

Beginner Billing Training: Institutional Claims (UB-04)

Health First Colorado
(Colorado's Medicaid Program)



Navigating This Presentation

- Underlined words or phrases often will link viewers to more information, such as web pages. If you are viewing this presentation in normal mode (not slideshow mode), you may need to press the Ctrl key while you click on the link in order to open it.
- Use color-coded table of contents slides to navigate to specific areas of interest in the presentation.
 - Use back arrows provided in the bottom right corner of some slides to return to table of contents slides.



Home Health vs. HCBS

- Home Health Care (Provider Type 10): Skilled care delivered directly in a patient's home. This type of care is provided by licensed medical professionals including nurses, therapists and aides for the purpose of *treating* or *managing* an **illness, injury or medical condition**. Uses form UB-04 for institutional claims.
- Home and Community-Based Services (HCBS) (Provider Type 36): Professional support services that allow patients to live independently and safely in their homes. Uses form CMS 1500 for professional claims. HCBS is only for members with that specific benefit plan. *It is not open to all members.*
 - Help with daily activities such as dressing and bathing
 - Assistance with managing routine tasks around the house
 - Companionship
 - Non-medical transportation

Training Overview

Program
Overview

Department
Website

Provider
Enrollment

Member
Eligibility

Prior
Authorizations

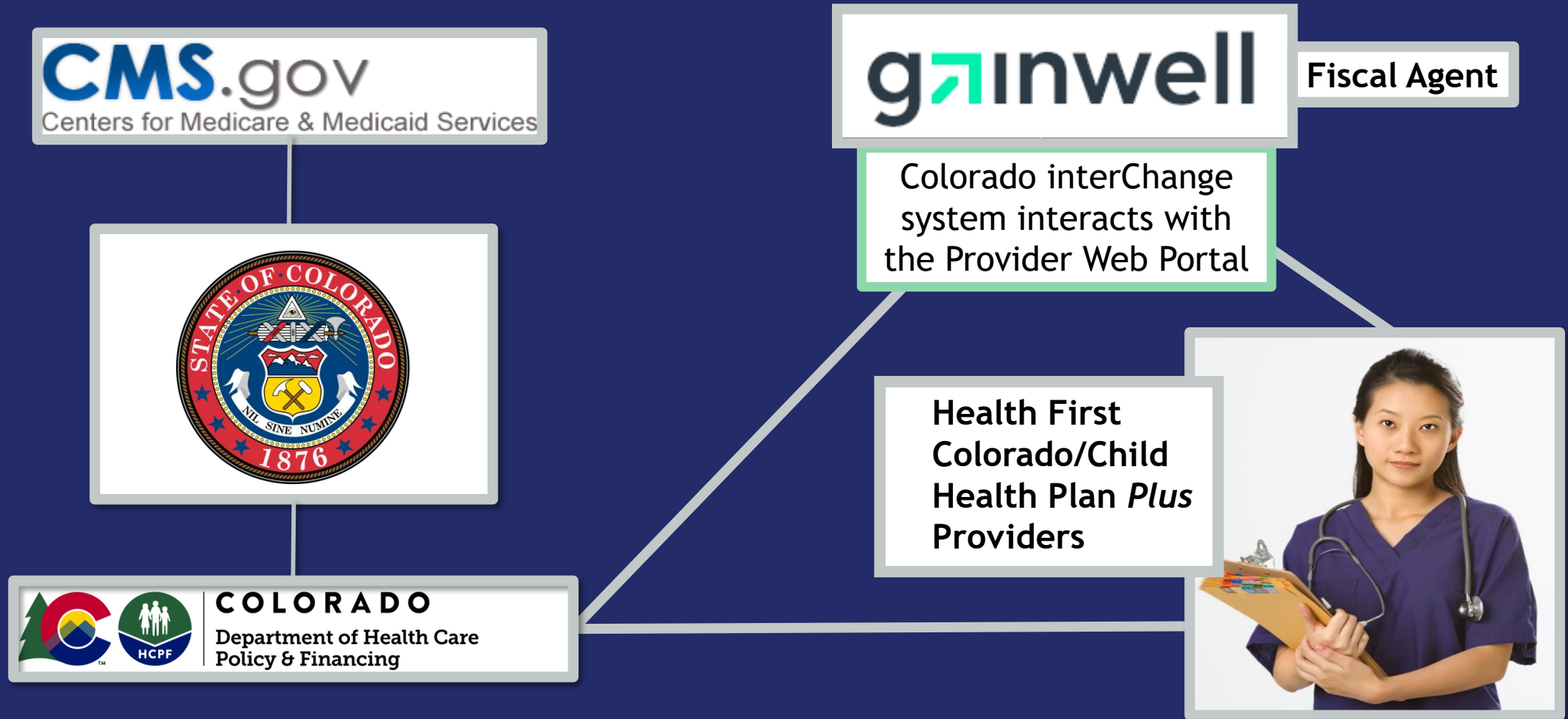
Billing and
Payment

Resources

Claim
Submission



Program Overview



Department Website



Department of Health Care Policy & Financing

Website

The screenshot shows the homepage of the Colorado Department of Health Care Policy & Financing website. Two callouts are present: a purple circle with the number '1' pointing to the URL 'https://hcpf.colorado.gov' in the address bar, and a purple circle with the number '2' pointing to the 'For Our Providers' link in the top navigation bar. The website header includes the Colorado state logo and the HCPF logo, followed by the text 'COLORADO Department of Health Care Policy & Financing'. The navigation bar contains links for 'For Our Members', 'For Our Providers' (highlighted), 'For Our Stakeholders', and 'About Us'. Below the navigation bar, a text line states: 'We administer Health First Colorado (Colorado's Medicaid program), Child Health Plan Plus, and other health care programs.' Below this text are four blue buttons: 'Apply Now', 'Explore Programs', 'Find a Doctor', and 'Get Help'. At the bottom, there is a 'Health First COLORADO Colorado's Medicaid Program' logo and a green banner with the text 'We can #KeepCOCovered'.

https://hcpf.colorado.gov

1

2

For Our Providers

For Our Members For Our Providers For Our Stakeholders About Us

We administer Health First Colorado (Colorado's Medicaid program), Child Health Plan Plus, and other health care programs.

hcpf.colorado.gov

Apply Now Explore Programs Find a Doctor Get Help

Health First COLORADO Colorado's Medicaid Program

We can #KeepCOCovered

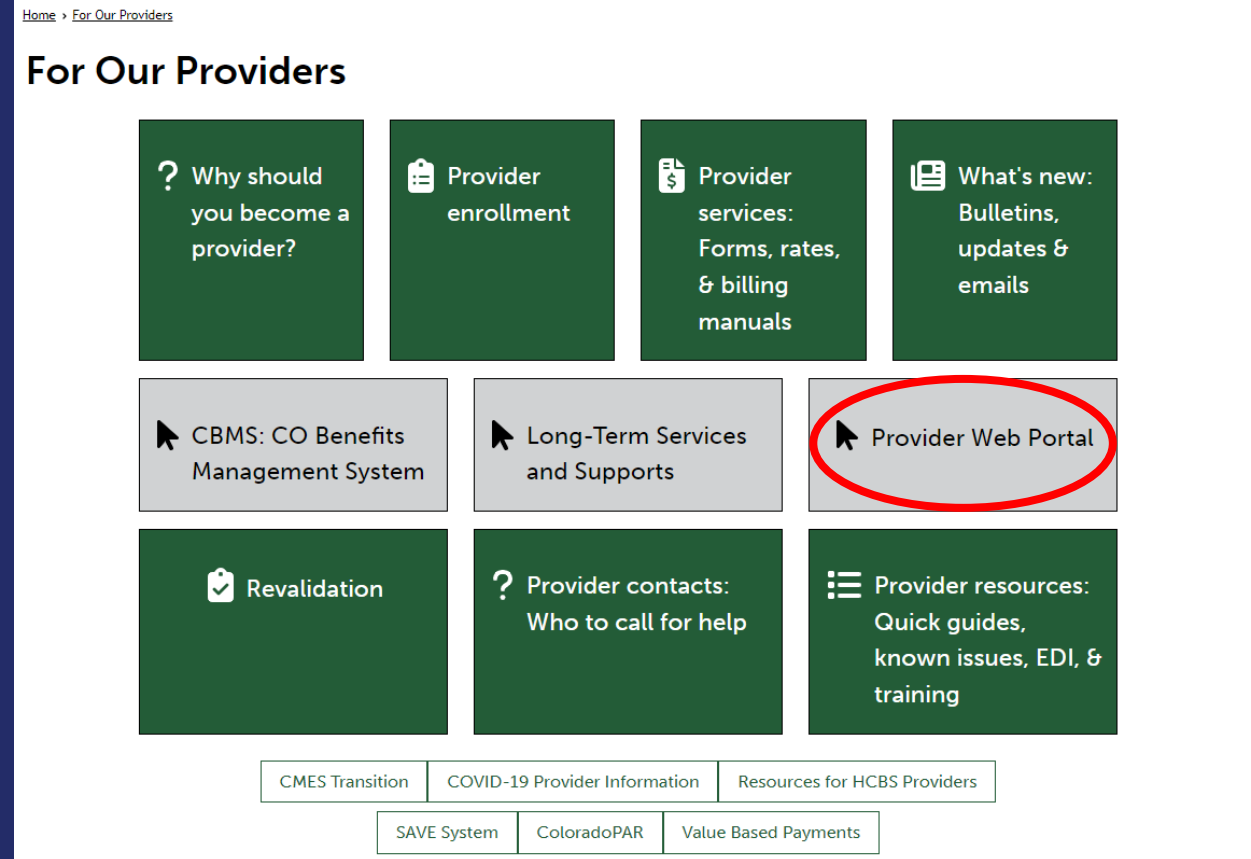
hcpcf.colorado.gov



For Our Providers Home Page

Access to billing manuals, fee schedules, enrollment, revalidation, the Provider Web Portal, contacts and resources like Quick Guides

Contains important information regarding Health First Colorado (Colorado's Medicaid program) & other topics of interest to providers and billing professionals

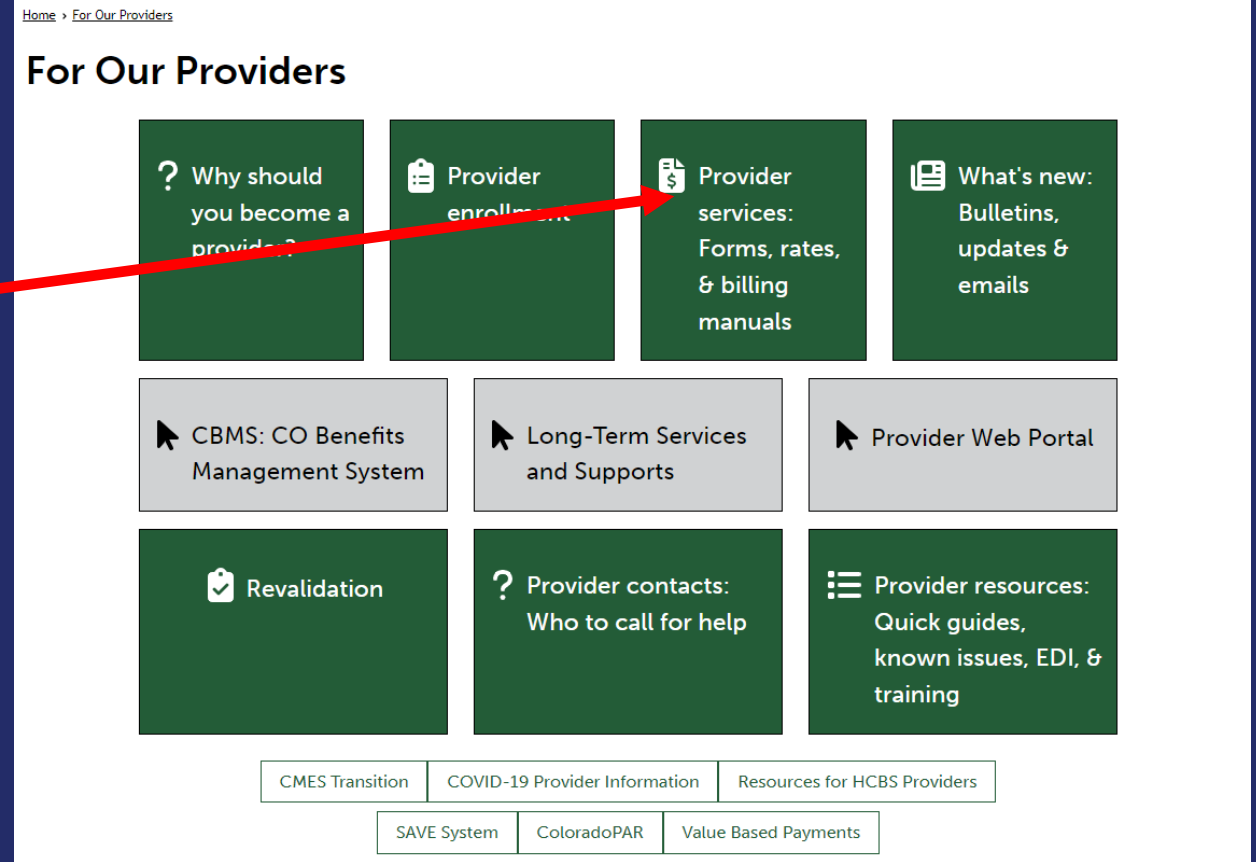


To Bookmark A Web Page:

- On a PC desktop using Chrome, Edge or Firefox, click “Ctrl” and “D.”
- On a Mac desktop using Safari, click “Cmd” and “D”

