Commonwealth of Kentucky
KY Medicaid

Provider Billing Instructions for Intermediate Care Facility for Individuals with Intellectual Disabilities or Developmental Disabilities Provider Type – 11

Version 7.8

January 2, 2025

Document Change Log

Version	Date	Name	Comments
1.0	10/14/2005	DXC Technology	Initial creation of DRAFT Provider type 11/12 Billing Instruction.
1.2	01/19/2006	DXC Technology	Updated Provider Rep list.
1.3	02/16/2006	Carolyn Stearman	Updated with revisions requested by Commonwealth.
1.4	03/28/2006	Lize Deane	Updated with revisions requested by Commonwealth.
1.5	04/27/2006	Tammy Delk	Updated with revisions requested by Commonwealth.
1.5	05/24/2006	Cathy Hill	Adjusted margins as needed.
1.6	05/30/2006	Tammy Delk	Updated with revisions requested by Commonwealth.
1.7	09/18/2006	Ann Murray	Replaced Provider Representative table.
1.7	10/30/2006	Ron Chandler	Insert new UB-04 form and descriptors.
1.7	10/31/2006	Cathy Hill	Insert revisions requested by internal reviewers.
1.8	11/14/2006	Lize Deane	Revisions made according to comment log.
1.9	11/15/2006	Lize Deane	Insert UB-04 with NPI.
2.0	01/30/2007	Ann Murray	Updated with revisions requested by Stayce Towles.
2.1	01/30/2007	Ann Murray	Updated with revisions requested during walkthrough.
2.2	02/15/2007	Ann Murray	Updated Appendix D, KY Medicaid card and ICN.
2.3	02/21/2007	Ann Murray	Replaced Provider Rep table.
2.4	02/23/2007	Ann Murray	Revised according to comment log Walkthrough.
2.5	05/03/2007	Ann Murray	Updated and added claim forms and descriptors.
2.6	05/15/2007	Cathy Hill	Inserted text in UB04 Field Descriptions as specified by the TFAL. v2.5 – 2.6 are actually the same as revisions were made back-to-back and no publication would have been made.
2.7	05/19/2008	Cathy Hill	Inserted revised provider rep list and presumptive eligibility per Stayce Towles.

Version	Date	Name	Comments
2.8	05/20/2008	Cathy Hill	Made revisions requested by Stayce Towles. v2.7 – 2.8 are actually the same as revisions were made back-to-back and no publication would have been made.
2.9	06/12/2088	Ann Murray	Updated section 4.6 Prior Authorization Information.
3.0	07/23/2008	Ann Murray	Updated with changes for Medicare.
3.1	03/09/2009	Cathy Hill	Made changes from KYHealth Choices to KY Medicaid per Stayce Towles.
3.2	03/11/2009	Cathy Hill	Revised contact info from First Health to Dept for Medicaid Services per Stayce Towles.
3.3	03/30/2009	Ann Murray	Made global revisions per DMS request. V3.1 – 3.3 are actually the same as revisions were made back-to-back and no publication would have been made.
3.4	09/08/2009	Ann Murray	Replaced Provider Rep list.
3.5	10/21/2009	Ron Chandler	Replaced all instances of “EDS” with “DXC Technology”.
3.6	11/10/2009	Ann Murray	Replaced all instances of @eds.com with @DXC Technology.com. Removed HIPAA section. v3.5 – 3.6 are actually the same as revisions were made back-to-back and no publication would have been made.
3.7	03/08/2010	Ron Chandler	Inserted new provider rep list.
3.8	06/23/2010	Ann Murray	Updated Detailed Billing instructions and Appendix A.
3.9	6/28/2010	Ron Chandler	Revised pages 35 and 43, field 4. v3.8 – 3.9 are actually the same as revisions were made back-to-back and no publication would have been made.
4.0	11/18/2010	Patti George Ron Chandler	Revised per Patti George paper document with markup.
4.1	01/18/2011	Ann Murray	Updated global sections. V4.0 – 4.1 are actually the same as revisions were made back-to-back and no publication would have been made.

Version	Date	Name	Comments
4.2	05/04/2011	Patti George	Replace occurrences of DXC TECHNOLOGY with Carewise Health, Inc.
4.3	11/29/2011	Brenda Orberson Ann Murray	Updated 5010 changes. DMS approved 12/27/2011, Renee Thomas.
4.4	02/08/2012	Stayce Towles Ann Murray	Updated provider rep listing. DMS Approved 02/14/2012, John Hoffman.
4.5	02/22/2012	Brenda Orberson Ann Murray	Global updates made to remove all references to KenPAC and Lockin. DMS Approved 03/09/2012, John Hoffman.
4.6	04/05/2012	Stayce Towles Ann Murray	Updated provider rep listing. DMS Approved 04/11/2012, John Hoffman.
4.7	06/04/2012	Stayce Towles Ann Murray	Updated sections 7.3.1 and 7.5.1 and added section 7.6 Duplicate or Inappropriate Payments based upon DXC TECHNOLOGY recommendation with DMS approval from Alisha Clark. DMS Approved 06/04/2012, Betty Murphy.
4.8	08/30/2012	Stayce Towles Patti George	Replace Provider Inquiry form with new form approved by John Hoffman on 08/30/2012.
4.9	01/16/2013	Vicky Hicks Patti George	Update section 1.2.2.2 to reflect former Passport Members having a choice of MCOs as of 1/1/2013. DMS Approved 2/27/2013, John Hoffman.
5.0	06/26/2013	Vicky Hicks Patti George	Updates to NET PAYMENT and NET EARNINGS descriptions in Section 12.10.1 DMS Approved 07/09/2013, John Hoffman.
5.1	07/29/2013	Stayce Towles Patti George	Update to section 5.10 - Provider Rep listing.
5.2	03/19/2014	Stayce Towles	Updated sections 1-5 per DMS. Approved 4-7-14 by Lee Guice.
5.3	02/04/2015	Stayce Towles	Name change from Intermediate Care Facilities with Mental Retardation (ICF/MR) to Intermediate Care Facilities for Individuals with Intellectual Disabilities or Developmental Disabilities (ICF/IID/DD). Approved on 2/4/15, Charles Douglass, DMS.

Version	Date	Name	Comments
5.4	04/10/2015	Stayce Towles	Updating procedure codes in appendix. Also, add field 66 to the detailed billing instructions for ICD indicator. Approved by John Hoffmann, OATS, 7/6/15. Approval received on August 19, 2015 by Charles Douglass.
5.5	04/27/2016	Vicky Hicks	Updating Type of Bills due to CO26510. Approval received on April 29, 2016 by Charles Douglass.
5.6	05/03/2016	Vicky Hicks	Additional Type of Bills added. Approval received on May 6, 2016 by Charles Douglass, DMS.
5.7	07/21/2016	Vicky Hicks	Moved Type of Bill 812-814 and 821-824 to Appendix as archived information to align with the NUBC guidelines. Approved by Charles Douglass, DMS on 7/26/2016.
5.8	10/10/2016	Vicky Hicks	Added “If applicable” to form locator 13, Section 7.3.1 to align with the NUBC guidelines. Approved by Charles Douglass, DMS, on 10/10/2016.
5.9	02/01/2017	Vicky Hicks	Added “Disclaimer: The Billing Instructions Form Locator information enclosed are for the use of paper claim submission only. For Electronic claim submission information, please utilize the Companion Guides found at www.kymmis.com under Companion Guides and EDI Guides.” Approved by Charles Douglass, DMS 2/1/2017. Added form locators 78 and 80 regarding Referring and Attending provider information. Approved by Charles Douglass, DMS 2/8/2017.
6.0	04/03/2017	Vicky Hicks	Updated PT and OT CPT codes per CO27503.
6.1	12/01/2018	Vicky Hicks	Updated all instances of “HP” with DXC Technology. Updated Rep list and Provider Inquiry form.
6.2	05/14/2019	Vicky Hicks Mary Larson	Updated: 1) Provider Rep Table, 2) all forms, 3) DMS URLs in Introduction, 4) ICD-9/ICD-9-CM to ICD-10.
6.3	01/17/2020	Vicky Hicks	Split Billing Instructions listed as Provider Types 11/12 into Billing Instructions for each provider

Version	Date	Name	Comments
			type. Change approved by Charles Douglass, DMS. Updated due to CO31005 adding covered revenue codes in section 9.1.2. Updated due to CO29674 adding covered revenue codes 429 and 439 in section 9.1.5. Updated due to CO28158 adding revenue codes 470, 510, 511, 512, 730, 942, 960 in section 9.1.9 – 9.1.13.
6.4	02/03/2020	Vicky Hicks	Added revenue codes 260 and 460 per CO29671. Added statement regarding billing calendar month pure to section 7. Removed Procedure Codes from the BI.
6.5	04/24/2020	Vicky Hicks	Added Revenue Code 780 – Telemedicine per CO31359.
6.6	07/17/2020	Vicky Hicks Mary Larson	Updated Provider Representative List extensions.
6.7	10/08/2020	Vicky Hicks	Added revenue codes 770, 771, and 900 per CO31907. Changed Form Locator 50 verbiage to clarify field requirement. Approved 10/8/2020 by Charles Douglass, DMS.
6.8	12/22/2020	Vicky Hicks Mary Larson	Updated the Cash Refund Documentation form. Form approved 03/06/2020 by John Hay, DMS. Updated *DXC Technology* to *Gainwell Technologies* or *Gainwell*, including all forms.
6.9	02/04/2021	Vicky Hicks Mary Larson	Edited the entire document for grammar, updated tables and reports, converted some lists to tables, added an acronym list as an Appendix.
7.0	05/25/2021	Vicky Hicks	Per CO32571 add Revenue Code 962 effective 7/1/20. Per CO32641, replace Revenue Code 910 with 900 effective 07/01/2021.
7.1	06/07/2021	Vicky Hicks	Minor corrections performed to clean up differences noted from when the PT11 and PT12 Billing Instructions were separated in early 2020. Additional information added regarding MAP 552. Approved per Lee Guice, DMS 06/2/2021

Version	Date	Name	Comments
7.2	10/27/2021	Vicky Hicks Mary Larson	Changed the logo on the title page and swipe card graphic per CO 33032. DMS approved 10/14/2021. Updated the Provider Representative List.
7.3	01/10/2022	Vicky Hicks	Further definition to timely filing added. Approved by Justin Dearinger, DMS, 01/07/2022. Change Humana MCO name and phone number. Approved per John Hoffmann, 01/12/2022.
7.4	09/12/2022	Vicky Hicks	End dated Patient Status Code 10 per CO33980
7.5	10/18/2022	Mary Larson	Updated logo on title page.
7.6	02/16/2023	Vicky Hicks Mary Larson	Updated Medicare to include Medicare Part C and crossover text, where appropriate. Inserted a new Return to Provider letter.
7.7	07/03/2024	Vicky Hicks	Updated covered Occupational Therapy revenue codes Section 7.3.1 Form Locator 42 and in Appendix A Occupational Therapy codes
7.8	01/02/2025	Vicky Hicks Mary Larson	Updated the Provider Representative List, Contacts and Assigned Counties heading.

TABLE OF CONTENTS

1 General

1.1 Introduction

Disclaimer: The Billing Instructions Form Locator information enclosed are for the use of paper claim submission only. For Electronic claim submission information, please utilize the Companion Guides found at www.kymmis.com under Companion Guides and EDI Guides.

These instructions are intended to assist persons filing claims for services provided to Kentucky (KY) Medicaid Members. Guidelines outlined pertain to the correct filing of claims and do not constitute a declaration of coverage or guarantee of payment.

Policy questions should be directed to the Department for Medicaid Services (DMS). Policies and regulations are outlined on the DMS website at:

https://chfs.ky.gov/agencies/dms/Pages/default.aspx

Fee and rate schedules are available on the DMS website at:

https://chfs.ky.gov/agencies/dms/Pages/feesrates.aspx

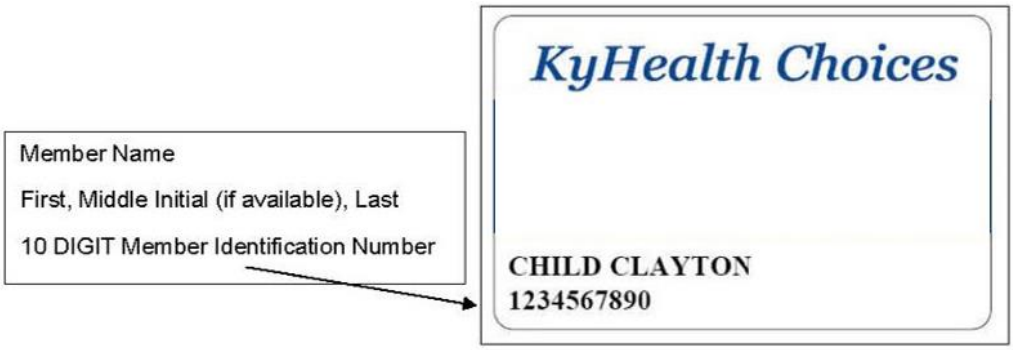
1.2 Member Eligibility

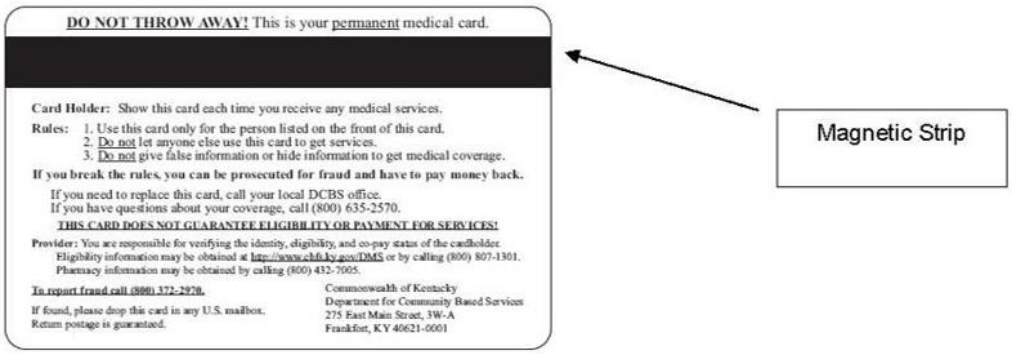
Members should apply for Medicaid eligibility through kynect (kyenroll.ky.gov) by phone at 1-855-4kynect (1-855-459-6328) or in person at their local Department for Community Based Services (DCBS) office. Members with questions or concerns can contact Member Services at 1-800-635-2570, Monday through Friday. This office is closed on holidays.

The primary identification for Medicaid-eligible members is the Kentucky Medicaid card. This is a permanent plastic card issued when the Member becomes eligible for Medicaid coverage. The name of the member and the member's Medicaid identification (ID) number are displayed on the card. The provider is responsible for checking identification and verifying eligibility before providing services.

Note: Payment cannot be made for services provided to ineligible members. Possession of a member identification card does not guarantee payment for all medical services.

