Commonwealth of Kentucky
KY Medicaid

KyHealth Net Long Term Care (LTC) Companion Guide

Version 3.0

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1 Introduction

1.1 What it is MEUPS?

MEUPS is an acronym for the Medicaid Enterprise User Provisioning System. It's a single sign-on system that allows users to access multiple applications via a single user name and password. What that means to Kentucky Medicaid Providers is that you can manage your own account, and others' access to it. You won't see the word MEUPS on your screen, but you may hear someone refer to your MEUPS account. It's the same thing as your KyHealth Choices account.

1.2 How do I use this system?

When you log in, you'll see the KyHealth Choices Home Page, and any applications available to you will appear on your menu, including Account Management, Authorization Request, KyHealth Net and EMAX.

Link	Functions for All Users	Functions for Provider Admin Only	Functions for Billing Agents Only
Account Management	Allows you to manage your personal information, change your security question/answer and reset your password.	Allows you to view agents with access to your account and add an agent to your account.	None.
KyHealth Net	Allows user to submit claims, PA requests, check eligibility, etc.	Functions are limited to those that are applicable to the Provider type.	Functions are limited to those authorized by the Provider Administrators.
EMAX	None	Functions are limited to those that are applicable to the Provider type.	Functions are limited to those authorized by the Provider Administrators.

1.3 What is a Provider Administrator?

A Provider Administrator has control of a Provider's account, and can grant access to Billing Agents. A PIN is required to set up a Provider Administrator account, and only one Provider Administrator account can exist for each Kentucky Medicaid provider number.

1.4 What is a Billing Agent?

A Billing Agent is an account-holder who works on behalf of a Provider, but isn't the Provider Administrator. In other words, the Billing Agent may submit claims on behalf of the Provider, but only as long as the Provider Administrator has granted access to the Billing Agent. A single Billing Agent may work on behalf of multiple providers. An individual may set up his or her own Billing Agent account, but may not access claims submission, eligibility, etc. until a Provider Administrator grants access.

1.5 What is a PIN Number?

Each Kentucky Medicaid Provider has been issued a Personal Identification Number which can be used to set up an account. This PIN is the key that "unlocks" the account initially. Instructions for obtaining the PIN are in the next section of this document. Creating a New Provider User Account for KYHealthnet

The user creating the KYHealth Net account should be the office manager or someone deemed responsible for accessing provider information. A PIN number is required to create a user account. The Electronic Data Interchange (EDI) Helpdesk will assign a PIN number to each KY Medicaid provider ID.

1.5.1 How to obtain a PIN number:

1. Go to the KY Medicaid Website www.kymmis.com.
2. Click on Electronic Claims.
3. Click on EDI Forms
4. Click on PIN Release Form.
5. Complete the attached PIN Release form and return to the EDI Helpdesk along with a copy of a valid driver's license via e-mail or fax. Include your phone number and e-mail address and someone will contact you with your PIN and website information.
    a. Fax your PIN Release form to: 502-209-3242 or 502-209-3200.
    b. E-mail your form to: KY_EDI_Helpdesk@hpe.com.

The HP EDI department will respond within 2 business days via email.

The PIN release email example is below:

From: Jane.doe@hp.com
Sent: Monday, August 9, 2010 10:30 AM
To: Daisy.Duck@anywhere.com
Subject: KY Medicaid PIN release request

To create a KY Health Net account user the following information:

Provider ID = XXXXXXXXXX

PIN # = XXXXXXXXX

To create a KYHealth Net account, access https://public.kymmis.com/pinletter/

To access the user account: http://home.kymmis.com/

The password expires every 30 days. A reminder is sent on the 20th day to update the password.
To change your password click on Account Management, Change my password.

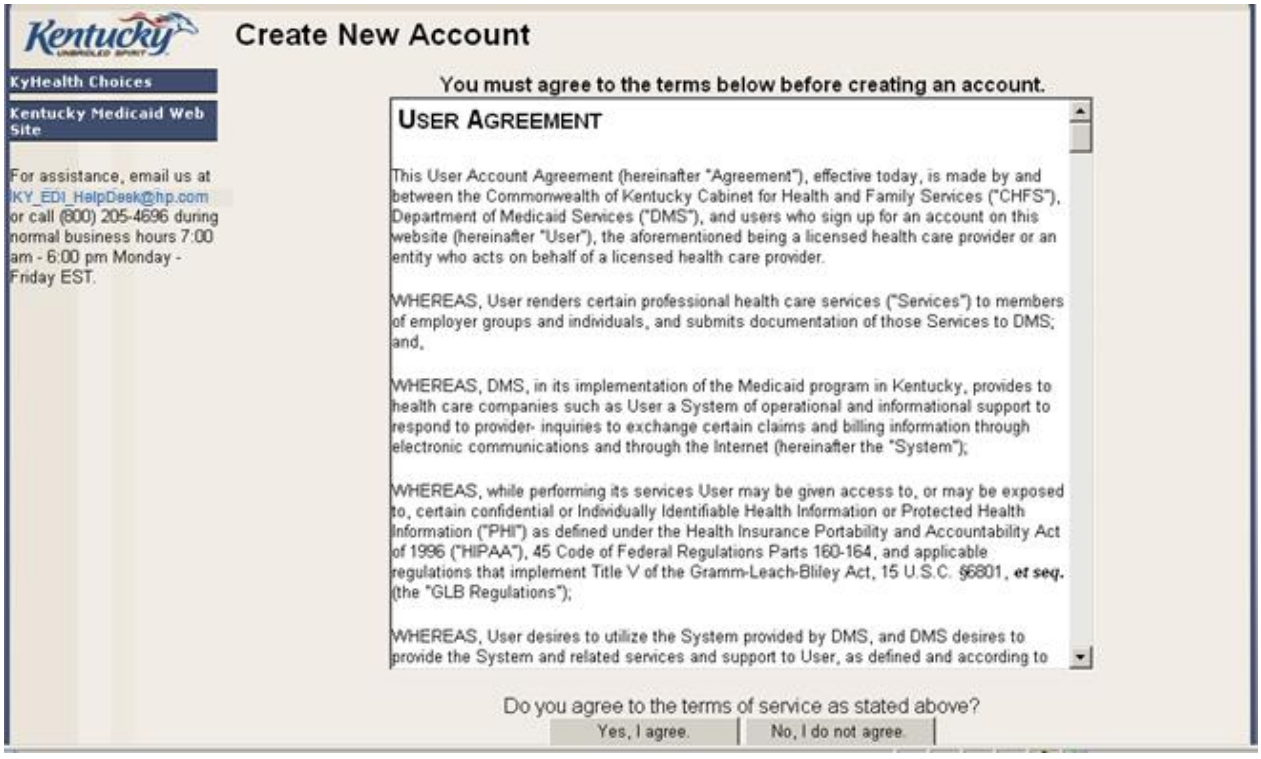
In the future you can do the following: If the account user password is expired click on 'Forgot my password' button on the sign in page under password to complete a password update. This function only works if a security question is linked to the account. If you have questions contact the EDI Helpdesk at 800.205.4696 or KY_EDI_Helpdesk@hpe.com.

1.5.2 Using the PIN to Create a New Account

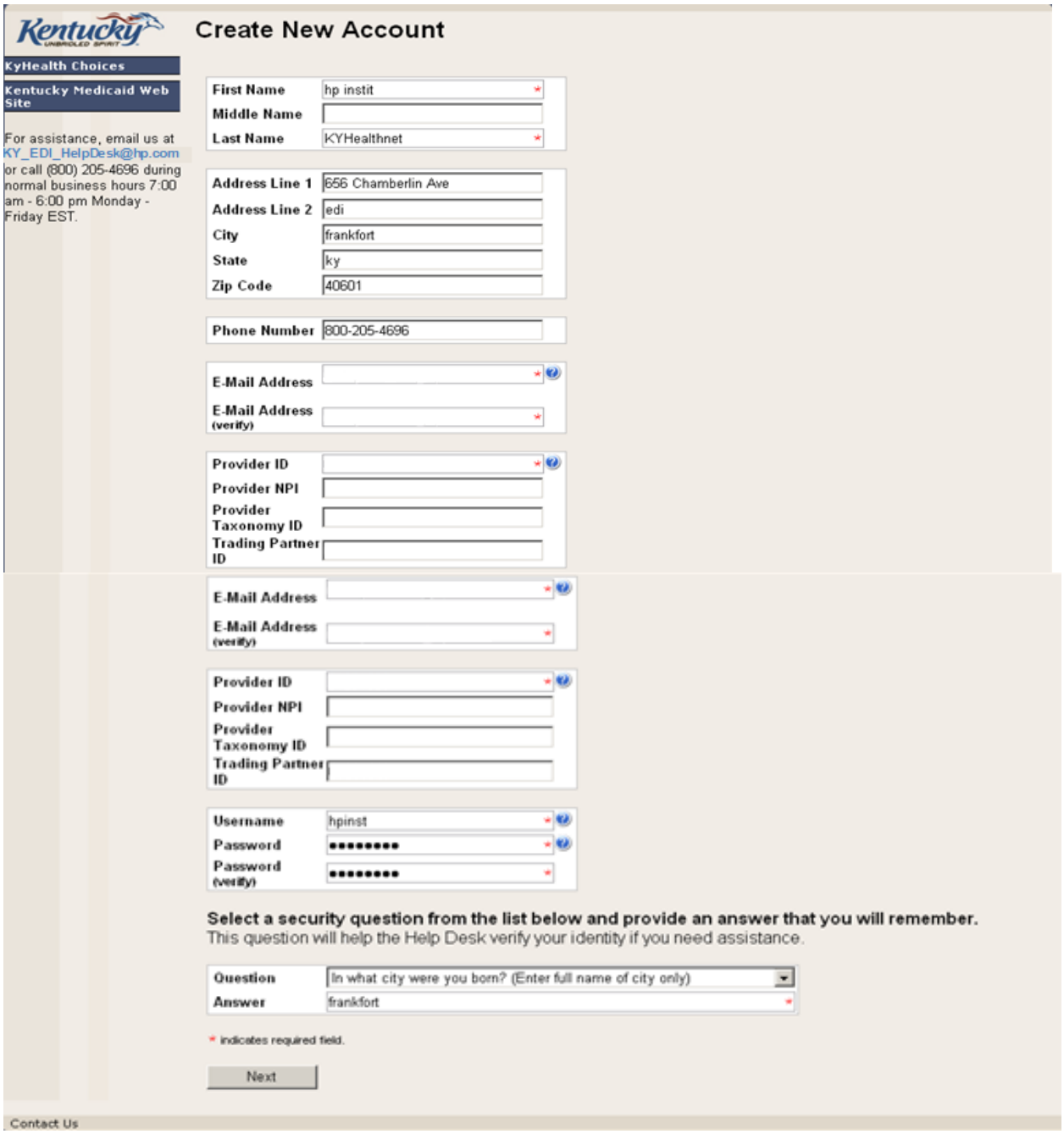
1. Enter the provider ID (KY Medicaid Provider ID or Group ID); and,
2. Enter the PIN number assigned.

User Agreement to Terms of Service window will display,

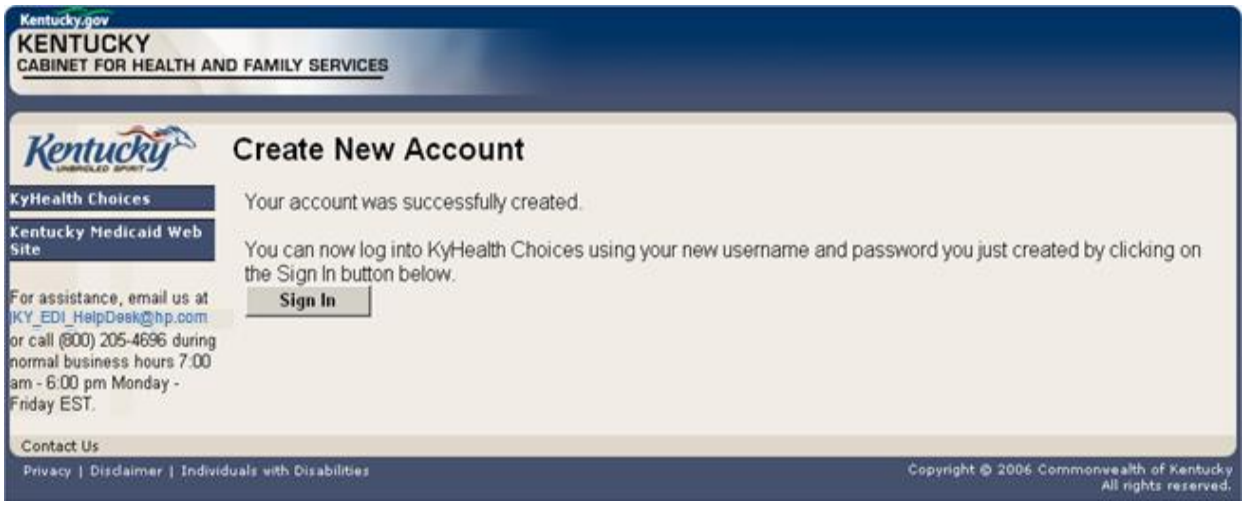
3. Click the 'Yes, I agree" or "No, I do not agree" button.



4. Enter the data On the “Create New Account” Form



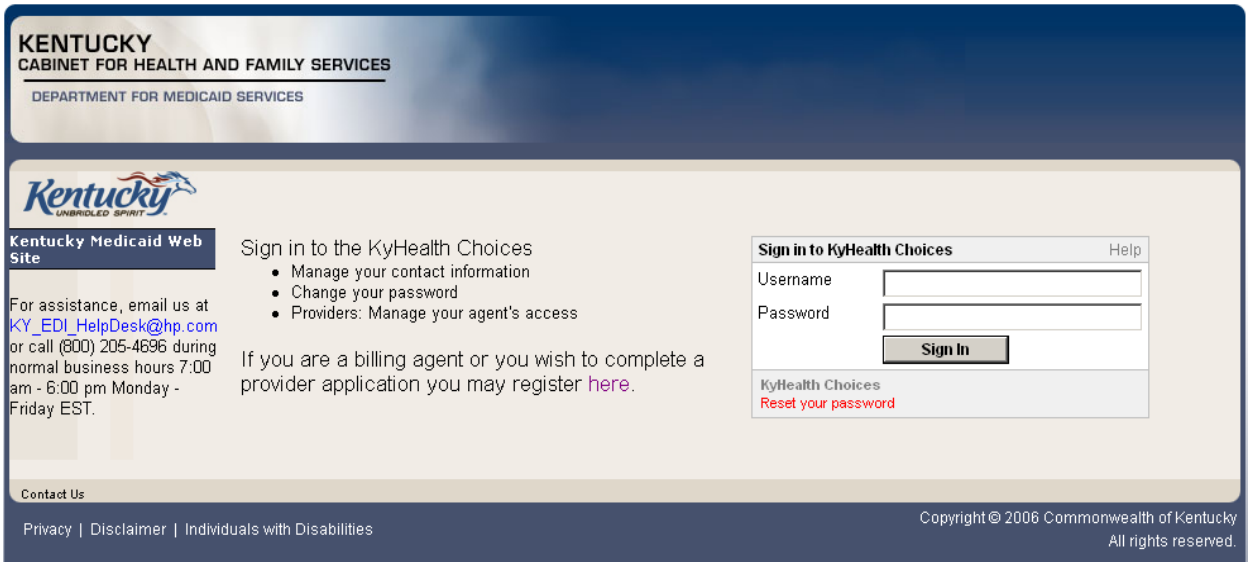
The “Your account was successfully created” window will display.



2 Signing into KyHealth Choices

2.1 Sign into KyHealth Choices

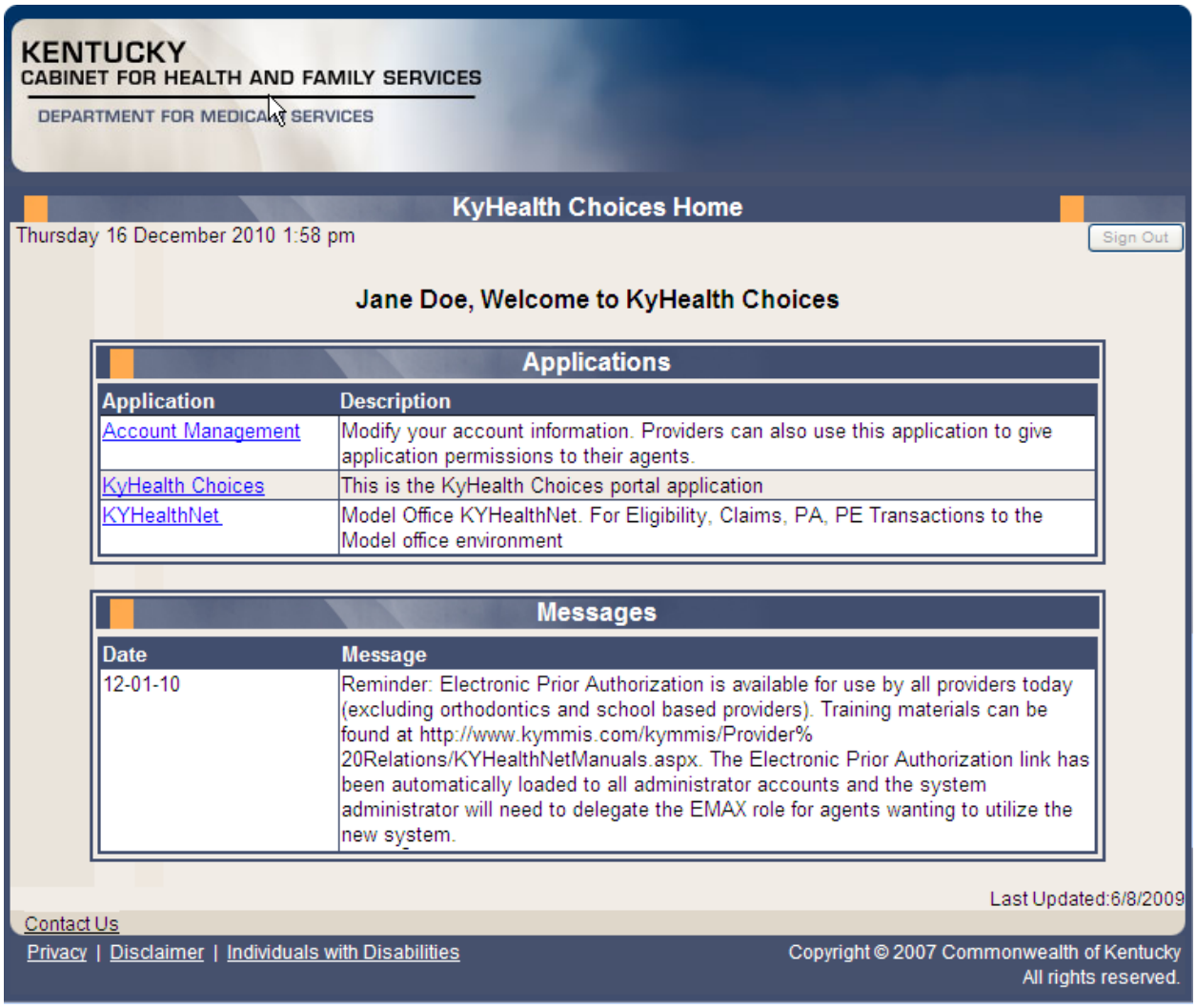
1. Access https://home.kymmis.com
2. Enter the username and password



2.2 Accessing User Applications

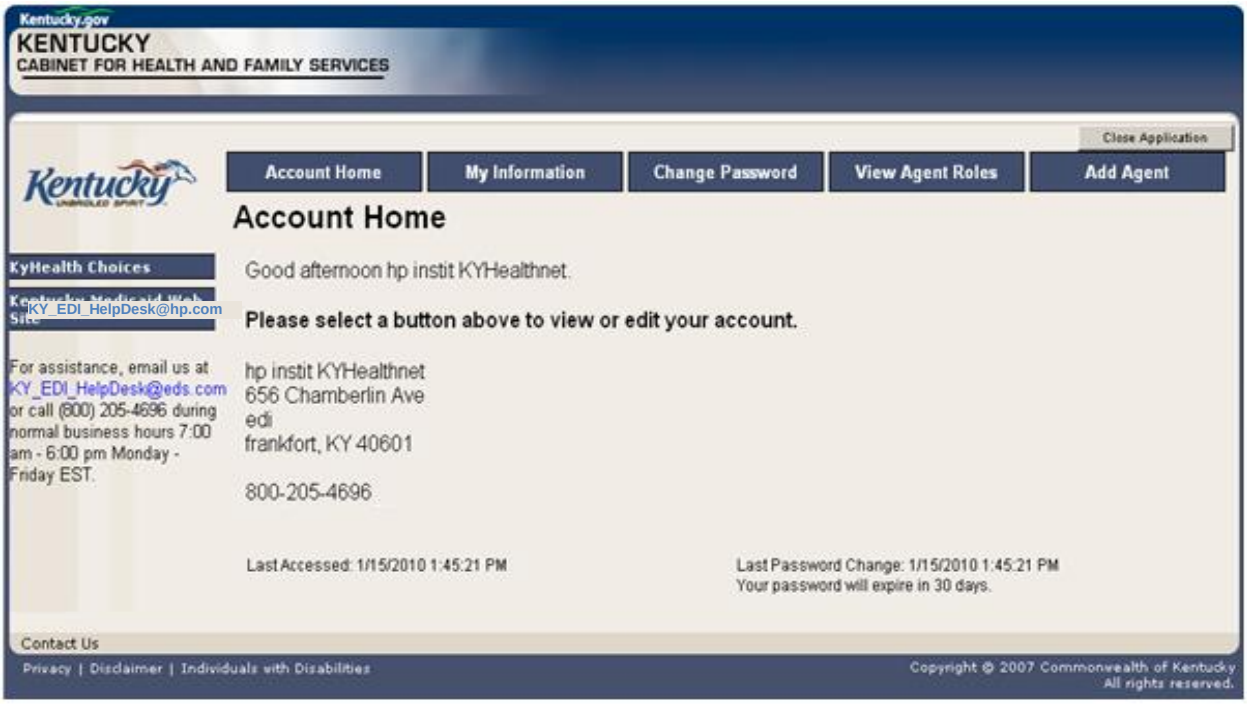
1. Click on “Account Management” under “Application”.

The Administrator to the provider account can view or add Agents. An agent has limited access to change password or update security questions.

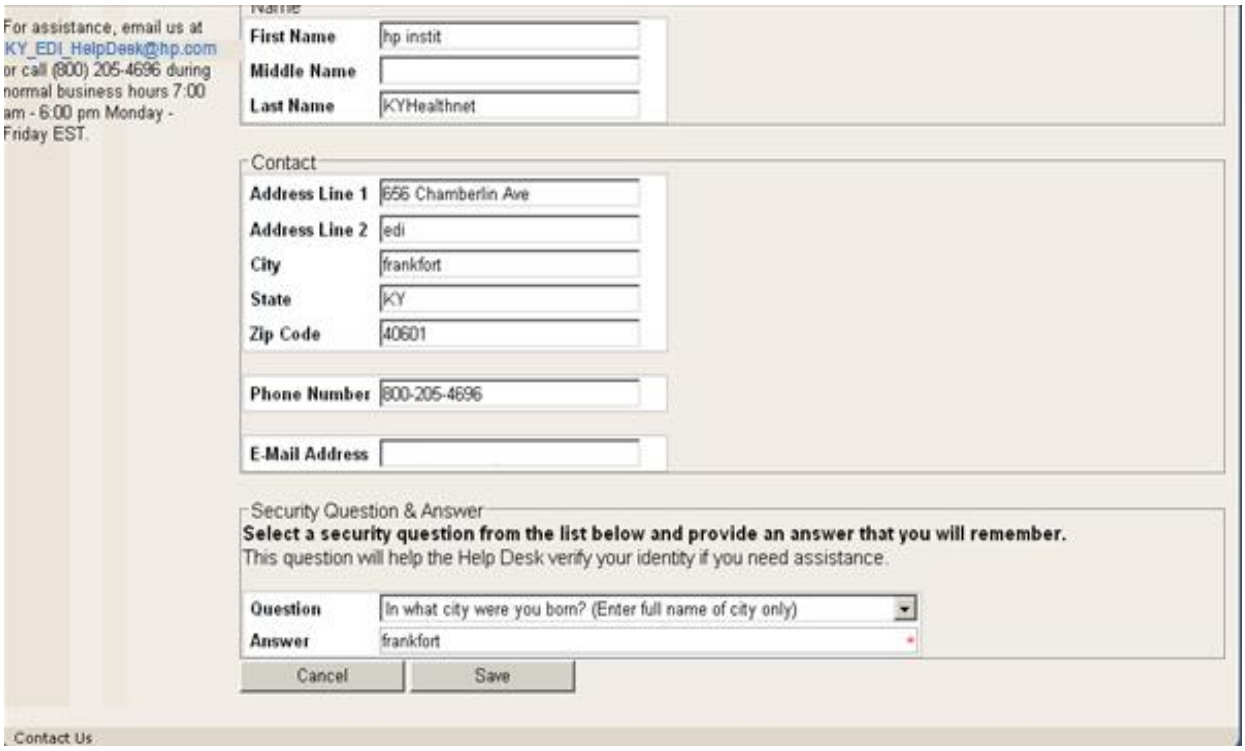


Account Management screen displays.

The functionality available is:	
Account Home	Click and return to home page (Admin and Agent)
My Information	Allows user to update address, phone number and security question. (Admin and Agent)
View Agent Roles	Allows the provider administrator to view the roles granted to an agent.
Change Password	Allows user to change the current password (Admin and Agent)
Add Agent	Allows the provider administrator to add agents.



2. Click on the “My Information” button the following screen displays.
3. Scroll to the “Security Question & Answer” section.
4. Select the security question.
5. Enter the answer.
6. Click on Save.


For assistance, email us at KY_EDI_HelpDesk@hp.com or call (800) 205-4696 during normal business hours 7:00 am - 6:00 pm Monday - Friday EST.
First Name
hp instit
Middle Name
Last Name
KYHealthnet
Contact
Address Line 1
656 Chamberlin Ave
Address Line 2
edi
City
frankfort
State
KY
Zip Code
40601
Phone Number
800-205-4696
E-Mail Address
Security Question & Answer
Select a security question from the list below and provide an answer that you will remember.
This question will help the Help Desk verify your identity if you need assistance.
Question
In what city were you born? (Enter full name of city only)
Answer
frankfort
Cancel
Save
Contact Us

2.2.1 How to Change the Password:

The account password expires every 30 days. A pink banner will display on the Home page showing the days remaining to password expiration beginning with 10. The user will receive an email notification from MEUPS prior to the expiration on the 20th day.

1. Click on the “Change Password” button;
2. Complete form;
3. Click the “Change Password” button.

2.2.2 Email examples of password reminder and account change notification

From: MEUPS Automated Mailer [mailto:MEUPS_DoNotReply@email.kymmis.com]
Sent: Friday, July 16, 2010 1:30 PM
To: Doe, Jane
Subject: PASSWORD EXPIRATION REMINDER: 10 days left
Sensitivity: Confidential

Kentucky user Jane Doe,

Your Medicaid system account password will expire in 10 days on Monday, July 26, 2010. Please change your password before then to ensure uninterrupted system access.

Please contact the EDS helpdesk at KY_EDI_HelpDesk@hp.com or call (800) 205-4696 between 7:00 am - 6:00 pm Monday - Friday EST should you have questions regarding this notification.

Medicaid Enterprise Users Provisioning System

MO

From: MEUPS Automated Mailer [mailto:MEUPS_DoNotReply@email.kymmis.com]
Sent: Wednesday, August 18, 2010 2:00 PM
To: Doe, Jane
Subject: ACCOUNT CHANGE NOTIFICATION
Sensitivity: Confidential

Kentucky user Jane Doe,

KyHealth Choices sends you this account change notification for your information. No action on your part is required. The following changes have been made recently against your systems account:

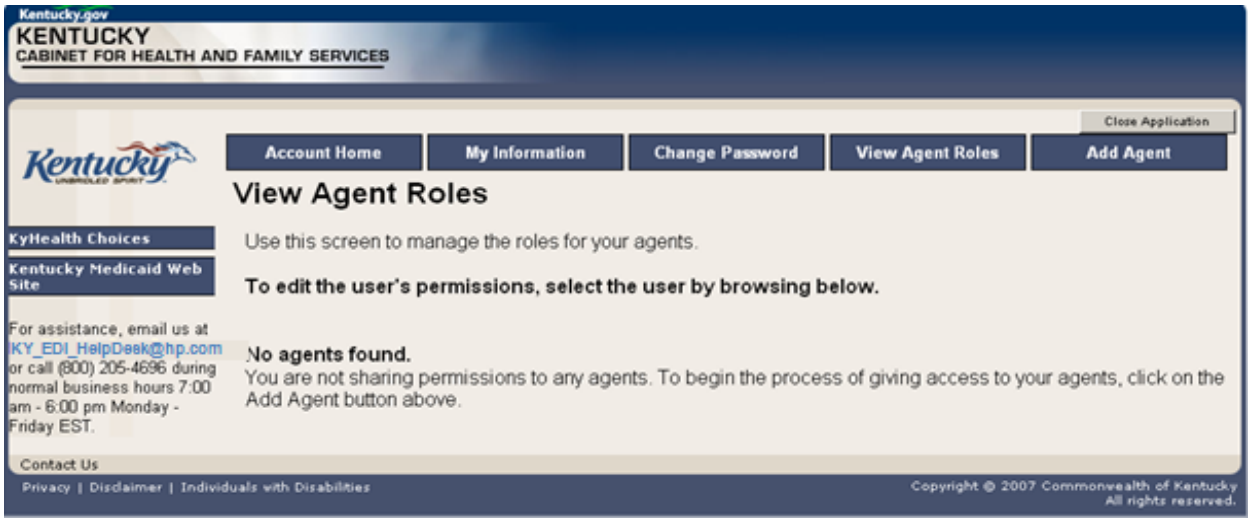
Date of Change	Description
Aug 18 2010 1:30PM	Account access has been reinstated
Aug 18 2010 1:32PM	Password changed

Please contact the EDI helpdesk at KY_EDI_HelpDesk@hp.com or call (800) 205-4696 between 7:00 am - 6:00 pm Monday - Friday EST if you have questions about any of these changes.

KyHealth Choices

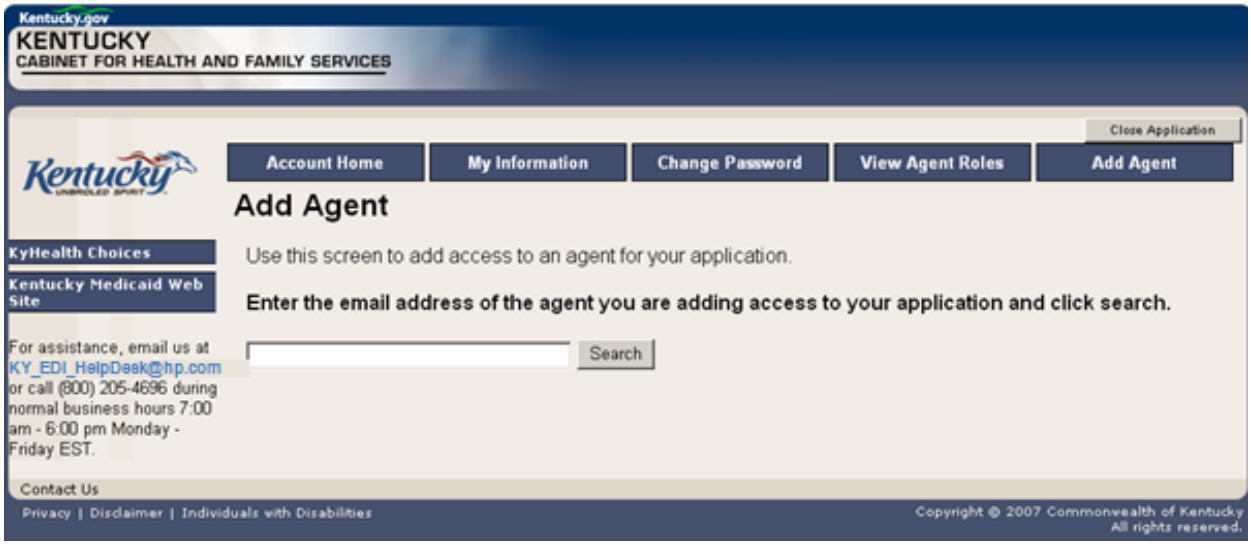
2.3 Viewing Agent Roles

Provider Administrators and Billing Agents have the ability to add agents to an account, giving them access to submit claims, check claim status, check eligibility or perform other functions on behalf of the provider. Clicking “View Agent Roles” will allow a Provider Administrator or Billing Agent to see the Agents associated with an account. If no Agents have been added, “No Agents Found” will appear.



2.4 Add an Agent or New Employee.

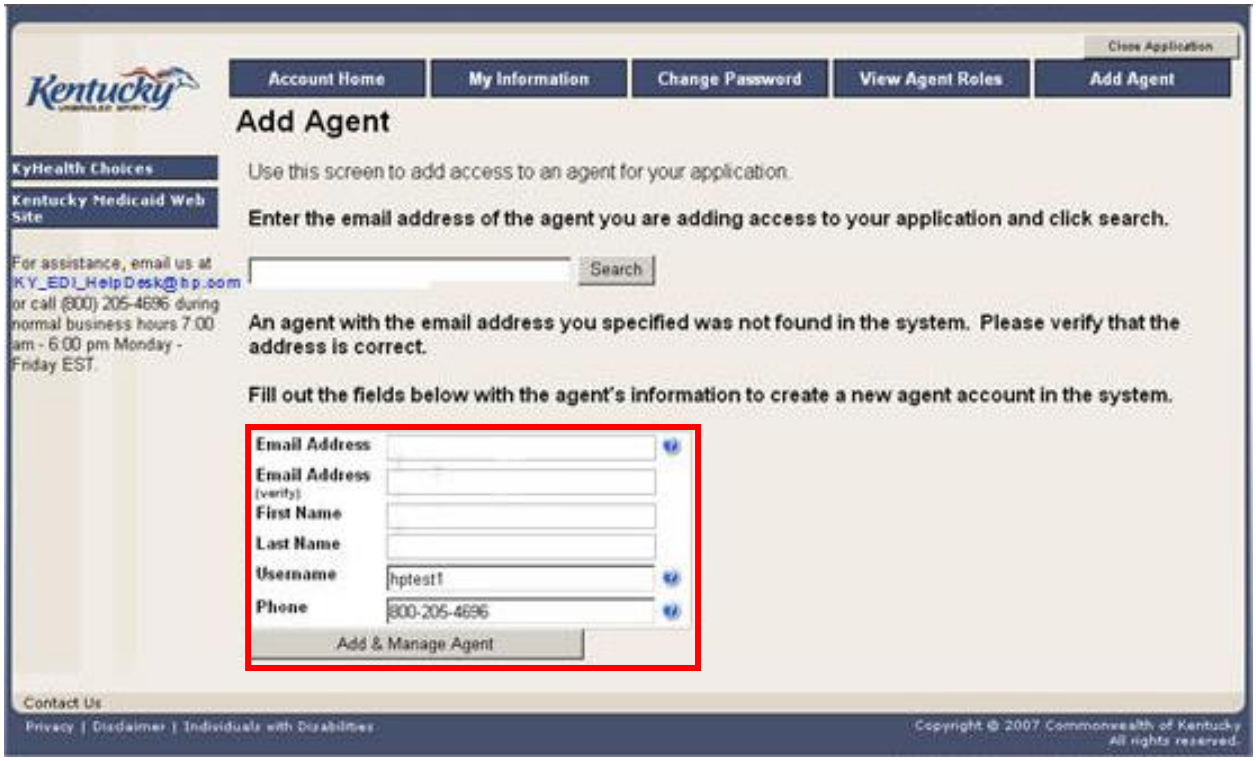
Provider Administrators and Billing Agents have the ability to add agents to an account, giving them access to submit claims, check claim status, check eligibility or perform other functions on behalf of the provider. Clicking “Add Agent” allows a Provider Administrator or Billing Agent to add an Agent to the account.