Provider Services

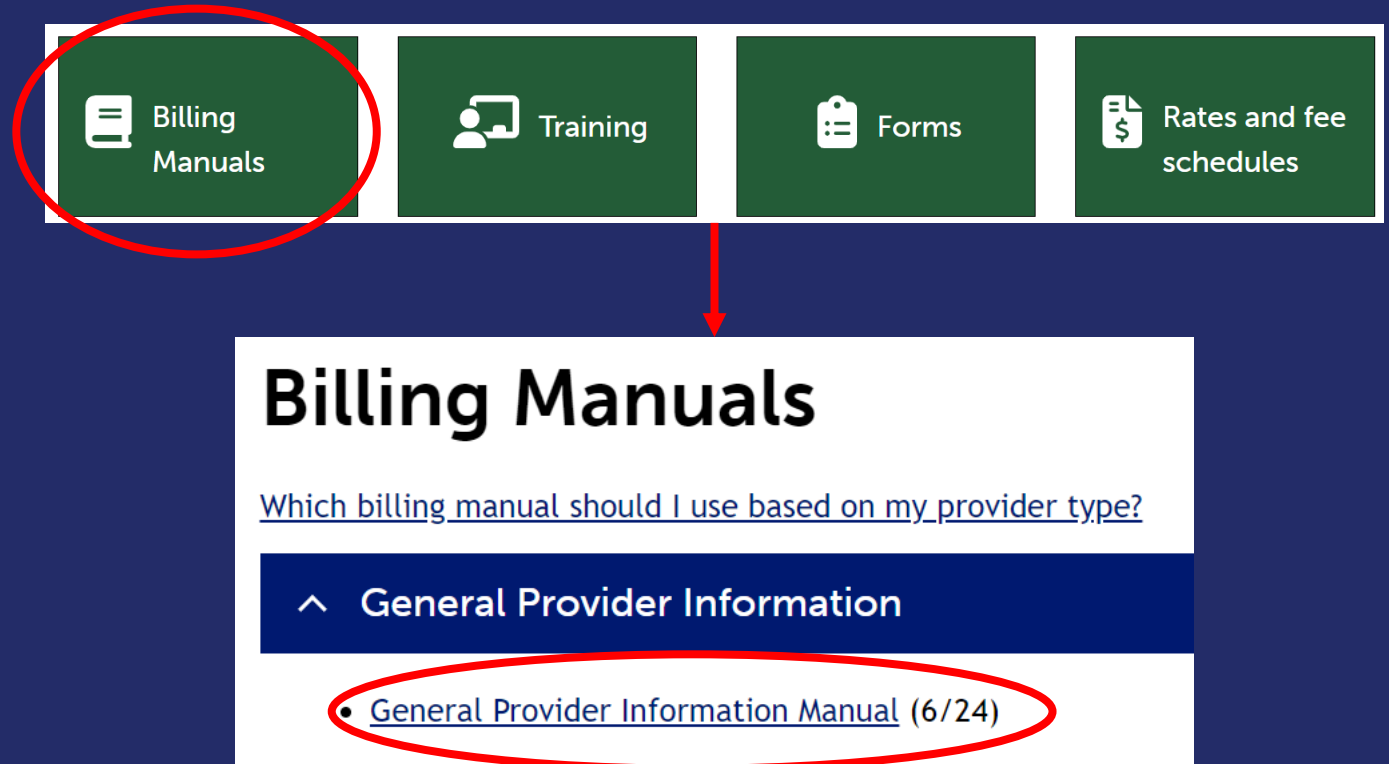
Forms, fee schedules and billing manuals can be found on the Provider Services web page



Provider Services

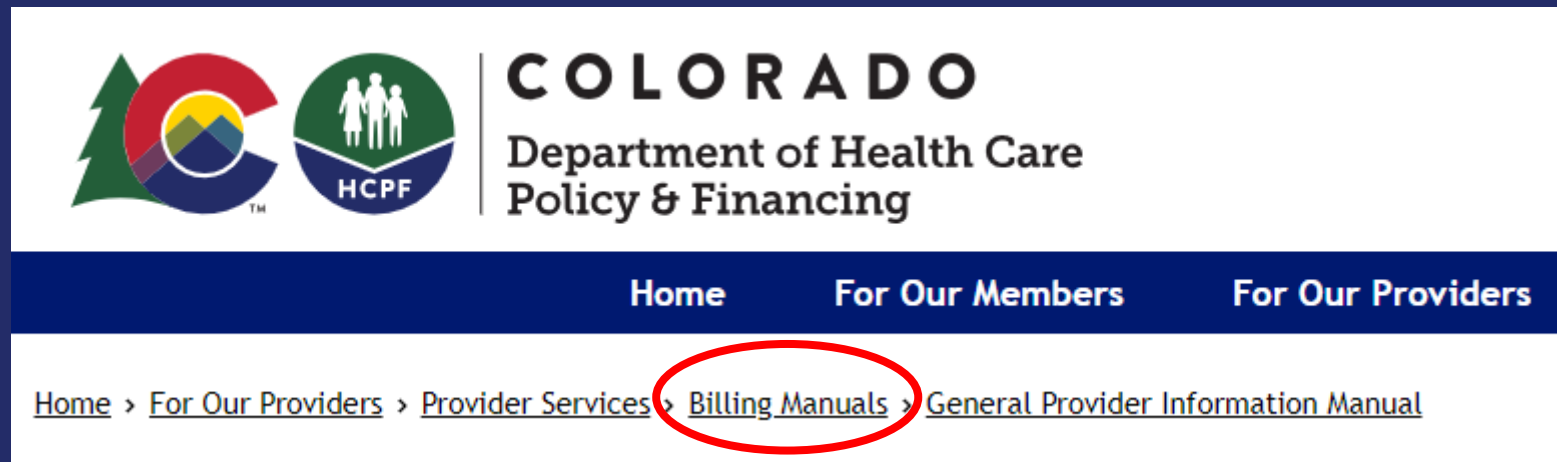
General Provider Information Manual

The General Provider Information manual is an overview of the program, including billing and policy information



Provider Services

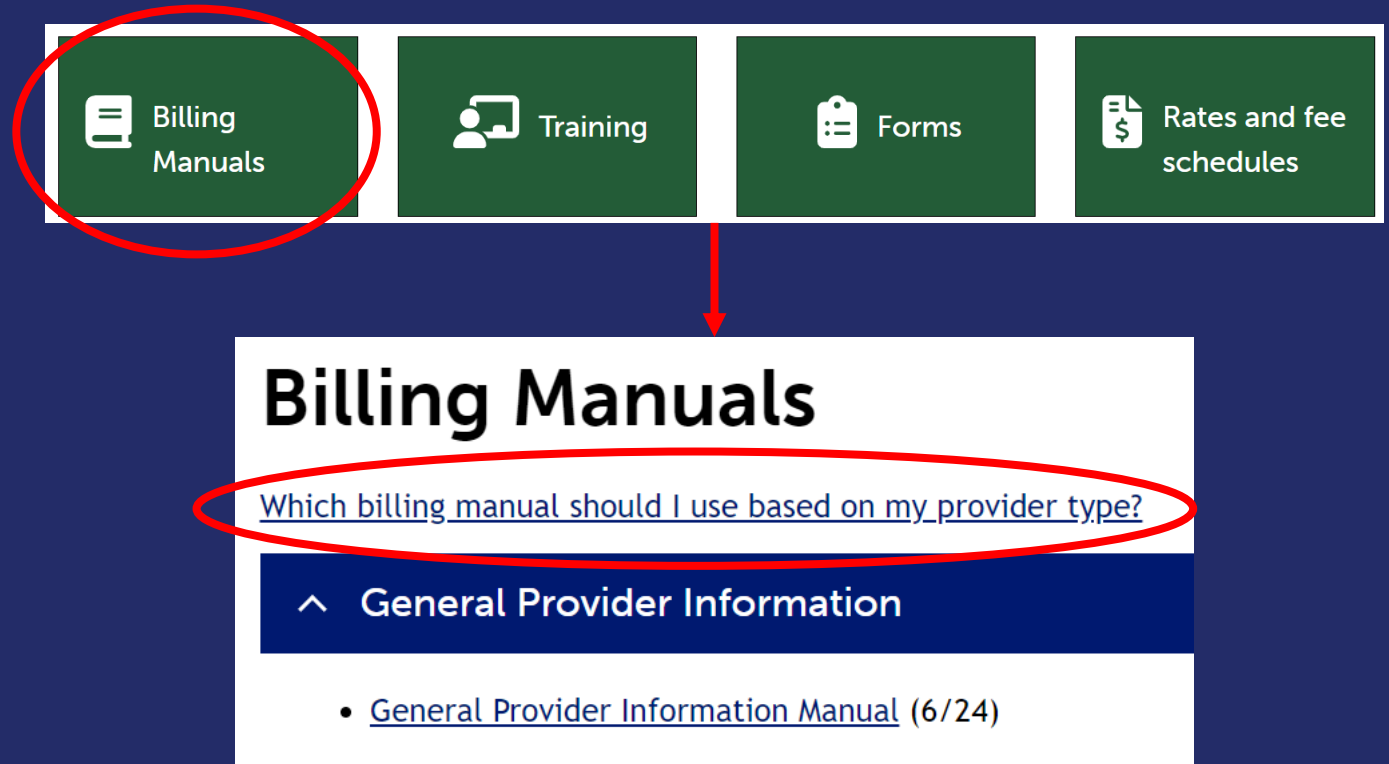
If you ever need to get back to a particular web page, use the links at the top of the page under the main menu:



Provider Services

Provider-Specific Billing Manuals

Provider-specific billing manuals contain important information for specific benefits, including appropriate codes and modifiers and billing requirements.



Provider Services

Provider-Specific Billing Manuals

Most providers who submit professional claims find the billing manuals under the CMS 1500 (Professional) drop-down menu.

Home and Community-Based Services providers find the billing manuals under the HCBS drop-down menu.

- ✓ Appendices
- ✓ CMS 1500 (Professional)
- ✓ Dental
- ✓ HCBS
- ✓ Pharmacy
- ✓ State Behavioral Health Services
- ✓ UB-04 (Institutional)



Provider Services

Provider-Specific Resources

At the bottom of the billing manuals web page are more provider-specific resources, as well as national billing guidelines and policy statements.

National Billing Guidelines

- [National Correct Coding Initiative \(NCCI\)](#)

Policy Statements

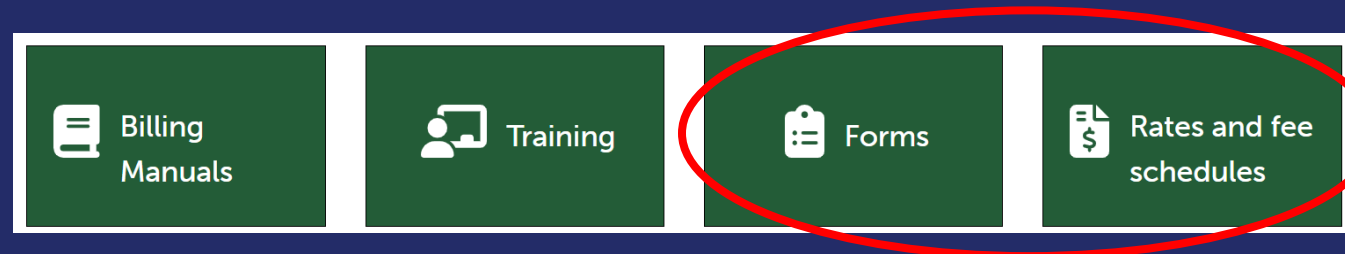
- [Policy Statement: Billing Health First Colorado Members for Services](#)
- [Policy Statement: Charging Health First Colorado Members For Missed Appointments](#)
- [Policy Statement: Dismissing Health First Colorado Members From a Provider's Practice](#)
- [Policy Statement: Member Co-Pays and Provision of Services](#)
- [Policy Statement: Billing for Members who Receive Retroactive Health First Colorado Eligibility](#)

Provider Services

Forms & Rates and Fee Schedules

Forms are included for many functions, including accounting, claim submission, prior authorization requests, enrollment and account maintenance.

Provider communications are sent when new fee schedules are available.



What's New: Bulletins, Updates & Emails

Sign up for publications



COLORADO
Department of Health Care
Policy & Financing

HomeFor Our MembersFor Our Providers

Home > **For Our Providers** > Provider Services

Provider Services

Home > For Our Providers

For Our Providers

? Why should you become a provider?

Provider enrollment

Provider services: Forms, rates, & billing manuals

What's new: Bulletins, updates & emails

CBMS: CO Benefits Management System

Long-Term Services and Supports

Provider Web Portal

Revalidation

Provider contacts: Who to call for help

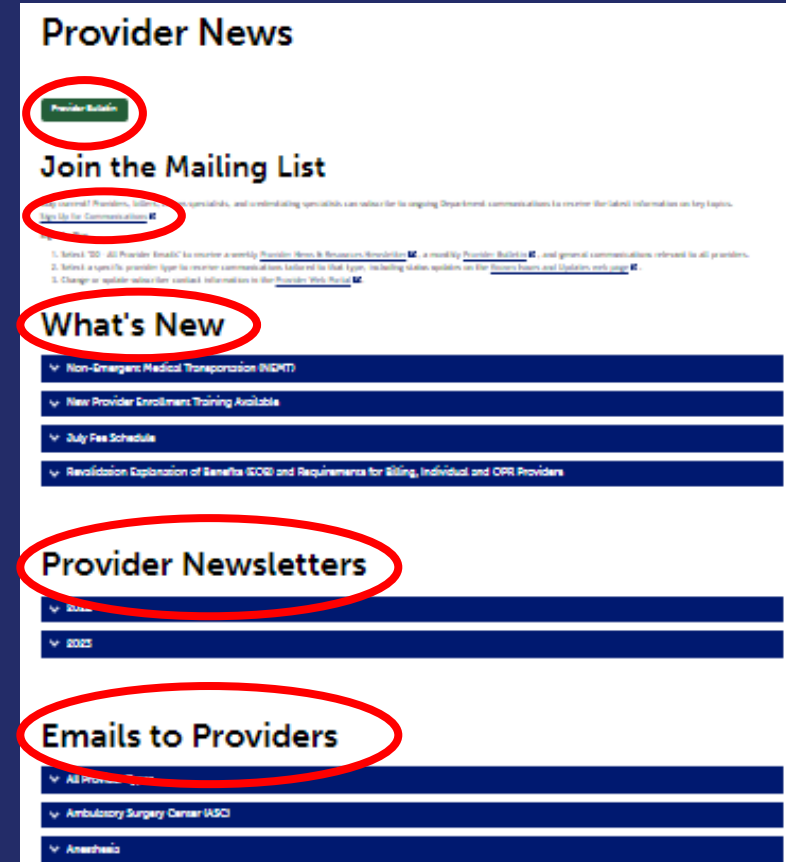
Provider resources: Quick guides, known issues, EDI, & training

CMES TransitionCOVID-19 Provider InformationResources for HCBS Providers

SAVE SystemColoradoPARValue Based Payments

What's New: Bulletins, Updates & Emails

- Provider bulletins are produced monthly
- Provider newsletters are sent more frequently and include timely reminders and resources
- What's New includes information on current topics
- Emails to Providers catalogs all of the communications sent to providers via email



What's New: Bulletins, Updates & Emails



COLORADO
Department of Health Care
Policy & Financing

Welcome to the Health First Colorado Provider Communications Mailing List.