1.2.1 Plastic Swipe KY Medicaid Card





Providers who wish to use the card's magnetic strip to access eligibility information may do so by contracting with one of several vendors.

1.2.2 Member Eligibility Categories

1.2.2.1 QMB and SLMB

Qualified Medicare Beneficiaries (QMB) and Specified Low-Income Medicare Beneficiaries (SLMB) are members who qualify for both Medicare and Medicaid. In some cases, Medicaid may be limited. QMB members have Medicare and full Medicaid coverage, as well. QMB-only members have Medicare, and Medicaid serves as a Medicare supplement only. A member with SLMB does not have Medicaid coverage; Kentucky Medicaid pays a "buy-in" premium for SLMB members to have Medicare but offers no claims coverage.

1.2.2.2 Managed Care Partnership

Medical benefits for persons whose care is overseen by a Managed Care Organization (MCO) are similar to those of Kentucky Medicaid, but billing procedures and coverage of some services may differ. Providers with MCO questions should contact the respective MCO provider services:

- Passport Health Plan (now known as Molina) at 1-800-578-0775
- WellCare of Kentucky at 1-877-389-9457
- Humana Healthy Horizons in Kentucky at 1-800-444-9137
- Anthem Blue Cross Blue Shield at 1-800-880-2583
- Aetna Better Health of KY at 1-855-300-5528
- United Health Care at 1-866-633-4449

1.2.2.3 KCHIP

The Kentucky Children's Health Insurance Program (KCHIP) provides coverage to children through age 18 who have no insurance and whose household income meets program guidelines. Children with KCHIP III are eligible for all Medicaid-covered services except Non-Emergency Transportation and Early Periodic Screening, Diagnosis, and Treatment (EPSDT) Special Services. Regular KCHIP children are eligible for all Medicaid-covered services.

For more information, access the KCHIP website at http://kidshealth.ky.gov/en/kchip.

1.2.2.4 Presumptive Eligibility

Presumptive Eligibility (PE) is a program that offers certain individuals and pregnant women temporary medical coverage. A treating physician or hospital may issue an Identification Notice to an individual if it is determined that the individual meets the criteria as described below. PE benefits are in effect up to 60 days from the date the Identification Notice is issued, or upon denial or issuance of Medicaid. The 60 days includes current month through end of the next month. This short-term program is intended to allow financially needy individuals to have access to medical services while they are completing the application process for full Medicaid benefits.

Reimbursement for services is different for presumptively eligible individuals depending on the method by which eligibility is granted. The two types of PE are as follows:

- PE for pregnant women
- PE for hospitals

1.2.2.4.1 PE for Pregnant Women

1.2.2.4.1.1 Eligibility

A determination of presumptive eligibility for a pregnant woman shall be made by a qualified provider who is enrolled as a Kentucky Medicaid provider in one of the following categories:

- A family or general practitioner
- A pediatrician
- An internist
- An obstetrician or gynecologist
- A physician assistant
- A certified nurse midwife
- An advanced practice registered nurse
- A federally qualified health care center
- A primary care center
- A rural health clinic
- A local health department

Presumptive eligibility shall be granted to a woman if she:

- Is pregnant
- Is a Kentucky resident
- Does not have income exceeding 195 percent of the federal poverty level established annually by the United States Department of Health and Human Services
- Does not currently have a pending Medicaid application on file with the DCBS
- Is not currently enrolled in Medicaid
- Has not been previously granted presumptive eligibility for the current pregnancy

and

- Is not an inmate of a public institution

1.2.2.4.1.2 Covered Services

Covered services for a presumptively eligible pregnant woman shall be limited to ambulatory prenatal services delivered in an outpatient setting and shall include:

- Services furnished by a primary care provider, including:
  - A family or general practitioner
  - A pediatrician
  - An internist
  - An obstetrician or gynecologist
  - A physician assistant
  - A certified nurse midwife
  - An advanced practice registered nurse

- Laboratory services
- Radiological services
- Dental services
- Emergency room services
- Emergency and nonemergency transportation
- Pharmacy services
- Services delivered by rural health clinics
- Services delivered by primary care centers, federally qualified health centers, and federally qualified health center look-alikes
- Primary care services delivered by local health departments

1.2.2.4.2 PE for Hospitals

1.2.2.4.2.1 Eligibility

A determination of presumptive eligibility can be made by an inpatient hospital participating in the Medicaid program using modified adjusted gross income for an individual who:

- Does not have income exceeding:
  - 138 percent of the federal poverty level established annually by the United States Department of Health and Human Services
  - 200 percent of the federal poverty level for children under age one and 147 percent of the federal poverty level for children ages 1 – 5 as established annually by the United States Department of Health and Human Services, if the individual is a targeted low-income child
- Does not currently have a pending Medicaid application on file with the DCBS
- Is not currently enrolled in Medicaid

and

- Is not an inmate of a public institution

1.2.2.4.2.2 Covered Services

Covered services for a presumptively eligible individual who meets the income guidelines above shall include:

- Services furnished by a primary care provider, including:
  - A family or general practitioner
  - A pediatrician
  - An internist
  - An obstetrician or gynecologist
  - A physician assistant
  - A certified nurse midwife
  - An advanced practice registered nurse
- Laboratory services
- Radiological services

- Dental services
- Emergency room services
- Emergency and nonemergency transportation
- Pharmacy services
- Services delivered by rural health clinics
- Services delivered by primary care centers, federally qualified health centers and federally qualified health center look-alikes
- Primary care services delivered by local health departments
- Inpatient or outpatient hospital services provided by a hospital

1.2.2.5 Breast & Cervical Cancer Treatment Program

The Breast & Cervical Cancer Treatment Program (BCCTP) offers Medicaid coverage to women who have a confirmed cancerous or pre-cancerous condition of the breast or cervix. In order to qualify, women must be screened and diagnosed with cancer by the Kentucky Women's Cancer Screening Program, be between the ages of 21 and 65, have no other insurance coverage, and not reside in a public institution. The length of coverage extends through active treatment for the breast or cervical cancer condition. Those members receiving Medicaid through BCCTP are entitled to full Medicaid services. Women who are eligible through BCCTP do not receive a Medicaid card for services. The enrolling provider will provide a printed document that is to be used in place of a card.

1.2.3 Verification of Member Eligibility

This section covers:

- Methods for verifying eligibility
- How to verify eligibility through an automated 800 number function
- How to use other proofs to determine eligibility
- What to do when a method of eligibility is not available

1.2.3.1 Obtaining Eligibility and Benefit Information

Eligibility and benefit information is available to providers via the following:

- Voice Response Eligibility Verification (VREV) available 24 hours/7 days a week at 1-800-807-1301
- KY HealthNet at https://home.kymmis.com
- The Department for Medicaid Services, Member Eligibility Branch at 1-800-635-2570, Monday through Friday, except holidays

1.2.3.1.1 Voice Response Eligibility Verification

Gainwell Technologies maintains a VREV system that provides member eligibility verification as well as information regarding third party liability (TPL), Managed Care, PRO review, card issuance, co-pay, provider check write, and claim status.

The VREV system-generally processes calls in the following sequence:

1. Greet the caller and prompt for mandatory provider ID.

2. Prompt the caller to select the type of inquiry desired (eligibility, check amount, claim status, and so on).
3. Prompt the caller for the dates of service (enter four-digit year, for example, MMDDCCYY).
4. Respond by providing the appropriate information for the requested inquiry.
5. Prompt for another inquiry.
6. Conclude the call.

This system allows providers to take a shortcut to information. Users may key the appropriate responses (such as provider ID or member number) as soon as each prompt begins. The number of inquiries is limited to five per call. The VREV spells the member name and announces the dates of service. Check amount data is accessed through the VREV voice menu. The Provider's last three check amounts are available.

1.2.3.1.2 KY HealthNet Online Member Verification

KY HealthNet online access can be obtained at https://home.kymmis.com. The KY HealthNet website is designed to provide real-time access to member information. Providers can download a User Manual to assist providers in system navigation. Providers with suggestions, comments, or questions should contact the Gainwell Electronic Claims Department at KY_EDI_Helpdesk@dxc.com or 1-800-205-4696.

All Member information is subject to Health Insurance Portability and Accountability Act (HIPAA) privacy and security provisions, and it is the responsibility of the provider and the provider's system administrator to ensure all persons with access understand the appropriate use of this data. It is suggested that providers establish office guidelines defining appropriate and inappropriate uses of this data.

2 Electronic Data Interchange

Electronic Data Interchange (EDI) is structured business-to-business communications using electronic media rather than paper.

2.1 How to Get Started

All Providers are encouraged to utilize EDI rather than paper claims submission. To become a business-to-business EDI Trading Partner or to obtain a list of Trading Partner vendors, contact the Gainwell Electronic Data Interchange Technical Support Help Desk at:

Gainwell Technologies
P.O. Box 2100
Frankfort, KY 40602-2100
1-800-205-4696

Help Desk hours are between 7:00 a.m. and 6:00 p.m. Monday through Friday, except holidays.

2.2 Format and Testing

All EDI Trading Partners must test successfully with Gainwell and have Department for Medicaid Services (DMS) approved agreements to bill electronically before submitting production transactions. Contact the EDI Technical Support Help Desk at the phone number listed above for specific testing instructions and requirements.

2.3 Electronic Claims Submission Help

Providers with questions regarding electronic claims submission (ECS) may contact the EDI Help desk.

3 KY HealthNet

The KY HealthNet website allows providers to submit claims online via a secure, direct data entry function. Providers with internet access may utilize the user-friendly claims wizard to submit claims, in addition to checking eligibility and other helpful functions.

3.1 How to Get Started

All Providers are encouraged to utilize KY HealthNet rather than paper claims submission. To become a KY HealthNet user, contact our EDI helpdesk at 1-800-205-4696 or click the link below.

https://chfs.ky.gov/agencies/dms/Pages/kyhealthnet.aspx

3.2 KY HealthNet Companion Guides

Field-by-field instructions for KY HealthNet claims submission are available at:

http://www.kymmis.com/kymmis/Provider%20Relations/KYHealthNetManuals.aspx

4 General Billing Instructions for Paper Claim Forms

4.1 General Instructions

The Department for Medicaid Services is mandated by the Centers for Medicare and Medicaid Services (CMS) to use the appropriate form for the reimbursement of services. Claims may be submitted on paper or electronically.

4.2 Imaging

All paper claims are imaged, which means a digital photograph of the claim form is used during claims processing. This streamlines claims processing and provides efficient tools for claim resolution, inquiries, and attendant claim-related matters.

By following the guidelines below, providers can ensure claims are processed as they intend:

- USE BLACK INK ONLY
- Do not use glue
- Do not use more than one staple per claim
- Press hard to guarantee strong print density if the claim is not typed or computer generated
- Do not use white-out or shiny correction tape
- Do not send attachments smaller than the accompanying claim form

4.3 Optical Character Recognition

Optical Character Recognition (OCR) eliminates human intervention by sending the information on the claim directly to the processing system, bypassing data entry. OCR is used for computer generated or typed claims only. Information obtained mechanically during the imaging stage does not have to be manually typed, thus reducing claim processing time. Information on the claim must be contained within the fields using font 10 as the recommended font size in order for the text to be properly read by the scanner.

5 Additional Information and Forms

5.1 Claims with Dates of Service More than One Year Old

In accordance with federal regulations, claims must be received by Medicaid no more than 12 months from the date of service, or six months from the Medicare, Medicare Part C (Medicare Advantage), or other insurance payment date, whichever is later. "Received" is defined in 42 CFR 447.45 (d) (5) as "The date the agency received the claim as indicated by its date stamp on the claim."

Kentucky Medicaid includes the date received in the Internal Control Number (ICN). The ICN is a unique number assigned to each incoming claim and the claim's related documents during the data preparation process. Refer to Appendix A for more information about the ICN.

For claims more than 12 months old to be considered for processing, the provider must attach documentation showing timely receipt by DMS or Gainwell and documentation showing subsequent billing efforts, if any.

To process claims beyond the 12 month limit, you must attach to each claim form involved, a copy of a Claims in Process, Paid Claims, or Denied Claims section from the appropriate Remittance Statement no more than 12 months old, which verifies that the original claim was received within 12 months of the service date. Proof of timely filing documentation must show that the claim has been received and processed at least once every twelve month period from the service date.

Additional documentation that may be attached to claims for processing for possible payment is:

- A screen print from KY HealthNet verifying the eligibility issuance date and eligibility dates must be attached behind the claim
- A screen print from KY HealthNet verifying filing within 12 months from the date of service, such as the appropriate section of the Remittance Advice (RA) or from the Claims Inquiry Summary Page (accessed via the Main Menu's Claims Inquiry selection)
- A copy of the Medicare Explanation of Medicare Benefits received 12 months after service date but less than six months after the Medicare or Medicare Part C (Medicare Advantage) adjudication date
- A copy of the commercial insurance carrier's Explanation of Benefits (EOB) received 12 months after service date but less than six months after the commercial insurance carrier's adjudication date

5.2 Retroactive Eligibility (Back-Dated) Card

Aged claims for members whose eligibility for Medicaid is determined retroactively may be considered for payment if filed within one year from the eligibility issuance date. Claim submission must be within 12 months of the issuance date. A copy of the KY HealthNet card issuance screen must be attached behind the paper claim.

5.3 Unacceptable Documentation

Copies of previously submitted claim forms, providers' in-house records of claims submitted, or letters detailing filing dates are not acceptable documentation of timely billing. Attachments must prove the claim was received in a timely manner by Gainwell.

5.4 Third Party Coverage Information

5.4.1 Commercial Insurance Coverage (this does NOT include Medicare or Medicare Part C (Medicare Advantage))

When a claim is received for a member whose eligibility file indicates other health insurance is active and applicable for the dates of services, and no payment from other sources is entered on the Medicaid claim form, the claim is automatically denied unless documentation is attached.

5.4.2 Documentation that May Prevent a Claim from Being Denied for Other Coverage

The following forms of documentation prevent claims from being denied for other health insurance when attached to the claim.

1. Remittance statement from the insurance carrier that includes:
   a. Member name
   b. Date(s) of service
   c. Billed information that matches the billed information on the claim submitted to Medicaid

   and

   d. An indication of denial or that the billed amount was applied to the deductible

   Note: Rejections from insurance carriers stating "additional information necessary to process claim" is not acceptable.

2. Letter from the insurance carrier that includes:
   a. Member name
   b. Date(s) of service(s)
   c. Termination or effective date of coverage (if applicable)
   d. Statement of benefits available (if applicable)

   and

   e. The letter must have a signature of the insurance representative or be on the insurance company's letterhead
3. Letter from a provider that states they have contacted the insurance company via telephone. The letter must include the following information:
   a. Member name
   b. Date(s) of service
   c. Name of insurance carrier
   d. Name of and phone number of insurance representative spoken to or a notation indicating a voice automated response system was reached
   e. Termination or effective date of coverage

   and

   f. Statement of benefits available (if applicable)
4. A copy of a prior remittance statement from an insurance company may be considered an acceptable form of documentation if it is:
   a. For the same member

b. For the same or related service being billed on the claim

and

c. The date of service specified on the remittance advice is no more than six months prior to the claim's date of service

Note: If the remittance statement does not provide a date of service, the denial may only be acceptable by Gainwell if the date of the remittance statement is no more than six months from the claim's date of service.

