APPENDIX D
SERVICE AUTHORIZATION INFORMATION

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INTRODUCTION – SERVICE AUTHORIZATION IN FEE-FOR-SERVICE (FFS) AND MANAGED CARE ORGANIZATIONS (MCO)

Service authorization is the process to review specific service requests for an enrolled Medicaid, FAMIS Plus or FAMIS individual by a Medicaid enrolled provider prior to service delivery and reimbursement. Some services do not require service authorization, and some may begin prior to requesting authorization.

Psychiatric Residential Treatment Facility Services (PRTF) and Therapeutic Group Home Services (TGH) are covered for Medicaid members under age twenty-one (21) and are administered through the DMAS Service Authorization Contractor. Any member admitted to a PRTF will be temporarily excluded from Managed Care until they are discharged. Any member admitted to a TGH is not excluded from the Program; however, the TGH service is carved out of managed care and is administered through the DMAS Service Authorization Contractor.

Purpose of Service Authorization

The purpose of service authorization is to validate that the service requested is medically necessary and meets DMAS criteria for reimbursement. Service authorization does not guarantee payment for the service; payment is contingent upon passing all edits contained within the claim's payment process, the individual's continued Medicaid eligibility, the provider's continued Medicaid eligibility, and ongoing medical necessity for the service. Service authorization is specific to an individual, a provider, a service code, an established quantity of units, and for specific dates of service. Service authorization is performed by DMAS or by a contracted entity.

General Information Regarding Service Authorization

Submission methods and procedures are fully compliant with the Health Insurance Portability and Accountability Act (HIPAA) and other applicable federal and state privacy and security laws and regulations. Providers will not be charged for submission, via any media, for service authorization requests.

DMAS criteria for medical necessity will be considered if a service is covered under the State Plan or applicable waiver and is reasonable and necessary for the diagnosis or treatment of an illness or injury, or to improve functional disability. Coverage may be denied if the requested service is not medically necessary according to this criteria or is generally regarded by the medical profession as investigational/experimental or not meeting the standard of practice. [42 CFR 441.302 (c) (1)]

DMAS, its FFS service authorization contractor, or the MCO will approve, pend, reject, or deny all service requests. Requests that are denied for not meeting the medical necessity criteria are automatically sent to medical staff for a higher-level review. When a final disposition is reached the individual and the provider are notified in writing of the status of the request. If the decision is to deny, reduce, terminate, delay, or suspend a covered service, written notice sent by DMAS or its FFS service authorization contractor or MCO will identify the individual's right to

appeal the decision, in accordance with 42 CFR §431, Subpart E, and the Virginia Administrative Code at 12VAC30-110-10 through 370. The provider and individual have the right to appeal adverse decisions to the Department.

If services cannot be approved for members under the age of 21 using the current criteria, DMAS, the FFS service authorization contractor, or the MCO will then review the request by applying EPSDT criteria. Individuals under 21 years of age qualifying under EPSDT may receive the requested services if services are determined to be medically necessary and, if applicable, are prior authorized by the Department, the FFS service authorization contractor, or a Cardinal Care managed care organization. A request cannot be denied as not meeting medical necessity unless it has been submitted for secondary physician review. DMAS, the FFS service authorization contractor and the MCO must follow the DMAS process for a secondary physician review of all denied service authorization requests.

Service limitations on scope, amount, duration, frequency, location of service, and other specific criteria described in clinical coverage policies may be exceeded or may not apply to an EPSDT request if the provider's documentation shows that the requested service is medically necessary "to correct or ameliorate a defect, physical or mental illness, or a condition" [health problem]; that is, provider documentation shows how the service, product, or procedure meets all EPSDT criteria, including to correct or improve or maintain the beneficiary's health in the best condition possible, compensate for a health problem, prevent it from worsening, or prevent the development of additional health problems.

Any treatment service that is not covered under the State's Plan for Medical Assistance can be covered for individuals under the age of 21 as long as the service is allowable under the Social Security Act Section 1905(a) and the service is determined by DMAS or its contractor as medically necessary. Treatment services that are approved under EPSDT but are not available through the State Plan for Medical Assistance are referred to as EPSDT Specialized Services. Refer to the EPSDT Supplement for additional information. Providers should contact the MCO for information on requesting EPSDT specialized services for youth enrolled in managed care. Providers should refer to Appendix A of the EPSDT Supplement for information on requesting EPSDT specialized services for youth in FFS.