The Department of Health Care Policy & Financing (the Department) periodically sends out newsletters, provider bulletins, training information, and important provider-specific communications such as outages, billing guidance, claim reprocessing notifications, policy updates, and system issues.

By submitting this form, you are consenting to receive communications from Gainwell Technologies. You can revoke your consent at any time by using the [SafeUnsubscribe](#) link located at the bottom of every communication.

Please provide the information requested below.

First Name

Last Name

Email Address

Provider Type (select as many as apply)

- ☐ 00 - All Provider Emails (Newsletter, Bulletin, Known Issues, General Communications)
- ☐ 01 - Hospital - General
- ☐ 02 - Hospital - Mental
- ☐ 04 - Dentist
- ☐ 05 - Physician
- ☐ 06 - Podiatrist
- ☐ 07 - Optometrist

If a provider type needs to be added, deleted or changed, complete the form again and click on the link “Click here to update your profile”

Email Address

[is already subscribed to list Colorado interChange Email](#)

[Click here to update your profile](#)

Email Sent

For security, we've sent an email to your inbox that contains a link to update your preferences.

Gainwell Technologies
P.O. Box 30
Denver, CO 80201

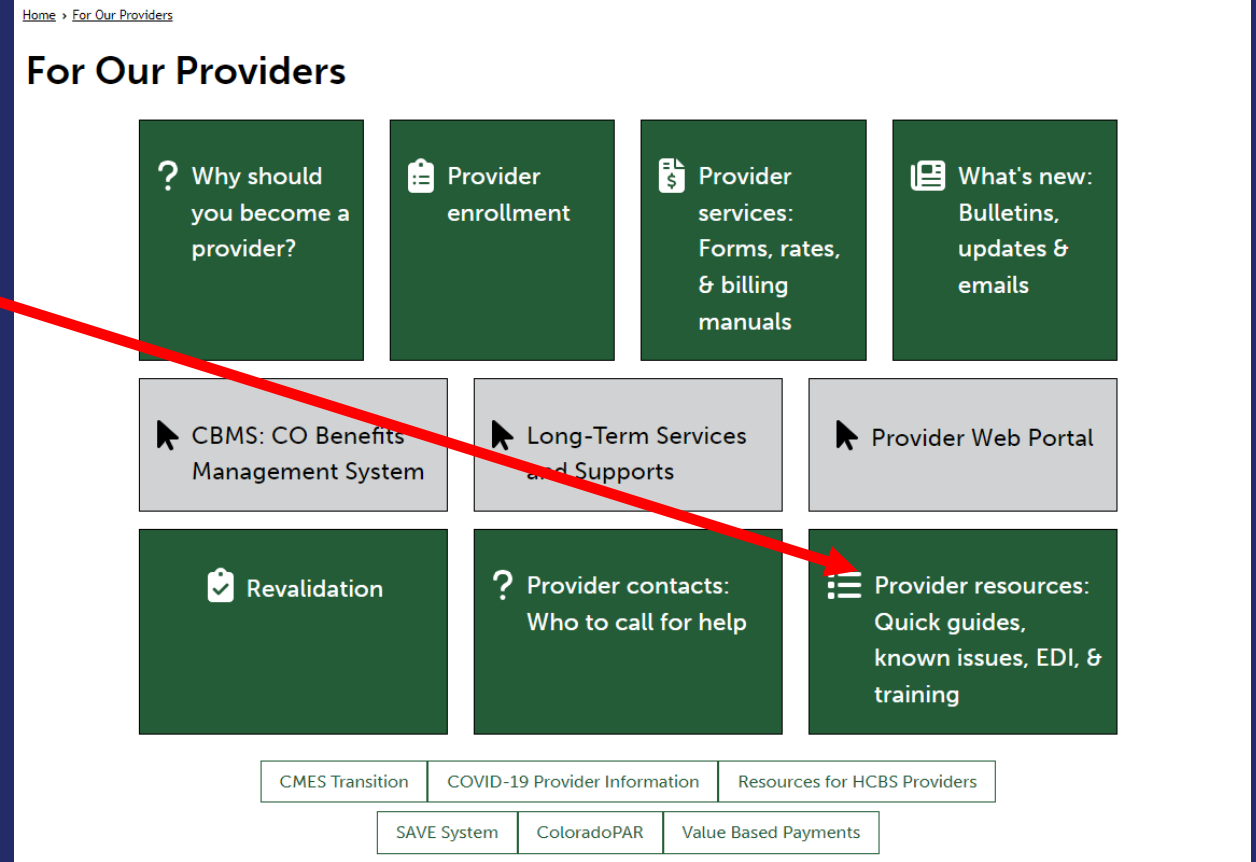
[Add us to your address book](#)

Provider Resources

Provider Web Portal Quick Guides, Electronic Data Information (EDI) for batch billing information, training presentations, field representatives and more

Home > For Our Providers

For Our Providers



The screenshot shows a grid of tiles for providers. A red arrow originates from the text box on the left and points to the 'Provider resources' tile in the bottom right of the grid.

? Why should you become a provider?	📄 Provider enrollment	📄 Provider services: Forms, rates, & billing manuals	📄 What's new: Bulletins, updates & emails
🖱️ CBMS: CO Benefits Management System	🖱️ Long-Term Services and Supports	🖱️ Provider Web Portal	
📄 Revalidation	? Provider contacts: Who to call for help	☰ Provider resources: Quick guides, known issues, EDI, & training	

CMES Transition COVID-19 Provider Information Resources for HCBS Providers

SAVE System ColoradoPAR Value Based Payments

Provider Resources

- Current and resolved known issues
- Quick Guides for the Provider Web Portal
- Contact information
 - Frequently Asked Questions
 - Provider Training calendar and materials



Provider Resources

Additional Resources

Electronic
Data
Interchange

Electronic
Visit
Verification

Child Health
Plan Plus

Co-pay Information

EDI Support

EVV Information

CHP+ Provider Info

Provider News

Case Management

OPR Information

Pharmacy

For Our Hospitals

Telemedicine

Ordering,
Prescribing
and Referring
Providers

Provider Enrollment



For Our Providers

? Why should
you become a
provider?

 Provider
enrollment

 Provider
services:
Forms, rates,
& billing
manuals

 What's new:
Bulletins,
updates &
emails

 CBMS: CO Benefits
Management System

 Long-Term Services
and Supports

 Provider Web Portal

 Revalidation

? Provider contacts:
Who to call for help

 Provider resources:
Quick guides,
known issues, EDI, &
training

[CMES Transition](#)

[COVID-19 Provider Information](#)

[Resources for HCBS Providers](#)

[SAVE System](#)

[ColoradoPAR](#)

[Value Based Payments](#)

Provider Enrollment

Website

- Who needs to enroll?
 - Any provider who provides services to Health First Colorado members
 - Any provider listed on a claim
- Some services require an Ordering, Prescribing or Referring (OPR) Provider:
 - Audiology
 - Durable Medical Equipment (DME)/Supply
 - Independent Laboratory
 - Occupational, Physical & Speech Therapy
 - X-Ray Facility

Provider Enrollment

Website

- The institutional claim requires attending and billing providers.

Attending Provider (Individual Within a Group)

Individual that provides services to a Health First Colorado member



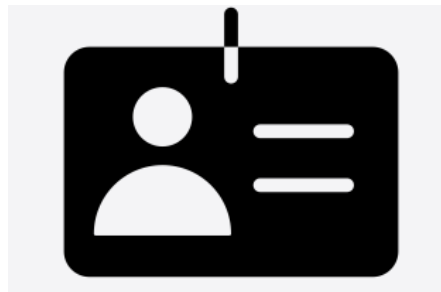
Billing Provider

Entity being reimbursed for service



National Provider Identifier (NPI)

- Most providers require a National Provider Identifier (NPI) for billing transactions.
- Non-medical providers, such as some Home and Community-Based Services (HCBS) and Non-Emergent Medical Transportation (NEMT) providers, do not need a National Provider Identifier (NPI) and use the Health First Colorado Provider ID for billing transactions.
- Providers who bill Medicare need to ensure each National Provider Identifier (NPI) for Health First Colorado is also enrolled with Medicare.



National Provider Identifier (NPI)

Individual Providers

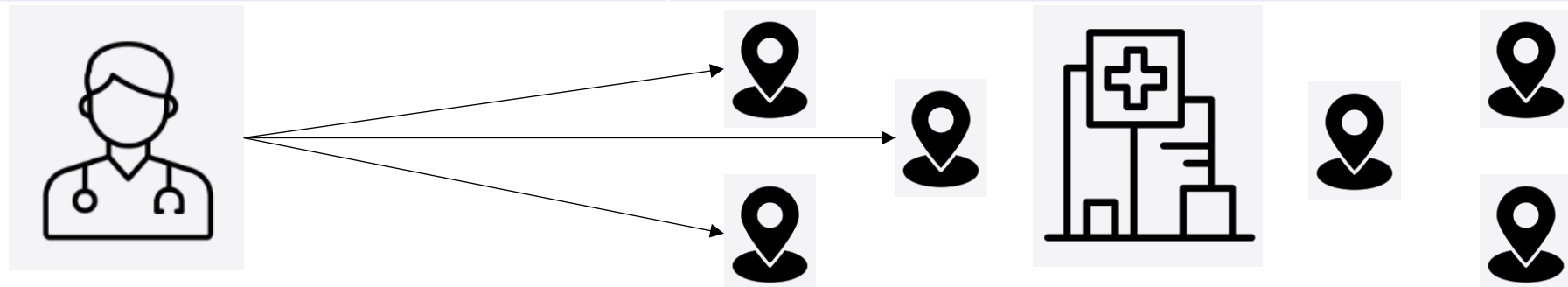
(Individuals Within a Group, Billing Individuals or Ordering/Prescribing/Referring)

- One National Provider Identifier (NPI) can be affiliated with multiple locations
- Tied to Social Security Number (SSN)

Organizational Providers

(Groups, Facilities)

- Separate National Provider Identifier (NPI) for each service location and provider type
- Tied to Employer Identification Number (EIN)



Revalidation

- All Health First Colorado and Child Health Plan *Plus* (CHP+) providers must revalidate in the program at least every five (5) years to continue as a provider.
- Providers who do not complete the revalidation process by their revalidation due date will be subject to claim denials and disenrollment.
- Each provider will be notified via email six (6) months in advance of their revalidation deadline. The deadline is based on the date the enrollment application was approved.

Revalidation

- A spreadsheet with providers' revalidation dates can be found on the Department's Revalidation web page.

[Home](#) > [For Our Providers](#) > [Provider Enrollment](#) > [Revalidation](#)

Revalidation

Health First Colorado and CHP+ Provider Revalidation

Child Health Plan *Plus* (CHP+) and Health First Colorado (Colorado's Medicaid program) providers must revalidate in the program at least every five (5) years to continue as a provider. Organization Health Care Providers are required to obtain and use a unique National Provider Identifier (NPI) for each service location and provider type enrolled.

Attention: Download the Provider Revalidation Dates Spreadsheet to verify the next revalidation due date. Providers will be contacted via email approximately 6 months prior to their revalidation deadline with further instructions. **Attempting to revalidate by completing a new application before being notified will create duplicate enrollments and cause claim processing issues.**

Revalidation Resources

- [Provider Revalidation Manual](#)
- [Revalidation/NPI Law Fact Sheet](#)
- [Revalidation Quick Guide](#)
- [Provider Revalidation Dates Spreadsheet](#) (updated 10/02/2023)
- [Revalidation Information by Provider Type](#)
- [Revalidation Information for HCBS Providers](#)

Revalidation Newsletters

- [Provider News & Resources - Revalidation Special Newsletter - 09-29-2023](#)



Revalidation for Individual Providers

- Each individual provider within a group has a separate account for the Provider Web Portal.
 - Different from the group or facility account and login credentials
- Individuals, or their delegate(s), **must revalidate using the account for the individual provider.**
 - Refer to the Delegates - Provider Web Portal Quick Guide for more information on managing delegates.
- Even if the billing provider has revalidated, claims will deny if an individual provider has not revalidated.

Revalidation for Individual Providers

- All Ordering, Prescribing and Referring (OPR) providers indicated on a claim must be actively enrolled with Health First Colorado.
 - Groups are encouraged to coordinate with all Ordering, Prescribing and Referring (OPR) providers to ensure that those provider IDs have been revalidated.
 - Refer to the Ordering, Prescribing and Referring Claim Identifier Project for more information about Ordering, Prescribing and Referring (OPR) issues on claims.