5. Letter from an employer that includes:
   a. Member name
   b. Date of insurance or employee termination or effective date (if applicable)

   and

   c. Employer letterhead or signature of company representative

5.4.3 When there is No Response within 120 Days from the Insurance Carrier

When the other health insurance has not responded to a provider's billing within 120 days from the date of filing a claim, a provider may complete a TPL Lead Form. Write "no response in 120 days" on either the TPL Lead Form or the claim form, attach it to the claim and submit it to Gainwell. Gainwell overrides the other health insurance edits and forwards a copy of the TPL Lead Form to the TPL Unit. A member of the TPL staff contacts the insurance carrier to see why they have not paid their portion of liability.

5.4.4 For Accident and Work-Related Claims

For claims related to an accident or work-related incident, the provider should pursue information relating to the event. If an employer, individual, or an insurance carrier is a liable party but the liability has not been determined, claims may be submitted to Gainwell with an attached letter containing any relevant information, such as, names of attorneys, other involved parties, and/or the member's employer to:

Gainwell Technologies
ATTN: TPL Unit
P.O. Box 2107
Frankfort, KY 40602-2107

5.4.4.1 TPL Lead Form

Gainwell Technologies

Gainwell Technologies
Attention: TPL Unit
P.O. Box 2107
Frankfort, KY 40602-2107

THIRD PARTY LIABILITY LEAD FORM

Provider Name: _____ Provider #: _____

Member Name: _____ Member #: _____

Address: _____ Date of Birth: _____

From Date of Service: _____ To Date of Service: _____

Date of Admission: _____ Date of Discharge: _____

Insurance Carrier Name: _____

Address: _____

Policy Number: _____ Start Date: _____ End Date: _____

Date Claim was Filed with Insurance Carrier: _____

Please check the one that applies:

- ☐ No Response in Over 120 Days
- ☐ Policy Termination Date: _____
- ☐ Other: Please explain in the space provided below

_____

_____

_____

_____

Contact Name: _____ Contact Telephone #: _____

Signature: _____ Date: _____

DMS Approved December 7, 2020

5.5 Provider Inquiry Form

Provider Inquiry Forms may be used for any unique questions concerning denied claims and billing concerns. The mailing address for the Provider Inquiry Form is:

Gainwell Technologies
Provider Services
P.O. Box 2100
Frankfort, KY 40602-2100

Please keep the following points in mind when using this form:

- Send the completed form to Gainwell; a copy is returned with a response
- When resubmitting a corrected claim, do not attach a Provider Inquiry Form
- A toll free Gainwell number 1-800-807-1232 is available in lieu of using this form
- To check claim status, call the Gainwell Voice Response on 1-800-807-1301 or you may use the KY HealthNet by logging into https://home.kymmis.com

Provider Inquiry Form

Gainwell Technologies
P.O. Box 2100
Frankfort, KY 40602

Please check claim status, verify eligibility, and download Remittance statements using KY HealthNet. Please contact the Gainwell Helpdesk at (800) 205-4696 for access information.

Provider Number	Member Name
Provider Name/Address	Member ID Number
	Claim Service Date/ICN if applicable
	Billed Amount

Provider's Message:

_____

_____

_____ _____

Signature Date

Gainwell Technologies Response:

	This claim was previously processed according to KY Medicaid guidelines. Claim will be sent for denial.
	This claim has been sent to processing.
	AGED CLAIM, claim will be sent for denial. See reverse side for timely filing guidelines.
	Documentation attached is being returned due to no claim form attached to request.

Other: _____

_____

_____ _____

Signature Date

5.6 Prior Authorization Information

Please consider the following regarding Prior Authorization:

- The prior authorization process does NOT verify anything except medical necessity; it does not verify eligibility or age
- The prior authorization letter does not guarantee payment; it only indicates that the service is approved based on medical necessity
- If the individual does not become eligible for Kentucky Medicaid, loses Kentucky Medicaid eligibility, or ages out of the program eligibility, services will not be reimbursed despite having been deemed medically necessary
- Prior Authorization should be requested prior to the provision of services except in cases of:
    - Retro-active member eligibility
    - Retro-active provider number
- Providers should always completely review the Prior Authorization Letter prior to providing services or billing

Access the KYMMIS website to obtain blank Prior Authorization forms:

http://www.kymmis.com/kymmis/Provider%20Relations/PriorAuthorizationForms.aspx

Access to an Electronic Prior Authorization (EPA) request:

https://home.kymmis.com

5.7 Adjustments and Void Requests

An adjustment is a change to be made to a “PAID” claim. The mailing address for the Adjustment and Void Request Form is:

Gainwell Technologies
P.O. Box 2108
Frankfort, KY 40602-2108
Attn: Financial Services

Please keep the following points in mind when filing an adjustment request:

- Attach a copy of the corrected claim and the paid remittance advice page to the adjustment form
  - For a Medicaid/Medicare or Medicare Part C (Medicare Advantage) crossover, attach an Explanation of Medicare Benefits (EOMB) to the claim
- Do not send refunds on claims for which an adjustment has been filed
- Be specific, explain exactly what is to be changed on the claim
- Claims showing paid zero-dollar amounts are considered paid claims by Medicaid; if the paid amount of zero is incorrect, the claim requires an adjustment
- An adjustment is a change to a paid claim; a claim credit simply voids the claim entirely

Gainwell Technologies

ADJUSTMENT AND VOID REQUEST FORM

MAIL TO: Gainwell Technologies
P.O. BOX 2108
FRANKFORT, KY 40602-2108
1-800-807-1232
ATTN: FINANCIAL SERVICES

NOTE: A VOID IS TO BE USED TO REMOVE YOUR CLAIM FROM A "PAID" STATUS. A 'NEW' CLAIM CAN THEN BE SENT IF NECESSARY. AN ADJUSTMENT IS USED TO CHANGE INFORMATION ON A PAID CLAIM, SUCH AS UNITS, DOLLAR AMOUNTS, ETC. YOU MAY PERFORM ADJUSTMENTS OR VOIDS ELECTRONICALLY USING KYHEALTHNET IN MOST CASES.

<table>
<tr><td colspan="2">CHECK APPROPRIATE BOX:
☐ CLAIM ADJUSTMENT ☐ VOID</td><td colspan="2">1. Original Internal Control Number (ICN)</td></tr>
<tr><td colspan="2">2. Member Name</td><td colspan="2">3. Member Medicaid Number</td></tr>
<tr><td rowspan="2">4. Provider Name and Address</td><td>5. Provider</td><td>6. From Date of Service</td><td>7. To Date of Service</td></tr>
<tr><td>8. Original Billed Amount</td><td>9. Original Paid Amount</td><td>10. Remittance Advice Date</td></tr>
</table>

11. Please specify WHAT is to be adjusted on the claim. You must explain in detail in order for an adjustment specialist to understand what needs to be accomplished by adjusting the claim.

_____

_____

12. Please specify the REASON for the adjustment or void request.

_____

_____

_____

13. Signature _____ 14. Date _____

DMS Approved: December 7, 2020

5.8 Cash Refund Documentation Form

The Cash Refund Documentation Form is used when refunding money to Medicaid. The mailing address for the Cash Refund Form is:

Gainwell Technologies
P.O. Box 2108
Frankfort, KY 40602-2108
Attn: Financial Services

Please keep the following points in mind when refunding:

- Attach the Cash Refund Documentation Form to a check made payable to the **KY State Treasurer**
- Attach applicable documentation, such as a copy of the remittance advice showing the claim for which a refund is being issued
- If refunding all claims on an RA, the check amount must match the total payment amount on the RA
    - If refunding multiple RAs, a separate check must be issued for each RA

Gainwell Technologies

Mail To: Gainwell Technologies
P.O. Box 2108
Frankfort, KY 40602-2108
ATTN: Financial Services

Make checks payable to:
Kentucky State Treasurer

CASH REFUND DOCUMENTATION

1. Check Number	2. Check Amount	
3. Provider Name/ID/Address	4. Member Name	
	5. Member Number	
6. From Date of Service	7. To Date of Service	8. RA Date
9. Internal Control Number (If several ICNs, attach RAs)		

Research for Refund: (Check appropriate blank)

☐ a. Payment from other source - Check the category and list name (*attach copy of EOB*)
- ☐ Health Insurance
- ☐ Auto Insurance
- ☐ Medicare Paid
- ☐ Other

☐ b. Billed in error

☐ c. Duplicate payment (attach a copy of both RAs)
If RAs are paid to two different providers, specify to which provider ID the check is to be applied.

☐ d. Processing error OR overpayment (explain why)

☐ e. Paid to wrong provider

☐ f. Money has been requested - date of the letter
(attach a copy of letter requesting money)

☐ g. Other

Contact Name _____ Phone _____

DMS Approved: March 6, 2020

5.9 Return to Provider Letter

Claims and attached documentation received by Gainwell are screened for required information (listed below). If the required information is not complete, the claim is returned to the provider with a "Return to Provider Letter" attached explaining why the claim is being returned.

A claim is returned before processing if the following information is missing:

- Provider ID
- Member identification number
- Member first and last names
- EOMB for Medicare or Medicare Part C (Medicare Advantage)/Medicaid crossover claims

Other reasons for return may include:

- Illegible claim date of service or other pertinent data
- Claim lines completed exceed the limit
- Unable to image

gainwell

RETURN TO PROVIDER LETTER

Date: _____-_____-_____

Dear Provider,

The attached claim(s) is being returned for the following reason(s). These items require correction before the claim can be processed.

01) _____ PROVIDER – A valid 8-digit Medicaid provider number or 10-digit NPI must be on the claim form in the appropriate field.
_____ Missing 33 A/B _____ Not a valid provider number _____ Qualifier missing/invalid field 33b _____ Field 33 A/B Invalid

02) _____ Provider Signature

03) _____ Detail lines exceed the limit for the claim type

04) _____ UNABLE TO IMAGE OR KEY - Claim form/Medicare coding sheet must be legible. Highlighted forms are not acceptable. White paper only, No shrunken claims, Blue or Black ink only, Front page only.

____ Print too light or dark ____ Front Page only ____ Highlighted fields ____Not legible ____Claim alignment/shrunken

05) _____ Medicaid does not make payment when Medicare has paid the amount in full.

06) _____ The Member's Medicaid (MAID) number is missing or invalid

_____ Missing _____Invalid

07) _____ Medicare Coding sheet does not match the claim _____One code sheet per claim

_____ Member Number _____ Member Name _____ Coding Sheet Details must match claim details/numbers

08) _____Other Reasons _____Incorrect form (claim/code sheet) _____Missing Medicaid payer name FL 50

_____No abbreviations for Payer Name in FL 50 (Medicare/Medicaid) _____Only one Medicaid/Medicare payer FL 50

_____ Member info missing (field 20) _____Dollar amount invalid on claim and/or Code Sheet

_____

_____

_____

_____ Claim(s) are being returned to you for correction for the reasons noted above.

Helpful Hints When Billing for Services Provided to a Medicaid Member

- The Member's Medicaid number on the CMS must be entered in Field 1A
- The Member's Medicaid number on the UB04 must be entered in Block 60
- Member Medicare numbers **are not** valid Medicaid numbers
- Please refer to your billing manual if you have any concerns about billing the Medicaid program correctly.

Please make the necessary corrections and resubmit for processing. If you have any questions, please feel free to contact our Provider Relations Group, Monday through Friday, 8:00 am until 6:00 pm eastern standard/daylight savings time, at 800-807-1232. **Electronic billing is strongly encouraged. You now have the capability to submit attachments electronically. If you are interested in billing Medicaid electronically, please contact Gainwell Technologies at 1-800-205-4696 7:30 AM to 6:00 PM Monday through Friday except holidays or view our training video on www.kymmis.com under Provider Relations, Training Videos.**

Clerk _____

Provider Name _____

Provider Number _____

Reason Code _____

5.10 Provider Representative List

5.10.1 Contacts and Assigned Counties

Martha Edwards **Martha.Senn@gainwelltechnologies.com**			**Whitney Cole** **Whitneyc@gainwelltechnologies.com**		
Assigned Counties			**Assigned Counties**		
ADAIR	GREEN	MCCREARY	ANDERSON	GARRARD	MENIFEE
ALLEN	HART	MCLEAN	BATH	GRANT	MERCER
BALLARD	HARLAN	METCALFE	BOONE	GRAYSON	MONTGOMERY
BARREN	HENDERSON	MONROE	BOURBON	GREENUP	MORGAN
BELL	HICKMAN	MUHLENBERG	BOYD	HANCOCK	NELSON
BOYLE	HOPKINS	OWSLEY	BRACKEN	HARDIN	NICHOLAS
BREATHITT	JACKSON	PERRY	BRECKINRIDGE	HARRISON	OHIO
CALDWELL	KNOX	PIKE	BULLITT	HENRY	OLDHAM
CALLOWAY	KNOTT	PULASKI	BUTLER	JEFFERSON	OWEN
CARLISLE	LARUE	ROCKCASTLE	CAMPBELL	JESSAMINE	PENDLETON
CASEY	LAUREL	RUSSELL	CARROLL	JOHNSON	POWELL
CHRISTIAN	LESLIE	SIMPSON	CARTER	KENTON	ROBERTSON
CLAY	LETCHER	TAYLOR	CLARK	LAWRENCE	ROWAN
CLINTON	LINCOLN	TODD	DAVIESS	LEE	SCOTT
CRITTENDEN	LIVINGSTON	TRIGG	ELLIOTT	LEWIS	SHELBY
CUMBERLAND	LOGAN	UNION	ESTILL	MADISON	SPENCER
EDMONSON	LYON	WARREN	FAYETTE	MAGOFFIN	TRIMBLE
FLOYD	MARION	WAYNE	FLEMING	MARTIN	WASHINGTON
FULTON	MARSHALL	WEBSTER	FRANKLIN	MASON	WOLFE
GRAVES	MCCRACKEN	WHITLEY	GALLATIN	MEADE	WOODFORD

Note: Out-of-state providers contact the Representative who has the county closest bordering their state, unless noted above.

Provider Relations contact number: 1-800-807-1232

6 Form Requirements

Additional forms may be required for reimbursement of Intermediate Care Facility for individuals with intellectual disabilities or developmental disabilities.

Some of the forms are, but may not be limited to, the following:

- MAP-24
  - Memorandum to the Department for Community Based Services
- MAP-552
  - Notice of Available Income for Long Term Care

  Note: MAP-552s were issued through the member's local Department for Community Based Services (DCBS) office until 8/1/2018.

  Patient Liability is the amount a participant is required to contribute to his or her cost of care each month in order to maintain Medicaid eligibility. The amount is identified during the Medicaid eligibility determination.