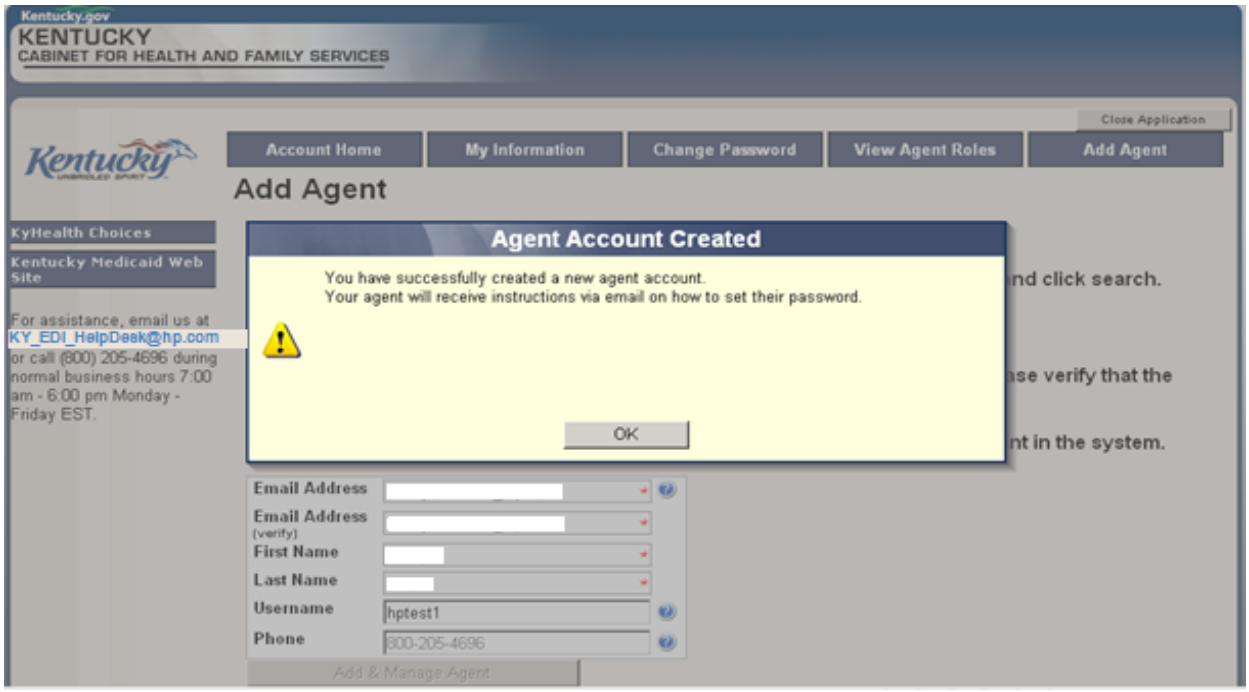
2.4.1 No Email Address Found: Create Username

The Provider Administrator or Billing Agent may search for an existing agent by entering the email address of the agent and clicking “search.” If no agent is found, the screen below will appear, allowing the user to create an Agent account and associate that agent with the Provider account.

1. Complete the fields boxed in red below.
2. Click “Add & Manage Agent” button.

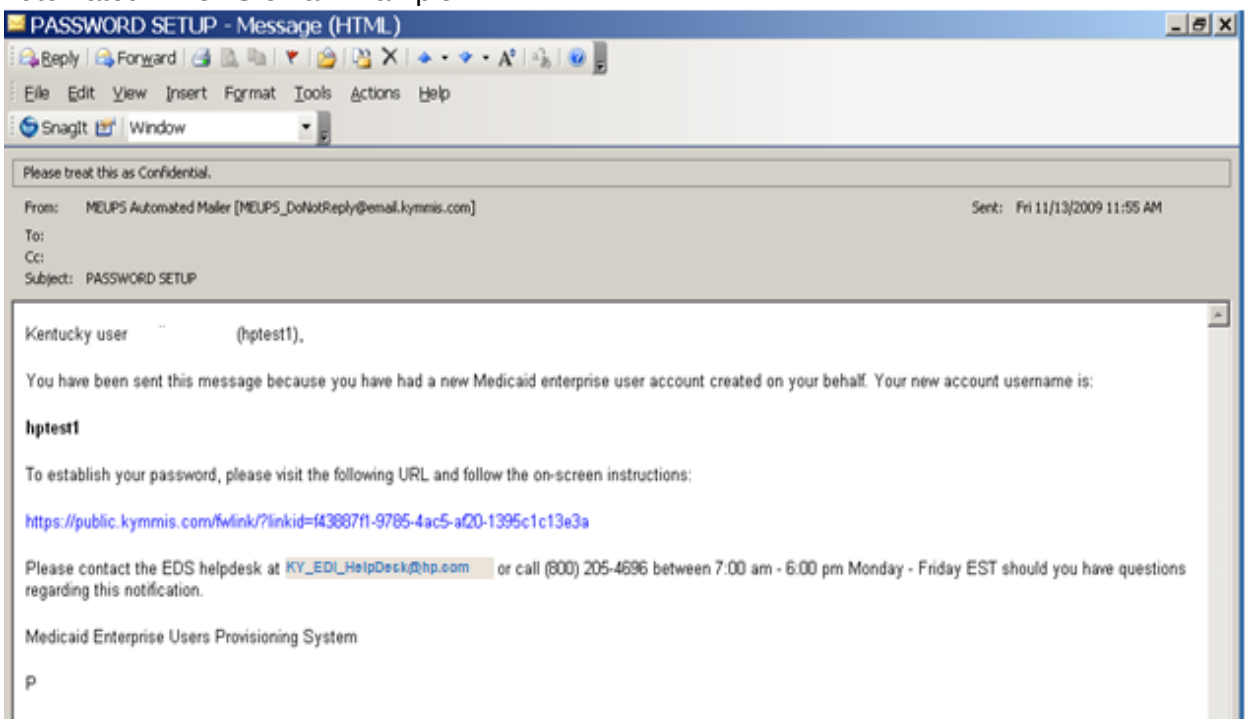


3. The “Agent Account Created” window appears.



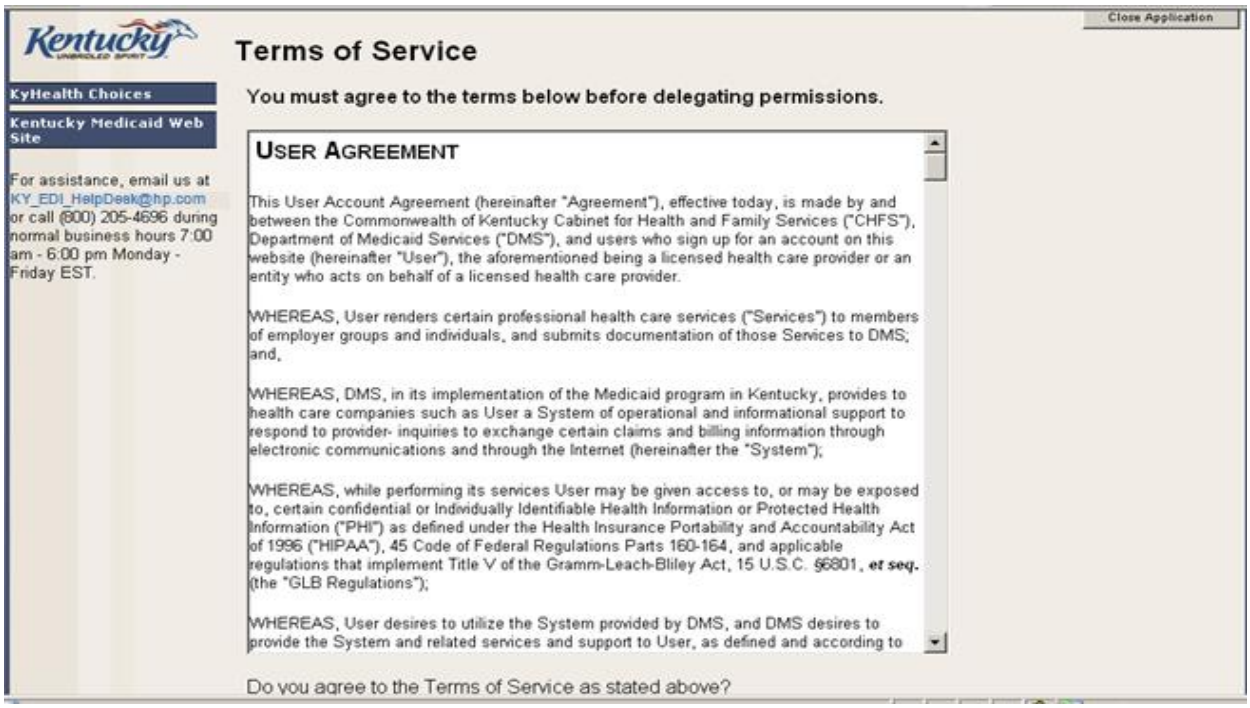
4. User will receive an email as shown below.

Automated MEUPS email Example:



5. When user clicks the link in the email (example above), the “Terms of Service User Agreement window appears as shown below.

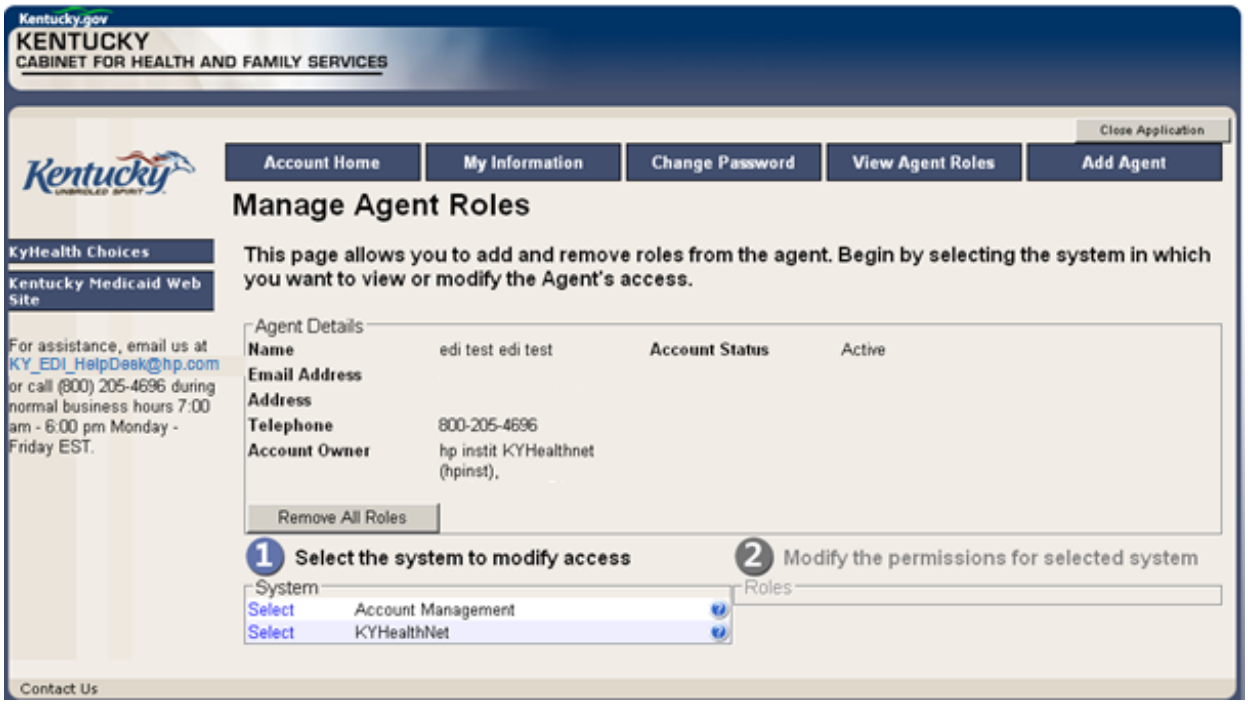
6. User must click “I agree” in order to proceed.



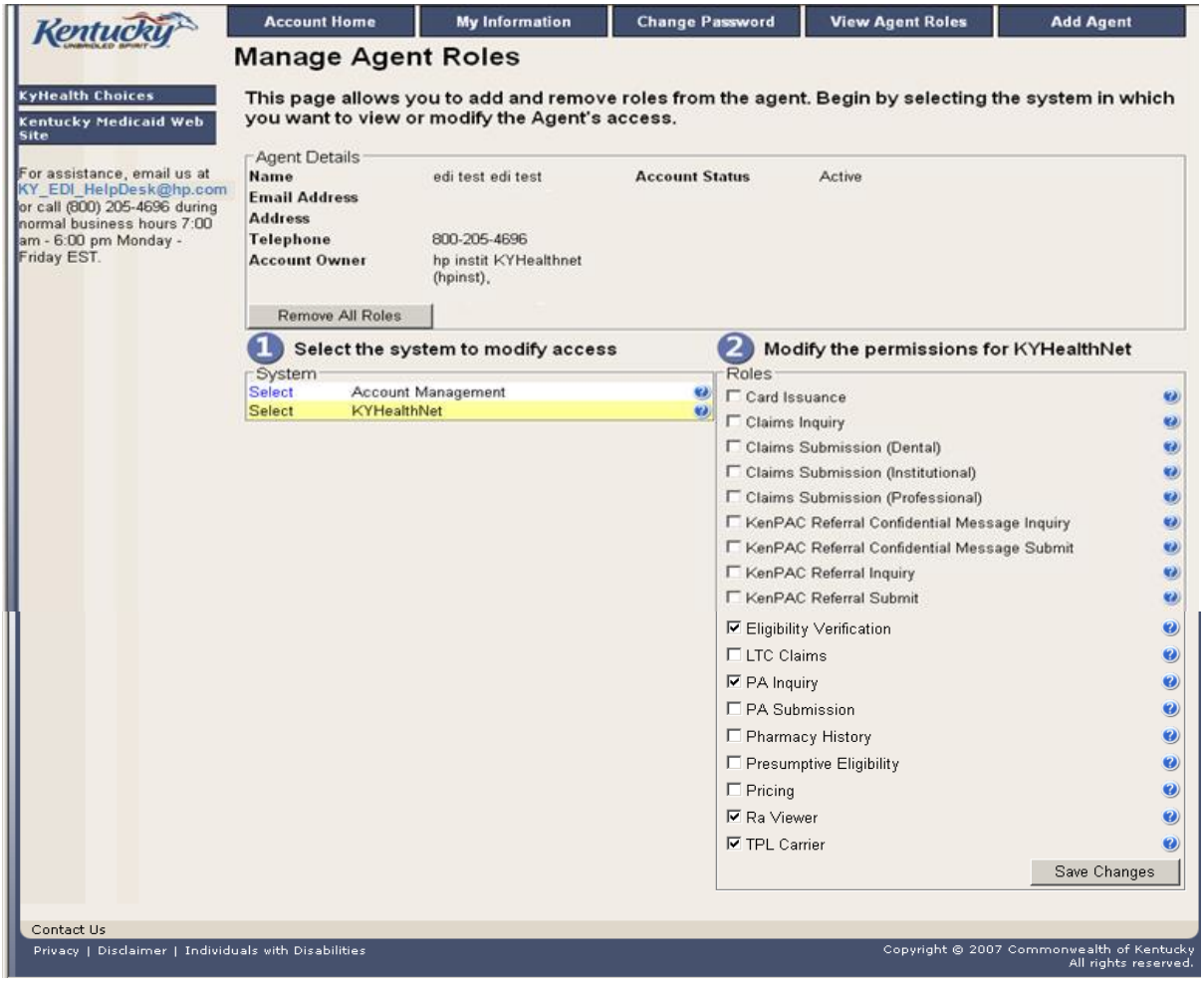
2.5 Manage Agent Roles

After an Agent is associated with a Provider account, permissions or "roles" must be granted in order for that Agent to act on the Provider's behalf. To add roles for KyHealth Net (claims, eligibility, etc.), follow the instructions below.

1. Click on the "KYHealth Net" link.

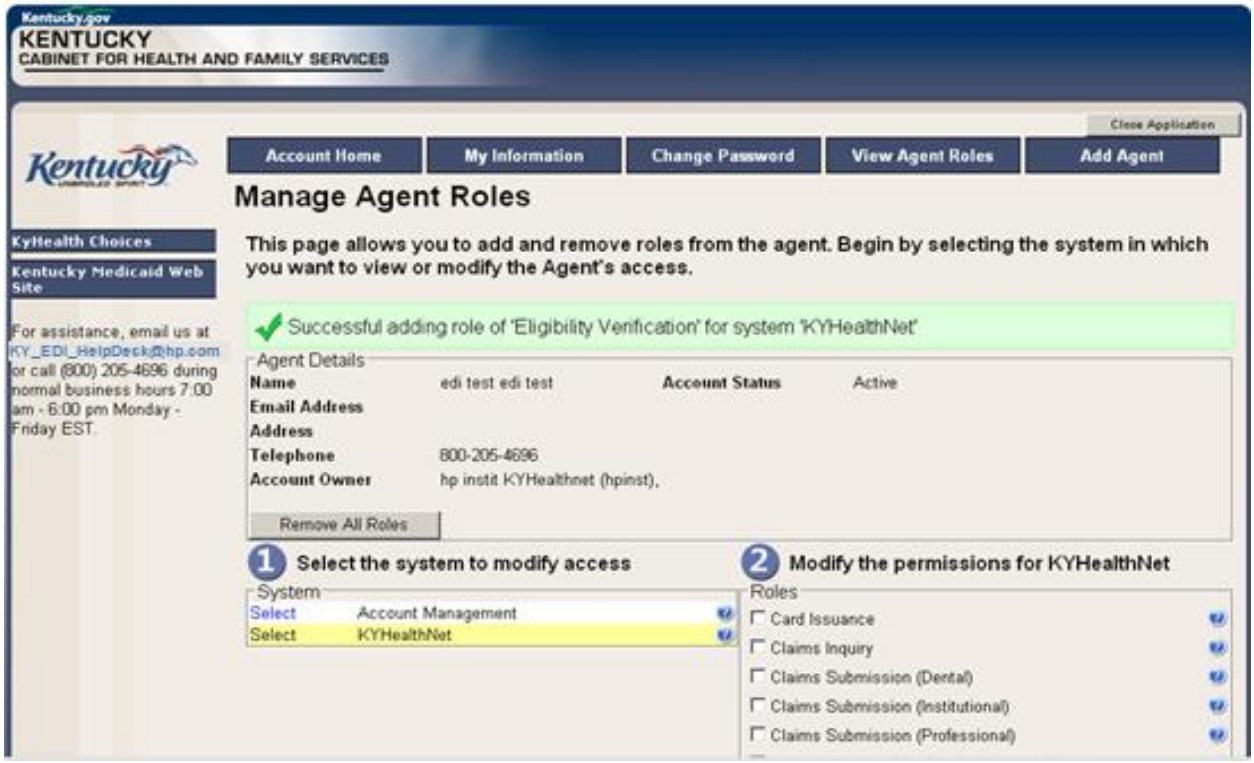


2. Notice section 2 Modify the permissions for KYHealthNet section opens.
3. Roles are granted or removed in this section.



4. Check the roles you wish to grant agent.
5. Click the “Save Changes” button to save modifications.

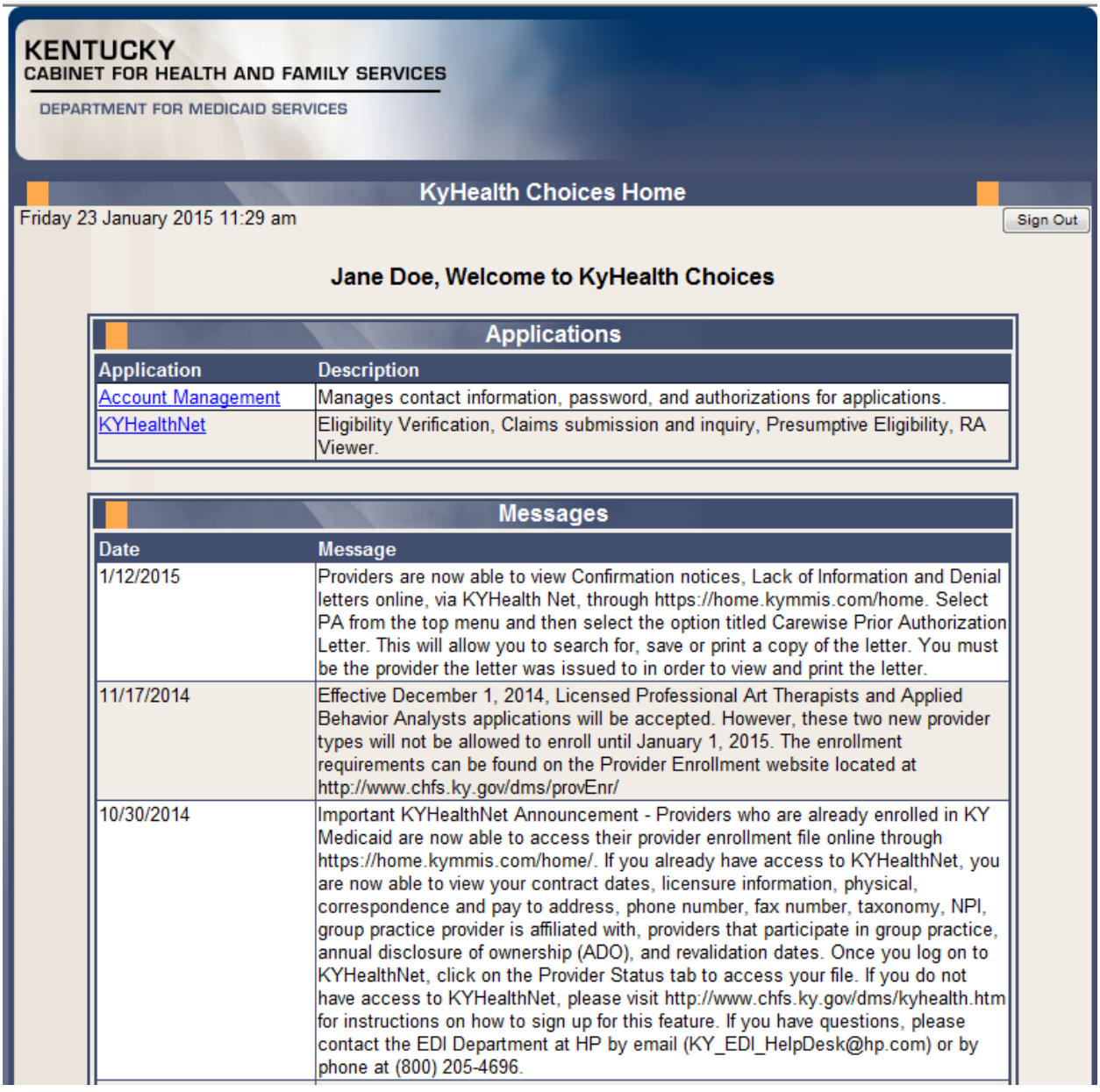
The screen returns “Successful adding role of …”



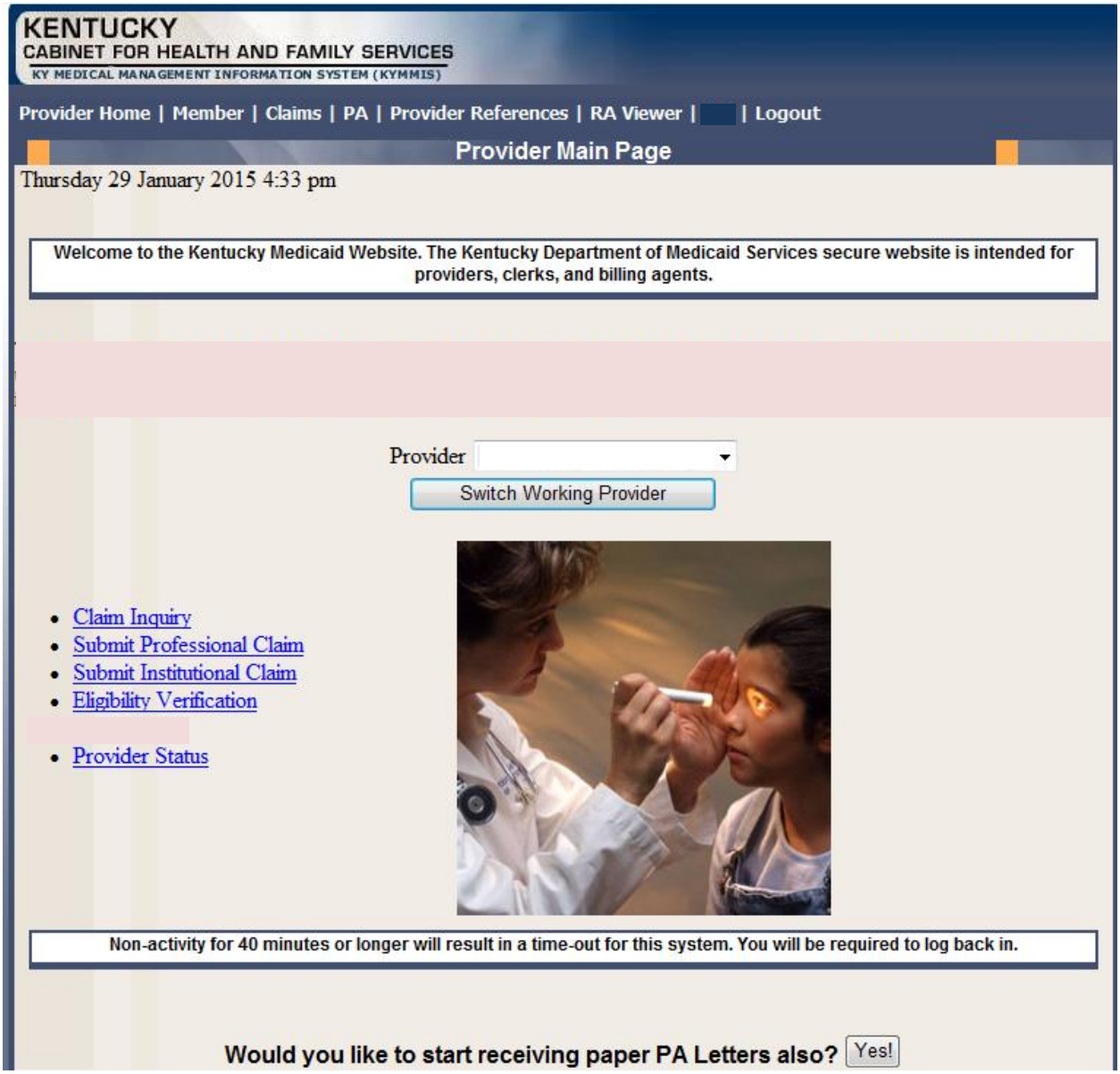
3 Accessing KY Health Net

KyHealth Net allows users to access Member eligibility and related functions, submit claims, adjust or void claims, check claim status, check Prior Authorization requests, print Prior Authorization letters, view or download remittance advice statements, and access other valuable information.

1. On the “KyHealth Choices Home” page, click on the “KYHealth Net” link.



2. Select/verify the Provider's NPI/Taxonomy in the drop-down box.



NOTE: The drop-down only appears if the user is an agent for multiple providers; otherwise, the agent will see only one provider's NPI/taxonomy in the box.

4 Functionality

Provider Administrators have access to all applicable functions on KyHealth Net. Billing Agents and Agents have access to only those functions granted them by the Provider Administrator. A Billing Agent or Agent may only perform the functions granted them by a given Provider Administrator, while logged in under that provider's account.

For example, if an Agent works on behalf of Dr. Smith and Dr. Jones, but the Agent doesn't have claim submission access for Dr. Jones, the claim submission function will not appear unless the Agent has selected Dr. Smith's NPI/Taxonomy from the drop-down when logging in.

KyHealth Net offers the following functions:

Menu Selection	Functions
Member	Check eligibility, card issuance, spend down, patient liability, pharmacy history and enroll a Member in Presumptive Eligibility (PE providers only).
Claims	Check claim status, submit claims, adjust paid claims or void paid claims.
Prior Authorization (PA)	Access PA information; download a PA letter or lookup a PA number.
Provider References	Check coverage on a procedure code, lookup commercial insurance carrier information and access other references on the DMS website.
RA Viewer	View and/or download your Remittance Advice.

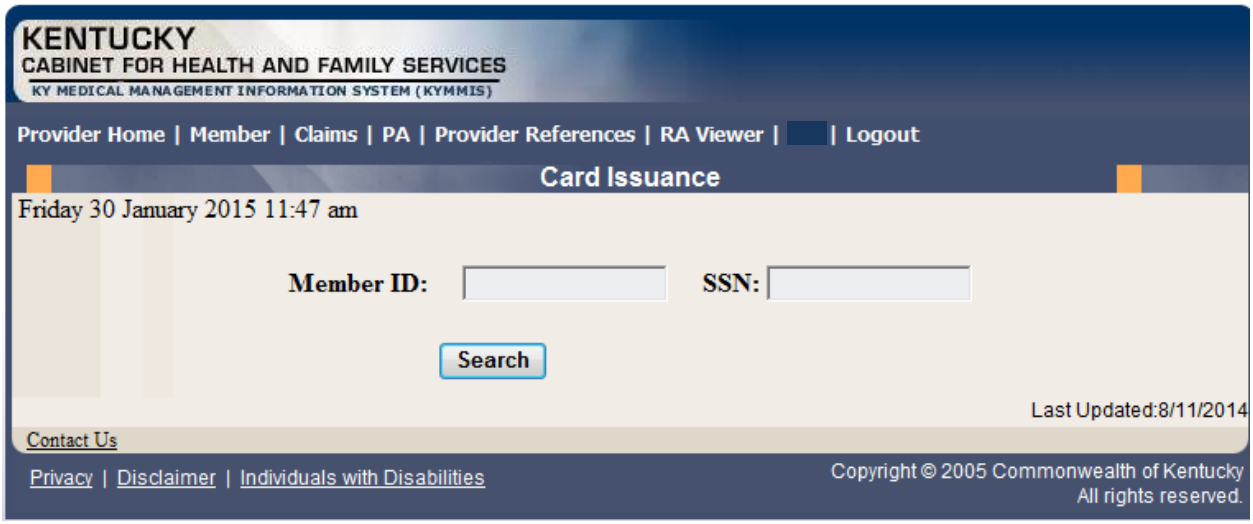
The hyperlinks on the Home Page also offer quick access to commonly used functions.

5 Member Information

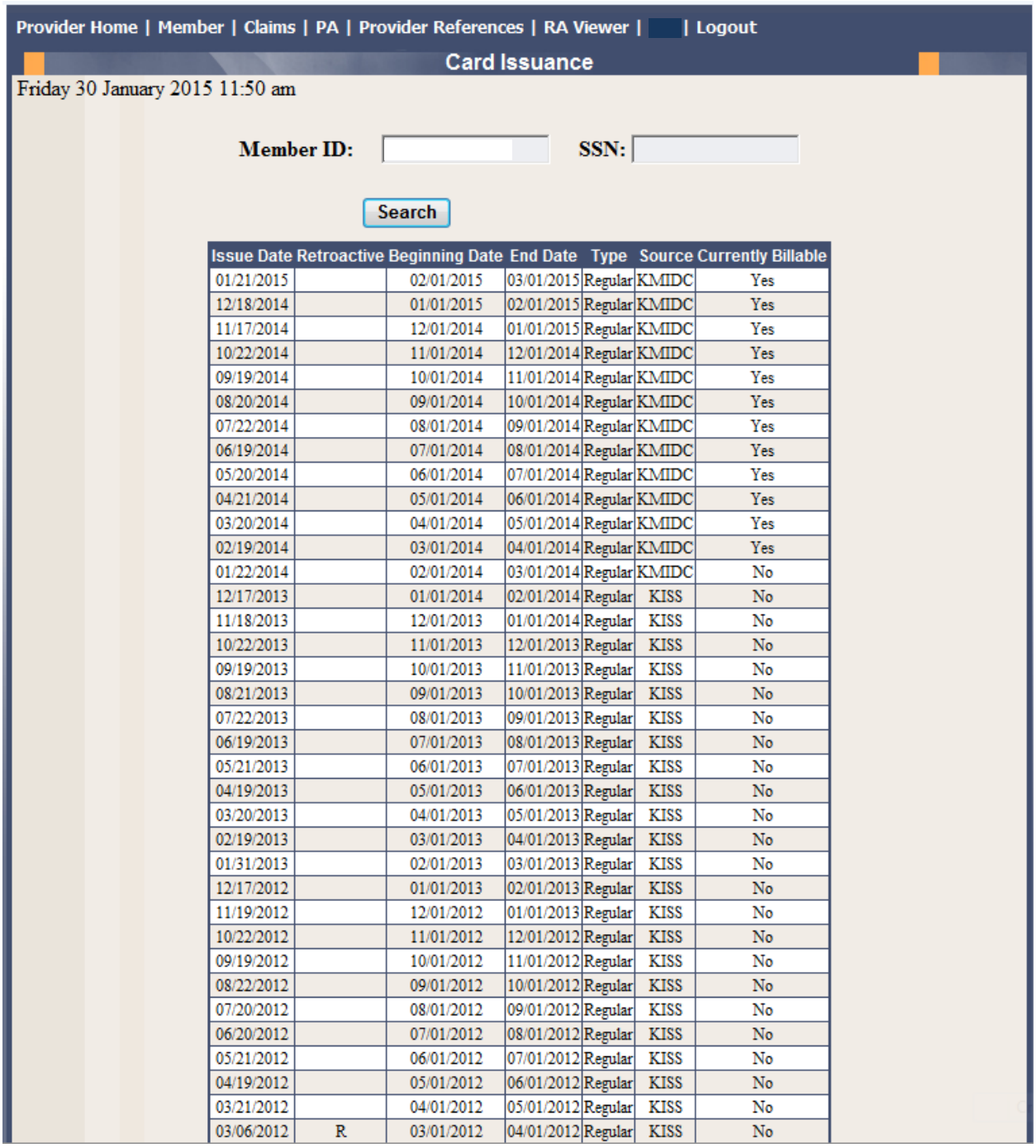
5.1 Member Card Issuance

1. Select Member from the Menu.
2. Choose “Card Issuance” from the drop-down.

3. Enter the Member ID or SSN# and click the “Search” button to find the Medicaid card issue date.



The card issuance dates include eligibility begin and end dates along with card type. An “R” in the retroactive column indicates the segment was issued retroactively.



Provider Home | Member | Claims | PA | Provider References | RA Viewer | | Logout

Card Issuance

Friday 30 January 2015 11:50 am

Member ID: SSN:

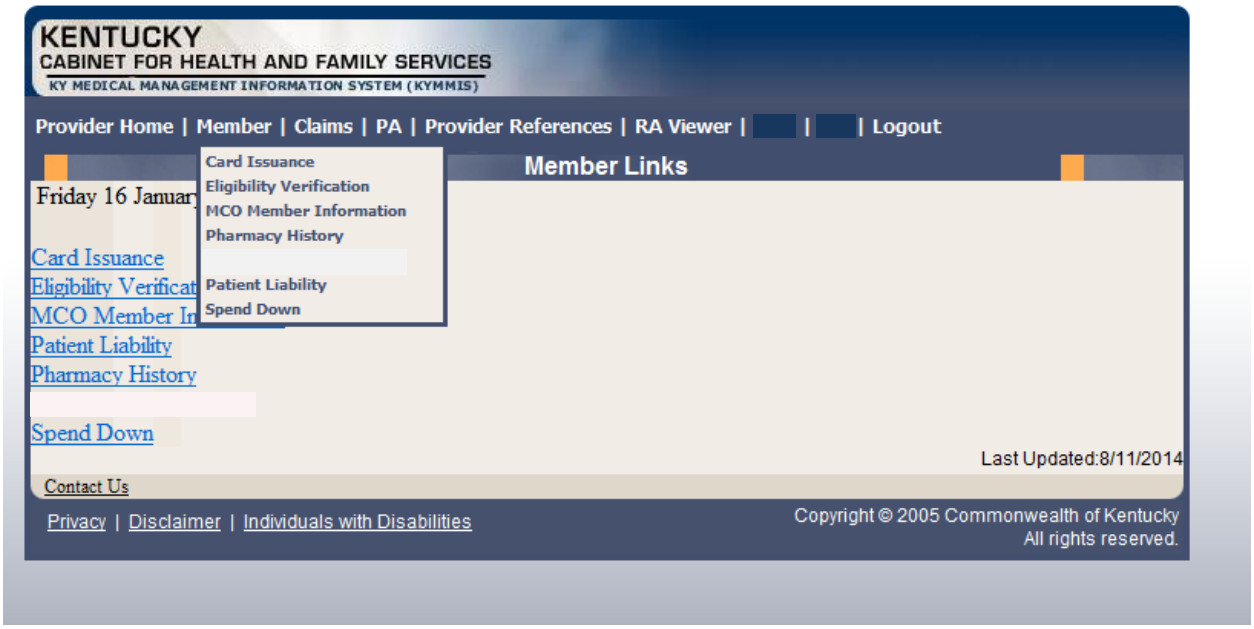
Search

Issue Date	Retroactive	Beginning Date	End Date	Type	Source	Currently Billable
01/21/2015		02/01/2015	03/01/2015	Regular	KMIDC	Yes
12/18/2014		01/01/2015	02/01/2015	Regular	KMIDC	Yes
11/17/2014		12/01/2014	01/01/2015	Regular	KMIDC	Yes
10/22/2014		11/01/2014	12/01/2014	Regular	KMIDC	Yes
09/19/2014		10/01/2014	11/01/2014	Regular	KMIDC	Yes
08/20/2014		09/01/2014	10/01/2014	Regular	KMIDC	Yes
07/22/2014		08/01/2014	09/01/2014	Regular	KMIDC	Yes
06/19/2014		07/01/2014	08/01/2014	Regular	KMIDC	Yes
05/20/2014		06/01/2014	07/01/2014	Regular	KMIDC	Yes
04/21/2014		05/01/2014	06/01/2014	Regular	KMIDC	Yes
03/20/2014		04/01/2014	05/01/2014	Regular	KMIDC	Yes
02/19/2014		03/01/2014	04/01/2014	Regular	KMIDC	Yes
01/22/2014		02/01/2014	03/01/2014	Regular	KMIDC	No
12/17/2013		01/01/2014	02/01/2014	Regular	KISS	No
11/18/2013		12/01/2013	01/01/2014	Regular	KISS	No
10/22/2013		11/01/2013	12/01/2013	Regular	KISS	No
09/19/2013		10/01/2013	11/01/2013	Regular	KISS	No
08/21/2013		09/01/2013	10/01/2013	Regular	KISS	No
07/22/2013		08/01/2013	09/01/2013	Regular	KISS	No
06/19/2013		07/01/2013	08/01/2013	Regular	KISS	No
05/21/2013		06/01/2013	07/01/2013	Regular	KISS	No
04/19/2013		05/01/2013	06/01/2013	Regular	KISS	No
03/20/2013		04/01/2013	05/01/2013	Regular	KISS	No
02/19/2013		03/01/2013	04/01/2013	Regular	KISS	No
01/31/2013		02/01/2013	03/01/2013	Regular	KISS	No
12/17/2012		01/01/2013	02/01/2013	Regular	KISS	No
11/19/2012		12/01/2012	01/01/2013	Regular	KISS	No
10/22/2012		11/01/2012	12/01/2012	Regular	KISS	No
09/19/2012		10/01/2012	11/01/2012	Regular	KISS	No
08/22/2012		09/01/2012	10/01/2012	Regular	KISS	No
07/20/2012		08/01/2012	09/01/2012	Regular	KISS	No
06/20/2012		07/01/2012	08/01/2012	Regular	KISS	No
05/21/2012		06/01/2012	07/01/2012	Regular	KISS	No
04/19/2012		05/01/2012	06/01/2012	Regular	KISS	No
03/21/2012		04/01/2012	05/01/2012	Regular	KISS	No
03/06/2012	R	03/01/2012	04/01/2012	Regular	KISS	No

5.2 Member Eligibility Verification

1. Select Member from the Menu.
2. Choose “Eligibility Verification” from the drop-down.

The following screen will appear.