TRANSITION OF CARE BETWEEN MANAGED CARE PROGRAMS AND FEE-FOR- SERVICE (FFS)

Individuals Transitioning into MCOs

Providers should reference the Cardinal Care managed care contract to learn more about the requirements for individuals transitioning from FFS to managed care or from one MCO to another.

Individuals Transitioning from Managed Care back to Medicaid FFS

Should an individual transition from an MCO back to Medicaid FFS, the provider must submit a request to the FFS service authorization contractor and must indicate that the request is for an MCO member who was disenrolled from an MCO into FFS. This will ensure honoring the MCOs approval of services for up to 60 days for

the continuity of care period and waiving timeliness requirements. The FFS service authorization contractor will honor the MCO authorization up to the last approved date but no more than 60 calendar days from the date the MCO's disenrollment under the continuity of care provisions. For continuation of services beyond the 60 days, the FFS service authorization contractor will apply medical necessity/service criteria.

- If the provider is not an enrolled Medicaid provider, the request will be rejected.
- If the service has been authorized by an MCO for an amount above the maximum allowed by Medicaid, the maximum allowable units will be authorized.
- Once an individual is in FFS, the MCO approvals for Medicaid-covered services will be honored for the continuity of care period.
- If an individual transitions from an MCO to FFS, and the provider requests an authorization for a service not previously authorized under an MCO, this will be considered as a new request. The continuity of care will not be applied, and timeliness requirements for the service authorization will not be waived.

After the continuity of care/transition period end date, providers must submit a request to the FFS service authorization contractor that meets the timeliness requirements for the service. The new request will be subject to a full clinical review (as applicable). The waiver services have exceptions, please refer to the waiver manuals for specific information.

Review Process for Requests Submitted to the FFS Service Authorization Contractor

After the Continuity of Care Period:

A. For dates of service beyond the continuity of care period, timeliness will not be waived and the request will be reviewed for level of care necessity; all applicable criteria will be applied on the first day after the end of the continuity of care period; and

B. For Managed Care Waiver services, if the provider does not submit a new service authorization during the continuity of care period, the individual's hours will be capped based on the Level of Care score in the Plan of Care at the conclusion of the continuity of care period. Changes to the authorized hours will not be made until the provider submits a new service authorization request. The FFS service authorization contractor will review whether service criteria continue to be met and make a determination on the hours going forward upon submission of the new service authorization request.

The best way to obtain the most current and accurate eligibility information is for providers to complete their monthly Medicaid eligibility checks at the beginning of the month. This will provide information for individuals who may be in transition to and from an MCO at the very end of the previous month.

Communication

Provider manuals are located on the DMAS Medicaid Web Portal and the FFS service authorization contractor's websites. The FFS service authorization contractor's website has information related to the service authorization processes for programs identified in this manual. You may access this information by going to https://vamedicaid.dmas.virginia.gov/sa. For educational material, click on the Training tab and scroll down to click on the General tab. The FSS service authorization contractor provides communication and language needs for non-English speaking callers free of charge and has staff available to utilize the Virginia Relay service for the deaf and hard-of-hearing.

Updates or changes to the service authorization process for the specific services outlined in this manual will be posted in the form of a Medicaid Bulletin to the DMAS MES Home Page. Changes identified in Medicaid Bulletins are incorporated within the manual.

The FAS and/or the FFS service authorization contractor generate letters to providers and enrolled individuals depending on the final determination. DMAS will not reimburse providers for dates of service prior to the date identified on the notification letter. All final determination letters, as well as correspondence between various entities, are to be maintained in the individual's medical record and are subject to review during post payment and Utilization Review.

MCOS: SUBMITTING REQUESTS FOR SERVICE AUTHORIZATION

In accordance with 42 CFR §438.210(b)(1), the Contractor's authorization process for initial and continuing authorizations of services must follow written policies and procedures and must include effective mechanisms to ensure consistent application of medical necessity review criteria for authorization decisions.

For more information, please refer to the Cardinal Care Managed Care contract. Please contact the individual's Medicaid MCO for information on submitting service authorization requests for individuals enrolled in managed care.