  Medicaid deducts patient liability amounts from the remittance before sending payment to the providers. Facilities must collect the difference directly from the member. In order to complete its financial responsibilities, facilities must know the member's most up-to-date patient liability amount. This information can be found on KYHealthNet.

  In order to facilitate a reduction in duplicative information and streamline administrative procedures, the previous paper form (MAP 552) detailing patient liability information is no longer relevant and was discontinued on August 1, 2018. The patient liability will still be sent to the member and authorized representative. Providers may review the patient liability at any time by looking in the patient liability section on KYHealthNet. Additionally, an authorized representative can log into kynect to review all reported income used in the patient liability calculation.
- MAP-573
  - Request Form for Drugs Prior-Authorized for Nursing Facility Members
- MAP-350
  - Long Term Care Facilities and Home and Community Based Program Certification Form

Forms can be obtained by accessing the following website:

http://www.kymmis.com, select *Provider Relations* and then *Forms*

6.1 MAP-552 – Notice of Available Income for Long Term Care

MAP-552p
(03/98)

COMMONWEALTH OF KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR SOCIAL INSURANCE

NOTICE OF AVAILABILITY OF INCOME FOR LONG TERM CARE/WAIVER AGENCY/HOSPICE

MEMBER IDENTIFICATION NUMBER:_____ ( ) CORRECTION
( ) INITIAL
PROGRAM: _____ ( ) CHANGE

CLIENT'S NAME:_____ DATE OF BIRTH:_____

PROVIDER NUMBER:_____

ADMISSION DATE:_____ DISCHARGE DATE:_____ DEATH DATE:_____

LEVEL OF CARE_____ LTC INELIGIBLE DATE:_____

FAMILY STATUS:_____ SPOUSE STATUS:_____

INCOME COMPUTATION:

UNEARNED INCOME SOURCE	AMOUNT	
RSDI	$_____	
SSI	$_____	
RR	$_____	
VA	$_____	
STATE SUPPLEMENTATION	$_____	
OTHER	$_____	
SUB-TOTAL UNEARNED INC.	$_____	
		CASE STATUS
EARNED INCOME	AMOUNT	ACTIVE CASE:_____
WAGES	$_____	IF ACTIVE, EFF. MA DATE:_____
EARNED INC. DEDUCTION	$_____	IF DISC. EFF. MA DATE:_____
SUB-TOTAL EARNED INC.	$_____	
TOTAL INCOME	$_____	NOTIF. FORM:_____
		NOTIF. FORM DATE:_____
DEDUCTIONS	AMOUNT	
PERSONAL NEEDS ALLOWANCE	$_____	EFF. DATE OF CORR:_____
INCREASED PNA	$_____	ENDING DATE OF CORR:_____
SPOUSE/FAMILY MAINT.	$_____	
SMI	$_____	PRIVATE PAY PATIENT
HEALTH INS	$_____	FROM:_____ THRU_____
INCURRED MEDICAL EXPENSES	$_____	
TOTAL DEDUCTIONS	$_____	
VA AID AND ATTENDANCE	$_____	
THIRD PARTY PAYMENTS	$_____	
AVAILABLE INCOME	$_____	
AVAILABLE INCOME (ROUNDED)	$_____	
AVAILABLE MONTHLY INCOME	$_____	EFFECTIVE DATE:_____

WORKER CODE:_____ CASELOAD CODE:_____ UPDATE DATE:_____

***Form MAP 552 discontinued effective 8/1/2018**

6.2 MAP-350 NF (3/2009)

6.2.1 Long Term Care Facilities and Home and Community Based Program Certification Form

MAP-350 NF (3/2009) Department for Medicaid for Services

DIVISION OF HEALTHCARE FACILITIES MANAGEMENT

MAP – 350 NF INSTRUCTIONS

Purpose of MAP – 350 NF

Center for Medicare and Medicaid Services (CMS) requires that all individuals seeking admission to a nursing facility, ICF/MR/DD facility or a Home and Community Based (HCB) waiver program be given the choice of receiving services in an institution or through Home and Community Based Services.

The MAP – 350 NF is to document that each Medicaid recipient has been given the choice of receiving care in an institution or in a Home and Community Based (HCB) waiver program.

The MAP – 350 NF is required to be completed for each Medicaid recipient prior to admission to a nursing facility or an ICF/MR/DD facility, and annually thereafter.

The original copies of the MAP – 350 NF shall be maintained in the medical record. A copy is to be provided to the recipient/legal representative.

Instructions for Completing the MAP – 350 NF Certification Form

---

I. HOME AND COMMUNITY BASED WAIVER SERVICES FOR THE AGED AND DISABLED, PEOPLE WITH MENTAL RETARDATION OR DEVELOPMENTAL DISABILITIES, MODEL WAIVER II, BRAIN INJURY WAIVER.

PLEASE NOTE: COMPLETE (A-D) ONLY THE ONE/ONES THAT ARE APPROPRIATE FOR THE RECIPIENT.

A. The HCBS waiver program is for the aged and disabled individual that requires nursing facility level of care.

The recipient/legal representative must check their choice. Consideration for the HCBS program as an alternative to NF placement ***is requested*** _____***;***
is not requested _____***. Sign and date the section.***

B. The Supports for Community Living (SCL) waiver program is for individuals with mental retardation/developmental disabilities that require intermediate care facility for the mentally retarded or developmentally disability (ICF/MR/DD) level of care.

The recipient/legal representative must check their choice. Consideration for the waiver program as an alternative to ICF/MR/DD ***is requested*** _____***;***
is not requested _____***. Sign and date the section, if applicable.***

C. The Model Waiver II program is for individuals that are ventilator dependent and require nursing facility level of care.

The recipient/legal representative must check their choice. Consideration for Model Waiver II program as an alternative to NF placement ***is requested*** _____***;***
is not requested _____***. Sign and date the section, if applicable.***

1

D. The Acquired Brain Injury waiver program is for individuals aged twenty-one (21) to sixty-five (65) that have sustained a traumatic brain injury and require nursing facility level of care.

The recipient/legal representative must check their choice. Consideration for the ABI Waiver Program as an alternative to NF or NF/ABI placement ***is requested _____; is not requested _____. Sign and date the section, if applicable.***

II. FREEDOM OF CHOICE OF PROVIDER

The recipient/legal representative that elected to receive Home and Community Based waiver services shall be informed that services may be requested from any Medicaid provider qualified to provide the service and that a listing of currently enrolled Medicaid providers may be obtained from the Department for Medicaid Services.
Sign and date the section, if applicable.

III. RESOURCE ASSESSMENT CERTIFICATION

The recipient/legal representative must ***sign and date the section*** to certify that they have been informed of the availability of resource assessments to assist with financial planning provided by the Department for Community Based Services (DCBS).

IV. RECIPIENT INFORMATION

- Enter the Medicaid recipient's name as it appears on the current medical assistance identification (MAID) card:
- Enter the full address where recipient lives:
- Enter the phone number of the recipient:
- Enter the ten digit Medicaid number found on the recipient's MAID card:
- Enter the name (if applicable) of the responsible party/legal representative appointed to make decisions for the recipient. This person would have completed/signed the appropriate sections of this form:
- Enter the full address where the responsible party/legal representative (if applicable) lives:
- Enter the phone number for the responsible party/legal representative (if applicable):
- Enter the signature and title of person assisting with completion of the form:
- Enter the name of the agency/facility that the individual assisting with the completions of the form is employed:
- Enter the full address of the agency/facility:

MAP-350 NF (3/2009) Department for Medicaid Services

DIVISION OF HEALTHCARE FACILITIES MANAGEMENT

I. HOME AND COMMUNITY BASED WAIVER SERVICES FOR THE AGED AND DISABLED, PEOPLE WITH MENTAL RETARDATION OR DEVELOPMENTAL DISABILITIES, MODEL WAIVER II, ACQUIRED BRAIN INJURY WAIVER

A. HCBS - This is to certify that I/legal representative have been informed of the HCBS waiver for the aged and disabled. Consideration for the HCBS program as an alternative to NF placement ***is requested _____; is not requested _____.***

_____ _____/_____/_____
Signature ***Date***

B. This is to certify that I/legal representative have been informed of the home and community based waiver program for people with mental retardation/ developmental disabilities. Consideration for the waiver program as an alternative to ICF/MR/DD ***is requested _____; is not requested _____.***

_____ _____/_____/_____
Signature ***Date***

C. MODEL WAIVER II - This is to certify that I/legal representative have been informed of the Model Waiver II program. Consideration for the Model Waiver II program as an alternative to NF placement ***is requested _____; is not requested _____.***

_____ _____/_____/_____
Signature ***Date***

D. ACQUIRED BRAIN INJURY (ABI) WAIVER - This is to certify that I/legal representative have been informed of the ABI Waiver Program. Consideration for the ABI Waiver Program as an alternative to NF or NF/ABI placement ***is requested _____;***
Is not requested _____.

_____ _____/_____/_____
Signature ***Date***

II. FREEDOM OF CHOICE OF PROVIDER

I understand that under the waiver programs, I may request services from any Medicaid provider qualified to provide the service and that a listing of currently enrolled Medicaid providers may be obtained from Medicaid Services.

_____/_____/_____
Signature ***Date***

1

MAP-350 NF (3/2009) Department for Medicaid Services

III. RESOURCE ASSESSMENT CERTIFICATION

This is to certify that I/legal representative have been informed of the availability, without cost, of resource assessments to assist with financial planning provided by the Department for Community Based Services.

_____/_____/_____

Signature ***Date***

IV. RECIPIENT INFORMATION

Medicaid Recipient's Name: _____

Address of Recipient: _____

_____

Phone: (_____)_____

Medicaid Number: _____

Responsible Party/Legal Representative: _____

Address: _____

_____

Phone: (_____)_____

Signature and Title of Person Assisting with Completion of Form:

_____

Signature ***Title***

Agency/Facility:

_____

Address:

_____

_____

2

6.3 MAP-24

MAP-24 is required to be sent to the local DCBS office and the Community Based Services Branch of KY Medicaid when a client is terminated.

CABINET FOR HEALTH SERVICES
COMMONWEALTH OF KENTUCKY
FRANKFORT, 40621-0001

DEPARTMENT FOR MEDICAID SERVICES
"An Equal Opportunity Employer M/F/D"

_____
(Date)

MEMORANDUM

TO: Local Office
Department for Community Based Services
Cabinet for Health and Family Services

FROM: _____ Provider #: _____
(Facility/Waiver Agency)

SUBJECT: _____
(Member Name) (Social Security/Medicaid Number)

_____
(Previous Address)

_____
(Responsible Relative's Name & Address)

This is to notify you that the above-referenced member

☐ was admitted to this facility/waiver agency _____
(Date)
is in Title _____ Payment Status, and was placed in a
(XVIII or XIX)

☐ NF bed ☐ ICF/MR/DD bed ☐ MH bed ☐ EPSDT Bed

☐ Home & Community Based Waiver Service ☐ SCL Waiver Service and/or

☐ was discharged from this facility/waiver agency on _____
(Date)
and went to _____,
(Home Address/Name & Address of New Facility/Waiver Agency)
and/or expired on _____.
(Date)

☐ was re-instated to Home & Community Based or SCL waiver services within 60 days of the
NF admission. _____
(Date Re-Instated)

For Home & Community Based waiver Clients only – last date service was provided _____.
(Date)

_____
(Signature)

MAP-24 (Rev. 02/2001)

6.4 MAP-573 – Prior Authorization for Nursing Facility Members

MAP-573 (REV. 12/03)

KENTUCKY MEDICAID PROGRAM REQUEST FORM
FOR DRUGS PRIOR-AUTHORIZED FOR NURSING FACILITY MEMBERS

MEMBER IDENTIFICATION Number	Member Name
Facility Name	Facility Address
Facility Provider Number	

Admission Date_____ Effective Date _____

This certifies that the above member is (is expected to be) in Kentucky Medicaid vendor payment status in a Medicaid certified nursing facility. Prior authorization is requested for the additional drugs that can be prior authorized as a group.

Authorized Representative of Facility _____

This certifies my request that the above named member be authorized to receive drugs prior authorized for nursing facility members.

Name of Physician _____ License Number _____

Signature of Physician _____ Date _____

The facility completes the form and obtains the signature of the physician, retains one (1) copy in the member's records and provides the pharmacy with the remaining two (2) copies. The pharmacy sends the original copy to EDS. After processing, EDS will notify the Pharmacy by letter.

Pharmacy Provider Number	Pharmacy Name
Pharmacy Address	
City/State/Zip	

THIS FORM MUST BE COMPLETED FOR EACH ADMISSION

CAUTION: THE ABOVE MEMBER MUST BE KENTUCKY MEDICAID ELIGIBLE ON THE DATE OF SERVICE VERIFY BY CHECKING THE MEMBER'S MEDICAID CARD. THIS PRIOR AUTHORIZATION DOES NOT GUARANTEE PAYMENT.

Mailroom use	MAP-552 Continuing Income Information not on file Date: _____

6.5 Completion of Prior Authorization for Nursing Facility Members (MAP-573)

The table below provides a description of each form field to aid in its completion:

Field	Description
Member Identification Number	Enter the KY Medicaid number.
Member Name	Enter the member's name.
Facility Name	Enter the facility name.
Facility Address	Enter the facility address.
Facility Provider Number	Enter the facility provider number.
Admission Date	Enter the member's admission date.
Effective Date	Enter the date the prior authorization starts.
Authorized Representative of Facility	The signature of the facility's authorized representative is required.
Name of Physician	Enter the Physician's name.
License Number	Enter the Physician's license number.
Signature of Physician	The Physician's signature is required.
Date	Enter the date of Physician's signature.
Nursing Facility Services Provider Number	Enter the dispensing Nursing Facility Service's KY Medicaid provider number.
Nursing Facility Services Name	Enter the dispensing Nursing Facility Services name.
Nursing Facility Services Address	Enter the dispensing Nursing Facility Services street address.
City/State/Zip	Enter the dispensing Nursing Facility Services city/state/zip code.
Mailroom use	Please leave the following field for Gainwell and DMS utilization.
MAP-552 Continuing Income Information not on file	Checked if there is no long-term eligibility segment on file for that member.
Date	Date reviewed by medical policy staff.

7 Completion of UB-04 Claim Form with NPI

7.1 UB-04 Billing with NPI Instructions

Following are form locator numbers and form locator instructions for billing Intermediate Care Facility for Individuals with Intellectual Disabilities or Developmental Disabilities services on the UB-04 billing form. Only the instructions for form locators required for Gainwell processing or for KY Medicaid Program information are included. Instructions for Form Locators not used by Gainwell or the KY Medicaid Program can be found in the UB-04 Training Manual. The UB-04 Training Manual may be obtained from the address listed below. You may also obtain the UB-04 billing forms from the address listed below.