5.2.1 Searching for a Member

1. Click the arrow to the right in the “Select Lookup Type” box and select the criteria to be used in the search.

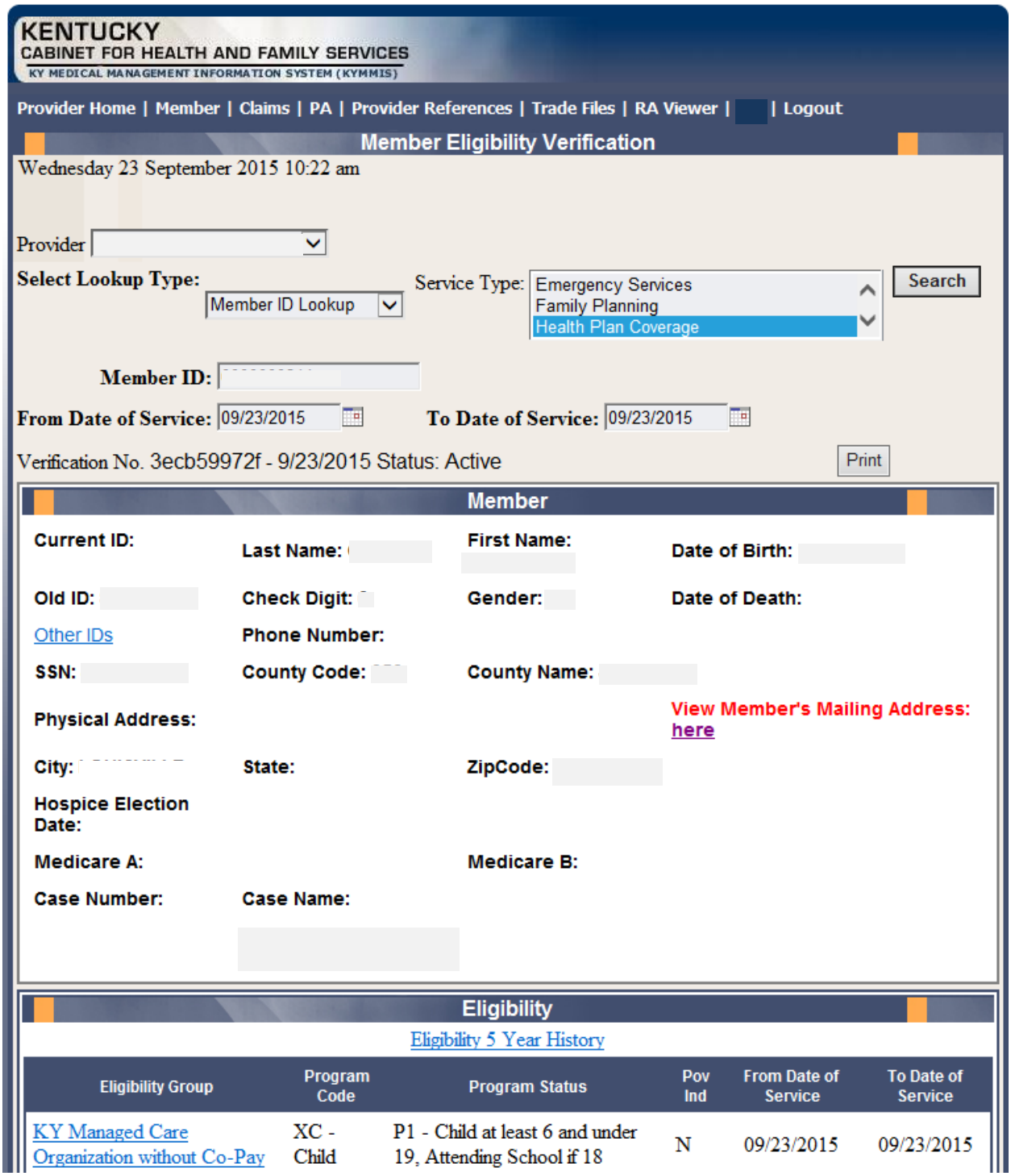
When the search criteria is selected, the screen will expand to include fields for dates of service and Service Type. The Service Type will display all 12 of the CORE ACA required service types, the page will automatically default to Health Plan Coverage. The current date will automatically be plugged in the date’s fields. The user may change the dates to the desired dates of service.

2. Enter the search criteria.

3. Click “search.”

The Member Eligibility Verification page will appear.

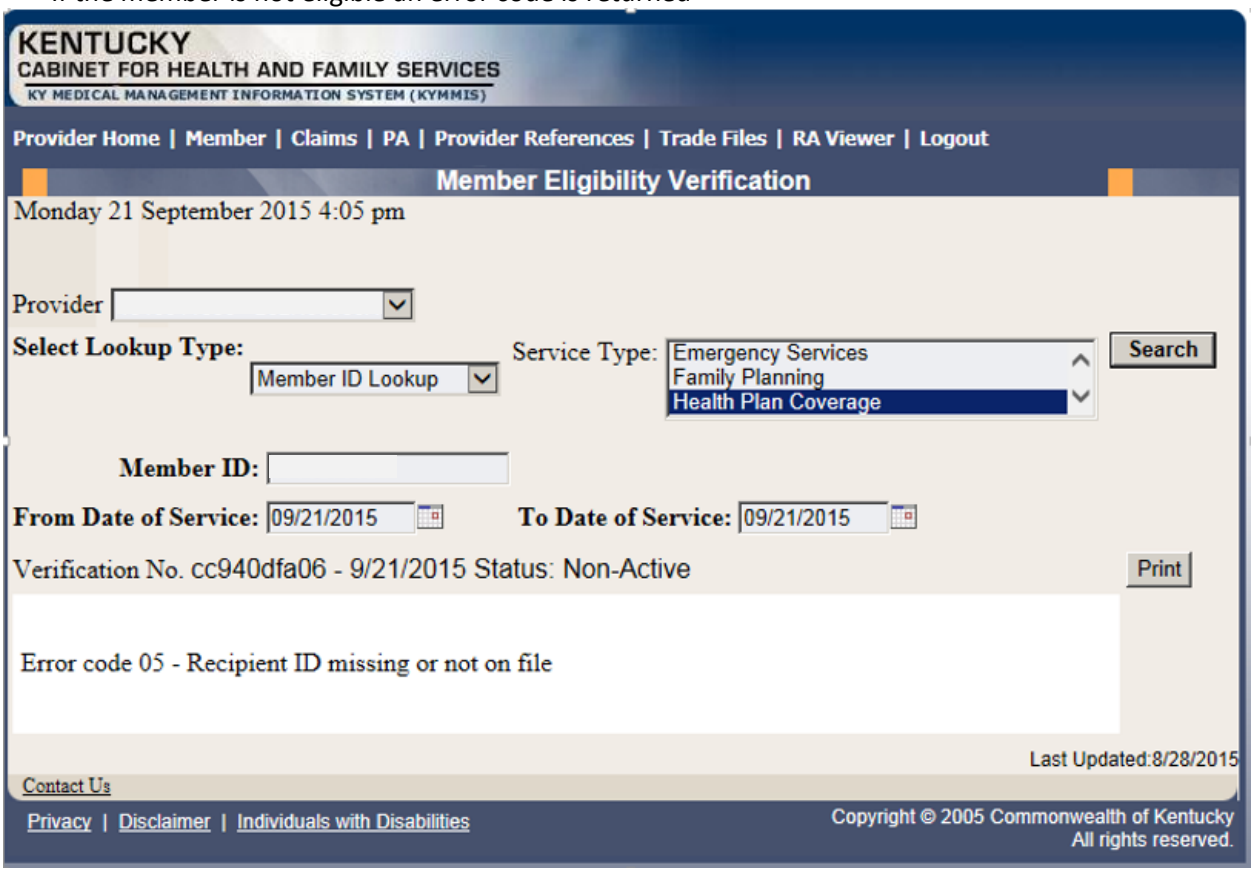
This screen will display the most current eligibility information available.



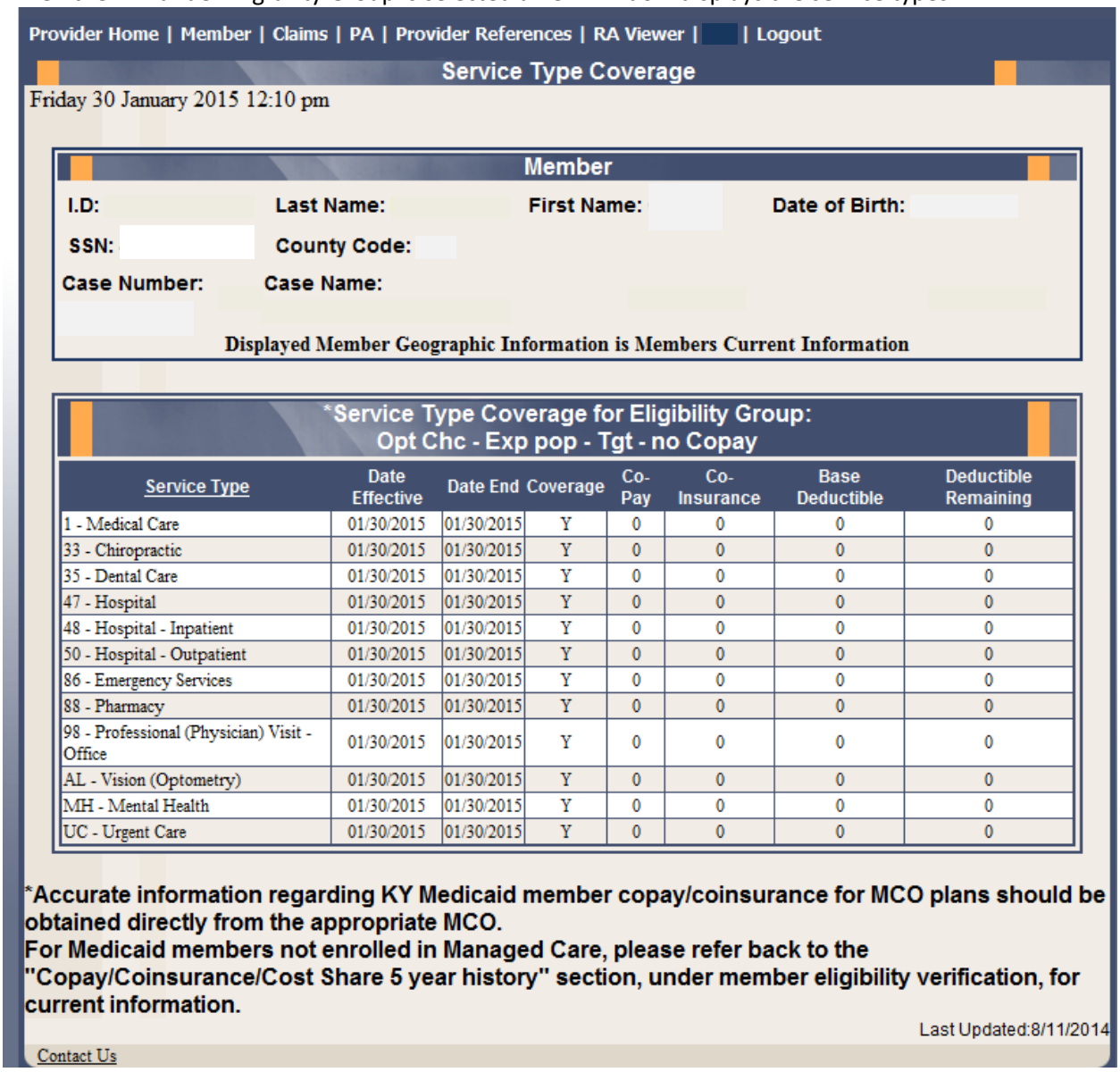
- Link on the hyper link to view member mailing address

- The member mail address information

- If the member is not eligible an error code is returned



When the link under Eligibility Group is selected a new window displays the service types:



Provider Home | Member | Claims | PA | Provider References | RA Viewer | | Logout

Service Type Coverage

Friday 30 January 2015 12:10 pm

Member

I.D: Last Name: First Name: Date of Birth:

SSN: County Code:

Case Number: Case Name:

Displayed Member Geographic Information is Members Current Information

*Service Type Coverage for Eligibility Group:
Opt Chc - Exp pop - Tgt - no Copay

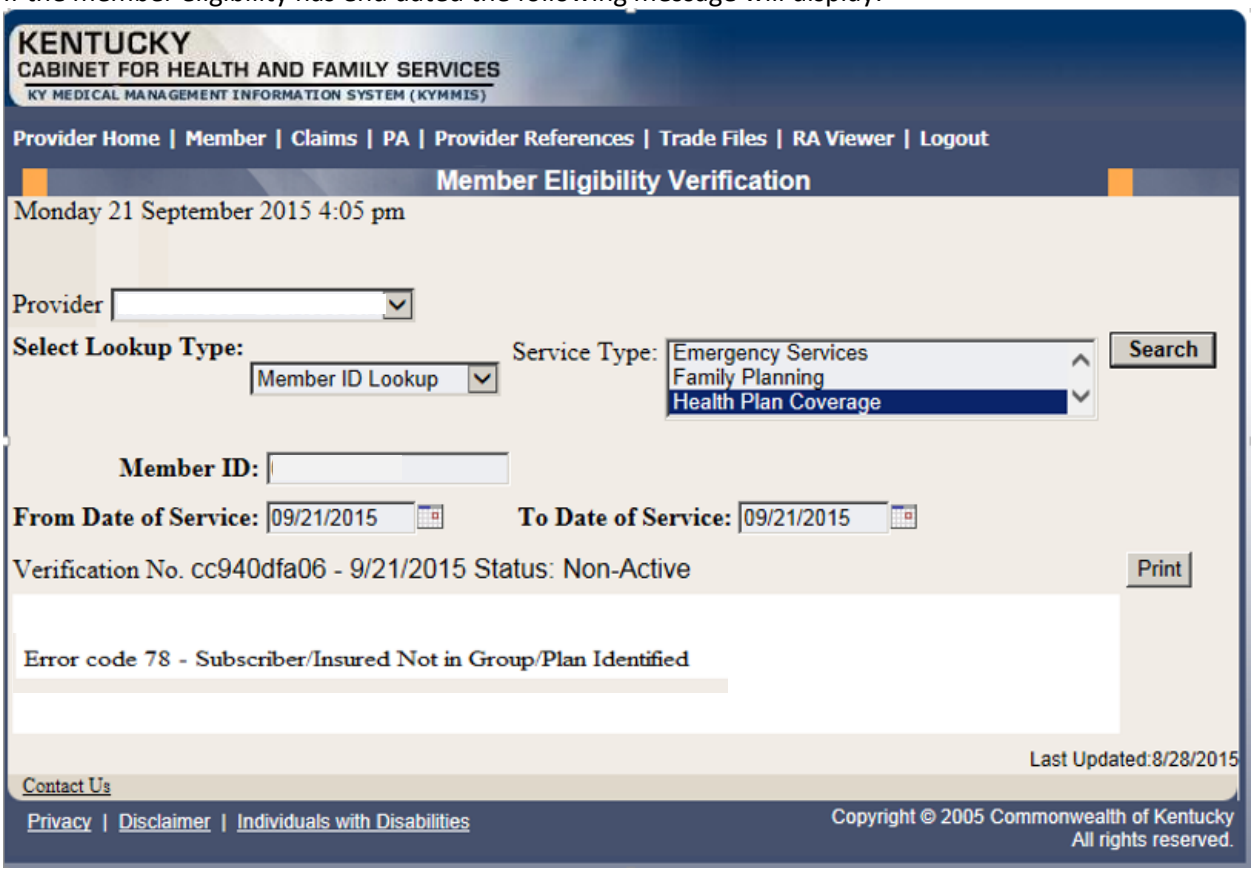
Service Type	Date Effective	Date End	Coverage	Co-Pay	Co-Insurance	Base Deductible	Deductible Remaining
1 - Medical Care	01/30/2015	01/30/2015	Y	0	0	0	0
33 - Chiropractic	01/30/2015	01/30/2015	Y	0	0	0	0
35 - Dental Care	01/30/2015	01/30/2015	Y	0	0	0	0
47 - Hospital	01/30/2015	01/30/2015	Y	0	0	0	0
48 - Hospital - Inpatient	01/30/2015	01/30/2015	Y	0	0	0	0
50 - Hospital - Outpatient	01/30/2015	01/30/2015	Y	0	0	0	0
86 - Emergency Services	01/30/2015	01/30/2015	Y	0	0	0	0
88 - Pharmacy	01/30/2015	01/30/2015	Y	0	0	0	0
98 - Professional (Physician) Visit - Office	01/30/2015	01/30/2015	Y	0	0	0	0
AL - Vision (Optometry)	01/30/2015	01/30/2015	Y	0	0	0	0
MH - Mental Health	01/30/2015	01/30/2015	Y	0	0	0	0
UC - Urgent Care	01/30/2015	01/30/2015	Y	0	0	0	0

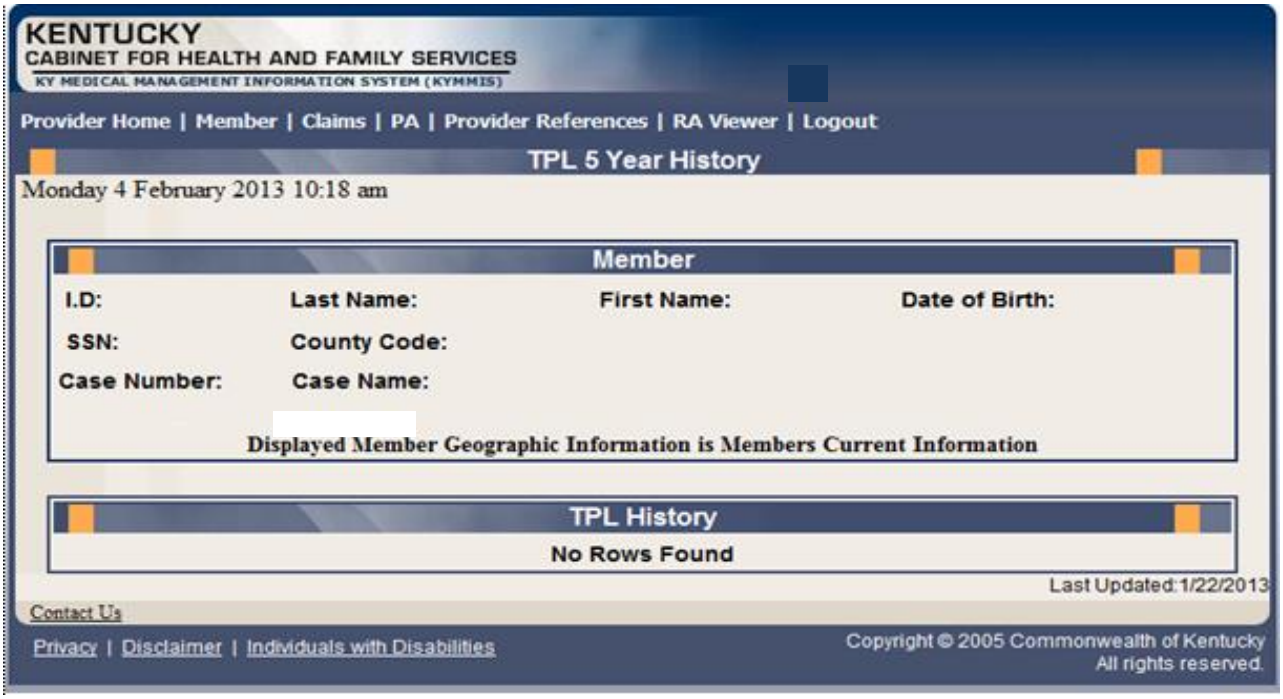
*Accurate information regarding KY Medicaid member copay/coinsurance for MCO plans should be obtained directly from the appropriate MCO.
For Medicaid members not enrolled in Managed Care, please refer back to the "Copay/Coinsurance/Cost Share 5 year history" section, under member eligibility verification, for current information.

Last Updated:8/11/2014

Contact Us

If the member eligibility has end dated the following message will display:





KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
KY MEDICAL MANAGEMENT INFORMATION SYSTEM (KYMMIS)
Provider Home | Member | Claims | PA | Provider References | Trade Files | RA Viewer | | Logout
Managed Care 5 Year History
Tuesday 29 January 2013 5:53 pm
Member
I.D:
Last Name:
First Name:
Date of Birth:
SSN:
County Code: 015
Case Number:
Case Name:
Displayed Member Geographic Information is Members Current Information
Managed Care History
MCO Name
PMP ID
Region
Date Added
Effective Date
End Date
Last Updated:1/29/2013
Contact Us
Privacy | Disclaimer | Individuals with Disabilities
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KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
KY MEDICAL MANAGEMENT INFORMATION SYSTEM (KYMMIS)
Provider Home | Member | Claims | PA | Provider References | RA Viewer | Logout
KenPAC 5 Year History
Monday 4 February 2013 10:20 am
Member
I.D:
Last Name:
First Name
Date of Birth:
SSN:
County Code:
Case
Case Name:
Displayed Member Geographic Information is Members Current Information
KenPAC History
Provider Name
Site Phone #
Begin Date
End Date
Last Updated:1/22/2013
Contact Us
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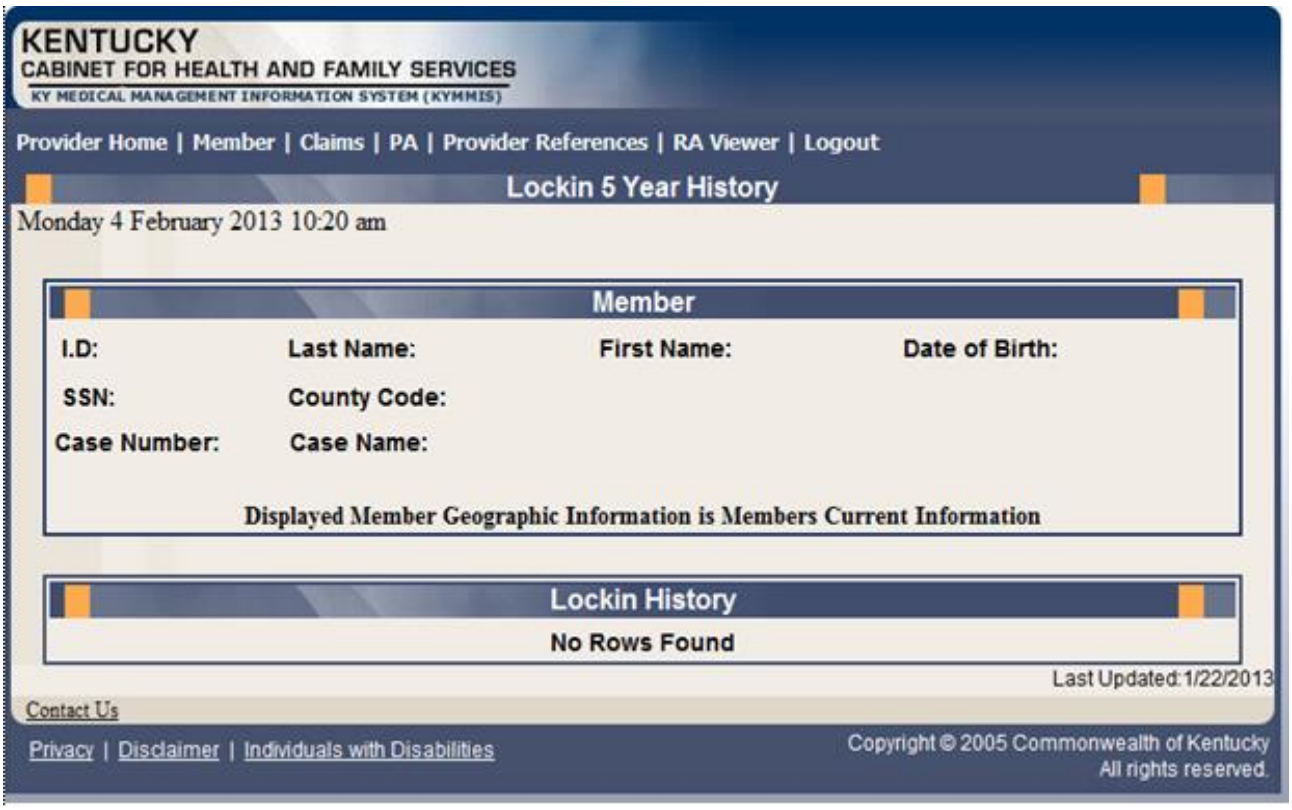
KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
KY MEDICAL MANAGEMENT INFORMATION SYSTEM (KYMMIS)
Provider Home | Member | Claims | PA | Provider References | RA Viewer | Logout
Lockin 5 Year History
Monday 4 February 2013 10:20 am
Member
I.D:
Last Name:
First Name:
Date of Birth:
SSN:
County Code:
Case Number:
Case Name:
Displayed Member Geographic Information is Members Current Information
Lockin History
No Rows Found
Last Updated:1/22/2013
Contact Us
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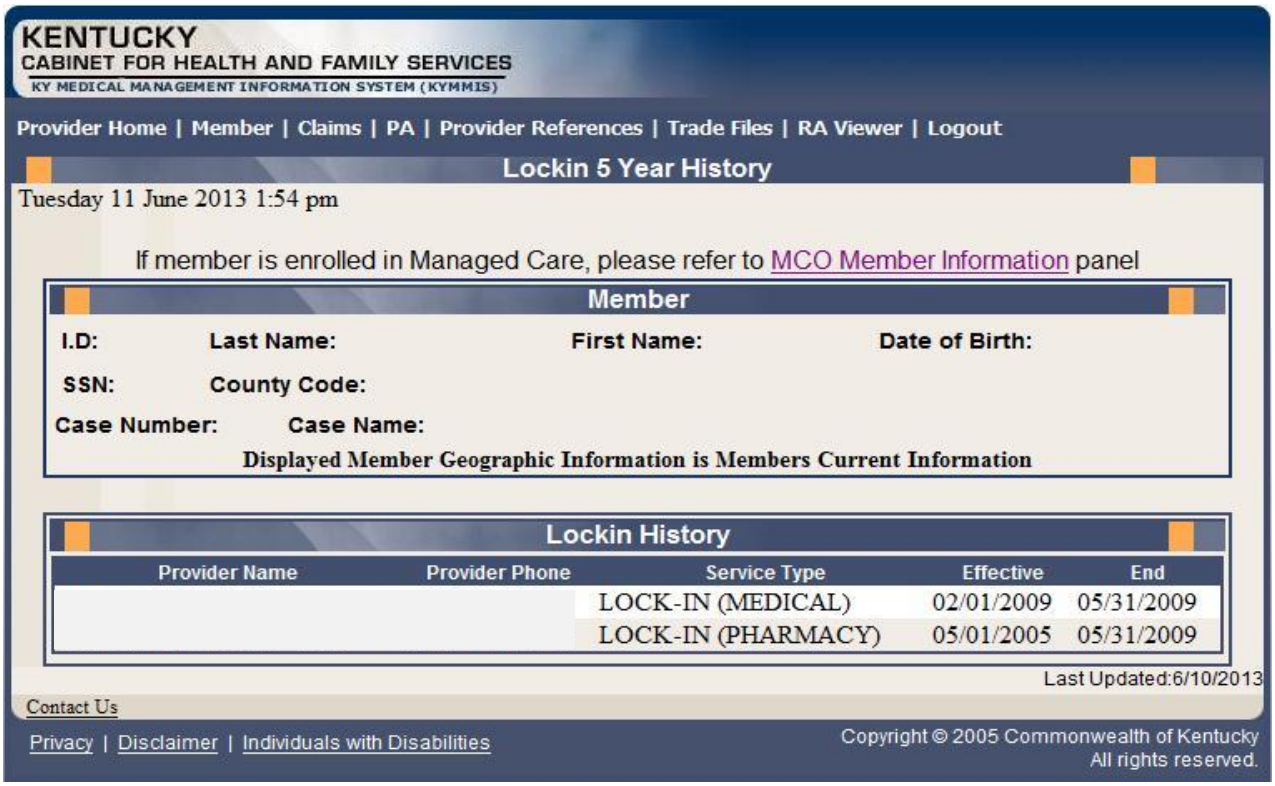
KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
KY MEDICAL MANAGEMENT INFORMATION SYSTEM (KYMMIS)
Provider Home | Member | Claims | PA | Provider References | Trade Files | RA Viewer | Logout
Lockin 5 Year History
Tuesday 11 June 2013 1:54 pm
If member is enrolled in Managed Care, please refer to MCO Member Information panel
Member
I.D:
Last Name:
First Name:
Date of Birth:
SSN:
County Code:
Case Number:
Case Name:
Displayed Member Geographic Information is Members Current Information
Lockin History
Provider Name
Provider Phone
Service Type
Effective
End
LOCK-IN (MEDICAL)
02/01/2009
05/31/2009
LOCK-IN (PHARMACY)
05/01/2005
05/31/2009
Last Updated:6/10/2013
Contact Us
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KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
KY MEDICAL MANAGEMENT INFORMATION SYSTEM (KYMMIS)
Provider Home | Member | Claims | PA | Provider References | RA Viewer | Logout
Waiver 5 Year History
Monday 4 February 2013 10:21 am
Member
I.D:
Last Name:
First Name:
Date of Birth:
SSN:
County Code:
Case Number:
Case Name:
Displayed Member Geographic Information is Members Current Information
Waiver History
No Rows Found
Last Updated:1/22/2013
Contact Us
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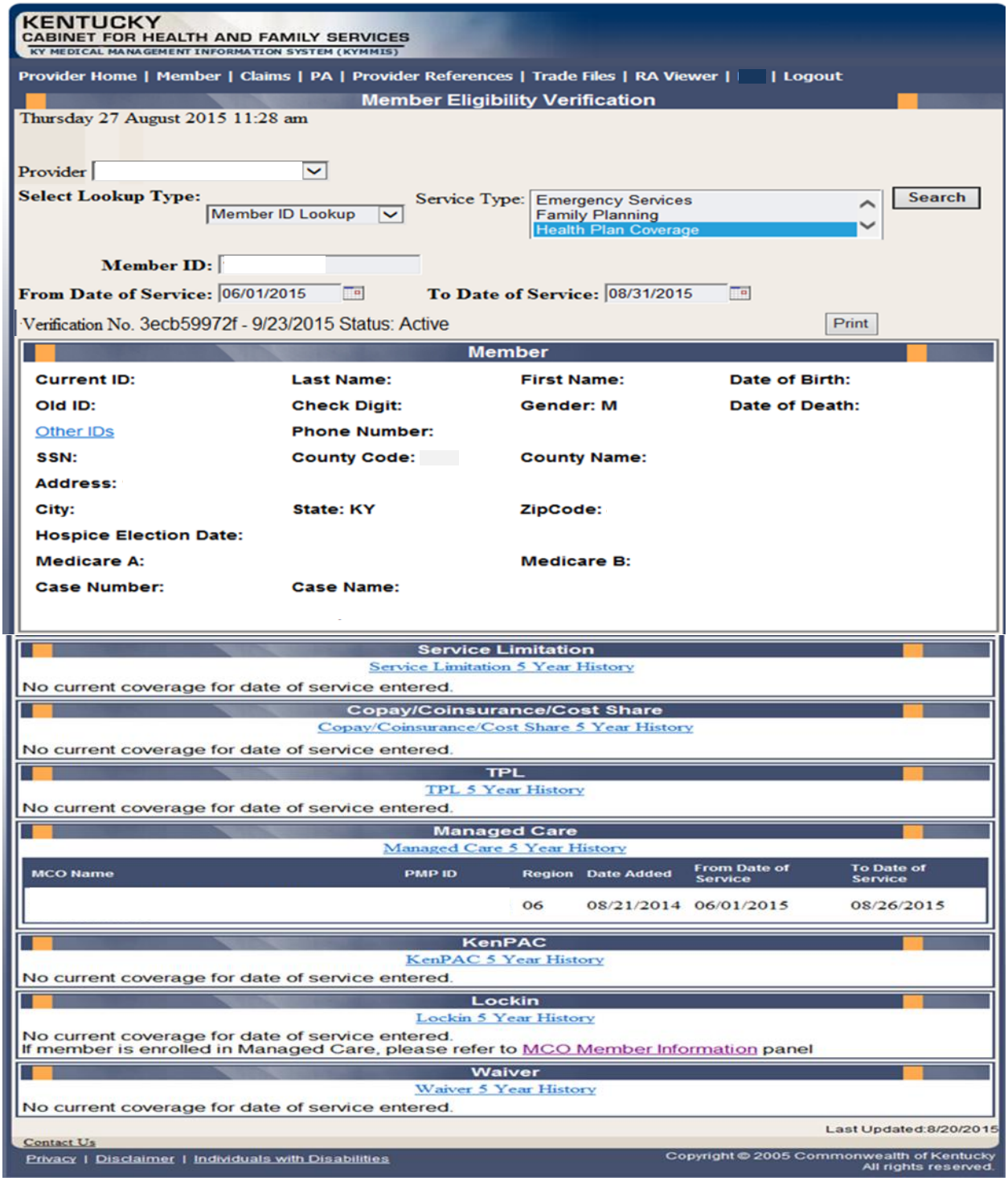
5.2.2 Member Eligibility Suspension/Disenrollment

The new indicators for member who have the following status at the time of member inquiry; if the member does not have one of these indicators on file this panel will not display.

- I – Suspended - Incarcerated
- A – Eligible but dis-enrolled due to address mismatch
- W – Address Mismatch warning



Suspensions/Disenrollments

Address Mismatch Warning! Please have the member call the Department for Community Based Services (DCBS) at 855-306-8959 or kynect at 1-855-4kynect (459-6328) to update their address.

Suspension/Disenrollment Type	Date Effective	Date End
I - Suspended - Incarcerated	08/15/2015	08/31/2015
A - Eligible but Disenrolled - Address Mismatch	07/01/2015	08/31/2015
W - Address Mismatch Warning	06/01/2015	06/30/2015

Alert! Individuals with an incarceration suspension (Ind - I) or an address hold (Ind - A) will not be eligible for claims payment or MCO enrollment. If this information is incorrect, have member call DCBS at 855-306-8959 or kynect at 1-855-4kynect (459-6328).