FEE-FOR-SERVICE: SUBMITTING REQUESTS FOR SERVICE AUTHORIZATION

Service authorization requests must be submitted electronically utilizing the FFS service authorization contractor's provider portal Atrezzo Next Generation (ANG).

Providers must submit requests for new admissions within the required timeframes for the requested service. If a provider is late submitting the request, the FFS service authorization contractor will review the request and make a determination based on the date it was received. The days/units that are not submitted timely are denied, and appeal rights provided.

Retrospective review will be performed when a provider is notified of an individual's retroactive eligibility for Virginia Medicaid coverage. It is the provider's

responsibility to obtain a service authorization prior to billing DMAS. Providers must request a service authorization for retrospective review as soon as they are aware of the individual's Medicaid eligibility determination.

**Note: Information submitted for service authorization must be documented in the medical record at the time of request. The request for service authorization must be appropriate to adequately meet the individual's needs. Any person who knowingly submits information containing any misrepresentation or any false, incomplete or misleading information may be guilty of a criminal act punishable under law and may be subject to civil penalties.

Specific Information for Out-of-State providers

Out-of-state providers are held to the same service authorization processing rules as instate providers and must be enrolled with Virginia Medicaid prior to submitting a request for out-of-state services to the FFS service authorization contractor. If the provider is not enrolled as a participating provider with Virginia Medicaid, the provider is encouraged to submit the request to the FFS service authorization contractor, as timeliness of the request will be considered in the review process.

Out-of-state providers may enroll with Virginia Medicaid by going to https://www.virginiamedicaid.dmas.virginia.gov/wps/myportal/ProviderEnrollment. At the toolbar at the top of the page, click on *Provider Services* and then *Provider Enrollment* in the drop down box.

Out-of-State Provider Requests

Authorization requests for certain services can be submitted by out-of-state providers. Procedures and/or services may be performed out-of-state only when it is determined that they cannot be performed in Virginia because it is not available or due to capacity limitations, where the procedure and/or service cannot be performed in the necessary time period.

Services provided out-of-state for circumstances other than these specified reasons shall not be covered:

1) The medical services must be needed because of a medical emergency;
2) Medical services must be needed, and the recipient's health would be endangered if he were required to travel to his state of residence;
3) The state determines, on the basis of medical advice, that the needed medical services, or necessary supplementary resources, are more readily available in the other state;
4) It is the general practice for recipients in a particular locality to use medical resources in another state.

The provider needs to determine which item 1 through 4 is satisfied at the time of the request to the FFS service authorization contractor. If the provider is unable to establish one of the four, the contractor will pend or reject the request until the required information is provided.

Out-of-State Provider Questionnaire (Found on the Provider Portal or at https://dmas.kepro.com/content/forms)

A. Question #2-Are the medical services needed; will the recipient's health be endangered if required to travel to state of residence? If a provider answers "Yes", then additional question #2.1.1 asks: "Please explain the medical reason why the member cannot travel".

B. Question #5- "In what state is the provider rendering the service and/or delivering the item physically located?"

C. Question #6- "In what state will this service be performed?"

D. Question 7- "Can this service be provided by a provider in the state of Virginia? If a provider answers "No", then additional question #7.2.1: "Please provide justification to explain why the item/service cannot be provided in Virginia."

Should the provider not respond or not be able to establish items 1 through 4 the request can be administratively denied using ARC 3110. This decision is also supported by 12VAC30-10-120 and 42 CFR 431.52.

Submitting Secure Electronic Requests for Services
The FFS service authorization contractor utilizes Atrezzo Next Generation (ANG) as the secure web portal for providers to submit service authorization requests. ANG is highly intuitive and user-friendly and includes enhanced security features requiring providers to log in with multi-factor authentication (MFA). The goal of MFA is to provide a multi- layered security defense system. Multi-factor authentication is a method that requires users to verify identity using multiple independent methods. MFA implements additional credentials such as a PIN sent via email or text, or a verification call made to a pre- registered phone number.

Current Portal Users

As a Provider who uses Atrezzo currently, providers will only need to complete MFA registration for the ANG portal. The provider will utilize their existing username and password. The instructional prompts will guide you through completing Multi-Factor Authentication (MFA) Registration. From the login screen, click the link to complete the multi-factor authentication registration at your first login. This will be a one-time registration process. After entering the Atrezzo Provider Portal URL (https://portal.kepro.com/), the login page will display. To begin the registration process, enter your Atrezzo username and password and click Login, and follow the prompts.