Kentucky Hospital Association
P.O. Box 24163
Louisville, KY 40224
Telephone: 1-502-426-6220

The original UB-04 billing form must be sent to:

Gainwell Technologies
P.O. Box 2106
Frankfort, KY 40602-2106

Disclaimer: The Billing Instructions Form Locator information enclosed are for the use of paper claim submission only. For Electronic claim submission information, please utilize the Companion Guides found at www.kymmis.com under Companion Guides and EDI Guides.

7.2 UB-04 Claim Form with NPI and Taxonomy

1 Provider Name
Street Address
City or Town ST ZIP
AC+Phone Number

2

3a PAT. CNTL # Patient Control Number
b. MED. REC. #

4 TYPE OF BILL 0111

5 FED. TAX NO.

6 STATEMENT COVERS PERIOD FROM 010107 THROUGH 013107

7

8 PATIENT NAME a b

9 PATIENT ADDRESS a b c d e

10 BIRTHDATE	11 SEX	12 ADMISSION DATE	13 HR	14 TYPE	15 SRC	16 DHR	17 STAT	CONDITION CODES 18	19	20	21	22	23	24	25	26	27	28	29 ACDT STATE	30
01021900		010107	01	1		13	01	c1												

31 OCCURRENCE CODE	DATE	32 OCCURRENCE CODE	DATE	33 OCCURRENCE CODE	DATE	34 OCCURRENCE CODE	DATE	35 OCCURRENCE SPAN CODE	FROM	THROUGH	36 OCCURRENCE SPAN CODE	FROM	THROUGH	37
11	010107													

38

	39 VALUE CODES CODE	AMOUNT	40 VALUE CODES CODE	AMOUNT	41 VALUE CODES CODE	AMOUNT
a	80	30				
b						
c						
d						

	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	120	ROOM CHARGES			30	30,000 00		
2	250	PHARMACY			98	688 00		
23	0001	PAGE ___ OF ___	CREATION DATE		TOTALS	30,688.00		

	50 PAYER NAME	51 HEALTH PLAN ID	52 REL INFO	53 ASG BEN	54 PRIOR PAYMENTS	55 EST. AMOUNT DUE
A	KyHealth Choices					
B						
C						

56 NPI Pay To NPI #
57 OTHER PRV ID Pay ToTaxonomy# Facility Zip Code

	58 INSURED'S NAME	59 P REL	60 INSURED'S UNIQUE ID	61 GROUP NAME	62 INSURANCE GROUP NO.
A	JANE DOE		4000000000		
B					
C					

	63 TREATMENT AUTHORIZATION CODES	64 DOCUMENT CONTROL NUMBER	65 EMPLOYER NAME
A	01234567		
B			
C			

66 DX 234.5

67 A–Q

68

69 ADMIT DX 234.5

70 PATIENT REASON DX a b c

71 PPS CODE

72 ECI

73

74 PRINCIPAL PROCEDURE CODE 123.4 DATE 010207

a. OTHER PROCEDURE CODE DATE
b. OTHER PROCEDURE CODE DATE
c. OTHER PROCEDURE CODE DATE
d. OTHER PROCEDURE CODE DATE
e. OTHER PROCEDURE CODE DATE

75

76 ATTENDING NPI Attending NPI# QUAL
LAST JONES FIRST JAMES

77 OPERATING NPI QUAL
LAST FIRST

78 OTHER NPI QUAL
LAST FIRST

79 OTHER NPI QUAL
LAST FIRST

80 REMARKS

81CC a b c d

UB-04 CMS-1450 APPROVED OMB NO.

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

NUBC National Uniform Billing Committee LIC9213257

7.3 Completion of UB-04 Claim Form with NPI and Taxonomy

7.3.1 Detailed Instructions

Included is a representative sample of codes and/or services that may be covered by KY Medicaid:

<table>
<tr><th>FORM LOCATOR #</th><th>FORM LOCATOR NAME AND DESCRIPTION</th></tr>
<tr><td>1</td><td>Provider Name, Address, and Telephone
Enter the complete name, address, and telephone number (including area code) of the facility.</td></tr>
<tr><td>3</td><td>Patient Control Number
Enter the patient control number. The first 14 digits (alpha/numeric) will appear on the remittance advice as the invoice number.</td></tr>
<tr><td>4</td><td>Type of Bill
Enter the appropriate code to indicate the type of bill (TOB).
<table>
<tr><th colspan="2">Examples of Valid Types of Bill for ICF/IID/DD Facilities</th></tr>
<tr><td>0651</td><td>Admit through Discharge/Death</td></tr>
<tr><td>0652</td><td>Interim bill, first claim</td></tr>
<tr><td>0653</td><td>Interim bill, continuing claim</td></tr>
<tr><td>0654</td><td>Interim bill, final claim</td></tr>
</table>
Note: See the past Type of Bill list in Appendix H.</td></tr>
<tr><td>6</td><td>Statement Covers Period
FROM: Enter the beginning date of the billing period covered by this invoice in numeric format (MMDDYY).
THROUGH: Enter the last date of the billing period covered by this invoice in numeric format (MMDDYY).
Note: Claims must be billed calendar month pure except in the case of Bed Hold during the month.</td></tr>
<tr><td>10</td><td>Date of Birth
Enter the member’s date of birth.</td></tr>
<tr><td>12</td><td>Admission Date
Enter the date on which the member was admitted to the facility in numeric format (MMDDYY).</td></tr>
<tr><td>13</td><td>Admission Hour
Enter the code for the time of admission to the facility, if applicable.</td></tr>
</table>

<table>
<tr><th>FORM LOCATOR #</th><th>FORM LOCATOR NAME AND DESCRIPTION</th></tr>
<tr><td></td><td>CODE STRUCTURE
<table>
<tr><th>CODE</th><th>TIME A.M.</th><th>CODE</th><th>TIME P.M.</th></tr>
<tr><td>00</td><td>12:00 – 12:59 (midnight)</td><td>12</td><td>12:00 – 12:59 (noon)</td></tr>
<tr><td>01</td><td>01:00 – 01:59</td><td>13</td><td>01:00 – 01:59</td></tr>
<tr><td>02</td><td>02:00 – 02:59</td><td>14</td><td>02:00 – 02:59</td></tr>
<tr><td>03</td><td>03:00 – 03:59</td><td>15</td><td>03:00 – 03:59</td></tr>
<tr><td>04</td><td>04:00 – 04:59</td><td>16</td><td>04:00 – 04:59</td></tr>
<tr><td>05</td><td>05:00 – 05:59</td><td>17</td><td>05:00 – 05:59</td></tr>
<tr><td>06</td><td>06:00 – 06:59</td><td>18</td><td>06:00 – 06:59</td></tr>
<tr><td>07</td><td>07:00 – 07:59</td><td>19</td><td>07:00 – 07:59</td></tr>
<tr><td>08</td><td>08:00 – 08:59</td><td>20</td><td>08:00 – 08:59</td></tr>
<tr><td>09</td><td>09:00 – 09:59</td><td>21</td><td>09:00 – 09:59</td></tr>
<tr><td>10</td><td>10:00 – 10:59</td><td>22</td><td>10:00 – 10:59</td></tr>
<tr><td>11</td><td>11:00 – 11:59</td><td>23</td><td>11:00 – 11:59</td></tr>
</table></td></tr>
<tr><td>17</td><td>Patient Status Code
Enter the appropriate two-digit patient status code indicating the disposition of the member as of the “through” date in Form Locator 6.
Status Codes Accepted by KY Medicaid
<table>
<tr><td>01</td><td>Discharged to Home/Self Care (Routine Discharge)</td></tr>
<tr><td>02</td><td>Discharged or Transferred to Acute Hospital</td></tr>
<tr><td>03</td><td>Discharged or Transferred to Skilled Nursing Facility (SNF) or NF</td></tr>
<tr><td>04</td><td>Discharged or Transferred to Intermediate Care Facility (ICF)</td></tr>
<tr><td>05</td><td>Discharged or Transferred to Another Type of Institution</td></tr>
<tr><td>06</td><td>Discharged or Transferred to Home Under Care of Organized Home Health Service Organization</td></tr>
<tr><td>07</td><td>Left Against Medical Advice</td></tr>
<tr><td>10</td><td>Discharged or Transferred to a Mental Health Center or Mental Hospital (end dated 10/1/22)</td></tr>
<tr><td>20</td><td>Expired</td></tr>
<tr><td>30</td><td>Still a Member</td></tr>
</table></td></tr>
</table>

FORM LOCATOR #	FORM LOCATOR NAME AND DESCRIPTION
	Note: **Example 1** When billing discharged or expired patient status codes, the last day of the Statement Covers Period is not a covered day. The calculation of covered days is as follows: PS thru minus from equals total days 02 08/29/2020 - 08/01/2020 = 28 **Example 2** When billing patient status code 30, still a patient, the last day of the Statement Covers Period is a covered day. The calculation of covered days is as follows: PS thru minus from plus equals total days 30 08/29/2020 - 08/01/2020 + 1 = 29
37	**Medicare EOMB Date** Enter the EOMB date from Medicare or Medicare Part C (Medicare Advantage), if applicable.
39 – 41	**Value Codes** 80 = Covered Days Enter the total number of covered days from Form Locator 6. Data entered in Form Locator 39 must agree with accommodation units in Form Locator 46. 82 = Coinsurance Days Enter the number of coinsurance days billed to KY Medicaid during this billing period. 83 = Life Time Reserve Days Enter the Lifetime Reserve days the patient has elected to use for this billing period. A1 = Deductible Payer A Enter the amount as shown on the EOMB to be applied to the member's deductible amount due. A2 = Coinsurance Payer A Enter the amount as shown on the EOMB to be applied toward the member's coinsurance amount due. A7 = Copayment Payer A Enter the amount as shown on the EOMB to be applied to the member's Medicare Part C copayment amount due.

<table>
<tr><th>FORM LOCATOR #</th><th>FORM LOCATOR NAME AND DESCRIPTION</th></tr>
<tr><td></td><td>B1 = Deductible Payer B
Enter the amount as shown on the EOMB to be applied to the member’s deductible amount due.
B2 = Coinsurance Payer B
Enter the amount as shown on the EOMB to be applied toward the member’s coinsurance amount due.
B7 = Copayment Payer B
Enter the amount as shown on the EOMB to be applied to the member’s Medicare Part C copayment amount due.</td></tr>
<tr><td>42</td><td>Revenue Codes
Enter the three-digit revenue code identifying specific accommodation and ancillary services. A list of revenue codes covered by KY Medicaid is located in Appendix A of this manual.
<table>
<tr><th>Description</th><th>Revenue Code</th></tr>
<tr><td>Accommodation</td><td>110,120,130,140,150,160</td></tr>
<tr><td>Audiology</td><td>470</td></tr>
<tr><td>Bed Reserve – Home/Other*</td><td>180</td></tr>
<tr><td>Bed Reserve – Hospital*</td><td>185</td></tr>
<tr><td>Clinic</td><td>510 – 512</td></tr>
<tr><td>EKG/ECG</td><td>730</td></tr>
<tr><td>IV Therapy</td><td>260</td></tr>
<tr><td>Laboratory</td><td>300 – 307, 309 – 314, 319</td></tr>
<tr><td>Occupational Therapy</td><td>430, 439</td></tr>
<tr><td>Other Therapeutic Services</td><td>942</td></tr>
<tr><td>Oxygen</td><td>410</td></tr>
<tr><td>Physical Therapy</td><td>420, 429</td></tr>
<tr><td>Preventive Care Services (eff 01/01/2020)</td><td>770</td></tr>
<tr><td>Preventive Care Services – Vaccine Administration (eff 01/01/2020)</td><td>771</td></tr>
<tr><td>Professional Fees</td><td>960</td></tr>
<tr><td>Eye Exam Extensive (eff 7/1/2020)</td><td>962 (revenue code will pay zero)</td></tr>
<tr><td>Psychiatric Treatments (effective 01/01/2020)</td><td>900</td></tr>
</table></td></tr>
</table>

<table>
<tr><th>FORM LOCATOR #</th><th>FORM LOCATOR NAME AND DESCRIPTION</th></tr>
<tr><td></td><td>
<table>
<tr><td>Psychiatric/Psychological Service</td><td>914, 915, 918 (Revenue code 910 end dated eff 6/30/2021- replace with 900)</td></tr>
<tr><td>Pulmonary Function</td><td>460</td></tr>
<tr><td>Speech Therapy</td><td>440 – 444, 449</td></tr>
<tr><td>X-Ray</td><td>320</td></tr>
</table>
*Bed Reserve days must be billed on separate UB-04 claim forms from in-facility days.
Note: Total charge Revenue code 0001 must be the final entry in column 42, line 23.
Note: The total charge amount must be shown in column 47, line 23.
</td></tr>
<tr><td>43</td><td>Description
Enter the standard abbreviation assigned to each revenue code.</td></tr>
<tr><td>45</td><td>Detail Date of Service (Ancillary Services only)
Enter the date of service (MMDDYY format) that the ancillary service is rendered.
*Required with revenue codes which begin with 4.</td></tr>
<tr><td>45</td><td>Creation Date
Enter the invoice date or invoice creation date.</td></tr>
<tr><td>46</td><td>Unit
Enter the quantitative measure of services provided per revenue code.</td></tr>
<tr><td>47</td><td>Total Charges
Enter the total charges relating to each revenue code for the billing period. The detailed revenue code amounts must equal the entry “total charges.”
The claim total must be shown in field 47, line 23.</td></tr>
<tr><td>48</td><td>Non-Covered Charges
Enter the charges from Form Locator 47 that is non-payable by KY Medicaid.</td></tr>
<tr><td>50</td><td>Payer Identification
Enter the names of payer organizations from which the provider receives payment. For Medicaid, use KY Medicaid. All other liable payers, including Medicare or Medicare Part C (Medicare Advantage), must be billed first.*
*KY Medicaid is the payer of last resort.
Note: If you are billing with a primary carrier being a Medicare Part C (Medicare Advantage) policy, “Medicare” needs to be indicated in the payer name field along with the name of the Medicare C (Medicare Advantage)</td></tr>
</table>

FORM LOCATOR #	FORM LOCATOR NAME AND DESCRIPTION
	policy carrier. Example: Medicare United Healthcare or United Healthcare Medicare.
54	**Prior Payments** Enter the paid amount from Medicare or Medicare Part C, if applicable. Enter the amount paid, if any, by private insurance.
56	**NPI** Enter the Pay To National Provider Identifier (NPI) number.
57	**Taxonomy** Enter the Pay To Taxonomy number.
57B	**Other** Enter the facility's zip code.
58	**Insured's Name** Enter the member's name in Form Locators 58 A, B, and C that relates to the payer in Form Locators 50 A, B, and C. Enter the member's name exactly as it appears on the member identification card in last name and first name format.
60	**Identification Number** Enter the member identification number in Form Locators 60 A, B, and C that relates to the member's name in Form Locators 58 A, B, and C. Enter the 10-digit member identification number exactly as it appears on the member identification card.
63	**Treatment Authorization Number** Enter the 10-digit prior authorization number assigned by Carewise Health, Inc. designating that the treatment covered by the bill is authorized.
66	**Diagnosis Indicator** Enter the appropriate International Classification of Diseases (ICD) indicator: 9 = ICD 9 0 = ICD 10
67	**Principal Diagnosis Code*** Enter the ICD-10 code describing the principal diagnosis.
67A – Q	**Other Diagnosis Code** Enter additional diagnosis codes that co-exist at the time the service is provided.
69	**Admitting Diagnosis** Enter the diagnosis code describing the admitting diagnosis.
76	**NPI**

FORM LOCATOR #	FORM LOCATOR NAME AND DESCRIPTION
	Enter the Attending Physician NPI number.
78	**Other (NPI)** Enter DN (to denote referring) and the Referring Physician NPI number, if applicable.
80	**Remarks** Enter the Attending Physician taxonomy, if applicable (paper claim submission only).

