Number	Name	Revision Date
DHHS 126	Confidential Complaint	06/2007
DHHS 130	Claim Adjustment Form 130	03/2007
DHHS 205	Medicaid Refunds	01/2008
DHHS 931	Health Insurance Information Referral Form	02/2018
	Reasonable Effort Documentation	04/2014
	Duplicate Remittance Advice Request Form	09/2017
	Claim Reconsideration Form	11/2018
CMS-1500 (02/12)	Sample Claim Form Showing TPL Denial with NPI	02/2012
	Sample Remittance Advice (four pages)	04/2014
	ASD Fax Cover Sheet	04/2018
	Autism Spectrum Disorder (ASD) LIP Provider Application	03/01/18

# FORMS



#### STATE OF SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES

**CONFIDENTIAL COMPLAINT** 

# SEND TO: DIRECTOR, DIVISION OF PROGRAM INTEGRITY DEPARTMENT OF HEALTH AND HUMAN SERVICES P.O. BOX 100210, 1801 MAIN STREET, COLUMBIA, SOUTH CAROLINA 29202-3210 **PROGRAM INTEGRITY** THIS REPORT IS DESIGNED FOR THE REPORTING OF POSSIBLE ABUSE BY MEDICAID PROVIDERS AND/OR RECIPIENTS. USE THE SPACE BELOW TO EXPLAIN IN DETAIL YOUR COMPLAINT. PLEASE IDENTIFY YOURSELF AND WHERE YOU CAN BE REACHED FOR FUTURE REFERENCES. UNLESS OTHERWISE INDICATED, ALL INFORMATION SHOULD BE PRINTED OR TYPED. YOUR COMPLAINT WILL REMAIN CONFIDENTIAL.

SUSPECTED INDIVIDUAL OR INDIVIDUALS:

ŝ		
	NPI or MEDICAID PROVIDER ID: (if applicable)	MEDICAID RECIPIENT ID NUMBER: (if applicable)
ADDRESS OF SUSPECT:		LOCATION OF INCIDENT:
		DATE OF INCIDENT:

COMPLAINT:

NAME OF PERSON REPORTING: (Please print)	SIGNATU	JRE OF PERSON REPORTING:	DATE OF REPORT	
ADDRESS OF PERSON REPORTING:		TELEPHONE NUMBER OF PERSON REPORTING:		
		SIGNATURE: (SCDHHS Representative Receiving Report)		

SCDHHS Form 126 (revised 06/07)

# South Carolina Department of Health and Human Services - Claim Adjustment Form 130

Provider Name: (Please use black or blue ink when completing form)

Provider Address :		
Provider City , State, Zip:	Total paid amount on the original claim:	
Original CCN:		
Provider ID:		
Recipient ID:		
Adjustment Type: Originator: Originator: Originator:	S ◯ MCCS ◯ Provider ◯ MIVS	
Reason For Adjustment: (Fill One Only ) <ul> <li>Insurance payment different than original claim</li> <li>Keying errors</li> <li>Incorrect recipient billed</li> <li>Voluntary provider refund due to health insuranc</li> <li>Voluntary provider refund due to casualty</li> <li>Voluntary provider refund due to Medicare</li> </ul>	<ul> <li>Medicaid paid twice - void only</li> <li>Incorrect provider paid</li> <li>Incorrect dates of service paid</li> <li>Provider filing error</li> <li>Medicare adjusted the claim</li> <li>Other</li> </ul>	
For Agency Use Only       Analyst ID: <ul> <li>Hospital/Office Visit included in Surgical Package</li> <li>Independent lab should be paid for service</li> <li>Assistant surgeon paid as primary surgeon</li> <li>Multiple surgery claims submitted for the same DOS</li> <li>MMIS claims processing error</li> <li>Rate change</li> </ul> Analyst ID:		
Comments:		

 Signature:
 Date:

