

Washington State Health Care Authority

Prior Authorization Direct Data Entry submission for Sign Language Request

Anthony Pheasant/JoAnna Gaffney/Kathy Templet Program Specialists Medicaid Program Operations and Integrity July 2020







What is happening?

➢ Beginning January 01, 2020 Health Care Authority (HCA) has implemented an online method for requesting Sign Language Interpreters for our eligible Deaf, DeafBlind, and Hard of Hearing clients.

➢ Requestors will be able to submit there request for Sign Language Interpreters through ProviderOne's Prior Authorization (PA) system

≻Claims will be paid directly to the Sign Language Agency/Independent contractor.

➤ Requestors will have the ability to track the status of the request

IMPORTANT! Once you have successfully submitted your authorization, you will receive a 9-digit reference number as verification that the agency has received your request. Providers must not bill until the job has been completed. The agency's prior authorization review process has not changed, and requests will still be processed in the order they are received. Please ensure that all required documentation is included.



Provider Responsibility

- According to <u>Title VI of the Civil Rights Acts of 1964</u> and the <u>Americans with Disabilities Act (ADA)</u>, providers are required to assure language access to Deaf, DeafBlind, and Hard of Hearing clients.
- The Health Care Authority (HCA) supports you in this effort by offering interpreter services through the Sign Language (SL) master contract. If HCA's interpreter services is unable to provide an interpreter via the SL master contract, providers are still responsible to provide an interpreter at their expense.





Accessing ProviderOne

Before logging into ProviderOne:

Make sure you are using one of the following and your **popup blockers are turned** ٠ OFF:

	Computer operating systems	S	Internet browsers
	Windows 10 8.1 8 7 		Internet Explorer • 11 • 10
	Macintosh OS 10.12 Sierra OS X 10.11 El Capitan OS X 10.10 Yosemite 		Google Chrome • 55.0.2883 • 54.0.2840
IMPORTAN documenta	IT! If submitting backup ation by mail, Internet		Firefox • 50.0.2 • 45.5.1 ESR
Explorer (I time that p correctly.	E) is the only browser at this populates the barcode		Safari • 10.0.1



Logging in to ProviderOne

 Log in to ProviderOne using your domain number, user name, and password:

	Provider
Q	Domain Name
1	. User Name
	Password
Not field Unl	Login Login te: The Domain, Username and Password ds are case sensitive. ock Account and Reset Password? Click
her If y	e ou are a Client, <mark>Click here</mark>
Log	in Problems? Click here





Choose your profile

- Available profiles for online PA submission:
 - EXT Provider Claims Submitter
 - EXT Provider Eligibility Checker
 - EXT Provider Eligibility Checker/Claims Submitter
 - EXT Provider Super User

	EXT Limited Florider Social Services
	EXT Provider Claims Payment Status Checker
	EXT Provider Claims Submitter
	EXT Provider Download Files
Welcome to the Medicaid Management Information System for Provider Que	EXT Provider EHR Administrator EXT Provider Eligibility Checker EXT Provider Eligibility Checker-Claims Submitter EXT Provider File Maintenance EXT Provider File View Only EXT Provider Managed Care Only EXT Provider Social Services Medical EXT Provider Social Services EXT Provider Super User
Select a profile to use during this session:	EXT Provider System Administrator EXT Provider Upload Files EXT Provider Upload and Download Files
EXT Provider Super User 🔽 🖉 Go	



Once you have logged into ProviderOne on the provider portal, select
 On-line Prior Authorization Submission:

7



- Select the Organization Unit or type of authorization request you are submitting
 - o 530-PA- Sign Language
- Click the Next button.