7.4 Duplicate or Inappropriate Payments

Any duplicate or inappropriate payment by the KY Medicaid Program, whether due to erroneous billing or payment system faults, shall be refunded to the KY Medicaid Program. Refund checks shall be made payable to "KY State Treasurer" and sent immediately to:

Gainwell Technologies
P.O. Box 2108
Frankfort, KY 40602-2108
ATTN: Financial Services Unit

Failure to refund a duplicate or inappropriate payment could be interpreted as fraud or abuse and prosecuted.

8 Medicare or Medicare Part C (Medicare Advantage) Deductibles, Coinsurance, and Copays

Billing for Medicare Part A deductible or coinsurance days, Medicare Part B deductible or coinsurance and Medicaid services must be on separate claim forms. If the Member was covered by Medicare Part A, Medicare Part B, and Medicaid, three separate claims must be submitted for payment for the three types of benefits.

Medicaid PRO certification is not required on Medicare deductible and coinsurance claims as certification is determined using Medicare guidelines. If all Medicare benefits are exhausted and Medicaid days are being billed to Medicaid, PRO certification for Medicaid days is required.

Should the claim not appear on the KY Medicaid remittance advice 30 days following the Medicare adjudication date, submitting a claim via the KY HealthNet is recommended or you may submit a paper claim. All Medicare denials should be billed by paper, with the Medicare EOMB attached, or using KYHealthNet to upload the attachment electronically.

Professional Fees

Effective September 1, 2002, professional fees are billed on a CMS-1500 (02/12) form under the attending physician’s individual provider ID for Emergency Room Services provided.

9 Appendix A – Revenue Codes Descriptions

Following are the revenue codes that are accepted by KY Medicaid when billing for services on the UB-04 billing form.

9.1 Accommodations

Revenue Code	Description
110	Room & Board, private
120	Room & Board, semi-private – two beds
130	Room & Board, semi-private – three or four beds
140	Room & Board, private - deluxe
150	Room & Board, ward
160	Room & Board, Infectious Diseases
180	Bed Reserve Days, home or other
185	Bed Reserve Days, hospital

9.2 IV Therapy

Revenue Code	Description
260	IV Therapy (effective 07/01/2018)

9.3 Laboratory

Revenue Code	Description
300	Laboratory, general
301	Chemistry
302	Immunology
303	Renal (effective 04/01/2019)
304	Non-Routine Dialysis (effective 04/01/2019)
305	Hematology (effective 04/01/2019)
306	Bacteriology & Microbiology (effective 04/01/2019)
307	Urology (effective 04/01/2019)
309	Other Laboratory (effective 04/01/2019)
310	Laboratory-Pathological, general

Revenue Code	Description
311	Cytology
312	Histology
314	Biopsy
319	Other Laboratory Pathology (effective 04/01/2019)

9.4 X-Ray

Revenue Code	Description
320	X-Ray

9.5 Oxygen

Revenue Code	Description
410	Oxygen

9.6 Pulmonary Function

Revenue Code	Description
460	Pulmonary Function (effective 01/01/2019)

9.7 Physical Therapy

Revenue Code	Description
420	Physical Therapy
429	Physical Therapy

9.8 Occupational Therapy

Revenue Code	Description
430	Occupational Therapy
439	Occupational Therapy (effective 01/01/2019)

9.9 Speech Therapy

Revenue Code	Description
440	Speech Therapy
441	Speech Therapy
442	Speech Therapy

443	Speech Therapy
444	Speech Therapy
449	Speech Therapy

9.10 Psychiatric/Psychological Services

Revenue Code	Description
900	Psychiatric Treatments (eff 01/01/2020)
910	Psychiatric/Psychological Services, general- end dated eff 6/30/2021
914	Psychiatric/Psychological Services, individual therapy
915	Psychiatric/Psychological Services, group therapy
918	Psychiatric/Psychological Services, testing

9.11 Audiology

Revenue Code	Description
470	Audiology, general (effective 07/01/2017)

9.12 Clinic

Revenue Code	Description
510	Clinic, general (effective 07/01/2017)
511	Clinic/Chronic Pain (effective 07/01/2017)
512	Dental Clinic (effective 07/01/2017)

9.13 EKG/ECG

Revenue Code	Description
730	EKG ECG Electrocardiogram, general (effective 07/01/2017)

9.14 Other Therapeutic Services

Revenue Code	Description
942	Other Therapeutic Services (effective 07/01/2017)

9.15 Professional Fees

Revenue Code	Description
960	Pro Fee, general (effective 07/01/2017)

9.16 Telemedicine

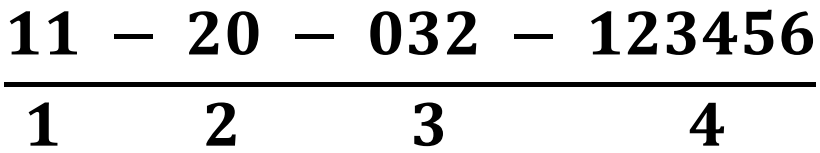
Revenue Code	Description
780	Telemedicine (eff 02/04/2020)

9.17 Preventive Care

Revenue Code	Description
770	Preventive Services (eff 01/01/2020)
771	Preventive Services – Vaccine administration (eff 01/01/2020)
962	Eye Exam Extensive – eff 7/1/2020 (revenue code will pay zero)

10 Appendix B – Internal Control Number

An Internal Control Number (ICN) is assigned by Gainwell to each claim. During the imaging process, a unique control number is assigned to each individual claim for identification, efficient retrieval, and tracking. The ICN consists of 13 digits and contains the following information:



1. Region
   a. The *Region* in each ICN is the first set of numbers, which describes how the claim is received. The following table provides a description of each region:

Region	Description
10	PAPER CLAIMS WITH NO ATTACHMENTS
11	PAPER CLAIMS WITH ATTACHMENTS
20	ELECTRONIC CLAIMS WITH NO ATTACHMENTS
21	ELECTRONIC CLAIMS WITH ATTACHMENTS
22	INTERNET CLAIMS WITH NO ATTACHMENTS
23	INTERNET CLAIMS WITH ATTACHMENTS
40	CLAIMS CONVERTED FROM OLD MMIS
45	ADJUSTMENTS CONVERTED FROM OLD MMIS
50	ADJUSTMENTS – NON-CHECK RELATED
51	ADJUSTMENTS – CHECK RELATED
52	MASS ADJUSTMENTS – NON-CHECK RELATED
53	MASS ADJUSTMENTS – CHECK RELATED
54	MASS ADJUSTMENTS – VOID TRANSACTION
55	MASS ADJUSTMENTS – PROVIDER RATES
56	ADJUSTMENTS – VOID NON-CHECK RELATED
57	ADJUSTMENTS – VOID CHECK RELATED

2. Year of Receipt
3. Julian Date of Receipt (the Julian calendar numbers the days of the year 1 – 365; for example, 001 is January 1 and 032 (shown above) is February 1
4. Batch Sequence Used Internally

11 Appendix C – Remittance Advice

This section is a step-by-step guide to reading a Kentucky Medicaid Remittance Advice (RA). The following sections describe major categories related to processing/adjudicating claims. To enhance this document's usability, detailed descriptions of the fields on each page are included, reading the data from left to right, top to bottom.

11.1 Examples of Pages in a Remittance Advice

There are several types of pages in a Remittance Advice, including separate page types for each type of claim; however, if a provider does not have activity in that particular category, those pages are not included.

Following are examples of pages which may appear in a Remittance Advice:

FIELD	DESCRIPTION
Returned Claims	This section lists all claims that have been returned to the provider with a Return to Provider (RTP) letter. The RTP letter explains why the claim is being returned. These claims are returned because they are missing information required for processing.
Paid Claims	This section lists all claims paid in the cycle.
Denied Claims	This section lists all claims that denied in the cycle.
Claims In Process	This section lists all claims that have been suspended as of the current cycle. The provider should maintain this page and compare it with future Remittance Advices until all the claims listed have appeared on the PAID CLAIMS page or the DENIED CLAIMS page. Until that time, the provider need not resubmit the claims listed in this section.
Adjusted Claims	This section lists all claims that have been submitted and processed for adjustment or claim credit transactions.
Mass Adjusted Claims	This section lists all claims that have been mass adjusted at the request of the Department for Medicaid Services (DMS).
Financial Transactions	This section lists financial transactions with activity during the week of the payment cycle. **Note:** It is imperative the provider maintains any A/R page with an outstanding balance.
Summary	This section details all categories contained in the Remittance Advice for the current cycle, month to date, and year to date. Explanation of Benefit (EOB) codes listed throughout the Remittance Advice is defined in this section.
EOB Code Descriptions	EOB codes which appear in the RA are defined in this section.

Note: For the purposes of reconciliation of claims payments and claims resubmission of denied claims, it is highly recommended that all remittance advices be kept for at least one year.

11.2 Title

The header information that follows is contained on every page of the Remittance Advice.

```
REPORT:  CRA-XBPD-R                COMMONWEALTH OF KENTUCKY                DATE:  01/08/2021
   RA#:    99999999          MEDICAID MANAGEMENT INFORMATION SYSTEM         PAGE:         2
                                  PROVIDER REMITTANCE ADVICE
```

FIELD	DESCRIPTION
DATE	The date the Remittance Advice was printed.
RA NUMBER	A system-generated number for the Remittance Advice.
PAGE	The number of the page within each Remittance Advice.
CLAIM TYPE	The type of claims listed on the Remittance Advice.
PROVIDER NAME	The name of the provider that billed. (The type of provider is listed directly below the name of the provider.)
PAYEE ID	The eight-digit Medicaid assigned provider ID of the billing provider.
NPI ID	The NPI number of the billing provider.

The category (type of page) begins each section and is centered (for example, *PAID CLAIMS*). All claims contained in each Remittance Advice are listed in numerical order of the prescription number.

11.3 Banner Page

All Remittance Advices have a “banner page” as the first page. The “banner page” contains provider-specific information regarding upcoming meetings and workshops, “top ten” billing errors, policy updates, billing changes etc. Please pay close attention to this page.

REPORT: CRA-BANN-R
RA#: 99999999

COMMONWEALTH OF KENTUCKY
MEDICAID MANAGEMENT INFORMATION SYSTEM
PROVIDER REMITTANCE ADVICE
PROVIDER BANNER MESSAGE

DATE: 01/08/2021
PAGE: 1

JD PROVIDER
555 ANY STREET
CITY, KY 55555-0000

PAYEE ID	9999999999
NPI ID	9999999999
CHECK/EFT NUMBER	E99999999
ISSUE DATE	01/08/2021

REPORT: CRA-IPPD-R
RA#: 99999999

COMMONWEALTH OF KENTUCKY
MEDICAID MANAGEMENT INFORMATION SYSTEM
PROVIDER REMITTANCE ADVICE
UB04 CLAIMS PAID

DATE: 01/08/2021
PAGE: 2

JD PROVIDER
555 ANY STREET
CITY, KY 55555-0000

PAYEE ID 9999999999
NPI ID 9999999999
CHECK/EFT NUMBER E99999999
ISSUE DATE 01/08/2021

--ICN-- / PAT. ACCT NUM.	ATTENDING PROV.	SERVICE DATES FROM	THRU	DAYS	ADMIT DATE	BILLED AMT	ALLOWED AMT	SPENDDOWN COPAY AMT	PATIENT LIABILITY	TPL AMT	PAID AMT
MEMBER NAME: JOHN DOE				MEMBER ID: 9999999999							
9999999999999	9999999999	122920	123120	2	122920	10,366.81	0.00	0.00		0.00	3,846.59
9999999999								0.00	0.00		

HEADER EOBS: 3001 9932

LN	REV CD	HCPCS/RATE	SRV DATE	DRG CODE	UNITS	BILLED AMT	ALLOWED AMT	DETAIL EOBS
0001	111		122920	0807	2.00	3,555.42	0.00	9932
0002	250		122920	0807	48.00	63.24	0.00	9932
0003	300		122920	0807	5.00	118.32	0.00	9932
0004	301		122920	0807	1.00	240.00	0.00	9932
0005	302		122920	0807	1.00	44.13	0.00	9932
0006	306		122920	0807	2.00	217.75	0.00	9932
0007	307		122920	0807	1.00	7.47	0.00	9932
0008	370		122920	0807	1.00	200.00	0.00	9932
0009	510		122920	0807	1.00	110.50	0.00	9932
0010	720		122920	0807	1.00	474.00	0.00	9932
0011	722		122920	0807	1.00	5,335.98	0.00	9932
				Total:	64.00	10,366.81	0.00	

11.4 Paid Claims Page

The table below provides a description of each field on the Paid Claims page:

FIELD	DESCRIPTION
PATIENT ACCOUNT	The 14-digit alpha/numeric Patient Account Number from Form Locator 3.
MEMBER NAME	The member's last name and first initial.
MEMBER NUMBER	The member's ten-digit identification number as it appears on the member's identification card.
ICN	The 12-digit unique system-generated identification number assigned to each claim by Gainwell.
ATTENDING PROVIDER	The member's attending provider.
CLAIM SERVICE DATES FROM – THRU	The date or dates the service was provided in month, day, and year numeric format.
DAYS	The number of days billed.
ADMIT DATE	The admit date of the member.
BILLED AMOUNT	The usual and customary charge for services provided for the member.
ALLOWED AMOUNT	The allowed amount for Medicaid.
SPENDDOWN COPAY AMOUNT	The amount collected from the member.
TPL AMOUNT	Amount paid, if any, by private insurance (excluding Medicaid and Medicare).
PAID AMOUNT	The total dollar amount reimbursed by Medicaid for the claim listed.
EOB	Explanation of Benefits. All EOBs detailed on the Remittance Advice are listed with a description/definition at the end of the Remittance Advice.
CLAIMS PAID ON THIS RA	The total number of paid claims on the Remittance Advice.
TOTAL BILLED	The total dollar amount billed by the provider for all claims listed on the PAID CLAIMS page of the Remittance Advice (only on final page of section).
TOTAL PAID	The total dollar amount paid by Medicaid for all claims listed on the PAID CLAIMS page of the Remittance Advice (only on final page of section).

