a model distinct from co-location of services, which is considered to be parallel care rather than integrated care. IPC is also distinct from sequential care, which denotes behavioral health care that occurs either before or after the primary care and at the same or a different location. Information on IPC, integrated physical and behavioral health care, and other useful resources and tools can be found online at <http://www.integratedprimarycare.com>.

## Primary Care Provider Requirements

Primary Care Providers are required to:

- Send the behavioral health provider initial and quarterly (or more frequently if clinically indicated or court ordered) summary reports of the member's physical and behavioral health status. The report must include, at a minimum:
  - Behavioral health medications prescribed.
  - Behavioral health medication effects reported during PCP visits and information about physical health conditions and treatments that may affect behavioral health conditions and treatments.
- Administer a screening tool at intake, and at least annually thereafter, to identify members who need behavioral health referrals. Behavioral health assessment tools, if available, may be utilized by the PCP.
- Send a copy of the physical health consultation record and the behavioral health screening tool results to the behavioral health provider that referred the member.



- Make referrals to behavioral health providers when assessment and/or screening tools reveal the need for:
  - A mental health referral, including identification of Severe Emotional Disturbance [SED]
  - Substance use disorder
  - Developmental disability assessment

## Behavioral Health Provider Requirements

Behavioral health providers agree to:

- Refer members with known or suspected physical health problems or disorders to the PCP for examination and treatment, with the member's or the member's legal guardian's consent.
- Only provide physical health services if such services are within the scope of the network practitioner's clinical licensure.
- Send initial and quarterly (or more frequently if clinically indicated) summary reports of a member's behavioral health status to the PCP, with the member's or the member's legal guardian's consent.
- Contact members who have missed appointments within 24 hours to reschedule appointments.
- Ensure Network Facilities and Community Mental Health Centers discharging members from inpatient care are scheduled for outpatient follow-up and/or continuing treatment prior to the member's discharge. The outpatient treatment must occur within seven (7) days from the date of discharge.
- Coordinate with state psychiatric facilities and Local Mental Health Authorities.
- Provide an attestation to the MCO that the organization has the ability to provide, either directly or through sub-contract, the members with the full array of MHR and TCM services as outlined in the Recovery Utilization Management Guidelines (RRUMG), as part of Credentialing process.
- Complete training and become certified to administer Adult Needs and Strengths Assessment (ANSA) and Child and Adolescent Needs and Strengths (CANS) assessment tools if providing Mental Health Rehabilitative Services (MHR) and Targeted Case Management (TCM).
- Use Department of State Health Services Resiliency and RRUMG as the medical necessity criteria for MHR and TCM services.
- Qualified Mental Health Professionals for Community Services (QMHP-CS) requirement minimums are as follows:
  - Demonstrated competency in the work to be performed.
  - Bachelor's degree from an accredited college or university with a minimum number of hours that is equivalent to a major in psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human growth and development, physician assistant, gerontology, special education, educational psychology, early childhood education or early childhood intervention; or be a Registered Nurse (RN).
  - An LPHA is automatically certified as a QMHP-CS. A CSSP, a Peer Provider and a Family Partner can be a QMHP-CS if acting under the supervision of an LPHA. If a QMHP-CS is clinically supervised by another QMHP-CS, the supervising QMHP-CS must be clinically supervised by an LPHA. A Peer Provider must be a certified peer specialist, and a Family Partner must be a certified Family Partner.
  - The name of a performing provider is not required on claims submitted to Superior, if that provider is not a type that enrolls in Medicaid (such as CSSPs, PPs, FPs, non-LPHA QMHPs and Targeted Case Managers).
- A qualified provider of Mental Health Rehabilitative and Targeted Case Management services must:



- Demonstrate competency in the work performed.
- Possess a bachelor’s degree from an accredited college or university with a minimum number of hours that is equivalent to a major in psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human growth and development, physician assistant, gerontology, special education, educational psychology, early childhood education or early childhood intervention.
- Be a Registered Nurse (RN).
- Follow HHSC established qualification and supervisory protocols.
- Superior is prohibited from establishing additional supervisory protocols with respect to the providers of TCM or MHR.

## ICD-10 Diagnostic Codes for Behavioral Health Claims

Medical record documentation and referral information must be documented using the ICD-10 classifications, as well as the most current Diagnostic and Statistical Manual of Mental Disorders (DSM) classifications.

## Laboratory Services

Behavioral health providers should facilitate the provision of in-office laboratory services for behavioral health patients whenever possible or at a location that is within close proximity to the behavioral health provider’s office. Providers may refer Superior members to any in-network independent laboratory as needed for laboratory services.

## Department of Family and Protective Services

Behavioral health providers and/or physical health providers who are treating a behavioral health condition are responsible for appropriate referrals to the Department of Family and Protective Services (DFPS) for suspected or confirmed cases of abuse.

To report concerns of abuse, neglect or exploitation of children, the elderly or people with disabilities, contact the Texas Abuse/Neglect Hotline at 1-800-252-5400 or [www.txabusehotline.org](http://www.txabusehotline.org).

Behavioral health providers and/or physical health providers must coordinate with DFPS and foster parents for the care of a child who is receiving services from, or has been placed in, conservatorship of DFPS and must respond to request from DFPS by providing medical records.

## Court-Ordered Commitments and Claims

A member, birth through 20 years of age and 65 years of age and older, who has been ordered to receive inpatient psychiatric services by a court of competent jurisdiction including services ordered pursuant to the Texas Health and Safety Code Chapters 573 or 574, and the Texas Code of Criminal Procedure, Chapter 46B, or as a condition of probation. Any modification or termination of services must be presented to the court with jurisdiction over the matter for determination. Superior cannot deny, reduce or controvert the medical necessity of inpatient psychiatric services provided pursuant to a court-ordered commitment for members, birth through 20 years of age and 65 years of age and older. The member can only appeal the commitment through the court system.

To ensure services are not inadvertently denied, providers must contact Superior at the numbers listed in this section and provide telephonic or written clinical information as well as a copy of the court order.

Any professional services provided that are part of a court order must be billed with an H9 modifier as described in the Texas Medicaid Provider Procedures Manual. Court-Ordered Services that require authorization or notification per Superior's prior authorization list must also have an authorization.

Facilities providing Court-Ordered Services should bill using the appropriate code (8 or 08 per the Texas Medicaid Provider Procedures Manual) in the Source of Admission field of the UB-04 claim form.

Superior will make best efforts to authorize services from the court order once provided. To ensure accurate claims payment, the provider should call 1-877-730-2117.

# SECTION 7

## MEDICAL MANAGEMENT

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Superior's Medical Management department works with its network providers to facilitate quality care through its refined Medical Management program. This program includes utilization management and disease management, as well as other features such as 24-hour nurse triage, referrals, second opinions, prior authorization/pre-certification, concurrent review, retrospective review and discharge planning. This section focuses on utilization management and disease management. See Section 8 for information on prior authorization, notifications and referrals.

A special certification for Utilization Review Agents (URA) is issued through the Texas Department of Insurance (TDI). Superior's management company, Centene Company of Texas, LP, holds this certification and performs utilization management for Superior members.

### Utilization Management Criteria

Utilization management decisions are made in accordance with currently accepted medical or health-care practices, taking into account the special circumstances of each case that may require an exception to the standard, as stated in the screening criteria. Criteria are used for the review of medical necessity, as well as provider peer-to-peer review. The medical director reviews all potential adverse determinations for medical necessity. At least annually, the vice president of medical management, or a designee, assesses the consistency with which reviewers apply the criteria. Providers can contact Provider Services at 1-877-391-5921 to request a copy of the criteria used to make a specific decision. Utilization review decision making is based on appropriateness of care and service and the existence of decision. Superior does not reward providers or other individuals for issuing medically necessary denials. Financial incentives for UM decision makers do not encourage decisions that result in underutilization.

InterQual criteria are used to determine medical necessity. InterQual was developed by generalist and specialist physicians representing a national panel from academic as well as community-based practices, both within and outside the managed care industry. These criteria provide a clear and consistent platform for care decisions to appropriately balance resources. Superior also utilizes the Texas Medicaid Provider Manual to assist with medical necessity reviews, and 28 T.A.C. §3.8001 et seq. for substance use disorders.

### Disease Management

Disease management is defined as a system of coordinated health-care interventions and communications for populations with conditions in which patient self-care efforts are significant. Superior utilizes the expertise of Nurtur, an NCQA-accredited behavior change company that is dedicated to helping individuals improve their health and well-being. Nurtur's health coaches coordinate with both the member and their providers to focus on disease-specific conditions as listed below. To refer a member for disease management services, contact Nurtur at 1-800- 293-0056.

## **Types of Disease Management**

Available disease management programs vary by product in which the member is enrolled. Superior's available disease management programs available include:

- Asthma
- Diabetes
- Heart Failure
- Chronic Obstructive Pulmonary Disease (COPD)
- Coronary Artery Disease

## **Disease Management Process**

Superior uses medical and pharmacy claims, utilization and health screening data and referrals to identify potentially eligible members with qualifying conditions for disease management. Once identified, members are sent an introductory mailing. Outreach calls to the member are made by a health coach to introduce the disease management program, assess their willingness to participate, enroll them in the program and complete an initial assessment. Members are assigned a health coach with expertise in the member's primary condition. The health coach will coordinate with providers, members of the service coordination or Care Management teams (if applicable), and assist with special needs such as nutrition, exercise and social services. Coaching may include a series of pre-scheduled outbound phone and/or in-home coaching sessions.

# SECTION 8

## PRIOR AUTHORIZATION, NOTIFICATION AND REFERRALS

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A prior authorization is a formal medical necessity determination request submitted to Superior by a provider prior to a service being rendered. Upon receipt, the prior authorization request is screened for eligibility and benefit coverage and assessed for medical necessity and appropriateness of the health services proposed, including the setting in which the proposed care will take place.

### Prior Authorization Requirements

Superior has adopted a prior authorization process for specific procedures and/or services. These procedures and/or services are listed on Superior's prior authorization list. The prior authorization list can be found by visiting Superior's website at [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com).

Failure to obtain prior authorization for services that require prior authorization will result in an administrative denial. Incomplete prior authorization requests will be returned as incomplete and not processed (except for requests that fall under the Alberto N. requirement).

### Authorization Process

When calling in to request an authorization or to notify of a patient admission, please have available the Tax Identification Number (TIN) and National Provider Identifier (NPI) or LTSS ID Number (Atypical ID) that you will use to bill your claim. The representative handling your call will be requesting the numbers from you. If you do not have your identifiers available, your request will not be processed and you will be asked to call back with the necessary information. It will be very important that the numbers you use to request your authorization match the numbers you will use to bill your claim or your claim will deny.

If you have any questions about this requirement, you can call the Provider Services hotline, Monday through Friday, 8:00 a.m. to 5:00 p.m. CST, 1-877-391-5921. During after-hours, state-approved holidays, and weekends the Provider Service line is answered by Superior's 24-hour Nurse Advice Line. The Nurse Advice Line can provide assistance with eligibility and authorizations for needed services.

### Timelines for Initiating a Prior Authorization

Requesting providers must initiate a prior authorization of non-emergency services (e.g., elective inpatient admissions, elective/outpatient services) prior to providing the requested service. It is recommended that requests be submitted five (5) business days prior to the desired start date in order to allow time for processing. Submit requests by contacting Superior's Prior Authorization department at:

Phone: 1-800-218-7508 (For discharge planning, contact 1-844-495-2361. For behavioral health, contact 1-844-744-5315.)

Fax: 1-800-690-7030 (for behavioral health, fax 1-855-772-7079)

Website: [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com)

Please note, any prior authorization form returned with the language “PA Not Required” does not mean that the service is approved, and should verify if the service is a covered benefit and requires authorization. To see if a service requires prior authorization, providers should use the prior authorization tool located on the Superior website <https://www.SuperiorHealthPlan.com/providers/preauth-check.html>. If you have an urgent request that requires immediate attention after normal business hours, or on the weekend, please contact Superior’s 24/7 Nurse Advice Line at 1-866-896-1844.

## Prior Authorization Turn Around Times (TAT)

Superior will respond to prior authorization requests within three (3) business days, after receipt of the complete request for authorization of services. This excludes LTSS authorizations.

Urgent requests for services to be rendered within 24 hours may be submitted with a signed acknowledgement of the requesting physician. These requests will be completed by the close of the next business day after receipt.

Superior’s prior authorization form and Inpatient Notification form include requirements for a physician’s signature. In order to eliminate any delays, all clinical information required must be submitted along with the authorization request signed by the requesting physician. For behavioral health, both the prior authorization form and Inpatient Notification form can be signed by the treating provider.

### Authorization TAT Requirements

#### Timeframes for Prior Authorization Requests and Notifications

The following timeframes are required for prior authorization and notification:

|   | Timeframes   |
|---|--|
| Expedited Authorization/Concurrent Hospital | One (1) business day after receipt of the request. |
| Standard Authorization                      | Three (3) business days of receipt of the request. |

## Second Opinions

A second opinion may be requested when there is a question concerning diagnosis, options for surgery, other treatment of a health condition, or when requested by any member of the member’s health-care team, including the member, parent and/or guardian or a social worker exercising a custodial responsibility.

Authorization for a second opinion will be granted to a network provider or an out-of-network provider if there is not an in-network practitioner available. The second opinion will be provided at no cost to the member.

If the provider who will see the member for a second opinion is not in-network, an authorization is required. An authorization can be obtained by:

- Calling the Prior Authorization department at 1-800-218-7508.
- Faxing the request to 1-800-690-7030.
- Requesting online at [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com).

# Retrospective Authorizations

Retrospective requests are requests for authorization of services or supplies that have already been provided to a member. This includes acute hospital stays when initial notification is received after the member has been discharged.

Effective 11/1/2016, Providers must submit a claim for payment. If the claim is denied, the provider and/or member will also have the ability to file an appeal. Superior will complete a medical necessity review when authorization or timely notification to Superior was not obtained due to extenuating circumstances:

- Unable to know situations - member was unconscious at presentation.
- Services authorized by another payer who subsequently determined member was not eligible at the time of service.
- Member did not have their Superior ID card or otherwise indicated other coverage.
- Not enough time situations - the member requires immediate medical services and prior authorization cannot be completed prior to service delivery.

Participating providers have 95 days from the first date of service to submit a claim. Non-Participating providers have 365 days from the date of service to submit a claim. If a clinical review is warranted due to extenuating circumstances, a decision will be made within 30 calendar days following receipt of all necessary information.

# Expedited Authorizations

Superior follows the Centers for Medicare & Medicaid Services (CMS) guidelines for PA requests. Decisions are made as the member's health condition requires, but no later than three (3) business days after receipt of standard requests and no later than one (1) business day after receipt of expedited requests. An expedited PA request should be made if you believe the member's life, health, or ability to regain maximum function could be seriously harmed by waiting the standard three (3) business days for a decision.

Effective 11/1/2016, Superior is requiring all expedited PA requests to be submitted by phone. To make an expedited PA request, please call the Centralized Medicare Unit (CMU) at 1-800-218-7508, and ensure you have the clinical information needed to support your request.

# Discharge Planning

As part of our ongoing mission to ensure better health outcomes for our members, Superior is making improvements to the existing medical necessity criteria for discharge planning services. We want to provide timely and appropriate discharge planning services for a seamless transition from a hospital, emergency room or observation stay to the member's home setting. Discharge planning services includes:

- Home Health Services:
  - Skilled Nurse Visits
  - Private Duty Nursing
  - Home Health Aides
  - Physical Therapy
  - Occupational Therapy
  - Speech Therapy
- Outpatient Services:
  - **Physical Therapy, Occupational Therapy, Speech Therapy, Wound Care**
- Durable Medical Equipment including supplies
- Any other urgent discharge needs for member's transitioning in the home setting

Requests for prior authorization for discharge planning services for all products; except STAR+PLUS dual and STAR+PLUS dual waiver, can be made by phone, fax or web contacting Superior at:

- Phone: 1-800-218-7453, ext. 22271 (Medicaid), and ext. 22295 (Medicare)
- Fax: 1-844-495-2361
- Website: [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com)

Please ensure that prior authorization requests for discharge planning are submitted within 48 hours of discharge from a hospital, emergency room or observation stay. If a member is discharged during non-business hours and/or the weekend, providers should submit discharge planning requests the following business day.

#### Completing a Prior Authorization Form for Discharge Planning

Fill out a Superior HealthPlan prior authorization form. Visit [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com) to download the form.

- Attach a discharge order from the hospital (signed script, discharge paperwork, electronic or verbal order and Title 19). Provide ICD-10, CPT codes and HCPC codes with frequency, duration and amount of units or visits being requested.
- Fax request (form and discharge order) to 1-844-495-2361.
  - **Please note: On the fax cover sheet and the prior authorization form, be sure to write URGENT DISCHARGE PLANNING. This will expedite the processing of the request and authorization will be received within 24 business hours of submission.**

## Outpatient Authorization Information

### Tips for Outpatient Requesting Prior Authorization

To request prior authorization, use Superior's Prior Authorization Request Form located at [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com). In order to ensure the request can be processed promptly, include member information, provider information (NPI, tax ID, fax number, contact number), requested service, date of service (DOS) and objective clinical information to support medical necessity.

Occupational Therapy (OT), Physical Therapy (PT) and/or Speech Therapy (ST): Prior authorization is needed for both evaluation and treatment requests. Note: Evaluation requests must originate directly from the office of the member's PCP or specialist.

#### **Initial therapy evaluation requests should include:**

Requests for initial evaluation must originate directly from the office of the member's PCP or other appropriate physician and should include:

- An evaluation order signed and dated within the last 30 days by the member's PCP or other appropriate specialist involved in the member's care. The evaluation order must specify the discipline(s) to be evaluated and the medical necessity reason for the evaluation.

#### **Reevaluation request may originate from the servicing provider's office and should include:**

- A reevaluation order signed within the last 30 days by the PCP or specialist involved in the member's care.
- If the request is made greater than 30 days from the end of the existing treatment authorization documentation from the PCP or specialist involved in the member's care identifying the medical necessity for reevaluation.



**Initial Treatment requests should include:**

1. Date of evaluation.
2. Member's age and birth date.
3. A brief statement of the member's medical history, including onset date of the illness, injury or exacerbation that requires the therapy services and any prior therapy treatment.
4. Relevant review of systems.
5. Pertinent physical assessment including a description of the member's current deficits and their severity level documented using objective data. This may include current standardized assessment scores, age equivalents, and percentage of functional delay, criterion-referenced scores or other objective information as appropriate for the member's condition or impairment.
6. A clear diagnosis and reasonable prognosis including the member's potential for meaningful and significant progress.
7. A description of the member's functional impairment with a comparison of prior level of function to current level of function.
8. A statement of the prescribed treatment modalities and their recommended frequency/duration.
9. Proposed patient and/or caregiver education.
10. Functional treatment goals which are specific to the member's diagnosed condition or impairment. Functional treatment goals must be specific, measurable, attainable and time-based.
11. Treatment plan may not be more than 90 days old.
12. If the treatment plan is part of a medically necessary program to maintain or prevent a significant functional regression, it must document skilled services to be provided and have goals that address maintenance.

**Requests for continued treatment should include all of the above elements, in addition to:**

1. Number of therapy visits authorized and number of therapy visits attended.
2. A clear diagnosis and reasonable prognosis including the member's potential for meaningful and significant progress.
3. A description of the member's current deficits and their severity level documented using objective data. This may include current standardized assessment scores, age equivalents, and percentage of functional delay, criterion-referenced scores or other objective information as appropriate for the member's condition or impairment.
4. Objective demonstration of the member's progress towards each prior goal. For all unmet treatment goals, baseline and current function must be submitted so that the member's progress towards goals may be measured. As the treating therapist has set the treatment goals for a specified time period, it would be expected that treatment goals would be met within the specified time frame. If the treatment goals are unmet, it is the treating therapist's responsibility to objectively describe any barriers to progress that were encountered and appropriate modifications to the treatment plan in order to meet the member's needs.
5. If the member has not met the expected level of progress, the request must be reviewed by the medical director to determine if there is medical necessity to continue treatment.
6. An updated statement of the prescribed treatment modalities and their recommended frequency/duration.
7. A brief prognosis with clearly established discharge criteria.
8. Updated treatment goals which are specific to the member's diagnosed condition or impairment. Treatment goals must be functional, measurable, attainable and time-based.
9. Updated treatment plan/progress summary may be no older than 90 days old.

10. Treatment plan must be signed and dated by the treating therapist.

Therapy order must be signed and dated by the member's PCP (MD, DO, PA or NP) or appropriate specialist. Therapy orders signed by doctors of philosophy are not accepted.

All services that are rendered by a therapy assistant must be billed utilizing a UB modifier.

Place of service decisions should be based on the member's medical condition, therapy goals, appropriateness of equipment, environment and service, rather than convenience of the member or provider.

Guidelines for OT, PT and/or ST evaluation and treatment service can be found online at [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com).

### **Requests for Durable Medical Equipment**

Durable Medical Equipment costing over \$500.00 require prior authorization. Incontinence, enteral nutrition, hearing aids, orthotics/prosthetics, diabetic supplies, respiratory supplies, wheelchairs, scooters, wound care supplies, ostomy supplies and shower chairs require prior authorization. Documentation requirements include:

- An MD order on a prescription or request form (signature must be current, on or before the start date, and no older than 90 days before the actual date of service) and must contain all of the following elements:
  - Member's name
  - Description of the item or items, quantity, price
  - Appropriate HCPC codes
  - Pertinent diagnosis/conditions that relate to the need for the item
  - Objective supporting clinical documentation
  - Length of need
  - The treating physician's name and signature
  - The date the treating physician signed the order

DME orders signed by doctors of philosophy are not accepted.

No prior authorization is required for incontinence supplies up to the allowable amount when using a preferred DME supplier. For the list of preferred DME suppliers, go to [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com).

### **Specialized Services Team**

Inpatient electives, Sleep Studies, Chiropractic, Air Transports (non-emergent), Dental Therapy Under General Anesthesia, Nutritional Counseling, Podiatry, Bariatric Surgery, Allergen Immunotherapy Services, Genetic Testing, Quantitative Drug Testing, Pain Management and Non Emergent Transport, Excision Of Lesions.

- Member's name
- Pertinent diagnosis/conditions that relate to the need for the service
- Appropriate CPT codes
- Objective supporting clinical documentation
- Frequency and duration
- Date of service (start and end date)

## **Non-Emergent Transports**

1. Prior authorization is required for non-emergent ambulance transports.
  - a. A Medicaid-enrolled physician, Nursing Facility, health-care provider or other responsible party is required to obtain authorization before an ambulance is used to transport a member in circumstances not involving an emergency.

- b. Other responsible party is defined as staff working with a health-care service provider submitting prior authorizations on behalf of the provider or facility.
2. When a prior authorization is requested, one of the below documents, with a physician or physician-extender signature, is required and must be submitted with the request.
  - a. Prior authorization form.
  - b. Physician or physician-extender order for non-emergent ambulance transport.
3. Ambulance providers may not request a prior authorization for non-emergent ambulance transports. However, they may coordinate the prior authorization request between the Medicaid-enrolled physician, health-care provider and other responsible party.
  - a. Ambulance provider may assist in providing necessary information such as NPI number, fax and business address.
  - b. Ambulance provider is ultimately responsible for ensuring that a prior authorization has been obtained prior to transport.
  - c. Non-payment may result for services provided without a prior authorization or when the authorization request is denied by CCTX.

## Quantitative Testing for Drugs of Abuse and Genetic Diagnostic Testing

Superior is committed to delivering cost effective, quality care to its members. This effort includes prior authorization protocols that include medical necessity review to ensure that certain diagnostic lab tests are medically necessary. Requests for prior authorization will be accepted up to five (5) business days after specimen collection and reviewed for medical necessity.

### Quantitative Testing for Drugs of Abuse

Superior requires prior authorization for Quantitative Testing for Drugs of Abuse. Laboratory providers must ensure that any Genetic/Molecular diagnostic testing is prior authorized to facilitate payment. Superior requires laboratory providers to contact ordering providers to verify that a prior authorization number has been obtained for these services. It is the ordering provider's responsibility to request prior authorization for these tests. Laboratory providers may request a prior authorization for Quantitative Testing if the ordering physician fails to request for these services.

### Genetic/Molecular Diagnostic Testing

Superior currently requires prior authorization as a condition of payment for Genetic/Molecular diagnostic testing. Laboratory providers must ensure that any Genetic/Molecular diagnostic testing is prior authorized to facilitate payment. Superior requires laboratory providers to contact ordering providers to verify that a prior authorization number has been obtained for these services. It is the ordering provider's responsibility to request prior authorization for Genetic/Molecular diagnostic testing services. Laboratory providers can request prior authorization for Genetic/Molecular testing if the ordering physician fails to do so.

# Immunotherapy Services

Non-allergists, such as PCPs, may apply for credentialing to perform allergy skin testing and to prescribe immunotherapy. PCPs continue to be permitted to administer allergy shots in their offices and clinics. Allergy shots may be given to Superior members who are under the care of an allergist or other credentialed allergy service provider. However, the allergist or other allergy service provider should maintain the responsibility for prescribing and determining the composition and dosing of the allergen serum.

Superior does not require a prior authorization for non-allergists who wish to only administer allergy shots prescribed by a credentialed allergy services provider as long as the non-allergist has submitted a one-time attestation which states that they have been informed of the recommendations for the appropriate equipment and personnel to provide allergy immunotherapy safely.

## These include:

- Allergen and venom extract storage (4°C refrigerator with alarm).
- 1 ml (for AIT) and 3 ml (for VIT) disposable (safety) syringes with 27-gauge 5/8 inch needles.
- Epi-pen auto injectors – 0.3 mg for adults and 0.15 mg for children.
- Crash cart, BLS+ level.
- Glucagon.
- Vital signs monitor.
- Oxygen administration equipment.
- Personnel with BLS+ training.
- Personnel trained to give shots and to recognize and treat anaphylaxis.

Attestation forms can be found at [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com).

Once completed, all attestation requests should be emailed to [Credentialing@SuperiorHealthPlan.com](mailto:Credentialing@SuperiorHealthPlan.com). Providers will receive notice of verification, or of denial or requests for additional information within 30 days of submission. Providers must receive verification before administering allergy shots.

Codes 95115 or 95117 should be used when administering these services.

Prior authorization is required for Immunotherapy Services that are above the Medicaid allowable.

# Physician Verbal Orders

Verbal physician orders may only be given to people authorized to receive them under state and federal law. It must be documented as a verbal order from a physician. They must be written, signed and dated by the RN or qualified therapist responsible for furnishing or supervising the ordered service.

Verbal orders will be considered for the full duration of the request. The provider is responsible for obtaining the physical physician signature within two (2) weeks. The provider must keep this documentation in the member's file. Superior will do a random, monthly audit for compliance. If it is found that a provider is not in compliance, Superior will no longer accept verbal orders for their requested services.

# Out-of-Network Authorization Requests

Superior recognizes that there may be instances when an out-of-network referral is justified. The Prior Authorization department will work with Superior's medical director and the referring physician to determine the medical necessity of the out-of-network request, and to reach a decision that is in the best interest of the member. All out-of-network services require an authorization.

# Specialty Referrals

A PCP is required to refer a member to a specialist when medically necessary care is needed, beyond the scope of care provided by the PCP. All health-care services should be coordinated through the PCP for referrals to an in-network provider, when available. PCPs are required to direct the member's care and must obtain a prior authorization for referral to certain specialty physicians and all non-emergent, out-of-network practitioners, as noted on the prior authorization list. Some services, such as family planning and ECI, are an exception and only require self-referral. An authorization number is provided when a request meets criteria after review. An authorization is not a guarantee of payment and is subject to eligibility criteria.

## Specialist Referrals to Another Specialist

Superior does not allow specialty providers to refer directly to another specialist. This request must be coordinated through and submitted by the PCP. The specialist may order diagnostic tests without PCP involvement. For members with disabilities, special health-care needs, or chronic and complex conditions, there may be instances where a specialist may choose to act as the PCP for a member and assume all of the responsibilities of a PCP. In these situations, members are allowed direct access to the specialist PCP. If the specialist accepts PCP assignment for this member, the specialist may refer the member to other specialists or admit the member to the hospital.