New Portal Users

Providers who have not used Atrezzo or ANG are considered new portal users and need to register their service authorization provider account. The instructions will

guide you through completing the Multi-Factor Authentication (MFA) Registration, which is a one-time process. The provider will have an Atrezzo Portal Administrator who will create your secure ANG account. Once logged in, the ANG system will send an email back to the provider with a link for Atrezzo Registration. Click the link to begin the MFA registration process. The registration link will expire within 2 days of receipt. If you have not completed the registration process within the 2 days, the provider's Atrezzo Portal Administrator will have to obtain a new link via email.

Providers can select the best multi-factor authentication method, either phone or email, and follow the instructions as ANG guides you through the MFA process.

1) When choosing an authentication method, you will be required to enter an email address for both options. Only choose the Email option if you do not have access to a direct phone line (landline or mobile).

2) A phone registration will require a direct line with 10-digits; extensions are not supported.

Remember Me Functionality

These instructions are to enable your computer to remember your login credentials for four (4) hours. You should NOT use this option if you use a shared device. When the Remember Me button is checked on the login screen, external users will be able to login without entering Atrezzo credentials or MFA for four (4) hours. To use this feature, check Remember Me box then click Login with Phone or Login with Email and follow the prompts.

For the next four (4) hours, when accessing Atrezzo, you will click Login with Phone or Login with Email and bypass the login credentials and MFA steps. After four (4) hours, you will need to login with your credentials and MFA when prompted. You must use the same login option (Login with Phone or Login with Email) for the Remember Me functionality to remember the credentials. If you select a different login option, you will be required to enter MFA credentials. To turn off this feature, uncheck the Remember Me box, before clicking Login with Phone or Login with Email, and you will be prompted to enter login credentials and MFA at the next sign-on.

NOTE: This feature will only work if the browser is configured to "continue where you left off" by reopening tabs on startup. The Remember Me functionality will work as long as the browser remains open, but if the browser is closed, the Remember Me functionality will not work without following the below instructions to configure the system to continue where you left off when last logged in Chrome Configuration Google Chrome is the preferred browser for Atrezzo Next Generation Edge Configuration is included in the instructional materials on the FFS service authorization contractor's website (Atrezzo Help) (https://www.kepro.com/atrezzo-help).

Already Registered with ANG but Need Help Submitting Requests

It is imperative that providers currently registered use the portal for submitting all requests. For Health Department providers, this includes admissions, discharges, changes in units requested, responding to pend requests, and all other transactions.

Registered ANG providers do not need to register again. If a provider is successfully registered, but need assistance submitting requests through the portal, contact Acentra Health at 1-888-827-2884 or angissues@acentra.com

Providers registered for ANG, who have forgotten their password, may contact the provider's administrator to reset the password or utilize the 'forgot password' link then respond to their security question to regain access. If additional assistance is needed by the provider's administrator contact Acentra Health at 1-888-827-2884 or angissues@acentra.com

If the person with administrative rights is no longer with the organization, contact Acentra Health at 1-888-827-2884 or angissues@acentra.com to have a new administrator set up.

When contacting Acentra Health please leave the requestor's full name, area code, telephone number and the best time to be contacted.

Additional Information for Ease of Electronic Submission

To make electronic submission easier for the providers, Acentra Health and DMAS have completed the following:

1) Rules Driven Authorization (RDA) – These are a set of clinical criterion questions that will automatically populate in a questionnaire when requesting certain services

or with specific diagnostic codes. The provider must respond to the questions found on the questionnaire on the ANG Portal. The responses given by the provider must reflect what is documented in the individuals medical record. If the responses match the criterion for the specific service or diagnosis, the case will bypass a reviewer and be approved, and automatically batch for transmission to FAS. If the responses do not match the specific criterion, the case will go to a reviewer's queue which will follow the normal review process. If criteria are not met, then the request will go to the physician's queue and a physician will review the case and make a final determination.

2) Attestations – All providers will attest electronically that information submitted to Acentra Health is within the individual's documented record. If upon audit, the required documents are not in the record, and the provider attested that they were present; retractions may be warranted as

well as a referral to the Medicaid Fraud Control Unit within the Office of the Attorney General.