Eligibility

Eligibility 5 Year History

Eligibility Group	Program Code	Program Status	Pov Ind	From Date of Service	To Date of Service
KY Managed Care Organization without Co-Pay	XC - Child	P3 - Newborn Child less than 1	N	06/01/2015	08/31/2015

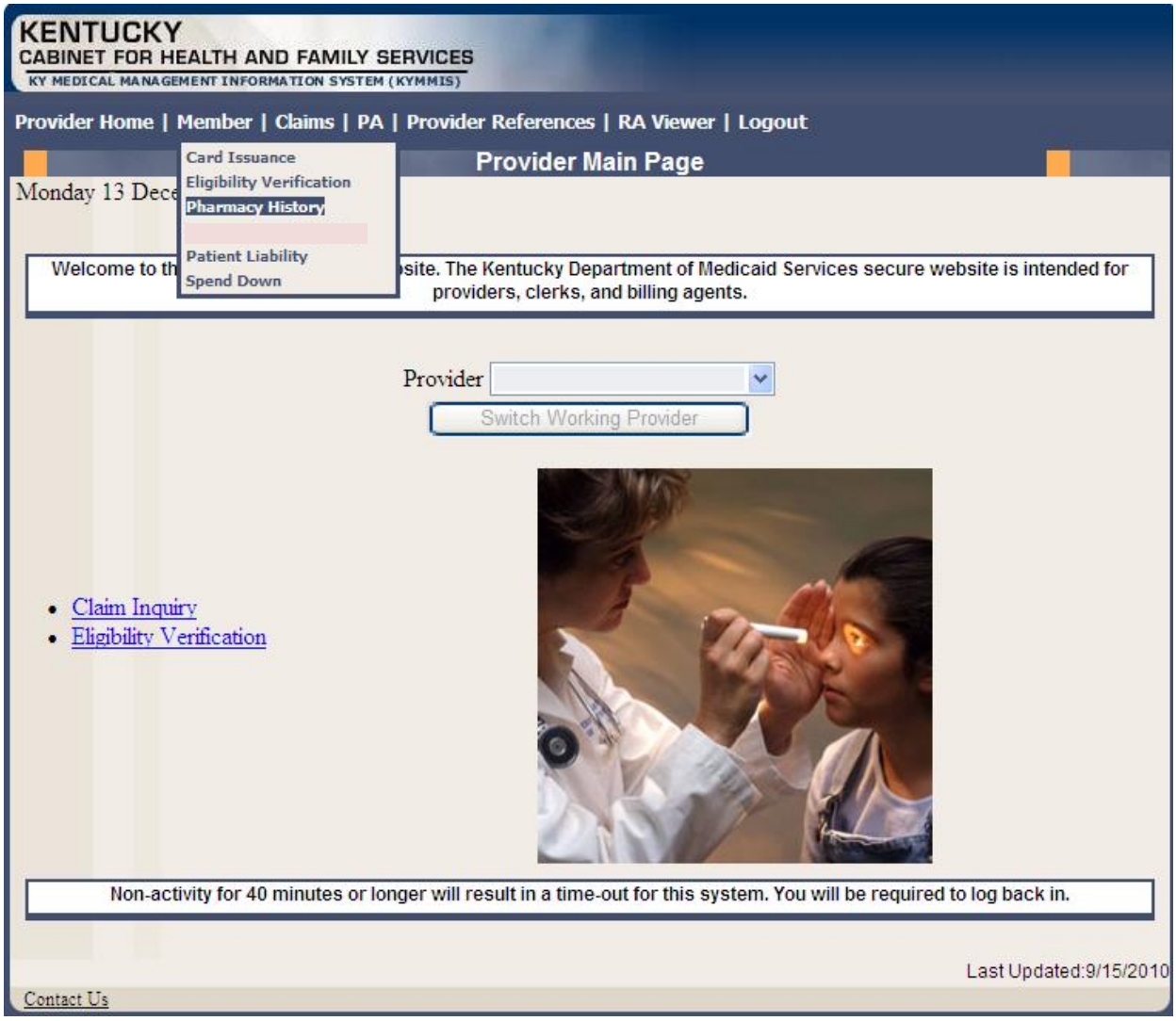
Copay Indicator	From Date	To Date
N	06/01/2015	08/31/2015

Note: POV_IND - An 'N' in this field indicates that the member is at or below 100% of the federal poverty level. If the indicator is 'N' you may not refuse to provide services for no payment of co pays. If the indicator is 'Y' you may refuse to provide services for non-payment of co pays if this is the current business practice for all patients.

Please note that the Medicare Savings benefit package, which includes QMB (program code Z), SLMB (program code ZL) and QI1 (Program code ZJ), is not full Medicaid coverage. This benefit package is for members who have Medicare and KY Medicaid pays their Medicare premiums. Of this group, those with Program Code Z or QMB are also eligible for co pays and deductibles.

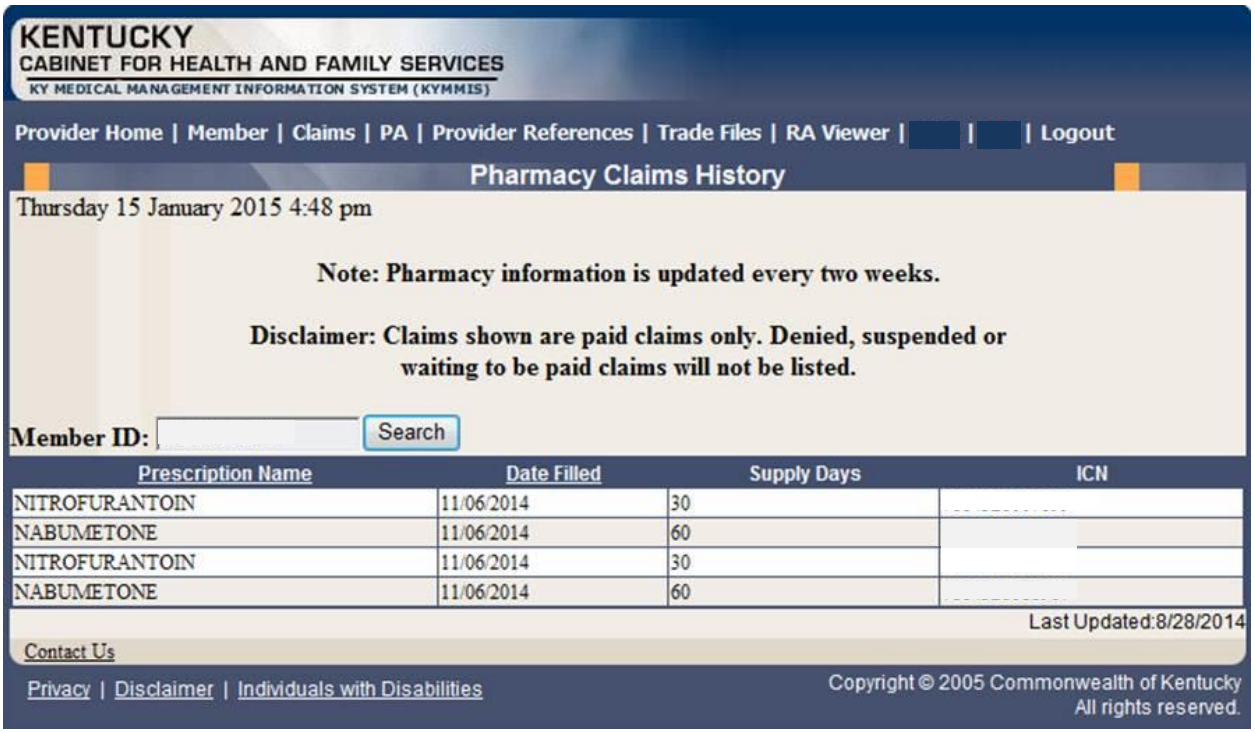
5.3 View Pharmacy Claim History

1. Select Member from the Menu.
2. Choose “Pharmacy History” from the drop-down.



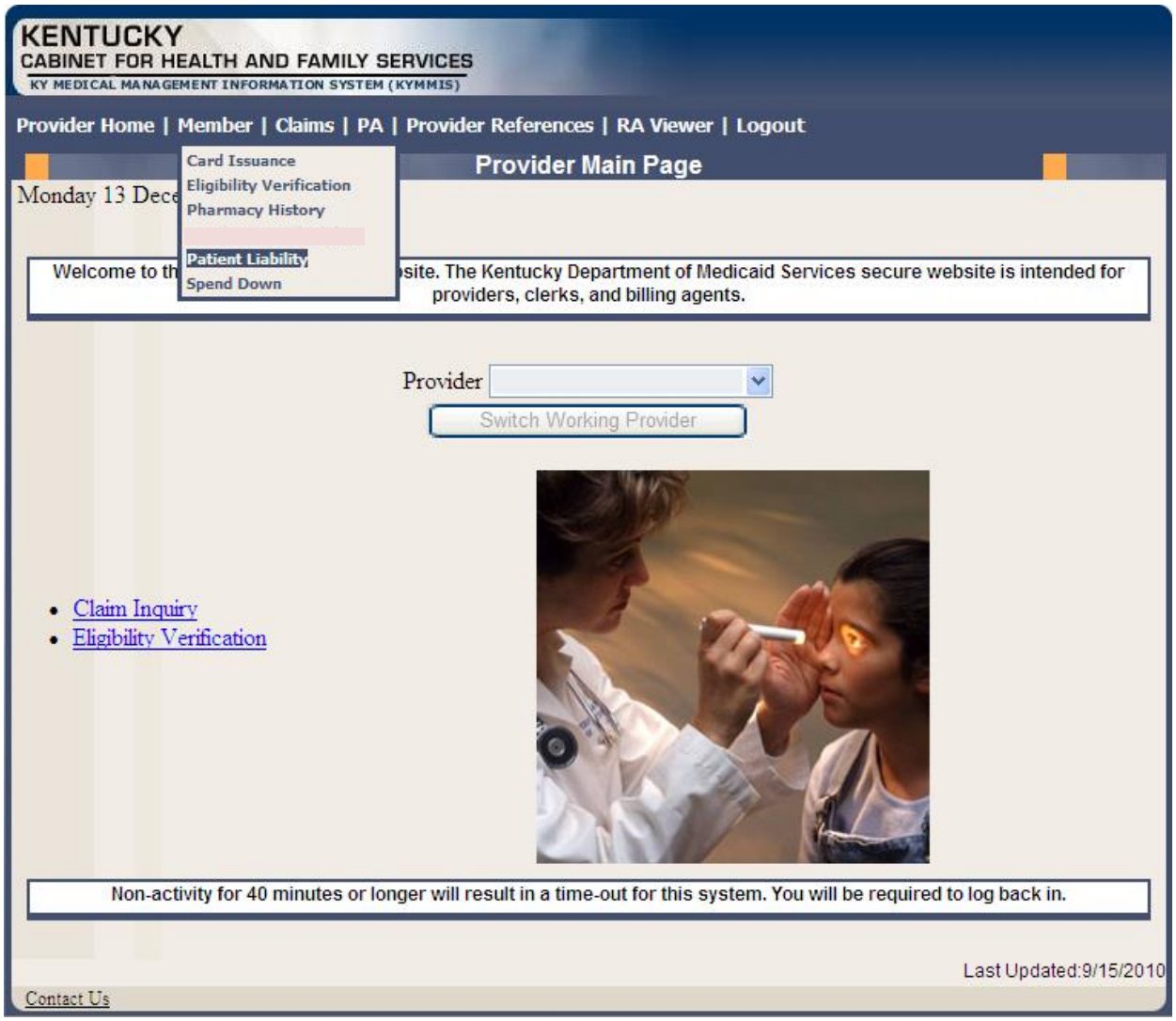
The following screen will appear.

3. Enter the Member's ID and click Search.
4. The Pharmacy Claims History screen will appear.

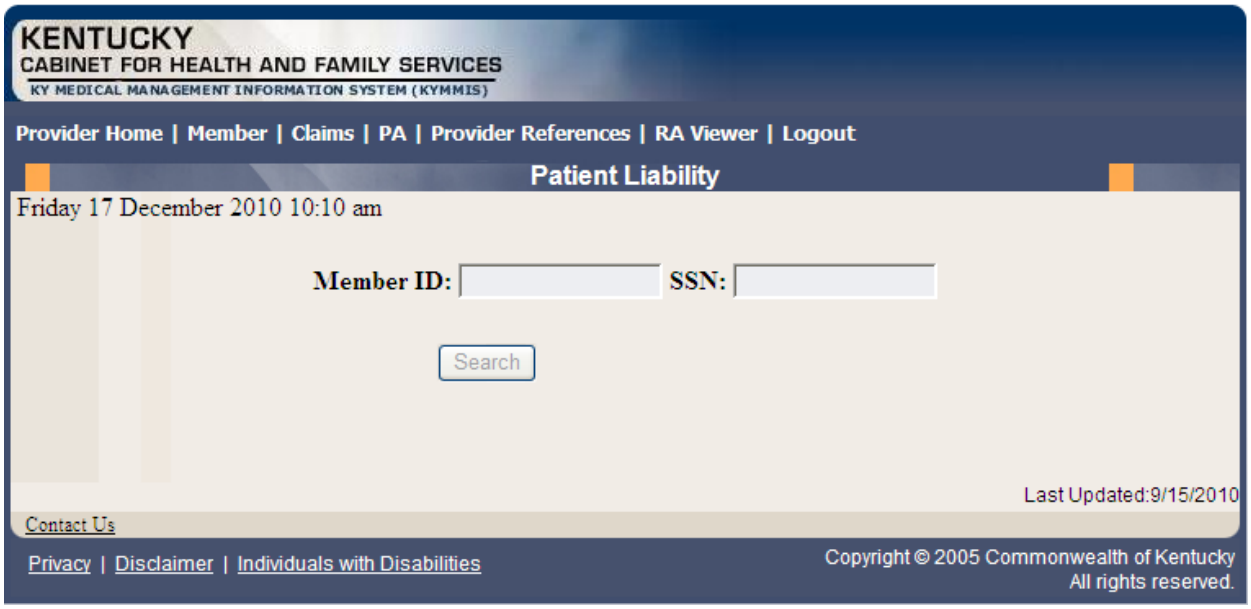


6 Patient Liability

1. Select Member from the Menu.
2. Choose “Patient Liability” from the drop-down.



The following screen will appear.



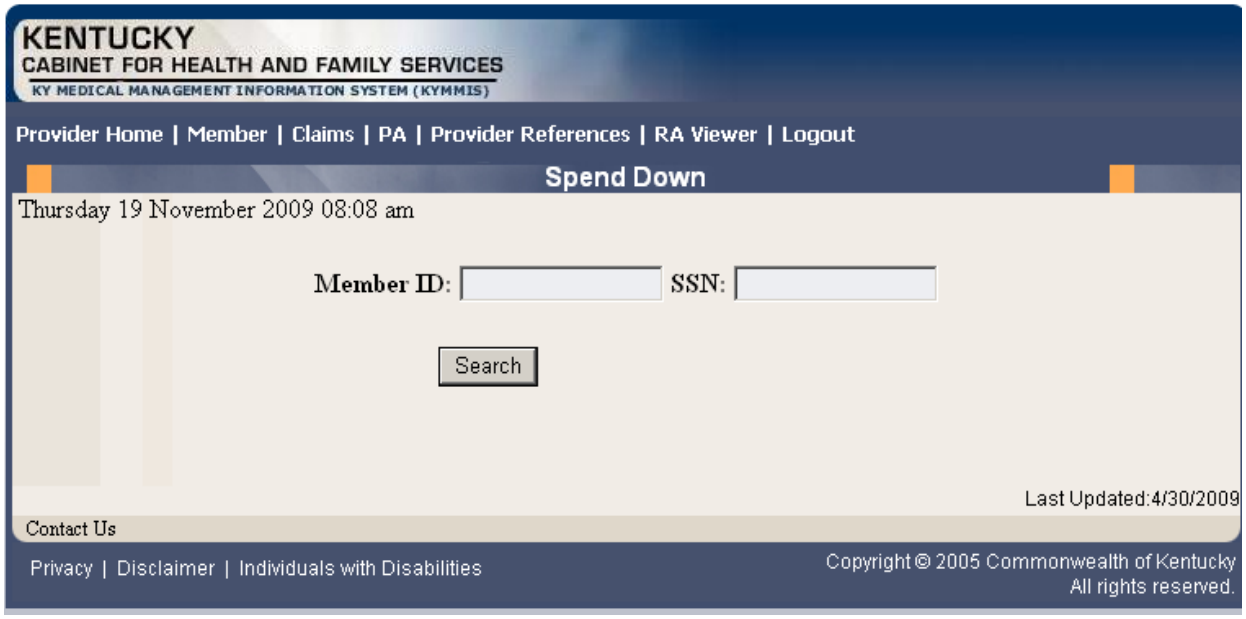
3. Enter the Member ID or SSN and click the “Search” button to find the patient liability.
4. Click on the View button to populate the MAP 552.

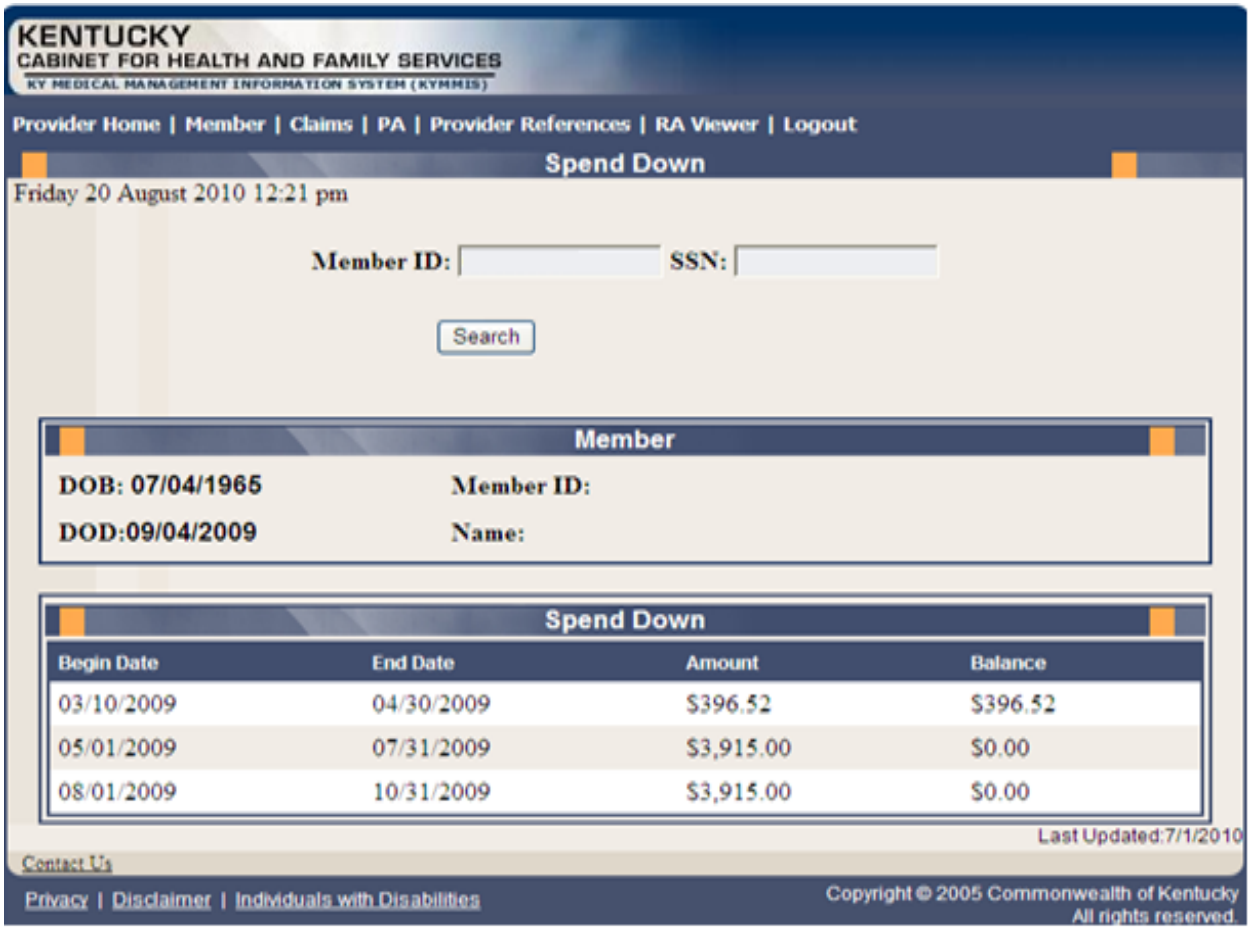
7 Spend Down

1. Select Member from the Menu.
2. Choose “Spend Down” from the drop-down.

The following screen will appear.

3. Enter the Member ID or SSN and click the “Search” button to find the spend down data.

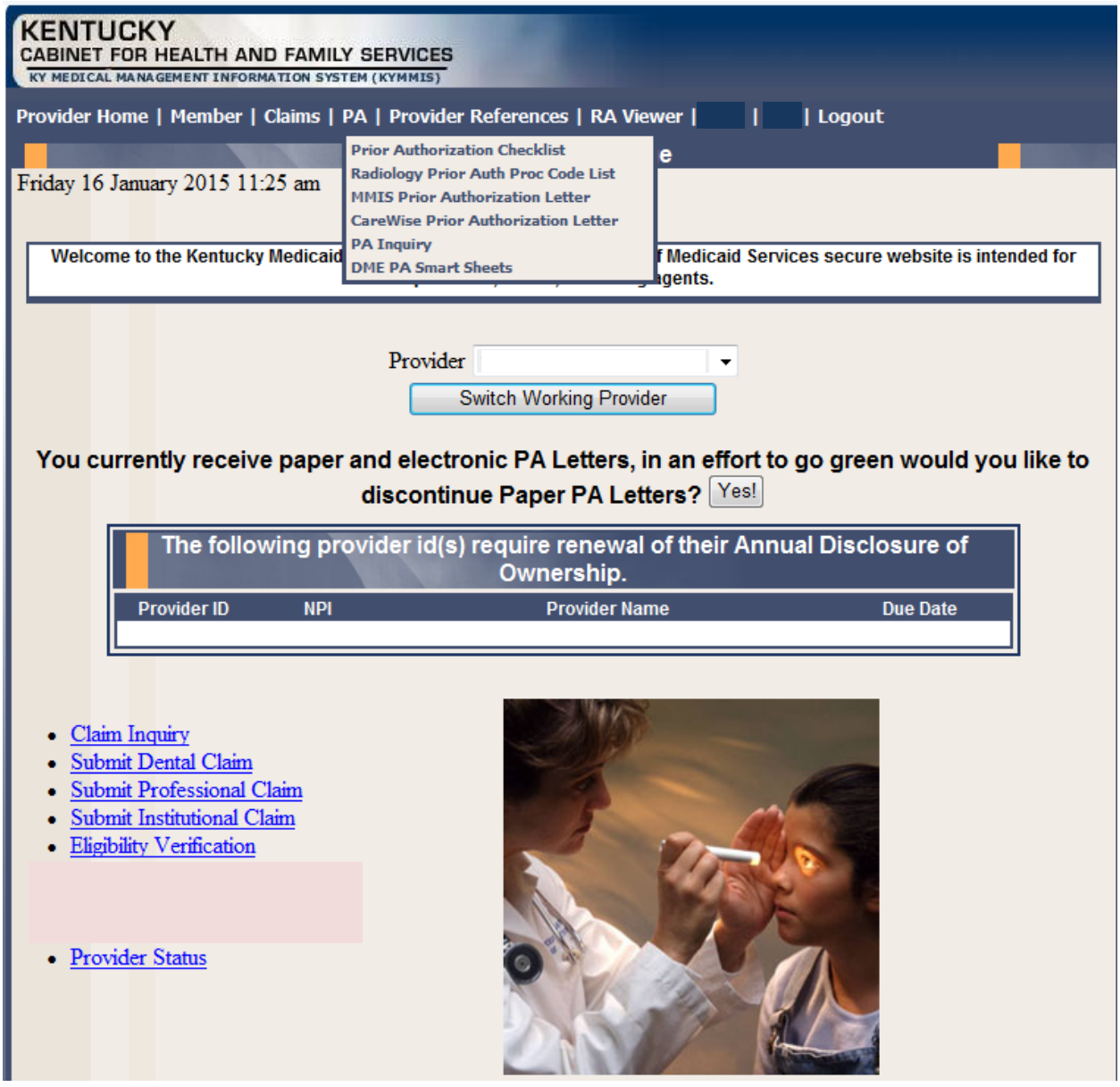




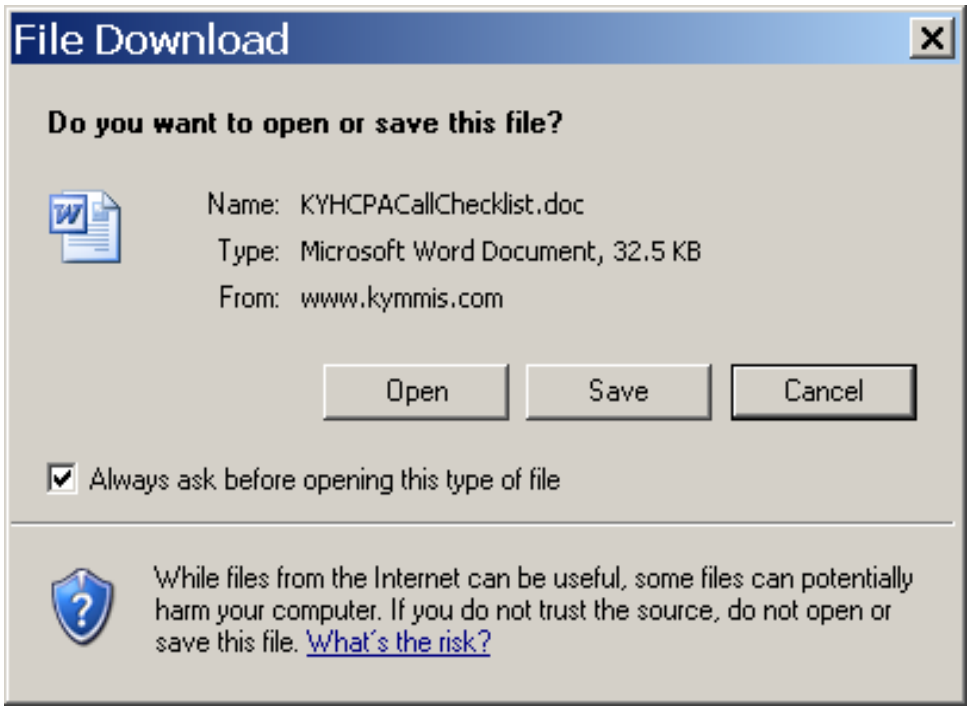
8 PA – Prior Authorization

8.1 Prior Authorization Check list

1. Select PA from the Menu.
2. Choose “Prior Authorization” from the drop-down.



The following dialogue box will appear.



3. Select Open or Save.

An example of the checklist follows:

KyHealth Choices Prior Authorization Call Checklist

Prior to calling or faxing this request to prior authorize services, please complete the following information for each Medicaid member when requesting services. By completing this form our representatives will be able to process your request more quickly. We thank you for your assistance.

Clinical staff should make the Prior Authorization request.

Review the attached list to see if service requires prior authorization (which would be the letter) and add below.

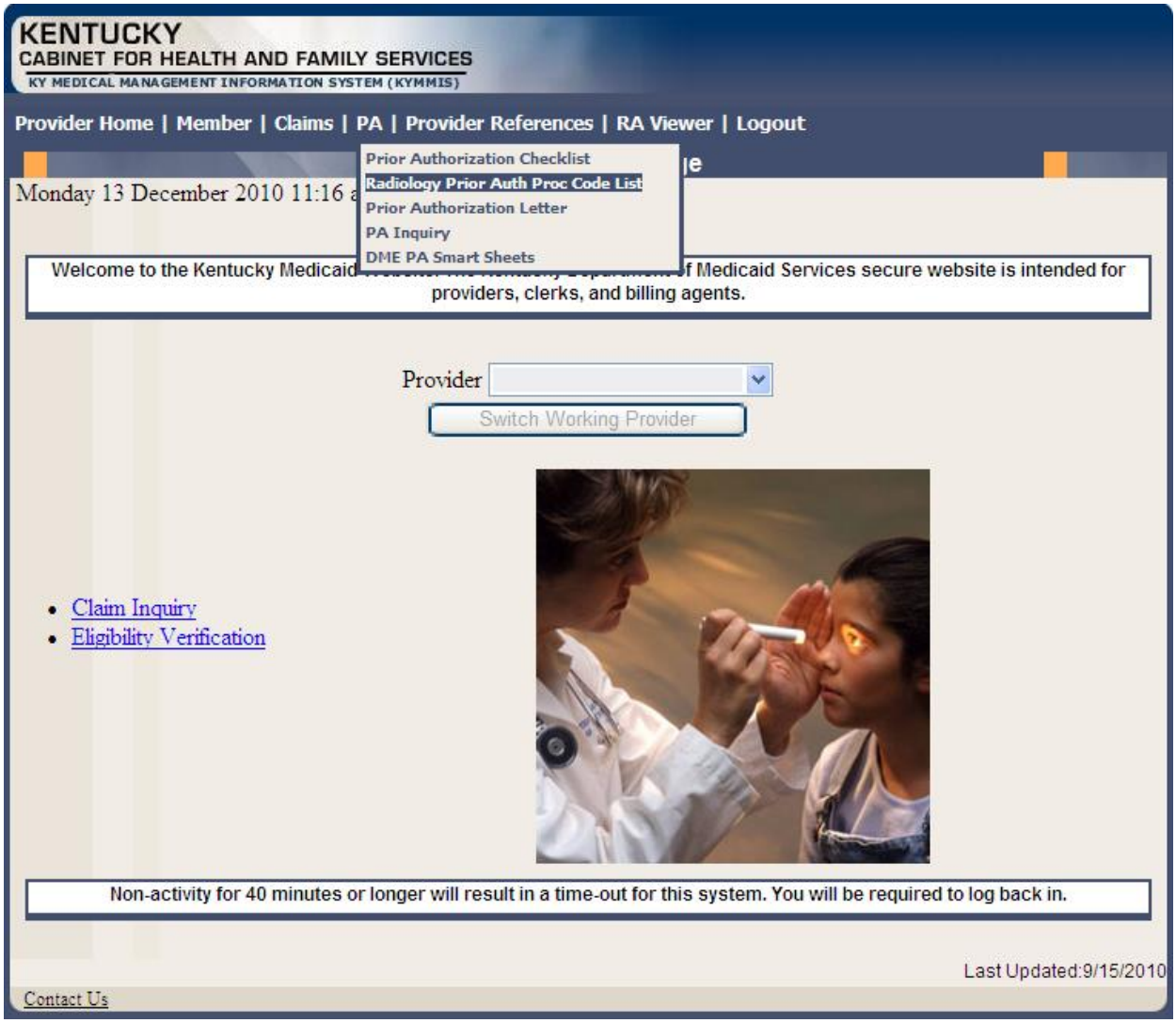
All fields are required to process the Prior Authorization request.

This request does not guarantee these services will be authorized.

Member Last Name	Member First Name	Member Middle Initial	Member Medicaid ID Number
Member Address	City	Zip Code	Responsible Party for Member Under Age of 18.
Ordering Provider Name		Ordering Provider's Medicaid Number (non-Medicaid providers should enter license number and state)	
Ordering Provider Contact Person Name		Ordering Provider Contact Person Phone # ( )	
Facility Name		Facility's Medicaid Number	
Facility Contact Person Name		Facility Contact Person Phone # ( )	
Date(s) of Service			
Diagnosis Codes			
Clinical Criteria			
Procedure Codes			

8.2 Radiology Prior Authorization Procedure Code List

1. Select PA from the Menu.
2. Choose “Radiology Prior Auth Proc Code List” from the drop-down.



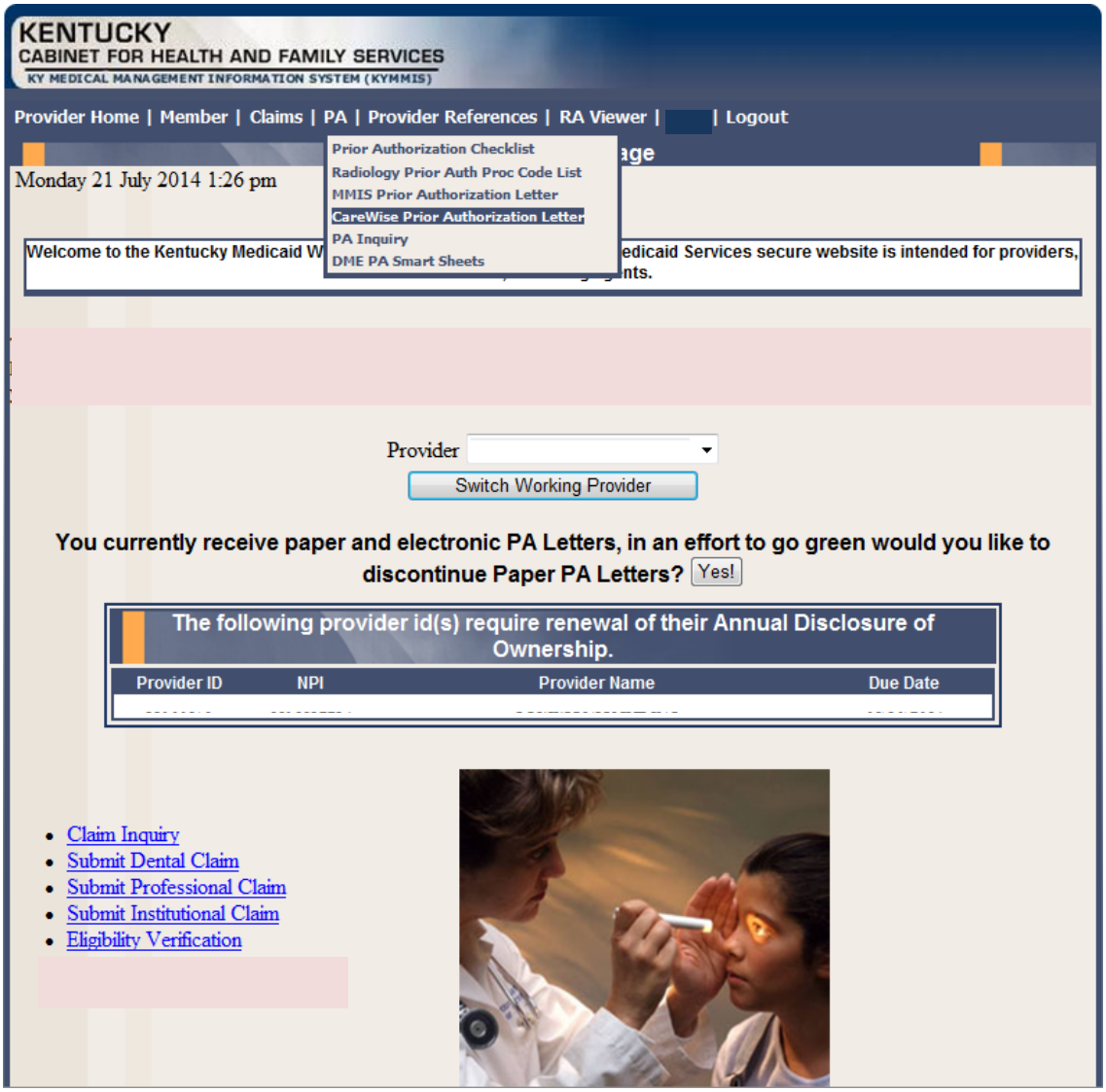
A PDF version of the Radiology Prior Authorization Procedure Code List will appear.

