



# *Passport to Health*



## *Medicaid and Healthy Montana Kids Plus*

*This publication supersedes all previous Passport to Health guides and manuals. First published by the Department of Public Health and Human Services, December 2003.*

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**My NPI:**

**My Passport Number:**

## Services Exempt from Passport Approval

Members must obtain services directly from or through a Passport referral, except for:

- Ambulance
- Anesthesiology
- Audiology
- Blood lead testing
- Case management
- Dental
- Dialysis
- Durable medical equipment
- Emergency
- Eye exams and eyeglasses
- Family planning
- Hearing exams and aids
- Home and community-based
- Home infusion therapy
- Home support services and therapeutic foster care
- Hospice
- Hospital swing bed
- Immunizations
- Inpatient lab and x-ray
- Inpatient professional services
- Intermediate care facility
- Institution for mental disease
- Laboratory/Pathology tests
- Licensed social workers
- Licensed professional counselors
- Mental health centers
- Nursing facilities
- Obstetrical (inpatient and outpatient)
- Optometrist or ophthalmologist
- Personal assistance
- Pharmacy
- Psychiatric residential treatment facility
- Psychologists

- Radiology (Some services may require Passport approval; see appropriate fee schedule.)
- School-based
- STD testing and treatment
- Substance dependency treatment
- Transportation (commercial and specialized non-emergency)

## Indian Health Service (IHS)

All Native Americans are entitled to health services through Indian Health Service (IHS). When Native Americans are eligible for Medicaid/HMK *Plus*, Medicaid will pay for services provided through an IHS as well as other Medicaid/HMK *Plus* providers. A Native American Medicaid/HMK *Plus* member who is enrolled in Passport to Health may choose an IHS to be the primary care provider if the IHS is a Passport provider. The member may alternatively choose a Passport provider other than an IHS. If the member chooses a Passport provider other than an IHS, he/she may go to an IHS as well without a referral from the Passport provider. However, if an IHS refers the member to a third provider, the Passport provider must first provide a referral to the third provider, or Medicaid will not pay for the services.

## Passport Referral Tips

- Before referring a Passport member to another provider, verify that the provider accepts Medicaid.
- Passport referrals may be provided by the Passport provider, a medical professional covering for the Passport provider, or designated office staff. Many Passport referral requests are administrative in nature and may be provided by designated non-medical staff. Passport referrals that require medical judgment, such as referrals to specialists, must be initiated by the PCP or a medical professional covering for the Passport provider.
- The Passport referral number may be given verbally or in writing, but the referral must be documented and maintained in the member's file or in a log. All referrals, given or received, must be logged.
- A provider should not "piggy back" referrals. Once a Passport provider gives a referral, the provider who requested the referral cannot refer the member to a third provider. The Passport provider must refer the member to the third provider.
- Passport providers should not give their Passport referral numbers for "blanket" referrals, such as a referral for any member for any service.
- A facility or non-Passport provider is not authorized to pass on a Passport referral number. Doing so may be considered fraud.