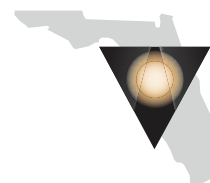




2018 Provider Reference Manual

Sunshine Medicaid



**AMERICAN THERAPY
ADMINISTRATORS OF FLORIDA**

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Address:

2001 South Andrews Ave
Ft. Lauderdale, FL 33316

Toll Free:

(888) 550-8800

Fax:

(305) 620-5973

Authorizing Services Medicaid

All rendering providers **MUST** submit the following **Four Critical Elements** with the authorization request. Providers may submit via the Provider Web Portal at ataflorida.com/hs1portal/ or via fax to ATA-FL at 1-855-410-0121.

1. Prescription or Referral Form (N/A for re-evaluations)
 - Evaluation;
 - New POC/evaluation must be signed by the treating Therapist;
 - Expired POC from the certification period that just ended must be signed by the treating Therapist and referring provider (physician/ARNP/P.A.).
2. A completed ATA-FL Intake Form (N/A to Providers using the Provider Web Portal) including 3 attestations
3. POC with diagnosis signed/dated by the referring provider (physician/ARNP/P.A.) and/or Letter of Medical Necessity (LMN)
 - The Plan of Care must include the evaluation and the start and stop dates
 - The Plan of Care must include the Signature of the referring provider (physician/ARNP/P.A.) recorded on or after the recorded date of the treating therapist
 - The therapist that develops the POC must sign and date the document on the date it is completed. The therapist must sign and date the POC prior to the PCP's signature and date. The PCP may sign and date the POC on the same date the therapist signs and dates the POC.
4. Standardized Assessment Scores clearly denoted

CRITICALLY IMPORTANT: If any of the above elements are missing, ATA-FL will not approve the authorization request. Based on ATA-FL delegated responsibilities, the case will either be denied by ATA-FL or referred to the health plan with recommendation for denial.

Failure to provide all required documentation could result in the delay of treatment of your patient. Retrospective requests will not be authorized.

Outcomes of Peer to Peer:

- A. Approved - If after Peer to Peer, clinician agrees with Plan of Care, authorization is provided.
- B. Provider agrees to withdraw current request and resubmit with documentation to support medical necessity.
- C. Provider chooses NOT to withdraw the current request. Provider refuses to accept the level issued. Case is referred to the Medical Director. If the Medical Director is in agreement with the clinician, and based on ATA-FL delegated responsibilities, the case will be referred to the health plan with recommendation for denial.

Provider notification of authorization:

- Via the Provider Web Portal at <https://www.ataflorida.com/hs1portal>
- In addition, ATA-FL will fax the treating provider an authorization indicating the Level and the authorization period.
- Expedited/Urgent requests are completed within 24 hours for Medicaid members.
- Authorization requests received without the 4 Critical Elements will not be approved and will be referred to the health plan with recommendation for denial.

An expedited/urgent request is only warranted when applying the standard time (7 days) for making a determination could seriously jeopardize the enrollee's health, life, or ability to regain maximum function.

Request for an Upgrade of an Existing Authorization:

- ATA-FL will only issue authorizations for upgrades when a change in diagnosis or a change in test scores is submitted. (In rare clinical circumstances upgrades may be authorized without a change in either diagnosis or test scores.)
- Upgrades will not be authorized retrospectively (after the treatment period).

- The provider must submit the Upgrade request via fax to ATA-FL at 877-583-6440.
- The Upgrade Request must include the following:
 - The completed ATA-FL Upgrade Request Form
 - New POC, signed/dated by the referring provider (physician/ARNP/P.A.), in addition to the original Plan of Care.
 - Change in Standardized Test Scores or
 - Change in Medical Diagnosis
 - Progress notes/daily notes from the last 3 visits
 - Documented patient progress in metrics/quantitative data
 - List the all of rendered DOS on the Upgrade Request Form
- B.** Request an authorization via the Provider Web Portal at ataflorida.com/hs1portal/ or via fax to ATA-FL at 1-855-410-0121.
- C.** Submit the 4 Critical Elements as stated on page 3 including the re-evaluation and the following 5th item
- D.** Documented patient progress in metrics/quantitative data in the form of a progress report, which demonstrates the patient's progress to date. The Report must include comprehensive quantitative data regarding ALL goals targeted for the previous authorization period as established in the POC.

Upon receipt of the information listed above, ATA-FL will review the submitted documentation. ATA-FL will issue a new authorization as indicated and a new authorization period begins.