Member Eligibility

Member Eligibility

Verifying Member
Eligibility

Viewing Member
Information

Health First Colorado
Member ID Cards

Eligibility Types

Managed Care

Medicare

Third Party Liability

Co-Pay

Verifying Member Eligibility

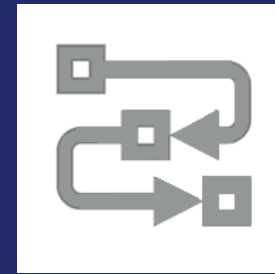
- Member's eligibility must be checked on each date of service.
 - Facilities that bill monthly: Eligibility can change throughout the month. Therefore, it is recommended that providers check eligibility more than once a month.
- Ways to verify eligibility:



Provider Web
Portal



Virtual Agent



Batch 270

Log In to View Member Information

Provider Web Portal

COLORADO
Department of Health Care
Policy & Financing

Health First COLORADO™
Colorado's Medicaid Program
[Contact Us](#) | [Logout](#)

Home **Eligibility** Claims Care Management Resources

Home Tuesday 10/03/2023 04:11 PM MST

Provider Name	MFCU PROVIDER	Provider ID	Providers - 1669775326 (NPI)	Location	MFCU PROVIDER
Taxonomy	261Q00000X				

User Details
Welcome 9000203639_PRV
[My Profile](#)
[Manage Accounts](#)

Provider
Name MFCU PROVIDER
Provider ID 1669775326 (NPI)
Location ID
Revalidation Date 8/11/2027
[Provider Maintenance](#)
[EFT/ERA \(835\) Enrollment](#)
[Disenroll](#)

Provider Services
[Member Focused Viewing](#)
[Search Payment History](#)
[Search Accounts Receivable](#)
[BIDM](#)

Welcome Health Care Professional!

[Contact Us](#)
[Notify Me](#)
[Alerts](#)
[Secure Correspondence](#)

Provider Portal News
You are connected to the UAT system

Providers with multiple locations should ensure that the correct location is being used. Having the incorrect location can impact whether a claim will adjudicate—or process a decision—correctly.

Providers with separate National Provider Identification (NPI) numbers are encouraged to verify their NPI before moving past this home page screen.

Viewing Member Information

Provider Web Portal

“CAPTCHA” verification is required to ensure the provider is not a robot. On the Search tab, enter the Member ID or Last Name, First Name and Birthdate.

Search tab -

Member Focus Search

Last Members Viewed Search

* Indicates a required field.
Enter the Member ID or Last Name, First Name and Birth Date.

Member ID

Last Name First Name Birth Date

City Zip Code

Search Results

Click on the member name below to access the Member Focus View.

Total Records: 1

Member ID	Member	Gender	Birth Date	City	Zip Code
S700001	IMA_MEMBER	Female	07/15/1961	AURORA	80011-2506

Member in Focus: Change ID: S700001 Close Member Focus

Member Details

Member ID S700001
Name Ima Member
Birth Date 09/19/1919
City NORTH
State Connecticut
Gender Female
Primary English
Language

Coverage Details

Coverage	Effective Date	End Date
Medicaid State Plan	01/01/2014	12/31/2299
Medicaid Behavioral Health Benefits	01/01/2014	12/31/2299

[View eligibility verification information](#)

Other Details

[Secure Correspondence](#)
Review previously sent messages or send new secure messages.

Your Member Claims

Medical/Dental

[Submit a Professional Claim](#) [Submit a Dental Claim](#)
[Submit an Institutional Claim](#)

Claim ID	Service Date	Claim Type	Claim Status
	01/01/2016 - 02/01/2016	LongTermCare	Denied
	03/15/2015 - 03/15/2015	Inpatient	Suspended

Your Member Authorizations

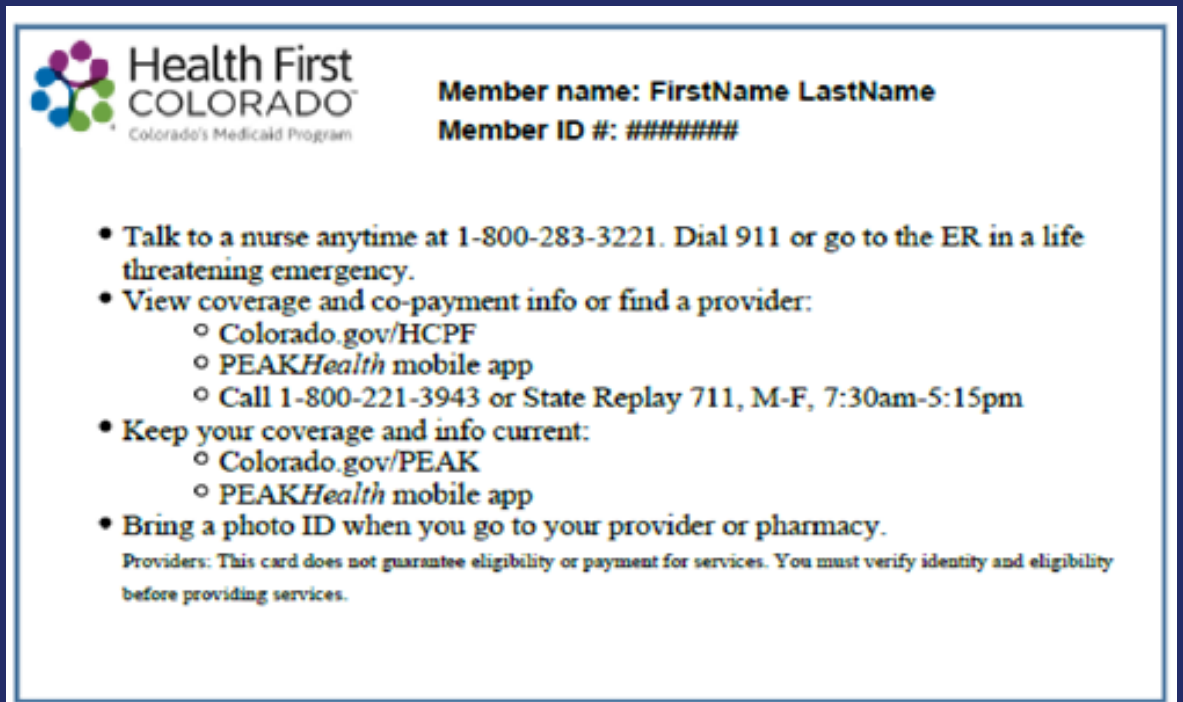
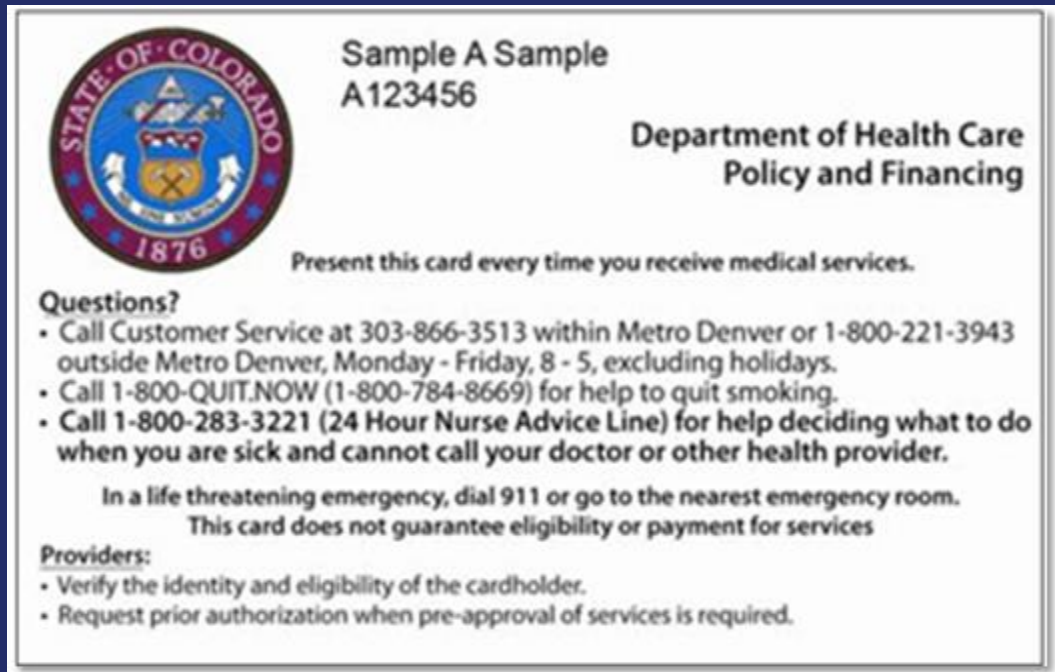
[Submit an Authorization](#)

There are no authorizations for this member.

This search will display the Member in Focus page which provides Member Details, Coverage Details and Member Claims and Authorizations.

Health First Colorado Identification Cards

- This page shows two older branded cards that are still valid.
- Identification card does not guarantee eligibility.
- Only the front is shown below:



Health First Colorado Identification Cards

- This page depicts newer branded cards in English and Spanish.
- Identification card does not guarantee eligibility.
- Only the front is shown below:

**Health First
COLORADO**
Colorado's Medicaid Program

Member ID:
Z999999

Name:
**Ima
Member**

Your PCP is available to help.

Primary Care Provider (PCP): (303) 555-1212
HEALTH COLORADO, INC. RAE 4

Emergencies or medical advice
If you aren't sure if it's an emergency, call your PCP or the Nurse Advice Line. If it's an emergency, call 911 or go to the emergency room.

24/7 Nurse Advice Line: 800-283-3221
24/7 Mental health crisis: 844-493-TALK (8255)
ColoradoCrisisServices.org text TALK to 38255

If you need help getting an appointment call 1-888-502-4185.
See if you're active on the  PEAK Health App

**Health First
COLORADO**
Colorado's Medicaid Program

ID de miembro:
Z999999

Nombre:
**Ima
Member**

Su PCP está a su disposición para ayudarle.

Médico de cabecera (Proveedor de atención primaria o PCP): 303-555-1212
DENTAQUEST USA

Emergencias o asesoramiento médico
Si no está seguro de si se trata de una emergencia, llame a su PCP o a la Línea de asesoramiento de enfermería. Si es una emergencia, llame al 911 o vaya al servicio de emergencias.

Línea de asesoramiento de enfermería las 24 horas del día, los siete días de la semana: 800-283-3221
Crisis de salud mental las 24 horas del día, los siete días de la semana: 844-493-TALK (8255)
ColoradoCrisisServices.org envíe TALK al 38255
Si necesita ayuda para hacer una cita, llame al 1-855-384-7926.
Consulte si está activo en la aplicación  PEAK Health

Eligibility Types

- Most members: Health First Colorado benefits (Title XIX [Title 19])
- Some members have **different** eligibility types:
 - Old Age Pension, state only
 - Non-Citizens (individuals without documentation)
 - Child Health Plan *Plus* (CHP+)
 - Presumptive Eligibility
 - Managed Care
- Some members have **additional** benefits:
 - Medicare
 - Third-party commercial insurance



Eligibility Types

- Providers must confirm coverage types before rendering any Medicaid or Child Health Plan *Plus* (CHP+) services or submitting claims.
- Eligibility coverage types listed in the Provider Web Portal (not an all-inclusive list):
 - Medicaid: "Medicaid State Plan" and "TXIX" (Title XIX [Title 19])
 - Child Health Plan *Plus*: "CHP+B"
 - Behavioral Health Coverage through the Regional Accountable Entities (RAEs):
"Medicaid Behavioral Health Benefits" and "BHO+B"

Eligibility Verification Information for	
Member ID	Birth Da
Coverage	
Medicaid State Plan	
Medicaid Behavioral Health Benefits	
HCBS Elderly, Blind, & Disabled Waiver	

Eligibility Types

Old Age Pension (OAP) - State Only

- Members are not eligible for Title XIX (Title 19) due to income.
- Claims will have reduced reimbursement amounts since the program only gets state funds and no federal match.
- Providers cannot bill the member for the difference between the billed amount and the reimbursement amount.
- Does not cover:
 - Home and Community-Based Services (HCBS)
 - Inpatient, psychiatric or nursing facility services



Eligibility Types

Family Planning Expansion (FAMPL)

- All Health First Colorado (Medicaid) members have access to the Family Planning Expansion (FAMPL) benefits.
- Some individuals qualify for Family Planning Expansion (FAMPL) benefits only.
 - When verifying eligibility:
 - If providers see “FAMPL” listed, but no “TXIX” (Medicaid) coverage, the individual is not eligible for Health First Colorado services, only family planning services through the Family Planning Expansion (FAMPL) program
- Covers up to a 12-month supply of contraceptives
- Family planning coverage for non-citizens available from July 1, 2022

Eligibility Types

Emergency Medicaid Services (EMS)

- Adult* Non-Citizen Emergency Medicaid Services (EMS)
 - Eligibility type only covers emergency services
 - Provider must indicate emergency on the claim
 - Emergency services must be certified in writing by the provider and kept on file, but do not need to be submitted with the claim
- Examples of an emergency are:
 - Sudden, urgent occurrence that requires immediate action (e.g., sizeable wound, breathing difficulty, seizure)
 - Acute symptoms which, in the absence of immediate medical attention, could lead to serious impairment of bodily functions or parts (e.g., severe pain, profuse bleeding, collapse, loss of consciousness)

*Pregnant persons and children ages 18 and younger have access to full Health First Colorado and Child Health Plan Plus (CHP+) benefits regardless of immigration status

Who Defines an Emergency?

- The provider determines whether the service is considered an **emergency** and marks the claim appropriately by writing a “1” in box 14 for Admission Type on the UB-04 paper claim or typing “1” for the Admission Type on the first screen in the Provider Web Portal.
- Health First Colorado does not determine emergency status based on diagnosis or procedure codes used on the claim.

Claim Information

*Covered Dates

*Admission Date/Hour

*Admission Type
1-Emergency

Eligibility Types

Child Health Plan *Plus* (CHP+)



- Members determined to be eligible are later assigned to one of the four Child Health Plan *Plus* (CHP+) Managed Care Organizations (MCOs): Colorado Access, Denver Health, Kaiser Permanente or Rocky Mountain Health Plans.
 - Before Managed Care Organization (MCO) assignment: Services must be billed as fee-for-service to the Fiscal Agent, Gainwell Technologies (or Prime Therapeutics [formerly Magellan] for pharmacy services)
 - After Managed Care Organization (MCO) assignment: Services must be billed to the Managed Care Organization (MCO)



Eligibility Types

Child Health Plan *Plus* (CHP+)



- Providers should contact the Managed Care Organization (MCO) for further benefit details. Benefits through Child Health Plan *Plus* (CHP+) may vary from the Title XIX ([Title 19] Medicaid) benefit plan.
 - Applied Behavior Analysis (ABA) therapy is not covered by CHP+.
 - Early and Periodic Screening, Diagnostic and Treatment (EPSDT) is not covered by CHP+.
 - CHP+ does not divide behavioral health from other services.