3) Questionnaires – Acentra Health and DMAS have configured questionnaires, so they are short, require less information, take less time to complete and are user- friendly.

HOW TO DETERMINE IF SERVICES REQUIRE SERVICE AUTHORIZATION

To determine if services need to be authorized, providers may go to the DMAS website: https://www.dmas.virginia.gov/for-providers/rates-and-rate-setting/procedure-fee-files-cpt-codes/. This page is titled Procedure Fee Files & CPT Codes. The information provided there will help you determine if a procedure code needs service authorization or if a procedure code is not covered by DMAS.

The provider must determine whether to use the CSV or the TXT format. The CSV is a comma separated value and the TXT is a text format. Either version provides the same information.

The TXT version is recommended for users who wish to download this document into a database application. The CSV Version opens easily in an EXCEL spreadsheet file. Click on either the CSV or the TXT version of the file. The Procedure Fee File will indicate when a code requires a service authorization as it will contain a numeric value as one of the following:

00- No PA is required
01- Always needs a PA
02- Only needs PA if service limits are exceeded
03- Always need PA, with per frequency.

To determine whether a service is covered by DMAS access the Procedure Rate File Layouts page from the DMAS Procedure Fee Files. Flag codes are the section which provides special coverage and/or payment information. A Procedure Flag of "999"

indicates that a service is non-covered by DMAS.

Providers may also refer to the Provider Service Type Grid and Crosswalk available on the FFS service authorization contractor website at: https://vamedicaid.dmas.virginia.gov/sa.

Submitting Service Auth Requests for Inpatient Acute Hospital Admissions

Requests for Inpatient Acute Hospital admissions will only be accepted electronically utilizing Atrezzo Connect (also known as Atrezzo). The only inpatient service type requiring Atrezzo portal submission is Inpatient Acute Hospital (service type 0400).

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For inpatient acute hospital requests completion of the inpatient questionnaire is required. All providers will attest electronically that information submitted to Acentra Health is within the member's documented record. If the responses match the criterion for the specific service or diagnosis, the case will bypass a reviewer and be approved, and automatically batch for transmission to MMIS. If the responses do not match the specific criterion, the case will go to a reviewer's queue which will follow the normal review process.

All admissions must be authorized within 1 day of the admission. A business day is defined as 12:00 am – 11:59 pm Monday – Friday except for State recognized holidays. To initiate service authorization of the admission the provider must provide the member's name; the identification number; the admitting physician's name; the primary care physician's name (if applicable); the admission diagnosis and ICD diagnosis code(s); the medical indication for hospitalization; and the plan of care. The Service Auth Contractor will apply InterQual® ISD-AC criteria or supplemental criteria when InterQual® criteria does not specifically meet DMAS' coverage criteria. A service authorization number will be assigned for admission for medical/surgical services or for the initial admission and length of stay for psychiatric inpatient services. Medical/surgical services must have their own service authorization number and cannot be combined with a psychiatric service authorization. Due to the different payment methodology, DMAS will not reimburse claims that have conflicting diagnosis codes on the claim versus the type of service authorization provided. It is the responsibility of the provider to request the appropriate service authorization (psychiatric versus med/surg) at the time of the Service Auth request.

Service Authorization Process for Psychiatric Services

Refer to the Psychiatric Services Provider Manual Service Authorization Appendix for specific information regarding service authorization.

Medical /Surgical Inpatient Services

Inpatient Acute Services in acute hospitals require service authorization. On admission, the patient must meet criteria for inpatient hospitalization and have a treatment plan in place that requires an inpatient level of care.

- Planned/scheduled admissions must be service authorized within 24 hours of admission, or on the next business day after admission. Obtaining service authorization prior to the admission is encouraged.
- Unplanned/urgent or emergency admissions: these admissions will be permitted before any service authorization procedures and must be service authorized within 24 hours of admission or on the next business day after the admission.

Retrospective review will be performed when a provider is notified of a patient's retroactive eligibility for Virginia Medicaid coverage. Prior to billing Medicaid the provider must have a Service Auth. The health care provider must request a Service Auth for retrospective review when the provider knows of Medicaid

eligibility.