## Inpatient Notification Requirements

Hospitals must notify Superior of all emergent admissions no later than the close of the next business day. Prior authorization is not required for emergency services, urgent care services, and if applicable, some post-stabilization services. All non-emergency, elective inpatient admissions require a prior authorization. Emergent inpatient admissions to any level of acute or sub-acute care, skilled nursing facilities, rehabilitation admission, Behavioral Health and all other inpatient facility type require notification. Phone notifications may be completed by contacting 1-855-594-6103. Expedited requests can be made by calling 1-800-218-7508 and Standard (Elective Admission)/Concurrent request fax notifications can be sent to 1-877-259-6960. For behavioral health admissions, phone notifications may be completed by contacting 1-844-842-2537 or faxing 1-866-900-6918.

Failure to notify Superior of emergent inpatient admission by the next business day will result in a late notification denial, unless otherwise stated within a contract with Superior. Once the timely request for authorization is received, the request is screened for eligibility and benefit coverage and an authorization number is provided to the hospital by Superior. Clinical will be obtained through a request to the hospital Care Management department or through onsite review by a designated Superior utilization review clinician.

Superior must make a determination by the close of the next business day following the date of request for authorization. In order to meet the state requirements, Superior requires receipt of the clinical on the day following the request for authorization unless otherwise stated within a contract with Superior. The Superior utilization management clinician will review the clinical to determine medical necessity and appropriateness of services, including setting of care, are met according to InterQual criteria or 28 T.A.C. §3.8001 et seq. for substance use disorders. If medical necessity is not met through InterQual or 28 T.A.C. §3.8001 et seq. criteria, a secondary review is completed by a physician (medical director) to make a final determination.

If approved, a letter will be faxed to the hospital, with approved days and the date of the next review. For behavioral health, notification is conveyed during the telephonic review to hospital staff. If a denial is issued, a denial letter is sent and a call is made by the utilization management clinician to notify the provider of the denial and provide instructions for peer-to-peer review and/or appeal.

# Long-Term Services and Supports

Long-Term Services and Supports (LTSS) services must obtain prior authorizations. All requests should be faxed to the STAR+PLUS MMP Service Coordination department at 1-855-277-5700.

## Radiology

For imaging services, Superior uses National Imaging Associates (NIA) to provide prior authorization of services. NIA focuses on radiation awareness designed to assist providers in managing imaging services in the safest and most effective way possible. It is the responsibility of the ordering physician to obtain authorization. Providers rendering the above services should verify that the necessary authorization has been obtained. Failure to do so may result in claim non-payment.

Prior authorization is required for the following outpatient radiology procedures:

- CT/CTA
- MRI/MRA
- PET Scan
- Cardiac imaging modalities: CCTA Stress Echo, Echocardiography (only for STAR+PLUS) and Nuclear Cardiology

Other imaging policies and procedures:

- Emergency room, observation and inpatient imaging procedures do not require authorization.

To reach NIA and obtain authorization, call 1-800-642-7554.

## Member Self-Referrals

There are some services to which a member has access without a referral from the PCP. Superior's STAR+PLUS MMP members do not need a referral from the PCP for the following services:

- Family planning
- Care Management for pregnant women
- Vision
- True emergency services
- Behavioral health (behavioral health related services may be provided by the PCP if it is within their scope)
- Well woman annual examinations
- OB care

## Transition Policy

Under certain circumstances, Superior can offer a temporary supply of a drug if the drug is not on the formulary or is restricted in some way. To be eligible for a temporary supply, members must meet the requirements below:

- The drug the member has been taking is no longer on the Superior formulary or the drug is now restricted in some way.
- The member must be in one of the situations described below:
- For those members who were enrolled with Superior last year and are not in a long-term care facility: We will cover a temporary supply of the drug one time only during the first 90 days enrolled in Superior of the calendar year. This temporary supply will be for a maximum of a 30-day supply, or less if the prescription is written for fewer days. The prescription must be filled at a network pharmacy.

- For those members who are new to Superior and are not in a long-term care facility: Superior will cover a temporary supply of the drug one time only during the first 90 days of the membership in Superior. This temporary supply will be for a maximum of a 30-day supply, or less if the prescription is written for fewer days. The prescription must be filled at a network pharmacy.
- For those who are new Superior members, and are residents in a long-term care facility: Superior will cover a temporary supply of the drug during the first 90 days of membership in Superior. The first supply will be for a maximum of a 31-day supply, or less if the prescription is written for fewer days. If needed, we will cover additional refills during the first 90 days in Superior up to a maximum of 91 – 98 day supply.
- For those who have been a member of Superior for more than 90 days, are a resident of a long-term care facility and need a supply right away; Superior will cover one 31-day supply or less if the prescription is written for fewer days. This is in addition to the above long-term care transition supply. An exception or prior authorization should also be requested at the time the prescription is filled.

## Women’s Health Care

Female members may see a network provider, who is contracted with Superior to provide women’s health care services directly, without prior authorization for:

- Medically necessary maternity care
- Covered reproductive health services
- Preventive care (well care) and general examinations particular to women
- Gynecological care
- Follow-up visits for the above services

If the member’s women’s health-care provider diagnoses a condition that requires a prior authorization to other specialists or hospitalization, prior authorization must be obtained in accordance with Superior’s prior authorization requirements.

## Medically Necessary

Medically necessary services are generally accepted medical practices provided in light of conditions present at the time of treatment. These services include:

- Appropriate and consistent with the diagnosis of the treating provider and the omission of which could adversely affect the eligible member’s medical condition.
- Compatible with the standards of acceptable medical practice in the community
- Provided in a safe, appropriate, and cost-effective setting give the nature of the diagnosis and severity of the symptoms.
- Not provided solely for the convenience of the member or the convenience of the health-care provider or hospital.

The fact that a physician may prescribe, authorize, or direct a service does not itself make it medically necessary or covered by the contract. Medical necessity criteria for covered services will be furnished to a member or provider within 30 days of a request to do so.

Medical necessity determinations will be made in a timely manner by thorough review from Superior clinical staff. Determinations will be made utilizing guidelines based care, appropriate utilization management policies, and by applying clinical judgment and experience. Medical policies are developed through periodic review of generally accepted standards of medical practice and updated at least on an annual basis. Current medical policies are available on our website. In the event that a member may not agree with the medical necessity determination,

a member has the opportunity to appeal the decision. Please refer to the “Complaint Process” section of the contract.

## **Emergency Medical Condition**

An emergency medical condition is a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in placing the health of the individual (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy, serious impairments of bodily functions, or serious dysfunction of any bodily organ or part.



# SECTION 9

## CLAIMS AND ENCOUNTERS

### ADMINISTRATION

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Depending on a provider's contractual arrangement with Superior, providers are required to submit a claim or encounter for each service rendered to a Superior member, to the applicable address and/or submission methods referenced in this section. Superior will not accept claims submitted to addresses and/or by submission methods not specified in this section.

Network providers are encouraged to participate in Superior's electronic claims/encounter filing program through Centene Corporation, Superior's parent organization. Centene has the capability to receive an ANSI X12N 837 professional, institutional and encounter transactions. In addition, Centene has the capability to generate an ANSI X12N 835 electronic Explanation of Payment (EOP). Superior also has the capability to receive an ANSI X12N 276 health claims status inquiry, and to generate an ANSI X12N 277 health claims status response transaction through Centene. For more information on electronic claim filing and transactions, contact the Centene EDI department at 1-800-225-2573 ext. 6075525 or at [EDIBA@centene.com](mailto:EDIBA@centene.com).

Providers may elect to submit electronic professional or institutional claims through Superior's Secure Provider Portal at [Provider.SuperiorHealthPlan.com](http://Provider.SuperiorHealthPlan.com). Providers may also use a clearinghouse for electronic claim submissions.

Providers may submit claims on paper, utilizing the standardized CMS-1500 and/or UB-04/CMS-1450 claim forms.

For assistance with accessing the Provider Portal, contact the web applications support desk 1-866-895-8443 or at [TX.WebApplications@SuperiorHealthPlan.com](mailto:TX.WebApplications@SuperiorHealthPlan.com).

To file a claim or encounter for behavioral health, vision, dental or pharmacy services, see specific filing information under Submitting Paper Claims and/or Electronic Filing within this section.

## Claims Information

A claim is a request for reimbursement, either electronically or by paper, for any health-care service provided. A claim must be filed on the approved claim form such as CMS 1500 or UB-04/CMS 1450. Any UB-04/CMS 1450 and CMS 1500 paper claim forms received that do not meet the CMS printing requirements will be rejected back to the provider upon receipt.

A clean claim is a claim submitted on an approved standardized claim format (CMS 1500 or UB-04/CMS 1450) that contains all data fields required by Superior, as specified in this section for adjudication of the claim as a clean claim. The required data fields must be complete and accurate. A clean claim must include all published clean claim requirements including Tax Identification Number (TIN) number, National Provider Identifier (NPI) and taxonomy.

## Processing and Payment Requirements

Superior must administer an effective, accurate and efficient claims payment process in compliance with federal laws and regulations, applicable state laws and rules, and the contract, including Chapter 2 of the Texas Health and Human Services Commission (HHSC) Uniform Managed Care Manual. In addition, Medicaid claim requirements are

exempt from the Texas Insurance and Administrative Code claims Prompt Pay requirements. Superior must be able to accept and process Medicaid claims in compliance with the Texas Medicaid Provider Procedures Manual.

Superior and its subcontractors cannot directly or indirectly charge or hold a member or provider responsible for claims adjudication or transaction fees.

Superior may deny a claim submitted by a provider for failure to file in a timely manner, as provided for in the HHSC Uniform Managed Care Manual Chapter 2.

**Superior will not pay any claim submitted by a provider:**

- Excluded or suspended from the Medicare or Medicaid programs for fraud, abuse or waste.
- On payment hold under the authority of HHSC or its authorized agent(s).
- For neonatal services provided on or after September 1, 2017, if submitted by a hospital that does not have a neonatal level of care designation from HHSC.\*
- For maternal services provided on or after September 1, 2019, if submitted by a hospital that does not have a maternal level of care designation from HHSC.\*

\*In accordance with the Texas Health and Safety Code § 241.186, the restrictions on payment identified for neonatal and maternal services above do not apply to emergency services that must be provided or reimbursed under state or federal law.

**Superior validates the following when adjudicating a claim:**

- Institutional claims must contain Present on Admission (POA) indicators.
  - Superior utilizes the POA information submitted on claims to reduce and/or deny payment for provider preventable conditions.
  - For per diem hospital payments, Superior utilizes a methodology for reduction and/or denial of payment for services related to a provider preventable condition that was not POA.

Upon receipt of a clean claim, Superior will adjudicate the claim for payment or denial within the 30-day claim processing timeframe. If denied in whole or in part, Superior will notify the provider of why the claim will not be paid.

Superior must receive a provider's appeal of a claim within 120 days from the date of disposition (date of the EOP). Superior will process the claim appeal within 30 days from the date of receipt of the claim appeal.

The date of a claim payment is the date of issue of a check for payment, or the date of Electronic Funds Transmission (EFT) if payment is made electronically.

The Patient Protection and Affordable Care Act (PPACA) as amended by Section 1202 of the Health Care and Education Reconciliation Act. HHSC will make supplemental payments to Superior for these rate increases, and Superior will pass through the full amount of the supplemental payments to qualified providers no later than 30 calendar days after receipt of HHSC's supplemental payment report, contingent upon receipt of the allocation.

Providers must bill compounded drugs using the drug code and metric decimal quantity for each National Drug Code in the compound. Providers may bill for up to 10 ingredients through the on-line system. Payment requests for ingredients exceeding 10 must be submitted to the Envolve Pharmacy Solutions help desk.

## Questions about Claims

For all questions related to claim filing, claim status and claim appeals, call the Provider Services department at 1-877-391-5921.

## Capitated Provider Claims

Providers that receive monthly capitation for services must file a proxy claim on a CMS 1500 for each service provided. This is referred to as an “encounter.”

Capitated services are adjudicated to reflect zero dollar payment amounts. It is mandatory that a capitated provider submit encounter claims to Superior, in order for Superior to utilize the encounter data to evaluate all aspects of quality and utilization management.

## Coinsurance Claims

The payment of the Medicare Part A coinsurance and deductibles for Medicaid members who are Medicare beneficiaries is based on the following:

- If the Medicare payment amount equals or exceeds the Medicaid payment rate, Medicaid does not pay the Medicare Part A coinsurance/deductible on a Medicare crossover claim.
- If the Medicare payment amount is less than the Medicaid payment rate, Medicaid pays the Medicare Part A coinsurance/deductible, but the amount of the payment is limited to the lesser of the coinsurance/deductible or the amount remaining after the Medicare payment amount is subtracted from the Medicaid payment rate.

For more information and details on coinsurance reimbursement contact Superior at 1-877-391-5921.

## Claims and Appeal Submission Timeframes

All claims and encounters must be received by Superior within 95 days of the date of service. All claim appeal requests must be received within 120 days from the date of the EOP or denial letter.

For retrospective medical necessity claim appeals, please refer to Section 10, regarding Adverse Determinations and Appeals.

## Claims Payment Timeliness

Clean claims will be processed within 30 days of receipt.

Each adjudicated claim will be reflected on an EOP, which includes details of the denied or paid claim.

Note: For STAR+PLUS MMP Skilled Nursing Facility reimbursement, providers do not submit daily rates for Skilled Nursing Facility services on the Medicare side. Providers should bill Medicare Skilled Nursing Facility services to Superior and Superior will process the claims in 30 days. Providers must then submit a claim for the Medicaid daily rates, which are processed in 10 days under Medicaid.

# Claims Submission Information

All Superior STAR+PLUS MMP claims should be submitted to:

Superior HealthPlan STAR+PLUS MMP  
PO BOX 3060  
Farmington, MO 63640-3822

Claims for behavioral health services are submitted to Superior:

Superior HealthPlan  
P.O. Box 6300  
Farmington, MO 63640-3806

Claims for eye care services (routine eye exams, eyewear and medical eye care services) are submitted to Total Vision Health Plan:

Total Vision Health Plan - Claims  
PO Box 7548  
Rocky Mount, North Carolina 27804  
1-866-897-4785

Dental claims for STAR+PLUS MMP (flexible benefits and waiver services) are submitted to DentaQuest:

DentaQuest TX HHSC Dental Program - Claims  
12121 N. Corporate Pkwy.  
Mequon, WI 53092  
1-888-308-4766

Claims for pharmacy benefits should be submitted electronically through the vendor PBM's adjudication system. Questions surrounding pharmacy claims should be directed to:

Envolve Pharmacy Solutions  
1850 W. Rio Salado Pkwy  
Ste 211  
Tempe, AZ 85281  
1-844-857-4375

## Claims Status

Claim status can be obtained through Superior's Secure Provider Portal as well as by calling the provider hotline. For your convenience, the hotline provides telephony read back of claims status as well as connecting you to a live agent. You may call Provider Services at 1-877-391-5921.

## Reporting Overpayments to Superior HealthPlan

A provider may identify an overpayment as result of multiple reasons, but may include:

- Erroneous billing by a provider using incorrect NPI or taxonomy, or incorrect member identification number.
- Payment to the provider by a primary insurance Payer, previously unknown or unreported to Superior.
- Duplicative billing by a provider for services previously billed or paid.
- Erroneous billing by a provider for services not rendered.

A provider has an obligation to notify Superior in writing immediately upon identification of an overpayment, but no more than 30 days from the date of discovery. Providers must submit the notification of overpayment in writing to Superior. The overpayment can be remediated through refund to Superior, or a provider may request Superior recoup the payment issued in error.

The written notification of overpayment can be submitted to Superior electronically (email/Superior website) or in written form through USPS.

- “Contact Us” Form on the Superior website
- Email: Provider\_Operations@centene.com
- Mail to:

Superior HealthPlan  
P.O. Box 3003  
Farmington, MO 63640-3803

The notification should include details of whether the provider plans to submit a refund as a result of the overpayment, or is requesting Superior recoup the overpayment. The notice of overpayment must include the following details:

- Claim number
- Date of Payment/Explanation of Payment (EOP)
- Provider NPI
- Member identification number
- Date of Service

## Recoupment

If a provider requests Superior recoup the overpayment, the prior erroneous payment(s) will be reversed by Superior within 30-60 days of receipt of the request. When the overpayment is recouped, the reversal of the prior payment will be reflected on the provider’s EOP after the claim is adjusted, and the monies prior paid will be deducted from the net amount due for claim payments as documented on the current EOP.

## Refund

If a provider wishes to refund the overpayment by issuing a check to Superior, the refund check must be submitted to Superior within 30 days of notification of the overpayment, or 60 days from the date of the discovery of the overpayment, whichever is less. If a refund check is not received within that timeframe, Superior will proceed with recoupment of the overpayment(s).

Each claim overpayment should be accompanied with a copy of the EOP indicating the overpaid claim or claims for which the refund is being submitted, and a brief description of the reason for the overpayment.

Alternatively, a provider may submit the following information with the refund check, if a copy of the EOP is not available:

- Provider Name, Tax ID and NPI; and
- Member Name, date of birth, and Member Medicaid or CHIP identification number; and
- Claim date(s) of service; and
- Brief description/reason for the overpayment.

To submit a refund check, a provider should mail the check and supporting documents to:

Superior HealthPlan  
P.O. Box 664007  
Dallas, TX 75266-4007

## Overpayments Identified by Superior HealthPlan

Superior HealthPlan may also identify overpayments made to a provider, that may occur as result of HHSC's retroactive disenrollment of a member who was eligible with Superior at the time of service/submission and payment of the claim, claims processing errors, retroactive Medicaid or CHIP program or benefit changes, or identification of a primary insurance Payer responsible for payment of a portion or full payment of the claim.

In these circumstances, Superior will typically reverse the prior payment of the claim and recoup the monies paid in error, unless the provider contract requires, or the provider has previously requested that Superior allow the provider the opportunity to refund the overpayment prior to recoupment.

If a provider receives notification of overpayment, and request for refund, the provider should include a copy of the notification of overpayment letter with the refund check, and mail to:

Superior HealthPlan  
P.O. Box 664007  
Dallas, TX 75266-4007

If the overpayment is recouped, the reversal of the prior payment will be reflected on the provider's EOP after the claim is adjusted, and the monies prior paid will be deducted from the net amount due for claim payments as documented on the current EOP.

If a provider has requested, or the provider's contract requires prior notification and opportunity to submit a refund as result of an overpayment identified by Superior, the provider will receive a letter explaining the reason for the overpayment, and requesting a refund be submitted within the appropriate timeframe as documented in the overpayment notice to the provider. If the refund is not received within that timeframe, Superior will proceed with reversal of the erroneous payment, recouping the payment prior issued.

## Third Party Liability

Third party liability is defined as the legal responsibility of another individual or entity to pay for all or part of the services provided to members. Federal and state law require Medicaid be the payer of last resort. STAR+PLUS MMP providers must comply with the provisions of 1 TAC §354, relating to third party recovery in the Medicaid program.

## Coordination of Benefits

Any other insurance, including Medicare, is always primary to Medicaid coverage. If a STAR+PLUS MMP member has other insurance, providers must submit claims to the primary insurance for consideration. For Superior payment consideration, file the claim with a copy of the EOB, EOP or rejection letter from the other insurance. If this information is not sent with an initial claim filed for a member with other insurance, the claim will pend and/or deny until this information is received. If a member has more than one primary insurance (Medicaid would be the third payer), the claim can be submitted through EDI, the Secure Provider Portal or on paper.

# Information Sources for Third Party Recovery

Third Party Recovery (TPR) means the recovery of payments on behalf of a member by Superior from an individual or entity with the legal responsibility to pay for the covered service. Superior providers are requested to provide Superior with any TPR information that they obtain from the member. TPR information should be reported to Superior's Provider Services department at 1-877-391-5921.

The Your Texas Benefits Medicaid card (formerly Medicaid Form 3087) also contains a TPR column. The TPR column will indicate if other insurance has been reported by including an "M" (Medicare) and/or a "P" (Other Insurance).

## Billing Codes

It is important that providers bill with codes applicable to the date of service on the claim. Billing with obsolete codes will result in denial/rejection of the claim and a consequent delay in payment. Claims should be billed using the following coding:

- Submit professional claims with current and valid CPT-4, HCPCS, or ASA codes and ICD-10 codes.
- Submit institutional claims with valid revenue codes and CPT-4 or HCPCS (when applicable), ICD-10 codes and DRG codes (when applicable).

Claims must comply with the requirements of Section 6507 of the Patient Protection and Affordable Care Act of 2010 (P.L. 11-148), regarding mandatory state use of national correct coding initiatives, including all applicable rules, regulations and methodologies implemented as a result of this initiative.

Superior requires the use of valid ICD-10 diagnosis codes to the ultimate specificity, for all claims. See the ICD-10 coding manual for details.

The highest degree of detail can be determined by using the tabular list (volume one) of the ICD-10 coding manual in addition to the alphabetic list (volume two), when locating and designating diagnosis codes. Failure to code diagnoses to the appropriate level of specificity will result in denial of the claim and a consequent delay in payment.

The tabular list gives additional information such as exclusions and subdivisions of codes not found elsewhere in the manual. Any three-digit code that has subdivisions must be billed with the appropriate subdivision code(s) and be carried out to ultimate specificity if appropriate.

Ancillary providers (e.g., labs, radiologists, etc.) and those physicians interpreting diagnostic testing may use appropriate and most current V codes for laboratory exam, radiological exam, NEC and other specified exam as the principal diagnosis on the claim. Please consult your ICD-10 Manual for further instruction.

Failure to code diagnoses to the appropriate level of specificity will result in denial of the claim and a consequent delay in payment.

## Medicare Part B Services and Supplies Billing

When billing for Medicare Part B services and supplies, Superior reimburses the provider the lesser of:

- The Medicare Part B coinsurance and deductible payment.
- The amount remaining after the Medicare payment amount is subtracted from the allowed Medicaid fee or encounter rate for the service. If this amount is less than the deductible, then the full deductible is reimbursed.

If the Medicare payment is equal to or exceeds the Medicaid allowed amount or encounter payment for the service, Superior does not make a payment for coinsurance.

## Private Duty Nursing Billing

Home Health agencies must bill Private Duty Nursing (PDN) services to clients, from birth through age 20, who have either had a tracheostomy or are ventilator-dependent. Superior requires providers to bill procedure code C-T1000 with modifiers TD UA (services performed by a RN) or TE UA (services performed by a LVN) or procedure codes C-T1002 and C-T1003 with the modifier UA in addition to one of the diagnosis codes in the grid below for these services for children.

Superior requires providers to bill the modifier or modifier combinations noted above AND the most appropriate higher-tier diagnosis codes from the list below in the first DX position on the claim form.

| Diagnosis Codes |       |       |        |       |       |      |
|-----------------|-------|-------|--------|-------|-------|------|
| J9500           | J9501 | J9502 | J9503  | J9504 | J9509 | Z930 |
| Z990            | Z9911 | Z9912 | J95850 | Z9989 | Z430  |      |

## National Drug Code

The National Drug Code (NDC) is an 11-digit number on the package or container from which the medication is administered. All providers must submit an NDC for professional or outpatient claims submitted with provider-administered prescription drug procedure. Codes in the “A” code series do not require an NDC. N4 must be entered before the NDC on claims. Units of measurement are required for each NDC code submitted. The codes to be used for all claim forms are:

- F2 – International unit
- GR – Gram
- ME – Milligram
- ML – Milliliter
- UN – Unit

Unit quantities are also required for each NDC code submitted.

Superior will reimburse providers only for clinician-administered drugs and biologicals whose manufacturers participate in the Centers for Medicare and Medicaid Services (CMS) Drug Rebate program and that show as active on the CMS list for the date of service the drug is administered. CMS maintains a list of participating manufacturers and their rebate-eligible drug products, which is updated quarterly on the CMS website.

When providers submit claims for clinician-administered drug procedure codes, they must include the National Drug Code of the administered drug as indicated on the drug packaging. Superior will deny claims for drug procedure codes under the following circumstances:

The NDC submitted with the drug procedure code is not on the CMS drug rebate list that was current on the date of service.

The NDC submitted with the drug procedure code has been terminated.

The drug procedure code is submitted with a missing or invalid NDC.

To avoid claim denials, providers must speak with the pharmacy or wholesaler with whom they work to ensure the product purchased is on the current CMS list of participating manufacturers and their drugs



# Code Auditing

Superior uses code auditing software to assist in improving accuracy and efficiency in claims processing, payment, reporting and to meet HIPAA compliance. The code auditing software will detect, correct and document coding errors on provider claims prior to payment. Superior's software will analyze CPT-4 codes, HCPCS Level II codes, industry standard modifiers and location to compare against rules that have been established by the American Medical Association (AMA) and CMS.

In order to maintain its high standard of clinical accuracy, credibility and physician acceptance, our code auditing software is updated regularly to keep current with medical practices, coding practices, annual changes to the CPT Manual and other industry standards. Superior conducts regular reviews to focus on the annual changes to the CPT Manual and the specialty sections of the CPT Manual.

When a change is made on a provider's submitted code(s), we will provide a general explanation of the reason for the change on the provider's EOP (or remittance advice). The following list gives examples of conditions where code-auditing software will make a change on submitted codes:

- Unbundling - Submitting a comprehensive procedure code along with multiple incidental procedure codes that are an inherent part of performing the procedure.
- Fragmentation - Billing all incidental codes or itemizing the components of procedures separately when a more comprehensive code is available.
- Age/Gender - Submitting codes inappropriate for the member's age or gender because of the nature of the procedure.

Superior may request medical records or other documentation to assist in the determination of medical necessity, appropriateness of the coding submitted or review of the procedure billed.

# Electronic Filing

Superior encourages all providers to file claims and/or encounters electronically.

Electronic claims have the same filing deadlines as paper claims (please see Claims Information in this section). Electronic claims submissions are required within 95 days of the date of service for participating providers and 365 days from the date of service for non-participating providers.

Options for electronic filing:

1. Electronic claims/encounter program through the EDI department:  
Network providers are encouraged to participate in Superior's electronic claims/encounter filing program through Centene Corporation. Centene has the capability to receive an ANSI X12N 837 professional, institutional and encounter transaction. In addition, Centene has the capability to generate an ANSI X12N 835 electronic EOP. For more information on electronic claim filing, contact the EDI department at 1-800-225-2573 ext. 6075525 or at [EDIBA@centene.com](mailto:EDIBA@centene.com).

Submission of a claim to the clearing house does not guarantee that the claim was transmitted or received by Superior. Providers are responsible for monitoring their error reports to ensure all transmitted claims and encounters appear on reports.

2. Website filing through Superior's Secure Provider Portal:  
Providers may also elect to submit claims both CMS-1500 and UB-04/CMS 1450 through Superior's Secure

Provider Portal at [Provider.SuperiorHealthPlan.com](http://Provider.SuperiorHealthPlan.com).

This option does not require use of a clearing house. Claims are submitted directly to Superior for consideration of payment. There is no cost for this service. Providers can also use this website to review status of claim submissions. For more information on the Provider Portal and other website features, refer to Section 16 – Secure Provider Portal.

To process a provider claim or encounter, please remember the following:

- All documentation must be legible.
- Superior utilizes the EDI version 5010 guidelines as mandated by HIPAA rules.
- PCPs and all participating providers must submit claims or encounter data for every patient visit, even though they may receive a monthly capitation payment.
- All claims and encounter data must be submitted on either a CMS 1500 or UB-04/CMS 1450 form, or on electronic media in an approved, HIPAA-compliant format.
- Superior members should not be billed by any provider for covered services. Please refer to your provider contract with Superior.
- Superior STAR+PLUS MMP members do not have copayments or out-of-pocket expenses for covered benefits.
- Emergency services claims should follow standard billing procedures outlined herein and as noted in terms of individual contracts.

Behavioral health providers who wish to file claims electronically should contact Provider Services at 1-877-391-5921.

Vision providers should contact the Total Vision Provider Relations department at 1-888-756-8768 for information regarding electronic billing.

Dental providers should contact DentaQuest regarding dental claims at 1-888-308-9345.

Pharmacy claims questions should be directed to Envolve Pharmacy Solutions at 1-844-857-4375 or [eftsupport@usscript.com](mailto:eftsupport@usscript.com).

## Billing the Member

Providers may not bill members directly for STAR+PLUS MMP covered services. Superior reimburses only those services that are medically necessary and a covered benefit in the STAR+PLUS MMP program. This information can be found in your provider contract with Superior.

Superior STAR+PLUS MMP members do not have copayments.

