

February 22, 2018

Update: Important reminder of Medical Assistance (MA) enrollment and billing requirements

This update amends and replaces the previous notice by the same title dated Jan. 19, 2018. This update clarifies when ordering, referring or prescribing provider identification is required on GHP Family claims based on the nature of the encounter and the provider type of the billing provider.

GHP Family is reaching out to all providers who care for GHP Family members to reiterate some important information about recent Affordable Care Act (ACA) and MA program requirements. If you render and bill for services provided to MA beneficiaries, these requirements may affect both your participation in Pennsylvania MA and how you bill for such services. If you are not a rendering or billing provider but you are included on claims as an ordering, referring or prescribing (ORP) provider, these requirements may affect the payment of those claims and your ability to order, refer or prescribe for MA beneficiaries in the future.

The requirements listed below are mandated by the Pennsylvania Department of Human Services (DHS) and by extension GHP Family, and apply to the provision of services to all MA beneficiaries, including GHP Family members.

Key points to remember to avoid claims denials

1) DHS enrollment and revalidation requirement enacted by MA Bulletin #99-16-10

All rendering MA providers must comply with the state-mandated requirement to enroll with the PA Department of Human Services (DHS) and revalidate their PROMISe™ ID and all active and current service locations every five years. Providers who do not complete the revalidation process every five years may have their MA provider record disenrolled, contract terminated and their claims denied. If you have not done so already, we encourage you to register with DHS today so that you can continue to care for your GHP Family and other MA patients. If you are not registered with DHS, claims on which you are included as an ORP provider may be denied. All applications, requirements and the step-by-step instructions are available on the following DHS website: http://www.dhs.pa.gov/provider/promise/enrollmentinformation/S_001994.

2) NPI on all claims

Your National Provider ID (NPI) must always be included on all claims. GHP Family and DHS must be able to cross-walk your NPI to a PROMISe™ ID indicating your registration with DHS. If GHP Family and DHS cannot cross-walk your NPI to a valid PROMISe™ ID, claims may be denied.

3) ORP provider billing requirement enacted by MA Bulletin #99-17-02

Providers furnishing services to MA beneficiaries that require an order or prescription must obtain the order or prescription from a MA enrolled provider (a provider with a PROMISe™ ID). Claims will be rejected or denied:

- When submitted without the valid NPI for an ordering, referring or prescribing provider, or;
- When submitted with the NPI of a GHP participating ordering, referring or prescribing provider that does not cross-walk to a valid PROMISe™ ID.

Attached on pages 3 and 4 of this notice is a billing guide to help you determine when the NPI of an attending, referring or ordering provider is required on GHP Family claims.

Additional guidance for claims submission

DHS requires GHP to validate PROMISe™ ID numbers for all providers indicated on GHP Family claims. GHP uses NPI, as well as taxonomy code and zip code to accurately match NPI numbers on claims to valid corresponding 13-digit PROMISe™ ID numbers on file with DHS. When a valid match cannot be found, claims will be rejected or denied.

- Rendering providers should submit their **taxonomy code** and **zip code**—as registered with DHS for the service location—in the appropriate 837 loop and segment as referenced in the ASC X12 Standards for EDI or in the appropriate box location as per paper claim billing standards.

No PROMISe™ ID is required on GHP Family claims at this time. However, we strongly recommend billing with your PROMISe™ ID if possible. Using your PROMISe™ ID allows for optimal claims processing and minimizes the risk that claims are rejected for failure to cross-walk NPI information to DHS registries.

When billing with PROMISe™ ID:

- Providers should submit their 13-digit PROMISe™ ID associated with the billing provider in the following location of the 837i/837p:
 - Loop 2010BB REF02 where REF01 is G2.
- For professional claims, if the rendering provider is not the same as billing provider, providers should submit their 13-digit PROMISe™ ID associated with the rendering provider of the claim in the following location of the 837p:
 - Loop 2310B REF02 where REF01 is G2.

If you have questions regarding this communication, contact your provider account manager at 800- 876- 5357. For information on the status of a claim, visit GHP on NaviNet.net or call GHP Family customer service at 855-227-1302.

Provider Type Billing Guide for Attending, Referring and Ordering

Provider Type	Description of Provider Type	Provider Specialty	Encounter Type	Location of the Individual NPI for ORP			
				Attending	Referring	Ordering	Notes
01	Inpatient Facility	All	I,A,O,C	X			Logic will look at Attending.
03	Extended Care Facility	All	L,A	X			Logic will look at Attending.
05	Home Health	All	M,B		X	X	Must be Provider Type 31. Logic will look at Referring and Ordering. If both entered, Ordering is used.
06	Hospice	All	M,B		X	X	Logic will look at Referring and Ordering locations. If both entered, Ordering is used.
08	Family Planning Clinic	083	M,B		X	X	Drug encounters only. Logic will look at Referring and Ordering for prescriber. If both entered, Ordering is used.
08	Family Planning Clinic	083	O,C	X	X		Drug encounters only. Logic will look at Attending and Referring for prescriber. If both entered, Referring is used.
09	Certified Registered Nurse	All	M,B		X	X	Drug encounters only. Logic will look at Referring and Ordering for prescriber. If both entered, Ordering is used.
09	Certified Registered Nurse	All	O,C	X	X		Drug encounters only. Logic will look at both locations for prescriber. If both entered, Referring is used.
24	Pharmacy	All	M,B		X	X	Drug encounters only. Logic will look at Referring and Ordering for prescriber. If both entered, Ordering is used.
24	Pharmacy	All	O,C	X	X		Drug encounters only. Logic will look at Attending and Referring for prescriber. If both entered, Ordering is used.
24	Pharmacy	All	NCPDP				Drug encounters only. Prescriber's individual NPI entered in the Prescriber field.
25	DME	All	M,B		X	X	Logic will look at Referring and Ordering. If both entered, Ordering is used.

Provider Type	Description of Provider Type	Provider Specialty	Encounter Type	Location of the Individual NPI for ORP			
				Attending	Referring	Ordering	Notes
28	Laboratory	All	M,B		X	X	Logic will look at Referring and Ordering. If both entered, Ordering is used.
29	X-Ray Clinic	All	M,B		X	X	Logic will look at Referring and Ordering. If both entered, Ordering is used.
30	Renal Dialysis	All	M,B		X	X	Logic will look at Referring and Ordering. If both entered, Ordering is used.
31	Physician	All	M,B		X	X	Drug encounters only. Logic will look at Referring and Ordering for prescriber. If both entered, Ordering is used.
31	Physician	All	O,C	X	X		Drug encounters only. Logic will look at Attending and Referring for prescriber. If both entered, Ordering is used.
33	Certified Nurse Midwife	All	M,B		X	X	Drug encounters only. Logic will look at Referring and Ordering for prescriber. If both entered, Ordering is used.
33	Certified Nurse Midwife	All	O,C	X	X		Drug encounters only. Logic will look at Attending and Referring for prescriber. If both entered, Ordering is used.
55	Environmental Lead Investigation	225	M,B		X	X	Logic will look at Referring and Ordering. If both entered, Ordering is used.

Encounter Type Descriptions:	
A	Inpatient/LTC (Xover)
I	Inpatient
L	Long Term Care (LTC)
P	Pharmacy
Q	Compound Pharmacy
C	Outpatient XOVER
D	Dental
M	Professional
O	Outpatient