 Phone:
 DHHS Form 130 Revision date: 03-13-2007

#### South Carolina Department of Health and Human Services Form for Medicaid Refunds

<b>Purpose:</b> This form is to be used for all refund checks made to Medicaid. This form gives the information ne properly account for the refund. If the form is incomplete, the provider will be contacted for the additional information of the refund.	ormation.
Items 1, 2 or 3, 4, 5, 6, & 7 must be completed. Attach appropriate document(s) as listed in it	em 8.
1. Provider Name:	
2. Medicaid Legacy Provider # OR	
3. NPI#	
4. Person to Contact:       5. Telephone Number:	
<ul> <li>6. Reason for Refund: [check appropriate box]</li> <li>Other Insurance Paid (please complete a – f below and attach insurance EOMB) <ul> <li>a Type of Insurance: () Accident/Auto Liability () Health/Hospitalization</li> <li>b Insurance Company Name</li></ul></li></ul>	
Other, describe in detail reason for refund:	

#### 7. Patient/Service Identification:

Patient Name	Medicaid I.D.# (10 digits)	Date(s) of Service	Amount of Medicaid Payment	Amount of Refund

#### **8.** Attachment(s): [Check appropriate box]

Medicaid Remittance Advice	(required)
Medicald Remittance Advice	(requirea)

Explanation of Benefits (EOMB) from Insurance Company (if applicable)

- Explanation of Benefits (EOMB) from Medicare (if applicable)
- Refund check

Make all checks payable to: South Carolina Department of Health and Human Services Mail to: SC Department of Health and Human Services

Cash Receipts Post Office Box 8355 Columbia, SC 29202-8355



## SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES MEDICAID HEALTH INSURANCE INFORMATION REFERRAL FORM

Provider or Departmen	t Name:	Provider ID or NPI:	
Contact Person:	Phone #:	Date:	
ADD INSURANCE F	OR A MEDICAID BENEFICIARY	WITH NO INSURANCE IN THE MEDICAID	
	FORMATION SYSTEM (MMIS) -		
Medicaid ID#:		Policy Number:	
Insurance Company Na	ume:	Group Number:	
Insured's Name:		Insured SSN:	
Employer's Name/Add	ress:		
c. s	ubscriber coverage lapsed - terminate ubscriber changed plans under emplo	e coverage (date)	
	eneficiary to add to insurance already name)	in MMIS for subscriber or other family member.	
ATTA	Submit this information to Medicaid <b>Fax: or</b> 803-252-0870 P	IATE DOCUMENTATION TO THIS FORM. I Insurance Verification Services (MIVS). Mail: ost Office Box 101110 olumbia, SC 29211-9804	



## SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES REASONABLE EFFORT DOCUMENTATION

PROVIDER	DOS
NPI or MEDICAID PROVIDER ID	
MEDICAID BENEFICIARY NAME	
MEDICAID BENEFICIARY ID#	
INSURANCE COMPANY NAME	
POLICYHOLDER	
POLICY NUMBER	
ORIGINAL DATE FILED TO INSURANCE COMPANY	
DATE OF FOLLOW UP ACTIVITY	

**RESULT:** 

FURTHER ACTION TAKEN:

DATE OF SECOND FOLLOW UP \_\_\_\_\_

**RESULT:** 

## I HAVE EXHAUSTED ALL OPTIONS FOR OBTAINING A PAYMENT OR SUFFICIENT RESPONSE FROM THE PRIMARY INSURER.

### (SIGNATURE AND DATE)

ATTACH A COPY OF THE FORM TO A NEW CLAIM AND FORWARD TO YOUR MEDICAID CLAIMS PROCESSING POST OFFICE BOX.

**Revised 04/2014** 

### South Carolina Department of Health and Human Services Duplicate Remittance Advice Request Form

Purpose: This form is to be used for all requests for duplicate remittance advices from South Carolina Medicaid. The form must be completed in its entirety in order to honor the request. If the form is incomplete, the form will be returned requesting the additional information.

Please contact the SCDHHS Medicaid Provider Service Center (PSC) at 1-888-289-0709 or submit an online inquiry at <u>http://www.scdhhs.gov/contact-us</u> for instructions on submission of your request.

1. Provider Name: \_\_\_\_\_\_

2.	Medicaid Legacy Provider #	(Six Characters)
	NPI#	Taxonomy

- 3. Person to Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_
- 4. Please list the date(s) of the remittance advice for which you are requesting a duplicate copy:

Note: Remittance advices are available electronically through the Web Tool. Please check the Web Tool for the availability of the remittance advice date before submitting your request.

