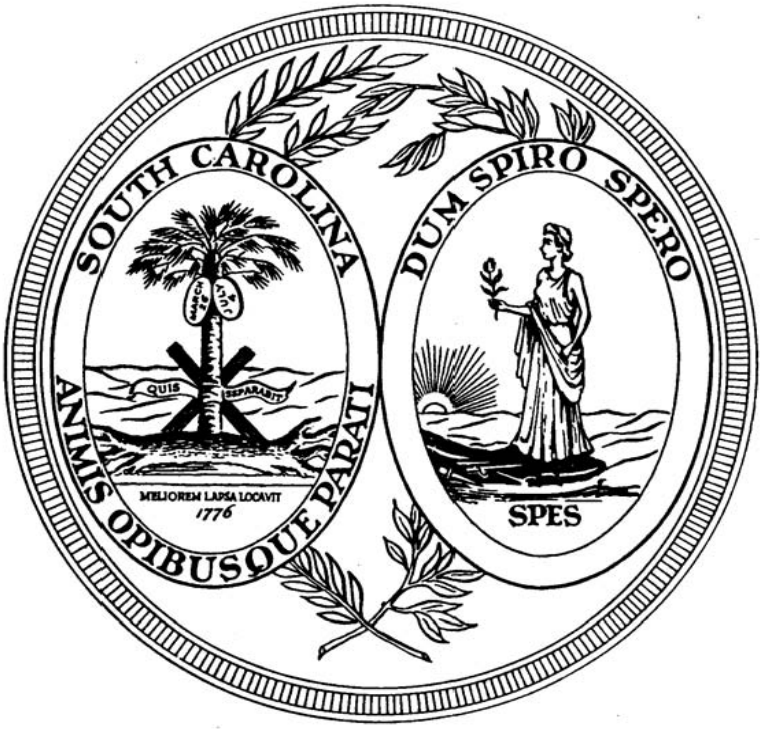
South Carolina Health & Human Services



SOUTH CAROLINA HEALTHY CONNECTIONS (MEDICAID) PROVIDER MANUAL

LICENSED INDEPENDENT PRACTITIONER'S REHABILITATIVE SERVICES

July 1, 2010
Updated February 1, 2013

South Carolina
DEPARTMENT OF HEALTH AND HUMAN SERVICES
Post Office Box 8206
Columbia, South Carolina 29202-8206
www.scdhhs.gov
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OMP

MEDICAID BULLETIN

TO: **Licensed Independent Practitioner (LIP) Rehabilitative Service Providers**
(Licensed Psychologist, Licensed Professional Counselor, Licensed Marriage & Family Therapist, Licensed Independent Social Worker-Clinical Practice)

SUBJECT: **Medicaid Policy Manual for Licensed Independent Practitioner (LIP) Rehabilitative Services**

The South Carolina Department of Health and Human Services is pleased to announce the new Licensed Independent Practitioner (LIP) Rehabilitative Services Provider Manual. This manual is effective July 1, 2010, and is to be used for program information and requirements, billing procedures, and provider services guidelines. **The manual replaces the Medicaid Manual for Psychological Services for Children under 21. Effective July 1, 2010, the DHHS Referral/Authorization Form 254 replaces the DHHS Referral/Authorization Form 252. Providers are encouraged to carefully review this manual.**

The manual is organized as follows, with each section having its own table of contents:

Section 1, **General Information and Administration,** contains an overview of the South Carolina Medicaid program, as well as information about record retention, documentation requirements, utilization review, program integrity, and other general Medicaid policies.

Section 2, **Policies and Procedures,** describes policies and procedures specific to the Rehabilitative Behavioral Health Services.

Section 3, **Billing Procedures,** contains billing information that is common to all South Carolina Medicaid programs, as well as program-specific guidelines for claim filing and processing.

Section 4 contains procedure codes, fee schedules, and other approval codes and modifiers.

Section 5, **Administrative Services,** contains contact information for SCDHHS state and county offices, contacts for claim form suppliers and vendors, and information about obtaining forms and manuals.

The Forms section includes forms and form samples referenced throughout the manual, as well as some generic forms.

The **appendices** include the following:

- Appendix 1: Edit Codes, CARCs & RARCs, and Resolutions
- Appendix 2: Carrier Codes
- Appendix 3: Schedule of Copayments

The **Third-Party Liability Supplement** explains third-party liability requirements and recommended practices. It includes sample forms and resources.

The **Managed Care Supplement** contains information on the managed care program, including pictures of the cards issued by the various managed care plans.

The most current version of the provider manual is maintained on the SCDHHS Web site at **www.scdhhs.gov**. [On the SCDHHS home page, click on the Provider Manuals link listed under the heading "Providers."] The Web site is updated on the first of every month to reflect any minor non-policy changes to provider manuals (for example, corrections to addresses, etc.).

Note: **SCDHHS policy changes continue to be conveyed to providers as they occur via Medicaid bulletin; manuals are revised to reflect those changes as they occur. Providers with access to the Internet should check the SCDHHS Web site monthly to access information about any updates made to the provider manuals.**

Should you wish to order a printed copy of the provider manual, please call South Carolina Medicaid Provider Outreach at (803) 264-9609. Charges for printed manuals are based on actual costs of printing and mailing.

To order a compact disk (CD) of the provider manual, please call the Provider Outreach number listed above. There is no charge for a provider manual CD. To access the files on the CD, you will need Adobe Acrobat Reader software, which is pre-installed on most computers and also available for free download at **www.adobe.com/support**.

The policy manual and fee schedule are not subject to copyright regulations and may be reproduced in their entirety.

If you have any questions regarding this provider manual and fee schedule, please contact your program coordinator in the Division of Family Services at (803) 898-2565. Thank you for your continued support of the South Carolina Medicaid program.

/S/
Emma Forkner
Director

EF/mwcj

Enclosure

NOTE: To receive Medicaid bulletins by e-mail, please register at http://bulletin@scdhhs.gov/
To sign up for Electronic Funds Transfer of your Medicaid payment, please go to the http://www.dhhs.state.sc.us/dhhsnew/hippa/index.asp and select "Electronic Funds Transfer (EFT) for instructions.

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