## Balance Billing

Providers should never balance bill dual-eligible members of Superior HealthPlan. Dual-eligible beneficiaries receive coverage from both Medicare and Medicaid plans and should not be charged for Medicare or Medicaid-covered services, including copayments, co-insurance or deductibles.

Dual-eligible STAR+PLUS MMP enrollees receive benefits and services from both Medicare and Medicaid:

- Medicare provides primary coverage for health-care services and prescription drugs.
- Medicaid covers additional benefits, such as long-term services and supports.
- Medicaid also provides help to pay Medicare premiums and cost sharing.

Balance billing is illegal under both state and federal law\*. If a provider has balance billed a member, the provider must take action to correct the situation. Providers are required to stop the bill collection process and work with credit reporting agencies to amend any resulting issues for the member. If an organizational determination has happened and a prior written agreement has been signed by the provider and the member for non-covered services, an exception may be made.

For more information about balance billing and dual-eligible beneficiaries, visit the CMS website or contact your Account Manager.

\* For federal and state laws regarding balance billing, refer to Section 1902(n)(3)(B) of the Social Security Act, as modified by section 4714 of the Balanced Budget Act of 1997.

## Member Acknowledgement Statement

The only occasion when a provider may bill a member is when the member has completed a member acknowledgement statement.

A provider may bill a member for a claim denied as not being medically necessary or not a part of a covered service if both of the following conditions are met:

- A specific service or item is provided at the request of the patient.
- The provider has obtained and kept a written member acknowledgement statement signed by the client. The member acknowledgment statement must read as follows: “I understand that, in the opinion of (provider’s name), the services or items that I have requested to be provided to me on (dates of service) may not be covered under the Texas Medicaid Assistance program or the Children’s Health Insurance program as being reasonable and medically necessary for my care. I understand that Superior, through its contract with HHSC, determines the medical necessity of the services or items that I request and receive. I also understand that I am responsible for payment of the services or items I request and receive if these services or items are determined not to be reasonable and medically necessary for my care.”

## Private Pay Form

There are very limited instances when a provider may bill the member, if non-covered Medicaid services are provided. The provider must inform the member before services are provided that the member will be responsible for paying for all services. It is suggested that the provider use the member acknowledgment statement provided above as the Private Pay form, or use the Private Pay Agreement form found in the Texas Medicaid Provider Procedures Manual. Without written, signed documentation that the member has been properly notified of their private pay status, the provider cannot ask for payment from a member.

# Use of Assistant Surgeons

An assistant surgeon is defined as a physician who utilizes professional skills to assist the primary surgeon on a specific procedure. The procedures that are allowed an assistant surgeon are Medicare-approved procedures as indicated in the Texas Medicaid Provider Procedures Manual. An assistant surgeon's presence at the surgeries listed on the Medicare-approved assistant surgeon list are presumed to be medically necessary. All assistant surgeon's procedures, including those on the assistant surgeon's list, are subject to retrospective review for medical necessity by Superior's Medical Management department. All assistant surgeon's procedures are subject to Superior policies and are not subject to policies established by contracted hospitals.

Hospital medical staff bylaws that require an assistant surgeon be present for a designated procedure are not grounds for reimbursement. Medical staff bylaws alone do not constitute medical necessity, nor is reimbursement guaranteed when the patient or family requests an assistant surgeon be present for the surgery. Coverage and subsequent reimbursement for an assistant surgeon's service is based on the medical necessity of the procedure itself and the assistant surgeon's presence at the procedure.

# Claims Tied To Multiple Authorizations

Superior frequently issues authorizations that extend to multiple dates of service. To avoid claim denials, the dates of service billed on a claim must be covered under a single authorization. If the dates of service billed are covered by multiple authorizations, the claim may be split and billed one of the following ways for each authorization:

- On separate lines within a single claim; or
- On separate claim forms as multiple claims.

Ensure that each claim dates of services match the authorization dates of service.

# Common Billing Errors

Table 11-1 lists common billing errors. Accessing the information in this table may help you to avoid rejected claims or encounters.

**Table 11-1 Common Billing Errors**

| Type            | Information   |
|-----------------|---|
| CPT/HCPCS       | Use specific CPT or HCPCS codes. Avoid the use of non-specific or "catch-all" codes (i.e. 99070) unless required by HHSC. Use the most current CPT or HCPCS codes according to Texas Medicaid guidelines. |
| Diagnosis Codes | Use current diagnosis codes and code to the highest level of specificity available.   |
| Accident Claims | Attach liability carrier disposition or accident details/supporting documentation if no liability carrier is involved.  |

| Type  | Information   |
|---|---|
| Medicaid and CHIP- NPI number CMS 1500        | Field 17a: Qualifier ZZ plus taxonomy of referring.<br>Field 17b: NPI of referring providers (If unable to attain please populate with servicing provider's NPI.<br>This field will not be used for claims processing but is required to be filled)<br>Field 24jb: NPI of servicing providers. Enter the billing NPI if services are not provided by an individual<br>(e.g., DME, independent lab, home health, RHC/FQHC general medical exam, etc.).<br>Field 24i : Qualifier = ZZ.<br>Field 24ja: Servicing provider primary taxonomy code.<br>Field 25 : Tax identification number.<br>Field 33: ZIP+4 of the billing provider's service location.<br>Field 33a: NPI of billing provider.<br>Field 33b: Qualifier = ZZ plus taxonomy code of the billing provider. |
| Medicaid andCHIP - NPI number UB-04/ CMS 1450 | Form Locator Field 1: Billing provider service location name, address and ZIP+4. Form Locator Field 5: Tax identification number of billing provider.<br>Form Locator Field 56: NPI number of billing provider.<br>Form Locator Field 81: B3 qualifier.<br>Form Locator Field 76: NPI of attending physician.<br>Form Locator Field 76 Qual: B3 plus taxonomy of attending physicians.<br>Form Locator Field 77: NPI of operating physician.<br>Form Locator Field 77 Qual: B3 plus taxonomy of operating physician.  |
| Member Information                            | Ensure that member's name, date of birth and ID number coincides with Superior ID card, DFPS Medicaid 2085 or HHSC "Your Texas Benefits" Medicaid card (formerly Medicaid form 3087).   |
| Other Insurance                               | Verify other insurance information and attach primary insurance EOP with the paper claim or include primary insurance EOP electronically using EDI or Superior's Secure Provider Portal.  |
| Therapy Services                              | Attach MD evaluation order for processing.  |

## Claims Reconsiderations

When a provider has submitted a claim and received a denial due to incorrect or missing information, a corrected claim may be submitted. A red and white claim form is required. Refer to Common Billing Errors section and Table 11-1 for examples. The following includes definitions of when a claim may be reconsidered:

- Adjustment – An adjustment to a previously finalized clean claim in which no additional information from the provider is required to perform the adjustment. An adjustment could be prompted by the provider or by the plan.
- Claim Appeal - An appeal is a claim that has been previously adjudicated as a clean claim and the provider is appealing the disposition through written notification to Superior and in accordance with the appeal process as defined in this Provider Manual. An appeal must include supporting documentation. Examples of supporting documentation may include, but are not limited to:
  - A letter from the provider stating why they feel the claim payment is incorrect (required).
  - A copy of the original claim.
  - A copy of the Superior EOP (required).
  - An EOP from another insurance company.
  - Overnight or certified mail receipt as proof of filing date.
  - Documentation of eligibility verification such as copy of ID card, "Your Texas Benefits" Medicaid card (formerly Medicaid form 3087), TMHP documentation or call log, etc.
  - EDI acceptance reports showing the claim was accepted by Superior.

- Prior authorization number and/or form or fax.

To submit paper reconsiderations, mail to the following address:

Superior HealthPlan STAR+PLUS MMP  
Attn: Claims - Reconsiderations  
PO BOX 4000  
Farmington, MO 63640-4000

## Retrospective Medical Necessity Claims Appeal

A medical necessity appeal is a written request from a member or provider who is appealing on the member's behalf to reconsider a medical necessity denial. This can apply to a denial for a service that was requested but has not yet been performed, or a retrospective review of a service that has already been performed but is partially or wholly denied. Please refer to Section 10 - Adverse Determinations and Appeals, for instruction on how to submit medical necessity appeals.

## Rejected Claim

Rejected claims are returned with messages that explain what is wrong, so the claim can be corrected and resubmitted.

Claims that are rejected must be corrected and resubmitted for payment consideration. If a claim is within the applicable timely filing limits, it may be submitted as a first time claim. If a claim is outside the applicable timely filing limits, then the claim must be submitted as an adjustment along with a copy of the rejection report or may be submitted electronically with the claim number assigned on the rejection report.

## Corrected Claim

A corrected claim is a correction or change of information to a previously finalized clean claim in which additional information from the provider is required to perform the adjustment. A corrected claim can be the result of:

- An original claim that was either denied or rejected as being deficient, as it did not contain all required elements to appropriately process the claim.
- An original clean claim that was previously adjudicated and included all elements necessary to process the claim, but one or more elements included in the original claim submission were erroneous.

Providers may correct, but are not limited to, the following:

- Patient control number (PCN)
- Date of birth
- Date on onset
- X-ray date
- Place of service (POS)
- Present on Admission (POA)
- Quantity billed
- Prior authorization number (PAN)
- Beginning date of service (DOS)
- Ending date of service or discharge date

## Corrected Claims Process

Corrected claims may be submitted via EDI, the Superior Provider Portal or by mail. All corrected claims submitted by mail on paper should be free of handwritten or stamped verbiage and must be submitted on a standard red and

white UB-04 or HCFA 1500 claim form. Corrected claims submitted by mail must include the Corrected Claim Form available on our website at [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com). Any UB-04 or HCFA 1500 form received that is submitted on black and white paper will be rejected back to the provider upon receipt.

Additionally, the original (corrected) claim number must be inserted in field 64 of the UB-04 or field 22 of the HCFA 1500. The appropriate frequency code/resubmission code should also be billed in field 4 of the UB-04 and 22 of the HCFA 1500. The frequency/resubmission codes can be found in the NUCC (National Uniform Claim Committee) manual for HCFA 1500 claim forms or the UB Editor (Uniform Billing Editor) for UB-04 claim forms. Omission of these data elements may result in denials.

Providers may contact their local Account Manager with any questions or by calling Provider Services at 1-877-391-5921.

Corrected claims must be sent within 120 days of the initial claim disposition. Corrected claims can be submitted via EDI, the Provider Portal or on paper. To submit paper corrected claims, mail to the following address:

Superior HealthPlan STAR+PLUS MMP  
Attn: Claims - Correction  
PO BOX 4000  
Farmington, MO 63640-4000

## Submitting a Claim Appeal

A claim appeal is a request for reconsideration of a claim for anything other than medical necessity and/or any request that would require review of medical records to make a determination. All claim appeals regarding the amount reimbursed or regarding a denial for a particular service must be submitted in writing and include all necessary documentation. Any adjustments as the result of a claim appeal will be provided by check with an EOP, reflecting the adjustment of the claim. A Claim Appeal form must be sent in with a claim appeal.

When submitting claims, please follow these guidelines:

- Claims must be received by Superior within 95 days from each date of service on the claim. Final inpatient hospital claims must be received by Superior within 95 days from the date of discharge.
- All claim appeals must be finalized within 24 months from the date of service.
- All appeals of claims and requests for adjustments must be received by Superior within 120 days from the date of the last denial of and/or adjustment to the original claim.

To submit an appeal on paper, mail the appeal to the following address:

Superior HealthPlan STAR+PLUS MMP  
Attn: Claims Appeals  
PO BOX 4000  
Farmington, MO 63640-4000

Superior will process the appeal and adjudicate the claim within 30 days from the date of receipt of the appeal. Superior's contract with each provider allows for the resolution of disputes through binding arbitration.

## Completing a CMS 1500 Form

Only CMS 1500 claim forms printed in Flint OCR Red, J6983 ink (or exact match) are acceptable. Although the CMS- 1500 form can be downloaded and printed, copies of the form cannot be used for submission of claims, since the copy may



not accurately replicate the scale or OCR color of the form.

Paper claims submitted outside of this format will be rejected. Providers are highly encouraged to submit forms electronically via Superior’s Secure Provider Portal.

## CMS 1500 Claim Form Instructions

The following table outlines each field within a CMS 1500 form. Please note:

- Required fields (indicated as “R”) must be completed on all claims. Claims with missing or invalid required field information will be rejected or denied.
- Conditional fields (indicated as “C”) must be completed if the information applies to the situation or the service provided.
- Not Required field (indicated as “Not Required”) will not need to be completed.

| Field # | Field Description  | Instruction or Comments  | Required or Conditional |
|---------|--|--|-------------------------|
| 1       | Insurance Program Identification   | Check only the type of health coverage applicable to the claim. This field indicates the payer to whom the claim is being filed. Select “D”, other.  | Not Required            |
| 1a      | Insured ID Number  | The 10 digit Medicaid ID number on the member’s Superior ID card.  | R                       |
| 2       | Patient’s Name (Last Name, First Name, Middle Initial)                                   | Enter the patient’s name as it appears on the member’s Superior ID card. Do not use nicknames.   | R                       |
| 3       | Patient’s Birth Date / Sex   | Enter the patient’s 8 digit date of birth (MM/DD/YYYY) and mark the appropriate box to indicate the patient’s sex/gender. M = male F = female  | R                       |
| 4       | Insured’s Name   | Enter the patient’s name as it appears on the member’s Superior ID card.   | R                       |
| 5       | Patient’s Address (Number, Street, City, State, Zip code), Telephone (include area code) | Enter the patient’s complete address and telephone number including area code on the appropriate line.<br>First line – Enter the street address. Do not use commas, periods, or other punctuation in the address (e.g., 123 N Main Street 101 instead of 123 N. Main Street, #101).<br>Second line – In the designated block, enter the city and state.<br>Third line – Enter the zip code and phone number. When entering a 9-digit zip code (zip+4 codes), include the hyphen. Do not use a hyphen or space as a separator within the telephone number (i.e. (803)5551414).<br>Note: Patient’s telephone does not exist in the electronic 837 Professional 4010A1. | R                       |
| 6       | Patient’s Relation to Insured  | Always mark to indicate self.  | C                       |
| 7       | Insured’s Address (Number, Street, City, State, Zip code), Telephone (include area code) | Enter the patient’s complete address and telephone number including area code on the appropriate line.<br>First line – Enter the street address. Do not use commas, periods, or other punctuation in the address (e.g., 123 N Main Street 101 instead of 123 N. Main Street, #101).<br>Second line – In the designated block, enter the city and state.<br>Third line – Enter the zip code and phone number. When entering a 9-digit zip code (zip+4 codes), include the hyphen. Do not use a hyphen or space as a separator within the telephone number (i.e. (803)5551414).<br>Note: Patient’s telephone does not exist in the electronic 837 Professional 4010A1. | Not Required            |
| 8       | Reserved for NUCC use  |  | Not Required            |
| 9       | Other Insured’s Name (Last Name, First Name, Middle Initial)                             | Refers to someone other than the patient. Required if patient is covered by another insurance plan. Enter the complete name of the insured.<br>NOTE: COB claims that require attached EOBs must be submitted on paper.   | C                       |
| 9a      | Other Insured’s Policy or Group Number   | Required if # 9 is completed. Enter the policy or group number of the other insurance plan.  | C                       |



| Field #   | Field Description  | Instruction or Comments  | Required or Conditional |
|-----------|--|--|-------------------------|
| 9b        | Reserved for NUCC use                                      | This field was previously used to report "Other Insured's Date of Birth, Sex" but it does not exist in 5010A1. The NUCC will provide instructions for any use of this field.   | Not Required            |
| 9c        | Reserved for NUCC use                                      | This field was previously used to report "Employers Name or School Name" but it does not exist in 5010A1. The NUCC will provide instructions for any use of this field.  | Not Required            |
| 9d        | Insurance Plan Name or Program Name                        | Required if # 9 is completed. Enter the other insured's (name of person listed in box 9) insurance plan or program name.   | C                       |
| 10a, b, c | Is Patient's Condition Related To:                         | Enter a yes or no for each category/line (a, b and c). Do not enter a yes and no in the same category/line.  | R                       |
| 10d       | Reserved for Local Use                                     |  | Not Required            |
| 11        | Insured's policy group or FECA number                      | Required when other insurance is available. Enter the policy, group, or FECA number of the other insurance.  | C                       |
| 11a       | Insured's Date of Birth / Sex                              | Same as field 3.   | C                       |
| 11b       | Other Claim ID (Designated by NUCC)                        | The "Other Claim ID" is another identifier applicable to the claim.  |                         |
| 11c       | Insurance Plan Name or Program Name                        | Enter name of the insurance health plan or program.  | C                       |
| 11d       | Is There Another Health Benefit Plan                       | Mark yes or no. If yes, complete # 9a-d and #11c.  | R                       |
| 12        | Patient's or Authorized Person's Signature                 | Enter "Signature on File," "SOF," or the actual legal signature. The provider must have the member's or legal guardian's signature on file or obtain their legal signature in this box for the release of information necessary to process and/or adjudicate the claim.  | Required                |
| 13        | Patient's or Authorized Person's Signature                 |  | Not Required            |
| 14        | Date of Current Illness), or Injury (), or Pregnancy (LMP) | Enter the 6 digit (MM/DD/YY) or 8 digit (MM/DD/YYYY) date reflecting the first date of onset for the Present Illness, Injury or LMP (last menstrual period) if pregnant. Enter the applicable qualifier to identify which date is being reported: <ul style="list-style-type: none"> <li>431 Onset of Current Symptoms or Illness</li> <li>484 Last Menstrual Period</li> </ul> Enter the qualifier to the right of the vertical, dotted line.   | C                       |
| 15        | Other Date   | Enter another date related to the patient's condition or treatment. Enter the date in the 6-digit (MM DD YY) or 8-digit (MM DD YYYY) format. Enter the applicable qualifier to identify which date is being reported: <ul style="list-style-type: none"> <li>454 Initial Treatment</li> <li>304 Latest visit or Consultation</li> <li>453 Acute manifestation of a Chronic Condition</li> <li>439 Accident</li> <li>455 Last X-ray</li> <li>471 Prescription</li> <li>090 Report Start (Assumed Care Date)</li> <li>091 Report End (Relinquished Care Date)</li> <li>444 First Visit or Consultation</li> </ul> Enter the qualifier between the left-hand set of vertical, dotted lines. The "Other Date" identifies additional date information about the patient's condition or treatment. | C                       |
| 16        | Dates Patient Unable to Work in Current Occupation         | If the patient is employed and is unable to work in current occupation, a 6-digit (MM/DD/YY) or 8-digit (MM/DD/YYYY) date must be shown for the "from-to" dates that the patient is unable to work. An entry in this field may indicate employment-related insurance coverage.   | C                       |

| Field # | Field Description   | Instruction or Comments  | Required or Conditional |
|---------|---|--|-------------------------|
| 17      | Name of Referring Physician or Other Source   | Enter the name (First Name, Middle Initial, Last Name) followed by the credentials of the professional who referred or ordered the service(s) or supply(ies) on the claim. If multiple providers are involved, enter one provider using the following priority order:<br>1. Referring provider<br>2. Ordering provider<br>3. Supervising provider<br>Do not use periods or commas. A hyphen can be used for hyphenated names. Enter the applicable qualifier to identify which provider is being reported:<br><ul style="list-style-type: none"> <li>· DN Referring provider</li> <li>· DK Ordering provider</li> <li>· DQ Supervising provider</li> </ul> Enter the qualifier to the left of the vertical, dotted line.   | C                       |
| 17a     | ID Number of Referring Physician  | Required if 17 is completed. Use ZZ qualifier for taxonomy code.   | C                       |
| 17b     | NPI Number of Referring Physician   | Required if 17 is completed. If unable to obtain referring NPI, servicing NPI may be used.   | C                       |
| 18      | Hospitalization Dates Related to Current Services                                       |  | Not Required            |
| 19      | Supervising Physician for Referring Physician   | If there is a Supervising Physician for the referring or ordering provider that is listed in Block 17, the name and NPI of the supervising provider must go in Block 19.   | Not Required            |
| 20      | Outside Lab/Charges   | Check the appropriate box. The information may be requested for retrospective review. If "yes," enter the provider identifier of the facility that performed the service in block 32   | Not Required            |
| 21      | Diagnosis or Nature of Illness or Injury. (Relate Items A-L to service line below (24E) | The "ICD Indicator" identifies the version of the ICD code set being reported. The "Diagnosis or Nature of Illness or Injury" is the sign, symptom, complaint, or condition of the patient relating to the service(s) on the claim.<br>Enter the applicable ICD indicator to identify which version of ICD codes is being reported:<br><ul style="list-style-type: none"> <li>· 0 ICD-10-CM</li> </ul> Enter the indicator between the vertical, dotted lines in the upper right-hand portion of the field. Enter the codes to identify the patient's diagnosis and/or condition. List no more than 12 ICD-10-CM diagnosis codes. Relate lines A - L to the lines of service in 24E by the letter of the line. Use the highest level of specificity. Do not provide narrative description in this field.<br>Claims missing or with invalid diagnosis codes will be denied for payment. | R                       |
| 22      | Resubmission Code / Original Reference Number   | For resubmissions or adjustments, enter the 12 character document control number (DCN ) of the original claim..<br>Note: For resubmissions submitted via EDI, the CLM05-3 must be "7" and in the web loop a RED "F8" must be sent with the original claim number.  | R                       |
| 23      | Prior Authorization Number  | Superior does not require the Prior Authorization Number on the Claims form; it is stored with the case internally, so must still be requested as needed.<br>Providers are encouraged to enter their Clinical Laboratory Improvement Amendments (CLIA) Number as assigned.<br>Enter any of the following: prior authorization number, referral number, mammography pre-certification number, or Clinical Laboratory Improvement Amendments (CLIA) number, as assigned by the payer for the current service. Do not enter hyphens or spaces within the number   | C                       |

| Field #      | Field Description                                   | Instruction or Comments  | Required or Conditional |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
|--------------|---|--|-------------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|
| 24A -J       | General Information                                 | <p>Box 24 contains 6 claim lines. Each claim line is split horizontally into shaded and unshaded areas. Within each unshaded area of a claim line there are 10 individual fields labeled A-J. Within each shaded area of a claim line there are 4 individual fields labeled 24A-G, 24H, 24J and 24Jb. Fields 24A-G are a continuous field for the entry of supplemental information. Instructions are provided for shaded and unshaded fields.</p> <p>The shaded area for a claim line is to accommodate the submission of supplemental information, EPSDT qualifier, Provider Medicaid number qualifier, and provider Medicaid number.</p> <p>Shaded boxes A-G is for line item supplemental information and is a continuous line that accepts up to 61 characters.</p> <p>The un-shaded area of a claim line is for the entry of claim line item detail.</p>   | See Below               |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| 24A-G Shaded | Supplemental Information                            | <p>The shaded top portion of each service claim line is used to report supplemental information for:</p> <p>Qualifier along with NDC, units and base measurement code are required where applicable</p> <p>Compound drug elements</p> <p>Anesthesia start/stop time and duration</p> <p>Unspecified, miscellaneous, or unlisted CPT and HCPC code descriptions</p> <p>HIBCC or GTIN number/code</p>  | C                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| 24A          | Date(s) of Service                                  | Enter the date the service listed in 24D was performed (MM/DD/YY). If there is only one date, enter that date in the From field. The To field may be left blank or populated with the From date. If identical services (identical CPT/HCPC code(s)) were performed, each date must be entered on a separate line.  | R                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| 24B          | Place of Service                                    | Enter the appropriate 2 digit CMS standard place of service (POS) code. A list of current POS codes may be found on the CMS website or the following link: <a href="https://www.cms.gov/Medicare/Coding/place-of-service-codes/Place_of_Service_Code_Set.html">https://www.cms.gov/Medicare/Coding/place-of-service-codes/Place_of_Service_Code_Set.html</a>   | R                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| 24C          | EMG   | Enter Y (yes) or N (no) to indicate if the service was an emergency.   | R                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| 24D          | Procedures, Services or Supplies CPT/HCPCS Modifier | <p>Enter the 5 digit CPT or HCPC code and 2 character modifier if applicable. Only one CPT or HCPC and up to 4 modifiers may be entered per claim line. Codes entered must be valid for date of service. Missing or invalid codes will be denied for payment.</p> <p>Only the first modifier entered is used for pricing the claim. Failure to use modifiers in the correct position or combination with the procedure code, or invalid use of modifiers, will result in a rejected, denied, or incorrectly paid claim. The following national modifiers are recognized as modifiers that will impact the pricing of your claim.</p> <table border="1"> <tbody> <tr> <td>26</td> <td>50</td> <td>54</td> <td>55</td> <td>62</td> </tr> <tr> <td>66</td> <td>76</td> <td>80</td> <td>81</td> <td>82</td> </tr> <tr> <td>AA</td> <td>AD</td> <td>AS</td> <td>ET</td> <td>FP</td> </tr> <tr> <td>GN</td> <td>GO</td> <td>GP</td> <td>NU</td> <td>QK</td> </tr> <tr> <td>QX</td> <td>QY</td> <td>QZ</td> <td>RR</td> <td>SA</td> </tr> <tr> <td>TC</td> <td>TD</td> <td>TE</td> <td>TF</td> <td>TG</td> </tr> <tr> <td>TH</td> <td>U1</td> <td>U5</td> <td>U6</td> <td>U7</td> </tr> </tbody> </table> | 26                      | 50 | 54 | 55 | 62 | 66 | 76 | 80 | 81 | 82 | AA | AD | AS | ET | FP | GN | GO | GP | NU | QK | QX | QY | QZ | RR | SA | TC | TD | TE | TF | TG | TH | U1 | U5 | U6 | U7 | R |
| 26           | 50  | 54   | 55                      | 62 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| 66           | 76  | 80   | 81                      | 82 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| AA           | AD  | AS   | ET                      | FP |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| GN           | GO  | GP   | NU                      | QK |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| QX           | QY  | QZ   | RR                      | SA |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| TC           | TD  | TE   | TF                      | TG |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| TH           | U1  | U5   | U6                      | U7 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| 24E          | Diagnosis Pointer                                   | In 24E, enter the diagnosis code reference letter (pointer) as shown in Item Number 21 to relate the date of service and the procedures performed to the primary diagnosis. When multiple services are performed, the primary reference letter for each service should be listed first, other applicable services should follow. The reference letter(s) should be A – L or multiple letters as applicable. ICD-10-CM diagnosis codes must be entered in Item Number 21 only. Do not enter them in 24E.  | R                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |
| 24F          | Charges   | Enter the charge amount for the claim line item service billed. Dollar amounts to the left of the vertical line should be right justified. Up to 8 characters are allowed (i.e. 199,999.99). Do not enter a dollar sign (\$). If the dollar amount is a whole number (i.e. 10.00), enter 00 in the area to the right of the vertical line.   | R                       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |

| Field #    | Field Description                    | Instruction or Comments   | Required or Conditional |
|------------|--------------------------------------|---|-------------------------|
| 24G        | Days or Units                        | Enter the number of days or units. This field is most commonly used for multiple visits, units of supplies, anesthesia units or minutes, or oxygen volume. If only one service is performed, the numeral 1 must be entered.<br>Enter numbers left justified in the field. No leading zeros are required. If reporting a fraction of a unit, use the decimal point.<br>Anesthesia services must be reported as minutes. Units may only be reported for anesthesia services when the code description includes a time period (such as "daily management").  | R                       |
| 24H        | Shaded EPSDT (Chcup) Family Planning | Leave blank.  | Not Required            |
| 24H        | EPSDT (Chcup) Family Planning        | For Early & Periodic Screening, Diagnosis and Treatment related services, enter the response in the shaded portion of the field as follows:<br><ul style="list-style-type: none"> <li>If there is no requirement (e.g., state requirement) to report a reason code for EPDST, enter Y for "YES" or N for "NO" only.</li> <li>If there is a requirement to report a reason code for EPDST, enter the appropriate reason code as noted below. (A Y or N response is not entered with the code.) The two character code is right justified in the shaded area of the field.</li> </ul> The following codes for EPSDT are used in 5010A1:<br><ul style="list-style-type: none"> <li>AV Available – Not Used (Patient refused referral.)</li> <li>S2 Under Treatment (Patient is currently under treatment for referred diagnostic or corrective health problem.)</li> <li>ST New Service Requested (Referral to another provider for diagnostic or corrective treatment/scheduled for another appointment with screening provider for diagnostic or corrective treatment for at least one health problem identified during an initial or periodic screening service, not including dental referrals.)</li> <li>NU Not Used (Used when no EPSDT patient referral was given.)</li> <li>If the service is Family Planning, enter Y ("YES") or N ("NO") in the bottom, unshaded area of the field.</li> </ul> | C                       |
| 24I Shaded | ID Qualifier                         | Use ZZ qualifier for taxonomy.<br>Use 1D qualifier for Medicaid ID, if an atypical provider.  | R                       |
| 24J Shaded | Non-NPI Provider ID                  | Enter taxonomy code. Typical providers:<br><ul style="list-style-type: none"> <li>Enter the provider taxonomy code or Medicaid provider ID number that corresponds to the qualifier entered in 24I shaded. Use ZZ qualifier for taxonomy code.</li> </ul>   | R                       |
| 24J        | NPI Provider Id                      | Typical providers only: Enter the 10 character NPI ID of the provider who rendered services. If the provider is billing as a member of a group, the rendering individual provider's 10 character NPI ID may be entered. . Enter the billing NPI if services are not provided by an individual (e.g. DME, independent lab, home health, RHC/FQHC general medical exam, etc.)   | R                       |
| 25         | Federal Tax ID Number Ssn/Ein        | Enter the provider or supplier 9 digit federal Tax ID number and mark the box labeled EIN.  | R                       |
| 26         | Patient's Account Number             | Enter the provider's billing account number.  | Not Required            |
| 27         | Accept Assignment                    | Enter an X in the YES box. Submission of a claim for reimbursement of services provided to a Medicaid recipient using Medicaid funds indicates the provider accepts Medicaid assignment. Refer to the back of the CMS 1500 (12-90) form for the section pertaining to Medicaid payments.  | R                       |
| 28         | Total Charges                        | Enter the total charges for all claim line items billed – claim lines 24F. Dollar amounts to the left of the vertical line should be right justified. Up to 8 characters are allowed (i.e. 199,999.99). Do not enter a dollar sign (\$). If the dollar amount is a whole number (i.e. 10.00), enter 00 in the area to the right of the vertical line.   | R                       |

| Field # | Field Description   | Instruction or Comments  | Required or Conditional      |
|---------|---|--|------------------------------|
| 29      | Amount Paid   | Required when another carrier is the primary payer. Enter the payment received from the primary payer prior to invoicing Superior. Medicaid programs are always the payers of last resort.<br>Dollar amounts to the left of the vertical line should be right justified. Up to 8 characters are allowed (i.e. 199,999.99). Do not enter a dollar sign (\$). If the dollar amount is a whole number (i.e. 10.00), enter 00 in the area to the right of the vertical line.   | C                            |
| 30      | Reserved for NUCC Use   | This field was previously used to report "Balance Due." "Balance Due" does not exist in 5010A1, so this field has been eliminated.   | Not Required                 |
| 31      | Signature of Physician or Supplier Including Degrees or Credentials | Acceptable Signature Requirements for Submission include: <ul style="list-style-type: none"> <li>• Typed signature in box 31</li> <li>• Name of group in box 33 is listed in box 31</li> <li>• Handwritten signature in box 31</li> <li>• Stamped signature in box 31</li> <li>• Signature on file</li> <li>• This feature does not exist in the electronic 837P.</li> </ul>   | Required                     |
| 32      | Service Facility Location Information                               | Required if the location where services were rendered is different from the billing address listed in field 33.<br>Enter the name and physical location. (P.O. box numbers are not acceptable here.)<br>First line – Enter the business/facility/practice name.<br>Second line – Enter the street address. Do not use commas, periods, or other punctuation in the address (e.g., 123 N Main Street 101 instead of 123 N. Main Street, #101).<br>Third line – In the designated block, enter the city and state.<br>Fourth line – Enter the zip code and phone number. When entering a 9 digit zip code (zip+4 codes), include the hyphen. | C                            |
| 32a     | Npi – Services Rendered   | Typical providers only: Required if the location where services were rendered is different from the billing address listed in field 33.<br>Enter the 10 character NPI ID of the facility where services were rendered.   | R, if Field #32 is populated |
| 32b     | Other Provider ID   | Required if the location where services were rendered is different from the billing address listed in field 33.<br>Typical providers<br>Enter the 2 character qualifier ZZ followed by the taxonomy code (no spaces).<br>Atypical providers<br>Enter the 2 character qualifier ID followed by the 6 character Medicaid provider ID number (no spaces).   | R, if Field #32 is populated |
| 33      | Billing Provider Info and Phone Number                              | Enter the billing provider's complete name, address (include the zip + 4 code) and phone number.<br>First line – Enter the business/facility/practice name.<br>Second line – Enter the street address. Do not use commas, periods, or other punctuation in the address (e.g., 123 N Main Street 101 instead of 123 N. Main Street, #101).<br>Third line – In the designated block, enter the city and state.<br>Fourth line – Enter the zip code and phone number. When entering a 9 digit zip code (zip+4 codes), include the hyphen. Do not use a hyphen or space as a separator within the telephone number (i.e. (803)551414).         | R                            |
| 33a     | Group Billing Npi   | Typical providers only: Required if the location where services were rendered is different from the billing address listed in field 33.<br>Enter the 10 character NPI ID.  | R                            |
| 33b     | Group Billing Other Id  | Enter as designated below the Billing Group Medicaid ID number or taxonomy code.<br>Typical providers:<br>Enter the provider taxonomy code. Use ZZ qualifier.<br>Atypical providers:<br>Enter the 6 digit Medicaid provider ID number.   | R                            |

# CMS 1500 Claim Form (Sample Only)

## HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--------------------------------------|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|
| <input type="checkbox"/> <input type="checkbox"/> PICA  |  |  |  |  |  |  |  |  |  | PICA <input type="checkbox"/> <input type="checkbox"/>   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 1. MEDICARE <input type="checkbox"/> (Medicare #)   |  |  |  |  |  |  |  |  |  | MEDICAID <input type="checkbox"/> (Medicaid #)   |  |  |  |  |  |  |  |  |  | TRICARE <input type="checkbox"/> (ID#DOD#)  |  |  |  |  |  |  |  |  |  | CHAMPVA <input type="checkbox"/> (Member ID#)                |  |  |  |  |  |  |  |  |  | GROUP HEALTH PLAN <input type="checkbox"/> (ID#)          |  |  |  |  |  |  |  |  |  | FECA BLK LUNG <input type="checkbox"/> (ID#) |  |  |  |  |  |  |  |  |  | OTHER <input type="checkbox"/> (ID#) |  |  |  |  |  |  |  |  |  | 1a. INSURED'S I.D. NUMBER (For Program in Item 1) |  |  |  |  |  |  |  |  |  |
| 2. PATIENT'S NAME (Last Name, First Name, Middle Initial)   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 3. PATIENT'S BIRTH DATE<br>MM   DD   YY   |  |  |  |  |  |  |  |  |  | SEX<br>M <input type="checkbox"/> F <input type="checkbox"/> |  |  |  |  |  |  |  |  |  | 4. INSURED'S NAME (Last Name, First Name, Middle Initial) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 5. PATIENT'S ADDRESS (No., Street)  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 6. PATIENT RELATIONSHIP TO INSURED<br>Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 7. INSURED'S ADDRESS (No., Street)                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| CITY  |  |  |  |  |  |  |  |  |  | STATE  |  |  |  |  |  |  |  |  |  | CITY  |  |  |  |  |  |  |  |  |  | STATE  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| ZIP CODE  |  |  |  |  |  |  |  |  |  | TELEPHONE (Include Area Code)  |  |  |  |  |  |  |  |  |  | ZIP CODE  |  |  |  |  |  |  |  |  |  | TELEPHONE (Include Area Code)                                |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)   |  |  |  |  |  |  |  |  |  | 10. IS PATIENT'S CONDITION RELATED TO:   |  |  |  |  |  |  |  |  |  | 11. INSURED'S POLICY GROUP OR FECA NUMBER   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| a. OTHER INSURED'S POLICY OR GROUP NUMBER   |  |  |  |  |  |  |  |  |  | a. EMPLOYMENT? (Current or Previous)   |  |  |  |  |  |  |  |  |  | a. INSURED'S DATE OF BIRTH<br>MM   DD   YY  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| b. RESERVED FOR NUCC USE  |  |  |  |  |  |  |  |  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |  |  |  |  |  |  |  |  | SEX<br>M <input type="checkbox"/> F <input type="checkbox"/>  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| c. RESERVED FOR NUCC USE  |  |  |  |  |  |  |  |  |  | b. AUTO ACCIDENT?  |  |  |  |  |  |  |  |  |  | b. OTHER CLAIM ID (Designated by NUCC)  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| d. INSURANCE PLAN NAME OR PROGRAM NAME  |  |  |  |  |  |  |  |  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |  |  |  |  |  |  |  |  | c. INSURANCE PLAN NAME OR PROGRAM NAME  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below. |  |  |  |  |  |  |  |  |  | 10d. CLAIM CODES (Designated by NUCC)  |  |  |  |  |  |  |  |  |  | d. IS THERE ANOTHER HEALTH BENEFIT PLAN?  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| SIGNED _____  |  |  |  |  |  |  |  |  |  | DATE _____   |  |  |  |  |  |  |  |  |  | <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, complete items 9, 9a and 9d.</i>  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP):  |  |  |  |  |  |  |  |  |  | 15. OTHER DATE   |  |  |  |  |  |  |  |  |  | 13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| MM   DD   YY  |  |  |  |  |  |  |  |  |  | QUAL.  |  |  |  |  |  |  |  |  |  | MM   DD   YY  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 17. NAME OF REFERRING PROVIDER OR OTHER SOURCE  |  |  |  |  |  |  |  |  |  | 17a. _____   |  |  |  |  |  |  |  |  |  | 16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 17b. NPI  |  |  |  |  |  |  |  |  |  | 17c. _____   |  |  |  |  |  |  |  |  |  | FROM MM   DD   YY TO MM   DD   YY   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)   |  |  |  |  |  |  |  |  |  | 18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES  |  |  |  |  |  |  |  |  |  | 17. NAME OF REFERRING PROVIDER OR OTHER SOURCE  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Relate A-L to service line below (24E)   |  |  |  |  |  |  |  |  |  | 19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC)  |  |  |  |  |  |  |  |  |  | FROM MM   DD   YY TO MM   DD   YY   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| A. _____  |  |  |  |  |  |  |  |  |  | B. _____   |  |  |  |  |  |  |  |  |  | C. _____  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| E. _____  |  |  |  |  |  |  |  |  |  | F. _____   |  |  |  |  |  |  |  |  |  | G. _____  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| I. _____  |  |  |  |  |  |  |  |  |  | J. _____   |  |  |  |  |  |  |  |  |  | K. _____  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 24. A. DATE(S) OF SERVICE   |  |  |  |  |  |  |  |  |  | B. PLACE OF SERVICE  |  |  |  |  |  |  |  |  |  | C. _____  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| From MM   DD   YY To MM   DD   YY   |  |  |  |  |  |  |  |  |  | EMG  |  |  |  |  |  |  |  |  |  | D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances)  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| E. DIAGNOSIS POINTER  |  |  |  |  |  |  |  |  |  | F. \$ CHARGES  |  |  |  |  |  |  |  |  |  | G. DAYS OR UNITS  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| H. ERSOT Family Plan  |  |  |  |  |  |  |  |  |  | I. ID. QUAL.   |  |  |  |  |  |  |  |  |  | J. RENDERING PROVIDER ID. #   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 1   |  |  |  |  |  |  |  |  |  | 2  |  |  |  |  |  |  |  |  |  | 3   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 4   |  |  |  |  |  |  |  |  |  | 5  |  |  |  |  |  |  |  |  |  | 6   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 25. FEDERAL TAX I.D. NUMBER   |  |  |  |  |  |  |  |  |  | SSN EIN  |  |  |  |  |  |  |  |  |  | 26. PATIENT'S ACCOUNT NO.   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 27. ACCEPT ASSIGNMENT? (For govt. claims, see back)   |  |  |  |  |  |  |  |  |  | 28. TOTAL CHARGE   |  |  |  |  |  |  |  |  |  | 29. AMOUNT PAID   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO  |  |  |  |  |  |  |  |  |  | \$   |  |  |  |  |  |  |  |  |  | \$  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| 30. Rsvd for NUCC Use   |  |  |  |  |  |  |  |  |  | 31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.) |  |  |  |  |  |  |  |  |  | 32. SERVICE FACILITY LOCATION INFORMATION   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| SIGNED _____  |  |  |  |  |  |  |  |  |  | DATE _____   |  |  |  |  |  |  |  |  |  | a. NPI  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| b. _____  |  |  |  |  |  |  |  |  |  | a. NPI   |  |  |  |  |  |  |  |  |  | b. _____  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |

NUCC Instruction Manual available at: [www.nucc.org](http://www.nucc.org)

PLEASE PRINT OR TYPE

APPROVED OMB-0938-1197 FORM CMS 1500 (02-12)

CARRIER  
PATIENT AND INSURED INFORMATION  
PHYSICIAN OR SUPPLIER INFORMATION

# Completing a UB-04/CMS 1450 Claim Form

A UB-04/CMS 1450 is the only acceptable claim form for submitting inpatient or outpatient hospital claims (including hospital-based ASCs and technical services) charges for reimbursement by Superior, per Section 10 - Claims Information. In addition, a UB-04/CMS 1450 is required for comprehensive outpatient rehabilitation facilities (CORF), Federally Qualified Health Centers, Rural Health Centers, home health agencies, nursing home admissions, inpatient hospice services and dialysis services.

Incomplete or inaccurate information will result in the claim/encounter being rejected for corrections.

## UB-04/CMS 1450 Hospital Outpatient Claims/Ambulatory Surgery

The following information applies to outpatient and ambulatory surgery claims:

- Professional fees must be billed on a CMS 1500 claim form.
- Include the appropriate CPT code next to each revenue code.

## Exceptions

Please refer to your provider contract with Superior or to the Texas Medicaid Provider Procedures Manual for revenue codes that do not require a CPT 4 code.

## UB-04/CMS 1450 Outpatient and Ambulatory Surgery Claim Documentation

Additional specific information may be required in order to finalize a claim and should be submitted to Superior upon request.

## UB-04/CMS 1450 Claim Instructions

The following table outlines each field within a UB-04/CMS 1450 claim form. Please note that:

- Required fields (indicated as “R”) must be completed on the claim form.
- Conditional fields (indicated as “C”) must be completed if the information applies to the situation or the service provided.
- Not Required fields (indicated as “Not Required”) do not need to be completed.

| Field # | Field Description                    | Instruction or Comments  | Required or Conditional |
|---------|--------------------------------------|--|-------------------------|
| 1       | (Unlabeled Field)                    | Line 1: Enter the complete provider name.<br>Line 2: Enter the complete mailing address.<br>Line 3: Enter the city, state and zip+4 code (include hyphen).<br>Line 4: Enter the area code and phone number.  | R                       |
| 2       | (Unlabeled Field)                    | Enter the pay-to name and address.   | Not Required            |
| 3a      | Patient Control Number               | Enter the facility patient account/control number  | Not Required            |
| 3b      | Medical Record Number                | Enter the facility patient medical or health record number.  | R                       |
| 4       | Type of Bill                         | Enter the appropriate 3 digit type of bill (TOB) code as specified by the NUBC UB-04/CMS 1450 Uniform Billing Manual minus the leading "0" (zero). A leading "0" is not needed. Digits should be reflected as follows:<br><br>1 <sup>st</sup> digit - Indicating the type of facility.<br><br>2 <sup>nd</sup> digit - Indicating the type of care.<br><br>3 <sup>rd</sup> digit - Indicating the billing sequence.   | R                       |
| 5       | Federal Tax ID Number                | Enter the 9 digit number assigned by the federal government for tax reporting purposes.  | R                       |
| 6       | Statement Covers Period From/Through | Enter beginning and ending or admission and discharge dates for the services billed. Inpatient and outpatient observation stays must be billed using the admission date and discharge date. Outpatient therapy, chemotherapy, laboratory, pathology, radiology and dialysis may be billed using a date span. All other outpatient services must be billed using the actual date of service (MM/DD/YY).   | R                       |
| 7       | (Unlabeled Field)                    | Not used.  | Not Required            |
| 8 a-b   | Patient Name                         | 8a – Enter the patient's 10 digit Medicaid ID number on the member's Superior ID card.<br>8b – Enter the patient's last name, first name and middle initial as it appears on the Superior ID card. Use a comma or space to separate the last and first names.<br>Titles: (Mr., Mrs., etc.) should not be reported in this field.<br>Prefix: No space should be left after the prefix of a name e.g. McKendrick.<br>Hyphenated names: Both names should be capitalized and separated by a hyphen (no space).<br>Suffix: A space should separate a last name and suffix. | Not<br>Required<br>R    |
| 9 a-e   | Patient Address                      | Enter the patient's complete mailing address.<br>Line a: Street address<br>Line b: City<br>Line c: State<br>Line d: ZIP code<br>Line e: Country code (not required)  | R                       |
| 10      | Birthdate                            | Enter the patient's date of birth (MM/DD/YYYY)   | R(except line 9e)       |
| 11      | Sex                                  | Enter the patient's sex. Only M or F is accepted.  | R                       |
| 12      | Admission Date                       | Enter the date of admission for inpatient claims and date of service for outpatient claims.  | R                       |



| Field # | Field Description | Instruction or Comments   | Required or Conditional |
|---------|-------------------|---|-------------------------|
| 13      | Admission Hour    | Enter the time using 2 digit military time (00-23) for the time of inpatient admission or time of treatment for outpatient services.<br>00-12:00 midnight to 12:59 12- 12:00 noon to 12:59<br>01- 01:00 to 01:59 13- 01:00 to 01:59<br>02- 02:00 to 02:59 14- 02:00 to 02:59<br>03- 03:00 to 03:39 15- 03:00 to 03:59<br>04- 04:00 to 04:59 16- 04:00 to 04:59<br>05- 05:00 to 05:59 17- 05:00 to 05:59<br>06- 06:00 to 06:59 18- 06:00 to 06:59<br>07- 07:00 to 07:59 19- 07:00 to 07:59<br>08- 08:00 to 08:59 20- 08:00 to 08:59<br>09- 09:00 to 09:59 21- 09:00 to 09:59<br>10- 10:00 to 10:59 22- 10:00 to 10:59<br>11- 11:00 to 11:59 23- 11:00 to 11:59 | R                       |
| 14      | Admission Type    | Required for inpatient admissions TOB 11X, 118X, 21X, 41X. Enter the 1 digit code indicating the priority of the admission using one of the following codes:<br>1 Emergency<br>2 Urgent<br>3 Elective<br>4 Newborn<br>5 Trauma  | C                       |
| 15      | Admission Source  | Enter the 1 digit code indicating the source of the admission or outpatient service using one of the following codes:<br>For Type of admission 1,2,3 or 5:<br>1 Physician referral<br>2 Clinic referral<br>3 Health maintenance referral (HMO)<br>4 Transfer from a hospital<br>5 Transfer from skilled nursing facility (SNF)<br>6 Transfer from another health care facility<br>7 Emergency room<br>8 Court/law enforcement<br>9 Information not available<br><br>For type of admission 4 (newborn):<br>1 Normal delivery<br>2 Premature delivery<br>3 Sick baby<br>4 Extramural birth<br>5 Information not available                                       | C                       |
| 16      | Discharge Hour    | Enter the time using 2 digit military time (00-23) for the time of inpatient or outpatient discharge.<br>00-12:00 midnight to 12:59 12- 12:00 noon to 12:59<br>01- 01:00 to 01:59 13- 01:00 to 01:59<br>02- 02:00 to 02:59 14- 02:00 to 02:59<br>03- 03:00 to 03:39 15- 03:00 to 03:59<br>04- 04:00 to 04:59 16- 04:00 to 04:59<br>05- 05:00 to 05:59 17- 05:00 to 05:59<br>06- 06:00 to 06:59 18- 06:00 to 06:59<br>07- 07:00 to 07:59 19- 07:00 to 07:59<br>08- 08:00 to 08:59 20- 08:00 to 08:59<br>09- 09:00 to 09:59 21- 09:00 to 09:59<br>10- 10:00 to 10:59 22- 10:00 to 10:59<br>11- 11:00 to 11:59 23- 11:00 to 11:59                                | Not Required            |

| Field # | Field Description | Instruction or Comments   | Required or Conditional |
|---------|-------------------|---|-------------------------|
| 17      | Patient Status    | <p>Required for inpatient claims. Enter the 2 digit disposition of the patient as of the "through" date for the billing period listed in field 6 using one of the following codes:</p> <p>01 Routine discharge<br/> 02 Discharged to another short-term general hospital for inpatient care<br/> 03 Discharged to SNF<br/> 04 Discharged to ICF<br/> 05 Discharged/transferred to a designated cancer center or children's hospital<br/> 06 Discharged to care of home health service organization<br/> 07 Left against medical advice<br/> 08 Reserved for national assignment<br/> 09 Admitted as an inpatient to this hospital (only for use on Medicare outpatient hospital claims)<br/> 20 Expired or did not recover<br/> 30 Still patient (to be used only when the client has been in the facility for 30 consecutive days if payment is based on DRG)<br/> 40 Expired at home (hospice use only)<br/> 41 Expired in a medical facility (hospice use only)<br/> 42 Expired—place unknown (hospice use only)<br/> 43 Discharged/transferred to a federal hospital (such as a veteran's administration [VA] hospital or VA skilled nursing facility)<br/> 50 Hospice—home<br/> 51 Hospice—medical facility (includes patient who is discharged from acute hospital care but remains at the same hospital under hospice care)<br/> 61 Discharged/transferred within this institution to a hospital-based Medicare approved swing bed<br/> 62 Discharged/transferred to an inpatient rehabilitation facility (IRF), including rehabilitation distinct part units of a hospital<br/> 63 Discharged/transferred to a Medicare certified long-term care hospital (LTCH)<br/> 64 Discharged/transferred to a nursing facility certified under Medicaid but not certified under Medicare<br/> 65 Discharged/ Transferred to a psychiatric hospital or psychiatric distinct part unit of a hospital<br/> 66 Discharged/transferred to a critical access hospital (CAH)<br/> 71 Discharged to another institution of outpatient services<br/> 72 Discharged to another institution</p> | C                       |
| 18-28   | Condition Codes   | <p>Required when applicable. Condition codes are used to identify conditions relating to the bill that may affect payer processing. Each field (18-24) allows entry of a 2 character code. Codes should be entered in alphanumeric sequence (numbered codes precede alphanumeric codes). For a list of codes and additional instructions refer to the NUBC UB-04/CMS 1450 Uniform Billing Manual.</p>   |                         |
| 29      | Accident State    | Optional: Accident state  |                         |
| 30      | (Unlabeled Field) | Not used.   |                         |

| Field #      | Field Description                        | Instruction or Comments  | Required or Conditional |
|--------------|--|--|-------------------------|
| 31-34<br>a-b | Occurrence Code And Occurrence Date      | <p>Occurrence Code: Required when applicable. Occurrence codes are used to identify events relating to the bill that may affect payer processing. Each field (31-34a) allows entry of a 2 character code. Codes should be entered in alphanumeric sequence (numbered codes precede alphanumeric codes).</p> <p>For a list of codes and additional instructions refer to the NUBC UB-04/CMS 1450 Uniform Billing Manual.</p> <p>Occurrence Date: Required when applicable or when a corresponding Occurrence Code is present on the same line (31a-34a). Enter the date for the associated occurrence code in MM/DD/YYYY format.</p> <p>Enter the appropriate occurrence code(s) and date(s). Blocks 54, 61,62, and 80 must also be completed as required.</p> <p>Refer to Subsection 6.6.5, Occurrence Codes, in this section. Use one of the following codes if applicable:</p> <ul style="list-style-type: none"> <li>01 Auto accident/auto liability insurance involved</li> <li>02 Auto or other accident/no fault involved</li> <li>03 Accident/tort liability</li> <li>04 Accident/employment related</li> <li>05 Other accident</li> <li>06 Crime victim</li> <li>10 Last menstrual period</li> <li>11 Onset of symptoms</li> <li>16 Date of last therapy</li> <li>17 Date outpatient OT plan established or last reviewed</li> <li>24 Date other insurance denied</li> <li>25 Date benefits terminated by primary payer</li> <li>27 Date home health plan of treatment was established</li> <li>29 Date outpatient PT plan established or last reviewed</li> <li>30 Date outpatient speech pathology plan established or last reviewed</li> <li>35 Date treatment started for PT</li> <li>44 Date treatment started for OT</li> <li>45 Date treatment started for speech language pathology (SLP)</li> <li>50 Date other insurance paid</li> <li>51 Date claim filed with other insurance</li> <li>52 Date renal dialysis initiated</li> </ul> | C                       |
| 35-36<br>a-b | Occurrence Span Code And Occurrence Date | <p>Occurrence Span Code: Required when applicable. Occurrence codes are used to identify events relating to the bill that may affect payer processing. Each field (31-34a) allows entry of a 2 character code. Codes should be entered in alphanumeric sequence (numbered codes precede alphanumeric codes).</p> <p>For a list of codes and additional instructions refer to the NUBC UB-04/CMS 1450 Uniform Billing Manual.</p> <p>Occurrence Span Date: Required when applicable or when a corresponding Occurrence Span Code is present on the same line (35a-36a). Enter the date for the associated occurrence code in MM/DD/YYYY format.</p> <p>For inpatient claims, enter code 71 if this hospital admission is a readmission within seven days of a previous stay. Enter the dates of the previous stay.</p>  | C                       |
| 37           | (Unlabeled Field)                        | <p>Required for resubmissions or adjustments. Enter the 12 character document control number (DCN) of the original claim. A resubmitted claim MUST be marked using large bold print within the body of the claim form with "resubmission" to avoid denials for duplicate submission.</p> <p>Note: For resubmissions submitted via EDI, the CLM05-3 must be "7" and in the 2300 loop a REF "F8" must be sent with the original claim number.</p>  | R                       |
| 38           | Responsible Party Name and Address       |  | Not Required            |

| Field #         | Field Description                | Instruction or Comments  | Required or Conditional |
|-----------------|----------------------------------|--|-------------------------|
| 39-41<br>a-d    | Value Codes<br>Codes and Amounts | <p>Code: Required when applicable. Value codes are used to identify events relating to the bill that may affect payer processing. Each field (39-41) allows entry of a 2 character code. Codes should be entered in alphanumeric sequence (numbered codes precede alphanumeric codes).</p> <p>Up to 12 codes can be entered. All "a" fields must be completed before using "b" fields, all "b" fields before using "c" fields, and all "c" fields before using "d" fields.</p> <p>For a list of codes and additional instructions refer to the NUBC UB-04/CMS 1450 Uniform Billing Manual.</p> <p>Amount: Required when applicable or when a Value Code is entered. Enter the dollar amount for the associated value code. Dollar amounts to the left of the vertical line should be right justified. Up to 8 characters are allowed (i.e. 199,999.99). Do not enter a dollar sign (\$) or a decimal. A decimal is implied. If the dollar amount is a whole number (i.e. 10.00), enter 00 in the area to the right of the vertical line.</p> <p>Accident hour: For inpatient claims, if the patient was admitted as the result of an accident, enter value code 45 with the time of the accident using military time (00 to 23). Use code 99 if the time is unknown.</p> <p>For inpatient claims, enter value code 80 and the total days represented on this claim that are to be covered. Usually, this is the difference between the admission and discharge dates. In all circumstances, the number in this block is equal to the number of covered accommodation days listed in Block 46.</p> <p>For inpatient claims, enter value code 81 and the total days represented on this claim that are not covered.</p> <p>The sum of Blocks 39-41 must equal the total days billed as reflected in Block 6.</p> | C                       |
| General         | Revenue Codes and Description    | <p>For inpatient hospital services, enter the description and revenue code for the total charges and each accommodation and ancillary provided. List accommodations in the order of occurrence.</p> <p>List ancillaries in ascending order. The space to the right of the dotted line is used for the accommodation rate.</p> <p>NDC: Enter N4 and the 11 digit NDC number (number on packaged or container from which the medication was administered).</p> <p>Optional: The unit of measurement code and the unit quantity with a floating decimal for fractional units (limited to 3 digits) can also be submitted but they are not required.</p> <p>Do not enter hyphens or spaces within this number. Example:<br/>N400409231231GR0.025</p> <p>Refer to: Subsection 6.3.4, National Drug Code (NDC), in this section.</p>   | C                       |
| 42 Line<br>1-22 | Rev CD                           | <p>Enter the appropriate 4 digit revenue codes itemizing accommodations, services and items furnished to the patient. Refer to the NUBC UB-04/CMS 1450 Uniform Billing Manual for a complete listing of revenue codes and instructions.</p> <p>Enter accommodation revenue codes first followed by ancillary revenue codes. Enter codes in ascending numerical value.</p>  | R                       |
| 42 Line<br>23   | Rev CD                           | Enter 0001 for total charges.  | R                       |
| 43 Line<br>1-22 | Description                      | <p>Enter a brief description that corresponds to the revenue code entered in the service line of field 42.</p> <p>Qualifier along with NDC, units and base measurement code are required where applicable, compound drug elements.</p>   | R                       |