5. Street Address for delivery of request:

Street:	 	 	
City:	 		
State:	 	 	
Zip Code:			

6. Charges for duplicate remittance advice(s) are as follows:

Request Processing Fee - \$20.00

Page(s) copied - <u>.20 per page</u>

I understand and acknowledge that a charge is associated with this request and will be deducted from my provider's payment by debit adjustment on a future remittance advice.

Authorizing Signature

Date

SCDHHS (Revised 09/01/17)

South Carolina department of Health and Human Services Healthy Connections	Submit your Claim Reconsideration request to: Fax: 1-855-563-7086 or
	<b>Mail:</b> South Carolina Healthy Connections Medicaid ATTN: Claim Reconsiderations Post Office Box 8809
	Columbia, SC 29202-8809
CLAIM REC	ONSIDERATION FORM
attach all documentation in support of your reques number (CCN). Allow up to 60 days for a written res	receipt of the remittance advice reflecting the denied claim, and st. A separate SCDHHS CR form is required for each claim control sponse. Claim disputes must first be initiated through the Provider ID in the required field below. For questions, contact the PSC at 1-
Section 1: Beneficiary Information	
Name (Last, First, MI):	
Date of Birth:	Medicaid BeneficiaryID:
Section 2: Provider Information	
Specify your affiliation: 🗆 Physician 🗖 Hospital 🗖 Othe	r (DME, Lab, Home Health Agency, etc.):
NPI: Medicaid Provider ID:	Facility/Group/Provider Name:
Return Mailing Address:	
Street or Post Office Box	State ZIP
Contact: Email:	Telephone #: Fax #:
Section 3: Claim Information (Only one CCN allowed per request	.)
Communication ID: CCN:	Date(s) of Service:
Section 4: Claim Reconsideration Information What area is your denial related to? (Please select below) Ambulance Services Autism Spectrum Disorder (ASD) Services Clinic Services Community Long Term Care (CLTC) Community Mental Health Services Department of Disabilities and Special Needs (DDSN) Waivers Durable Medical Equipment (DME) Early InterventionServices Enhanced Services Federally Qualified Health Center (FQHC) Home Health Services Hospital Services	<ul> <li>Licensed Independent Practitioner's Rehabilitative Services (LIPS)</li> <li>Local Education Agencies (LEA)</li> <li>Medically Complex Children's (MCC) Waivers</li> <li>Nursing Facility Services / Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID)</li> <li>Optional State Supplementation (OSS)</li> <li>Pharmacy Services</li> <li>Physicians Laboratories, and Other Medical Professionals Specify:</li> <li>Private Rehabilitative Therapy and AudiologicalServices</li> <li>Psychiatric HospitalServices</li> <li>Rehabilitative Behavioral Health Services (RBHS)</li> <li>Rural Health Clinic (RHC)</li> <li>Targeted Case Management (TCM)</li> <li>Other:</li> </ul>
SCDHHS-CR Form (11/18)	Page 1 of 2

SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES	
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Section 5: Desired Outcome

Request submitted by:

Print Name: \_\_\_\_\_

Signature:\_\_\_\_\_

Date: \_\_\_\_\_

SCDHHS-CR Form (11/18)

Page 2 of 2

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	11

Alcohol & Drug Rehabilitation Services
Sample Claim Form Showing TPL Denial
with NPI

CARRIER

HEALTH INSURANCE CLAIM FORM APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

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123 Windy Lane	3				-	Self	Spouse		Other						
nytown					SC	Ø. RESERV	/ED FOR	NUCC USE		CITY					STATE
P CODE 29999		ELEPHO	)							ZIP CODE			(		lude Area Code)
OTHER INSURED'S N	AME (Last	Name, Fl	iret Name	, Middle	Initial)	10. IS PAT	ENT'S C	ONDITION RELA	TED TO:	11. INSURED		GROUP	OR FEC	ANUMBE	R
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Sample Remittance Advice (page 1) This page of the sample Remittance Advice shows a paid claim, suspended claim and rejected claim.

