



Reimbursement Policy

Subject: Claims Submission — Required Information for Facilities

Effective Date:
03/23/18

Committee Approval Obtained:
03/23/18

Section:
Administration

*****The most current version of the reimbursement policies can be found on our provider website. If you are using a printed version of this policy, please verify the information by going to <https://providers.amerigroup.com>. Under Quick Tools, select Reimbursement Policies > Medicaid/Medicare. Note: State-specific exemptions may apply. Please refer to the Exemptions section below for specific exemptions based on your state.*****

These policies serve as a guide to assist you in accurate claim submissions and to outline the basis for reimbursement if the service is covered by a member’s Amerigroup benefit plan. The determination that a service, procedure, item, etc. is covered under a member’s benefit plan is not a determination that you will be reimbursed. Services must meet authorization and medical necessity guidelines appropriate to the procedure and diagnosis as well as to the member’s state of residence. You must follow proper billing and submission guidelines. You are required to use industry standard, compliant codes on all claim submissions. Services should be billed with CPT codes, HCPCS codes and/or revenue codes. The codes denote the services and/or procedures performed. The billed code(s) are required to be fully supported in the medical record and/or office notes. Unless otherwise noted within the policy, our policies apply to both participating and nonparticipating providers and facilities.

If appropriate coding/billing guidelines or current reimbursement policies are not followed, Amerigroup may:

- Reject or deny the claim.
- Recover and/or recoup claim payment.

Amerigroup reimbursement policies are developed based on nationally accepted industry standards and coding principles. These policies may be superseded by mandates in provider, state, federal or CMS contracts and/or requirements. System logic or setup may prevent the loading of policies into the claims platforms in the same manner as described; however, Amerigroup strives to minimize these variations.

Amerigroup reserves the right to review and revise our policies periodically when necessary. When there is an update, we will publish the most current policy to this site.

Policy

Institutional Providers (Facilities) are required, unless otherwise stipulated in their contract, to submit the original Centers for Medicare & Medicaid Services UB-04/CMS-1450 Medicare Uniform Institutional Provider Bill to Amerigroup for payment of health care services. Providers must submit a properly completed

	<p>UB-04/CMS-1450 for services performed or items/devices provided. If the required information is not provided, Amerigroup can delay or deny payment without being liable for interest or penalties. The UB-04/CMS-1450 claim form must include the following information, if applicable:</p> <ul style="list-style-type: none"> • Billing provider information (name, address and telephone number) • Patient Control Number • Medical Record Number • Type of Bill • Federal Tax Identification Number • Statement Covers Period (From-Through) • Patient information (name, member ID number, address, date of birth, and gender) • Admission/Start of care date • Type of admission or visit • Point of origin for admission or visit • Patient discharge status • Condition code(s) • Occurrence code(s) and date(s) • Occurrence span code(s) and date(s) for inpatient services only • Value codes and amounts • Revenue code(s) and applicable corresponding CPT/HCPCS codes, if necessary. Applicable claims billed only with the revenue code will be denied. Providers will be asked to resubmit with the correct CPT/HCPCS code in conjunction with the applicable revenue code • Date(s), unit(s), total charge(s), and noncovered charge(s) of service(s) rendered • Insurance payer's information (name, provider number, and Coordination of Benefits (COB) secondary and tertiary payer information) • Prior payments — payers • Insured's information (name, relationship to patient, member ID number, and insurance group name and number) • Principal, admitting and other ICD-10 diagnosis codes and Present on Admission (POA) indicator, as applicable • Diagnosis and Procedure code qualifier (all seven digits for ICD-10) and date of principal procedure for inpatient services • Patient Reason for Visit Code • Attending and operating provider name and Tax ID, if applicable • National Provider Identifier Provider Number (in accordance with CMS requirements)
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	<ul style="list-style-type: none"> • Claim reporting data elements in accordance with applicable state compliance requirements, including the following: <ul style="list-style-type: none"> ○ Admission source code ○ Applicable value code for billed admission type code ○ Birth weight with applicable value and admission type codes ○ Facility type code ○ National Drug Code(s) (NDC) to include the NDC number, unit price, quantity and composite measure per drug <p>Amerigroup cannot accept claims with alterations to billing information. Claims that have been altered will be returned to the provider with an explanation of the reason for the return.</p> <p>Although Amerigroup prefers the submission of claims electronically through the Electronic Data Interchange (EDI), Amerigroup will accept paper claims. A paper claim must be submitted on an original claim form with drop out red ink, computer-printed or typed, and in a large, dark font in order to be read by Optical Character Reading (OCR) technology. All claims must be legible. If any field on the claim is illegible, the claim will be rejected or denied.</p>
Exemptions	<ul style="list-style-type: none"> • There are no exemptions to this policy.
History	<ul style="list-style-type: none"> • Review approved and effective 03/23/18: Policy language updated • Biennial review approved 07/19/17: Policy language updated • Biennial review approved and effective 07/13/15: Policy language updated; Related policies updated • Effective 06/01/14: Exited Ohio • Biennial review approved and effective 07/15/13: Policy template updated • Review approved 11/05/12: Policy template updated • Biennial review approved 10/10/11: Policy template updated; Policy language updated • Review approved 08/10/09: Policy language updated • Initial approval and effective date 06/16/06
References and Research Materials	<p>This policy has been developed through consideration of the following:</p> <ul style="list-style-type: none"> • CMS • State Medicaid • Amerigroup state contracts
Definitions	<ul style="list-style-type: none"> • General Reimbursement Policy Definitions
Related Policies	<ul style="list-style-type: none"> • Claims Requiring Additional Documentation • Claims Submission — Required Information for Professional Providers

	<ul style="list-style-type: none">• Drugs and Injectable Limits• Other Provider Preventable Conditions (OPPC)• Present on Admission Indicator for Health-Care Acquired Conditions• Unlisted, Unspecified or Miscellaneous Codes
Related Materials	<ul style="list-style-type: none">• Acceptance of Altered Claim Forms• Amerigroup Electronic Data Interchange Manual