| Field #      | Field Description   | Instruction or Comments  | Required or Conditional |
|--------------|---------------------|--|-------------------------|
| 43 Line 23   | Page ___ of ___     | Enter the number of pages. Indicate the page sequence in the "PAGE" field and the total number of pages in the "OF" field. If only one claim form is submitted enter a "1" in both fields (i.e. PAGE "1" OF "1").  | R                       |
| 44           | HCPCS/Rates         | <p>Required for outpatient claims when an appropriate CPT/HCPCS code exists for the service line revenue code billed. The field allows up to 9 characters. Only one CPT/HCPC and up to two modifiers are accepted. When entering a CPT/HCPCS with a modifier(s) do not use spaces, commas, dashes or the like between the CPT/HCPC and modifier(s). Refer to the NUBC UB-04/CMS 1450 Uniform Billing Manual for a complete listing of revenue codes and instructions. Please refer to your current provider Contract with Superior or to the Texas Medicaid Provider Procedures Manual.</p> <p>Inpatient: Enter the accommodation rate per day. Match the appropriate diagnoses listed in Blocks 67A through 67Q corresponding to each procedure. If a procedure corresponds to more than one diagnosis, enter the primary diagnosis. Each service and supply must be itemized on the claim form.</p> <p>Home Health Services Outpatient claims must have the appropriate revenue code and, if appropriate, the corresponding HCPCS code or narrative description.</p> <p>Outpatient: Outpatient claims must have the appropriate Healthcare Common Procedure Coding System (HCPCS) code. Each service, except for medical/surgical and intravenous (IV) supplies and medication, must be itemized on the claim form or an attached statement.</p> <p>Note: The UB-04 CMS-1450 paper claim form is limited to 28 items per outpatient claim. This limitation includes surgical procedures from Blocks 74 and 74a-e.</p> <p>If necessary, combine IV supplies and central supplies on the charge detail and consider them to be single items with the appropriate quantities and total charges by dates of service. Multiple dates of service may not be combined on outpatient claims.</p> | C                       |
| 45 Line 1-22 | Service Date        | Required on all outpatient claims. Enter the date of service for each service line billed (MM/DD/YY). Multiple dates of service may not be combined for outpatient claims.   | C                       |
| 45 Line 23   | Creation Date       | Enter the date the bill was created or prepared for submission on all pages submitted (MM/DD/YY).  | R                       |
| 46           | Service Units       | <p>Provide units of service, if applicable. For inpatient room charges, enter the number of days for each accommodation listed. If applicable, enter the number of pints of blood.</p> <p>When billing for observation room services, the units indicated in this block should always represent hours spent in observation.</p>  | R                       |
| 47 Line 1-22 | Total Charges       | <p>Enter the total charge for each service line.</p> <p>Note: For multi-page claims enter "continue" on initial and subsequent claim forms. Indicate the total of all charges on the last claim and the page number of the attachment (for example, page 2 of 3) in the top right-hand corner of the form.</p>   | R                       |
| 47 Line 23   | Totals              | Enter the total charges for all service lines.   | R                       |
| 48 Line 1-22 | Non-Covered Charges | Enter the non-covered charges included in field 47 for the revenue code listed in field 42 of the service line. Do not list negative amounts.  | C                       |
| 48 Line 23   | Totals              | Enter the total non-covered charges for all service lines.   | C                       |
| 49           | (Unlabeled Field)   | Not used.  | Not Required            |

| Field # | Field Description   | Instruction or Comments  | Required or Conditional |
|---------|---|--|-------------------------|
| 50 a-c  | Payer   | Enter the name for each payer from which reimbursement is being sought in the order of the payer liability. Line A refers to the primary payer, B - secondary and C - tertiary.  | R                       |
| 51 a-c  | Health Plan Identification Number                                 |  | Not Required            |
| 52 a-c  | Related Information   | Required for each line (A, B, C) completed in field 50, Release of Information Certification Indicator. Enter "Y" (yes) or "N" (no). Providers are expected to have necessary release information on file. It is expected that all released invoices contain "Y".  | R                       |
| 53      | Asg. Ben.   | Enter "Y" (yes) or "N" (no) to indicate a signed form is on file authorizing payment by the payer directly to the provider for services.   | R                       |
| 54      | Prior Payments  | Enter the amount received from the primary payer on the appropriate line when Medicaid/Superior is listed as secondary or tertiary.  | C                       |
| 55      | Estimated Amount Due  |  | Not Required            |
| 56      | National Provider Identifier or Provider ID                       | Enter the provider's 10 character NPI ID.  | R                       |
| 57      | Other Provider ID   | Enter the TPI number (non NPI number) of the billing provider.   | Not Required            |
| 58      | Insured's Name  | For each line (A, B, C) completed in field 50, enter the name of the person who carries the insurance for the patient. In most cases this will be the patient's name. Enter the name as last name, first name, middle initial.   | R                       |
| 59      | Patient Relationship  |  | Not Required            |
| 60      | Insured's Unique ID   | Required: Enter the patient's insurance/Medicaid ID exactly as it appears on the patient's ID card. Enter the insurance /Medicaid ID in the order of liability listed in field 50.   | R                       |
| 61      | Group Name  |  | Not Required            |
| 62      | Insurance Group Number  |  | Not Required            |
| 63      | Treatment Authorization Codes                                     |  | Not Required            |
| 64      | Document Control Number   | Enter the 12 character document control number (DCN), which is the original (corrected) claim number, of the paid health claim when submitting a replacement or void on the corresponding A, B, C line reflecting Superior from field 50.<br>Applies to claim submitted with a Type of Bill (field 4) Frequency of "7" (Replacement of Prior Claim) or Type of Bill Frequency of "8" (Void/Cancel of Prior Claim).<br>* Please refer to appeals/corrected claims section.  | C                       |
| 65      | Employer Name   |  | Not Required            |
| 66      | Dx  |  | Not Required            |
| 67      | Principal Diagnosis Code and Present On Admission (POA) Indicator | Enter the principal/primary diagnosis or condition using the appropriate release/update of ICD-10-CM code(s) for the date of service. Diagnosis code submitted must be a valid ICD-10-CM (once mandated) code for the date of service and carried out to its highest level of specificity - 4 or 5 digit. "E" and most "V" codes are not acceptable as a primary diagnosis. Claims with missing or invalid diagnosis codes will be denied<br>Enter the applicable POA indicator in the shaded area for inpatient claims.<br>Note: All hospital providers are required to submit a POA value for each diagnosis on the claim form and no hospital will be exempt from this POA requirement. Medicare crossover hospital claims with dates of admission on or after September 1, 2012, must also comply with the Medicaid requirement to include the POA values. Claims submitted without the POA indicators will be denied. | R                       |

| Field #  | Field Description                      | Instruction or Comments  | Required or Conditional |
|----------|--|--|-------------------------|
| 67 a-q   | Other Diagnosis Code and POA Indicator | <p>Enter additional diagnosis or conditions that coexist at the time of admission or that develop subsequent to the admission and have an effect on the treatment or care received using the appropriate release/update of ICD-10-CM code(s) for the date of service.</p> <p>Diagnosis codes submitted must be valid ICD-10-CM code(s) for the date of service and carried out to its highest level of specificity – 4 or 5 digit. “E” and most “V” codes are not acceptable as a primary diagnosis.</p> <p>Claims with incomplete or invalid diagnosis codes will be denied.</p> <p>Enter the applicable POA indicator in the shaded area for inpatient claims.</p> <p>Note: All hospital providers are required to submit a POA value for each diagnosis on the claim form and no hospital will be exempt from this POA requirement. Medicare crossover hospital claims with dates of admission on or after September 1, 2012, must also comply with the Medicaid requirement to include the POA values. Claims submitted without the POA indicators will be denied.</p> | C                       |
| 68       | (Unlabeled)                            | Not used.  | Not Required            |
| 69       | Admitting Diagnosis Code               | <p>Enter the diagnosis or condition provided at the time of admission as stated by the physician using the appropriate release/update of ICD-10-CM code(s) for the date of service.</p> <p>Diagnosis codes submitted must be valid ICD-10-CM code(s) for the date of service and carried out to its highest level of specificity – 4 or 5 digit. “E” codes and most “V” are not acceptable as a primary diagnosis.</p> <p>Claims with missing or invalid diagnosis codes will be denied.</p>   | R                       |
| 70 a,b,c | Patient Reason Code                    | <p>Enter the ICD-10-CM code that reflects the patient’s reason for visit at the time of outpatient registration. 70a requires entry, 70b-70c are conditional.</p> <p>Diagnosis codes submitted must be a valid ICD-10-CM for the date of service and carried out to its highest digit – 4 or 5. “E” codes and most “V” are not acceptable as a primary diagnosis.</p> <p>Claims with missing or invalid diagnosis codes will be denied.</p>  | R                       |
| 71       | PPS / DRG Code                         |  | Not Required            |
| 72 a,b,c | External Cause Code                    | If ECI diagnosis are billed, they must follow the POA exempt guidelines.   | Conditional             |
| 73       | (Unlabeled)                            |  | Not Required            |
| 74       | Principal Procedure Code / Date        | <p>Required on inpatient claims when a procedure is performed during the date span of the bill.</p> <p>Code: Enter the ICD-10-CM code that identifies the principal/primary procedure performed. Do not enter the decimal between the 2nd or 3rd digits of code. It is implied.</p> <p>Date: Enter the date the principal procedure was performed (MM/DD/YY). Required for EDI submissions.</p>  | C                       |
| 74 a-e   | Other Procedure Code / Date            | <p>Required on inpatient claims when a procedure is performed during the date span of the bill.</p> <p>Code: Enter the ICD-10-CM code(s) that identify a significant procedure(s) performed other than the principal/primary procedure. Up to 5 ICD-10-CM codes may be entered. Do not enter the decimal between the 2nd or 3rd digits of code. It is implied.</p> <p>Date: Enter the date the principal procedure was performed (MM/DD/YY).</p>   | C                       |
| 75       | (Unlabeled)                            |  | Not Required            |

# Table 11-3 UB-04/CMS 1450 Data Elements

## 6.6.3 UB-04 CMS-1450 Blank Paper Claim Form

|                     |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
|---------------------|-------------------------------|-------------------------|-------------------|------------------------------|-------------------------|---------------------------------------|----------------|----------------------|------------------------|----------------------|-----|----|
| 1                   |                               | 2                       |                   | 3a PAT. CNTL #               |                         | 4 TYPE OF BILL                        |                |                      |                        |                      |     |    |
|                     |                               |                         |                   | b. MED. REC. #               |                         |                                       |                |                      |                        |                      |     |    |
|                     |                               |                         |                   | 5 FED. TAX NO.               |                         | 6 STATEMENT COVERS PERIOD FROM        |                |                      |                        |                      |     |    |
|                     |                               |                         |                   |                              |                         | 7                                     |                |                      |                        |                      |     |    |
| 8 PATIENT NAME      |                               |                         | 9 PATIENT ADDRESS |                              |                         |                                       |                |                      |                        |                      |     |    |
| a                   |                               |                         | a                 |                              |                         |                                       |                |                      |                        |                      |     |    |
| b                   |                               |                         | c                 |                              |                         |                                       |                |                      |                        |                      |     |    |
| 10 BIRTHDATE        |                               | 11 SEX                  |                   | 12 DATE                      |                         | ADMISSION 13 HR 14 TYPE 15 SRC 16 DHR |                |                      |                        |                      |     |    |
|                     |                               |                         |                   |                              |                         | 17 STAT                               |                |                      |                        |                      |     |    |
|                     |                               |                         |                   |                              |                         | 18 19 20 21                           |                |                      |                        |                      |     |    |
|                     |                               |                         |                   |                              |                         | 22 23 24 25 26 27 28                  |                |                      |                        |                      |     |    |
|                     |                               |                         |                   |                              |                         | 29 ACDT STATE 30                      |                |                      |                        |                      |     |    |
| 31 OCCURRENCE CODE  |                               | 32 OCCURRENCE DATE      |                   | 33 OCCURRENCE DATE           |                         | 34 OCCURRENCE DATE                    |                |                      |                        |                      |     |    |
| a                   |                               | b                       |                   | c                            |                         | d                                     |                |                      |                        |                      |     |    |
| b                   |                               | c                       |                   | d                            |                         | e                                     |                |                      |                        |                      |     |    |
| 35 CODE             |                               | 36 OCCURRENCE SPAN FROM |                   | 37 THROUGH                   |                         | 38                                    |                |                      |                        |                      |     |    |
| a                   |                               | b                       |                   | c                            |                         | d                                     |                |                      |                        |                      |     |    |
| 39 VALUE CODES CODE |                               | 40 VALUE CODES AMOUNT   |                   | 41 VALUE CODES CODE          |                         | 42 VALUE CODES AMOUNT                 |                |                      |                        |                      |     |    |
| a                   |                               | b                       |                   | c                            |                         | d                                     |                |                      |                        |                      |     |    |
| b                   |                               | c                       |                   | d                            |                         | e                                     |                |                      |                        |                      |     |    |
| c                   |                               | d                       |                   | e                            |                         | f                                     |                |                      |                        |                      |     |    |
| d                   |                               | e                       |                   | f                            |                         | g                                     |                |                      |                        |                      |     |    |
| 42 REV. CD.         | 43 DESCRIPTION                |                         |                   | 44 HCPCS / RATE / HIPPS CODE |                         | 45 SERV. DATE                         | 46 SERV. UNITS | 47 TOTAL CHARGES     | 48 NON-COVERED CHARGES | 49                   |     |    |
| 1                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 2                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 3                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 4                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 5                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 6                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 7                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 8                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 9                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 10                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 11                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 12                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 13                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 14                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 15                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 16                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 17                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 18                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 19                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 20                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 21                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 22                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 23                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 24                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 25                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 26                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 27                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 28                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 29                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 30                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 31                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 32                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 33                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 34                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 35                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 36                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 37                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 38                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 39                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 40                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 41                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 42                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 43                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 44                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 45                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 46                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 47                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 48                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 49                  |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 50                  | PAYER NAME                    |                         |                   | HEALTH PLAN ID               |                         | REL. INFO.                            | ASG. BEN.      | PRIOR PAYMENTS       |                        | EST. AMOUNT DUE      | NPI |    |
| A                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| B                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| C                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 58                  | INSURED'S NAME                |                         |                   | P. REL.                      | INSURED'S UNIQUE ID     |                                       | GROUP NAME     |                      |                        | INSURANCE GROUP NO.  |     |    |
| A                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| B                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| C                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 63                  | TREATMENT AUTHORIZATION CODES |                         |                   |                              | DOCUMENT CONTROL NUMBER |                                       |                |                      | EMPLOYER NAME          |                      |     |    |
| A                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| B                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| C                   |                               |                         |                   |                              |                         |                                       |                |                      |                        |                      |     |    |
| 66                  | DX                            | 67                      |                   | A                            | B                       | C                                     | D              | E                    | F                      | G                    | H   | 68 |
|                     |                               | I                       |                   | J                            | K                       | L                                     | M              | N                    | O                      | P                    | Q   |    |
| 69                  | ADMIT DX                      | PATIENT REASON DX       |                   | OTHER PROCEDURE DATE         |                         | OTHER PROCEDURE DATE                  |                | OTHER PROCEDURE DATE |                        | OTHER PROCEDURE DATE |     |    |
|                     |                               |                         |                   | a.                           |                         | b.                                    |                | c.                   |                        | d.                   |     |    |
| 74                  | PRINCIPAL PROCEDURE CODE      | DATE                    |                   | OTHER PROCEDURE CODE         |                         | DATE                                  |                | OTHER PROCEDURE CODE |                        | DATE                 |     |    |
|                     |                               |                         |                   | a.                           |                         | b.                                    |                | c.                   |                        | d.                   |     |    |
|                     |                               |                         |                   | c.                           |                         | d.                                    |                | e.                   |                        | f.                   |     |    |
|                     |                               |                         |                   | f.                           |                         | g.                                    |                | h.                   |                        | i.                   |     |    |
| 80                  | REMARKS                       |                         |                   | CC                           |                         |                                       |                |                      |                        |                      |     |    |
|                     |                               |                         |                   | a                            |                         |                                       |                |                      |                        |                      |     |    |
|                     |                               |                         |                   | b                            |                         |                                       |                |                      |                        |                      |     |    |
|                     |                               |                         |                   | c                            |                         |                                       |                |                      |                        |                      |     |    |
|                     |                               |                         |                   | d                            |                         |                                       |                |                      |                        |                      |     |    |



## Clean Claim

A clean claim is a claim submitted on an approved or identified claim format (CMS or UB) that contains all data fields required by Superior and HHSC for final adjudication of the claim. The required data fields must be complete and accurate. A clean claim must also include health plan published requirements for adjudication, such as Medicaid number, TIN number, NPI and taxonomy or medical records as appropriate.

## Electronic Funds Transfers and Electronic Remittance Advices

Superior provides electronic funds transfer (EFT) and electronic remittance advice (ERA) to participating providers to help reduce costs, improve speed for secondary billings and improve cash flow by enabling online access of remittance information and straight forward reconciliation payments. Providers can gain the following benefits from using EFT and ERA:

- Reduce accounting expenses - ERAs can be imported directly into practice management or patient accounting systems, eliminating the need for manual re-keying.
- Improve cash flow - Electronic payments mean faster payments, leading to improvements in cash flow.
- Maintain control over bank accounts - Keep total control over the destination of claim payment funds, plus multiple practices and accounts are supported.
- Match payments to advices quickly - Associate electronic payments with ERAs quickly and easily.

For more information on EFT and ERA services, please contact PaySpan®, Superior's electronic billing partner, at 1-877- 331-7154 or at [providersupport@payspanhealth.com](mailto:providersupport@payspanhealth.com).

## Payment/Accrual of Interest by Superior

Payment and accrual of interest is reviewed and determined on a case by case basis. If deemed to be eligible for interest, the interest payment will be calculated daily for the full period in which the clean claim remains un-adjudicated beyond the 30-day claims processing timeframe for a clean claim.

## How to Find a List of Prior Authorization (PA) Required Services and Codes

Providers can reference the Superior website for PA requirements. The prescreen tool can be found at <https://www.SuperiorHealthPlan.com/providers/preauth-check.html>.

Providers will need to pick a health plan, answer the questions by selecting the radio buttons and enter procedure code for authorization requirement.

# Additional Information for Claims and Encounters Administration

## Claims Filing

### Long-Term Services and Supports

All providers rendering LTSS services, with the exception of atypical providers, must use the CMS 1500 Claim Form or the HIPAA 837 Professional Transaction when billing claims. Atypical providers are LTSS providers that render non-health or non-medical services to STAR+PLUS members. Examples include pest control services and building and supply services. Atypical providers will submit appropriate documentation to Superior to accurately populate an 837 Professional Encounter.

Providers will bill and report LTSS in compliance with the STAR+PLUS LTSS Health Care Common Procedure Codes (HCPC) and STAR+PLUS Modifiers Matrix (Matrix). The uniform billing requirements and billing Matrix can be found in the STAR+PLUS Handbook Appendices at

<https://hhs.texas.gov/laws-regulations/handbooks/starplus-handbook/sph-appendices>.

LTSS providers must use the designated position of the modifiers as indicated on the matrix when filing claims.

### Nursing Facility

For complete nursing facility claims filing guidelines for Superior STAR+PLUS members, see the Superior Nursing Facility Provider Manual posted at [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com).

### Providers Using Paper CMS 1500

Providers billing on paper will provide complete information about the service event and will use the HHSC state assigned provider identification (provider ID) or NPI and taxonomy to represent the provider(s) involved in the service event. The provider ID or NPI (billing and/or rendering) will be located in block 33 on the paper form.

For providers billing NPI, taxonomy code should be located in block 24J.

If the billing provider and the rendering provider are the same, then the provider ID or NPI will be populated in block 33 and 24 ZZ qualifier, 24 (Ja) (ZZ) taxonomy (Jb) NPI.

If the rendering provider is different than the billing provider, then the billing provider ID or NPI will be populated in block 33, and the rendering provider ID or NPI will be populated in block 24 (Ja) (ZZ) taxonomy (Jb) NPI.

Under specific scenarios, the additional usage of block 17, name, 17a (ZZ) taxonomy, 17b NPI a (referring provider), and block 24 J can be used to report additional information on providers that are involved in the service event.

### Providers Using the Electronic HIPAA 837

Providers billing electronically will comply with HIPAA 837 guidelines including the accurate and complete conveyance of information pertaining to the provider(s) involved in the service event.

## Attendant Care Enhanced Payment Methodology

LTSS providers contracted with Superior may participate in the STAR+PLUS attendant care enhanced payment program if they currently participate in the attendant compensation rate enhancement program with HHSC. The following LTSS services are eligible for enhanced payments:

- Personal Assistant Services (PAS) both waiver and non-waiver
- Assisted Living and Residential Care Services (ALRC)
- Day Activity and Health Services (DAHS)
- Habilitation (under CFC)

Superior will reimburse providers at the same participation level as they are assigned by HHSC. Superior will increase the fee schedules for the codes included in the enhancement program for Superior contracted providers who are contracted to participate in Superior's Attendant Care Enhanced Payment program. For providers who are enrolled and subsequently do not continue participation in HHSC, the level will remain the same throughout the duration of their participation in the program.

For assisted living facilities that do not hold an HHSC contract, Superior will establish an additional amount to be added on to the unit rates by type of service. If based upon Superior's review of quality measures and determines a change to the provider's level, Superior will supply appropriate advance notice to such providers.

There are two (2) distinct processes that encompass Superior's Rate Enhancement program which is in place for participating providers. Non-participating providers cannot participate in rate enhancement through Superior. These processes are Annual Attestation and Rate Level Changes.

### Annual Attestation Process

Annually, Superior conducts outreach to providers in its Rate Enhancement program to obtain a notarized affidavit attesting to their participation in the Rate Enhancement program for STAR+PLUS and the pass through of enhanced payments to their direct care staff. Towards the end of each year, these providers will be asked to submit a new attestation for the following calendar year.

Each affidavit is effective for a specific calendar year. However, any affidavit received on or after September 1, will be processed for both the current and upcoming calendar year.

Providers who contract during the plan year, and are participating in rate enhancement, should submit an affidavit that would be good for the existing plan year.

### Rate Level Changes

Providers may communicate changes to their rate enhancement level at any time during the year. For providers that are assigned a new participation level by HHSC for PAS or DAHS services, these providers must submit the updated level in writing to Superior requesting a change in participation level.

Superior will verify new participation levels using the list as published on the HHSC website under the Attendant Compensation Rate Enhancement webpage. All rate enhancement level changes are effective the month following the month the notice was provided to Superior. Rate enhancement level changes are made prospectively, and will not be made retrospectively.

Please note: Without an affidavit on file, Superior cannot process a rate change. Providers will need to submit an affidavit with their level change for the remaining plan year, if there is none on file.

# SECTION 10

## ADVERSE DETERMINATIONS, ACTIONS AND APPEALS

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Superior's Utilization Management program outlines the process the member, a member's authorized representative or a provider must follow when a covered service is denied. A denial or reduction of services, called an adverse determination or action, is a reduction, suspension, denial or termination of any service based on medical necessity or benefit limitations. The information below outlines this process.

### Adverse Determinations

If the request for a service is denied for not meeting medical necessity criteria, it is considered an adverse determination. Superior will make its best efforts to obtain all necessary information, including pertinent clinical information, and consult with the treating physician as appropriate in making utilization management determinations. When the member is ineligible, has exceeded annual benefit limits as specified in the member's schedule of benefits, requested services excluded from the benefits package, has no prior authorization on file, an administrative denial will be issued (a denial for non-clinical reasons).

A medical director will review all potential medical necessity denials and render a final decision. Authorizations for medications may be reviewed by a pharmacist. The review may include a discussion with the ordering physician in order to obtain any information that may not have been submitted with the request. If the final decision is to deny the service request, then a denial is rendered. Superior will notify the member and ordering provider of the denial in writing. The notification describes the services that are being denied, the steps a member or authorized member representative can take to appeal the decision and how to access subsequent steps of the appeal process which includes a fair hearing for Medicaid.

### Peer-To-Peer Discussion

A peer-to-peer discussion is available to the ordering physician at any time during the prior authorization, denial or appeal process. For STAR+PLUS MMP (Medicare) members, a peer-to-peer discussion will be offered at the time of an adverse determination.

## Contractual and Non-Covered Benefit Denials

### Contractual Denials

Contractual (administrative) denials are not considered adverse determinations or actions. As a result, contracted providers have complaint rights, which include, but are not limited to:

- Denials for failure to obtain prior authorization.
- Denials for failure to notify Superior of a hospital admission within stated time frames.

Providers have 30 days from the date of the contractual denial to file a complaint. The complaint must be received within 30 calendar days from the date of notification of the contractual denial. If the complaint related to a contractual denial is not received within 30 calendar days, the provider forfeits the right to file a complaint to reconsider the contractual denial.

The complaint should include information that provides proof of the provider's good faith attempt to obtain prior authorization, timely notification of a facility admission, or any other information that may be relevant to the processing of the complaint.

Superior will submit a Complaint Acknowledgment Letter within five (5) business days of receipt of the complaint. Superior has 30 calendar days to review a complaint and provide a resolution.

If the provider does not agree with the complaint resolution, they have 30 days to file a complaint appeal. If the complaint appeal is not received within 30 calendar days, the provider forfeits the right to file a complaint appeal to reconsider the complaint resolution. The appeal will be settled in accordance with the commercial arbitration rules of the American Arbitration Association or the arbitration or litigation provisions of the provider's contract, as applicable.

## Non-Covered Benefit Denials

Services which are denied as being excluded from the member's benefit package are considered non-covered benefit denials. Pre-service denials for a request for services from a non-contracted Superior provider are considered non-covered benefit denials if there is not a medically necessary reason for the request for services through a non-contracted provider.

STAR+PLUS MMP members can file a complaint as result of a benefit denial. If the request for services was from a non-par provider denied for medical necessity, the provider may appeal on the member's behalf.

Spell of Illness General Appropriations Act, S.B. 1, 83rd Legislature, Regular Session, 2013 (Article II, Health and Human Services Commission, Rider 51), required STAR+PLUS Managed Care Organizations to implement the fee-for-service 30-day inpatient spell of illness policy, effective September 1, 2013.

Spell of illness refers to 30 days of inpatient hospital care, which may accrue intermittently or consecutively. After 30 days of inpatient care is provided, reimbursement for additional inpatient care is not considered until the member has been out of an acute care facility for 60 consecutive days.

Exceptions to the spell of illness are as follows:

- A prior approved solid organ transplant. The 30-day spell of illness for transplants begins on the date of the transplant, allowing additional time for the inpatient stay.
- Applicable diagnoses exempt from the spell of illness limitation include the following as described in the DSM-V (parenthetical codes are corresponding ICD-10 codes): Schizophrenia (F20), Schizoaffective disorder (F25), Schizophreniform (F20), Bipolar I and Bipolar II Disorder (F31) with any severity or status, and Major Depressive Disorder (F32 and F33) with any variation or subtype. However, the diagnosis must be a specific condition rather than a general behavioral health condition. For example, MCOs are not required to exempt "unspecified" or "not classified" diagnoses. Examples of diagnoses that are unspecified include (but are not limited to) F31.9 (bipolar disorder, unspecified), F20.9 (schizophrenia, unspecified type), F20.89 (other specified types of schizophrenia, unspecified).

## Member Advocate

Superior has designated member advocates who can assist a member or their representative through the denial and appeals process, the adherence to timelines and their rights as an appellant. To speak with a member advocate call the Member Services department at 1-866-896-1844.

## Standard Medical Appeals

### Member Appeals

STAR+PLUS MMP members have the right to appeal a decision when they believe the requested services are necessary, or when there has been a denial of payment for services in whole or in part.