Review Process for an Upgrade Request:

ATA-FL will submit the Upgrade request to a clinician (a licensed therapist in the same discipline) for review.

- A.** If Approved:
 - ATA-FL will modify the existing authorization to a higher level.
 - The provider will receive the authorization via facsimile with the Certification Number referencing the higher level.
- B.** If Not Approved:
 - If medical necessity is not established based on the information received, a peer-to-peer consultation with a clinician is offered to the treating provider.
 - If after the peer-to-peer, a decision cannot be agreed upon, the request for an upgrade will be submitted to the Medical Director for review.

If the Medical Director is in agreement with the clinician, based on ATA-FL delegated responsibilities, the case will be referred to the health plan with recommendation for denial.

Requesting a New Authorization After the Authorization Period Has Ended:

If a member requires further therapy after the authorization period has expired, the provider may request another authorization, following the steps below:

- A.** Perform a re-evaluation of the patient to create a new POC with treating Therapist signature.
 - New POC/evaluation must be signed by the treating Therapist.
 - Expired POC from the certification period that just ended must be signed by the treating Therapist and referring provider (physician/ARNP/P.A.).

Requesting Authorizations for Multiple Therapy Disciplines:

If a patient requires treatment for more than one type of therapy during the same treatment period, such as both Occupational and Speech Therapy, follow the steps outlined below:

- 1.** Request two separate authorizations via the Provider Web Portal at ataflorida.com/hs1portal/ or via fax to ATA-FL at 1-855-410-0121.
- 2.** All documentation requirements, including the 4 Critical Elements must be included for each discipline with each request.
- 3.** All requests of this kind, for more than one therapy discipline, will be submitted to Clinicians for the review of medical necessity.

ATA-FL does not issue a separate episode level for symptoms or conditions associated with the main diagnosis. For example, for a therapy request for Status Post Total Knee Replacement, ATA-FL assigns a level according to date of surgery. Concurrent requests for pain, including back pain, gait, instability, muscle weakness, etc.; would be considered related to the main diagnosis, and ATA-FL will not issue a separate level.

Requesting Authorizations for Custom Hand Splints:

All treating providers MUST submit the Patient Splint Form. The form is located on the ATA-FL website www.ataflorida.com under provider resources. Providers must submit the form via fax to ATA-FL at 1-855-410-0121. Upon receipt of the authorization request an ATA-FL clinician will review the request and issue a Level.

Documentation

Plan of Care Documentation:

ATA-FL will not accept ranges from providers when indicating the following in the Plan of Care: number of visits, the duration of the visit, or the duration of the treatment.

- Acceptable examples
 - 2 visits per week
 - 30 mins per visit
 - 6 weeks of treatment
- Unacceptable examples
 - 1 – 2 visits per week
 - 30 mins – 60 mins per visit
 - 4 – 6 weeks of treatment

Referring practitioner's signature must include their NPI, Credentials and Date of Signature

Case Scenarios:

When an ATA-FL clinician identifies a significant deviation in the Plan of Care from the range in number of visits according to the diagnosis, standardized test scores, Milliman Clinical Guidelines and clinical record reviewed, the provider will be contacted.



Documentation Tips

- Pertinent medical history, not just the treatment Diagnosis;
- Prior level of function, if applicable;
- Baseline information that is related to the goals;
- Level of overall impairment and severity of impairment;
- Specific level of skills for areas of concern;
- Short / Long term goals (Measurable and Functional);
- Updated goals as needed to demonstrate progress;
- Specific Frequency and Duration;
- Approved abbreviations;
- Is your document legible?;
- Did you document why there were missed visits or why goals were not achieved?;
- Does the therapist signature include their NPI, Credentials and Date of Signature?

Level Assignments

Issuance of a Level:

Upon receipt of the authorization request an ATA-FL clinician will review the request and issue a Level based upon the diagnosis, Standardized Test Scores, MCG and clinical record. The levels are

- Level 1 – Evaluation only/within normal limits;
- Level 2 – Mild impairment level;
- Level 3 – Moderate impairment level;
- Level 4 – Severe impairment level;
- Level 5 – Profound impairment level;

Tertiary, Medically Complex patients are covered by the health plan. Our UM team will assist providers in referring any patients identified as such to the health plan for appropriate authorization and services.

IMPAIRMENT LEVELS

1

Evaluation Only
(within normal limits)

2

Mild

3

Moderate

4

Severe

5

Profound

Reimbursement

Payment of Levels:

Payment of Levels for Developmental Delay may result in a maximum of three (3) Level payments during the episode of care (180 days).