The provider shall obtain service authorization for the following services from the DMAS Service Authorization Contractor, Acentra Health. The inpatient hospitalization services must be authorized separately from the physician's service authorization by Acentra Health:

- Out-of-state Services
- Gastric Bypass
- All Cosmetic Procedures-including Breast Reduction
- Prostheses (excluding Orthotics)

Admissions require service authorization by the Service Auth Contractor. Service authorization requests for Inpatient Acute Hospital, (service type 0400), must be submitted electronically utilizing Atrezzo Next Generation (also known as ANG).

The Service Auth Contractor will provide a service authorization number for the admission date. Under the DRG reimbursement methodology, no continued stay reviews will be conducted for members receiving general acute medical/surgical services. For those members who do not meet InterQual criteria on admission but do meet the criteria later in the hospitalization, the service authorization must be obtained within one business day of the patient's meeting the criteria.

Retrospective review will be performed when a provider is notified of a patient's retroactive eligibility for Virginia Medicaid coverage. Prior to billing Medicaid the provider must have a Service Auth. The health care provider must request a Service Auth for retrospective review when the provider knows of Medicaid eligibility. The review analyst will apply Change Healthcare InterQual® ISD-AC criteria to the admission information provided for general acute medical/surgical admissions. . If the hospitalization is found to meet medical necessity criteria, a service authorization number will be assigned and the approved admission date or dates of service will be identified.

The hospital must bill the complete dates of service for inpatient services. It is important to understand that service authorization approval certifies the medical necessity of the hospitalization, but service authorization does not guarantee claim payment. Non-authorized (denied) inpatient services will not be covered or reimbursed by DMAS. When submitting a bill, the following information must match the service authorization: the member's name, member identification number, authorized dates of service, and the assigned service authorization number in Locator 63 of the UB-04CMS-1450 Universal Claim form. Regardless of service authorization, if the invoice reflects a transplant, sterilization, hysterectomy, or abortion ICD procedure or diagnosis code, the claim will pend for DMAS manual review. If the required DMAS form is not attached, the claim will be reduced or denied according to DMAS policy.

Service authorization is not required for normal maternity/newborn inpatient care. This includes normal vaginal deliveries, ICD procedure code(s) with a length of stay less than or equal to three days from the date of admission; caesarian section deliveries, ICD procedure code, with a length of stay less than or equal to five days from the date of admission; and newborns who are in the normal nursery, revenue

code 0170 or 0171, with a length of stay less than or equal to five days from the infant's date of birth. Service authorization will be required for the entire newborn stay if the infant is in any other nursery setting (i.e., revenue codes 0172, 0173, 0174, 0175, or 0179) for any part of the stay. The Service Auth Contractor (Acentra Health) must service authorize maternity and newborn stays which do not fall within these parameters, and the service authorization must be on file with DMAS prior to billing for the stay.

Service Authorization Requests
To minimize time when submitting a service authorization request, consider the following suggestions. The suggestions are:

- Certain procedures done as outpatient do require service authorization. If the patient is subsequently admitted to the hospital due to postoperative complications, the provider must submit a request within one (1) business day.
- Medicaid defines "observation beds" as outpatient services and does not require service authorization.

Cosmetic Surgery

Cosmetic surgery is not covered when provided solely for the purpose of improving appearance. The exclusion of cosmetic surgery does not apply to congenital deformities or to deformities due to recent injury. When surgery also restores or improves a physiological function, it is not considered cosmetic surgery.

Authorization must be obtained from the DMAS Service Auth Contractor (Acentra Health) prior to services being provided. All requests for service authorization must be made through ANG.

The claim must contain the authorization number assigned to that procedure code.

Note: A Fee File listing the Procedure Codes Requiring Service Authorization can be found on DMAS website at https://www.dmas.virginia.gov/for-providers/rates-and-rate-setting/procedure-fee-files-cpt-codes/

Note: If the procedure is performed as an inpatient, separate service authorization for the inpatient hospitalization by the DMAS Service Auth Contractor (Acentra Health) is required for the inpatient admission.

Elective Surgery

The Virginia Medicaid Program defines elective surgery as surgery not medically necessary to restore or materially improve a body function. This includes surgery for conditions such as morbid obesity, virginal breast hypertrophy, and procedures that might be considered cosmetic.

