

# State/Tribes/IHS Billing Workgroup

## Monthly Teleconference Minutes

### Wednesday, August 21, 2013, 1:00 p.m.

**Attendees:** **Crow IHS** – Margarita Bulltail, **CSKT Tribal Health** – Penny Anderson, Billie Felix, Crystal Bunce; **DPHHS** – John Hein, Brett Williams, Duane Preshinger, Lesa Evers; **Xerox** – Danielle Wood, Tom Keith, Brandi Weltz.

**Introductions** and roll call.

TOPIC of discussions:

- **Emergency Dental Services form for basic Medicaid adults age 21 and over.**

This form must be filled out by the provider with the client's name, ID #, Date of Injury/Infection, provider signature, provider # and dated. It must include (in detail) the reason for the emergency dental service and the treatment that was required. Attach the document to the UB-04 form when submitted. The form can be found in the general Medicaid provider manual or in the Dental provider manual.

- **Billing the 837D electronic claim.(HMK)**

This billing transaction between the Billings Area IHS Office and Xerox is in process. Both parties are actively working toward the billing of a clean claim. Until this process is working, the state is recommending that the service units bill on paper claims to avoid any timely filing issues.

- **There is still an issue matching member ID's when billing the pharmacy Point-of-Sale (POS). Update on this issue will be discussed next month.**
- **Essential for Employment form.**

This form is to be utilized by members who have "Basic Medicaid". The steps to follow include:

- The County Office of Public Assistance (OPA) supplies the form to the member.
- Member completes the form and takes it to the provider.
- The provider completes their portion of the form (does not see the member at this time)
- Member takes the form back to county.

- County forwards the form on to the Public Assistance Bureau (PAB) for review.
- PAB forwards the form to the State Program Officer for review.
- State sends the form back to the PAB for final signature.
- PAB sends the form back to the member and they take it to the provider showing prior approval.

The next call will be held on **Wednesday, September 18, 2013, at 1:00 pm**. The agenda will be sent out on September 9. Participants are encouraged to submit their agenda items by September 16 to John Hein at [jhein@mt.gov](mailto:jhein@mt.gov).

Minutes from the previous call are available at the bottom of the Provider Information page:

[www.mtmedicaid.org](http://www.mtmedicaid.org)

Minutes for this Teleconference, and **all** other Teleconferences, are available at:  
<http://medicaidprovider.hhs.mt.gov/providerpages/providertype/57.shtml>