Eligibility Types

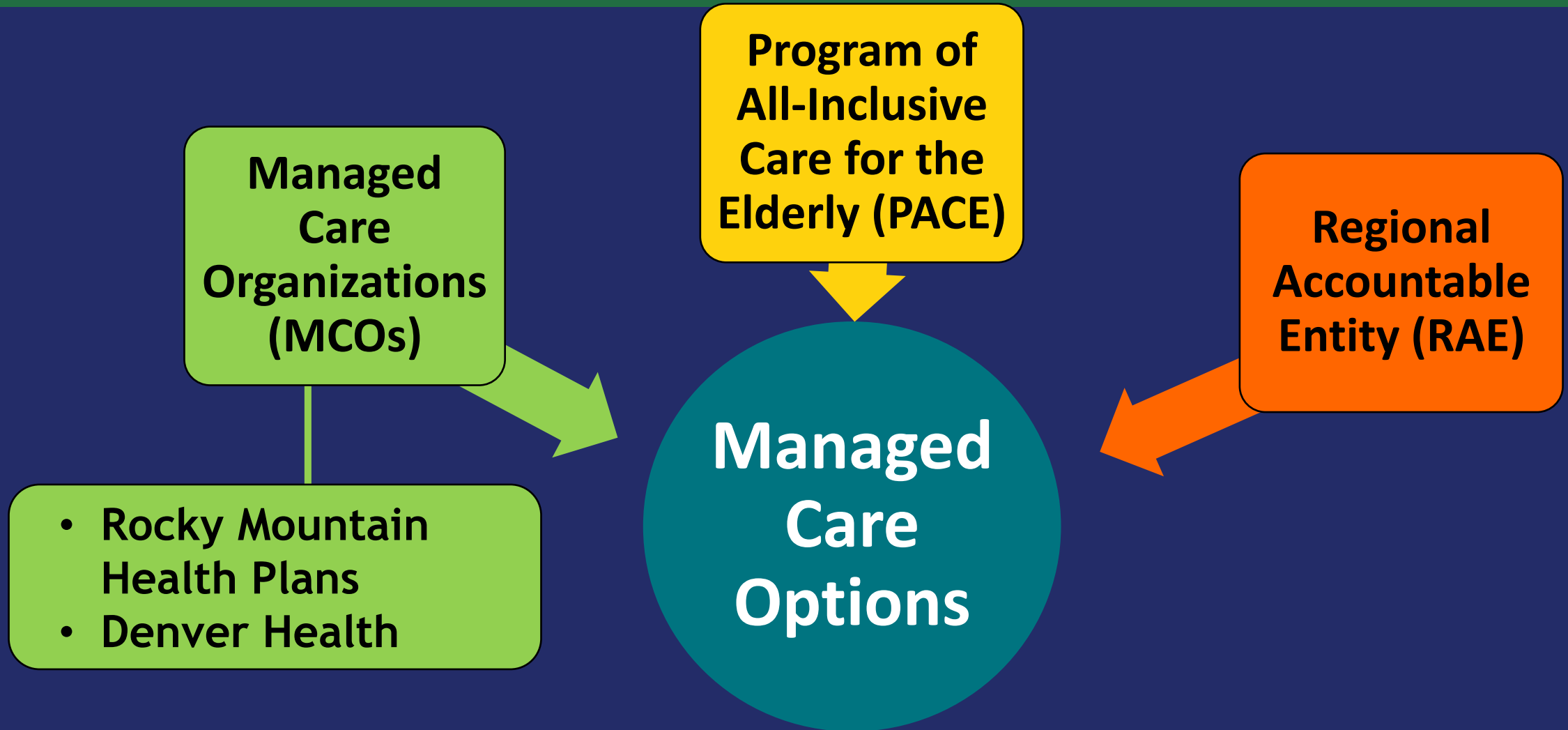
Presumptive Eligibility

- Temporary coverage of Health First Colorado or Child Health Plan *Plus* (CHP+) services until eligibility is determined
- Presumptive Eligibility (PE) is only available to:



Population	Eligibility	Covered Benefits
Child or pregnant person that meets Health First Colorado Presumptive Eligibility (PE) requirements	<u>Health First Colorado Eligibility Criteria</u>	All <u>Health First Colorado benefits</u> : includes labor and delivery, excludes inpatient (hospital) care
Child or pregnant person that meets Child Health Plan <i>Plus</i> (CHP+) Presumptive Eligibility (PE) requirements	<u>Child Health Plan <i>Plus</i> (CHP+) Eligibility Criteria</u>	All <u>Child Health Plan <i>Plus</i> (CHP+) benefits</u> excluding dental services
Family Planning Limited (FAMPL) Benefit	<u>Family Planning Limited (FAMPL) Eligibility Criteria</u>	Birth control, sexually transmitted infection testing and treatment, cervical cancer screening and prevention, related counseling and preventative services
Breast and Cervical Cancer Program (BCCP)	<u>Breast and Cervical Cancer Program (BCCP) Eligibility Criteria</u>	All <u>Health First Colorado benefits</u>

Managed Care



Managed Care

Managed Care Organizations (MCOs)

- Some services are not included in the managed care contract for Rocky Mountain Health Plans or Denver Health.
 - Those fee-for-service claims can be billed directly to the Fiscal Agent (Gainwell Technologies).

Example:

- Denver Health does not pay for hospice. Hospice claims for a member with Denver Health enrollment would be billed directly to Gainwell Technologies.



Managed Care

Regional Accountable Entity (RAE)

- Members are assigned to the Regional Accountable Entity (RAE) for their geographic area for behavioral **health**.
- Contact the Regional Accountable Entity (RAE) in your area to enroll as a Behavioral Health Provider.



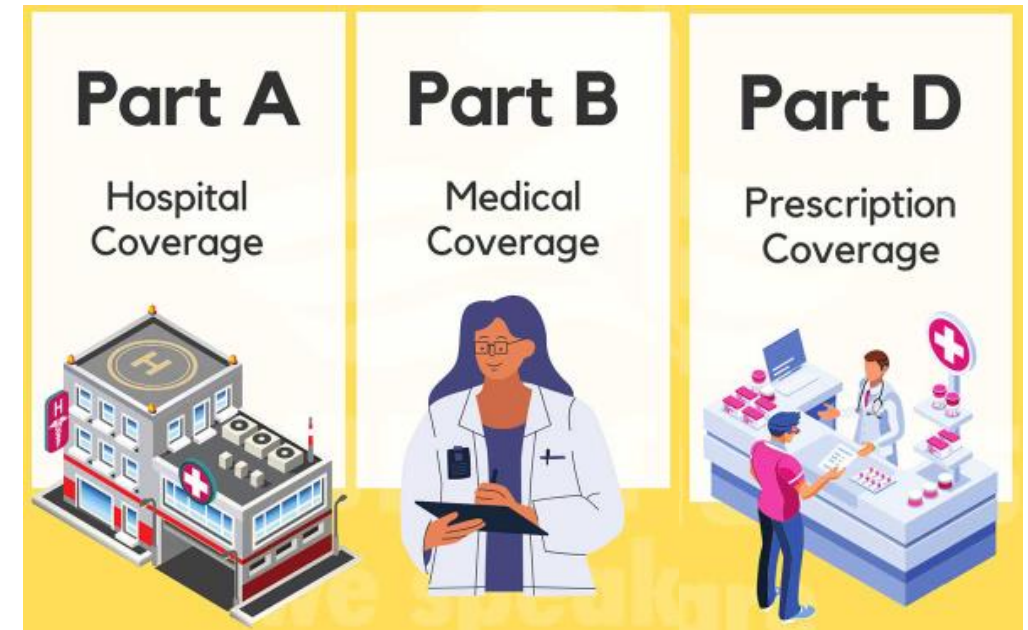
Dual Eligibility

- Members may be eligible for both Medicare and Health First Colorado.
- Health First Colorado is always the payer of last resort.
 - Bill Medicare first for members with Medicare and Health First Colorado.
- Retain proof of:
 - Submission to Medicare prior to Health First Colorado
 - Medicare denials(s) for seven (7) years
- Medicare Explanation of Benefits does not need to be attached to claim submission.



Medicare

- Medicare members may have:
 - Part A only covers institutional services
 - Hospital insurance
 - Part B only covers professional services
 - Medical insurance
 - Part A and B covers both services
 - Part D covers prescription drugs



<https://boomerbenefits.com/wp-content/uploads/2021/04/parts-of-medicare-1.png>

Medicare

Qualified Medicare Beneficiary (QMB)

- Qualified Medicare Beneficiary (QMB) programs cover any service covered by Medicare.
 - Qualified Medicare Beneficiary Plus Medicaid (QMB+): Members also receive Health First Colorado benefits (Title XIX [Title 19]).
 - Qualified Medicare Beneficiary (QMB) Only: Members do not receive Health First Colorado benefits. Health First Colorado will only pay if Medicare pays primary.
- Members are only responsible for Health First Colorado co-pay.



Medicare

Qualified Medicare Beneficiary (QMB)

- Health First Colorado uses “lower of pricing” logic - either coinsurance and deductible or difference between Medicare paid amount and Health First Colorado allowable, whichever is lower.



Which side is lower? That's what is paid by Medicaid.

Third Party Liability

(Commercial Insurance)

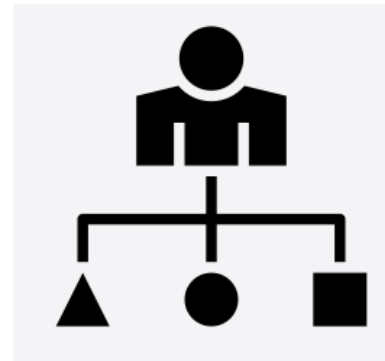
- **Health First Colorado is always the payer of last resort.**
 - Indicate the date the Third-Party Liability (Commercial Insurance) paid or denied on each claim.
 - The Explanation of Benefits (EOB) does not need to be attached to the claim.

Other Insurance for Service Detail					
Click the row number to edit the row. Click the Remove link to remove the entire row.					
#	Carrier ID	Paid Amount	Paid Date	Paid Units	Action
☐ Click to collapse.					
*Other Carrier					
*Paid Amount		*Paid Date	*Paid Units		

Third Party Liability

(Commercial Insurance)

- When a provider agrees to render service to a member, they agree to work with all the member's forms of insurance. Providers working with Health First Colorado members cannot:
 - Bill the member the difference between the amount billed and the amount reimbursed
 - Bill the member for the co-pay or deductible assessed by the Third-Party Liability (Commercial Insurance)



Third Party Liability

(Commercial Insurance)

- Health First Colorado pays the difference between Third-Party Liability payment and Program Allowable.

Example 1:

Charge = \$500

Program allowable = \$400

Third-Party Liability payment = \$300

Program allowable - Third-Party
Liability payment =

Reimbursement

$$\$400.00 - \$300.00 = \$100.00$$

Example 2:

Charge = \$500

Program allowable = \$400

Third-Party Liability payment = \$400

Program allowable - Third-Party
Liability payment =

Reimbursement

$$\$400.00 - \$400.00 = \$0.00$$

Third Party Liability

Order of Payers

- When a member has Medicare:
 - Primary (1): Medicare (within 12 months from the date of service)
 - Secondary (2): Health First Colorado (within 365 days from the date of service or 120 days from the Medicare Explanation of Benefits [EOB] if after 365 days and including Medicare Explanation of Benefits date)
- When a member has Third Party Liability/Commercial Insurance:
 - Primary (1): Commercial insurance
 - Secondary (2): Health First Colorado (within 365 days from the date of service and including commercial insurance Explanation of Benefits date)
- When a member has Medicare and Third Party Liability/Commercial Insurance:
 - Primary (1): Commercial insurance
 - Secondary (2): Medicare (within 12 months from the date of service)
 - Tertiary (3): Health First Colorado (within 365 days from the date of service or 120 days from the Medicare Explanation of Benefits [EOB] if after 365 days and including both Medicare and commercial insurance Explanation of Benefits dates)

Co-Pay

Website

- Effective July 1, 2023, most member co-pays were reduced to \$0.
 - Change effective for members eligible for Title XIX ([Title 19] Medicaid), the Alternative Benefits Plan and the Old Age Pension
 - Exceptions to this change are special programs administered by the Department, such as Child Health Plan *Plus* (CHP+)
- **Outpatient hospital non-emergent emergency room visits continue to carry an \$8 co-pay per visit.**



Co-Pay

Website

- Providers can check co-pay amounts when verifying member eligibility on the Provider Web Portal.
- A provider may not deny services to individuals when such members are unable to immediately pay the co-pay amount. However, the member remains liable for the co-pay at a later date. (8.754.6.B rule in 10 CCR 2505 volume 8.700)
- The co-pay maximum is 5% of the household monthly income.
 - The head of household will receive a letter showing the household has reached the monthly limit.



Co-Pay Exempt Members

Full List



**Nursing Facility
Residents**



**Pregnant
Women**



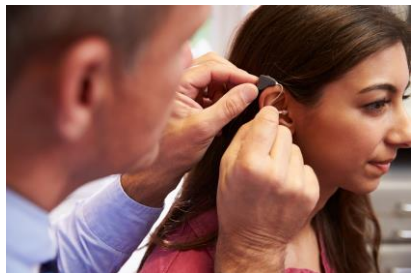
**Children and Former
Foster Care Eligible**

Prior Authorizations

Prior Authorization Requests (PARs)

The ColoradoPAR Program reviews Prior Authorization Requests (PARs) for the following services or supplies:

- Audiology (Cochlear implant repairs and supplies)
- Diagnostic imaging
- Durable medical equipment and supplies
- Early intervention services
- Gender affirming care
- Home health (includes private duty nursing)
- Inpatient (out-of-state admission only)
- Laboratory services
- Pediatric behavioral therapy
- Pediatric personal care
- Physical, occupational and speech therapy
- Physician Administered Drugs (PADs) ([Appendix Y](#))
- Surgery (including back, bariatric, organ transplant, reconstructive)
- Synagis (seasonal)



Prior Authorization Requests (PARs)

- Prior Authorization Requests (PARs) and PAR revisions processed by the ColoradoPAR Program must be submitted via the vendor utilization management portal managed by Acentra Health (formerly Kepro).
- Final Prior Authorization Request (PAR) determination letters are mailed to members. Letter inquiries should be directed to ColoradoPAR.
- Providers can review Prior Authorization Requests (PARs) via the Provider Web Portal.