*Organization Unit:	SELECT
	501 - Dental Services
	502 - Durable Medical Equipment Services
	504 - Home Health Services
	505 - Hospice services
	506 - Inpatient Hospital Services
	508 - Medical services
	509 - Medical Nutrition services
	511 - Outpt Proc / Diag Services
	513 - Physical Medicine & Rehabilitation Services
	514 - ADSA Org Unit
	516 - DSHS- Miscellaneous Service Org
	518 - PA LTAC
	519 - PA Respiratory
	521 - PA Maternity Support and Infant Case Management
	524 - PA Concurrent Care
	525 - PA - ABA Therapy
	526 - PA - CRT
	527 - Chemically-Using Pregnant Women Program
	528 - PA - ERSO - Inpatient MH
	529 - PA - MH Inpatient St Contract
	530 - PA Sign Language

Washington State

Health Care Authority



Initiate authorization request

 Select a In Person from the dropdown as the Service Type Code.





Complete all required fields

- ProviderOne **Client ID** (include WA).
- **Requesting Provider NPI** (can be an individual or facility payable NPI).
- Billing Provider NPI (enter same NPI as the Requesting NPI).
- A **Referring Provider NPI** (can be left blank).

Please select Service Type Code									
* Service Type Code: In Person * CLIENT INFORMATION	Note : All fields marked with a red asterisk (*), are required and must be								
CLIENT * Client ID:	completed.								
REQUESTOR INFORMATION									
REQUESTOR									
Requesting Provider NPI: Referring Provider NPI:									

- In the Service Request Line Items section, select the P- HCPCS Proc Code Code Qualifier
- The Proc From Date is the date the appointment will take place

	OLIVIOL II	EQUEUT EITE TIEND	TILDI				
• <u>P – HCPCS Proc Code</u>		* Code Qualifier:	P - HCPCS Procedure Code				
			mm	dd	ссуу		
		* Proc From Date:	11	09	2017		
	#	Units/Days Requested:					
						Add Ser	

Washington State Health Care Authority



- Once the Code Qualifier has been selected, enter the National Code T1013 and U3 modifier to identify sign language
 - If you are a Mental Health provider, you will need to use U9 as a second modifier
 - If you are a Substance Use Disorder provider, you will need to use U8 as a second modifier

Code Qualifier:	P-HCPCS Procedure Code	*	Code:	T1013	*
Modifier 1:	U3		Modifier 2:	U9	
Proc To Date:	01/28/2020	L	ine Status:	*	

11





- You must enter the number of units you are requesting:
 - Units (1 unit = 15 minutes) **REQUIRED**

		Requested	Authorized	
Quantity And Amount:	Days/Units	4		O Add O AddMultiple
	\$ Amount			





• Click on the Add Service Request Line Item button to add the line to the authorization request.

Servicing Prov ID:	999999999	*		Code Qualifier:	P-HCPCS Procedure Code 🔽 *	Code: T1013 *
Claim Type:	0-All					
Modifier 1:	U3			Modifier 2:		
Proc From Date:	02/11/2020	*		Proc To Date:	02/11/2020	Line Status: Requested 🖌 *
		Requested	Authorized			
ntity And Amount:	Days/Units	4				
	\$ Amount					

Note: units is required. Proc From and To Date will show at top of screen





• This will move the information you entered to the bottom of the screen and clear the Service Request Line Items area

SERVICE REQUEST LINE I	TEMS -	MEDI	CAL									
* Code Qua	alifier:	SELECT				*	National Code:				Modifie	r
	m	nm	dd	ссуу				mm	dd	ссуу		
* Proc From	Date:	11	09	2017		*	Proc To Date:	02	09	2018		
# Units/Days Reque	ested:					\$ Amou	int Requested:					
Add Service Request Line Item												
Previously Entered Service R	lequest l	Line Iter	m Informa	ation								
Click a Line No. below to view	w/update	e that Se	ervice Re	quest Li	ne Item Information.							
Line Service Request Dates	i			Cada C)	National Code	Modifiers	#	nite (Davis	\$ Amount		
No From	То			Code Q	Judinner	National Code	1 2	R	equested	Requested		
1 11/09/2017	02/09/	2018		P - HCI Code	PCS Procedure	T1013		2			Delete	





- The line number is a blue hyperlink that when selected will repopulate the information in the Service Request Line Item.
 - You can make any needed changes and click the Update Service Request
 Line Item button to update the line.
- You can also delete an entire line by selecting the **Delete** hyperlink in blue next to the Service Request Line Item.