Members, a person acting on their behalf with the member's written consent, their physician or other health-care provider may request an appeal of an adverse determination. All STAR+PLUS MMP standard appeal requests (including verbal requests) must be signed by the member or the member's authorized representative, unless an expedited appeal is requested.

Medicaid appeal requests must be received within 60 calendar days from the date of notification of the adverse determination. Superior will acknowledge a standard appeal request within five (5) business days of receipt at the plan. The standard appeal process must be completed within 30 calendar days. Any additional information that may be used in consideration of the appeal must be submitted to Superior, within the requested timeframe.

Members, or their authorized representative, may request an extension of the appeal time frame, for an additional 14 days, if they feel an extension would be in their best interest. If Superior does not agree with the extension, a letter will be sent to the member. Superior can also request an extension by contacting the appellant, informing them of the reason for the request for an extension and indicating why the extension would be in the best interest of the member. Superior's request for an extension will be confirmed in writing to the member or member's authorized representative.

A physician, who was not involved in any previous level of review or decision making and who has appropriate clinical expertise in treating the member's condition or disease, will review and render a decision on the appeal. An appeal resolution letter will be mailed to the member or member's authorized representative with the appeal decision. If the final decision is adverse to the member, the member may be required to pay the cost of services furnished while the appeal was pending.

Members, or a person acting on their behalf with their written consent, who disagree with the appeal decision, have the right to ask for a State fair hearing from HHSC. See information in this section on fair hearings.

### Provider Appeal Process to HHSC

Providers may appeal claim recoupments resulting from member's disenrollment by submitting the following information to HHSC:

- A letter indicating that the appeal is related to a managed care disenrollment/recoupment and that the provider is requesting an Exception Request.

- The Explanation of Benefits (EOB) showing the original payment. Note: This is also used when issuing the retro-authorization as HHSC will only authorize the Texas Medicaid and Healthcare Partnership (TMHP) to grant an authorization for the exact items that were approved by the plan.
- The EOB showing the recoupment and/or the plan’s “demand” letter for recoupment. If sending the demand letter, it must identify the client name, identification number, DOS and recoupment amount. The information should match the payment EOB.
- Completed clean claim. All paper claims must include both the valid NPI and TPI number. Note: In cases where issuance of a prior authorization (PA) is needed, the provider will be contacted with the authorization number and the provider will need to submit a corrected claim that contains the valid authorization number. Mail appeal requests to:

Texas Health and Human Services Commission  
 HHSC Claims Administrator Contract Management  
 Mail Code-91X  
 P.O. Box 204077  
 Austin, Texas 78720-4077

## Services During The Appeal Process

To continue services, the appeal must involve the termination, suspension or reduction of a previously authorized course of treatment and have been ordered by an authorized provider. If the decision is upheld and services are continued, the member may be financially responsible for the charges.

- You must submit a request for an appeal on or before the later of ten (10) days from the date of the original denial letter, or the day your service will be reduced or end.
- The time period covered by the original authorization must not have ended.
- The member or his or her representative requests an extension of these benefits.

If the above are met, the services will continue until any of the following happen:

- You cancel the appeal;
- Your appeal is denied; or
- The time period covered by the original authorization has ended.

## Expedited Appeals

### Member Expedited Appeals

Medicaid members, a person acting on their behalf with the member’s written consent, or their physician or other health-care provider may request an expedited appeal of an adverse determination if waiting 30 days for a standard resolution could seriously jeopardize the member’s life or health. Expedited appeal requests may be submitted verbally or in writing. Superior’s member advocate can also help a member file an expedited appeal. Medicaid members must request an expedited appeal within 30 days from the date of the denial letter. Additional information that may be used in the reconsideration of the denial may be submitted to Superior by the member, their authorized representative or health care provider.

The appellant or member may request an extension of the expedited appeal timeframe, for an additional 14 days, if they feel an extension would be in the best interest of the member. If Superior does not agree with the extension, a letter will be sent to the member. Superior can also request an extension by contacting the appellant, informing them of the reason for the request for an extension and indicating why the extension would be in the best interest of the member. Superior's request for an extension will be confirmed in writing to the member or member's authorized representative.

A physician who was not involved in any previous level of review or decision making, and who has appropriate clinical expertise in treating the member's condition or disease, will review and render a decision on the expedited appeal.

An appeal resolution letter will be mailed to the member or member's authorized representative with the expedited appeal decision. An expedited appeal for emergency care, or continued hospitalization, will be resolved and notification sent of the resolution within one (1) business day, but no later than three (3) calendar days of the request. Expedited appeals that are not for emergency care or continued hospitalization will be resolved within three (3) calendar days of the request. If Superior's decision is to uphold the denial, the member or authorized representative can request an expedited fair hearing. See information in this section fair hearings.

## External Appeals

### State Fair Hearings

If a member disagrees with the Superior's decision, the member has the right to ask for a fair hearing after Superior's appeal process, as per <https://hhs.texas.gov/about-hhs/communications-events/news/2017/08/state-fair-hearing-changes>. A provider may be the member's representative. The member or the member's representative must ask for the fair hearing within 120 calendar days of Superior's decision to deny the member's appeal. If the member does not ask for the fair hearing within 120 calendar days, the member may lose his or her right to a fair hearing.

To ask for a fair hearing, the member or the member's representative should contact the health plan at:

Superior HealthPlan  
ATTN: Fair Hearings Coordinator  
5900 E. Ben White Blvd.  
Austin, TX 78741  
1-877-398-9461

If the member asks for a fair hearing by the later of 10 calendar days from the date the appeal was denied, or the day the health plan's letter says the service will be reduced or end, the member has the right to keep getting any service the health plan denied, at least until the final hearing decision is made. If the member does not request a fair hearing by this date, the service the health plan denied will be stopped.

If the member asks for a fair hearing, the member will get a packet of information letting the member know the date, time and location of the hearing. Most fair hearings are held by telephone. At that time, the member or the member's representative can tell why the member needs the service the health plan denied. HHSC will give the member a final decision within 90 calendar days from the date the member asked for the hearing.



## State Expedited Fair Hearings

Medicaid members, or their authorized representatives, may request an expedited fair hearing if they believe that waiting for a standard fair hearing could seriously jeopardize the member's life or health. In order to qualify for an expedited fair hearing, the member must first complete Superior's expedited appeal process.

An expedited fair hearing may be requested verbally by calling Superior or by completing the Fair Hearing Form, and attaching the denial letter or the appeal resolution letter, and sending to Superior. Verbally-expedited fair hearing requests must be confirmed in writing and signed by the member or the member's authorized representative.

## Contact Information

Denial letters are sent to members and providers which include the clinical basis for the denial and a full explanation of the member appeal rights. To request an appeal, State fair hearing, the member, member's authorized representative or provider may call, fax or write Superior at:

Superior HealthPlan  
Attn: Appeals/Denials Coordinator  
5900 E. Ben White Blvd.  
Austin, TX 78741  
Phone: 1-877-398-9461  
Fax: 1-866-918-2266

Please note, Superior maintains all documentation (fax, electronic and telephonic) related to the receipt and response of appeals.

# SECTION 11

## QUALITY IMPROVEMENT

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### Quality Assessment and Performance Improvement Program

Superior is committed to the provision of a well-designed and well-implemented Quality Assessment and Performance Improvement (QAPI) program. Superior's culture, systems and processes are structured around its mission to improve the quality of services delivered to our providers and to our members. The purpose of the QAPI program is to plan, implement and monitor ongoing efforts that demonstrate improvements in member safety, overall health and care experience.

Superior is accredited by the National Committee for Quality Assurance (NCQA), an independent, not-for-profit organization dedicated to improving health-care quality. The NCQA seal is a widely recognized symbol of quality. NCQA health plan accreditation surveys include rigorous, on-site and off-site evaluations of over 70 standards and selected HEDIS measures. A national oversight committee of physicians analyzes the survey findings and assigns an accreditation level based on the performance level of each plan being evaluated to NCQA's standards. This recognition is the result of Superior's long-standing dedication to provide quality health care service and programs to our members. Superior requires all practitioners and providers to cooperate with all Quality Improvement (QI) activities, as well as allow the plan to use practitioner and/or provider performance data to ensure success of the QAPI Program.

### Goals and Objectives

The following are Superior's goals and objectives for its QAPI program:

- Safety - Care doesn't harm members.
- Member Experience - Members feel valued.
- Efficiency - Resources are used to maximize quality and minimize waste.
- Eliminating Disparities - Quality care is reliably received regardless of geography, income, language or diagnosis.

In support of the QAPI program, the QI department monitors the quality of health care services provided to Superior members, addressing two basic areas:

- Quality of service.
- Quality of care.

To monitor the quality of services provided to Superior's members, the QI department reviews the availability of appointments for emergencies, urgent care and preventive care. Superior also monitors availability for after-hours calls from members, as well as how satisfied members are with services provided by you and your office staff.

To monitor quality of service, Superior's QI department may assess:

- Satisfaction levels from Superior providers and members utilizing both satisfaction surveys and complaints.
- Turn-around time in responding to provider issues.

- Appropriate claims payment and adjustment timeframes.
- Customer service performance with incoming provider calls.

To monitor quality of care, Superior's review processes may include:

- Review and distribution of practice guidelines for diseases and conditions most likely to impact Superior's members, as well as pediatric and adult preventive health care guidelines, including compliance with practice guidelines.
- Targeted audits of primary care practices to promote the confidentiality of medical information and compliance with standards for appropriate medical record documentation, when necessary.
- Monitoring and support of communication systems that promote continuity and coordination of care.
- Investigation of potential quality of care complaints, including the tracking and trending of complaints.

The QI department also monitors reports of Abuse, Neglect and Exploitation (ANE). Such reports are submitted to applicable agencies in accordance with state rules and regulations. Quarterly, Superior will submit the number of critical incidents and abuse report for members receiving LTSS. Annually, Superior will submit the number of service coordinators receiving CDS training. Below are the types of ANE that Superior will report:

- **Physical Abuse:** any knowing, reckless, or intentional act or failure to act, including unreasonable confinement, corporal punishment, inappropriate or excessive force, or intimidation, which caused physical injury, death, or emotional harm by a caretaker, family member, paid caretaker or other individual who has an ongoing relationship with the victim.
- **Sexual Abuse:** nonconsensual sexual activity, which may include, but is not limited to, any activity that would be a sexually-oriented offense per Texas Penal Code, Chapters 21, 22, or 43 by a caretaker, family member, paid caretaker or other individual who has an ongoing relationship with the victim.
- **Emotional/Verbal Abuse:** any act or use of verbal or other communication to threaten violence that makes a reasonable person fearful of imminent physical injury; communication that is used to curse, vilify, humiliate, degrade, or threaten and that results in emotional harm; or of such a serious nature that a reasonable person would consider it emotionally harmful by a caretaker, family member, paid caretaker or other individual who has an ongoing relationship with the victim.
- **Neglect:** failure to provide the protection, food, shelter or care necessary to avoid emotional harm or physical injury; or a negligent act or omission that caused or may have caused emotional harm, physical injury, or death by a caretaker, family member, paid caretaker or other individual who has an ongoing relationship with the victim.
- **Exploitation:** the illegal or improper act or process of using, or attempting to use, the resources of the alleged victim, including the alleged victim's social security number or other identifying information, for monetary or personal benefit, profit, or gain without the informed consent of the alleged victim by a caretaker, family member, paid caretaker or other individual who has an ongoing relationship with the victim.
- **Emergency:** any abuse, neglect, or financial exploitation, which, without immediate intervention, would result in the victim being in a state of, or at risk of, immediate and serious physical harm.

## Other Program Activities

QI initiatives (clinical and non-clinical Performance Improvement Projects [PIPs], focus studies, medical record audits, etc.) are selected:

- Based on having the greatest potential for improving health outcomes or the quality of service delivered to Superior’s members and network providers;
- To test an innovative strategy; and
- To reflect distinctive regional emphasis on populations and cultures.

Superior’s PIPs, focused studies and other QI initiatives are selected, designed and implemented in accordance with principles of sound research design and appropriate statistical analysis.

Superior’s QAPI program description is posted on the secure portion of the Provider Portal at [Provider.SuperiorHealthPlan.com](http://Provider.SuperiorHealthPlan.com).

## Participation in the Quality Assessment and Performance Improvement Program

There are several ways that providers can participate in Superior’s QAPI program. Providers can participate by:

- Volunteering for committee service. Superior has an active Quality Improvement Committee (QIC) structure that is comprised of physician peers. The QIC and its subcommittees provide the voice of the provider in determining the current community standard of care and in providing direction to the plan on clinical and non-clinical issues that are most relevant to Superior’s members. Stipends are usually provided for attendees.
- Being vocal. We are here to help providers. If there is a problem we do not know about, Superior wants to hear why you are not happy with the plan, as well as your suggestions for how to fix the problem. Superior would also like to hear about things we do well, to model other processes after our successes.
- Responding to surveys and requests for information. If we do not hear your opinion, it cannot be a factor in our decision making.

For reporting of quality issues, or if you have questions related to Superior’s QAPI program, you can contact Superior’s QI department at:

Superior HealthPlan  
ATTN: Vice President, Quality Improvement  
5900 E. Ben White Blvd.  
Austin, Texas 78741  
1-800-218-7453

## The Quality Improvement Committee (QIC)

This committee is an important link between Superior and its network providers. The QIC is comprised of contracted providers representing most geographic areas and a variety of specialties. Superior’s Chief Medical Director appoints providers to the committee. Once appointed, members are asked to serve a minimum of one year.

This committee advises the plan regarding proposed quality improvement activities and projects, evaluates the design as well as the results of clinical studies, reviews and approves clinical practice and preventive health care guidelines and oversees the activities of the Utilization Management Committee (UMC). The QIC also serves as the Peer Review Committee (PRC) when reviewing significant quality of care issues involving network providers.

## The Utilization Management Committee

The UMC is a subcommittee of the QIC. This committee focuses on evaluation and monitoring of the Utilization Management Program and reporting requirements, which includes review of criteria used for decision making as well as oversight of the denial and appeal processes. This committee reviews specific issues related to over-and under-utilization and assists in the development of interventions or processes to improve the appropriateness of services available to and received by Superior's members.

## Committee Meeting Schedules

The QIC and UMC meet every other month, on alternating months. Meetings are scheduled at a time agreed upon by the committee members and generally last one hour. Meetings are held at the Austin Superior office. Those members unable to easily travel to the Austin location may participate by telephone.

If you have an interest in taking an active role on the QIC or UMC, please contact Provider Services.

## Provider Profiling

In accordance with our HHSC contract, Superior adopted a formal profiling process as a tool to partner with PCPs, high-volume specialists and hospitals to improve care and services provided to Superior members. The profiling process is intended to increase provider awareness of his or her performance, identify areas for process improvement and expand opportunities for Superior to work closely with providers in development, implementation and ongoing monitoring of site-based practice performance improvement initiatives. The Chief Medical Director has final authority and responsibility for the provider profiling program.

## Program Goals

The following are Superior's goals for the provider profiling program:

- Increase provider awareness of performance in areas identified as key indicators.
- Motivate providers to establish measurable performance improvement processes in their practice sites relevant to Superior's member populations.
- Identify the best practices of high-performing providers by comparing findings to the state average, other providers of the same type and (when possible) other comparable data.
- Increase opportunities for Superior to partner with providers to achieve measurable improvement in health outcomes.

## Program Objectives

The following are Superior’s objectives for the provider profiling program:

- Produce and distribute provider-specific reports containing meaningful, reliable and valid data for evaluation by the plan monthly for PCPs, and annually for acute care hospitals and high-volume OB/GYNs and specialists.
- Establish and maintain an open dialog related to performance improvement initiatives with identified providers.

## Program Scope

Superior’s provider profiling program includes monthly review of high-volume PCPs and annual reviews of high-volume OB/GYNs, specialists and acute care hospitals.

On average, high-volume providers deliver services to seventy percent (70%) of Superior’s membership. High-volume providers who participate in the STAR+PLUSMMP program are included in the profiling activities.

## PCP Provider Profiling Process

Superior provides PCP’s monthly data through the 3M Health Information Systems (HIS) dashboard which provides insight into actual patterns of care of their patients. 3M HIS provides data analytics to transform healthcare. 3M uses Superior claims data, risk adjusted, to provide providers with detail on, as available, gaps in care, emergency department information, inpatient admissions and readmissions, PCP visits for the providers attributed members and potentially preventable events. The 3M Potentially Preventable Events (PPE) logic is included in the dashboard and provides a dynamic information for providers and Superior to understand and manage patients at risk of PPE.

Further, 3M has a Value Index Score that captures provider quality in six domains: chronic and follow-up care, primary and secondary prevention, tertiary prevention, continuity of care, population health status and patient experience.

## High-Volume OB/GYN, High-Volume Specialists and Acute Care Hospital Provider Profiling Process

High-volume OB/GYNs, specialists, including behavioral health specialist providers, and hospitals are identified annually by Superior. Specific inclusion criteria are outlined in Table 14-1.

**Table 14-1- Provider Profiling Applicability**

| Provider Type           | Criteria   | Data Source  |
|-------------------------|--|--------------|
| High-Volume OB/GYNs     | OB/GYN groups who served 50 or more members during the reporting year. | Claims data. |
| High-Volume Specialists | Specialists who served 50 or more members during the reporting year.   | Claims data. |
| Acute Care Hospitals    | Hospitals with 100 or more admissions during the reporting year.       | Claims data. |

When evaluating inclusion criteria or claims, the provider’s total experience in all program types is used. Providers may be included in the profiles individually or as part of a group or system. Determination of providers included in the provider profiling process is the joint responsibility of select staff from the Quality Improvement, Medical Management and Account Management departments.

All indicators are reviewed and approved by the QIC annually. Additionally, Superior disseminates all approved inclusion criteria, indicators and performance benchmarks to providers through the Provider Portal before each measurement cycle. All indicators selected for inclusion in the process must have the following characteristics:

- Indicator data must be reliable and valid.
- Reliable comparative data must be available.
- Indicator topics must be meaningful to the provider, the plan and the membership.
- The provider must have the capability to effect improvement in performance.

Once identified, Superior will continue reporting indicators over multiple cycles to identify measurable performance improvement at both the system and provider levels.

## Quality Indicator Data Source

The analytical software that is used by Superior applies the concept of a peer definition to make comparisons. All peer definitions start with a specialty designation and include all providers of the same specialty for purposes of comparison. Thus, for the set of episodes or population a provider is attributed to, their performance is compared to all participating same specialty providers in Superior's provider database.

Superior uses evidence-based medicine rules that can be measured in claims. These apply at the member level. Performance is determined by comparing the compliance rate for the quality rules attributed to a provider to the compliance rate of the other providers in the peer definition for that exact same mix of attributed rules. A quality index is calculated by dividing a provider's compliance rate for the attributed rules by the compliance rate for the exact same mix of rules by their peers. Thus, an index greater than one (1) would indicate that a compliance rate is greater than peers for the exact mix of attributed rules.

## Provider Profile Analysis

Aggregate data on provider profiles is analyzed by the Superior's QIC. Select staff from the Quality Improvement, Medical Management and Account Management departments analyzes individual data. Analysis includes identification of outliers, generally defined as those providers in the top and bottom five percent (5%) of the aggregate scoring for their peer group.

### Provider Practice Profiles in Recredentialing

A copy of each provider profile may be utilized as the quality report in the provider recredentialing process and may be filed with select credentialing files.

## Provider Profile Distribution

The PCP profile is refreshed monthly and available through the provider's assigned log-in to the 3M HIS portal. The High-Volume OB/GYN, Specialist and Acute Care Hospital profile is mailed to select providers. Staff from the Provider Performance Unit (PPU) are available to assist with review of performance detailed in the provider profile. The service area Medical Director, Clinical Nurse Liaison and Chief Medical Director may accompany PPU staff in visiting those providers identified as outliers. Standards used to measure the provider are available to the provider.

# Practice Guidelines

Superior's Practice and Preventive Health Guidelines are based on the health needs of its membership. Selected guidelines are evidence-based, adopted from recognized sources, and promoted to providers in an effort to ensure healthcare quality and uniformity of care provision to Superior's enrolled members. Superior's QI department reviews all guidelines annually for updating and/or when new scientific evidence or national standards are published. All guidelines are approved by Superior's Quality Improvement Committee (QIC) biennially and disseminated to providers via the provider e-newsletter, targeted mailings and other media sources. The most up-to-date list of approved guidelines are available on Superior's Provider Portal:

[Provider.SuperiorHealthPlan.com](http://Provider.SuperiorHealthPlan.com).

Superior's Quality Assessment and Performance Improvement (QAPI) program assures that practice guidelines meet the following:

- Adopted guidelines are approved by Superior's QIC annually.
- Adopted guidelines are evidence-based and include preventive health services.
- Guidelines are reviewed on an annual basis and updated accordingly, but no less than bi-annually.
- Guidelines are disseminated to providers in a timely manner via the following appropriate communication settings:
  - Provider orientations and other group sessions
  - Provider e-newsletters
  - Online via the HEDIS resource page
  - Online via Superior's Secure Provider Portal - [Provider.SuperiorHealthPlan.com](http://Provider.SuperiorHealthPlan.com)
  - Targeted mailings

Guidelines are posted on Superior's website or paper copies are available upon request by contacting Superior's Quality Improvement department at:

Superior HealthPlan  
ATTN: VP, Quality Improvement  
5900 E. Ben White Blvd.  
Austin, Texas 78741  
1-800-218-7453

## Office Site Survey

Superior's Quality Improvement Committee (QIC) has adopted guidelines for office sites. Superior may conduct a site visit to the office of any physician or provider at any time for cause. Superior will conduct the site visit to evaluate any complaints or other precipitating events, which may include an evaluation of any facilities or services related to the complaint and an evaluation of any/all of the following:

- Physical accessibility (provider offices are required to be accessible to members with disabilities);
- Physical appearance;
- Adequacy of waiting and examining room space;
- Adequacy of medical/treatment record keeping;
- Appointment availability; and
- Equipment.

The survey will be conducted by Superior's Account Management staff or designee or through a contracted vendor.



Once the survey is completed, it is scored. If the score is less than 80%, or if any elements in the “access for the disabled” section of the form are not met, the provider office is required to submit a corrective action plan to Superior within 30 days. Following submission of the corrective action plan, a second survey is scheduled within six (6) months to evaluate compliance with office site guidelines.

If Superior receives another complaint about the same aspect of the performance for the office site within six (6) months after completing the site visit, Superior will determine whether the practitioner’s previous office site visit met the plan’s standards and thresholds. If that is the case, Superior will follow up on the complaint and a subsequent visit is not required.

## Survey Results

At the conclusion of an office site survey, the results will be reviewed with you or a designated member of your staff. You may make a copy of your survey for your records. If there are deficiencies, you may be asked to submit a corrective action plan.

## Medicare Star Ratings

The Centers for Medicare and Medicaid Services (CMS) developed the Medicare Star Ratings in order to provide information to consumers about Medicare Superior Health Plans and to reward top-performing health plans. CMS developed a set of Quality Performance Ratings for Health Plans that includes specific clinical, member perceptions and operational measures. The Star Ratings are drawn from various data sources including but not limited to: Healthcare Effectiveness Data and Information Set (HEDIS); Consumer Assessment of Healthcare Providers and Systems (CAHPS®); Healthcare Outcomes Survey (HOS).

## How Can Providers Help to Improve Star Ratings?

- Continue to encourage patients to obtain preventive screenings annually or when recommended.
- Continue to talk to your patients and document interventions regarding topics such as: fall prevention; bladder control; and the importance of physical activity.
- Create office practices to identify noncompliant patients at the time of their appointment.
- Submit complete and correct encounters/claims with appropriate codes and properly document medical chart for all members.
- Review the gap in care files listing members with open gaps.
- Identify opportunities for you or your office to have an impact.

## Medicare Health Outcomes Survey (HOS)

The Medicare HOS is a patient-reported outcomes measure used in Medicare managed care. The goal of the Medicare HOS is to gather data to help target quality improvement activities and resources by monitoring health plan performance and rewarding top-performing health plans and helping Medicare beneficiaries make informed health care choices. Superior must participate in the Medicare Health Outcomes Survey.

# SECTION 12

## CULTURAL COMPETENCY

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### Cultural Sensitivity

Superior places great emphasis on the wellness of its members. A large part of quality health care delivery is treating the whole patient and not just the medical condition. Superior encourages providers to provide culturally competent care that aligns with the National Standards on Culturally and Linguistically Appropriate Services (CLAS). Superior maintains policies which emphasize the importance of culturally and linguistically competent care to Superior's membership of all cultures, races, languages, ethnic backgrounds and religions in a manner that recognizes values, affirms and respects the worth of the individual enrollees while protecting and preserving the dignity of each member. Sensitivity to differing cultural influences, beliefs and backgrounds, can improve a provider's relationship with patients and, in the long run, the health and wellness of the patients themselves.

The following is a list of principles for health-care providers to include knowledge, skills and attitudes related to cultural competency in the delivery of health-care services to Superior members.

### Knowledge

- Provider's self-understanding of health disparities, as related to race, ethnicity or influence and the critical link between quality health care and the clinical encounter.
- Understanding of the historical factors which impact the health of minority populations, such as racism and immigration patterns and the importance of building physician, patient-centered relationships.
- Understanding of the particular psycho-social stressors relevant to minority patients including war trauma, migration, acculturation stress and socioeconomic status.
- Understanding of the cultural differences within minority groups and how cultural dynamics influence cross-cultural behaviors.
- Understanding of the health service resources for minority patients.
- Understanding of the minority patient within a family life cycle and intergenerational conceptual framework in addition to a personal developmental network.
- Understanding of the differences between culturally acceptable behaviors of psycho-pathological characteristics of different minority groups.
- Understanding indigenous healing practices and the role of religion in the treatment of minority patients.
- Understanding of cultural factors that can affect decision-making based on cultural beliefs, lack of trust or other behavior patterns within minority groups.
- Understanding of the public health policies and its impact on minority patients and communities.

## Skills

- Ability to facilitate and assess minority patients based on a psychological, social, biological, cultural, political or spiritual model.
- Ability to enhance patient communication effectively with the use of cross-cultural interpreters.
- Ability to diagnose minority patients with an understanding of cultural differences in pathology.
- Ability to avoid under diagnosis or over diagnosis.
- Ability to apply treatment methods that enhance clinical assessment processes and adherence.
- Ability to utilize community resources including church, Community-Based Organizations (CBOs), self-help groups.
- Ability to provide therapeutic and pharmacological interventions with an understanding of the cultural differences in treatment expectations and biological response to medication.
- Ability to ask for consultation.

## Attitudes

- Respect the “survival merits” of immigrants and refugees.
- Respect the importance of cultural forces.
- Respect the holistic view of health and illness.
- Respect the importance of spiritual beliefs.
- Respect and appreciate the skills and contributions of other professional and paraprofessional disciplines.
- Be aware of transference and counter transference issues.

## Resources for Cultural Competency

Superior provides CLAS-related educational opportunities for providers per its Secure Provider Portal. Providers are able to participate in Superior’s Cultural Competency Health Literacy Training, as well as participate in training opportunities administered by the State or nationally recognized organizations, found at [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com). Providers are also encouraged to participate in training provided by other organizations. For additional information regarding resources and trainings, visit:

- The Health and Human Services Commission Center for Elimination of Disproportionality and Disparities, Office of Minority Health and Health Equity online course - <https://hhs.texas.gov/about-hhs/process-improvement/about-center>.
- “A Physician’s Practical Guide to Culturally Competent Care,” developed by the U.S. Department of Health and Human Services, Office of Minority Health - <https://cccm.thinkculturalhealth.hhs.gov>.
- The U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA) site, [www.hrsa.gov/healthliteracy](http://www.hrsa.gov/healthliteracy). Providers can find free online courses on topics such as addressing health literacy, cultural competency and limited English proficiency.

Superior also provides ongoing provider training, which is conducted through webinars, quarterly and refresher trainings on an as-needed-basis, during routine on-site visits and upon request. In addition, your local, state and national provider organizations are likely to have information resources available as well. Providers may request information and resources by contacting their Account Manager.