REPORT: CRA-OPDN-R
RA#: 99999999

COMMONWEALTH OF KENTUCKY
MEDICAID MANAGEMENT INFORMATION SYSTEM
PROVIDER REMITTANCE ADVICE
UB04 CLAIMS DENIED

DATE: 01/08/2021
PAGE: 80

JD PROVIDER
555 ANY STREET
CITY, KY 55555-0000

PAYEE ID 9999999999
NPI ID 9999999999
CHECK/EFT NUMBER E99999999
ISSUE DATE 01/08/2021

--ICN-- / --PATIENT NUMBER--	ATTEND PROV.	SERVICE DATES FROM	SERVICE DATES THRU	BILLED AMOUNT	TPL AMOUNT	SPENDDOWN AMOUNT
MEMBER NAME: JOHN DOE			MEMBER ID: 9999999999			
9999999999999 / 9999999999	9999999999	123120	123120	321.39	0.00	0.00

HEADER EOBS: 1784

LN	REV	CD HCPCS/RATE	SRV DATE	MODIFIERS	UNITS	BILLED AMT	DETAIL EOBS
0001	352	73200	123120		1.00	321.39	
			Total:		1.00	321.39	

11.5 Denied Claims Page

The table below provides a description of each field on the Denied Claims page:

FIELD	DESCRIPTION
PATIENT ACCOUNT	The 14-digit alpha/numeric Patient Control Number from Form Locator 3.
MEMBER NAME	The member's last name and first initial.
MEMBER NUMBER	The member's ten-digit identification number as it appears on the member's identification card.
ICN	The 12-digit unique system-generated identification number assigned to each claim by Gainwell.
ATTENDING PROVIDER	The member's attending provider.
CLAIM SERVICE DATE FROM – THRU	The date or dates the service was provided in month, day, and year numeric format.
DAYS	The number of days billed.
ADMIT DATE	The admit date of the member.
BILLED AMOUNT	The usual and customary charge for services provided for the member.
TPL AMOUNT	Amount paid, if any, by private insurance (excluding Medicaid and Medicare).
SPENDDOWN AMOUNT	The amount owed from the member.
CLAIM PMT. AMT.	The total dollar amount reimbursed by Medicaid for the claim listed.
EOB	Explanation of Benefits. All EOBs detailed on the Remittance Advice are listed with a description/definition at the end of the Remittance Advice.
CLAIMS DENIED ON THIS RA	The total number of denied claims on the Remittance Advice.
TOTAL BILLED	The total dollar amount billed by the Home Health Services for all claims listed on the DENIED CLAIMS page of the Remittance Advice (only on final page of section).
TOTAL PAID	The total dollar amount paid by Medicaid for all claims listed on the DENIED CLAIMS page of the Remittance Advice (only on the final page of section).

REPORT: CRA-HHSU-R
RA#: 99999999

COMMONWEALTH OF KENTUCKY
MEDICAID MANAGEMENT INFORMATION SYSTEM
PROVIDER REMITTANCE ADVICE
UB04 CLAIMS IN PROCESS

DATE: 01/08/2021
PAGE: 10

JD PROVIDER
555 ANY STREET
CITY, KY 55555-0000

PAYEE ID 9999999999
NPI ID 9999999999
CHECK/EFT NUMBER E999999999
ISSUE DATE 01/08/2021

--ICN-- / --PATIENT NUMBER--	ATTEND PROV.	SERVICE DATES FROM	SERVICE DATES THRU	BILLED AMOUNT	TPL AMOUNT	SPENDDOWN AMOUNT
MEMBER NAME: JOHN DOE			MEMBER ID: 9999999999			
9999999999999	9999999999	120320	123020	345.60	0.00	0.00
99999999999999999999						

LN	REV CD	HCPCS/RATE	SRV DATE	MODIFIERS	UNITS	BILLED AMT	DETAIL EOBS
0001	270	T4535	120320		384.00	345.60	0505 9940
			Total:		384.00	345.60	

RELATED HISTORY - LINE	HISTORY ICN	DATE PAID
1	9999999999999	20201211

11.6 Claims in Process Page

The table below provides a description of each field on the Claims in Process page:

FIELD	DESCRIPTION
PATIENT ACCOUNT	The 14-digit alpha/numeric Patient Control Number from Form Locator 3.
MEMBER NAME	The member's last name and first initial.
MEMBER NUMBER	The member's ten-digit identification number as it appears on the member's identification card.
ICN	The 13-digit unique system-generated identification number assigned to each claim by Gainwell.
ATTENDING PROVIDER	The attending provider's NPI.
CLAIM SERVICE DATE FROM – THRU	The date or dates the service was provided in month, day, and year numeric format.
DAYS	The number of days billed.
ADMIT DATE	The admit date of the member.
BILLED AMOUNT	The usual and customary charge for services provided for the member.
TPL AMOUNT	Amount paid, if any, by private insurance (excluding Medicaid and Medicare).
SPENDDOWN AMOUNT	The amount owed from the member.

REPORT: CRA-IPPD-R
RA#: 99999999

COMMONWEALTH OF KENTUCKY (M1)
MEDICAID MANAGEMENT INFORMATION SYSTEM
PROVIDER REMITTANCE ADVICE
CLAIMS RETURNED

DATE: 01/08/2021
PAGE: 2

JD PROVIDER
555 ANY STREET
CITY, KY 55555-0000

PAYEE ID 9999999999
NPI ID
CHECK/EFT NUMBER E99999999
ISSUE DATE 01/08/2021

-ICN--	REASON CODE
9999999999999	01

CLAIMS RETURNED: 01

11.7 Returned Claim

The table below provides a description of each field on the Returned Claim page:

FIELD	DESCRIPTION
ICN	The 13-digit unique system-generated identification number assigned to each claim by Gainwell.
REASON CODE	A code denoting the reason for returning the claim.
CLAIMS RETURNED ON THIS RA	The total number of returned claims on the Remittance Advice.

Note: Claims appearing on the “returned claim” page are returned via regular mail. The actual claim is returned with a “return to provider” sheet attached, indicating the reason for the claim being returned.

```
REPORT:  CRA-IPAD-R                          COMMONWEALTH OF KENTUCKY                                    DATE:    01/08/2021
  RA#:    99999999                  MEDICAID MANAGEMENT INFORMATION SYSTEM                             PAGE:          18
                                          PROVIDER REMITTANCE ADVICE
                                          UB04 CLAIM ADJUSTMENTS

JD PROVIDER                                                                          PAYEE ID          9999999999
555 ANY STREET                                                                       NPI ID            9999999999
CITY, KY  55555-0000                                                                 CHECK/EFT NUMBER   E99999999
                                                                                     ISSUE DATE        01/08/2021

     -PATIENT NUMBER.-        ICN              SERVICE DATES       BILLED        TPL   CO-PAY  SPENDOWN   PATIENT   PAID
                                                FROM    THRU       AMOUNT      AMOUNT   AMOUNT   AMOUNT  LIABILITY AMOUNT

*** ADJUSTMENT TO CLAIM 9999999999999   ORIGINALLY PAID ON 20200522
   FOR MEMBER  JOHN DOE                              MEMBERID # 9999999999
   PROVIDED 042920  BILLED AMOUNT:    -95,258.30   PAID AMOUNT:   -12.841.68
ADJUSTMENT REASON: 8515    YOUR VOID TRANSACTION HAS BEEN PROCESSED.
*** NEW CLAIM   9999999999999
MEMBER NAME: JOHN DOE                            MEMBERID: 9999999999
 99999999999             9999999999999          042920  051220  -95,258.30       -0.00            -0.00            -0.00
                                                                                          -0.00            -0.00
ADJUSTMENT REASON: 8515    YOUR VOID TRANSACTION HAS BEEN PROCESSED.
                                                                                  HEADER EOBS:  3001 8179 9932
LN    REV CD  PROC   DRG       QTY  SERVICE DATES    BILLED AMT   CO-PAY AMT   PAID AMT  EOBS
0001   200            0871     9.00  042920 051220     67,470.75         0.00       0.00  9932
0002   206            0871     4.00  042920 051220     14,784.96         0.00       0.00  9932
0003   250            0871   638.00  042920 051220      1,697.59         0.00       0.00  9932
0004   260            0871     1.00  042920 051220        534.69         0.00       0.00  9932
0005   300            0871   139.00  042920 051220      5,269.47         0.00       0.00  9932
0006   301            0871    59.00  042920 051220        681.62         0.00       0.00  9932
0007   306            0871     2.00  042920 051220        217.75         0.00       0.00  9932
0008   324            0871     2.00  042920 051220        355.92         0.00       0.00  9932
0009   450            0871     2.00  042920 051220      3,817.96         0.00       0.00  9932
0010   730            0871     2.00  042920 051220        355.92         0.00       0.00  9932
0011   940            0871     1.00  042920 051220        108.21         0.00       0.00  9932
NET EFFECT OF ADJ:          859.00                          0.00             0.00              -12,841.68
```

Providers have an option of requesting an adjustment, as indicated above; or requesting a cash refund (form and instructions for its completion can be found in the Billing Instructions).

If a cash refund is submitted, an adjustment **CANNOT** be filed.
If an adjustment is submitted, a cash refund **CANNOT** be filed.

11.8 Adjusted Claims Page

The information on this page reads left to right and does not follow the general headings:

FIELD	DESCRIPTION
PATIENT ACCOUNT	The 14-digit alpha/numeric Patient Control Number from Form Locator 3.
MEMBER NAME	The member's last name and first initial.
MEMBER NUMBER	The member's ten-digit identification number as it appears on the member's identification card.
ICN	The 12-digit unique system-generated identification number assigned to each claim by Gainwell.
CLAIM SERVICE DATES FROM – THRU	The date or dates the service was provided in month, day, and year numeric format.
BILLED AMOUNT	The usual and customary charge for services provided for the member.
ALLOWED AMOUNT	The amount allowed for this service.
TPL AMOUNT	Amount paid, if any, by private insurance (excluding Medicaid and Medicare).
COPAY AMOUNT	Copay amount to be collected from member.
SPENDDOWN AMOUNT	The amount to be collected from the member.
PAID AMOUNT	The total dollar amount reimbursed by Medicaid for the claim listed.
EOB	Explanation of Benefits. All EOBs detailed on the Remittance Advice are listed with a description/definition at the end of the Remittance Advice.
PAID AMOUNT	Amount paid.

Note: The ORIGINAL claim information appears first, followed by the NEW (adjusted) claim information.

REPORT: CRA-TRAN-R
RA#: 99999999

COMMONWEALTH OF KENTUCKY
MEDICAID MANAGEMENT INFORMATION SYSTEM
PROVIDER REMITTANCE ADVICE
FINANCIAL TRANSACTIONS

DATE: 12/25/2020
PAGE: 157

JD PROVIDER
555 ANY STREET
CITY, KY 55555-0000

PAYEE ID 9999999999
NPI ID 9999999999
CHECK/EFT NUMBER E99999999
ISSUE DATE 12/25/2020

----------NON-CLAIM SPECIFIC PAYOUTS TO PROVIDERS----------

TRANSACTION NUMBER	--CCN--	PAYOUT --AMOUNT--	REASON CODE	RENDERING PROVIDER	SVC DATE FROM	SVC DATE THRU	MEMBER NO.	MEMBER NAME

NO NON-CLAIM SPECIFIC PAYOUTS TO PROVIDERS

---------- CLAIM SPECIFIC REFUNDS FROM PROVIDERS ----------

--CCN--	REFUND --AMOUNT--	ICN REFUNDED	REASON CODE	REASON DESCRIPTION

NO NON-CLAIM SPECIFIC REFUNDS FROM PROVIDERS

----------ACCOUNTS RECEIVABLE----------

A/R NUMBER/ICN	SETUP DATE	RECD/RECPD THIS CYCLE	ORIGINAL AMOUNT	A/R INC/DEC	TOTAL RECD/RECP	INT CALC	INT RECD	BALANCE	REASON CODE
9999999999999	122520	44.49	44.49	0.00	44.49	-0.00	0.00	0.00	8400
Member id: 0000000000									

11.9 Financial Transaction Page

The tables below provide a description of each field on the Financial Transaction page.

11.9.1 Non-Claim Specific Payouts to Providers

FIELD	DESCRIPTION
TRANSACTION NUMBER	The tracking number assigned to each financial transaction.
CCN	The cash control number (CCN) assigned to refund checks for tracking purposes.
PAYMENT AMOUNT	The amount paid to the provider when the financial reason code indicates money is owed to the provider.
REASON CODE	The payment reason code.
RENDERING PROVIDER	The rendering provider of the service.
SERVICE DATES	The from and through dates of service.
MEMBER NUMBER	The KY Medicaid member identification number.
MEMBER NAME	The KY Medicaid member name.

11.9.2 Non-Claim Specific Refunds from Providers

FIELD	DESCRIPTION
CCN	The cash control tracking number assigned to refund checks for tracking purposes.
REFUND AMOUNT	The amount refunded by the provider.
REASON CODE	The two-byte reason code specifying the reason for the refund.
MEMBER NUMBER	The KY Medicaid member identification number.
MEMBER NAME	The KY Medicaid member name.

11.9.3 Accounts Receivable

FIELD	DESCRIPTION
A/R NUMBER/ICN	This is the 13-digit Internal Control Number used to identify records for one accounts receivable transaction.
SETUP DATE	The date entered on the accounts receivable transaction in the MM/DD/CCYY format. This date identifies the beginning of the accounts receivable event.
RECOUPED THIS CYCLE	The amount of money recouped on this financial cycle.

FIELD	DESCRIPTION
ORIGINAL AMOUNT	The original accounts receivable transaction amount owed by the provider.
TOTAL RECOUPED	This amount is the total of the provider's checks and recoupment amounts posted to this accounts receivable transaction.
BALANCE	The system-generated balance remaining on the accounts receivable transaction.
REASON CODE	A two-byte alpha/numeric code specifying the reason an accounts receivable was processed against a provider's account.

All initial accounts receivable allows 60 days from the "setup date" to make payment on the accounts receivable. After 60 days, if the accounts receivable has not been satisfied nor a payment plan initiated, monies are recouped from the provider on each Remittance Advice until satisfied.

This is your only notification of an accounts receivable setup. Please keep all Accounts Receivable Summary pages until all monies have been satisfied.