Website:

ColoradoPAR website

Phone:

Phone: 1-888-801-9355

FAX: 1-866-940-4288

Prior Authorization Requests (PARs)

- All Prior Authorization Requests (PARs) for members ages 20 and under are reviewed according to Early Periodic Screening, Diagnostic and Treatment (EPSDT) guidelines. Even if it is not a covered service for an adult, it may be covered under EPSDT if deemed medically necessary for a child/youth.
- ColoradoPAR does not process Prior Authorization Requests (PARs) for dental, pharmacy, transportation or behavioral health services covered by the Regional Accountable Entities (RAEs).



Billing and Payment

Billing and Payment

Record Retention

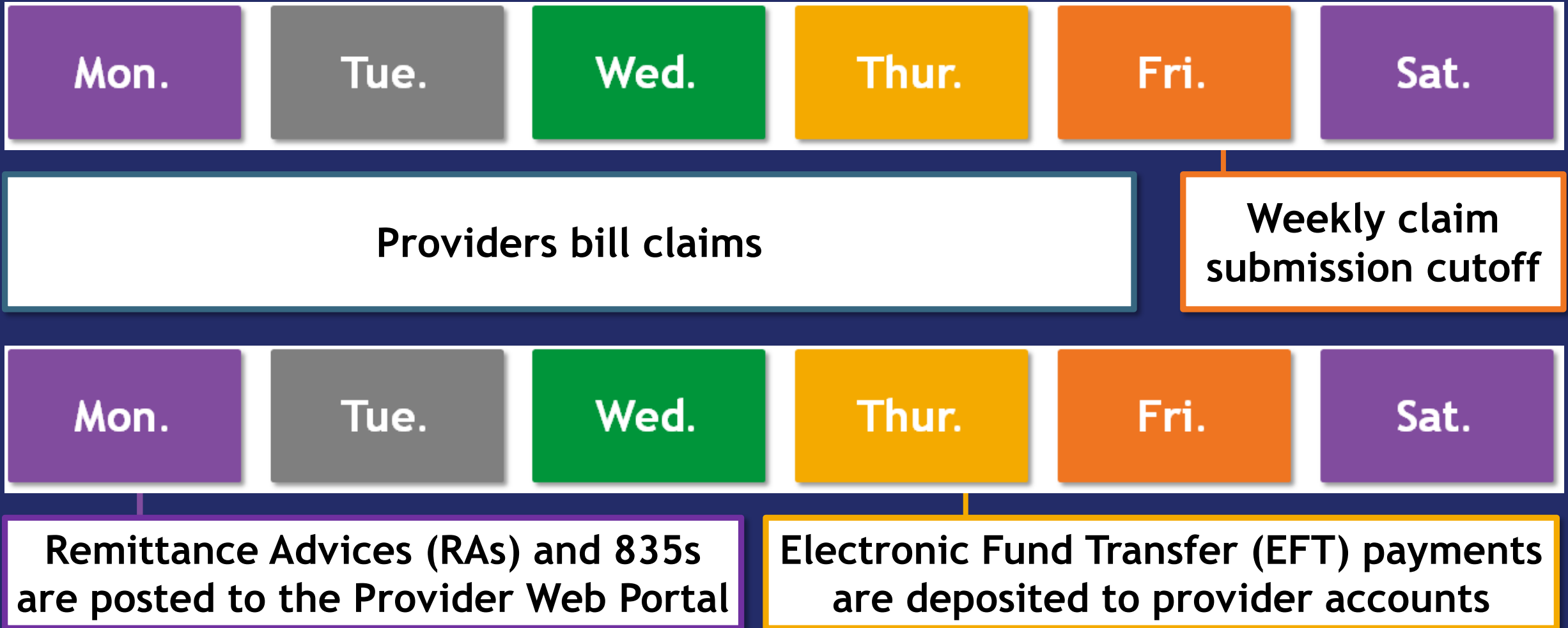
Payment Processing
and Remittance

Timely Filing

Extensions for
Timely Filing



Payment Processing Schedule



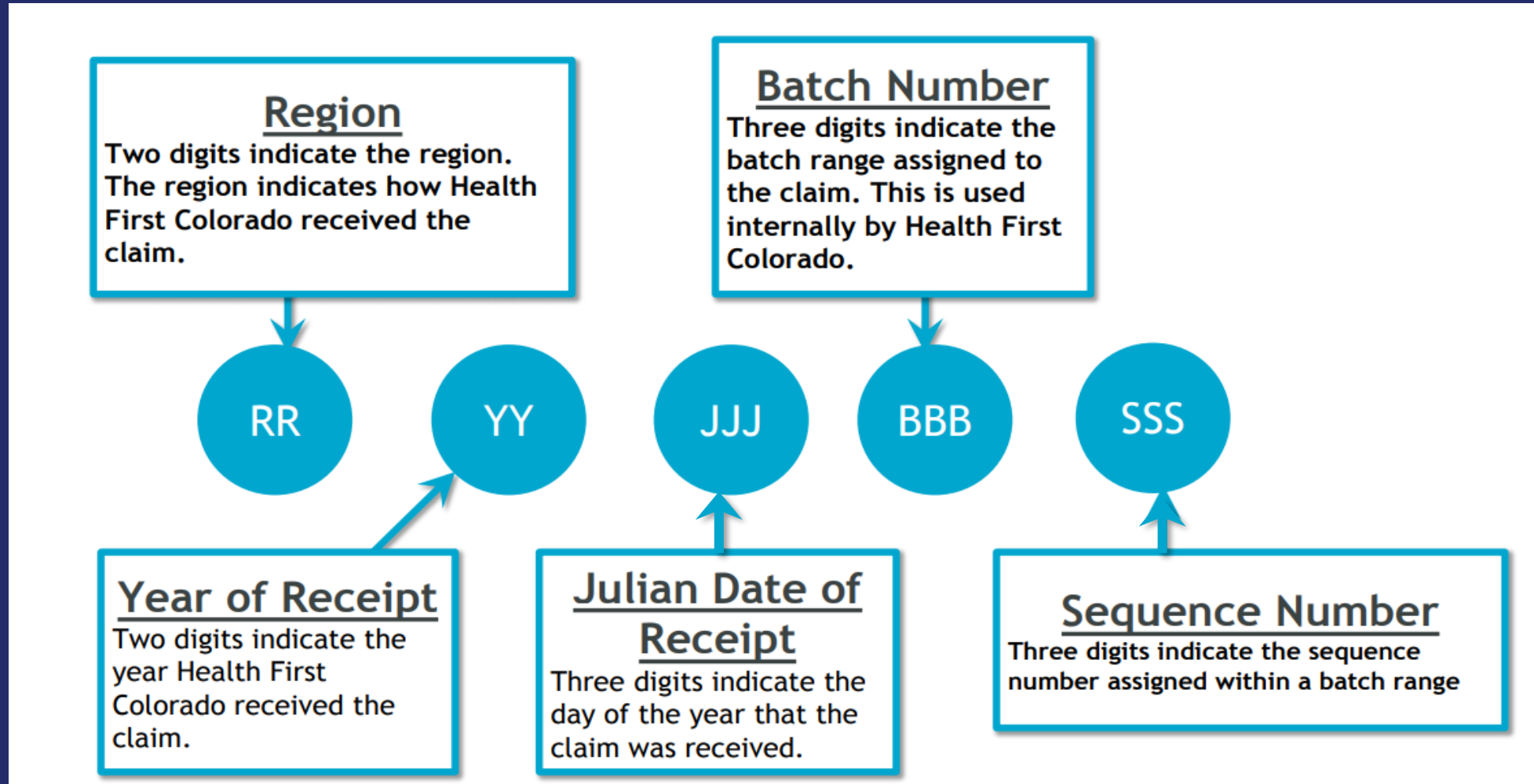
Remittance

Remittance Advice (RA)

- A Remittance Advice (RA) contains claims status and information about claim payments, as well as general announcements (banner messages) from the Department.
- Each week, providers should reconcile the Remittance Advice (RA) by matching individual claims with the total payment received.
 - Remittance Advice (RA) reports are posted on Monday and the corresponding payment usually is deposited on the following Thursday.
 - The second page of the Remittance Advice (RA) lists financial transactions that make up the total payment.
 - Denied claims will be listed with an Explanation of Benefits (EOB).

Remittance

Internal Control Number (ICN)



Remittance

Region Codes

The Region Code, the first two digits of the claim Internal Control Number (ICN), indicates how Health First Colorado received the claim.

- 10 - Paper Claims with No Attachments
- 11 - Paper Claim with Attachments
- 20, 21 - Batch Claim
- 22 - Web Portal Claim with No Attachments
- 23 - Web Portal Claim with Attachments
- 25 - PBM Pharmacy Claims
- 30, 31, 40 - Claims Converted from Old MMIS
- 50 - Provider Initiated Adjustment (via paper)
- 51, 52, 53, 55, 58 - System Initiated Adjustments
- 54 - Mass Void
- 56 - Mass Void Request or Single Claim Void
- 57 - Cash Void
- 59 - Provider Initiated Electronic Adjustment
- 67 - Cash Adjustments
- 80 - Claim Resubmission by Gainwell
- 92 - Batch Reconsideration Claims with Attachments
- 93 - Provider Initiated Batch Reconsideration Adjustment with Attachments
- 94 - Web Portal Reconsideration Claims with Attachments
- 95 - Provider Initiated Web Portal Reconsideration Adjustment with Attachments



Remittance

Retrieval of Remittance Advice or 835

- To pull a Remittance Advice (RA), log into the Provider Web Portal and click on Resources and then Report Download.
- To pull an Electronic Remittance Advice (ERA) X12 835, click on File Exchange and then Download Reports.
- Resources:
 - [Provider Web Portal Quick Guide - Reading the Remittance Advice \(RA\)](#)
 - [Provider Web Portal Quick Guide - Pulling Remittance Advice \(RA\)](#)
 - [Provider Web Portal Quick Guide - Linking the TPID and Pulling an 835](#)



Timely Filing

- 365 days from Date of Service (DOS) determined by date of receipt of the claim
- Circumstances that are **not** proof of timely filing include, but are not limited to:
 - Certified mail
 - Prior Authorization Requests (PARs)
 - Contacting the Fiscal Agent (Gainwell Technologies) or waiting for response to a verbal inquiry
 - Provider staffing changes
 - Issues between providers and their software vendors, billing agents or clearinghouses
 - Holidays, weekends and dates of business closure

Timely Filing

Dates of Service

Type of Service	Timely Filing Calculation
Nursing Facility; Home Health; Inpatient; Outpatient; all services filed on the UB-04 institutional claim form	From the “through” (last) date of service
Dental; EPSDT; Supply; Pharmacy; All services filed on the CMS 1500 professional claim form	From the date of each service (line item)

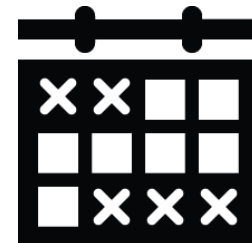
- Claims must be submitted to keep them within timely filing guidelines, even if the result is a denial.



Timely Filing

Provider Enrollment

- Providers must complete the enrollment process and submit claims within 365 days.
- Backdated Approval
 - The Requested Enrollment Effective Date on the enrollment application can be entered as a previous date if services were previously rendered. Providers can be backdated up to 10 months from the enrollment approval date.
- Providers are encouraged to wait until they have a Health First Colorado Provider ID before submitting any claims.



Timely Filing

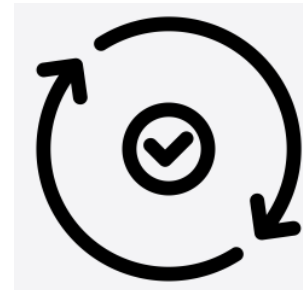
Primary Payers: Commercial Insurance (Third Party Liability)

- Members who are enrolled with commercial insurance and Health First Colorado:
 - **Timely filing extensions cannot be given for claims including commercial insurance if the date of service is past 365 days** per state and federal regulation. (42 CFR § 447.45(d), 10 CCR 2505-10-8.043.01 and .02A)
 - Providers should submit these claims as soon as possible and then **follow up to ensure prompt response.**
 - Insurance companies are bound by the Prompt Pay Law (CRS § 10-16-106.5), which requires payment within certain timeframes.

Timely Filing Extensions

Primary Payers: Commercial Insurance (Third Party Liability)

- If a claim is denied, adjusted or voided because a third-party liability is primary:
 - **Providers may resubmit the claim within 60 days of the date of denial, adjustment or void by the fiscal agent**
 - Include commercial insurance information on claim
 - Reference the last Internal Control Number (ICN) of the claim that was denied, adjusted or voided
 - Do not attach copy of commercial insurance Explanation of Benefits (EOB) or the Remittance Advice (RA)



Timely Filing Extensions

Denials, Adjustments & Voids by Fiscal Agent

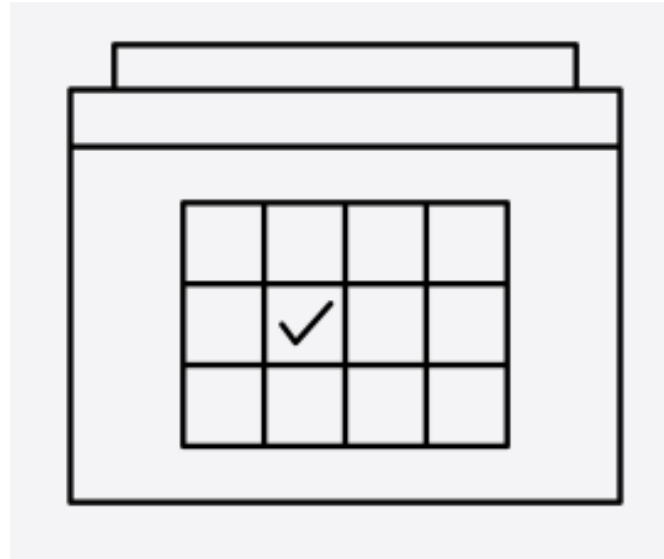
- If a claim is denied, adjusted or voided by the fiscal agent after the initial timely period of 365 days, providers have an additional 60 days from the date of the last Remittance Advice (RA) or returned paper claim to submit.
 - Reference the last Internal Control Number (ICN) from denied claims
 - Do not attach copy of Remittance Advice (RA) with claim
 - Keep supporting documentation
- Providers should continue submitting the claim every 60 days—even if the result is a denial—in order to keep it within timely filing.