# Interpreter/Translation Services

Superior is committed to ensuring that staff and subcontractors are educated about, remain aware of and are sensitive to the linguistic needs and cultural differences of our membership. Information about cultural and linguistic competency and interpreter and translation services are included in a variety of communications media via Superior's Provider Manual, Provider Newsflash (e-newsletter), the Primary Care Update (in certain editions), training tools, etc., all of which are accessible on Superior's website. Providers are also informed of their ability to request assistance with professional interpreter and translation services with the utilization of Superior's interpreter and translation partners, 24-Hour Nurse Advice Line, Relay Texas, Voiance and Language Services Associates to assist with Superior's membership when language or hearing impairment is a barrier to communication.

In order to meet this need, Superior provides or coordinates the following:

- A Member Services and Member Connections department that is staffed with bilingual personnel (Spanish and English).
- Trained professional language interpreters, including American Sign Language, are available for face-to-face communication at your office, if necessary, or via telephone to assist providers with discussing technical, medical or treatment information with members.
- A link to language interpreter services is available 24 hours a day, seven days a week in 140 languages to assist providers and members in communicating with each other when there are no other translators available for the language.
- TTY (text telephone for the hearing impaired) access for members who are hearing impaired (Relay Texas, 711).
- Superior's Nurse Advice Line, which provides a 24-hours-a-day, seven-days-a-week bilingual (Spanish and English) line for medical assistance with access to the "language services associates" line for other languages.
- Superior member and health education materials are available in English and Spanish.

To access interpreter services for your patients, contact Superior's Member Services department at 1-866-896-1844.

# SECTION 13

## CREDENTIALING PROGRAM

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Superior has established rigorous standards for conducting the functions of provider selection and retention. To participate in the Superior network, all licensed individual practitioners and organizational providers must meet the qualifications specific to Superior along with government regulations and standards of approved accrediting bodies.

The provider application process focuses on the review and verification of each provider's license, accreditation, and attributes, according to the guidelines of the National Committee for Quality Assurance (NCQA), the regulations of applicable governing bodies for Texas Department of Insurance (TDI) and the Office of Inspector General (OIG).

Superior's Credentials Committee, which is a subcommittee of Superior's Quality Improvement Committee (QIC), has final authority for review and appropriate approval of licensed physicians, other licensed health care professionals and certain facilities that have an independent relationship with the plan.

All credentialing and recredentialing questions should be directed to Superior's Credentialing department at 1-800-820-5686 or [Credentialing@SuperiorHealthPlan.com](mailto:Credentialing@SuperiorHealthPlan.com).

### Credentialing Process

Applicants or affiliates applying for network status are required to undergo an in-depth evaluation and a primary source verification of their credentials to include but not limited to:

- Work history.
- Educational background.
- Training.
- Competency.

All participating providers within Superior's credentialing scope must be recredentialed every 36 months to remain a participating provider within Superior's network.

Facilities interested in participating with Superior are required to undergo a state site survey or be accredited by an appropriate accrediting body. If the facility is not accredited, or does not have a current state site survey, it must meet the standards developed by Superior, by successfully passing a Superior site survey.

Superior requires the utilization of the statewide Texas Credentialing Alliance and the contracted Credentialing Verification Organization (CVO) as part of the credentialing and re-credentialing process. Learn more here: <https://hhs.texas.gov/sites/default/files/documents/about-hhs/communications-events/meetings-events/mmc/6-provider-presentation-march-14-2018.pdf>.

Providers are required to complete the Texas Standard Credentialing Application (TSCA) for practitioners or the Superior Facility Credentialing application for facilities. Aperture (CVO services provider) will assist with your credentialing process for Superior HealthPlan, and credentialing documents are submitted to Aperture through CAQH or Availity.

- To submit a practitioner application to CAQH, at <https://proview.caqh.org>. A practitioner will need to register as a first time user to get started.
- To submit a practitioner or facility application to Availity, at <http://www.availity.com>. Availity is the only forum

to submit a facility credentialing application. Availity has a standard Facility credentialing application that is accepted by Superior. a new provider will need to register as a first time user to get started.

- Once the completed application is completed through Availity or CAQH, Aperture automatically retrieves the submitted information and performs the primary source verifications of submitted credentials.
- Aperture verifies the credentialing application and returns results to the Superior for a Credentialing decision.

## Initial Credentialing Process

All practitioner applicants are required to complete a TDI credentialing application form for participation. Facility and ancillary providers must fill out Superior’s facility application for participation within Superior’s network. The TDI and facility application form must be completed, signed and dated by the applicant.

Superior verifies the information provided on the application through external primary sources. During this process, the applicant is promptly notified of any problems related to the collection and/or verification of these documents. It is the sole responsibility of the applicant to produce all necessary information and documentation required to conduct a thorough examination of a provider’s credentials. Failure to provide the necessary information within 60 days from the initial application received date will result in termination/ discontinuation of credentialing. If the provider ever seeks to join Superior in the future, the provider must begin the process from inception.

## Electronic Applications

Superior accepts electronic applications on the appropriate TDI credentialing application or Superior facility credentialing form. You can access an electronic format of the TDI practitioner application at <http://www.tdi.texas.gov/forms/form9credential.html>.

Superior also accepts Practitioners’ Council for Affordable Quality Health Care (CAQH) identification numbers. The CAQH is a catalyst for industry collaboration on initiatives that simplify health care administration. For more information on CAQH, visit their website at <http://www.caqh.org/>.

## Credentialing Criteria

Each candidate must complete an application for participation that includes the following minimum requirements:

- A valid National Product Identifier (NPI) number. the application.
- Completed, signed and dated application for participation.
- Signed and dated Release of Information form.
- Attestation of history of loss of license and/or clinical privileges, disciplinary actions and/or felony convictions.
- Current unrestricted license in the state where the practice is located. Exception applies for some Long-Term Services and Support (LTSS) provider types.
- Attestation of lack of current substance and/or alcohol abuse.
- Current valid federal Drug Enforcement Administration (DEA) certificate (as applicable).
- Attestation to mental and physical competence to perform the essential duties of the profession.
- Current liability insurance in compliance with minimum limits set by Superior’s provider agreement (exception applies for some LTSS
- Attestation to the correctness/completeness of

provider types).

- Proof of highest level of education and, in the case of physicians, proof of graduation from an accredited medical school or school of osteopathy, proof of completion of an accredited residency program, or proof of board certification (verification of completion of a fellowship does not meet this requirement).
- Current admitting privileges in good standing at an in-network inpatient facility or written documentation from a physician or group of physicians, who participate with Superior, stating that they will assume the inpatient care of all of the practitioner's plan members who require admission, and that they will do so at a participating facility.
- Education Certificate Foreign Medical Graduate (ECFMG) certification or equivalent, if practitioner is a foreign medical graduate.
- History of professional liability claims that resulted in settlements or judgments paid by or on behalf of the practitioner for the past five (5) years or any cases that are pending professional liability actions (when reviewing this history, the credentials committee will consider the frequency of case(s) as well as the outcome of the case[s]).
- Written explanation if practitioner has been sanctioned in a Medicare/Medicaid program.
- Disclosure of ownership or financial interest in any clinical laboratory, diagnostic testing center, hospital ambulatory surgery center, home health or other business dealing with the provision of ancillary health services, equipment or supplies.
- Work history for the previous five (5) years. Any gap greater than six (6) months must be explained by the practitioner.

Superior's credentialing staff will review each application for completeness and correctness. Applicants who meet the participation criteria and are determined to have a clean file will be approved for participation following review by the Superior medical director or chair of the Credentials Committee. The Credentials Committee is provided with a list of clean files approved by the medical director, for informational purposes. Superior's credentialing policy defines a "clean file" as one with none of the following adverse activity present:

- No past or present suspensions or limitations of state licensure.
- No past or present suspensions or limitations of DEA licensure.
- Malpractice coverage in the amount required by plan.
- No past or present OIG sanction activity.
- No inclusion on CMS Preclusion List.
- No malpractice claims that resulted in a settlement or a verdict in favor of the plaintiff (claims ruled in favor of the defendant are acceptable for a clean file).
- No gaps in work history of six (6) months or longer for a minimum of five (5) years. If the practitioner has practiced fewer than five (5) years from the date of credentialing, the work history starts at the time of initial licensure.

## Recredentialing Process

Superior formally recredentials practitioners every 36 months. The recredentialing cycle begins with the date of the initial credentialing decision.

In order to be compliant with recredentialing expectations, a request for information is sent to the provider no later than 180 days before the provider is due to be recredited. Superior verifies the information provided by



the applicant in support of their application for continued participation within Superior’s network through external primary sources.

During the recredentialing process, the applicant is notified promptly of any discrepancies related to the collection and/or verification of these documents. It is the sole responsibility of the applicant to produce all necessary information and documentation required to conduct a thorough examination. Failure to provide the necessary information within 60 days from the date the application for recredentialing was received will result in termination/discontinuation of recredentialing. If the provider ever seeks to join Superior in the future, the provider must begin the process from inception.

## **Expedited Credentialing**

The following practitioner types may utilize the expedited credentialing pathway: physicians (MD or DO), Podiatrist (DPM) and Therapeutic Optometrist (O.D.). Applicants, who qualify for the expedited credentialing process, as defined below, are identified as an “Expedited File.” Expedited files, may be presented to the Credentials Committee or to the designated Medical Director for approval. Superior Credentialing defines an “expedited file” as one that meets the following criterion:

- Be licensed in this state by, and in good standing with, the appropriate Texas State Licensure Board;
- Submit all documentation and other information required by Superior as necessary to enable Superior to start the credentialing process; to include a signed participating provider attestation form and agree to comply with the terms of the current Superior’s participating provider contract currently group contract to which they are joining.
- Verification of malpractice claims or settlements from the malpractice carrier or the results of the National Practitioner Data Bank (NPDB) query.
- Verification that the practitioner is not excluded from participation in federal health care programs.

While being credentialed, Superior will treat the applicant as if they were a participating provider, providing services to the managed care plan’s enrollees, including:

1. Authorizing the applicant physician to collect copayments from the enrollees.
2. Making payments to the applicant physician.

Pending the approval of an expedited applicant, Superior will exclude the applicant from Superior’s directory of participating physicians, website listing of participating physicians, or any other listing of participating physicians.

If, on completion of the credentialing process, Superior determines that the applicant does not meet the credentialing requirements:

1. Superior may recover from the applicant physician, podiatrist or therapeutic optometrist or the medical group an amount equal to the difference between payments for in-network benefits and out-of-network benefits.
2. The applicant physician, podiatrist or therapeutic optometrists or the medical group may retain any copayments collected, or in the process of being collected, as of the date of the credentialing determination.

## **Right to Review and Correct Information**

All providers participating with Superior have the right to review information obtained by the Credentialing Department to evaluate their credentialing and/or recredentialing file. This includes:



- Information obtained from any outside primary source such as the National Practitioner Data Bank-Health Care Integrity and Protection Data Bank, malpractice insurance carriers, the Texas Board of Medical Examiners and Texas Board of Nursing for Nurse Practitioners.
- This does not allow a provider to review references, personal recommendations or other information that is peer review protected.
- Providers also have the right to request the status of the application at any time during the credentialing process by contacting Superior's Credentialing department.

Should a provider believe any of the information used in the credentialing/recredentialing process to be erroneous, or should any information gathered as part of the primary source verification process differ from that submitted by a provider, they have the right to correct erroneous information.

To request release of such information, a written request must be submitted to Superior's Credentialing department. Upon receipt of this information, the provider will have 10 days to provide a written explanation detailing the error or the difference in information to Superior. Superior's credentials committee will then include this information as part of the credentialing/recredentialing process and will also include in the practitioner's file. If no response is received within 10 days, the Credentialing department, on behalf of Superior, assumes the provider does not dispute the accuracy of the information collected, and the file is presented to the medical director and/or the credentials committee.

Superior will notify the practitioner if information obtained during the credentialing process varies substantially from the information provided.

## Requesting Reconsideration

If you are not satisfied with the Credentials Committee credentialing status determination, you may request reconsideration for new practitioners, or an appeal for established practitioners, of the decision in writing. Please send your written request to:

Superior HealthPlan  
Attn: Credentialing Department  
5900 E. Ben White Blvd.  
Austin, Texas 78741

[Credentialing@SuperiorHealthPlan.com](mailto:Credentialing@SuperiorHealthPlan.com)

Reconsideration requests for new practitioners must be received by Superior within 30 days of the formal notice of denial. The appointed committee members will review the information and notification of the decision will be provided.

Appeals for established practitioners must be received by Superior within 30 days of the formal notice of denial. Superior will appoint an Appeals Committee. The Appeals Committee hears appeals of decisions from the Credentials Committee or plan to deny, suspend or restrict participation or to terminate the participation status of a practitioner or facility. The appeal hearing will be scheduled no later than 60 days from the provider's request.

The Appeals Committee may uphold, reject or modify the initial Credentials Committee recommendation. The Appeals Committee recommendation will be based upon the evidence admitted at the hearing and will be by the affirmative vote of the majority of the members of the Appeals Committee. The action of the Appeals Committee regarding any restriction, suspension or termination matter is a recommendation to Superior, with the plan retaining the final decision authority. The appeal decision will be communicated to the provider in writing.

# SECTION 14

## COMPLAINT PROCEDURES

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Superior recognizes that there are times when providers may not be satisfied with a matter handled by Superior. Providers have the right to file a complaint related to that matter in accordance with regulations afforded by the Texas Department of Insurance and Texas Administrative Code. This section describes in detail the process to filing a complaint, the response timeframes and the complainant's rights during the process.

The complaint process does not include appeals for determinations/actions based on Medical Necessity Appeals for determinations/actions based on Medical Necessity are outlined in Section 10 - Adverse Determinations/ Actions and Appeals of this manual.

The complaint process does not include appeals for determinations/actions based on medical necessity.

### Definition

A complaint is an expression of dissatisfaction communicated by a complainant, orally or in writing, about any matter related to Superior, other than an action/adverse determination. As provided by 42 C.F.R. §438.400, possible subjects for complaints include, but are not limited to:

1. The quality of care of services provided.
2. Aspects of interpersonal relationships such as rudeness of a provider or employee.
3. The failure to respect the Medicaid member's rights.

### Provider Complaints

#### Filing a Provider Complaint

Superior offers a number of ways to file a complaint:

- Online through Superior's website at <https://SuperiorHealthPlan.com/contact-us/complaint-form-information>.
- Faxing or mailing a complaint form to Superior. The link to the printable complaint form is <https://www.SuperiorHealthPlan.com/contact-us/complaint-form-information.html>.

Superior HealthPlan  
ATTN: Complaint Department  
5900 E. Ben White Blvd.  
Austin, Texas 78741  
FAX: 1-866-683-5369

- Calling the provider hotline at 1-877-391-5921.

## What to Expect When You File a Complaint

When a complaint is received, a written acknowledgement letter is sent to the provider within five (5) business days of receipt of the complaint. Superior then has 30 calendar days to resolve the complaint. The response to the complaint will be provided in writing in the form of a resolution letter. If the response is not satisfactory, a complaint appeal may be filed. Please note, Superior maintains all documentation (fax, electronic and telephonic) related to the receipt and response of complaints.

## Appealing a Complaint Resolution

Provider complaint appeals must be submitted no later than 30 days of the complaint response letter. The appeal will be settled in accordance with the commercial arbitration rules of the American Arbitration Association or the arbitration or litigation provisions as noted in the provider's contract with Superior.

## Additional Filing Rights

Providers have the right to file a complaint through the Health and Human Services Commission:

Texas Health and Human Services Commission  
Managed Care Compliance and Operations  
H-320 P.O. Box 85200  
Austin, TX 78708-5200

## Medical Appeals

The complaint process does not include medical necessity appeals that are directed to the Superior's Medical Management department. Please refer to Section 10 - Adverse Determinations, Actions and Appeals of this manual for details related to medical necessity denials and appeal.

## Member Complaints

Superior understands that there are times when a member is not satisfied with Superior. In those instances, members have the right to file a complaint.

## Member Advocacy

Superior designates member advocates to support and assist members filing a complaint and monitoring the complaint through Superior's complaint process until the issue is resolved. Superior also trains all staff who interact directly with members to advocate on the member's behalf including filing a complaint on their behalf. Many of the Member Services Representatives are bilingual in English and Spanish but can further utilize Superior's contracted language translation vendor for members speaking a language other than English or Spanish.

## Member Rights in the Complaint Process

Superior works to preserve and protect the rights of members throughout the entire complaint process. Members have the right to:

- Designate an authorized representative who can file a complaint on their behalf. An “authorized representative” is any person or entity acting on behalf of the member and with the member’s written consent. A provider may be an authorized representative. Members can print an Authorization to Disclose Health Information form at <https://www.SuperiorHealthPlan.com/members/medicaid/resources/helpful-links.html>.
- Have a language interpreter, including American Sign Language, available to them at any point in the process, free of charge.
- File a complaint directly with HHSC or TDI once they member has exhausted Superior’s complaint process.
- Receive an objective review and decision free of retaliation and discrimination.

## Filing a Member Complaint

### STAR+PLUS MMP Member Complaint

Superior offers a number of ways a member can file a complaint:

- Online through a link on Superior’s website at <https://www.SuperiorHealthPlan.com/contact-us/complaint-form-information.html>.
- Filing a complaint in writing or by fax by printing the complaint form found at <https://www.SuperiorHealthPlan.com/contact-us/complaint-form-information.html>.
- The form may be mailed or faxed to:
  - Superior HealthPlan
  - ATTN: Complaint Department
  - 5900 E. Ben White Blvd.
  - Austin, Texas 78741
  - Fax: 1-866-683-5369
- Calling the member hotline at 1-866-896-1844.

## What a Member Can Expect When Filing a Complaint

When a complaint is received, a written acknowledgement letter is sent to the complainant within five (5) business days of receipt. Superior then has 30 calendar days to resolve the complaint. The response to the complaint will be provided in writing in the form of a resolution letter. If the response is not satisfactory, a complaint appeal may be filed.

## Member Appeal of a Complaint

Complaint appeals must be submitted no later than 30 days of the complaint resolution response. The complaint-appeal involves the review by a complaint appeal panel during a scheduled meeting. The appeal panel is composed of an equal number of members, providers, and Superior employees. The doctors or other providers will be specialists in the area of care related to the complaint, and will not have reviewed the issue before. The meeting

will be at a time and place that is acceptable and convenient to the member. The member may choose to send an authorized or designated representative in their place and have the right to submit written documentation that can be presented during the panel hearing. The panel reviews all of the information presented and makes a recommendation to Superior. The recommendation is presented to Superior's Plan Product Leadership for a final decision. No later than 30 calendar days from receipt of the complaint appeal panel request, Superior will mail the complaint appeal response letter to the member.

## Additional Filing Rights

If a STAR+PLUS MMP member is not satisfied with the outcome of their complaint appeal, they can file a complaint with the Health and Human Services Commission (HHSC) at 1-866-566-8989 or by mail to:

Texas Health and Human Services Commission  
Managed Care Compliance and Operations – H-320  
Attn: Resolution Services  
P.O. Box 85200  
Austin, TX 78708-520

STAR+PLUS MMP members can file a complaint through the Office of Long-Term Care Ombudsman by calling toll free at 1-800-252-2412, emailing [ltc.ombudsman@hhsc.state.tx.us](mailto:ltc.ombudsman@hhsc.state.tx.us) or by visiting [https://apps.hhs.texas.gov/news\\_info/ombudsman/index.cfm](https://apps.hhs.texas.gov/news_info/ombudsman/index.cfm).

For additional information on Ombudsman Complaint Process, visit <https://hhs.texas.gov/about-hhs/your-rights/ombudsman-complaint-process>.

# SECTION 15

## HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

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To improve the efficiency and effectiveness of the health care system, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, includes administrative simplification provisions that require national standards for electronic health care transactions and code sets, unique health identifiers and security, as well as federal privacy protections for individually identifiable health information.

The Office for Civil Rights administers and enforces the Privacy Rule and the Security Rule.

Other HIPAA Administrative Simplification Rules are administered and enforced by the Centers for Medicare and Medicaid Services (CMS), and include:

- Transactions and code sets standards
- National provider identifier standard
- Employer identifier standard

The Enforcement Rule provides standards for the enforcement of all the Administrative Simplification Rules. A summary of the HIPAA Administrative Simplification Rules can be found at <https://www.cms.gov/Regulations-and-Guidance/Administrative-Simplification/HIPAA-ACA/index.html>.

## Privacy Regulations

The Privacy Rules regulates who has access to a member's/patient's personally identifiable health information (PHI), whether in written, verbal or electronic form. In addition, this regulation affords individuals the right to keep their PHI confidential and, in some instances, from being disclosed.

In compliance with the privacy regulations, Superior has provided each member with a privacy notice, which describes how Superior can use or share a member's health records and how the member can get access to the information. In addition, the member privacy notice informs the member of their health care privacy rights and explains how these rights can be exercised.

As a provider, if you have any questions about Superior's privacy practices, contact Superior's compliance officer by calling 1-800-218-7453 or by emailing [Superior.Compliance@SuperiorHealthPlan.com](mailto:Superior.Compliance@SuperiorHealthPlan.com).

Members should be directed to Superior's Member Services department with any questions about the privacy regulations. Member Services can be reached at 1-866-896-1844.

## Security Rule

The HIPAA Security Rule establishes national standards to protect individuals' electronic personal health information that is created, received, used or maintained by Superior. The Security Rule requires appropriate administrative, physical and technical safeguards to ensure the confidentiality, integrity and security of electronic protected health information.

The Security Rule is located at 45 CFR Part 160, and Subparts A and C of Part 164.

# Breach Notification Rule

On January 25, 2013, the Office for Civil Rights (OCR) of the U.S. Department of Health and Human Services (HHS) published in the Federal Register a Final Omnibus Rule (Final Rule) that revises certain rules promulgated under HIPAA. These revised rules were issued pursuant to changes enacted by Congress in the Health Information Technology for Economic and Clinical Health (HITECH) Act and the Genetic Information Nondiscrimination Act (GINA) of 2008. On March 23, 2013, the Final Rule implemented section 13402 of the HITECH Act requiring various notifications following a breach of unsecured protected health information.

The Final Rule eliminates the significant risk of harm standard from the Interim Rule for determining whether a breach has occurred. Covered entities and business associates must ensure compliance with regulatory definitions relating to breach notifications.

# Transactions and Code Sets Regulations

Transactions are activities involving the transfer of health-care information for specific purposes. Under HIPAA, if Superior or a health-care provider engages in one of the identified transactions, they must comply with the standard for it, which includes using a standard code set to identify diagnoses and procedures. The Standards for Electronic Transactions and Code Sets, published August 17, 2000, and since modified, adopted standards for several transactions, including claims and encounter information, payment and claims status. Any health care provider that conducts a standard transaction also must comply with the Privacy Rule.

Version 5010 refers to the revised set of HIPAA electronic transaction standards adopted to replace the current standards. Every standard has been updated, including claims, eligibility and referral authorizations.

All HIPAA covered entities must be using version 5010 as of January 1, 2012. Any electronic transaction for which a standard has been adopted must have been submitted using version 5010 on or after January 1, 2012.

## HIPAA Required Code Sets

The HIPAA Code Sets regulation requires that all codes utilized in electronic transactions are standardized, utilizing national standard coding. Only national standard codes can be used for electronic claims and/or authorization of services.

Nationally recognized code sets include:

1. Health Care Common Procedure Coding System (HCPCS) - This code set, established by the CMS, primarily represents items and supplies and non-physician services not covered by the American Medical Association CPT-4 codes, which can be purchased from the American Medical Association (AMA) at 1-800-621-8335.
2. Current Procedure Terminology (CPT) codes - The CPT codes are used to describe medical procedures, and this code set is maintained by the American Medical Association. For more information on the CPT codes, please contact the AMA.
3. International Classification of Diseases, 9th revision, Clinical Modification ICD-9-CM Volumes 1 and 2 (diagnosis codes) - These are maintained by the National Center for Health Statistics and Centers for Disease Control (CDC) within the Department of Health and Human Services (HHS).
4. International Classification of Diseases, 9th revision, Clinical Modification ICD-9-CM Volume 3 (procedures) - Those are maintained by CMS.

5. International Classification of Diseases, 10th revision, Clinical Modification ICD-10-CM- This is the new diagnosis coding system that was developed as a replacement for ICD-9-CM, Volume 1 and 2. International Classification of Diseases, 10th revision, Procedure Coding System ICD-10-PCS is the new procedure coding system that was developed as a replacement for ICD-9-CM, volume 3, and two parts:
  - Part 1: ICD-10-CM for diagnosis coding. ICD-10-CM is for use in all U.S. health care settings. Diagnosis coding under ICD-10-CM uses 3 to 7 digits instead of the 3 to 5 digits used with ICD-9-CM, but the format of the code sets is similar.
  - Part 2: ICD-10-PCS for inpatient procedure coding. ICD-10-PCS is for use in U.S. inpatient hospital settings only. ICD-10-PCS uses 7 alphanumeric digits instead of the 3 or 4 numeric digits used under ICD-9-CM procedure coding.

The transition to ICD-10 occurred because ICD-9 produces limited data about patients’ medical conditions and hospital inpatient procedures. ICD-9 is 30 years old, has outdated terms and is inconsistent with current medical practice. Also, the structure of ICD-9 limits the number of new codes that can be created, and many ICD-9 categories are full. ICD-10 affects diagnosis and inpatient procedure coding for everyone covered by HIPAA, not just those who submit Medicare or Medicaid claims. Everyone covered by HIPAA who transmits electronic claims must also switch to Version 5010 transaction standards. The change to ICD-10 does not affect CPT coding for outpatient procedures.
6. National Drug Code (NDC) - The NDC is a code that identifies the vendor (manufacturer), product and package size of all medications recognized by the Federal Drug Administration (FDA). To access the complete NDC code set, see [www.fda.gov/Drugs/InformationOnDrugs/ucm142438.htm](http://www.fda.gov/Drugs/InformationOnDrugs/ucm142438.htm).

## HIPAA Regulated Transactions

Below are the eight electronic standardized transactions that are mandated by the HIPAA legislation.

| Transaction Name                                   | HIPAA Transaction Number |
|--|--------------------------|
| Claims and Encounters                              | 837                      |
| Enrollment and Disenrollment                       | 834                      |
| Health Plan Eligibility Solicitations and Response | 270/271                  |
| Payment and Remittance Advice                      | 835                      |
| Premium Payment                                    | 820                      |
| Claim Status Solicitation and Response             | C276/277                 |
| Coordination of Benefits                           | 837                      |
| Referral and Authorization                         | 278                      |

Though it is standard operating process, Superior does not currently utilize all standard transaction sets. Functionality equivalent to that which is offered by these transaction sets, is made available to Superior’s providers via various alternative capabilities, such as online tools. Superior currently offers an alternative through the online web tool, Superior’s Secure Provider Portal, for the following transactions:

- ASC X12 270 Eligibility Status Inquiry.
- ASC X12 271 Eligibility Status Response.
- ASC X12 276 Claim Status Inquiry.
- ASC X12 277 Claim Status Response.
- ASC X12 278 Referral Certification and Response.

For more information on conducting these transactions electronically, contact the EDI Department at 1-800-225-2573 ext. 25525 or by email at [EDIBA@centene.com](mailto:EDIBA@centene.com).



# National Provider Identifier

The National Provider Identifier (NPI) is a HIPAA Administrative Simplification Standard. The NPI is a unique identification number for covered health-care providers. Covered health-care providers and all health plans and health-care clearing houses must use the NPIs in the administrative and financial transactions adopted under HIPAA. The NPI is a 10-position, intelligence-free numeric identifier (10-digit number). This means that the numbers do not carry other information about health care providers, such as the state in which they live or their medical specialty. The NPI must be used in lieu of legacy provider identifiers in all electronic HIPAA standards transactions.

As outlined in the federal regulation, covered providers must also share their NPI with other providers, health plans, clearinghouses and any entity that may need it for billing purposes.

All Superior providers must attest a valid NPI upon requesting an application for network participation with Superior. Medicaid providers must also attest their NPI with the Texas Medicaid and Health Partnership (TMHP) before they can be rendered payment by Superior.

Providers may attest information via the TMHP website at [www.tmhp.com](http://www.tmhp.com). The information required includes:

- TPI
- NPI
- Taxonomy
- Physical address
- National plan and provider enumeration
- System data

For any questions about NPI, please contact Superior's Provider Services department.

# SECTION 16

## Secure Provider Portal

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### Provider Portal

Superior provides a Secure Provider Portal that offers tools to assist your office staff any time of day. It is available for providers at [Provider.SuperiorHealthPlan.com](http://Provider.SuperiorHealthPlan.com).