Authorization must be obtained from the DMAS Service Auth Contractor (Acentra Health) prior to services being provided. All requests for service authorization must be made through ANG.

The claim must contain the authorization number assigned to that procedure code.

Note: A Fee File list including the Procedure Codes Requiring Service Authorization can found on the DMAS website at https://www.dmas.virginia.gov/for-providers/rates-and-rate-setting/procedure-fee-files-cpt-codes/

Note: If the procedure is performed as an inpatient, separate service authorization for the inpatient hospitalization by the DMAS Service Auth Contractor (Acentra Health) is still required for the inpatient admission.

Transplant Surgery

All transplants, with the exception of corneas, require service authorization. In-state and bordering state requests are to be submitted to Acentra Health via ANG. Out-of-state requests must be submitted to DMAS Medical Support Unit via fax at (804)-452-5450A separate service authorization for the inpatient hospitalization by the DMAS Service Auth Contractor (Acentra Health) is also required for the inpatient admission.

Transplant services which are covered when medically necessary and are not experimental or investigational are: kidney and corneal transplants without age limits heart, lung, and liver transplants without age limits ; coverage of bone marrow transplants for individuals over 21 years of age is allowed for a diagnosis of lymphoma, breast cancer leukemia, and myeloma. DMAS provides coverage for stem cell transplants for members 21 and over with a diagnosis of either Aplastic Anemia, Heritable Bone Marrow Syndrome, Paroxysmal Nocturnal Hemoglobinuria, Beta Thalassemia major or Sickle Cell Disease when a member meets medically necessary criteria.

Under EPSDT, any other medically necessary transplant procedures that are not experimental or investigational are limited to persons under the age of 21. Medically necessary pancreas and small bowel transplants are covered for individuals under the age of 21.

In addition, specific criteria issued by Medicaid concerning patient and facility selection must be followed for all transplant services. The treating facility and transplant staff must be recognized by Virginia Medicaid as being capable of providing high-quality care in the performance of the requested transplant, and the patient must be considered as acceptable for coverage.

All instate and bordering state providers requesting transplants except cornea transplants require service authorization by Acentra Health. The inpatient hospitalization services are authorized separately by the Service Auth Contractor, Acentra Health. The transplant must be authorized before the inpatient hospitalization can be authorized. The Hospital SA request must contain the Organ Transplant Case ID in the “Notes Field” in ANG.

<u>In-State, Border State, and Out of State Requests for Organ Transplants</u>

Providers enrolled as in-state providers, or border providers must submit requests to Acentra Health via ANG.

Providers enrolled as out of state providers must submit via fax to DMAS Medical Support Unit (MSU) @ 804-452-5450.

To determine if you are an in-state, border state, or out of state, providers can contact DMAS's PRSS contractor Gainwell Technologies at the following methods
Phone: 804-270-5105 or 888-829-5373
Email: **VAMedicaidProviderEnrollment@GainwellTechnologies.com**

The criteria set forth in 12 VAC 30-50-580 must be followed for patient and facility selection for all transplants except kidney, bone marrow (with diagnosis of Myeloma, Lymphoma, Breast cancer, Leukemia, Aplastic Anemia, Heritable Bone Marrow Syndrome, Paroxysmal Nocturnal Hemoglobinuria, Beta Thalassemia major or Sickle Cell Disease), and cornea transplants.

Reimbursement

Reimbursement for covered liver, heart, lung, and bone marrow transplant services and any other medically necessary transplantation procedures that are determined to not be experimental or investigational shall be a fee based upon the greater of: (a) a prospectively determined, procedure-specific flat fee determined by the agency, or (b) a prospectively determined, procedure-specific percentage of usual and customary charges or actual charges. The reimbursement will cover: procurement costs; all hospital costs from admission to discharge for the transplant procedure; and total physician costs for all physicians providing services during the transplant hospital stay, including radiologists, pathologists, oncologists, surgeons, etc. The reimbursement does not include pre- and post-hospitalization for the transplant procedure, pre-transplant evaluation, or organ search. Reimbursement for approved transplant procedures that are performed out-of-state will be made in the same manner as reimbursement for transplant procedures performed in the Commonwealth. Reimbursement for covered kidney and cornea transplants is at the allowed Medicaid rate. All claims for the transplant hospitalization must be submitted to:

Manager, Payment Processing Unit
Division of Program Operations
Department of Medical Assistance Services
600 East Broad Street, Suite 1300
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OUTPATIENT HOSPITAL SERVICES

Outpatient Defined
Currently, the Traditional Outpatient services requiring authorization are reviewed by DMAS' service authorization contractor, Acentra Health.