Timely Filing Extensions

Primary Payers: Medicare

- Members who are enrolled with both Medicare and Health First Colorado:
 - Providers have an **additional 120 days from Medicare Explanation of Benefit (EOB) date.**



Timely Filing Extensions

Backdated Member Eligibility

- Backdated Member Eligibility
 - Providers can request load letters when a county backdates member eligibility farther than 365 days from date of service. Once a load letter is received, a **provider has 60 days from the load letter date to submit claims.**
 - Submit claims with copy of load letter via the Provider Web Portal.
- Delayed Notification of Member Eligibility
 - Providers are responsible for determining member eligibility within 365 days of date of service even if the member does not notify them of Health First Colorado eligibility. **No further extensions are given for delayed notification of eligibility.**

Timely Filing

Is the claim within 365 days of the (final) date of service?

Yes

Health First Colorado: Check member's eligibility (and continue checking in case of retroactive eligibility) and submit claim

Health First Colorado + Third-Party (Commercial Insurance): Bill commercial insurance as soon as possible and follow up to ensure prompt payment

Health First Colorado + Medicare: Bill Medicare first

No



Claim cannot be submitted after 365 days from the date of service unless:



Member's eligibility backdated by county? Request load letter and attach to claim submitted within 60 days of letter.



Delayed in submitting claim and just received Explanation of Benefits (EOB) from Third-Party (Commercial Insurance)? Claim cannot be submitted after 365 days from the date of service.



Claim voided or adjusted by fiscal agent for Third-Party Liability? Providers have 60 days from date of void or adjustment to resubmit claim.



Just received Explanation of Benefits (EOB) from Medicare? Providers have 120 days from Medicare Explanation of Benefits (EOB) to submit claims to Health First Colorado

Claim Submission

Claim Submission

[Claim Submission
Methods](#)

[Claim Submission
Information](#)

[UB-04 Paper Claim
Form & Example](#)

[Claim Status &
Common Terms](#)

[Common Denial
Reasons](#)

[Claim Adjustments,
Voids and Refunds](#)

Claim Submission Methods

- Electronically through the Fiscal Agent's (Gainwell Technologies) Provider Web Portal (free of charge)
 - Interactive, one claim at a time, immediate response with claim status
- Electronically using a batch vendor, clearinghouse or software
- Paper
 - Only when pre-approved due to consistently submitting less than five (5) per month
 - Request form must be mailed to the Fiscal Agent (Gainwell Technologies) to request paper claim submission approval

Claim Submission Methods

Electronic Data Interchange (EDI)

- Providers do not need to obtain a trading partner ID/submitter ID to access the Provider Web Portal.
- Only a submitter who sends batch transactions or receives batch reports needs to enroll in the Electronic Data Interchange (EDI) for a trading partner ID.
- Submitters must test batch transactions before approval to submit.
- Visit the [Electronic Data Interchange \(EDI\) Support](#) web page for more information.



Claim Submission Methods

Medicare Crossovers

- **Automatic Medicare Crossover Process:**



- Claims not automatically crossed over must be submitted directly by the provider.
- Crossovers may not be processed by Health First Colorado if:
 - National Provider Identifier (NPI) used on Medicare claim does not match NPI enrollment with Health First Colorado
 - Member is a retired railroad employee
 - Member has incorrect or missing Medicare information on file

Claim Submission Information

Attending Provider (Individual Within a Group)

Individual that provides services to a Health First Colorado member



Billing Provider

Entity being reimbursed for service



Claim Submission Information

Ordering, Prescribing and Referring (OPR) Providers

- Indicating the Ordering, Prescribing and Referring (OPR) provider on UB-04 Institutional Claims:
 - The Attending Provider field (#76) or the Other ID fields (#78 or #79) for both paper and electronic claims
 - Providers should refer to their applicable UB-04 billing manuals for guidance on how each field is used
- This field may be labeled as Referring Provider in the Provider Web Portal.
- All OPR providers indicated on a claim must be actively enrolled with Health First Colorado.
 - Groups are encouraged to coordinate with all OPR providers to ensure that those provider IDs have been enrolled

UB-04 (Paper Claim)

UB-04 is the standard institutional claim form used by Health First Colorado and Medicare programs.

Where can a provider get the UB-04?

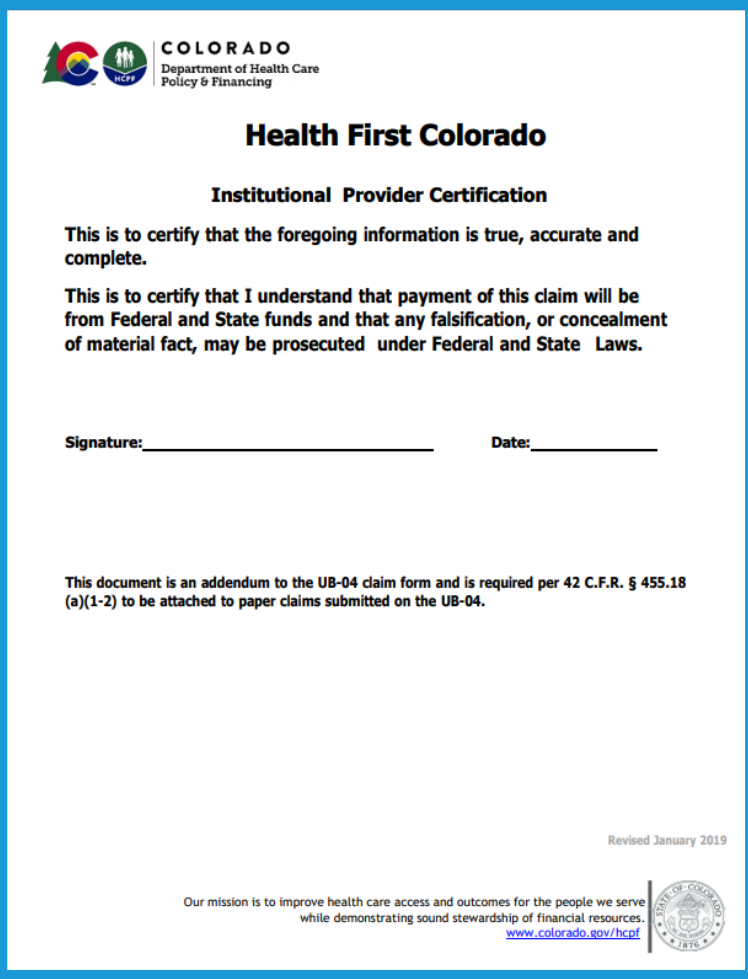
Information is available on the Centers for Medicare and Medicaid Services website.

The image shows a sample UB-04 (Paper Claim) form. The form is filled out with example data. Key sections include: 1. BILLING PROVIDER (444 E CLAIREMONT, ANYTOWN WI 55555-1234), 2. MEMBER (IMA), 3. ADMIT DATE (08201974), 4. DISCHARGE DATE (110811), 5. ICD-9 CODE (0192, 0185), 6. CPT CODE (4281), 7. TOTAL CHARGES (10.00, 6.00), 8. TOTALS (XXXX XX, XXX XX), 9. INSURED'S NAME (T10 MEDICAID), 10. GROUP NAME (SAME), 11. EMPLOYER NAME (SAME), 12. REMARKS (B3 123456789X). The form is labeled 'PAGE 1 OF 1' and 'CREATION DATE'.

UB-04 (Paper Claim)

UB-04 certification must be completed and attached to all claims submitted on the paper UB-04.

Visit the [Provider Forms webpage](#) to print a [copy of the certification](#).



The form is titled "Health First Colorado" and "Institutional Provider Certification". It includes a header with the Colorado Department of Health Care Policy & Financing logo. The main text states: "This is to certify that the foregoing information is true, accurate and complete." and "This is to certify that I understand that payment of this claim will be from Federal and State funds and that any falsification, or concealment of material fact, may be prosecuted under Federal and State Laws." There are lines for "Signature:" and "Date:". A footer note states: "This document is an addendum to the UB-04 claim form and is required per 42 C.F.R. § 455.18 (a)(1-2) to be attached to paper claims submitted on the UB-04." The footer also includes the text "Revised January 2019", the mission statement "Our mission is to improve health care access and outcomes for the people we serve while demonstrating sound stewardship of financial resources.", the website www.colorado.gov/hcpf, and the official seal of the State of Colorado.

Paper Claim - Example 1

	REQUIRED FIELDS
	CONDITIONAL FIELDS
	OPTIONAL FIELDS

Field 1 - Optional. If sharing a billing NPI, the Zip+4 of the location address must be used.

Field 4 - Required. (Type of facility, Bill classification, and Frequency). 8--special facility-hospice. 1--inpatient-non hospital based. 3--interim-continuous claim.

Field 18 - Required. Z4 necessary for paper claims.

Field 31-34 - Required. Enter the appropriate code and the date on which it occurred. Enter the date using MMDDYY format.

Field 15 & 17 - Required. For field 15 enter source of admission. For field 17 enter client status as ongoing patient (code 30) or as of discharge date.

Field 39-41 - Conditional. Enter appropriate codes and related dollar amounts to identify monetary data or number of days using whole numbers, necessary for the processing of this claim. If a value code is entered, a dollar amount or numeric value related to the code must always be entered.

Field 48 - Conditional. Enter incurred charges that are not payable by the Health First Colorado.

1 ABC Hospice		2		3a PAT. CNTL # 11111-000		4 TYPE OF BILL 813	
1234 Alphabet Lane				b. MED. REC. # 123			
Anytown, CO 33333-9999				5 FED. TAX NO. 999999999		6 STATEMENT COVERS PERIOD FROM 07012018 THROUGH 07312018	
Phone: 999-999-9999							
8 PATIENT NAME a		9 PATIENT ADDRESS a		c		d	
b Doe, John		Greentown Nursing and Rehabilitation 123 Southern Rd, Room 555		CO		11111-4444	
10 BIRTHDATE 02121950		11 SEX M		12 DATE 02132018		13 HR 12	
14 TYPE 3		15 SRC 5		16 DHR		17 STAT 30	
18 Z4		19		20		21	
22		23		24		25	
26		27		28		29 ACCT STATE	
30		31		32		33	
34		35		36		37	
38		39		40		41	
42 REV. CD. 0651		43 DESCRIPTION Routine Low Days		44 HCPCS / RATE / HIPPS CODE		45 SERV. DATE 07012018	
46 SERV. UNITS 31		47 TOTAL CHARGES 5410 : 12		48 NON-COVERED CHARGES 0 : 00		49	
5							

Paper Claim - Example 2

Field 50 & 51 - Required. For field 50 enter the payment source code followed by name of each payer organization from which the provider might expect payment. For field 51 enter the eight-digit Health First Colorado Program provider number assigned to the billing provider. This is the distinct number assigned to a provider during Health First Colorado enrollment.		Field 54 & 55 - Conditional. For field 54 enter third party and/or Medicare payments. For field 55 enter net amount due from Health First Colorado after provider has received other third party, Medicare or patient liability. For Medicare enter the sum of the Medicare coinsurance plus Medicare deductible less third party payments and patient liability.		Field 58 & 60 - Required. For field 58 enter the client's name on the first line for Health First Colorado. Complete additional lines when there is additional coverage. For field 60 enter the insured's unique identification number assigned by the payer organization. Complete additional lines when there is additional coverage.	
Field 67 - Required. Enter the exact ICD-10-CM diagnosis code describing the principal diagnosis that exists at the time of admission or develops subsequently and affects the length of stay. Do not add extra zeros to the diagnosis code.		Field 63 - Conditional. Field is used to enter PAR number; however, PARs automatically link to the claim when there is a PAR on file for the service.		Field 61, 62, 65 - Conditional. Complete when there is third party coverage.	
PAGE 1 OF 1		CREATION DATE 07312018		TOTALS 5410 12 0:00	
50 PAYER NAME D Health First Colorado		51 HEALTH PLAN ID 12345678		52 REL INFO Y	
				53 ASG BEN. Y	
				54 PRIOR PAYMENTS	
				55 EST. AMOUNT DUE	
				56 NPI 9999999999	
				57 OTHER PRV ID	
58 INSURED'S NAME Doe, John		59 P.REL.		60 INSURED'S UNIQUE ID A123456	
				61 GROUP NAME	
				62 INSURANCE GROUP NO.	
63 TREATMENT AUTHORIZATION CODES		64 DOCUMENT CONTROL NUMBER		65 EMPLOYER NAME	
66 DX J441		R0902		R0600	
				R630	
				R634	
				E45	
				R5383	
				Z720	
				Z9981	
				68	
69 ADMIT DX		70 PATIENT REASON DX		71 PPS CODE	
				72 ECI	
				73	

Paper Claim - Example 3

67 J441										R0902										R0600										R630										R634										E45										R5383										Z720										Z99									
69 ADMIT DX										70 PATIENT REASON DX										71 PPS CODE										72 ECI										73																																																	
74 PRINCIPAL PROCEDURE CODE										a. OTHER PROCEDURE CODE										b. OTHER PROCEDURE CODE										75										76 ATTENDING NPI 1234567890										QUAL																																							
																																								LAST Doe										FIRST Jane																																							
c. OTHER PROCEDURE CODE										d. OTHER PROCEDURE CODE										e. OTHER PROCEDURE CODE										77 OPERATING NPI										QUAL																																																	
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80 REMARKS										81CC a																				78 OTHER NPI										QUAL																																																	
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										c																				79 OTHER NPI 0000000000										QUAL																																																	
										d																				LAST Thomas										FIRST Doctor																																																	

Field 76 - Required. Enter the 10 digit NPI assigned to the physician having primary responsibility for the member.