Revised KyHealth Choices Radiology Codes Requiring Prior Authorization Effective September 15, 2006

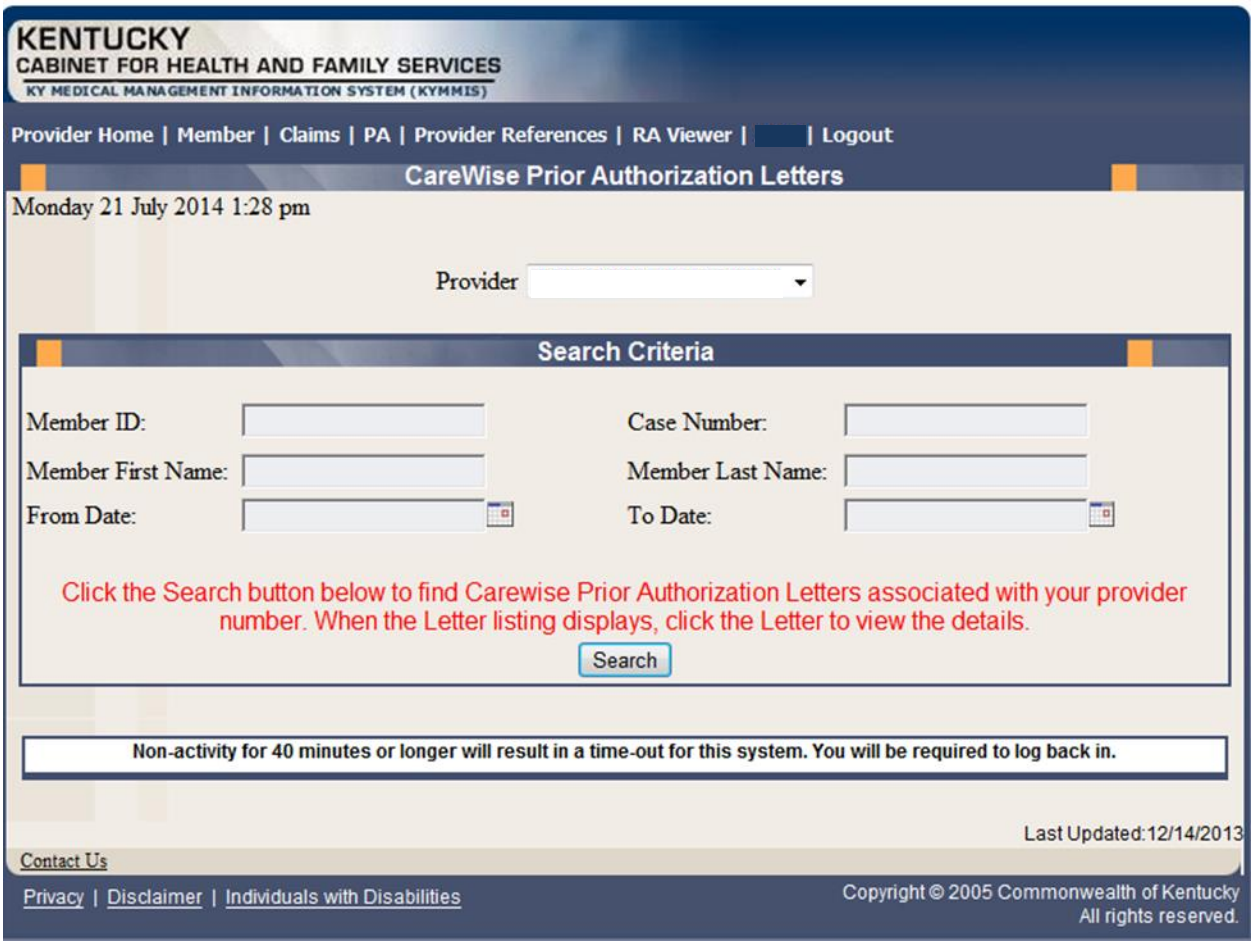
Code	Description
70540	Magnetic resonance (eg, proton) imaging, orbit, face, and neck; without contrast material(s)
70542	Magnetic resonance (eg, proton) imaging, orbit, face, and neck; with contrast material(s)
70543	Magnetic resonance (eg, proton) imaging, orbit, face, and neck; without contrast material(s), followed by contrast material(s) and further sequences
70544	Magnetic resonance angiography, head; without contrast materials **(Effective 03/01/2007)**
70545	Magnetic resonance angiography, head; with contrast materials **(Effective 03/01/2007)**
70546	Magnetic resonance angiography, head; without contrast materials followed by contrast materials and further sequences **(Effective 03/01/2007)**
70547	Magnetic resonance angiography, neck; without contract material(s)
70548	Magnetic resonance angiography, neck; with contrast material(s)
70549	Magnetic resonance angiography, neck; without contrast material(s), followed by contrast material(s) and further sequences
70551	Magnetic resonance (eg. Proton) imaging, brain (including brain stem); without contrast material
70552	Magnetic resonance (eg. Proton) imaging, brain (including brain stem); with contrast material
70553	Magnetic resonance (eg. Proton) imaging, brain (including brain stem); without contrast material followed by contrast material and further sequences
70557	Magnetic resonance (eg. Proton) imaging, brain (including brain stem and skull base), during open intracranial procedures (eg. To assess for residual tumor or residual vascular malformation; without contrast material
70558	Magnetic resonance (eg. Proton) imaging, brain (including brain stem and skull base), during open intracranial procedures (eg. To assess for residual tumor or residual vascular malformation; with contrast material
70559	Magnetic resonance (eg. Proton) imaging, brain (including brain stem and skull base), during open intracranial procedures (eg. To assess for residual tumor or residual vascular malformation; without contrast material, followed by contrast

8.3 PA Letters

1. Select PA from the Menu.
2. Choose “CareWise Prior Authorization Letter” from the drop-down.



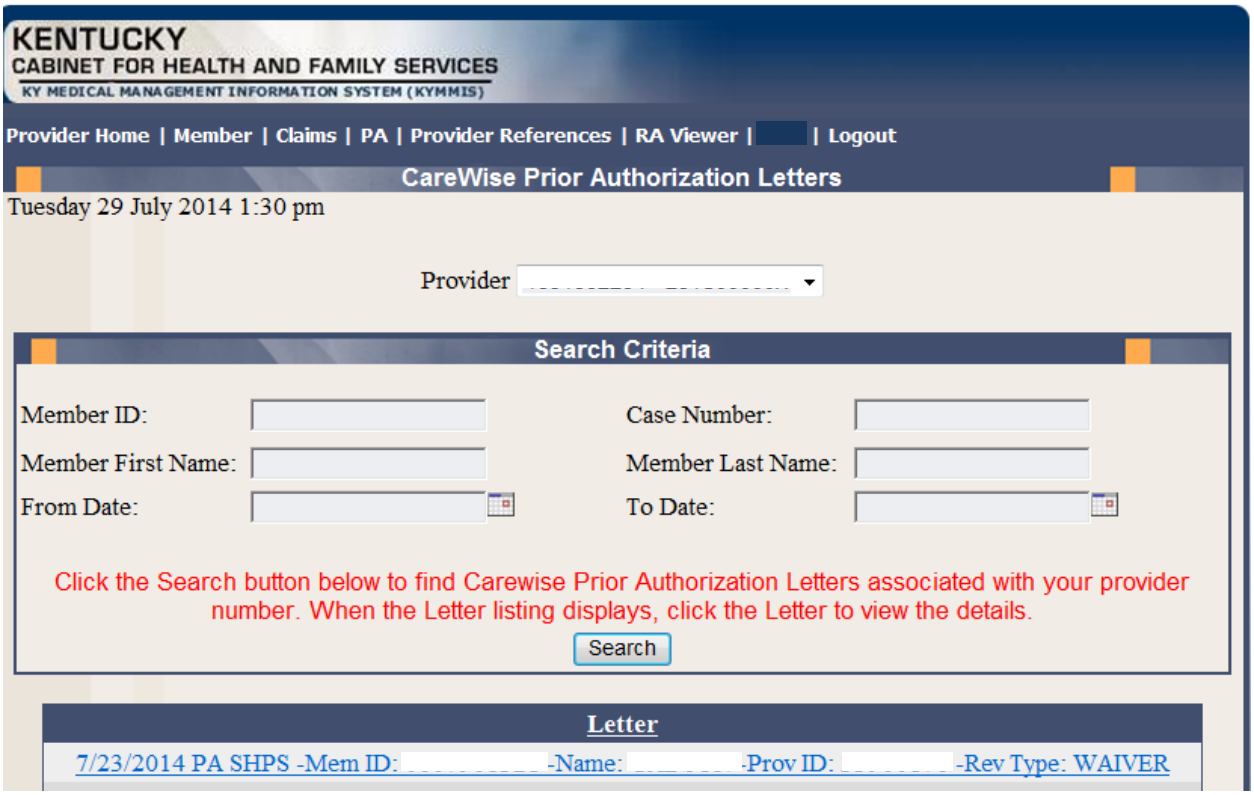
The following screen will appear.



Searches may be conducted by Provider or by using a specific Member ID.

8.3.1 PA Letter List

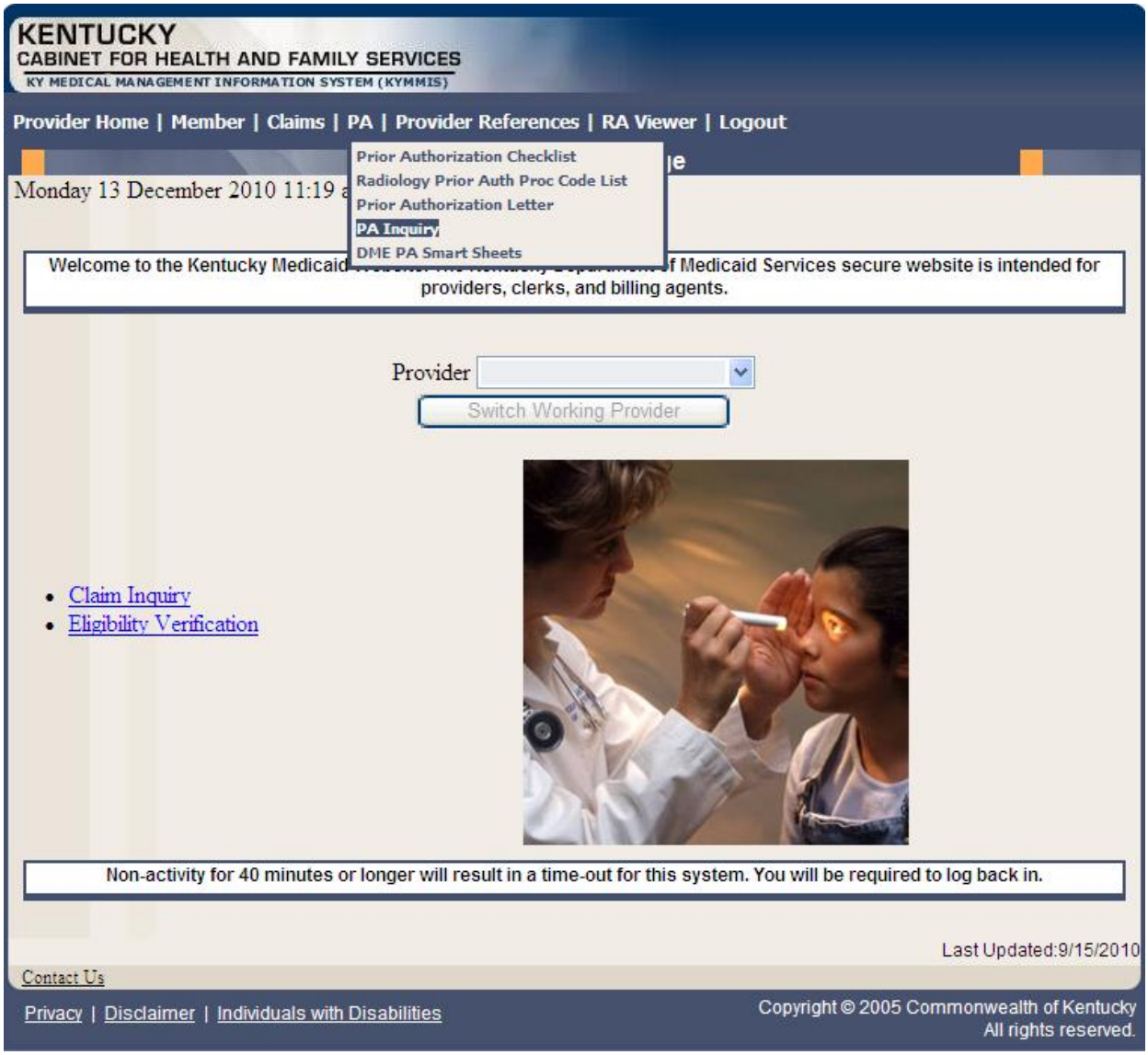
Select “Member letter” under letter type.



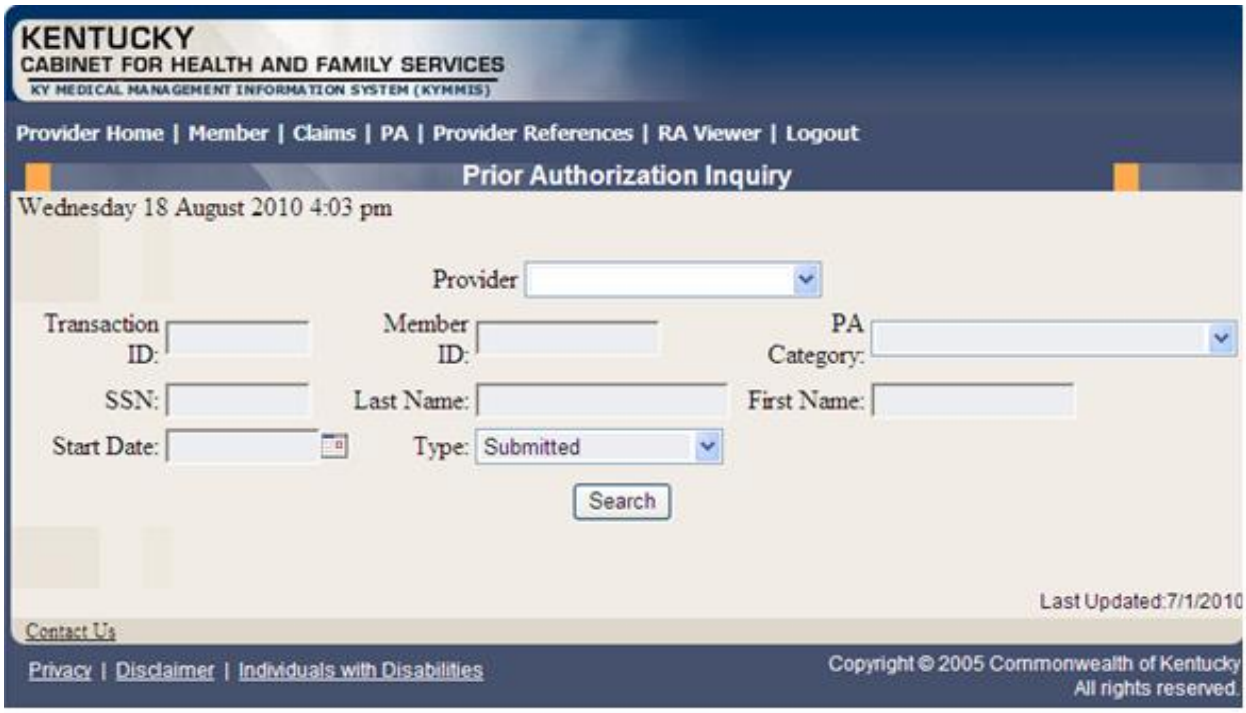
Searches may be conducted by Provider or by using a specific Member ID.

8.4 PA Inquiry

1. Select PA from the Menu.
2. Choose “PA Inquiry” from the drop-down.



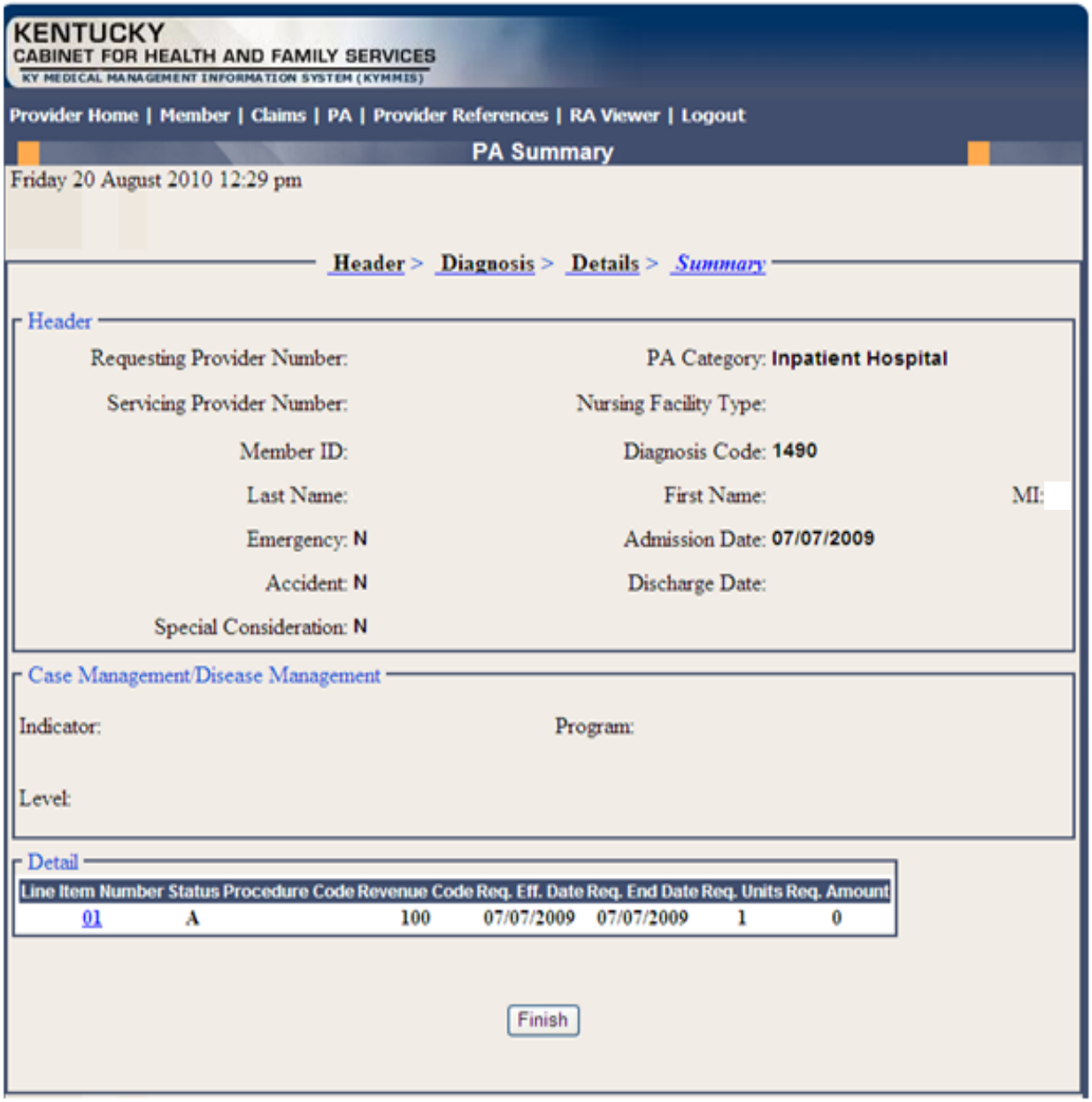
The following screen will appear.



A PA search is completed by entering:

- Transaction ID – is the PA number; or
- Member ID; or
- SSN; or
- Name of member; and,
- Start date is required with all search criteria.

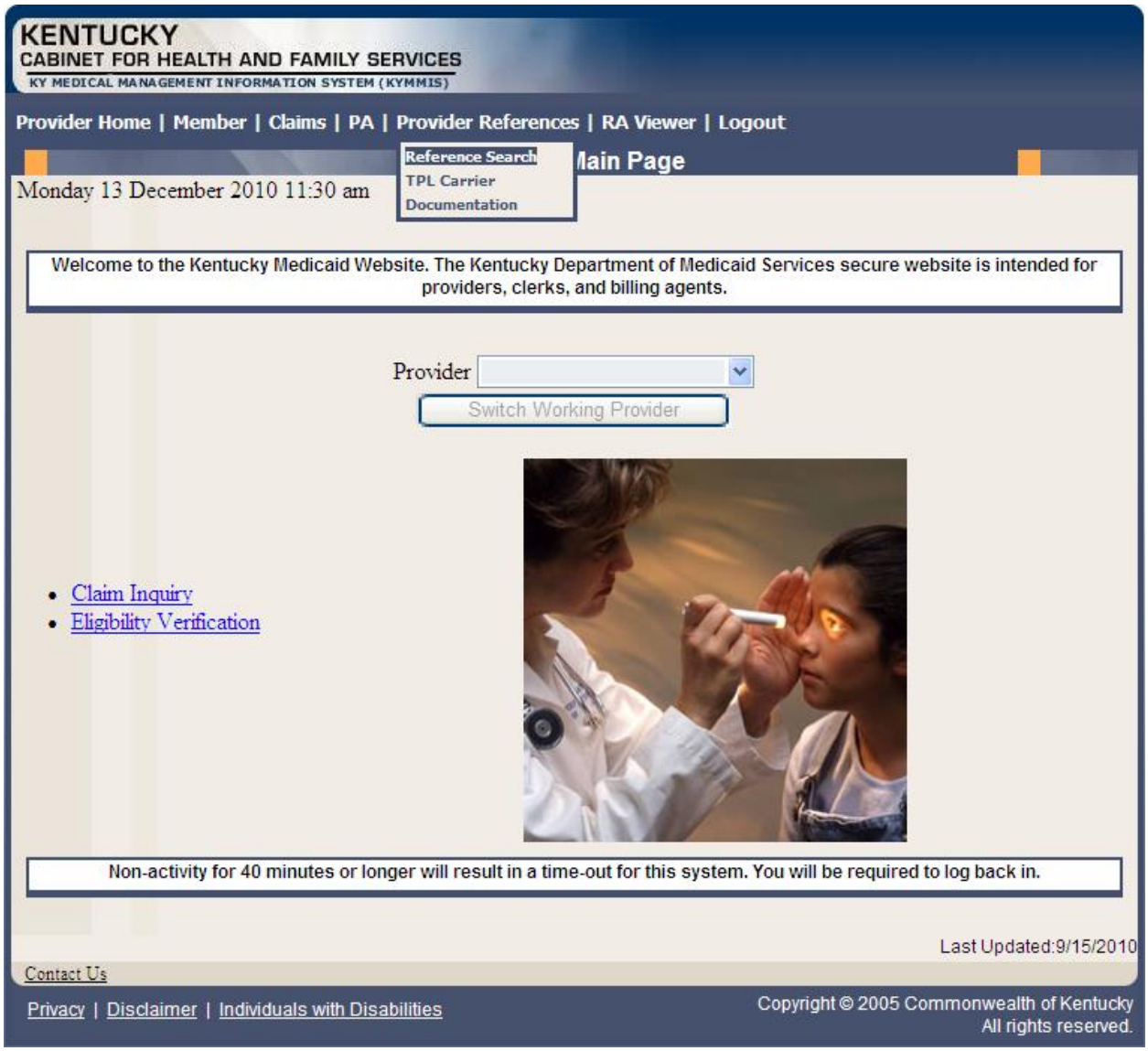
1. Selecting Search returns the Transaction ID.
2. Click to open the PA.
3. Click on the next button to view the Summary page.


KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
KY MEDICAL MANAGEMENT INFORMATION SYSTEM (KYMMIS)
Provider Home | Member | Claims | PA | Provider References | RA Viewer | Logout
PA Summary
Friday 20 August 2010 12:29 pm
Header > Diagnosis > Details > Summary
Header
Requesting Provider Number:
PA Category: Inpatient Hospital
Servicing Provider Number:
Nursing Facility Type:
Member ID:
Diagnosis Code: 1490
Last Name:
First Name:
MI:
Emergency: N
Admission Date: 07/07/2009
Accident: N
Discharge Date:
Special Consideration: N
Case Management/Disease Management
Indicator:
Program:
Level:
Detail
Line Item Number Status Procedure Code Revenue Code Req. Eff. Date Req. End Date Req. Units Req. Amount
01 A 100 07/07/2009 07/07/2009 1 0
Finish

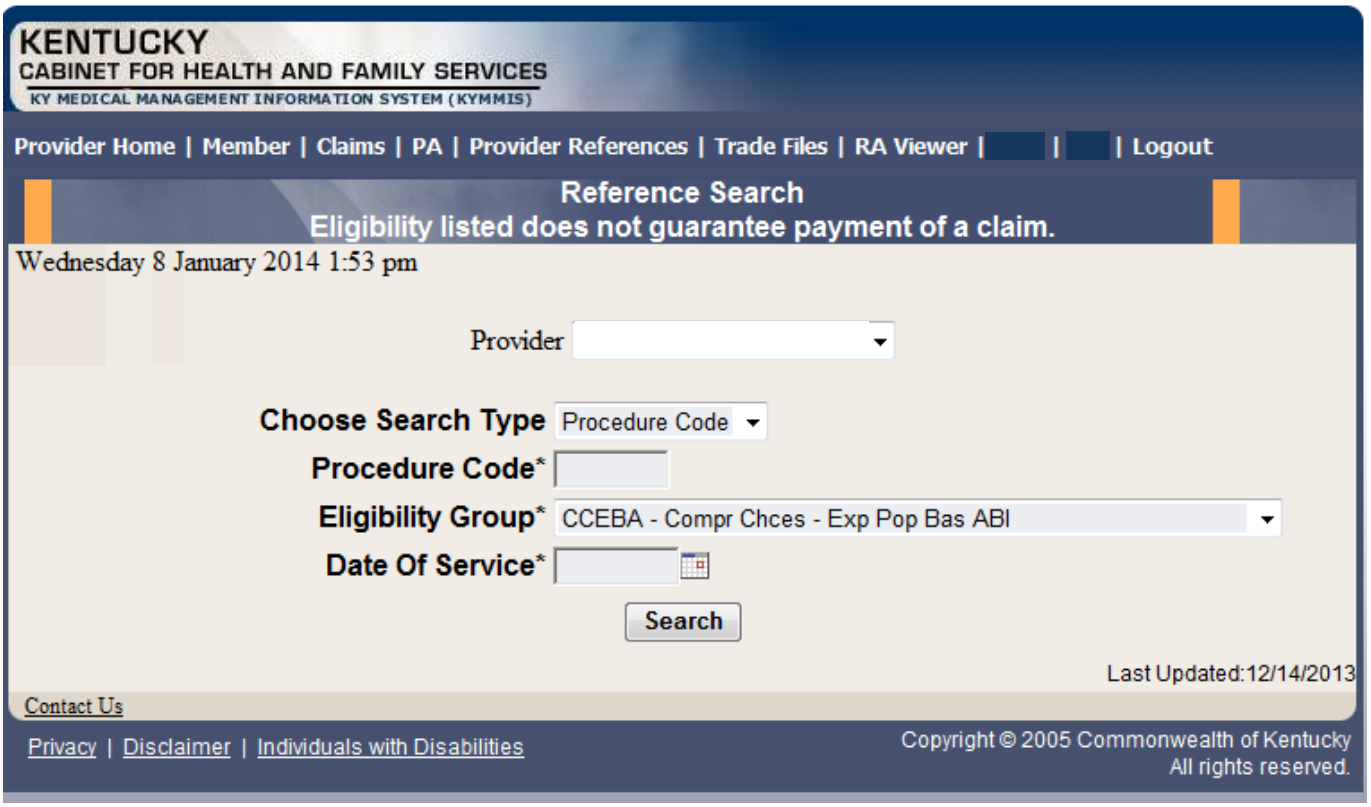
9 Provider References

9.1 Provider Reference Search

1. Select Provider References from the Menu.
2. Choose “Reference Search” from the drop-down.

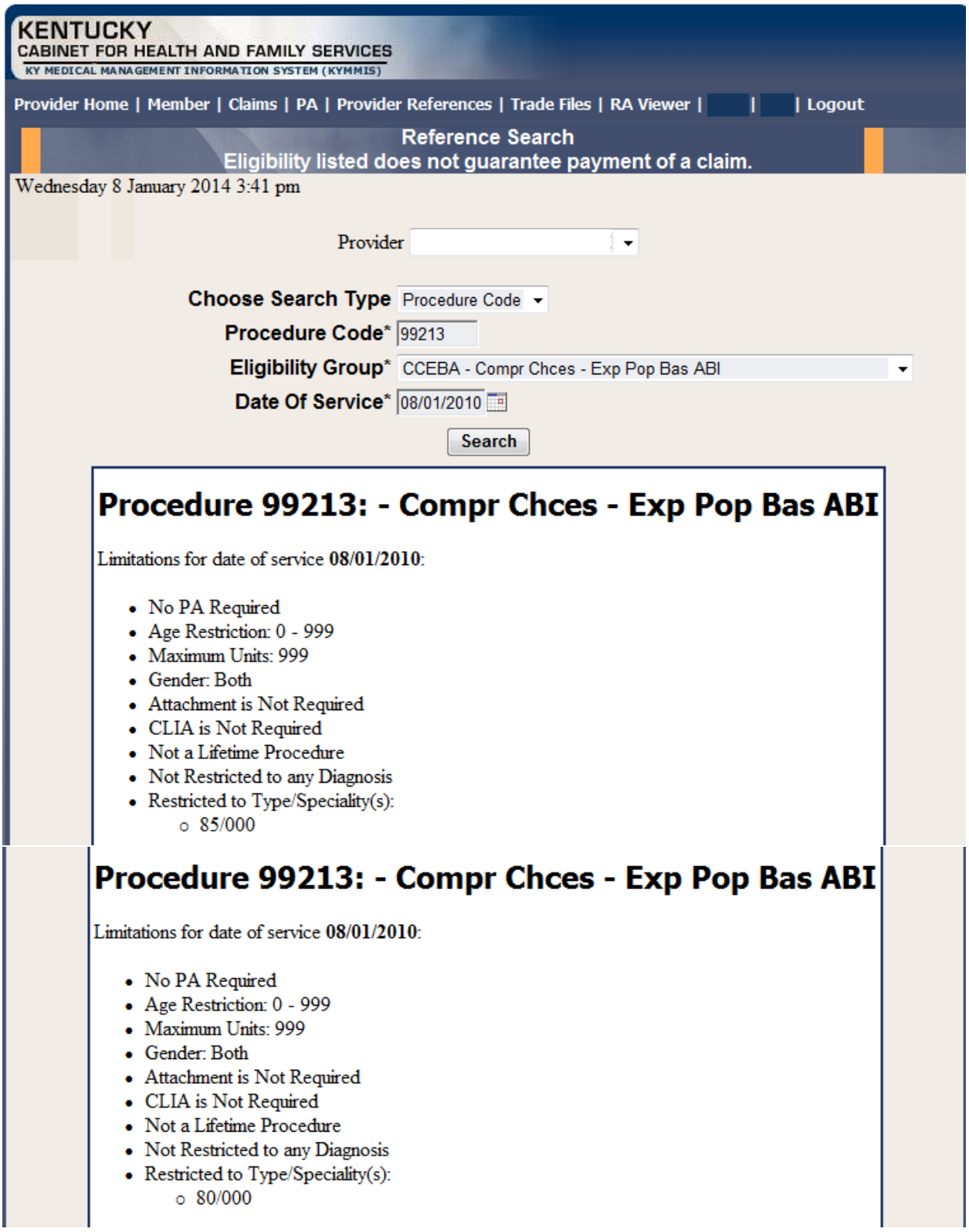


The following screen will appear.



3. Enter the procedure code and date of service
4. Select the Benefit Plan click Search

The response will return the Limitation for the date of service.


KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
KY MEDICAL MANAGEMENT INFORMATION SYSTEM (KYMMIS)
Provider Home | Member | Claims | PA | Provider References | Trade Files | RA Viewer | | | Logout
Reference Search
Eligibility listed does not guarantee payment of a claim.
Wednesday 8 January 2014 3:41 pm
Provider
Choose Search Type Procedure Code
Procedure Code* 99213
Eligibility Group* CCEBA - Compr Chces - Exp Pop Bas ABI
Date Of Service* 08/01/2010
Search
Procedure 99213: - Compr Chces - Exp Pop Bas ABI
Limitations for date of service 08/01/2010:
No PA Required
Age Restriction: 0 - 999
Maximum Units: 999
Gender: Both
Attachment is Not Required
CLIA is Not Required
Not a Lifetime Procedure
Not Restricted to any Diagnosis
Restricted to Type/Speciality(s):
85/000
Procedure 99213: - Compr Chces - Exp Pop Bas ABI
Limitations for date of service 08/01/2010:
No PA Required
Age Restriction: 0 - 999
Maximum Units: 999
Gender: Both
Attachment is Not Required
CLIA is Not Required
Not a Lifetime Procedure
Not Restricted to any Diagnosis
Restricted to Type/Speciality(s):
80/000

Procedure 99213: - Compr Chces - Exp Pop Bas ABI

Limitations for date of service **08/01/2010**:

- No PA Required
- Age Restriction: 0 - 999
- Maximum Units: 999
- Gender: Both
- Attachment is Not Required
- CLIA is Not Required
- Not a Lifetime Procedure
- Not Restricted to any Diagnosis
- Restricted to Type/Speciality(s):
  - 01/000

Procedure 99213: - Compr Chces - Exp Pop Bas ABI

Limitations for date of service **08/01/2010**:

- No PA Required
- Age Restriction: 0 - 999
- Maximum Units: 999
- Gender: Both
- Attachment is Not Required
- CLIA is Not Required
- Not a Lifetime Procedure
- Not Restricted to any Diagnosis
- Restricted to Type/Speciality(s):
  - 40/000

Procedure 99213: - Compr Chces - Exp Pop Bas ABI

Limitations for date of service **08/01/2010**:

- No PA Required
- Age Restriction: 0 - 999
- Maximum Units: 999
- Gender: Both
- Attachment is Not Required
- CLIA is Not Required
- Not a Lifetime Procedure
- Not Restricted to any Diagnosis
- Restricted to Type/Speciality(s):
  - 22/000
  - 31/000
  - 35/000
  - 64/000
  - 65/000
  - 77/000
  - 78/000

Last Updated:12/14/2013

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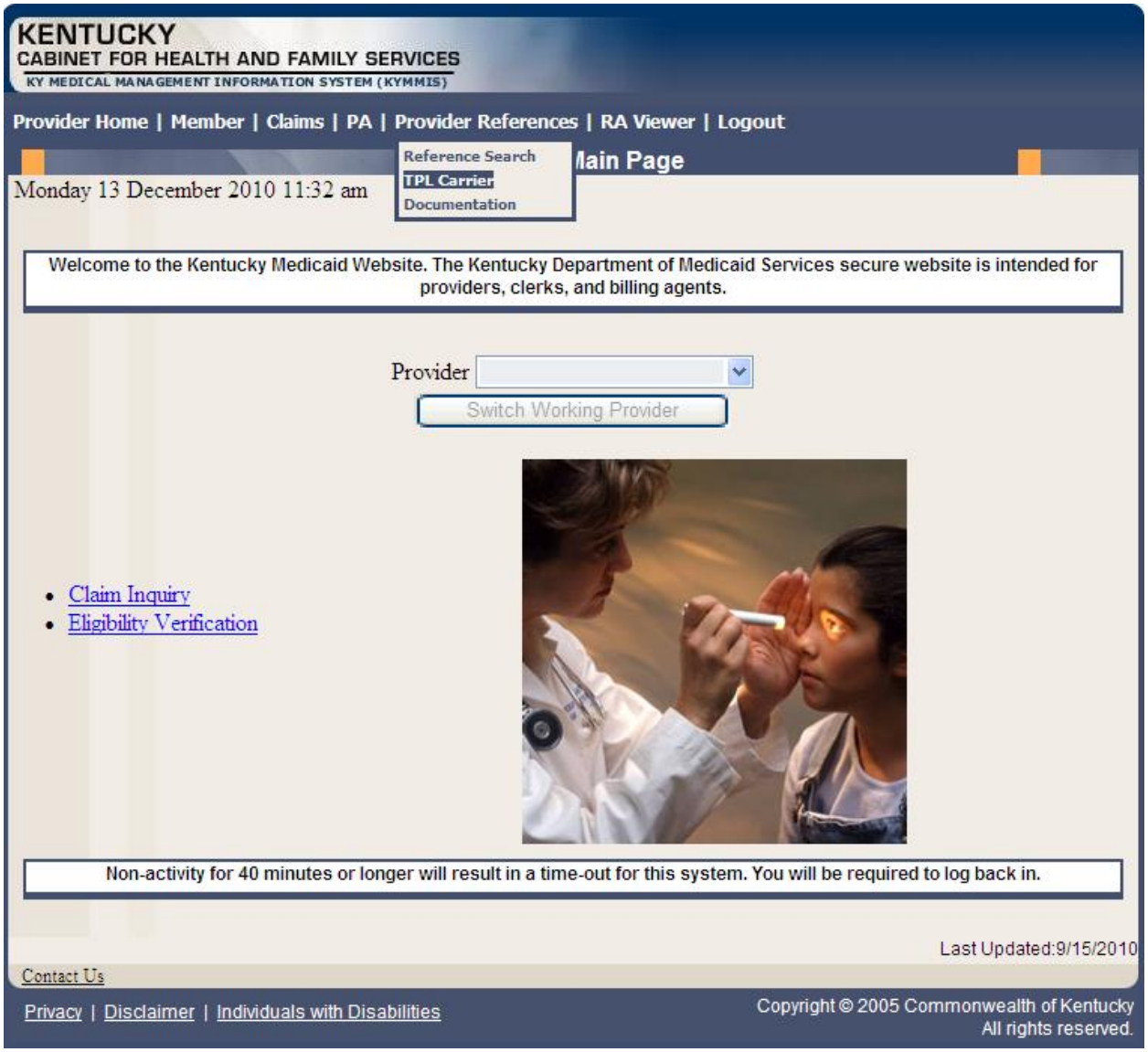
9.2 TPL Carriers

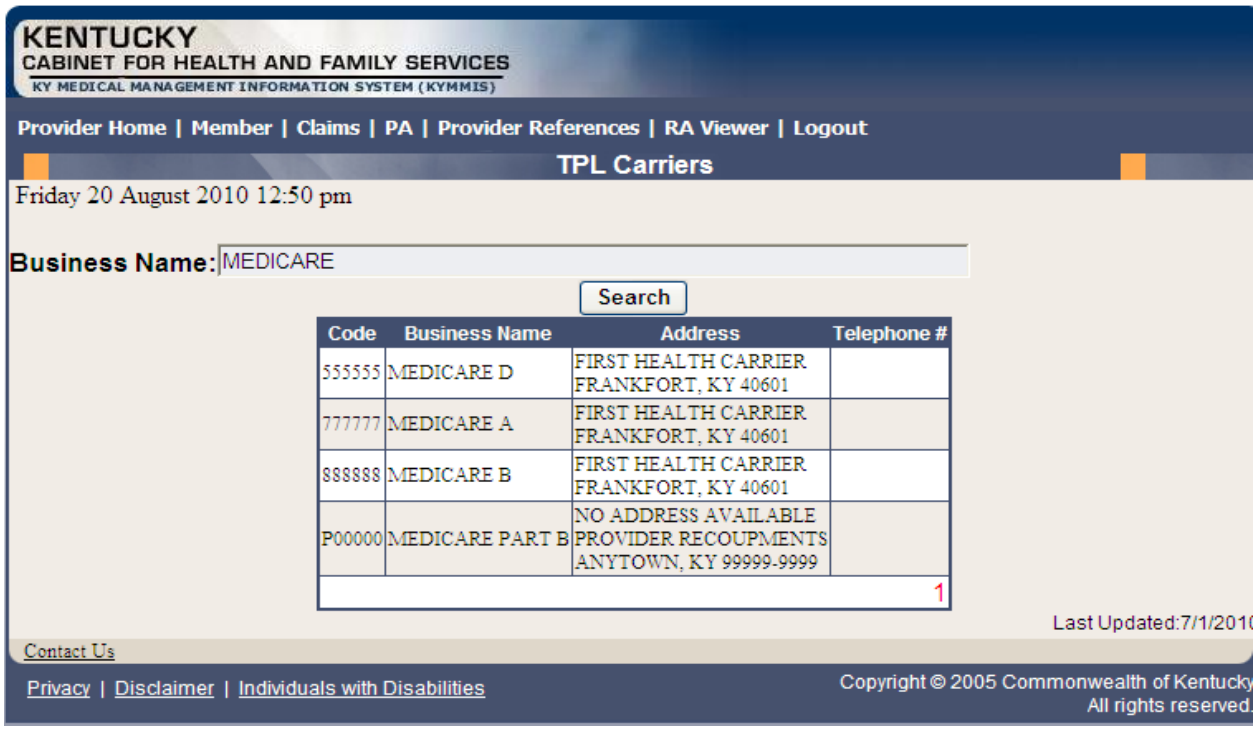
1. Select Provider References from the Menu.
2. Choose “TPL Carrier” from the drop-down.



