



# Montana Healthcare Programs Provider Notice

February 25, 2025

**Effective March 27, 2025**

**Informational**

## **Big Sky Waiver, Personal Assistance/Community First Choice, and Severe Disabling Mental Illness Providers**

### **Team Number Required for Billing**

The Big Sky Waiver (BSW), Personal Assistance/Community First Choice, and Severe Disabling Mental Illness (SDMI) providers will be required to bill with team number beginning with claims received on or after 3:00 p.m. Mountain Time on March 27, 2025.

**Providers will need to bill claims with their team number to be paid for services after the change is implemented.**

A team number is a unique identifier that is combined with the National Provider Identifier (NPI) to assist in billing the correct entity. Many providers impacted have self-direct and agency-based services being provided in the same setting (location). There are also instances in which there are multiple separate housing structures on the same site that must be reported separately. The team numbers will ensure that services are being attributed to the correct provider record for billing, reporting, and auditing purposes.

Agency-based services are a traditional approach where the agency assumes more responsibility for service delivery. The agency that must meet minimum requirements to participate. The agency employs staff to perform the required services and maintains the appropriate licensing, certification, and records.

With self-direct services, the member has more freedom to direct their own care and therefore more responsibility. The self-direct options vary from program to program.

In preparation for adding team numbers to provider records, lists have gone out to providers to confirm settings, confirm whether services are agency-based or self-direct, as well as adding NPIs to records. All providers impacted by this change are eligible to apply for an NPI through the National Plan and Provider Enumeration System (NPPES).

In the claims system, providers are also assigned a unique Provider Identification (PID) number. This is used for back-end claims processing and were provided on the list.

Providers using a clearinghouse will need to work with the clearinghouse to add the team number to the claim submission template.

Claims from Netsmart will automatically include the team number.

Providers using the MPATH Provider Services Portal will choose the appropriate location on the provider Workbench and the team number will automatically populate on the claim submission.

When billing **electronically** outside of the MPATH Provider Services Portal, the team number must be sent in loop 2300, NTE Note segment as the first two characters of the NTE02 Claim Note Text data element (e.g., "XX" where XX is the team number). The qualifier value in the NTE01 Note Reference Code data element should be ADD (Additional Information).

When billing a **paper** claim, the team number must be entered on the CMS -500 claim form in box 19 as "Team XX" where XX is the team number for the provider. **You must include the word Team.**

## Contact and Website Information

If you have questions, please contact:

- Catherine Edmisten, BSW, Section Supervisor, (406) 202-9989, email [CEdmisten@mt.gov](mailto:CEdmisten@mt.gov)
- Michelle Christensen, CFC/PAS/MFP, Section Supervisor, (406) 270-4211, email [MChristensen@mt.gov](mailto:MChristensen@mt.gov)
- Jean Perrotta, SDMI, Mental Health Supervisor, (406) 497-6609, email [JPerrotta@mt.gov](mailto:JPerrotta@mt.gov)

For claims questions or additional information, contact Montana Provider Relations at (800) 624-3958 or (406) 442-1837 or email [Montana Provider Relations Helpdesk](#).

Visit the [Montana Healthcare Programs Provider Information website](#) to access your provider type page. Choose Resources by Provider Type in the left-hand menu.

Visit the [Contact Us page](#) on the Provider Information website for additional DPHHS contact numbers.