When a hospital uses the category "day patient" (i.e., an individual who received hospital services during the day and is not expected to be lodged in the hospital at

midnight), the individual is classified as an outpatient. NOTE: If the procedure is performed as an inpatient, separate service authorization by the DMAS Service Auth Contractor (Acentra Health) is required for inpatient admission.

Certain outpatient surgical procedures will require service authorization by Acentra Health. For a listing of the codes, refer to the Fee File found on the DMAS website at https://www.dmas.virginia.gov/for-providers/rates-and-rate-setting/procedure-fee-files-cpt-codes/ Instructions regarding the Fee File may be found later in this appendix. Additionally, timeliness will apply. Acentra Health will not authorize requests retroactively for these procedure codes, regardless of the dates of service. For specific details regarding timeliness service authorization instructions, service processes and forms; refer to the Practitioner Manual, Service Authorization Appendix .

Non-Emergency, Outpatient MRI, CAT and PET Scans

DMAS implemented a mandatory service authorization process for all non-emergency, planned and scheduled outpatients, Magnetic Resonance Imaging (MRI), Magnetic Resonance Angiograph (MRA), Computerized Axial Tomography (CAT), and Position Emission Tomography (PET) scans. These service authorization requirements apply for all Medicaid clients enrolled in fee-for-service, as well as FAMIS clients enrolled in fee-for-service, or Primary Care Case Management (PCCM) programs and must be completed prior to the scan being performed. These requirements do not apply to these scans when performed during an inpatient hospitalization or as an emergency through the hospital's emergency room. The following information outlines the procedures for obtaining procedures for obtaining service authorization and reimbursement for these non-emergency, outpatient scans.

DMAS has contracted with Acentra Health to conduct medical appropriateness reviews utilizing InterQual® ISX criteria, a Change Healthcare product.

It is the responsibility of the ordering physician or his/her representative, hospital, facility or radiologist to contact Acentra Health and provide the necessary information and medical appropriateness indications for the scan being ordered.

Upon receipt of the case, a reviewer will reassess the information against InterQual® ISX (Indications for Imaging Studies and X-rays) criteria. If the case information satisfies the criteria, an approval is given for the requested diagnostic test. If the documentation submitted does not satisfy the criteria, a referral will be made to a peer reviewer for the determination.

If the patient has Medicare Part B, service authorization is not required unless Medicare has been billed and denied. When this occurs, the ordering physician or his/her representative, hospital, facility or radiologist must contact Acentra Health for retrospective authorization.

Likewise, if the patient has been determined to be eligible for Medicaid covered services retrospectively, and his/her coverage is made retroactive to include the scanning date of service, the ordering physician or his/her representative, hospital, facility or radiologist must contact Acentra Health for retrospective authorization. Also, urgent scans that are performed prior to obtaining service authorization must be retrospectively authorized. The definition of an urgent scan is when the ordering physician identifies an urgent need to have a scan performed the same day as seen by the physician.

The physician sends the patient immediately to the hospital or scanning facility to have the scan performed. The ordering physician or his/her representative, hospital, facility or radiologist must contact Acentra Health for retrospective authorization within one business of the scan being performed. When contacting Acentra Health to perform retrospective review, notify Acentra Health that Medicare Part B has been denied, or that the patient has retroactive eligibility, or that the scan was performed on an urgent basis and provide the necessary information and medical appropriateness indications for the scan that has already been performed.

REFERENCE OF MANUALS FOR SERVICE AUTHORIZATION

Psychiatric Inpatient Services
Please refer to the “Psychiatric Manual” Service Authorization appendix.

Medical /Surgical Inpatient Services
Please refer to the “Hospital Manual” Service Authorization appendix.

Durable Medical Equipment and Supplies (DME)
Please refer to the “DME Manual” Service Authorization appendix.

Service Authorization Process for Practitioner Services
Please refer to the “Practitioner Manual” Service Authorization appendix.

Rehabilitation Services
Please refer to the “Rehabilitation Manual” Service Authorization appendix.