Field 74A - Conditional. Complete when there are additional significant procedure codes. Enter the date using MMDDYY format.

Field 78 & 79 - Conditional. Enter 10 digit NPI when attending physician is not the PCP or to identify additional physicians. Ordering, Prescribing, or Referring NPI - when applicable.

UB-04 CMS-1450

APPROVED OMB NO.

REQUIRED FIELDS

CONDITIONAL FIELDS

OPTIONAL FIELDS

THE CERTIFICATIONS ON THE REVERSE APPLY TO THIS BILL AND ARE MADE A PART HEREOF.

NUBC National Uniform Billing Committee
LIC9213257

UB-04

Resources

Billing Manuals (Provider-Specific)

- UB-04 Paper Claim Reference Table
 - Indicates which fields are required, conditional and optional (differ based on provider type)
- UB-04 Claim Example
 - Often show various scenarios, such as members with Medicare
- Codes and Modifiers
 - Often in the format of a code table

Provider Web Portal

- Red asterisks (*) will denote required fields

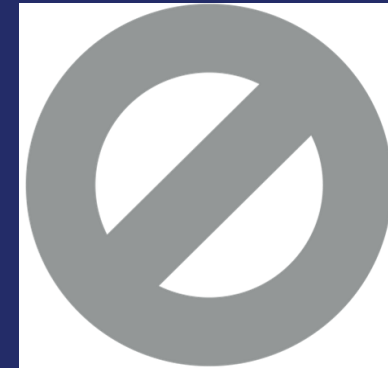
Claim Status

Common Terms



Paid

Claim processed & paid by claims processing system. Claims paid at zero due to lower of pricing are still considered paid.



Denied

Claim processed & denied by claims processing system. Denied claims may not be adjusted but may be resubmitted after corrections have been made.

Common Denial Reasons

Timely Filing

Claim was submitted more than 365 days without reference to a previous Internal Control Number (ICN).

Duplicate Claim

A subsequent claim was submitted after a claim for the same service had already been paid.

Bill Medicare or Other Insurance

Health First Colorado is always the payer of last resort. Provider should enroll with and bill all other appropriate carriers first. Primary information must be reported on the claim form.

Common Denial Reasons

Prior Authorization (PAR) Not on File

No approved prior authorization on file for services that are being submitted, OR modifiers, units or Prior Authorization Request (PAR) type may not match.

Total Charges Invalid

Line-item charges do not match the claim total.

Type of Bill

Claim was submitted with an incorrect or invalid type of bill. Verify appropriate type of bill in billing manual.

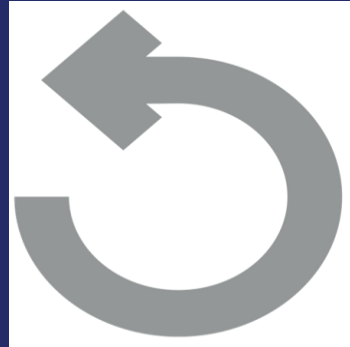
Claim Status

Common Terms



Adjustment

Correct a paid claim



Resubmit

Rebill a previously denied claim



Suspend

Claim must be manually reviewed before final decision



Void

Cancel a paid claim

Providers should only void claims if accidentally submitted OR there is an incorrect Member ID or Provider ID

Claim - Resubmissions

- Providers may resubmit, also known as rebill, claims that have been denied.
 - If the resubmitted claim is outside of timely filing, the original Internal Control Number (ICN) must be referenced.

Resubmit a claim when

- Claim was denied

Do not resubmit a claim when

- Claim was paid
- Claim is suspended

Resubmission Codes

Rebilled Claims: Date of Service Past 365 Days

Provider Web Portal:

- Search for original claim
- Click “Copy” at the bottom; include original Internal Control Number (ICN) in “Previous Claim ICN” field

Batch:

- Qualify claim loop with F8 and use the previous Internal Control Number (ICN) as the Payer Claim Control Number along with 1 code in the 2300/CLM segment

Paper:

- Use code 1 as the third digit in box 4 (Type of Bill) and the original Internal Control Number (ICN) in box 64



Claim - Adjustments

- What is an adjustment?
 - Adjustments create a replacement claim.
 - Two step process: Credit & Repayment

Adjust a claim when

- Provider billed incorrect services or charges
- Claim paid incorrectly

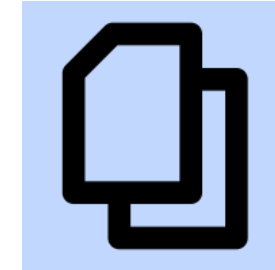
Do not adjust a claim when

- Claim was denied
- Claim is suspended

Adjustment & Void Codes

Provider Web Portal:

- Search for original claim and
 - Adjustment: Click “Adjust” at the bottom
 - Void: Click “Void” at the bottom



Batch:

- Qualify claim loop with F8 and use the previous Internal Control Number (ICN) as the Payer Claim Control Number along with
 - Adjustment: 7 code in the 2300/CLM segment
 - Void: 8 code in the 2300/CLM segment

Paper:

- Adjustment: Use code 7 as the third digit in box 4 (Type of Bill) and the original Internal Control Number (ICN) in box 64
- Void: Use code 8 as the third digit in box 4 (Type of Bill) and the original Internal Control Number (ICN) in box 64

Claim Submission: Resubmit or Adjust?

Was the claim denied?

Yes

No, it paid

Is it within 365 days of the (final) date of service?

Yes

No

Make corrections and submit new claim without referencing the Internal Control Number (ICN)

Is it within 60 days of the last Remittance Advice (RA), returned paper claim or load letter?

Yes

No

Make corrections and rebill/resubmit claim. Be sure to reference the original Internal Control Number (ICN)

Contact Provider Services Call Center

Is it within 365 days of the (final) date of service?

Yes

No

Make corrections and adjust claim by:

- 1) Using adjustment indicator on third (3rd) digit of type of bill on paper claim form UB-04
- 2) Click "Adjust" at the bottom of the screen after searching for claim on the Provider Web Portal

Contact Provider Services Call Center

Quick Guides

- Copy, Adjust or Void a Claim
 - Pulling Remittance Advice (RA)
 - Reading the Remittance Advice (RA)
 - Submitting an Institutional Claim
-
- All Provider Web Portal Quick Guides can be found on the Department's Quick Guides web page



Provider Web Portal Demo

Step 1: Member and Claim Information

1

Home Eligibility **Claims** Care Management Resources

Search Claims Submit Claim Dent Submit Claim Inst Submit Claim Prof Search Payment History

2

Claim Type Inpatient

Inpatient
Crossover Inpatient
Outpatient
Crossover Outpatient
Long Term Care

The Crossover Inpatient or Crossover Outpatient Institutional claim is used when Medicare is the primary payer.

3

Patient number can be any number the provider assigns for internal records.

Reference the original Internal Control Number (ICN) if you are resubmitting a claim after it has been denied.

Claim Information

*Covered Dates [] - []

*Admission Date/Hour [] (hh:mm) Discharge Hour [] (hh:mm)

*Admission Type [] *Admission Source []

*Admitting Diagnosis Type ICD-10-CM *Admitting Diagnosis []

*Patient Status [] *Facility Type Code []

*Patient Number []

Previous Claim ICN []

Note []

Include Other Insurance ☐

Total Charged Amount \$0.00

Check "Include Other Insurance" if there is a third-party liability (commercial insurance) that is the primary payer. This is NOT used for Medicare.

Provider Web Portal Demo

Step 2: Diagnosis Panel

Diagnosis Codes

Select the row number to edit the row. Click the **Remove** link to remove the entire row.
Please note that the 1st diagnosis entered is considered to be the principal (primary) Diagnosis Code.

#	Diagnosis Type	Diagnosis Code	Action
<u>1</u>			

1

*Diagnosis Type

ICD-10-CM ▾

*Diagnosis Code ⓘ

Z1231

Add

Reset

Be sure to click “Add” after inputting the Diagnosis Code and before clicking “Continue.”

Provider Web Portal Demo

Step 3: Service Details Panel

A revenue code is a four-digit code that identifies the specific accommodation or ancillary service provided.

Service Details

Select the row number to edit the row. Click the **Remove** link to remove the entire row.

Svc #	Revenue Code	HCPCS/Proc Code	From Date	To Date	Units	Charge Amount	Action
<u>1</u>							

1 ***Revenue Code** **HCPCS/Proc Code**

Modifiers

From Date **To Date** ***Units** ***Unit Type**

***Charge Amount**

NDCs for Svc. # 1

A procedure code is a catch-all term for codes used to identify what was done or given to a member.

Be sure to click "Add" after inputting the Diagnosis Code and before clicking "Continue."

Indicate the number of service units provided. Use whole numbers only.

Provider Web Portal Demo

Step 4: Correcting a Denied Claim

1

Adjudication Errors		
Header / Detail	EOB	Description
Service # 1	3314	Denied. Detail Dates Are Not Within Statement Covered Period.

Check the “Adjudication Errors” for information on why a claim denied.

2

Copy Outpatient Claim

Select the information you would like to have copied to the new claim. Press Copy to initiate the claim and continue entering claim information.

☐ **Member Information**
Member ID
Last Name
First Name
Birth Date
Address
Condition Code(s)

☐ **Service Information**
Admission Source
Admission Type
Admitting Diagnosis
Facility Type Code
Diagnosis Code(s)
Revenue Code(s)
HCPCS/Proc Code(s)
Modifier(s)
Detail Charge Amount(s)
Units
Unit Type(s)
NDC Code Type(s)
NDC Code(s)
NDC Quantity(s)
NDC Unit of Measure(s)

☐ **Member and Service Information**
Copies data listed in previous 2 columns.
☐ **Entire Claim**
Copies data listed in columns 1 and 2 PLUS:
All Providers
Admission Date/Hour
Discharge Hour
Patient Status
Occurrence Code(s)
Value Code(s)
Surgical Procedure Code(s)
Other Insurance
All Dates
All Amounts

Copy **Cancel**

Copy the entire claim to make necessary changes.

After copying the entire claim and making necessary changes, be sure to click “Save” before clicking “Continue.”

3

Click on blue numbers to expand and change information within that panel.

Service Details

Select the row number to edit the row. Click the **Remove** link to remove the entire row.

Svc #	Revenue Code	HCPCS/Proc Code	From Date	To Date	Units	Charge Amount	Action
1	0329-RADIOLOGY - DIAGNOSTIC OTHER RADIOLOGY - DIAGNOSTIC DX X-RAY/OTHER	77066-DX MAMMO INCL CAD BI	10/02/2023	10/02/2023	1.000 Unit	\$1,000.00	Remove

1 *Revenue Code 0329-RADIOLOGY - DIAGNOSTIC OTHER F HCPCS/Proc Code 77066-DX MAMMO INCL CAD BI

Modifiers

From Date 10/02/2023 To Date 10/02/2023 *Units 1.000 *Unit Type Unit

*Charge Amount 1,000.00

NDCs for Svc. # 1

Save **Reset** **Cancel**

Resources

Billing Manuals web page

- General Provider Billing Manual
- Provider-Specific Billing Manuals
- Appendix R (for a detailed list of Explanation of Benefits [EOB] codes)

Provider Web Portal Quick Guides

- Technical help for the Provider Web Portal

Provider Training web page

- Training schedule and sign-up
- Training presentations and materials

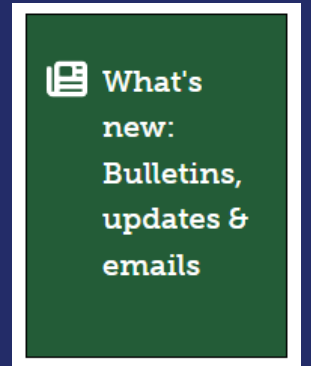
Provider Contacts web page

- Contact information for Fiscal Agent (Gainwell Technologies) and Health First Colorado vendors
- Contact information for Regional Accountable Entities (RAEs)
- Virtual Agent Fact Sheet



Reminders

- Remember to sign up for Department of Health Care Policy & Financing communications by visiting the website and clicking “For Our Providers” and then “What’s new: Bulletins, updates & emails.”
- Interested in more training? Sign up by visiting the website and clicking “Provider Resources” and then “Provider Training.”



hcpf.colorado.gov/our-providers

Where can I find...?

For Our Providers

- Enrollment forms
- Revalidation dates spreadsheet
- National Provider Identifier (NPI) information
- Provider types

- Fee schedules
- General Provider Information manual
- Billing manuals & appendices
- Forms
 - Prior Authorization Requests (PARs)
 - Load letters
 - Request to use paper claim form

- Newsletters
- What's New?

Where can I...?

- Check member eligibility
- Submit claims
- Review Prior Authorization Requests (PARs)
- Receive Remittance Advices (RAs)
- Complete provider maintenance requests

- Quick Guides for Web Portal
- Known issues
- EDI Support
- Training registration
- Information about
 - Accountable Care Collaborative & RAEs
 - Co-Pays
 - EVV

? Why should you become a provider?

Provider enrollment

Provider services: Forms, rates, & billing manuals

What's new: Bulletins, updates & emails

CBMS: CO Benefits Management System

Long-Term Services and Supports

Provider Web Portal

Revalidation

? Provider contacts: Who to call for help

Provider resources: Quick guides, known issues, EDI, & training



COLORADO
Department of Health Care
Policy & Financing

COVID-19 Provider Information

Resources for HCBS Providers

SAVE System

ColoradoPAR

DDDWeb

Value Based Payments

Thank you for the services
you provide to Health First
Colorado members!