The following screen will appear.

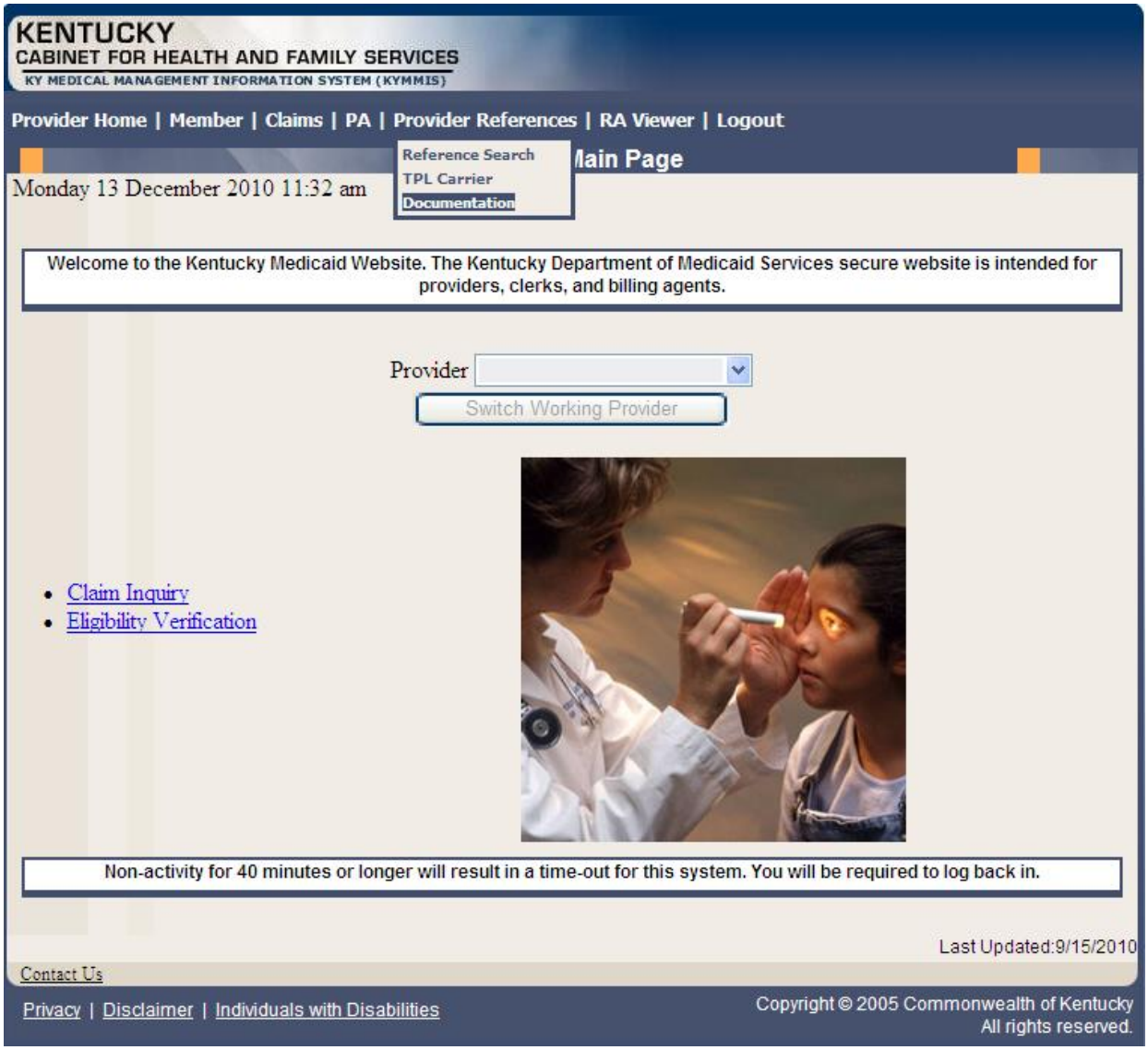
3. Enter the TPL Carrier name.
4. Click Search.

The response will return all carrier information on file.



9.3 Provider References Documentation

1. Select Provider References from the Menu.
2. Choose “Documentation” from the drop-down.

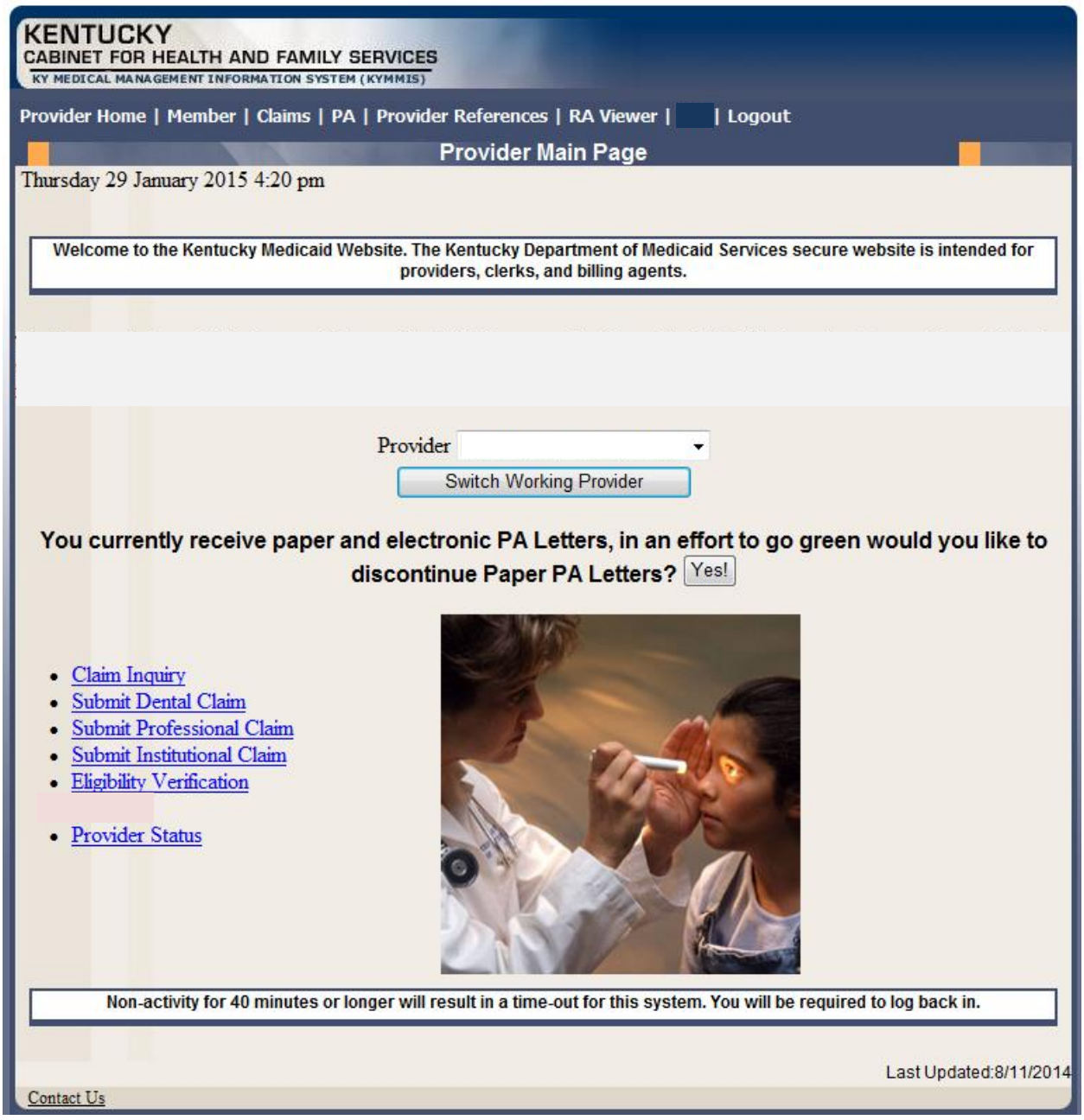


The following screen will appear.

Selected documentation for additional provider resources available at www.kymmis.com.

10 RA Viewer

1. Click RA Viewer on the menu.

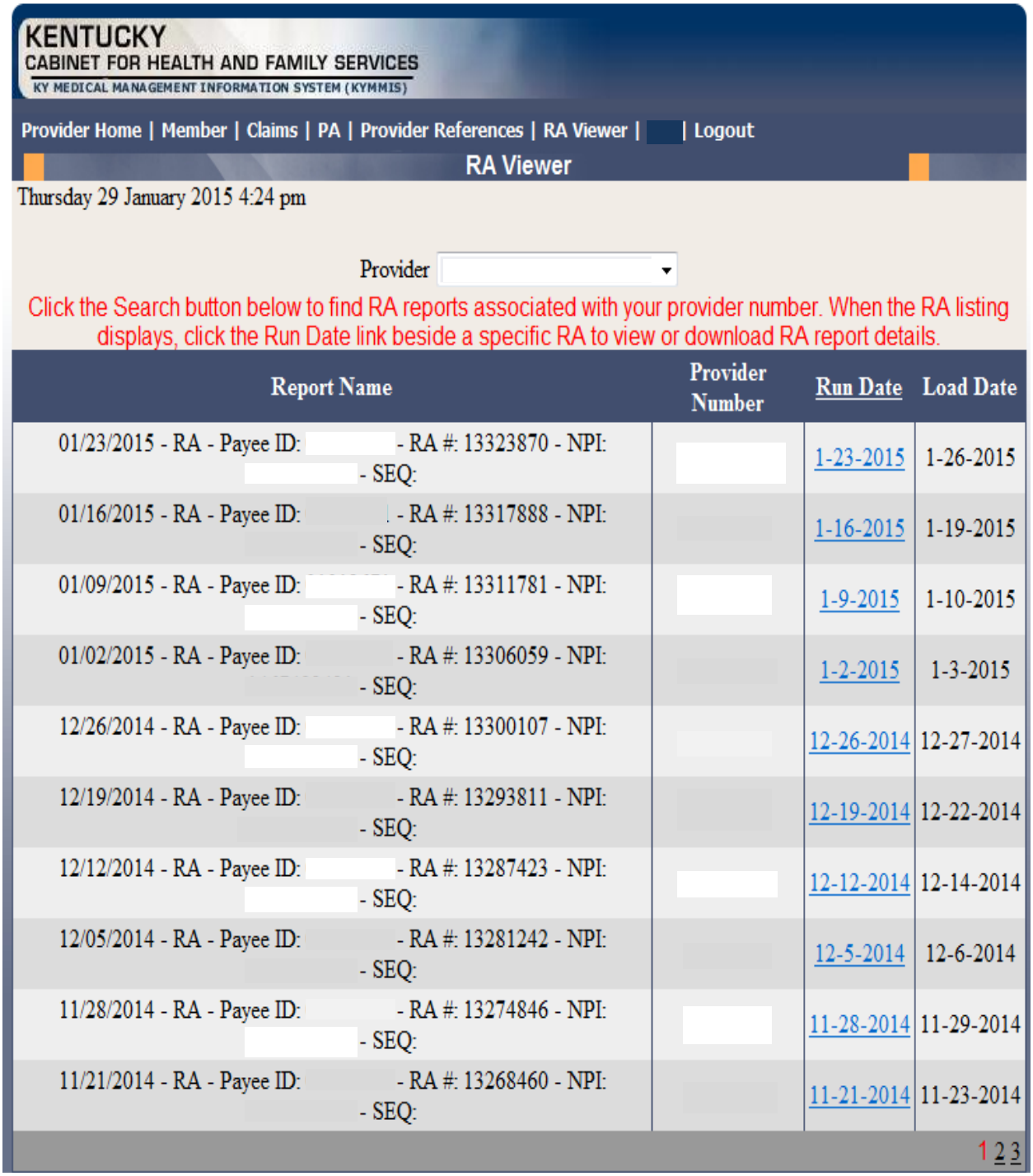


The following screen will appear.

2. Select the provider NPI/Taxonomy from the Drop-Down menu (if the user works on behalf of multiple providers)
3. Click Search.

RA Viewer holds six months of Remittance Advice statements displaying the most current at the top of the screen. Each RA can be viewed or downloaded.

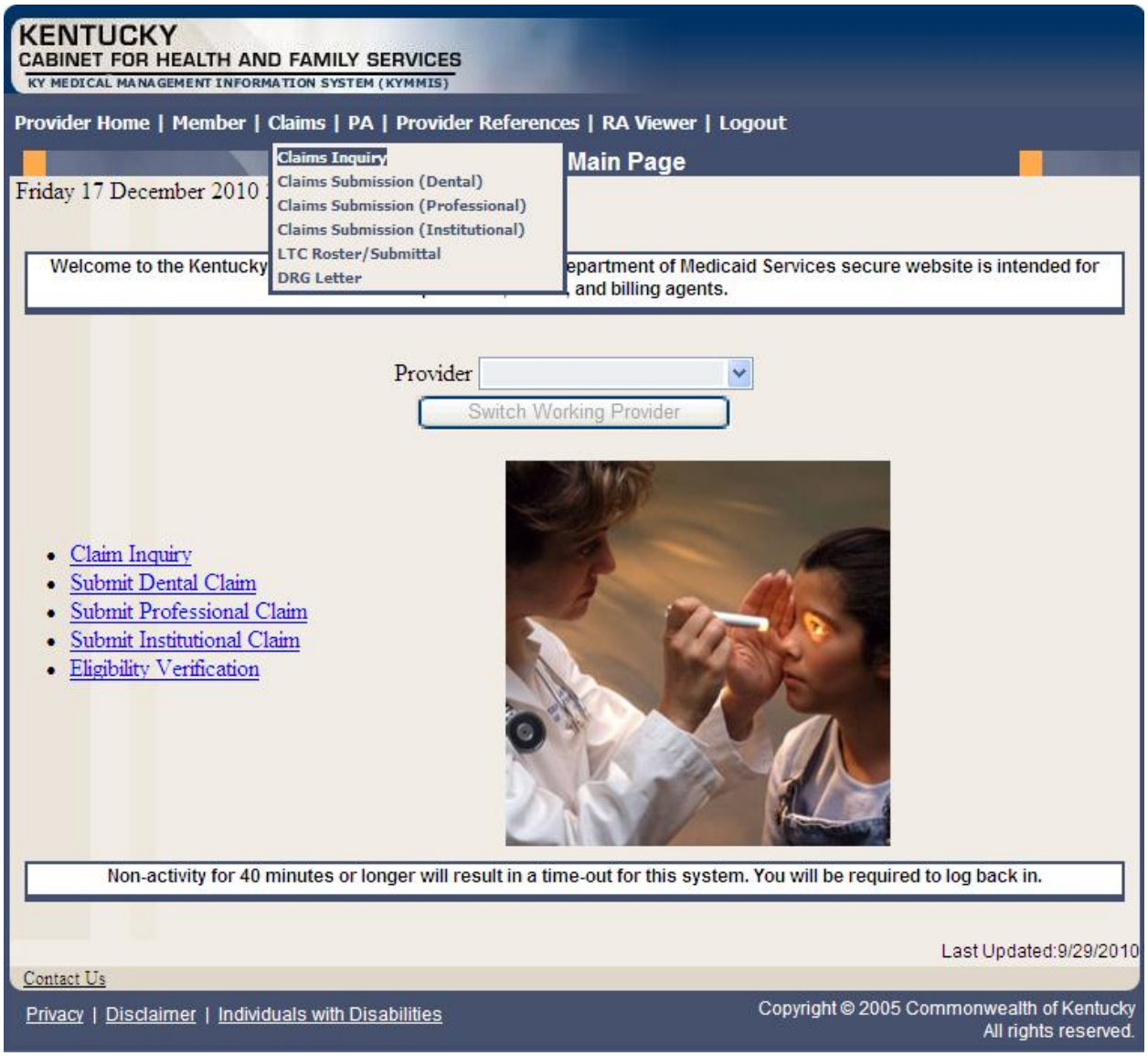
4. Select the applicable Run Date.

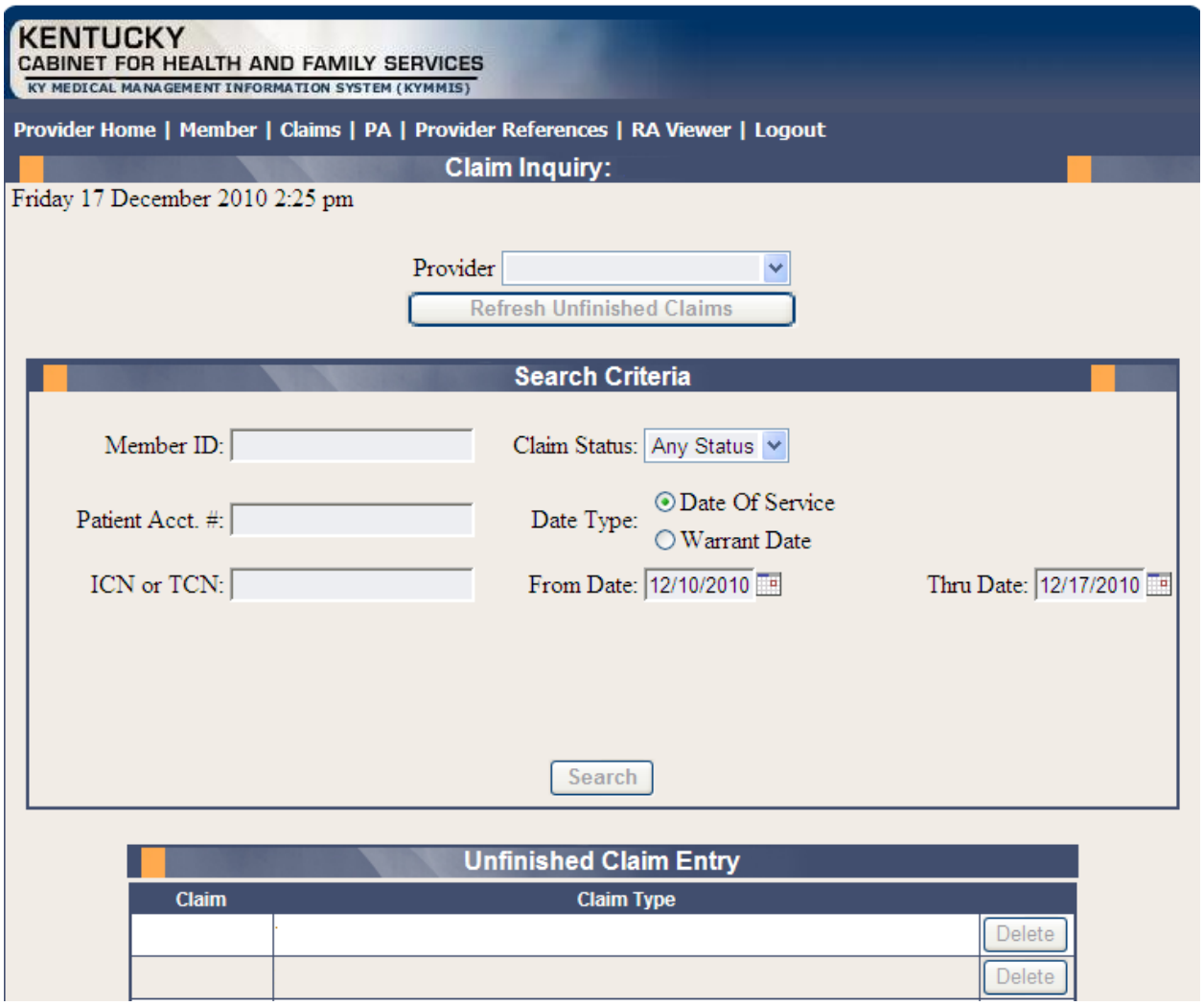


11 Claims

11.1 Claim Inquiry

1. Select Claims from the Menu.
2. Choose “Claims Inquiry” from the drop-down.



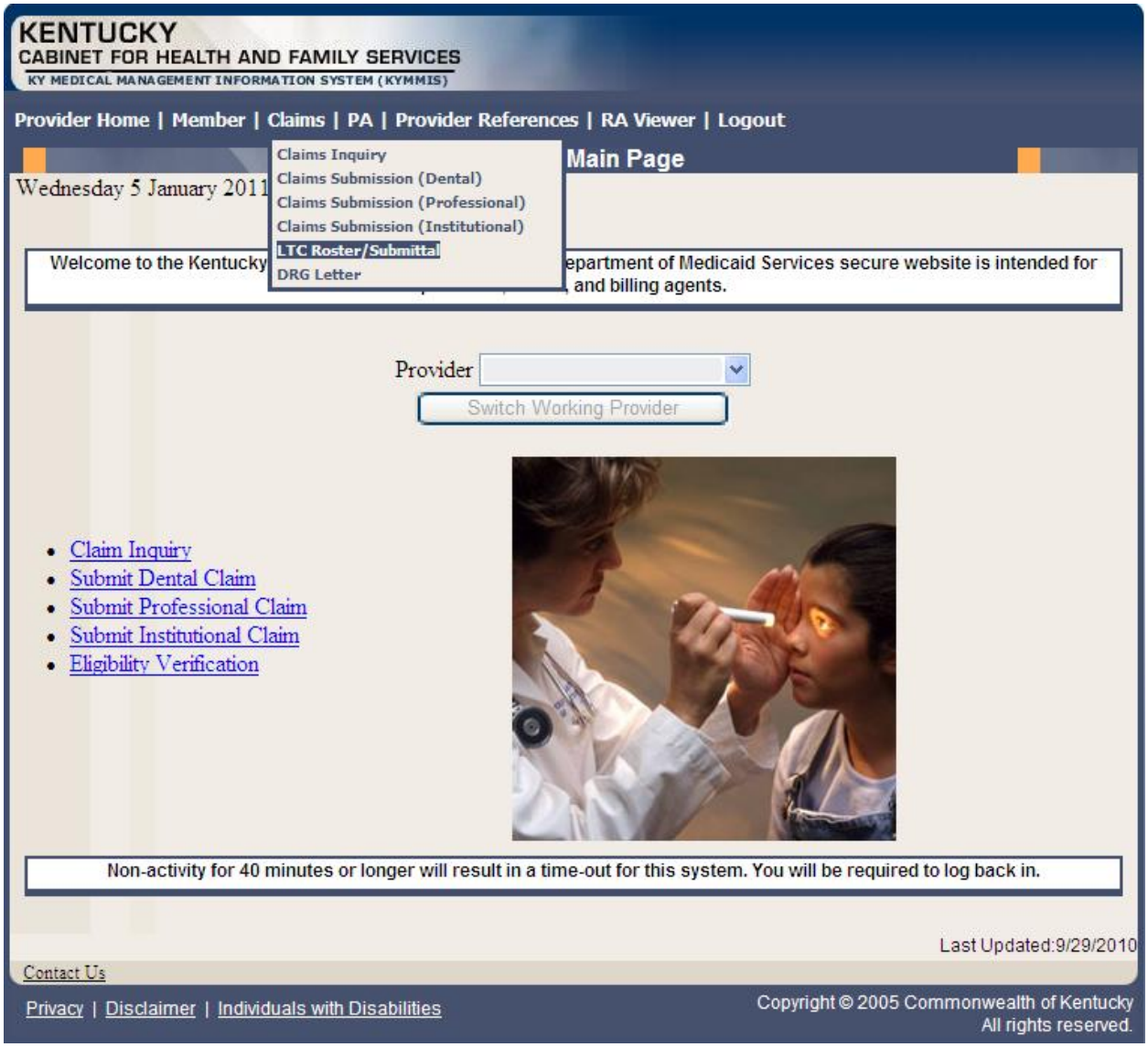


3. Select the applicable NPI and Taxonomy if using an agent or billing agent account.

Enter Member ID and From Date/Thru Date or Patient Acct #	
Claim Status	Any Status, Paid, Denied and Suspended
Warrant Date	Warrant Date should read as RA date
ICN	Enter ICN and remove From Date/Thru Date
Date of Service	A search for claim using the dates of service entered or
Unfinished claims	A claim not completed but saved for future submission

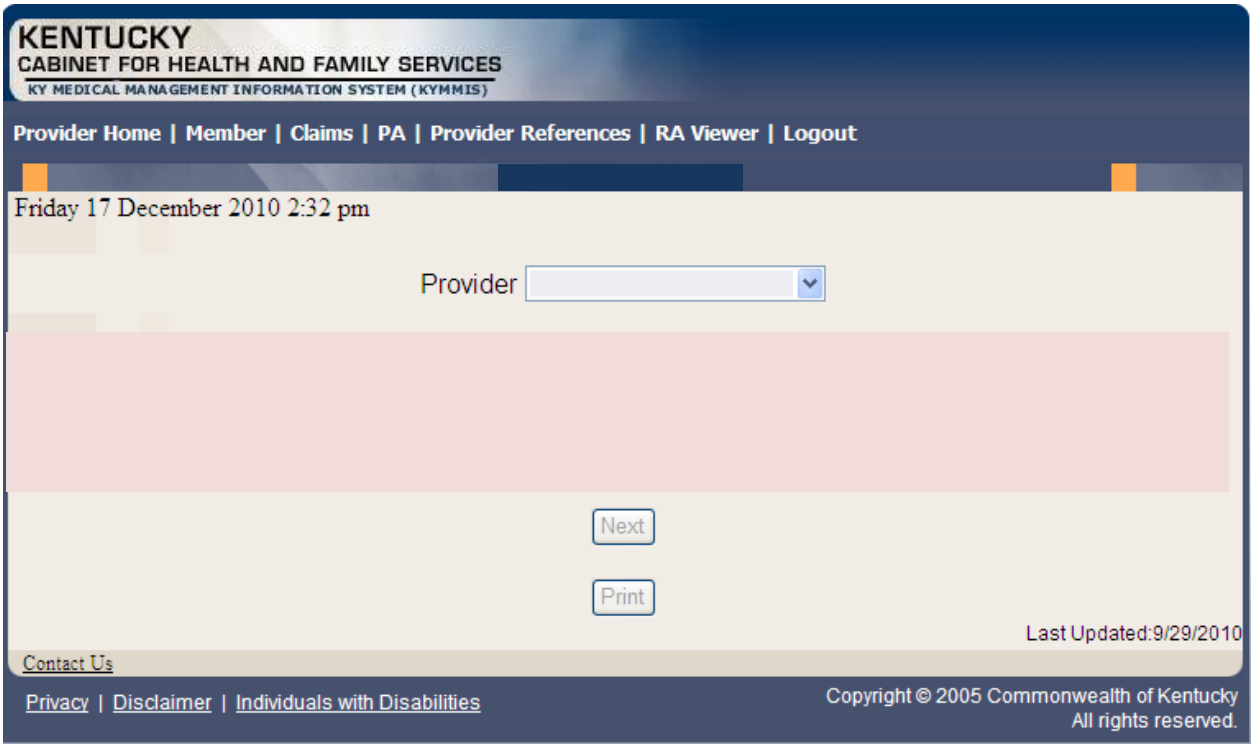
11.2 Submitting LTC Roster

1. Select Claims from the Menu.
2. Choose “LTC Roster/Submittal” from the drop-down.



11.3 Verify Provider Box

3. Verify the correct NPI and taxonomy display
4. Click Next.



11.4 Long Term Care Roster

The Long Term Care Roster is a unique application designed for Nursing Facilities to submit a monthly batch of claims.

Please follow Billing Instructions for applicable claim type when completing fields.

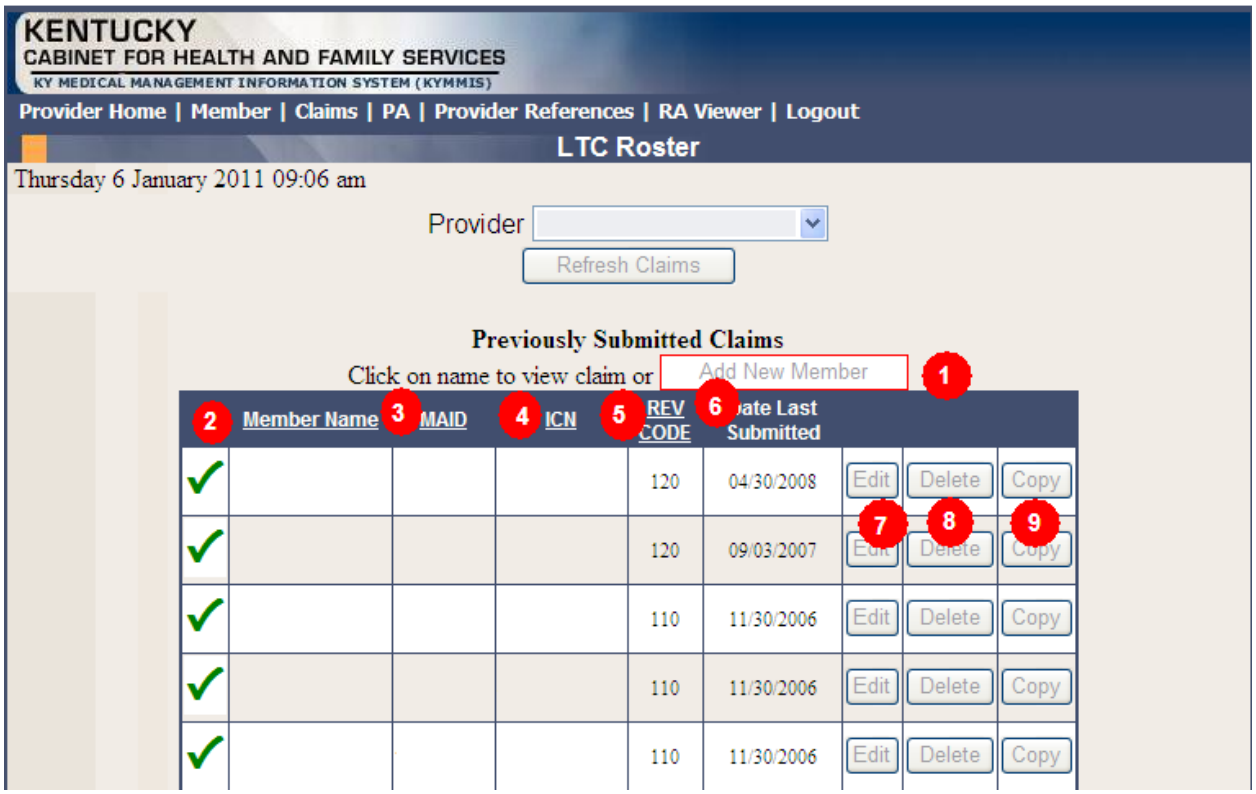
Appendix A: Web site link for all Medicaid Billing Instructions

11.4.1 LTC Roster of Members

The Previously Submitted Claims includes members' previously-submitted claims, detailing:

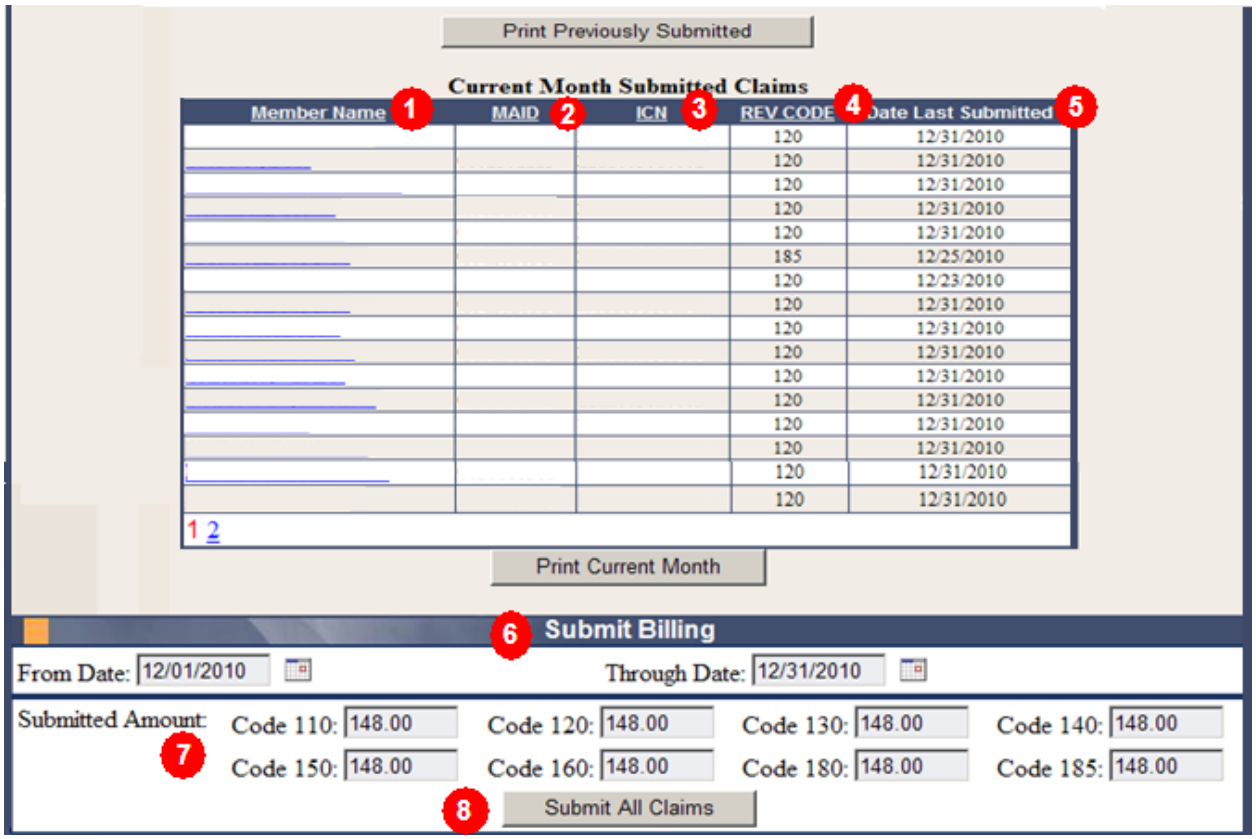
- Member name;
- ID number;
- Claim ICN;
- Revenue code; and,
- Date of last submission.

The members may be edited, deleted and/or copied.



Field Number/ Menu Selections	Description
1	**Add New Member**
	Click box to add new member to the Roster
2	**Member Name**
	The member's name is shown after entry of information on a previously submitted claim
3	**Maid**
	The member's KY Medicaid ID number.
4	**ICN**
	The unique 13-digit internal control number for previously submitted claim.
5	**Rev Code**
	The revenue code previously submitted for member.
6	**Date Last Submitted**
	The date the claim was previously submitted.
7	**Edit**
	To edit a claim.
8	**Delete/Copy**
	For deleting a claim
9	**Copy**
	For copying a claim.