### Registering for the Provider Portal

In order to use Superior's Secure Provider Portal, you must first register online at [Provider.SuperiorHealthPlan.com](http://Provider.SuperiorHealthPlan.com).

- You will be asked to enter your tax identification number, first name, last name, email address and to create a password. Your email address will also serve as your username.
- Once you submit the registration form, you will receive an email confirmation to validate your account.
- Your request for access will be reviewed and additional validation will be sent to your TIN's Account Manager for confirmation.

Each TIN is allowed to designate Account Manager(s). This role is responsible for managing access permissions to their TIN, including adding and removing accounts and allowing users to access the modules with in the Secure Provider Portal (claims, authorizations, eligibility, etc.). If registering for an Account Manager role, additional validation will be required.

Logins and passwords are unique, requiring each staff member within one office or group to register separate user accounts. Sharing accounts between staff is not permitted.

Please note, the Secure Provider Portal will randomly launch the Challenge Survey on a quarterly basis to users with an account management role. This survey is a new tool to verify provider demographic data and monitor provider adherence to state requirements. The tool gives providers access to update or confirm their demographic information prior to accessing the Secure Provider Portal modules.

### Benefits of the Provider Portal

Here are some of the features currently available in the Secure Provider Portal:

- **Verify Patient Eligibility:** Identify patient coverage, and program copays, if applicable, by simply entering the necessary search criteria (DOB, member ID, or patient name).
- **Print Member-Patient Panel Reports:** For Primary Care Providers (PCPs), login to your account and print a list of members assigned to you for primary care services. Other features included on the PCP Panel Report are:
  - Date of last wellness exam.
  - Preventive visits due, including last mammogram.

- View member care gap alerts. When a member has a “gap in care” (i.e. a preventive service not rendered within the allotted time frame) an alert symbol will appear. When a provider clicks on the member’s name, the screen will revert to the member eligibility details page, which will display the care gap details (for example, “No Flu Vaccine in past 12 months.”).
- Online Claims Submission:
  - Individual Claim Submissions - Submit both professional and institutional claims online for quicker payment. Claim corrections can also be submitted through the Secure Provider Portal.
  - Copy Claim Feature - Recreate claims without entering data twice.
  - Recurring Claims Tool - Quickly and easily submit repetitive, long-term care claims for multiple members.
  - Batch Claim Submissions - Avoid paying clearing house fees and submit batch claims online! Please note: Currently we only accept formatted 837 claims files. We apply HIPAA level 5 edits. Files must be in .dat, .edi or .txt formats and no larger than 5MB.
  - Claims Appeals - File appeals through the Secure Provider Portal.
  - Attachments - Attach additional documentation necessary during the online claim or appeal submission.
- Check Claims Status Online: Confirm the status of submitted claims and easily reconcile your patient accounts.
- Online Claims Adjustments: Submit adjustments for claims.
- Authorizations:
  - Submissions - Submit authorization requests directly.
  - Attachments - Attach clinical information needed.
  - Authorization Status - Check authorization status.

Note: Currently, Long-Term Support Services (LTSS) providers are unable to use this feature for authorization submission for PAS, DAHS and Assisted Living.

- Explanation of Payments: Explanation of payments are available in the Secure Provider Portal.
- Update Demographic Information: Update provider demographics such as, address, phone number and office hours.
- Medicaid Authorization Pre-Screening: Find the tool on our website under Provider Resources. Simply enter a valid procedure code, and the system will display the authorization requirements for that procedure. Non-participating providers will always require an authorization for non-emergent services.

Other valuable content made available at [www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com) includes an online provider directory and provider resource section containing bulletins, Frequently Asked Questions (FAQs), Provider Manuals, training presentations for all Superior products and other helpful website links.

## Provider Portal Help Desk

For assistance with accessing the Secure Provider Portal, contact the Web Applications Support Desk at 1-866-895-8443 or email [TX.WebApplications@SuperiorHealthPlan.com](mailto:TX.WebApplications@SuperiorHealthPlan.com).

# SECTION 17

## PHARMACY SERVICES

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### Pharmacy Department Responsibilities

The Superior Pharmacy department promotes the most effective use of medications for our members. The Pharmacy department is charged with oversight of administering the pharmacy benefit, ensuring member access to needed medications, employing appropriate utilization management tools and supporting the care management model. Superior's Pharmacy team works with the Pharmacy Benefits Manager (PBM) to ensure that medications are a covered benefit, medically necessary, appropriate to the patient's condition, rendered in the appropriate setting and meet professionally-recognized standards of pharmaceutical care. In addition, the Pharmacy department seeks to educate providers regarding the cost effective use of drugs and to provide useful feedback about current prescribing patterns to improve the quality of patient care. Responsibilities of the Pharmacy team include, but are not limited to:

- Ensure that pharmacy benefit services provided are medically appropriate.
- Promote safe and cost-effective drug therapy.
- Manage pharmacy benefit resources effectively and efficiently while ensuring that quality care is provided.
- Ensure that members can easily access prescription services at any network pharmacy.
- Actively monitor utilization to guard against over-utilization of services and fraud or abuse and to address gaps in care or under-utilization of needed medications.
- Participate with care management to promote optimal use of medication, focusing on ER and hospitalization avoidance.
- Manage tools for members that assist them in managing and taking their medications.
- Assist providers with the coordination of prescription services.
- Work with quality initiatives and manage programs that increase the quality of pharmaceutical care for members.

### Formulary Management

Superior will manage the provision of medications to STAR+PLUS MMP members via the Medicare formulary. Medications not covered by Medicare may be covered by Texas Vendor Drug Program (VDP) as a Medicaid benefit via the wrap benefit. A link to the STAR+PLUS MMP formulary is available on the Superior website. A link to the VDP formulary is also available on the Superior website.

The majority of prescriptions will be covered based on the Medicare formulary. In addition, Superior will assist with the following:

- Transitions of prescription drugs
- Out of network coverage
- Quality assurance
- Exceptions and appeals
- Utilization management (prior authorization requirements)
- Location of pharmacies in proximity to members
- Information about any formulary changes

## Prior Authorizations

Certain medications Superior covers have limits or other rules. Please refer to the most current formulary posted on SuperiorHealthPlan.com for guidance on which medications have limitation(s) that may require additional authorization. Superior must make a decision within 72 hours of receiving the request. Requests may be expedited if the member's health is in danger. If a request for a expedited authorization is allowed, Superior must inform the provider of the authorization decision within 24 hours of receiving the request.

To request a coverage determination (exception) to our coverage limitation rules, providers may contact the PBM at 1-800-867-6564..

## Emergency Prescription Supply

A 72-hour emergency supply of a prescribed drug must be provided when a medication that is wrapping to the Medicaid benefit is needed without delay and PA is not available. This applies to all drugs requiring a PA, under the wrap benefit because they are non-preferred drugs on the VDP list.

The 72-hour emergency supply should be dispensed any time a PA cannot be resolved within 24 hours for a medication on the VDP formulary that is appropriate for the member's medical condition. If the prescribing provider cannot be reached or is unable to request a PA, the pharmacy should submit an emergency 72-hour prescription.

A pharmacy can dispense a product that is packaged in a dosage form that is fixed and unbreakable, e.g., an albuterol inhaler, as a 72-hour emergency supply.

To be reimbursed for a 72-hour emergency prescription supply, the pharmacy may follow the point of sale messaging which allows the 72-hour supply to be adjudicated electronically (immediately) or the pharmacy may call the PBM help desk line.

For more information about the 72-hour emergency prescription supply policy, call the PBM help desk at 1-888-865-6567.

## Appeals

In the event that a prior authorization is denied a written notification will be sent to the provider and member. This notification will provide additional information regarding the reason for the denial. The provider is encouraged to read over the denial notification and consider for example a preferred product, change in dose, etc. which may have led to the original denial. The denial notification will also contain instructions for contacting the appeals department and outline the appeals process. Contact information for the Superior Appeals department is also available on our website.

## Pharmacy Benefits

STAR+PLUS MMP members have access to a large network of pharmacies for prescription needs. The pharmacy network includes retail chains, independent pharmacies, specialty pharmacies and mail order pharmacies. Members may receive up to a 90-day supply of certain drugs. Member has the right to obtain medications from any network pharmacy. For a full listing of pharmacies in Superior's network go to [ProviderSearch.SuperiorHealthPlan.com](http://ProviderSearch.SuperiorHealthPlan.com).

# Pharmacy Claims Processing

Pharmacy claims adjudicate through the PBM's online adjudication system. Claims submitted electronically have an 18-day clean claim window. Claims submitted non-electronically have a 21-day clean claim window.

## Durable Medical Equipment

Superior reimburses for covered durable medical equipment (DME) and products commonly found in a pharmacy. For all qualified members, this includes medically necessary items such as nebulizers, ostomy supplies or bed pans and other supplies and equipment.

To be reimbursed for DME, a pharmacy must submit their claim through Superior under the following guidelines:

- All documentation must be legible.
- Claims must use EDI version 5010 guidelines as mandated by HIPAA rules.
- Primary Care Providers (PCPs) and all participating providers must submit claims or encounter data for every patient visit, even though they may receive a monthly capitation payment.
- All claims and encounter data must be submitted on either a form CMS 1500 or UB-04 (see Section 9 - Claims and Encounters Administration) or on electronic media in an approved HIPAA compliant format.

Call 1-800-460-8988 for more information about DME. Physicians will have the option to prescribe incontinence supplies without obtaining prior authorization from Superior for payment. To do so, the incontinence supplies must be dispensed through one of Superior's nationally contracted DME providers.

The waiver of authorization will only apply when ordering incontinence supplies through one of Superior's nationally contracted DME providers. The prior authorization requirement will remain in effect for incontinence supplies whenever a nationally contracted DME provider is not used.

## Contact Information

Prior authorization forms can be found on the Secure Provider Portal at [Provider.SuperiorHealthPlan.com](http://Provider.SuperiorHealthPlan.com). The provider may submit a web authorization request, or fax the form to Superior at the fax number above.

# SECTION 18

## DENTAL SERVICES

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### Emergency Dental Services

Superior is responsible for emergency dental services provided to Medicaid members in a hospital, free-standing emergency room or ambulatory surgical center setting. Superior will pay for devices for hospital, physician and related medical services (e.g., anesthesia and drugs) for:

- Treatment of a dislocated jaw, traumatic damage to teeth and removal of cysts.
- Treatment of oral abscess of tooth or gum origin.

**Superior is not responsible for paying for routine dental services provided to Medicaid members.**

# SECTION 19

## ELECTRONIC VISIT VERIFICATION (EVV)

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Electronic Visit Verification (EVV) applies to providers in the STAR+PLUS, STAR Kids and STAR Health program providing Texas Medicaid attendant or attendant-like services or habilitation services\*. EVV is a telephone and computer-based system that electronically verifies when service visits occur and documents the precise time service provision begins and ends. The purpose of EVV is to verify that individuals are receiving the services authorized for their support and for which the state is being billed.

\*Effective April 1, 2016, EVV was set as required by HHSC for LTSS-designated providers with STAR+PLUS, STAR Health and Dual Eligible Integrated Care Demonstration. This includes Personal Assistance Services (PAS)/Primary Home Care (PHC) and Personal Care Services (PCS) provided in the home and in the community, In-home respite care, Community First Choice (CFC) Services and Personal Assistance Services/ Habilitation (PAS/HAB). Effective November 1, 2016, EVV was set as required by HHSC for LTSS-designated providers with Star Kids. This includes Personal Care Services (PCS), Community First Choice (CFC) Services, Personal Assistant Services/Habilitation (PAS/HAB), Flexible Family Support Services (FFSS) and In-home Respite Care.

EVV is optional for members who have selected the Consumer Directed Services (CDS) option.

### Effective April 1, 2016

Effective April 1, 2016, the Texas Health and Human Services Commission (HHSC) and Superior enforced EVV compliance.

Providers who contract with Superior on or after April 1, 2016 and provide services required to use EVV, must select and enroll with an HHSC approved EVV vendor prior to furnishing services to Superior members.

### EVV Requirements

As a part of EVV compliance, providers must ensure Electronic Visit Verification data, including any necessary visit maintenance within sixty (60) days from the date of service is accurately documented in the EVV vendor system, in order to be properly reimbursed by Superior. EVV data submission does not guarantee/provide for claims submission. Providers must submit clean claims to Superior after confirming EVV data has been captured and submitted to Superior. EVV compliance and claim submissions are independent processes. EVV data must be captured and confirmed in the vendor systems prior to billing. Providers can verify that their visits have been transmitted to the payor by utilizing the EVV Visit Log-in in the EVV vendor portal. The EVV Visit Log is used to verify the hours of services delivered by whom and to whom, as well as to verify that all the visits were complete and accurate prior to the submission of a visit for billing. Additional reports are available to the providers in the EVV vendor portal to check for unsubmitted transmissions and/or inaccurate visit data. These reports include:

- DataLogic: Failed to Export Report - This report is used to display the visit records that failed to export to the payer.



# What is EVV?

## EVV Frequently Asked Questions

Electronic Visit Verification (EVV) is a telephone and computer-based system that electronically verifies service visits and documents the precise time service provision begins and ends.

EVV is a method by which a person, including but not limited to a personal care attendant, who enters a member's home to provide a service will document their arrival time, tasks and departure time using a telephonic or computer-based application system. This visit information will be recorded and used as an electronic version of a paper time sheet for an attendant and used to support claims to Superior for targeted EVV services.

Note: Documentation of tasks is not a requirement, but is an option to help providers have a digital log of tasks/activities captured during the attendant visit. For more information on how to document tasks in the EVV system, please contact your EVV vendor.

There is no cost to providers associated with the use of EVV.

Providers may find Superior's EVV training by visiting the Superior website:

1. Visit: <https://www.SuperiorHealthPlan.com/providers/resources.html>.
2. Locate the Electronic Visit Verification (EVV) section.
3. Click on the EVV Provider Training link.

## Do Providers Have a Choice of EVV Vendors?

- Provider selection of EVV vendor:
  - During a new provider's contracting and on-boarding process with Superior, a copy of the EVV Vendor Selection Form is available and may be provided in the application packet. Forms may also be downloaded by visiting <https://www.SuperiorHealthPlan.com/providers/resources.html>, and clicking on EVV Vendor Selection Form.
- Provider EVV default process for non-selection:
  - Providers are required to have made a Vendor selection and begin using EVV before starting any new services that are in scope for EVV. A provider is required to have all EVV data present and approved before submitting claims to Superior or they are subject to denial and/or recoupment. The provider will receive a default letter detailing out the vendor that they have been defaulted to and when they are required to be implemented with the vendor.
- When can a provider change EVV vendors?
  - A provider may change EVV vendors 120 days after the submission date of the change request.
  - A provider may change EVV vendors twice in the life of their contract with Superior.
  - A provider will submit an updated copy of the Provider Electronic Visit Verification Vendor System Selection form and select "Vendor Change" when requesting a change to another EVV Vendor. Providers should fax the completed form to Texas Medicaid and Healthcare Partnership (TMHP) at 1-512-506-6619 or email [EVV@tmhp.com](mailto:EVV@tmhp.com).

# Can a Provider Elect Not to Use EVV?

## Non-Consumer Directed Services (CDS) Employers - Provider Agency Model

EVV will be required to document delivery of the following services when delivered through the agency model:

- Personal care services (PCS).
- Community First Choice attendant care and habilitation (PAS/HAB).
- STAR Kids In-Home Respite.
- STAR Kids Flexible Family Support Services.
- Non-CDS EVV Providers must adhere to the Superior Provider Compliance Plan found on the Superior website at <https://www.SuperiorHealthPlan.com/providers/resources.html>, and clicking on EVV Provider Compliance Plan.

## Is EVV Required for CDS Employers?

No. CDS employers have the option to choose from the following three (3) options:

- Phone and Computer (Full Participation): The telephone portion of EVV will be used by your CDS employee(s) and you will use the computer portion of the system to perform visit maintenance.
- Phone Only (Partial Participation): This option is available to CDS employers who can participate in EVV, but may need some assistance from the FMSA with visit maintenance. You will use a paper time sheet to document service delivery. Your CDS employee will call in when they start work and call out when they end work. Your FMSA will perform visit maintenance to make the EVV system match your paper time sheet.
- No EVV Participation: If you do not have access to a computer, assistive devices or other supports, you do not feel you can fully participate in EVV, or you do not feel you can fully participate in EVV, you may choose to use a paper time sheet to document service delivery.

# How Do Providers with Assistive Technology (ADA) Needs Use EVV?

- If you use assistive technology, and need to discuss accommodations related to the EVV system or materials, please contact the HHSC-approved EVV vendors.

## EVV Vendors

### DataLogic (Vesta) Software, Inc.

|  |  |                              |
|--|--|------------------------------|
| <b>Contact:</b>  | <b>Email:</b>  | <b>Phone:</b> 1-888-880-2400 |
| Sales & Training   | <a href="mailto:info@vestaevv.com">info@vestaevv.com</a> | <b>Fax:</b> 1-956-412-1464   |
| Tech Support   | <a href="mailto:support@vesta.net">support@vesta.net</a> |                              |
| <b>Website:</b> <a href="http://www.vestaevv.com">www.vestaevv.com</a> |  |                              |

For additional questions, contact Superior's Provider Services department at 1-877-391-5921.

# EVV Use of Small Alternative Device (SAD) Process and Required Forms

- The SAD process and SAD forms can be found at: <https://hhs.texas.gov/laws-regulations/handbooks/evvpph/section-3000-electronic-verification-methods>.
- Where do I submit the SAD agreement/order form?
  - **The form is submitted to the provider-selected EVV vendor.**
    - a. DataLogic - email from to: [tokens@vestaevv.com](mailto:tokens@vestaevv.com) or send secure fax to 1-956-290-8728.
- SAD equipment provided by an EVV contractor to a provider, if applicable, must be returned in good condition within their control.

## EVV Claims Validation

Following the EVV Provider Compliance Plan, Superior will validate claims by:

- Administering EVV compliance based on claims validation against submitted EVV transactional data.  
Note: EVV transaction data is the capture of the clock in/out approved detail of the attendant service.
- Evaluating claims for EVV covered services against verified visits (logged in the EVV system selected by the provider) which are transferred daily to Superior.
- After standard claim adjudication rules, Superior will also verify that the provider ID, member ID, dates of service, procedure codes and billed units from the EVV transactional data match what is billed on the claim.
  - If the EVV transactional units match the billed units, the claims will pay appropriately.
  - If there is no corresponding EVV transactional data, the claim is subject to denial.
  - If the billed units exceed the EVV validated transactional units, the claim is subject to denial or partial payment for units that were validated.

Claims must be submitted within ninety-five (95) calendar days of the EVV visit.

## EVV Claim Processing

Superior may conduct claim matching for EVV transactional data either upfront (for a pre-payment review) or retrospectively (for a post-payment potential recoupment). When executing a retrospective analysis, Superior will compare submitted claims against completed EVV transactions after payment, so that unverified billed services can be identified and recouped. As mentioned above, Superior will administer EVV compliance based on claims validation against submitted EVV transactional data. For EVV covered services, Superior will evaluate billed claims against verified visits (logged in the EVV system selected by the provider) which are transferred daily to Superior from each EVV Vendor.

After standard claim adjudication rules, Superior will execute an additional verification based on matching Provider ID, Member ID, dates of service, procedure codes, modifier codes (where applicable), and billed units. Please note:

- If the EVV transactional units match the billed units, the claims will pay appropriately.
- If there is no corresponding EVV transactional data, the claim is subject to denial. (For details on how to submit a claims appeal, please refer to Section 10 of this manual, Adverse Determinations, Actions and Appeals).

- If the billed units exceed the EVV validated transactional units, the claim is subject to denial or partial payment for units that were validated.

In addition, Superior may execute a retrospective analysis of submitted claims against completed EVV transactions after payment so that unverified billed services can be identified and recouped.

## EVV Compliance

All providers, with the exception of CDS employers, providing the mandated services must use the EVV system and must maintain compliance.

- The HHSC Compliance Plan, including compliance standards and - EVV guidelines as they relate to claims, training, reports, equipment and corrective action plans, are located at:  
<https://hhs.texas.gov/laws-regulations/handbooks/evvp/h/section-6000-compliance-plan>.
- The Superior EVV Compliance Plan is located by visiting [www.SuperiorHealthPlan.com/providers/resources.html](http://www.SuperiorHealthPlan.com/providers/resources.html), and clicking on EVV Provider Compliance Plan.

Providers must comply with Superior’s Provider Compliance Plan as well as these set forth guidelines:

- Provider must enter member information, provider information and service schedules (scheduled or nonscheduled) into the EVV system for validation either through an automated system or a manual system.
- Providers need to complete training from the EVV vendor they have chosen to contract with. This training must be completed prior to the provider’s start date with the EVV vendor.
- Provider must have a confirmed authorization for the services before they provide them. Transactions submitted to Superior without an authorization will result in the vendor not being paid its transaction fees by Superior (For details on how to submit an authorization request, please refer to Section 8 of this manual, Prior Authorization, Notification and Referrals).
- 90% adherence to Provider Compliance Plan
  - HHSC EVV Initiative Provider Compliance Plan – A set of requirements that establish a standard for EVV usage that must be adhered to by providers under the HHSC EVV initiative.
  - Provider (at the TIN level) must maintain at all times a 90% compliance level of submitting transactions using preferred reason codes, which, must be used each time a change is made to an EVV visit record in the EVV system and which Superior will regularly monitor.
  - If Superior is assessed financial penalties such as liquidated damages by HHSC for one or more of its providers failing to maintain the 90% compliance level, Superior has the right to pass through those SuperiorHealthPlan.com 215 Electronic Visit Verification (EVV) financial penalties to each such provider. The provider may choose to repay such amount to Superior or, in the absence of such repayment, to have the amount offset against future claims amounts due to provider.
- Provider must complete any and all required visit maintenance in the EVV system within sixty (60) days of the visit (date of service). Visit maintenance not completed prior to claim submission is subject to claim denial or recoupement. Providers must submit claims in accordance with their contracted entity claim submission policy. Providers must ensure that claims for services are supported by service delivery records that have been verified by the provider agency and fully documented in an EVV System. No visit maintenance will be allowed more than sixty (60) days after the date of service and before claims submission, unless an exception is granted on a case-by-case basis.
- Provider must use the reason code that most accurately explains why a change was made to a visit record in

the EVV System. Superior will review reason code use by their contracted providers to ensure that preferred reason codes are not misused.

- If it is determined that a provider has misused preferred reason codes, the provider's HHSC EVV Initiative Provider Compliance Plan Score may be negatively impacted, and the provider may be subject to the assessment of liquidated damages, imposition of contract actions, implementation of the corrective action plan process, and/or referral for a fraud, waste and abuse investigation.
- Provider must ensure quality and appropriateness of care and services rendered by continuously monitoring for potential administrative quality issues.
- Provider must systematically identify, investigate, and resolve compliance and quality of care issues through the corrective action plan process.
- Provider should notify the appropriate Superior, or HHSC, within forty-eight (48) hours of any ongoing issues with EVV vendors or issues with EVV Systems.
- Any Corrective action plan required by Superior is required to be submitted by the network provider to the Superior within ten (10) calendar days of receipt of request.
- A Superior provider may be subject to liquidated damages and termination from the Superior network for failure to submit a requested corrective action plan in a timely manner.

EVV data submission does not guarantee/provide for claims submission. Providers must submit clean claims to Superior after confirming EVV data has been captured and submitted to Superior.

When a member does not want to allow a provider the use of their landline or does not have a landline, providers may request a small alternative device (SAD) as per the current HHSC SAD process found on the HHSC website. SAD request forms can be found online at <https://hhs.texas.gov/doing-business-hhs/provider-portals/resources/electronic-visit-verification/evv-forms-handbooks>.

Superior, PAS/PHC, PCS, in-home respite services and Community First Choice (CFC) services (basic attendant and habilitation) providers and EVV vendors must follow the HHSC Medicaid Managed Care Electronic Visit Verification Manual as found in the UMCM Chapter 8.7.

A service provider requesting to change from one EVV system to another EVV system must complete and submit a new Medicaid Electronic Visit Verification Provider System Selection Form 120 calendar days in advance of the effective change date providers may not submit an EVV system change to another vendor until the first day after the end of the grace period for EVV implementation. The EVV Provider System Selection Form and information on the EVV vendors can be found at <https://hhs.texas.gov/doing-business-hhs/provider-portals/resources/electronicvisit-verification/evv-forms-handbooks>.

## Provider Requirements Timeline

Compliance began for all providers implementing EVV effective April 1, 2016. There is no longer a grace period for any newly contracted or enrolled provider for services applicable to the EVV program.

Providers, who contract with Superior from the compliance date on, and provide services required to use EVV, must select and enroll with an HHSC approved EVV vendor prior to furnishing services to Superior members.

## EVV Compliance Alignment

- Superior will analyze utilization of visit maintenance codes on a monthly basis by provider agency.

- If the provider shows a consistent pattern of significant Visit Maintenance activity, Superior will leverage provider outreach for additional education and/or corrective action plans to review the provider situation for why traditional phone or SAD verification of EVV transactions are not the primary transaction type. Providers can also request additional training or education through the selected EVV vendor or from their dedicated Superior Account Manager.
- If non-compliance against the HHSC compliance plan or Superior Compliance Plan is sustained, a request for potential termination from the network may be pursued.

## Other Notes

Providers are responsible to enter EVV transactions (arrival time and departure time) and/or update EVV data through visit maintenance within sixty (60) days starting the date of the service visit and claims should not be submitted before the EVV information is verified and entered into the system. Note: Providers can verify that their visits have been transmitted to the payor by utilizing the EVV Visit Log in the EVV vendor portal. The EVV Visit Log is used to verify the hours of services delivered by whom and to whom as well as to verify that all the visits were complete and accurate prior to the submission of a visit for billing. Additional reports are available to the providers in each vendor portal to check for unsent transmissions and/or inaccurate visit data. As mentioned above, these reports include:

- DataLogic: Failed to Export Report
- Effective February 1, 2017, Superior will require that PAS providers submit claims with each date of service provided on a separate claim line. Providers will no longer be able to bill for multiple dates (date spans) in a single line. However, providers may continue to submit multiple dates of service on the same claim form and at the same frequency as they normally do. Failure to submit claims for each date of service provided on a separate claim line will result in a denial for all dates of service beginning February 1, 2017.
- In the event of a retroactive authorization that may impact EVV visit data, providers should submit the HHSC approved request form for visit maintenance unlock. In extenuating circumstances, unlock requests that exceed the 60 day timeline will be reviewed to determine if the retroactive authorization had an impact on the EVV visit data for the specific member and authorization time period in question. Superior will work directly with a provider to gather the necessary information to determine if visit maintenance is necessary due to a retroactive authorization. Visit maintenance unlock approval will be considered on a case-by-case basis, and visit maintenance updates should be applied as appropriate per policy guidelines.
- In the event a provider would request reconsideration for EVV visit maintenance, the provider will need to submit the HHSC approved request form for visit maintenance unlock and articulate the reason for their reconsideration request. Unlock requests that are received after the 60 day time-line will be reviewed to determine if there were extenuating circumstances outside of the provider's control that would warrant approving the unlock request. Possible examples of an "extenuating circumstance" would be a retroactive change to a member's eligibility or vendor portal outage. In cases like these, Superior will work directly with a provider to gather the required information to determine if visit maintenance is necessary. Visit maintenance unlock approval will be considered on a case-by-case basis, and visit maintenance updates should be applied as appropriate per policy guidelines.
- EVV compliance and claim submissions are independent processes. EVV data must be captured and confirmed in the vendor systems prior to billing.
- EVV does not eliminate the need to obtain prior authorization. Providers still need to secure prior

authorizations for these services prior to rendering services. If a provider has not received prior authorization for services, they must contact Superior at 1-877-391-5921.

- Please refer to the Superior HealthPlan website ([www.SuperiorHealthPlan.com](http://www.SuperiorHealthPlan.com)) for a list of services that require prior authorization.
- For EVV complaints regarding EVV approved vendors, providers can contact [SHP\\_EVV@centene.com](mailto:SHP_EVV@centene.com).
- For general EVV questions, providers may contact:
  - Superior Provider Services at 1-877-391-5921.
  - HHSC at [Electronic\\_Visit\\_Verification@hsc.state.tx.us](mailto:Electronic_Visit_Verification@hsc.state.tx.us).



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