- After receipt of the first claim encounter after issuance of the level by ATA-FL the first case rate will be paid to the rendering provider.
- After receipt of the claims encounters during the initial sixty day period and after receipt of the first claim encounter following day 60 of the 180 day authorization period the second case rate will be paid. Payment of levels will be contingent upon the performance of services and receipt of encounters consistent with the Plan of Care.
- After receipt of the claims encounters during the second sixty day period and after receipt of the first claim encounter following day 120 of the 180 day authorization period the third case rate will be paid. Payment of levels will be contingent upon the performance of services and receipt of encounters consistent with the Plan of Care.

Payment of Levels for Non-Developmental Delay:

After receipt of the first claim encounter after issuance of the level by ATA-FL the case rate will be paid to the rendering provider.

Payment of Levels when Upgrade is Approved for Developmental Delay:

- If at any time during the 180 day treatment period the provider requests an Upgrade and ATA-FL increases the level assigned, the current level AND all subsequent levels will be paid at the higher level during the 180 day treatment period.
- Upgrades may not be applied retrospectively (after the 180 day treatment period has ended).

Payment of Levels when Upgrade is Approved:

- If ATA-FL approves an upgrade, the current level assigned will be increased.
- The level increase will be paid after receipt of the next claim encounter within the 60 day treatment period.
- Upgrades may not be applied retrospectively (after the 60 day treatment period has ended).

Payment of Levels when Upgrade is Approved for Non-Developmental Delay:

- If ATA-FL approves an upgrade, the current level assigned will be increased.
- The level increase will be paid after receipt of the next claim encounter within the 60 day treatment period.
- Upgrades may not be applied retrospectively (after the 60 day treatment period has ended).

Reimbursement for Custom Hand Splints:

Reimbursement for Custom Hand Splints will require written authorization from ATA-FL and will be reimbursed according to Exhibit 1 of your Amendment and Plan Addendum.

Claims

Claims Payment Dispute:

All Medicaid providers of ATA-FL have 365 days from the date of the EOP/EOB to dispute a processed claim. However, ATA-FL reserves the right to consider all requests received after the 365 days has expired. For your convenience you may call a Claims representative at 1-877-372-1273 to inquire about your processed claims and/or to request a claims adjustment.

The preferred method of claims submission is through our Web Portal. Providers may use the HN1/HS1Web Portal (www.healthsystemone.com) to submit claims. The Web Portal provides your office the ability to check status of your submitted claims 24/7 regardless of the method of submission (paper, electronic, Web Portal entry). If you wish to sign up, please visit ataflorida.com/pwp to register for an account.

If your office prefers to submit claims electronically, please be advised that we are now receiving claims through our vendor Emdeon a.k.a Change Healthcare. Our Payer ID is 65062 for professional claims and 12k89 for institutional claims. It will be necessary for a provider to submit their electronic claim encounters to ATA-FL via this Payer ID.. Emdeon will notify the providers if their electronic claims were accepted or if claims were rejected. Providers may contact Emdeon directly for submittal details.

As a Provider if you still prefer to submit via paper, please send CMS 1500 forms or other approved billing forms (i.e. UB-92) to:

American Therapy Administrators of Florida
Claims Processing Center
P.O. Box 350590
Ft. Lauderdale, FL 33335-0590

For status of claims, please call Claims Customer Services at 877-372-1273. Please listen carefully to the voice prompts.

Do Not Send Any Claims To The Health Plan:

Payments inadvertently made to the Provider's practice by the health plan for members assigned to ATA-FL are overpayments and have to be returned to them. Services are reimbursed as described in Attachment A and/or the applicable Health Plan Addendum of your contract. Case rate payments cover all services provided over a period of time and, therefore, will cover multiple dates of service. However, it is still necessary for a claim to be submitted for each date of service for a patient. Submittal of all claims allows ATA-FL to meet data reporting responsibilities to the health plan and regulatory entities, enables ATA-FL to give the Provider accurate reports and profiles and provides ATA-FL with information we need for internal monitoring and review.

Please note that failure to submit all claims data may also impact a provider's compensation under their ATA-FL agreement and is grounds for cause termination under the Agreement. To meet timely filing requirements, claims submitted for payment must be received within 3 months of the date of service. The allowable amount will be reduced by 50%, as noted in your contract, for claims received more than 3 months but less than six months from the date of service. Payment for all other claims received beyond 6 months from the date of service shall be deemed waived.