11.4.2 Current Month Submitted Claims Screen

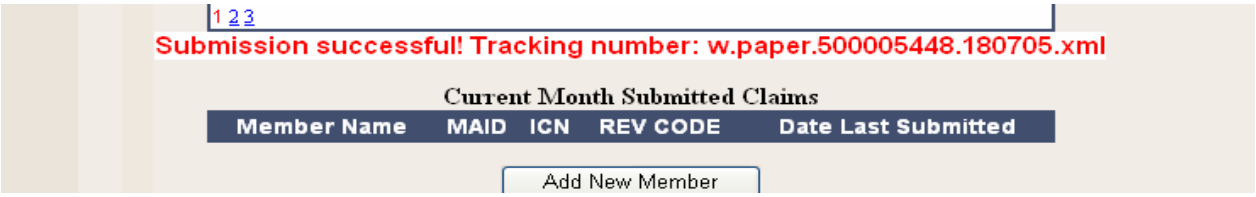


11.4.3 Current Month Submitted Claims Table

Field Number/ Menu Selection	Description
1	**Member name**
	Name of Patient from most recent month's billing
2	**MAID**
	Member's KY Medicaid ID number
3	**ICN**
	Internal control number of this month's claims
4	**REV CODES**
	Revenue codes for this month's claims
5	**DATE LAST SUBMITTED**
	Date of last month's submission
6	**SUBMIT BILLING**
	Fill in the current month's from and through dates

7	**SUBMITTED AMOUNT**
	Enter amounts of each Rev codes for the month.
8	**SUBMIT ALL CLAIMS**
	When you are done, click this button to submit your claims for the month.

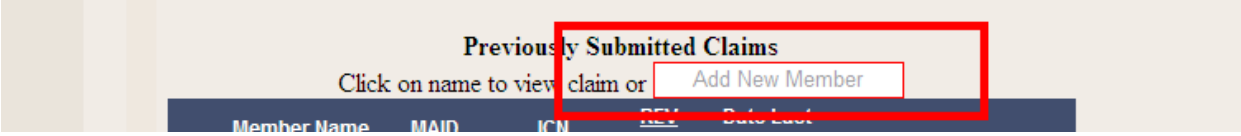
11.4.4 Successful Submission



Roster response returns a tracking number.

11.4.5 Add New Member

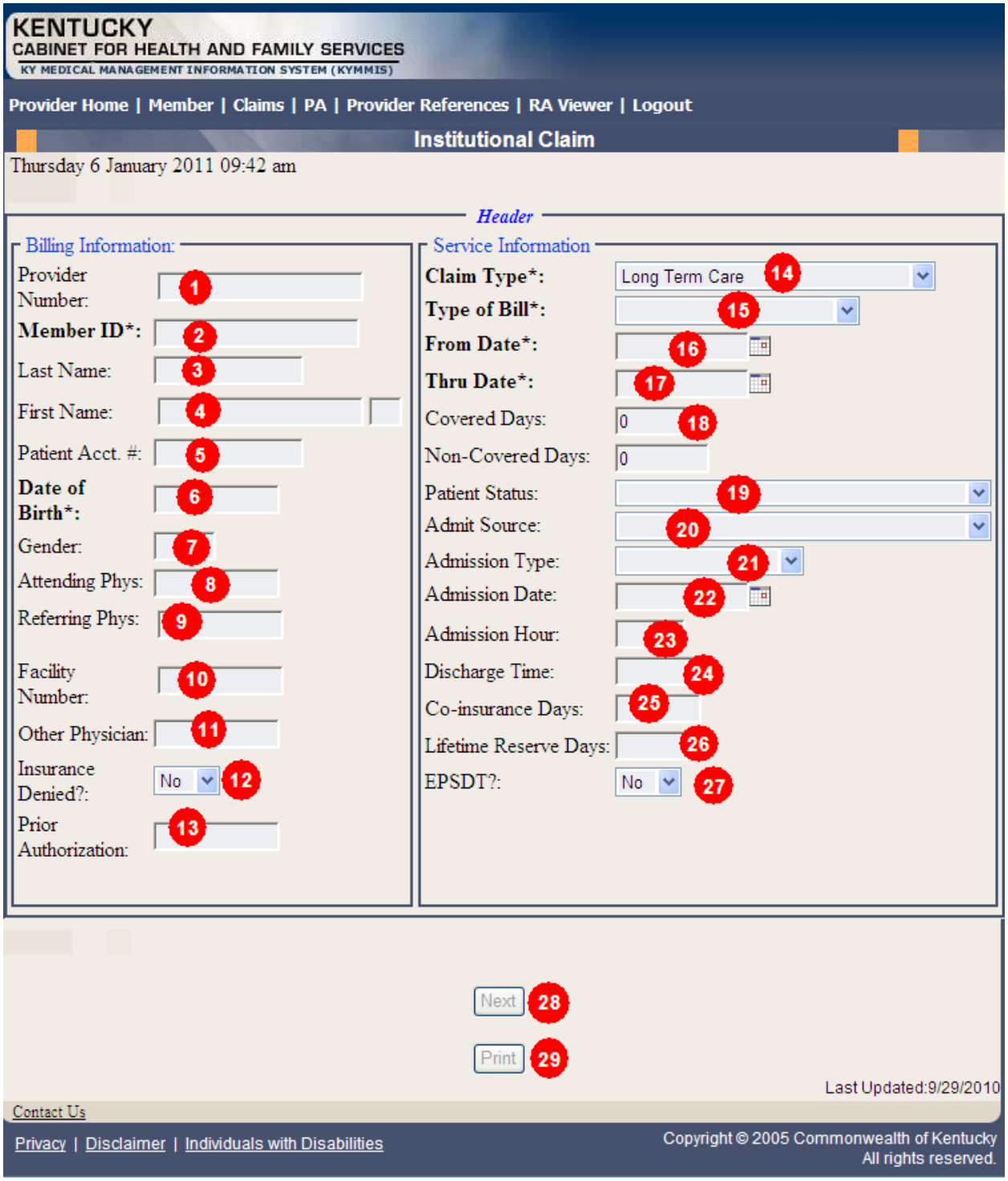
1. Click the Add New Member button.



2. Complete the claim with the applicable information required for Long Term Care.

11.4.6 Completing the Claim

Follow the field-by-field instructions for completing the claim.



Field Number/ Menu Selection	Definition of Field Description
1	**Provider Number**
	NPI Number of billing provider (auto-populated)
2	**Member ID**
	Enter 10 digit Member's KY MEDICAID ID number.
3	**Last Name**
	Member's last name (auto-populated).
4	**First Name**
	Member's first name (auto-populated).
5	**Patient Account #**
	Patient's account number. (Optional)
6	**Date of Birth**
	Member's date of birth (auto-populated).
7	**Gender**
	Member's gender (auto-populated).
8	**Attending Physician**
	Enter Attending physician's NPI number if applicable.
9	**Referring Physician**
	Enter Referring physician NPI number. This is the KenPac provider, otherwise leave blank
10	**Facility Number**
	Enter Billing NPI number.
11	**Other Physician**
	Enter Other treating physician NPI number.
12	**Insurance Denied?**
	Indicates a denial from commercial insurance. If yes is selected the claim must be billed paper with the insurance denial.
13	**Prior Authorization**
	Enter Prior Authorization number or Treatment Authorization Number if applicable

14	**Claim Type**
	Select the appropriate claim type in drop down box.
15	**Type of Bill**
	Select the applicable type of bill.
16	**From Date**
	Enter the first date of service.
17	**Thru Date**
	Enter the through date of service.
18	**Covered Days**
	Enter number of days billed on claim.
19	**Patient Status**
	Enter Patient's status on "through" date.
20	**Admit Source**
	Select the admission source.
21	**Admission Type**
	Select the admission type.
22	**Admission Date**
	Enter the patient's date of admission to the facility.
23	**Admission Hour**
	Enter the patient's hour of admission.
24	**Discharge Time**
	Enter the time of patient's discharge.
25	**Co-insurance Days**
	Number of co-insurance days. (Medicare Only)
26	**Lifetime Reserve Days**
	Number of lifetime reserve days. (Medicare Only)
27	**EPSDT**
	Indicates an EPSDT related service. (if applicable)
28	**Next**
	Advance to the diagnosis screen

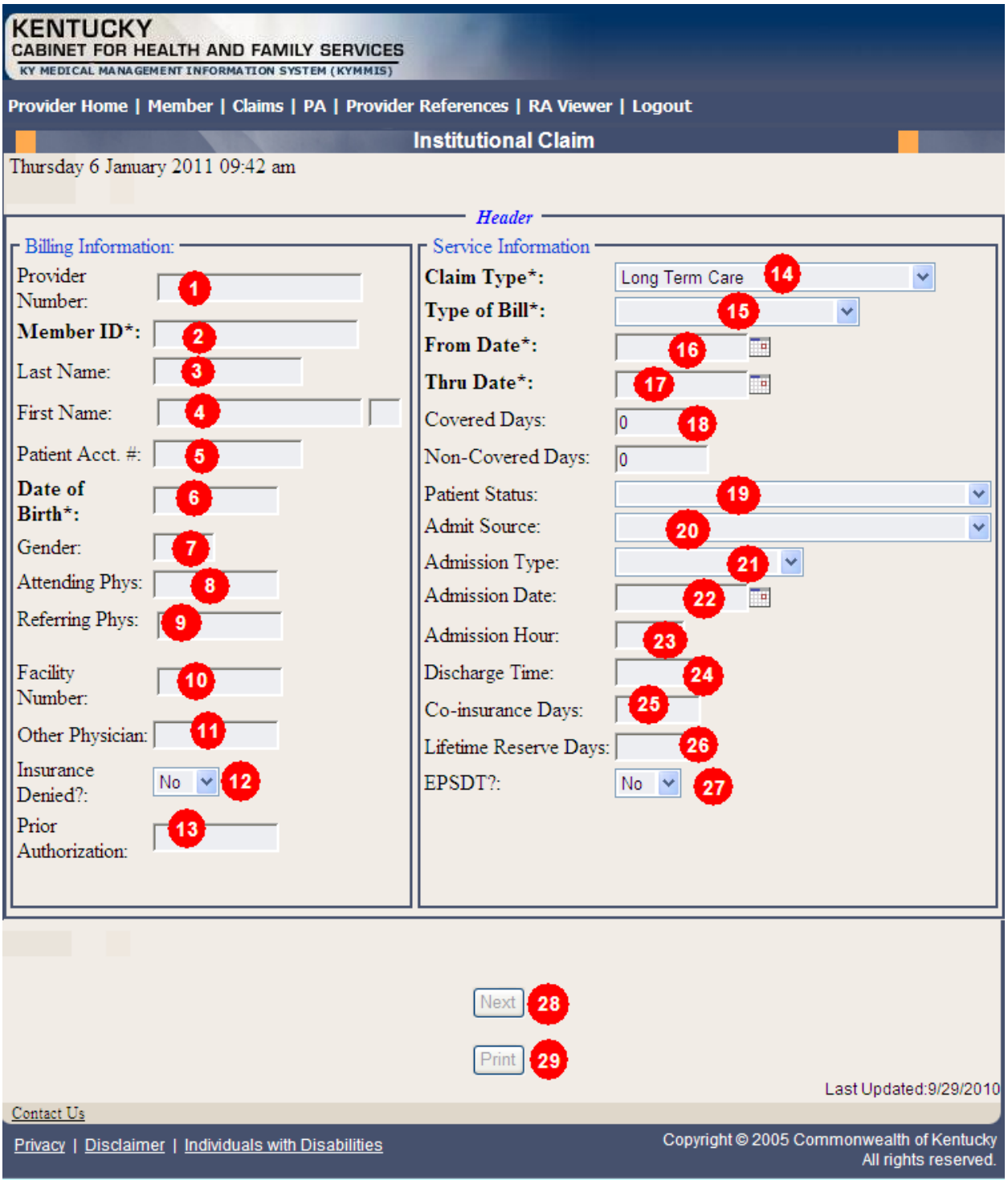
29	**Print**
	Allows user to print this screen

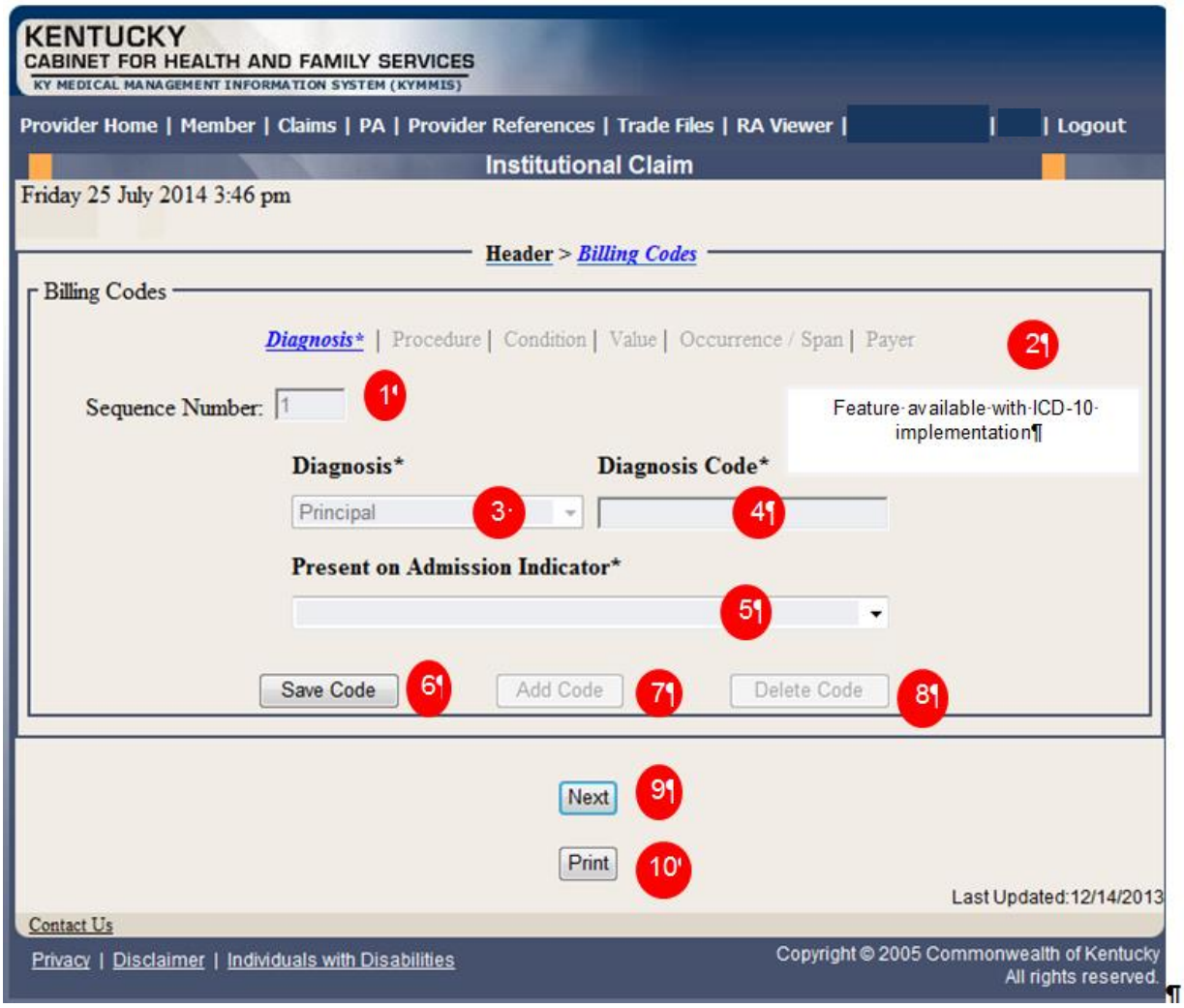
11.4.7 Billing Code Screens

This portion includes separate screens accessed by clicking the appropriate links: “Diagnosis, Procedure, Condition, Value, Occurrence/Span and Payer.” Be sure and click the “save code” button after entering the information on each screen.

Field-by-field instructions follow.

11.4.8 Billing Codes– Diagnosis

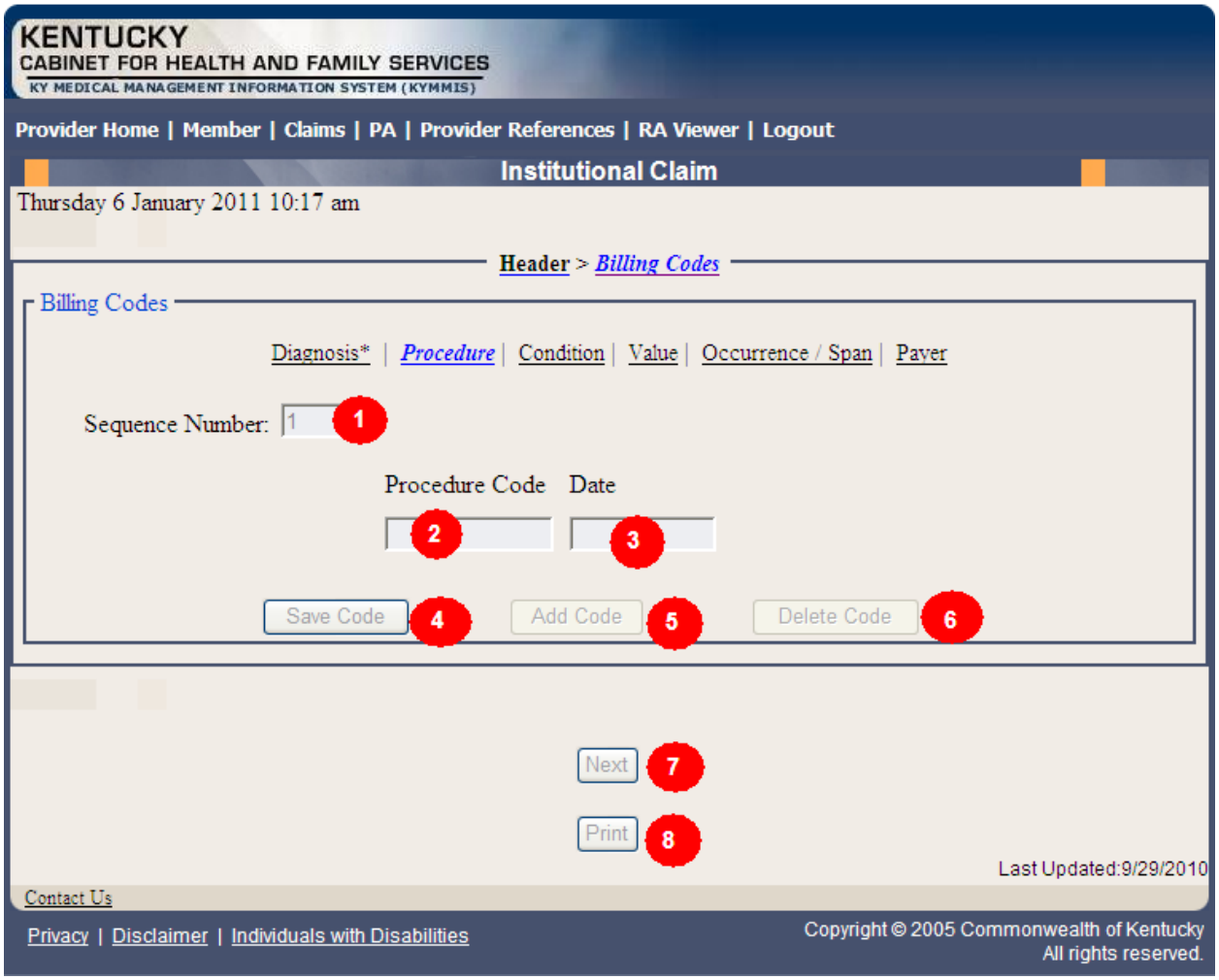




Field Number/ Menu Selections	Definition of Field Description
1	**Sequence Number**
	The sequence number of the diagnosis. This field is auto-populated.
2	**ICD-CM**
	Select the appropriate option
3	**Diagnosis (drop down)**
	Select the type of diagnosis (i.e. Principle, Admitting)
4	**Diagnosis Code**
	Enter the appropriate code for the member's diagnosis. (Do not enter Decimal in Diagnosis code)
5	**POA**
	Choose the appropriate POA indicator

Field Number/ Menu Selections	Definition of Field Description
6	**Save Code**
	Saves the diagnosis information on the claim. Must save to continue.
7	**Add Code**
	Allows the user to add an additional diagnosis code to the claim. Save code after each additional code added
8	**Delete Code**
	Allows the user to remove a diagnosis code previously entered on the claim.
9	**Next**
	Advance to the next screen
10	**Print**
	Allows user to print this screen

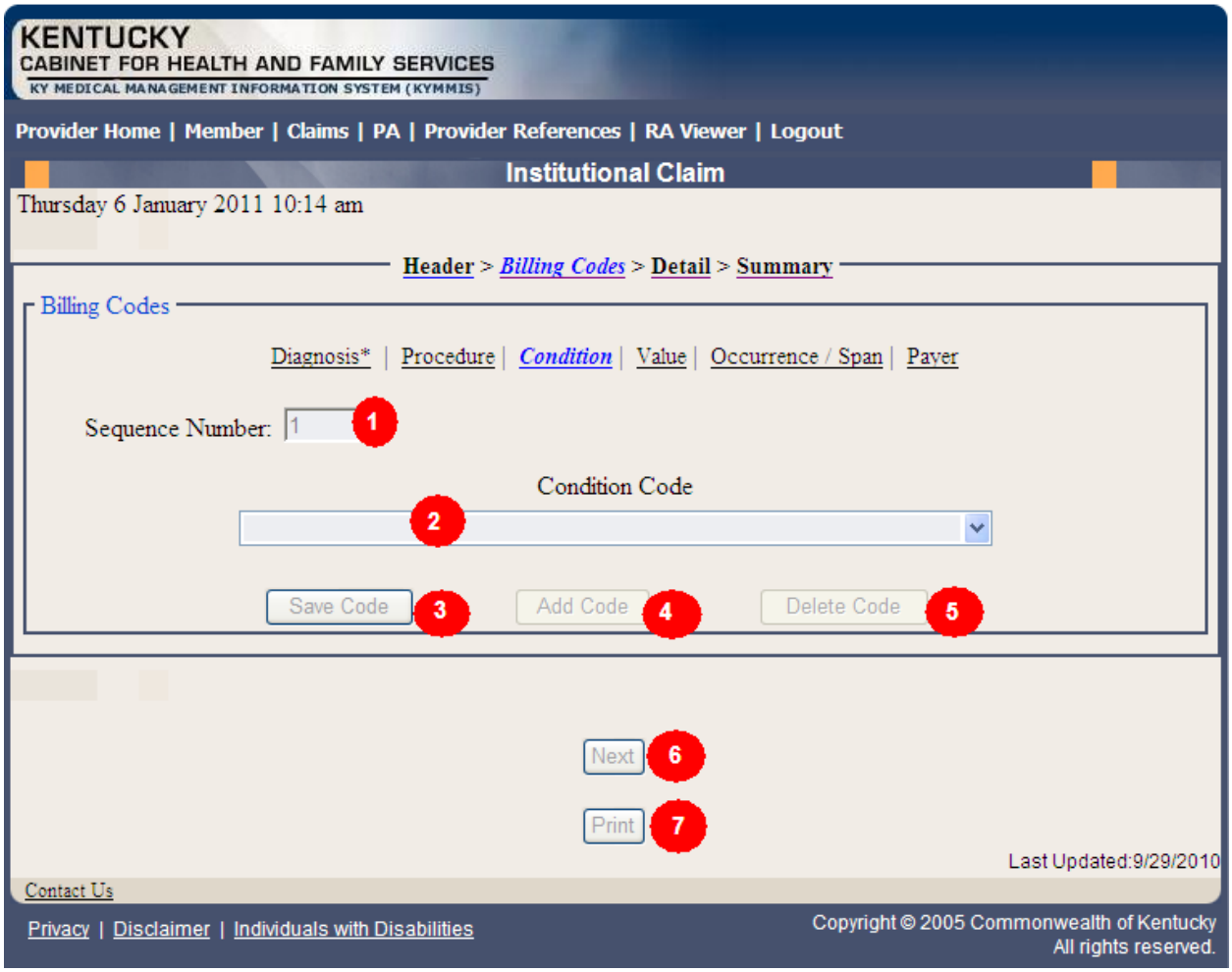
11.4.8.1 Billing Codes- Procedure



Field Number/ Menu Selection	Definition of Field Description
1	**Sequence Number**
	The sequence number of the procedure codes. This field is auto-populated.
2	**Procedure Code**
	Enter the ICD-CM procedure code.
3	**Date**
	Enter the DOS that the procedure was done.
4	**Save Code**
	Saves the procedure information on the claim. Must save code to continue.

5	**Add Code**
	Allows the user to add an additional procedure code to the claim. Save code after each additional code entered.
6	**Delete Code**
	Allows the user to remove a procedure code previously entered on the claim.
7	**Next**
	Advance to the next screen
8	**Print**
	Allows user to print this screen

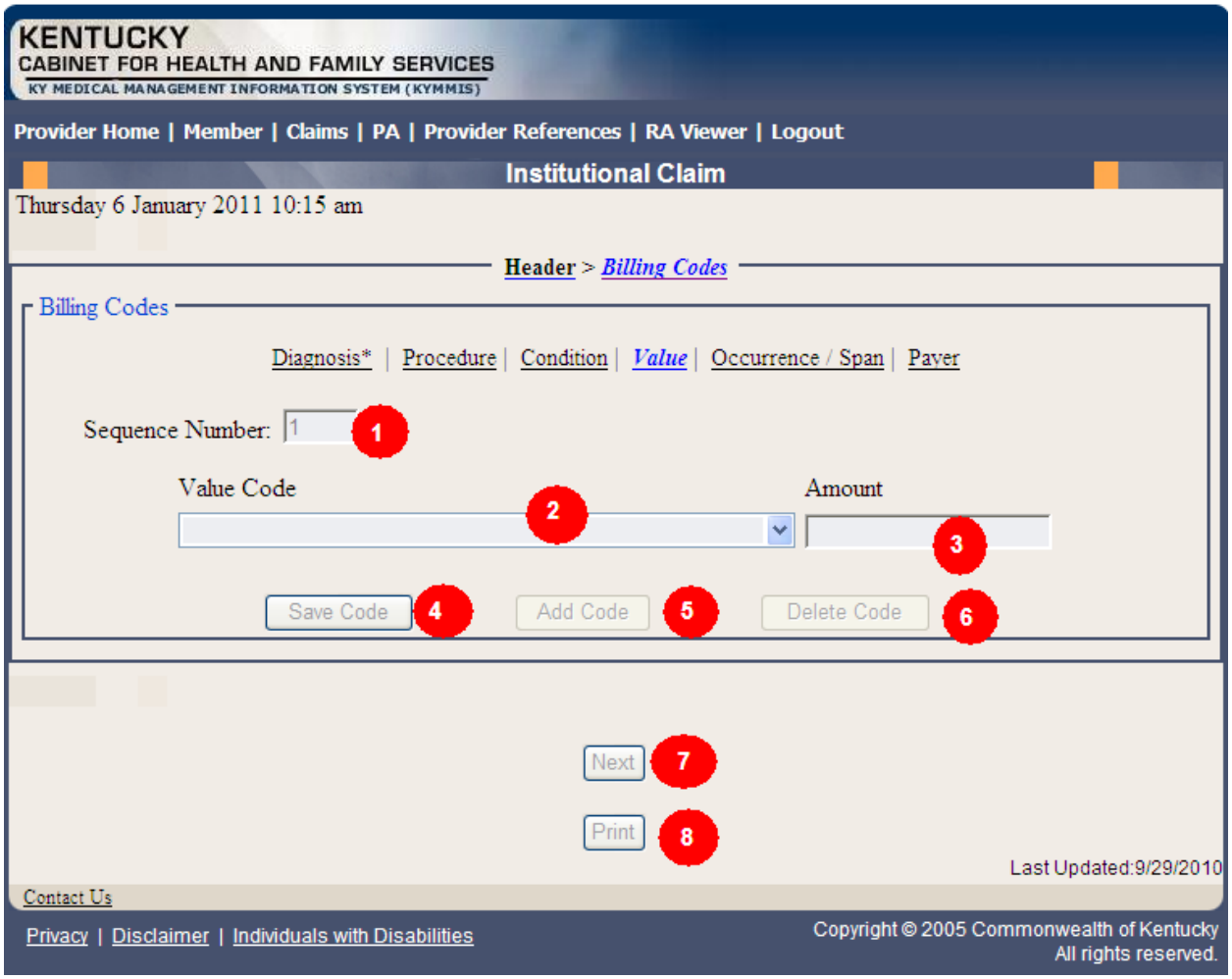
11.4.8.2 Billing Codes – Condition



Field Number/ Menu Selection	Definition of Field Description
1	**Sequence Number**
	The sequence number of the diagnosis. This field is auto-populated.
2	**Condition Code (drop down)**
	Select the appropriate condition.
3	**Save Code**
	Saves the condition information on the claim. Must save code to continue.
4	**Add Code**
	Allows the user to add an additional condition code to the claim. Save code after each additional code entered.
5	**Delete Code**
	Allows the user to remove a condition code previously entered on the claim.

Field Number/ Menu Selection	Definition of Field Description
6	**Next**
	Advance to the next screen
7	**Print**
	Allows user to print this screen

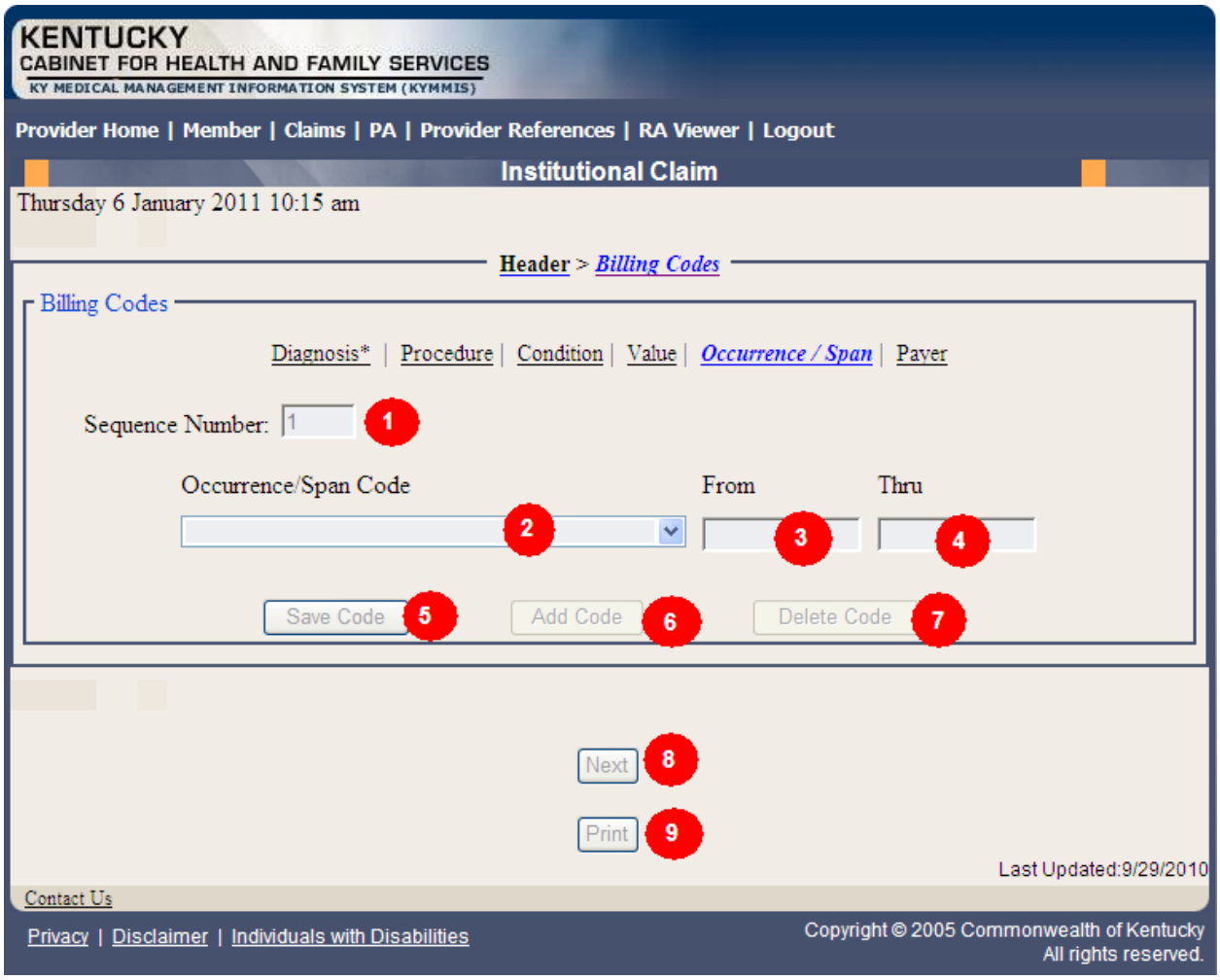
11.4.8.3 Billing Codes - Value



Field Number/ Menu Selection	Definition of Field Description
1	**Sequence Number**
	The sequence number of the diagnosis. This field is auto-populated.
2	**Value Code (drop down)**
	Select the appropriate value code.

Field Number/ Menu Selection	Definition of Field Description
3	**Amount**
	Enter the corresponding dollar amount.
4	**Save Code**
	Saves the value code information on the claim. Must save to continue.
5	**Add Code**
	Allows the user to add an additional value code to the claim. Save code after each additional code entered.
6	**Delete Code**
	Allows the user to remove a value code previously entered on the claim.
7	**Next**
	Advance to the next screen
8	**Print**
	Allows user to print this screen

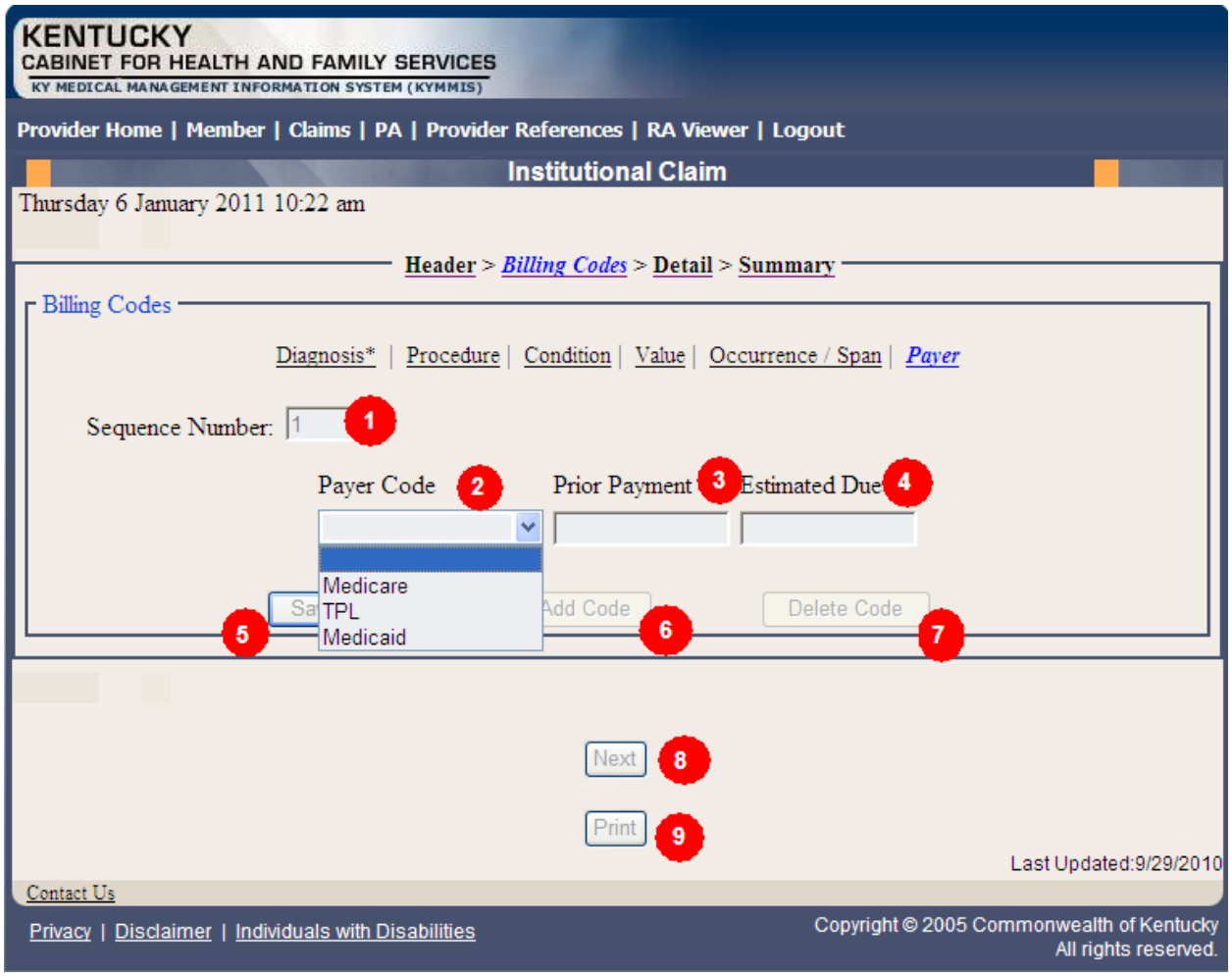
11.4.8.4 Billing Codes – Occurrence/Span



Field Number/ Menu Selection	Definition of Field Description
1	**Sequence Number**
	The sequence number of the Occurrence. This field is auto-populated.
2	**Occurrence/Span Code (drop down)**
	Select the appropriate code.
3	**From**
	Enter the corresponding “From” date.
4	**Thru**
	Enter the corresponding “Through” date.