REPORT: CRA-SUMM-R
RA#: 99999999

COMMONWEALTH OF KENTUCKY
MEDICAID MANAGEMENT INFORMATION SYSTEM
PROVIDER REMITTANCE ADVICE
SUMMARY

DATE: 01/08/2021
PAGE: 14

JD PROVIDER
555 ANY STREET
CITY, KY 55555-0000

PAYEE ID 9999999999
NPI ID 9999999999
CHECK/EFT NUMBER E99999999
ISSUE DATE 01/08/2021

----------CLAIMS DATA----------

	CURRENT NUMBER	CURRENT AMOUNT	MONTH-TD NUMBER	MONTH-TD AMOUNT	YEAR-TD NUMBER	YEAR-TD AMOUNT
CLAIMS PAID	24	12,111.41	25	12,951.59	25	12,951.59
CLAIM ADJUSTMENTS	0	0.00	0	0.00	0	0.00
MASS ADJUSTMENTS	0	0.00	0	0.00	0	0.00
TOTAL CLAIM PAYMENTS	24	12,111.41	25	12,951.59	25	12,951.59
CLAIMS DENIED	1		1		1	
CLAIMS IN PROCESS	9					

----------EARNINGS DATA----------

PAYMENTS:			
CLAIMS PAYMENTS	12,111.41	12,951.59	12,951.59
SYSTEM PAYOUTS (NON-CLAIM SPECIFIC)	0.00	0.00	0.00
ACCOUNTS RECEIVABLE (OFFSETS):			
CLAIM SPECIFIC:			
CURRENT CYCLE	(0.00)	(0.00)	(0.00)
OUTSTANDING FROM PREVIOUS CYCLES	(0.00)	(0.00)	(0.00)
NON-CLAIM SPECIFIC OFFSETS	(0.00)	(0.00)	(0.00)
TOTAL CLAIM PAYMENTS	12,111.41	12,951.59	12,951.59
REFUNDS:			
CLAIM SPECIFIC ADJUSTMENT REFUNDS	(0.00)	(0.00)	(0.00)
NON-CLAIM SPECIFIC REFUNDS	(0.00)	(0.00)	(0.00)
OTHER FINANCIAL:			
MANUAL PAYOUTS (NON-CLAIM SPECIFIC)	0.00	0.00	0.00
VOIDS	(0.00)	(0.00)	(0.00)
NET EARNINGS	12,111.41	12,951.59	12,951.59

REPORT: CRA-EOBM-R
RA#: 99999999

COMMONWEALTH OF KENTUCKY (M1)
MEDICAID MANAGEMENT INFORMATION SYSTEM
PROVIDER REMITTANCE ADVICE
EOB CODE DESCRIPTIONS

DATE: 12/11/2020
PAGE: 14

JD PROVIDER
555 ANY STREET
CITY, KY 55555-0000

PAYEE ID 9999999999
NPI ID
CHECK/EFT NUMBER E999999999
ISSUE DATE 12/11/2020

EOB CODE	EOB CODE DESCRIPTION
0022	COVERED DAYS ARE NOT EQUAL TO ACCOMMODATION UNITS.
0271	CLAIM DENIED. MEMBER AVAILABLE INCOME INFORMATION NOT ON FILE FOR THE MONTH OF SERVICE. PLEASE CONTACT DMS AT 502-564-6885.
0409	INVALID PROVIDER TYPE BILLED ON CLAIM FORM.
0883	CLAIM DENIED. DUPLICATE PROCEDURE HAS BEEN PAID.
9999	PROCESSED PER MEDICAID POLICY.

HIPAA REASON CODE	HIPAA ADJ REASON CODE DESCRIPTION
0016	Claim/service lacks information which is needed for adjudication. Additional information is supplied using remittance advice remarks codes whenever appropriate.
0018	Duplicate claim/service.
0052	The referring/prescribing/rendering provider is not eligible to refer/prescribe/order/perform the service billed.
0092	Claim paid in full.
00A1	Claim denied charges.

11.10 Summary Page

The tables below provide a description of each field on the Summary page:

FIELD	DESCRIPTION
CLAIMS PAID	The number of paid claims processed, current month and year to date.
CLAIM ADJUSTMENTS	The number of adjusted/credited claims processed, adjusted/credited amount billed, and adjusted/credited amount paid or recouped by Medicaid. If money is recouped, the dollar amount is followed by a negative (-) sign. These figures correspond with the summary of the last page of the ADJUSTED CLAIMS section.
PAID MASS ADJ CLAIMS	The number of mass adjusted/credited claims, mass adjusted/credited amount billed, and mass adjusted/credited amount paid or recouped by Medicaid. These figures correspond with the summary line of the last page of the MASS ADJUSTED CLAIMS section. Mass Adjustments are initiated by Medicaid and Gainwell for issues that affect a large number of claims or providers. These adjustments have their own section “MASS ADJUSTED CLAIMS” page but are formatted the same as the ADJUSTED CLAIMS page.
CLAIMS DENIED	These figures correspond with the summary line of the last page of the DENIED CLAIMS section.
CLAIMS IN PROCESS	The number of claims processed that suspended along with the amount billed of the suspended claims. These figures correspond with the summary line of the last page of the CLAIMS IN PROCESS section.

11.10.1 Payments

FIELD	DESCRIPTION
CLAIMS PAYMENT	The number of claims paid.
SYSTEM PAYOUTS	Any money owed to providers.
NET PAYMENT	The total check amount.
REFUNDS	Any money refunded to Medicaid by a provider.
OTHER FINANCIAL	This field appears on the Summary page when appropriate.
NET EARNINGS	The 1099 amount.

EXPLANATION OF BENEFITS

FIELD	DESCRIPTION
EOB	A five-digit number denoting the explanation of benefits detailed on the Remittance Advice.
EOB CODE DESCRIPTION	A description of the EOB code. All EOB codes detailed on the Remittance Advice are listed with a description/definition.
COUNT	The total number of times an EOB code is detailed on the Remittance Advice.

EXPLANATION OF REMARKS

FIELD	DESCRIPTION
REMARK	A five-digit number denoting the remark identified on the Remittance Advice.
REMARK CODE DESCRIPTION	A description of the Remark code. All remark codes detailed on the Remittance Advice are listed with a description/definition.
COUNT	The total number of times a Remark code is detailed on the Remittance Advice.

EXPLANATION OF ADJUSTMENT CODE

FIELD	DESCRIPTION
ADJUSTMENT CODE	A two-digit number denoting the reason for returning the claim.
ADJUSTMENT CODE DESCRIPTION	A description of the Adjustment code. All adjustment codes detailed on the Remittance Advice are listed with a description/definition.
COUNT	The total number of times an adjustment code is detailed on the Remittance Advice.

EXPLANATION OF RTP CODES

FIELD	DESCRIPTION
RTP CODE	A two-digit number denoting the reason for returning the claim.
RETURN CODE DESCRIPTION	A description of the RTP code. All RTP codes detailed on the Remittance Advice are listed with a description/definition.
COUNT	The total number of times an RTP code is detailed on the Remittance Advice.

12 Appendix D – Remittance Advice Location Codes (LOC CD)

The following is a code indicating the Department for Medicaid Services branch/division or other agency that originated the Accounts Receivable:

Code	Description
A	Active
B	Hold Recoup – Payment Plan Under Consideration
C	Hold Recoup – Other
D	Other – Inactive – FFP – Not Reclaimed
E	Other – Inactive – FFP
F	Paid in Full
H	Payout on Hold
I	Involves Interest – Cannot Be Recouped
J	Hold Recoup Refund
K	Inactive – Charge Off – FFP Not Reclaimed
P	Payout – Complete
Q	Payout – Set Up in Error
S	Active – Prov End Dated
T	Active Provider A/R Transfer
U	Gainwell On Hold
W	Hold Recoup – Further Review
X	Hold Recoup – Bankruptcy
Y	Hold Recoup – Appeal
Z	Hold Recoup – Resolution Hearing

13 Appendix E – Remittance Advice Reason Code (ADJ RSN CD or RSN CD)

The following is a two-byte alpha/numeric code specifying the reason an accounts receivable was processed against a provider's account:

Code	Description	Code	Description
01	Prov Refund – Health Insur Paid	59	Non-Claim Related Overage
02	Prov Refund – Member/Rel Paid	60	Provider Initiated Adjustment
03	Prov Refund – Casualty Insu Paid	61	Provider Initiated CLM Credit
04	Prov Refund – Paid Wrong Vender	62	CLM CR – Paid Medicaid VS Xover
05	Prov Refund – Apply to Acct Recv	63	CLM CR – Paid Xover VS Medicaid
06	Prov Refund – Processing Error	64	CLM CR – Paid Inpatient VS Outp
07	Prov Refund – Billing Error	65	CLM CR – Paid Outpatient VS Inp
08	Prov Refund – Fraud	66	CLS Credit – Prov Number Changed
09	Prov Refund – Abuse	67	TPL CLM Not Found on History
10	Prov Refund – Duplicate Payment	68	FIN CLM Not Found on History
11	Prov Refund – Cost Settlement	69	Payout – Withhold Release
12	Prov Refund – Other/Unknown	71	Withhold – Encounter Data Unacceptable
13	Acct Receivable – Fraud	72	Overage .99 or Less
14	Acct Receivable – Abuse	73	No Medicaid/Partnership Enrollment
15	Acct Receivable – TPL	74	Withhold – Provider Data Unacceptable
16	Acct Recv – Cost Settlement	75	Withhold – PCP Data Unacceptable
17	Acct Receivable – Gainwell Request	76	Withhold – Other
18	Recoupment – Warrant Refund	77	A/R Member IPV
19	Act Receivable – SURS Other	78	CAP Adjustment – Other
20	Acct Receivable – Dup Payt	79	Member Not Eligible for DOS
21	Recoupment – Fraud	80	Adhoc Adjustment Request
22	Civil Money Penalty	81	Adj Due to System Corrections
23	Recoupment – Health Insur TPL	82	Converted Adjustment

Code	Description	Code	Description
24	Recoupment – Casualty Insur TPL	83	Mass Adj Warr Refund
25	Recoupment – Member Paid TPL	84	DMS Mass Adj Request
26	Recoupment – Processing Error	85	Mass Adj SURS Request
27	Recoupment – Billing Error	86	Third Party Paid – TPL
28	Recoupment – Cost Settlement	87	Claim Adjustment – TPL
29	Recoupment – Duplicate Payment	88	Beginning Dummy Recoupment Bal
30	Recoupment – Paid Wrong Vendor	89	Ending Dummy Recoupment Bal
31	Recoupment – SURS	90	Retro Rate Mass Adj
32	Payout – Advance to be Recouped	91	Beginning Credit Balance
33	Payout – Error on Refund	92	Ending Credit Balance
34	Payout – RTP	93	Beginning Dummy Credit Balance
35	Payout – Cost Settlement	94	Ending Dummy Credit Balance
36	Payout – Other	95	Beginning Recoupment Balance
37	Payout – Medicare Paid TPL	96	Ending Recoupment Balance
38	Recoupment – Medicare Paid TPL	97	Begin Dummy Rec Bal
39	Recoupment – DEDCO	98	End Dummy Recoup Balance
40	Provider Refund – Other TLP Rsn	99	Drug Unit Dose Adjustment
41	Acct Recv – Patient Assessment	AA	PCG 2 Part A Recoveries
42	Acct Recv – Orthodontic Fee	BB	PCG 2 Part B Recoveries
43	Acct Receivable – KENPAC	CB	PCG 2 AR CDR Hosp
44	Acct Recv – Other DMS Branch	DG	DRG Retro Review
45	Acct Receivable – Other	DR	Deceased Member Recoupment
46	Acct Receivable – CDR-HOSP-Audit	IP	Impact Plus
47	Act Rec – Demand Paymt Updt 1099	IR	Interest Payment
48	Act Rec – Demand Paymt No 1099	CC	Converted Claim Credit Balance
49	PCG	MS	Prog Intre Post Pay Rev Cont C
50	Recoupment – Cold Check	OR	On Demand Recoupment Refund
51	Recoupment – Program Integrity Post Payment Review Contractor A	RP	Recoupment Payout

Code	Description	Code	Description
52	Recoupment – Program Integrity Post Payment Review Contractor B	RR	Recoupment Refund
53	Claim Credit Balance	SC	SURS Contract
54	Recoupment – Other St Branch	SS	State Share Only
55	Recoupment – Other	UA	Gainwell Medicare Part A Recoup
56	Recoupment – TPL Contractor	UB	Gainwell Medicare Part B Recoup
57	Acct Recv – Advance Payment	XO	Reg. Psych. Crossover Refund
58	Recoupment – Advance Payment		

14 Appendix F – Remittance Advice Status Code (ST CD)

The following is a one-character code indicating the status of the accounts receivable transaction:

Code	Description
A	Active
B	Hold Recoup – Payment Plan Under Consideration
C	Hold Recoup – Other
D	Other – Inactive – FFP – Not Reclaimed
E	Other – Inactive – FFP
F	Paid in Full
H	Payout on Hold
I	Involves Interest – Cannot Be Recouped
J	Hold Recoup Refund
K	Inactive – Charge off – FFP Not Reclaimed
P	Payout – Complete
Q	Payout – Set Up in Error
S	Active – Prov End Dated
T	Active Provider A/R Transfer
U	Gainwell On Hold
W	Hold Recoup – Further Review
X	Hold Recoup – Bankruptcy
Y	Hold Recoup – Appeal
Z	Hold Recoup – Resolution Hearing

15 Appendix G – Types of Bills No Longer Used

The following provides a list of the Types of Bills that are no longer used:

Type of Bill	Provider Type
0671-0674 0621-0624	ICF/IID/DD

16 Appendix J – Acronyms

The following acronyms are used in this document:

Acronym	Description
A/R, AR	Accounts Receivable
BCCTP	Breast & Cervical Cancer Treatment Program
CAP	Corrective Action Plan
CCN	Cash Control Number
CDR	Claim Detail Requests
CLM	Claim
CMS	Centers for Medicare and Medicaid Services
CR	Credit
DCBS	Department for Community Based Services
DMS	Department for Medicaid Services
DOS	Date of Service
DRG	Diagnosis Related Group
ECS	Electronic Claims Submission
EDI	Electronic Data Interchange
EOB	Explanation of Benefits
EOMB	Explanation of Medicare or Medicare Part C (Medicare Advantage) Benefits
EPA	Electronic Prior Authorization
EPSDT	Early Periodic Screening, Diagnosis, and Treatment
FDA	Food and Drug Administration
FFP	Federal Financial Participation
FIN	Financial
HCPCS	Healthcare Common Procedure Coding System
HIPAA	Health Insurance Portability and Accountability Act
HOSP	Hospital
ICD	International Classification of Diseases
ICF	Intermediate Care Facility

Acronym	Description
ICN	Internal Control Number
ID	Identification
KCHIP	Kentucky Children's Health Insurance Program
KY	Kentucky
MCO	Managed Care Organization
MMIS	Medicaid Management Information System
NPI	National Provider Identifier
OCR	Optical Character Recognition
PCP	Primary Care Provider
PE	Presumptive Eligibility
PRO	Peer Review Organization
QMB	Qualified Medicare Beneficiary
RA	Remittance Advice
RTP	Return to Provider
SLMB	Specified Low-Income Medicare Beneficiaries
SNF	Skilled Nursing Facility
SURS	Surveillance and Utilization Review Subsystem
TOB	Type of Bill
TPL	Third Party Liability
UB	Uniform Billing
VREV	Voice Response Eligibility Verification