Timing of Claims Payment:

Our Claims Department processes claims as they are received. ATA- FL strictly adheres to state and federal claims processing guidelines for Medicaid and Medicare lines of business.

Member Information

MEMBER SERVICES

ATA-FL is not delegated member services. If members have questions or concerns regarding their eligibility, benefits or out of pocket costs, please have them call the Health Plan telephone number located on the back of their Health Plan Member ID card.



Please have the member call the Health Plan if they have questions or concerns

Continuity of Care

MEDICAID

Continuation of Care (COC) period is up to 60 days from the date that the member switched to Sunshine Medicaid. You are not required to obtain an authorization from ATA-FL/HN1 to continue providing these services during the Continuation of Care Period. If you are NOT a participating provider with HN1/ATA-FL, please refer the member to their Primary Care Physician or ordering Physician so that they may refer the member to a participating therapist. Members may also contact the health plan to locate a participating therapist.

Fraud, Waste, and Abuse and Compliance Training

This supplemental training is intended to provide you with the methods for reporting Compliance, Ethics, and Fraud Waste and Abuse violations (suspected or confirmed).

To complete the training please visit our website: <https://ataflorida.com/training> and select the ATA-FL FWA & Compliance training. At the end of the training you will be required to attest that you have completed the training.



To complete the training please visit our website: <https://ataflorida.com/training> and select the ATA-FL FWA & Compliance training. At the end of the training you will be required to attest that you have completed the training.

The methods for reporting to ATA of Florida and the affected Health Plan(s) are listed below.



Hotline

(866) 321-5550 (Toll-Free)



E-MAIL your report to:

SIU@healthsystemone.com



MAIL your report to:

Marjorie Henderson
Special Investigative Unit
2001 S. Andrews Avenue
Fort Lauderdale, FL 33316



FAX your report to:

Attention:
Special Investigative Unit
(866) 276-3667

You can report these violations to ATA of Florida directly, the Federal Government, or to the affected Health Plan(s). You can also file your report anonymously.

Credentialing



PROVIDER AND ALL THERAPISTS

Provider and all therapists employed by and/or associated with provider, including covering therapists, must meet all credentialing and re-credentialing requirements as may be established by ATA-FL.

Note: Please notify us when you employ new therapists so that they may be credentialed. They may not render services to Sunshine Medicaid members until they have been fully credentialed.



FACILITIES AND ALL FACILITY LOCATIONS

Facilities and all facility locations associated with provider shall meet all credentialing and re-credentialing requirements as may be established by ATA-FL.

Note: Please notify us prior to opening a new facility or when relocating an existing facility so that ATA-FL can credential the new location. You may not render services to Sunshine Medicaid members until the location has been fully credentialed.






PERMANENT LICENSE

Provider must notify ATA-FL immediately when provider's provisional license number has been replaced by a permanent license.

Who is my ATA-FL Provider Rep?

If you have any questions about this information, changes to your practice, including demographic or provider additions/terminations, please notify your ATA of Florida Provider Relations Representative at: **1.888.550.8800**




Luis Martinez (South Florida)

-  **1 (786) 681-9840**
-  **1 (888) 550-8800 Ext: 4223**
-  **MartinezL@healthnetworkkone.com**

Assigned Regions

- 8** Charlotte, Collier, DeSoto, Glades, Hendry, Lee & Sarasota
- 9** Palm Beach
- 10** Broward
- 11** Miami-Dade & Monroe




April Jung (Central Florida)

-  **1 (954) 955-0738**
-  **1 (888) 550-8800 Ext: 4211**
-  **JungA@healthnetworkkone.com**

Assigned Regions

- 6** Hardee, Highlands, Hillsborough, Manatee & Polk
- 7** Brevard, Orange, Osceola & Seminole
- 9** Indian River, Martin, Okeechobee & St. Lucie

Rosanna Briggs (North Florida)

-  **1 (386) 898-1151**
-  **1 (888) 550-8800 Ext: 4215**
-  **BriggsR@healthnetworkkone.com**

Assigned Regions

- 1** Escambia, Okaloosa, Santa Rosa
- 2** Bay, Calhoun, Franklin, Gadsen, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Taylor, Wakulla & Washington
- 3** Hernando, Lake, Sumter, Alachula, Bradford, Citrus, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Marion, Putnam, Suwanne & Union
- 4** Flagler, Volusia, Nassau, Baker, Duval, Clay & St. Johns
- 5** Pasco & Pinellas