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# Sample Remittance Advice (page 2)

This page of the sample Remittance Advice shows a paid claim, as well as a Void/Replacement claim for which both the Void and the Replacement processed during the same payment cycle.

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ERROR CODES FORM REFER	R AN EXPLANATION OF THE ROR CODES LISTED ON THIS RM REFER TO: "MEDICAID		+-		0.00	MEDICAID F \$286	 5.4	+ P = 1 16   R = 1	PAYMENT MADE REJECTED IN PROCESS	+   ABC HI     PO BO		H PROVIDE	R.	++
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Sample Remittance Advice (page 3) This page of the sample Remittance Advice shows a claim-level Void without a corresponding Replacement claim.

ROVIDER I	D. + DEPT OF HE	ALTH	AND HUMAN	SERVICE	IS	+		CLAIM	+				YMENT DA			AGE
AB11110	000   + SOUTH CAR(	OLINZ	A MEDICAID	PROGRAM	4	   +	Al	DJUSTMENTS	   +			0:	2/28/201	_4	 +	2
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# Sample Remittance Advice (page 4)

This page of the sample Remittance Advice shows four gross-level adjustments. Gross-level adjustments always appear on the final page of the Remittance Advice.

PROVIDE					+		+		YMENT DATE		PAGE
AB11110	+ DEPT OF HEA 000   + SOUTH CARO	-			ADJUSTMENTS   +				02/28/2014		+   3 +
PROVIDERS OWN REF. NUMBER	CLAIM   REFERENCE   NUMBER	SERVICE DATE(S) MMDDYY	PROC / DRUG     CODE	ID.	+  RECIPIENT    LAST NAME	FΜ	CHECK	+   ORIGINAL   PAYMENT 	+     ACTION 	+  DEBIT /    CREDIT     AMOUNT	EXCESS
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TPL 4	1405500076000400U	-							DEBIT	-1949.90	
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Henry McMaster Governor Joshua D. Baker Director

# ASD FAX COVER SHEET

## **CONFIDENTIAL INFORMATION ENCLOSED**

DATE:		
то:		
Telephone #:		
Fax #:		
FROM:		
Telephone #:		
Fax #:		

Total Number of Pages Transmitted (Including Cover Sheet) \_\_\_\_\_

#### Please check each document that is submitted in this fax:

- Initial Authorization Request
  - □ Comprehensive Assess/Testing Report
  - Behavior Identification Assessment Results
  - □ Individualized Plan of Care
  - SCDHHS ASD Prior Authorization Request Form
- Continuation of Treatment Authorization Request
  - □ Two 90-day Summary Reports
  - Individualized Plan of Care
  - SCDHHS ASD Prior Authorization Request Form
- Annual Treatment Authorization Request
  - □ Two 90-day Summary Reports
  - Behavior Identification Assessment Results
  - □ Individualized Plan of Care
  - □ SCDHHS ASD Prior Authorization Request Form

#### **Confidentiality Note**

This message is intended for the use of the person or entity to which it is addressed and may contain information, including health information, that is privileged, confidential, and the disclosure of which is governed by applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this information is STRICTLY PROHIBITED. If you have received this in error, please notify us immediately and destroy the related message. Thank you.

The Division of Behavioral Health—ASD program P. O. Box 8206 Columbia South Carolina 29202-8206 803.898.2136



Henry McMaster GOVERNOR Joshua D. Baker DIRECTOR P.O. Box 8206 > Columbia, SC 29202 www.scdhhs.gov

#### Autism Spectrum Disorder (ASD) LIP Provider Application

	PROVIDER INFORMATION										
Provider Name:											
Provider NPI:											
Provider Medicaid ID #											
License #											
Address:											
City / State / Zip Code											
Phone Number											

EVIDENCE BASED PRACTICE (EBP) PROFICIENCIES											
YEARS OF EXPERIENCE											

Describe your experience providing services to clients with ASD including length of time:

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-	arrent	011020	0110	arorenne	110101100		LOIIIG	OLO11	TN	acconterve.

Printed name:

Signature:

Date:

All applicable EBP certifications must be submitted with the application.

Please fax application to 803-255-8204 or send electronically to asdprovider@scdhhs.gov.

South Carolina Department of Health and Human Services

Better care. Better value. Better health.