5	**Save Code**
	Saves the occurrence code information on the claim. Must save code to continue.
6	**Add Code**
	Allows the user to add an additional occurrence code to the claim. Save code after each additional code entered.
7	**Delete Code**
	Allows the user to remove an occurrence code previously entered on the claim.
8	**Next**
	Advance to the next screen
9	**Print**
	Allows user to print this screen

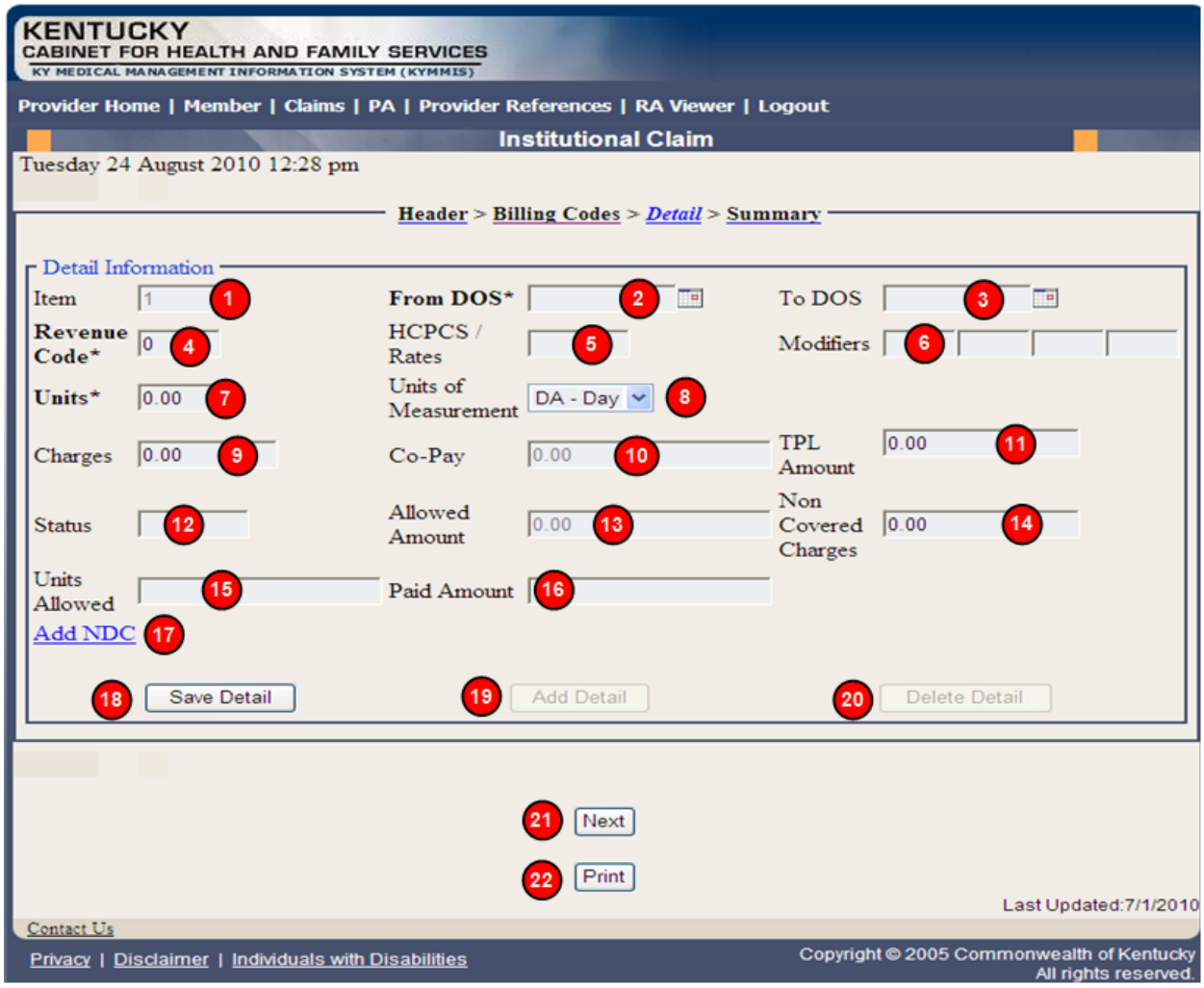
11.4.8.5 Billing Codes -Payer



Field Number/ Menu Selection	Definition of Field Description
1	**Sequence Number**
	The sequence number of the Payer. This field is auto-populated.
2	**Payer Code (drop down)**
	Select the appropriate code. Medicare, TPL or Medicaid
3	**Prior Payment**
	TPL private insurance payment (not Medicaid) (not Medicare)
4	**Estimated Due**
	Enter the estimated amount due.
5	**Save Code**
	Saves the occurrence code information on the claim.

Field Number/ Menu Selection	Definition of Field Description
6	**Add Code**
	Allows the user to add an additional occurrence code to the claim.
7	**Delete Code**
	Allows the user to remove an occurrence code previously entered on the claim.
8	**Next**
	Advance to the next screen
9	**Print**
	Allows user to print this screen

11.4.9 Detail Screen



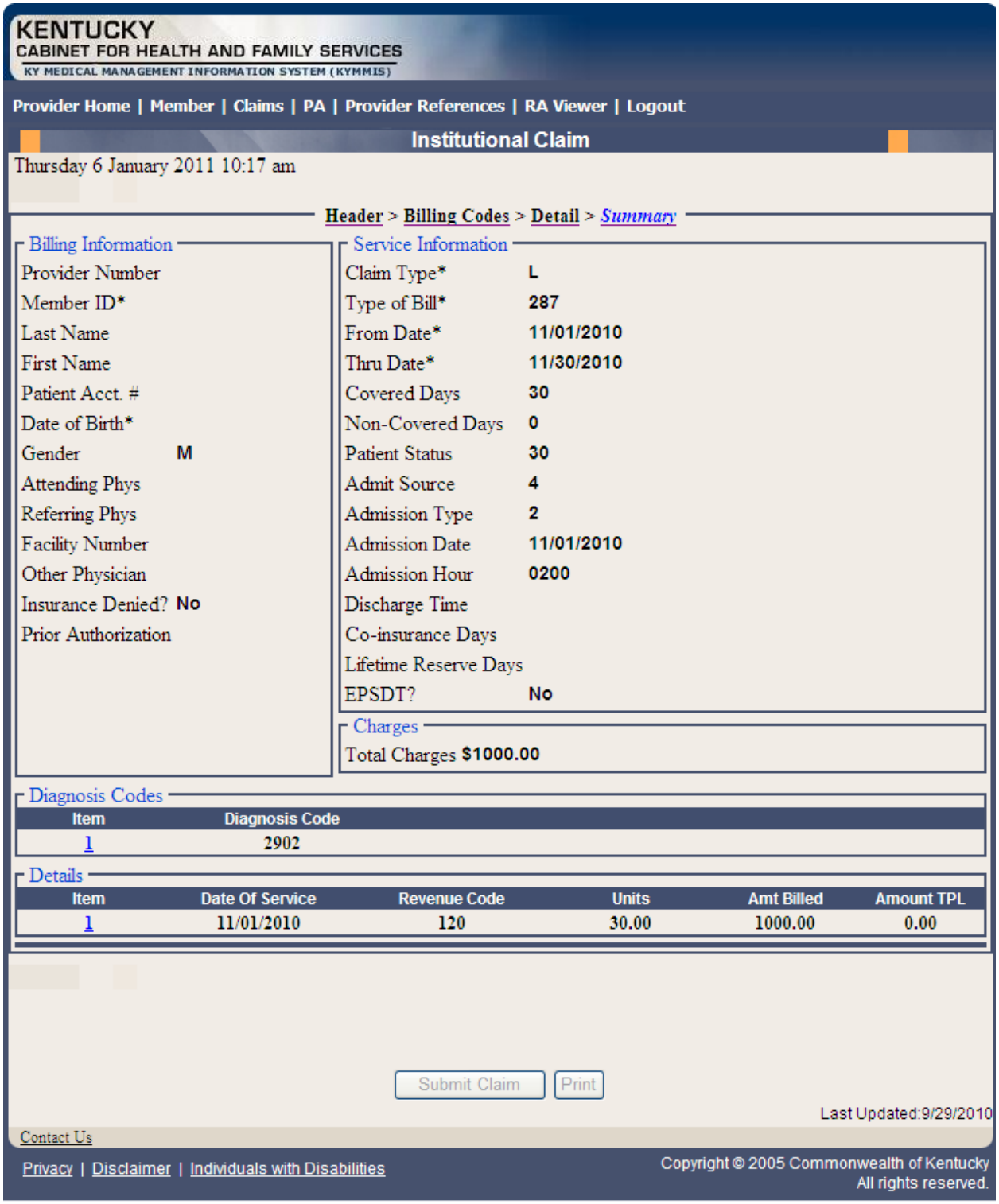
Field Number/ Menu Selection	Definition of Field Description
1	**Item**
	Line number of the detail. This field is auto-populated.
2	**From DOS***
	Enter the first date the services were provided. The * indicates that this field is required.
3	**To DOS***
	Enter the last date the services were provided. The * indicates that this field is required.
4	**Revenue Code**
	Enter the four digit revenue code which identifies the service provided. (the first digit will be a zero)

Field Number/ Menu Selection	Definition of Field Description
5	**HCPCS/Rates**
	Enter the procedure code which further identifies the service provided. For all out patient claims.
6	**Modifiers**
	Enter the appropriate two-digit modifier(s) which further describes the service performed.
7	**Units**
	Enter number of units.
8	**Units of Measurement**
	Enter units of measurement (i.e. days)
9	**Charges**
	Amount charged by the provider.
10	**Co-pay**
	The co-payment deducted from reimbursement. No information should be entered into this field.
11	**TPL Amount**
	Enter amount paid by other insurance.
12	**Status**
	Status of claim.
13	**Allowed Amount**
	The amount allowed by Kentucky Medicaid (paid claims only).
14	**Non Covered Charges**
	Amount of charges not covered by Kentucky Medicaid.
15	**Units Allowed**
	Number of units allowed.
16	**Paid Amount**
	Amount paid by Kentucky Medicaid.
17	**Add NDC**
	Enter the 11 digit NDC code. This is currently only used by hospitals for outpatient services.

Field Number/ Menu Selection	Definition of Field Description
18	**Save Detail**
	Saves the detail line on the claim
19	**Add Detail**
	Allows user to add an additional detail line
20	**Delete Detail**
	Allows user to remove the detail line previously entered
21	**Next**
	Advance to the next screen
22	**Print**
	Allows user to print this screen

11.4.10 Summary Screen

The summary screen allows the user to verify the data entered.



11.4.11 Adjust or Void Claim Screen

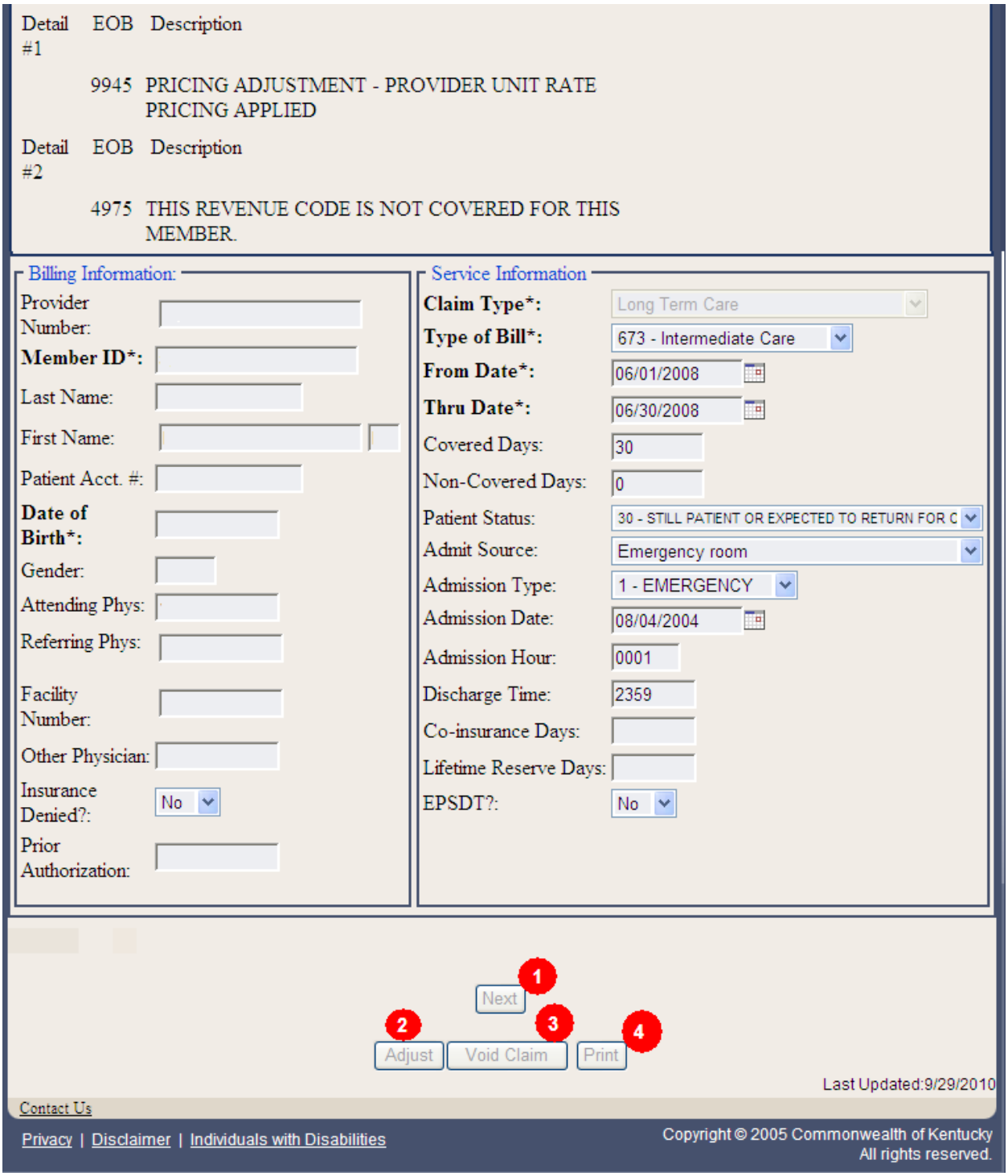
To ADJUST a paid claim:

1. Select Claim Inquiry.
2. Enter Member information and dates of service or enter the claim Internal Control Number.
3. Click the Next button to advance.
4. Correct the information on the claim.
5. Save the updated information.
6. Click the Adjust button.

To VOID a paid claim:

1. Select Claim Inquiry.
2. Enter Member information and dates of service or enter the claim Internal Control Number.
3. Click the Next button to advance.
4. Click the VOID button.

If the claim does not show an Adjust or Void Claim button, the claim was previously adjusted or voided.



Field Description	Definition of Field Description
1	**Next**
	Will navigate the user through the claim.

Field Description	Definition of Field Description
2	**Adjust**
	To adjust a paid claim make the correction and click save when a save button is available.
3	**Void Claim**
	To reverse a paid claim click on Void.
4	**Print**
	Allows user to print this screen.

11.4.12 Medicare crossover

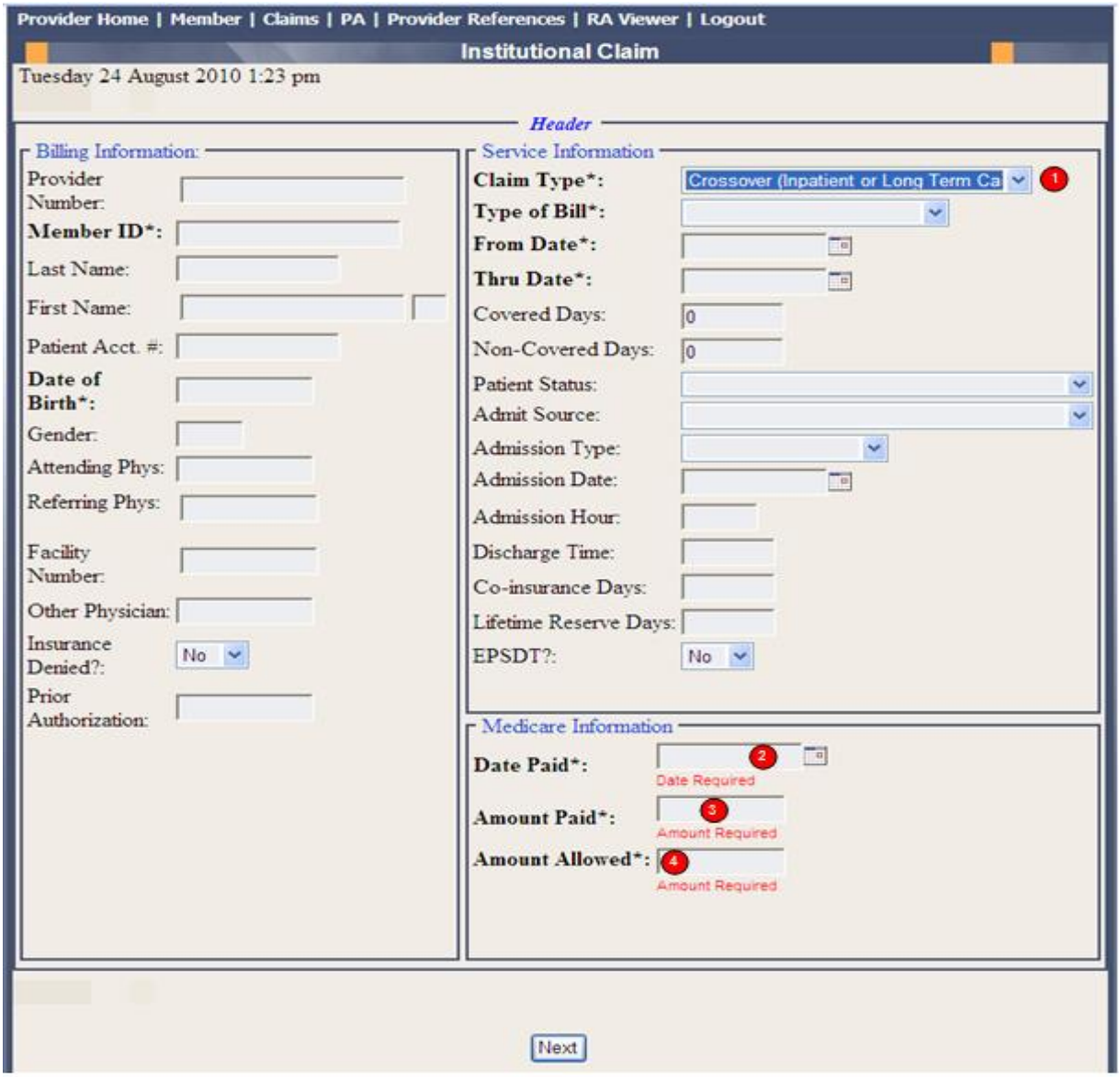
1. Follow the regular billing instructions for Institutional claim submission

    a. Under “Claim Type”, select either Crossover (inpatient or Long Term Care) or Crossover (Outpatient).

2. Continue with the regular instructions

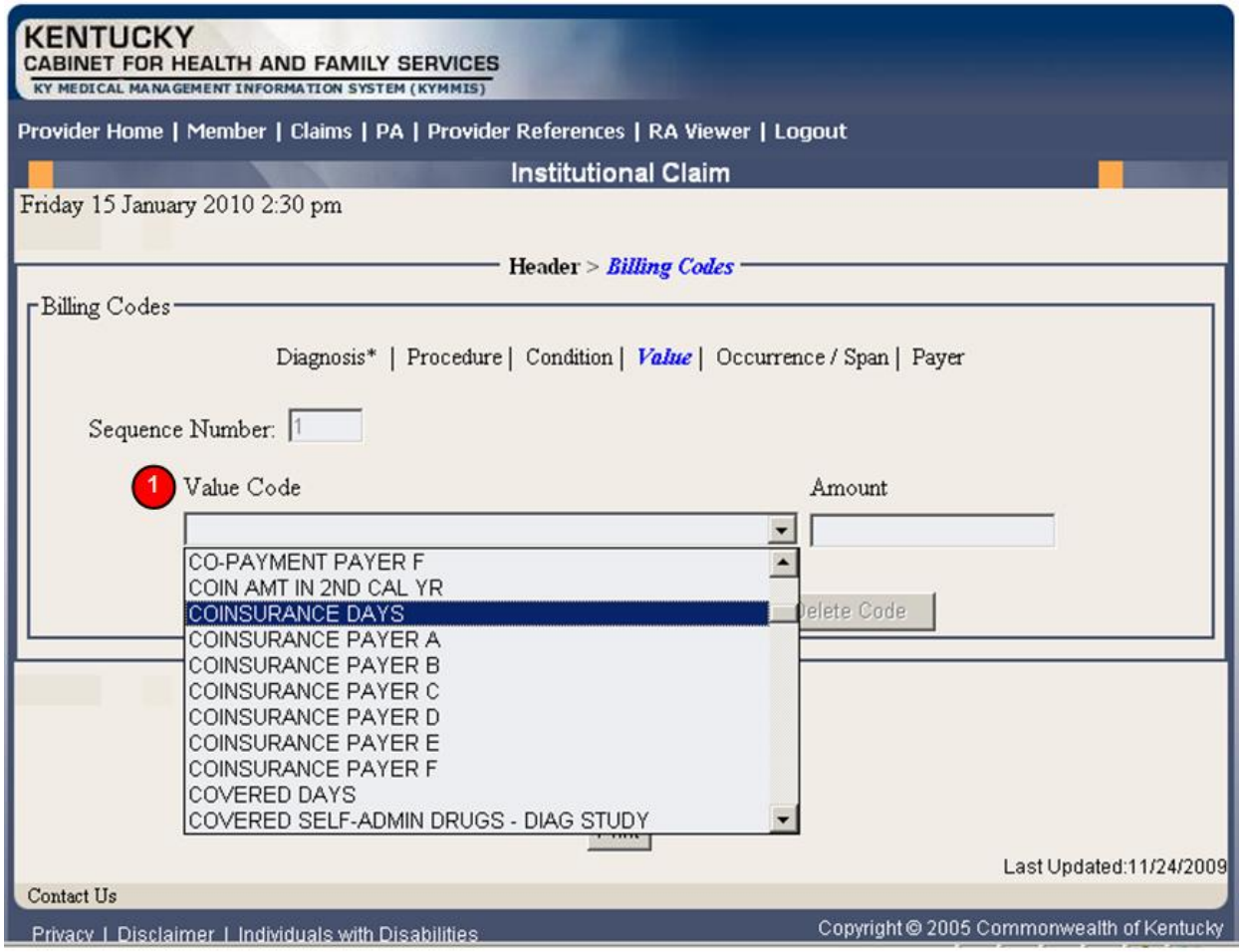
    a. Under Medicare Information, enter the following Medicare information from the Medicare EOMB.

    - Date Paid;
    - Amount Paid; and,
    - Amount Allowed.



Field Number/ Menu Selection	Definition of Field Description
1	**Claim Type**
	Choose the applicable crossover claim type.
2	**Date Paid**
	Enter Medicare's paid date.
3	**Amount Paid**
	Enter the Medicare paid amount on the services being billed.
4	**Amount Allowed**
	Enter Medicare's allowed amount on the services being billed.

11.4.12.1 Billing Codes - Medicare



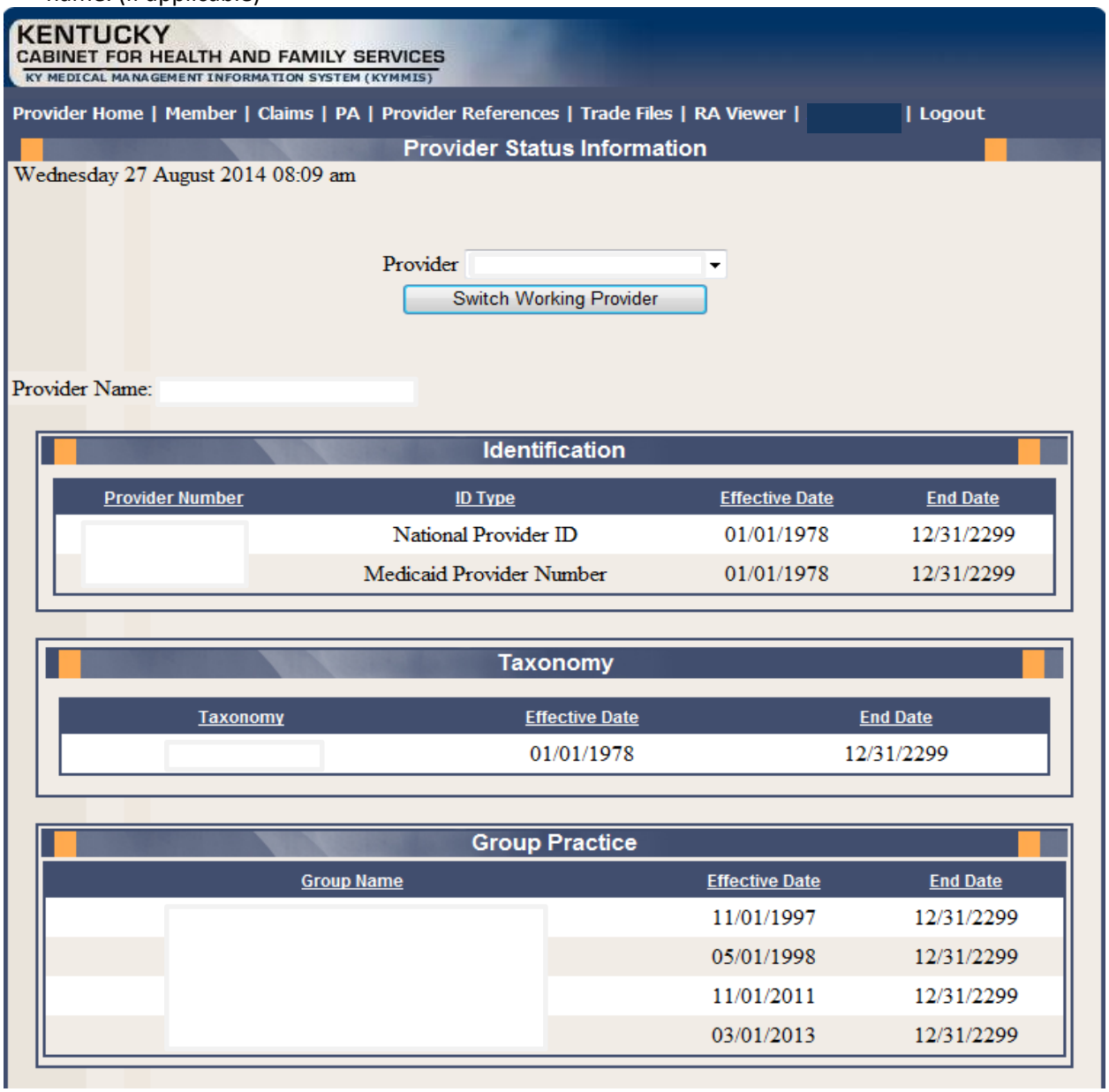
Field Number/ Menu Selection	Definition of Field Description
1	**Value Code (drop down list)**
	Medicare crossover claim click on Billing Codes. Choose if it's a coinsurance or deductible claim and list amount and save.

12 Provider Status

12.1 The Provider Status Information

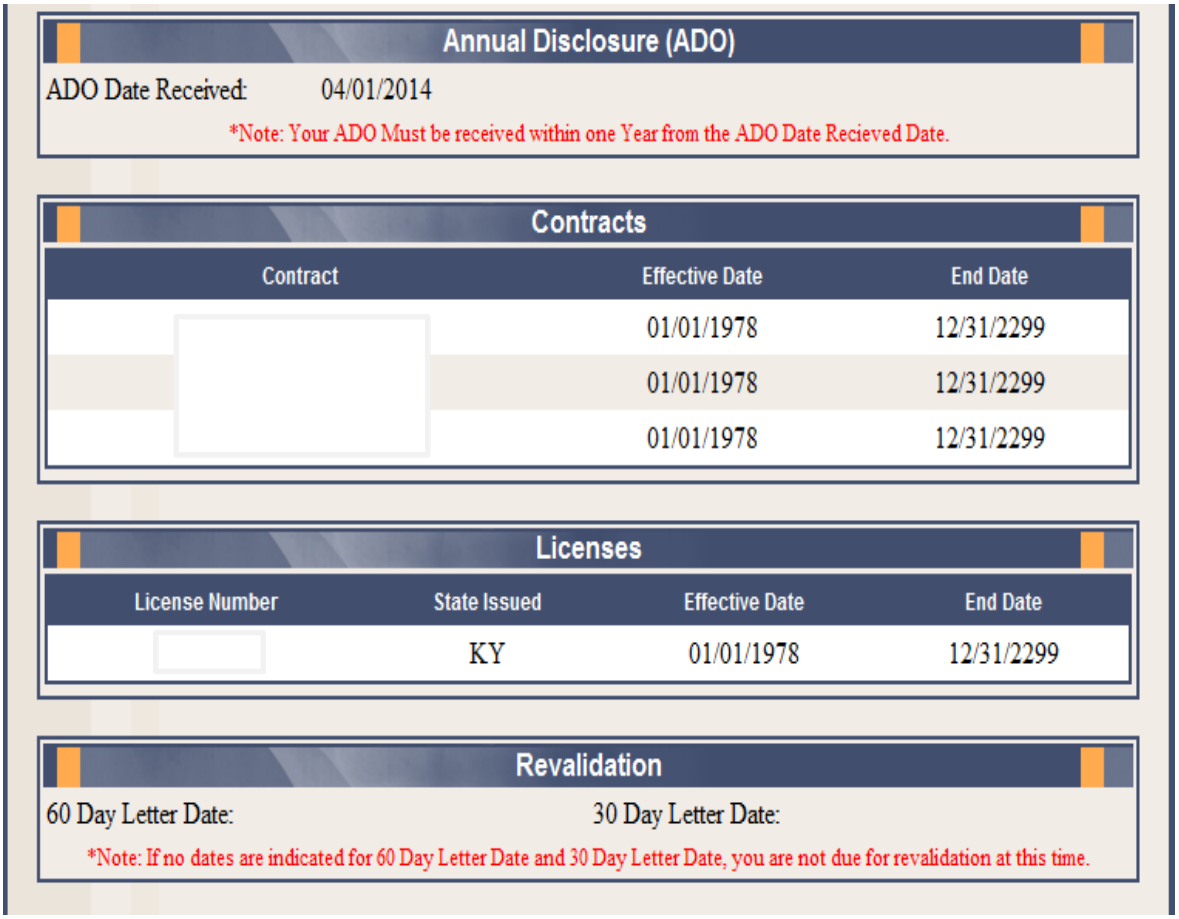
The Provider Status Information panel allows a user to view active provider status items from the provider file. Select the provider NPI and Taxonomy combination or the KY Medicaid ID from the dropdown selection to view provider status information covered in this section.

- Identification panel is the provider's NPI and KY Medicaid provider number
- Taxonomy panel is the effective and end date of each taxonomy associate to the provider
- Group Practice panel is each individual provider effective and end dates linked to the group name. (if applicable)



- Annual Disclosure (ADO) panel displays the last ADO received by Provider Enrollment

- Contracts panel displays the current contract effective and end dates
- Licenses panel displays the provider's license number, state issued, effective date and end date
- Revalidation panel displays when the revalidation application is due



Annual Disclosure (ADO)

ADO Date Received: 04/01/2014

*Note: Your ADO Must be received within one Year from the ADO Date Recieved Date.

Contracts

Contract	Effective Date	End Date
	01/01/1978	12/31/2299
	01/01/1978	12/31/2299
	01/01/1978	12/31/2299

Licenses

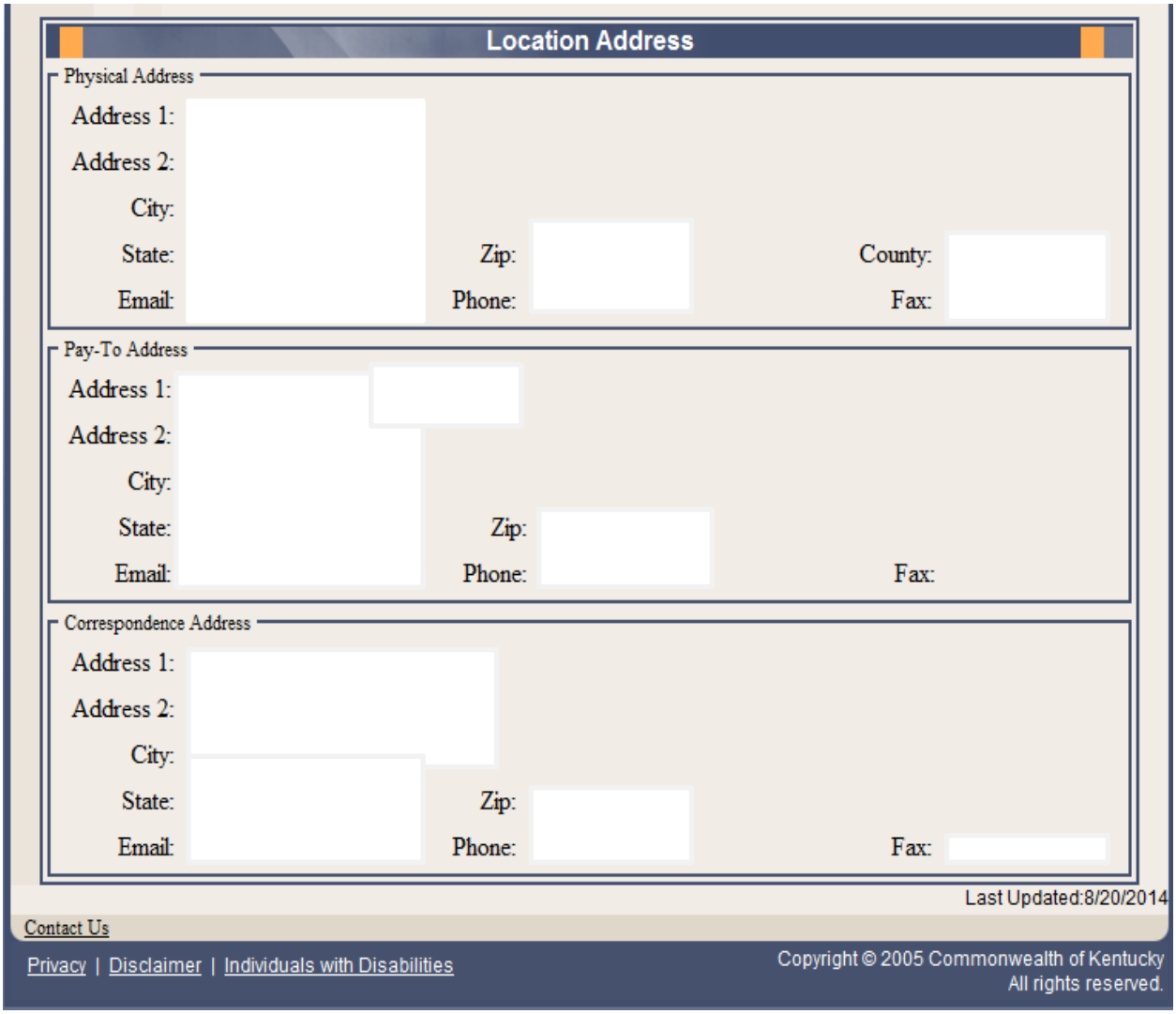
License Number	State Issued	Effective Date	End Date
	KY	01/01/1978	12/31/2299

Revalidation

60 Day Letter Date: 30 Day Letter Date:

*Note: If no dates are indicated for 60 Day Letter Date and 30 Day Letter Date, you are not due for revalidation at this time.

- Location Address panel displays the provider physical, pay to and correspondence addresses



13 Appendix A

13.1 Forms

Web site link for blank PIN Release form:

www.kymmis.com

1. Click on electronic claims
2. Click on EDI Forms
3. Click on link for PIN Release Form

13.2 Billing Instructions

www.kymmis.com

1. Click on Provider Relations
2. Click on Billing Instructions
3. Click on Provider Type