

# Submitting Claims for DMH Services

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# Overview of Requirements

- **Provider Enrollment**
  - Rule 132 Certification
  - HFS IMPACT enrollment
  - Collaborative enrollment
- **Individual Registration**
  - Medicaid Eligibility
  - ProviderConnect
  - Recipient Identification Number



# Overview of Requirements Continued

- **Individual Registration - Continued**
  - **Social Service Package B**
  - **Submit Registrations**
  - **Accepted Registrations**
  - **Request for Service Authorizations**
  - **Timely Claims Submitted to HFS**
  - **Community Mental Health Service Definition Reimbursement Guide (SDRG)**



# Required Provider Enrollment Steps

- **Provider Enrollment Steps**
  - **Rule 132 Certification (BALC or DCFS) for agency listing all certified services and site locations**
  - **HFS IMPACT enrollment with unique NPI and active HFS Legacy Type 036 Medicaid ID number**
  - **Collaborative enrollment completed and access to ProviderConnect**
  - **DMH approval to submit Rule 132 claims**



# Required Provider Enrollment Steps Continued

- **Any changes in sites (additions, closures)**
  - **Approved by DMH Regional Office**
  - **Approved by Certifying Agency (BALC/DCFS)**
  - **HFS IMPACT enrollment modification**
  - **Collaborative ProviderConnect modification**
  - **All enrollment data must be synchronized with both HFS and DMH**



# Required Individual Registration Steps

- **Individual Registration Steps Completed**
  - Medicaid eligibility status of individuals seeking services must be established
    - Individuals must have Medicaid eligibility established
    - Rule 132 providers are responsible for determining individuals eligibility before providing services that will be billed to DMH
    - Use HFS MEDI to check to status



# Required Individual Registration Steps Continued

- **Individuals must meet DMH eligibility criteria for service**
- **Individuals for whom you are submitting Rule 132 claims must be registered with DMH/Collaborative Information System (ProviderConnect)**
  - **Active Recipient Identification Number (RIN)**
  - **Social Service Package B Status**



# Required Individual Registration Steps Continued

- RINs may be requested through the DHS e-RIN system
  - Provider must have a DHS ID
  - Provider must be registered for the e-RIN system  
<http://www.dhs.state.il.us/page.aspx?item=32574>
- DHS MIS form sent to DMH for approval



# Required Individual Registration Steps Continued

- **Individuals eligibility for Social Service Package B (SSPB) Status confirmed**
  - **If RIN or SSPB status is newly assigned, wait at least 48 hours before submitting a registration as this information must be added to the HFS Eligibility File**
  - **Initial registration must be accepted by the Collaborative before claims can be submitted**



# Required Individual Registration Steps Continued

- **Submitting Registrations / Acceptance –**
  - **Batch file – response report provided**
  - **Direct data entry – immediate acceptance notification**
- **Managing Registrations – Provider Registration Reports available through ProviderConnect**
- **Payment of claims requires an active accepted registration or they will be rejected**



# Required Individual Registration Steps Continued

- Individuals must be re-registered every six (6) months or as necessary with all required fields updated (e.g., address updates)



# Required Individual Registration Steps Continued

- **Request for Service Authorization for Team services**
  - **ACT (Assertive Community Treatment)**
  - **CST (Community Support Team)**
- **Requests for authorization or reauthorization of ACT or CST services must be submitted and approved prior to rendering**



# Required Individual Registration Steps Continued

- **Claims for DMH services must be submitted directly to HFS**
  - **Submitted within 180 days of the date of service**
  - **Claims must be submitted using the standard 837P**
- **Claims may be submitted in two ways:**
  - **Submission of Batch Files**
  - **Via the HFS MEDI Portal**



# Required Individual Registration Steps Continued

- **Community Mental Health Service Definition  
Reimbursement Guide for details**  
<http://www.illinois.gov/hfs/MedicalProviders/MedicaidReimbursement/Pages/CMHP.aspx>



# Processing of DMH Claims

- **HFS transmits daily eligibility files containing identifying information for individuals (RINS, SSPB, etc.) to The Collaborative**
- **The Collaborative transmits daily files to HFS containing registration information, authorization information, etc.**
- **This information is used to process claims submitted by providers for DMH purchased Services**



# Processing of DMH Claims Continued

- **Claims Remittance Advice**
  - **Providers must enroll with HFS to receive admittance advice showing the status of claims processing**
  - **Providers may also view adjudication processing status of individual claims using the HFS MEDI system**

# Processing of DMH Claims Continued

- **Claims Processing Status**
  - Review remittance advice to determine if claims have been approved
  - Make corrections as soon as possible and resubmit when applicable



# Resources

- Questions regarding claims submission should be directed to HFS Community Mental Health Consultants: 877-782-5565, Option 0, ask for a Community Mental Health Support Consultant
- Technical Claims Submission Questions should be directed to HFS EDI Help Desk: 217-524-3814
- ProviderConnect Registration Questions should be directed to Collaborative EDI Help Desk: 888-247-9311



# Resources Continued

- **Service Authorization for Team services or Clinical Utilization Management questions should be directed to Collaborative 866-359-7953, select provider menu, then press 1**
- **Collaborative IntelligenceConnect Reporting issues should be directed to the Collaborative EDI Help Desk 888-247-9311**
- **No RIN or SSPB issues should be directed to DHS Customer Support Jay Hidalgo 800-385-0872**



# Resources Continued

- **DMH Service Matrix (Collaborative website – Provider portal) Provider Information page – Claims Finance**  
[http://www.illinoismentalhealthcollaborative.com/provider/provider\\_information.htm](http://www.illinoismentalhealthcollaborative.com/provider/provider_information.htm)
- **Community Mental Health Service Definition Reimbursement Guide (SDRG) -**  
<http://www.illinois.gov/hfs/MedicalProviders/MedicaidReimbursement/Pages/CMHP.aspx>



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