SERVICE REQUEST LINE ITEM	MS - MED	ICAL									
* Code Qualifie	er:SEL	ECT		\checkmark	3	* National Coo	le:			Modifiers: 1:	
	mm	dd	ссуу				mm	dd	ссуу		
* Proc From Dat	ite: 11	09	2017			* Proc To Da	te: 02	09	2018		
# Units/Days Requeste	ed:				Am	ount Requeste	d:				
				• Add Service Re	equest Line Item	🖍 Update Ser	vice Req	uest Line Item			
Previously Entered Service Requ	uest Line Ite	em Informa	ation								
Click a Line No. below to view/up	pdate that S	Service Re	quest Lin	e Item Informatior	۱.						
Line Service Request Dates			0-1-0			Modifiers		#	\$ Amount		
No Fro To	•		Code Qi	laimer	National Code	1 2		Requested	Requested		
1 11/09/2017 02,	11/09/2017 02/09/2018		P - HCPCS Procedure J0897 Code		30897			2		Delete	

Service Request Information State Health Care Authority

- Enter **Place of Service** from the drop down box. (Diagnosis Code is not required)
 - 11- Office or 12 Home

MEDICAL INFO	RMATION					
Diagnosis Code:)		Place of Service:	SELECT	
Comments:						
		01 - PHARMACY 02 - Telehealth 03 - SCHOOL 04 - HOMELESS SHELTER 05 - INDIAN HLTH SVC FREE-S 06 - INDIAN HLTH SVC PROVID 07 - TRIBAL 638 PROVIDER-BA 09 - PRISON/CORRECTIONAL F 11 - OFFICE 12 - H A e 13 - AUTISTED LIVING FACILIT 14 - G up Home 15 - M BILE UNIT 16 - TL PORARY LODGING 17 - W LK-IN RETAIL HEALTH (18 - PL CE OF EMPLOYMENT 19 - Off Campus-Outpatient Hosp 20 - URGENT CARE FACILIT 21 - INPATIENT HOSPITAL 22 - On Campus-Outpatient Hosp 23 - EMERGENCY ROOM - HOS 24 - AMBULATORY SURGICAL 25 - BIRTHING CENTER 26 - MILITARY TREATMENT FA 31 - SKILLED NURSING FACILIT 32 - NURSING FACILITY 33 - CUSTODIAL CARE FACILITY 33 - CUSTODIAL CARE FACILITY 34 - Hospice 41 - AMBULANCE - LAND	STANDING FACILITY DER-BASED FACILITY NG FACILITY SED FACILITY FACILITY Y CLINIC - WORKSITE pital sPITAL CENTER xCILITY TY (SNF) TY			



Once the information is complete, click the Submit
 PA Request Info button at the top of the PA Request screen:

Close Submit PA Request Info
III On-Line Prior Authorization Submission Screen - Initiate Medical PA Request Screen
Note: asterisks (*) denote required fields.
PA Request Info
Service Type Code Selection Client Info Requestor Info Service Request Info Medical Info
SERVICE TYPE CODE SELECTION
Please select Service Type Code
* Service Type Code: INPER - In Person





 If you receive any red warnings at the top of the PA Request screen, verify and correct the information. These corrections must be completed before ProviderOne will accept the online PA request.

Clo	se Submit PA Request Info					
Warnir	Warning : Error retrieving Client Details / Client ID Not Valid.					
Warnir	ng : Error retrieving Requesting Provider Details / Requesting Provider Not Found.					
	On-Line Prior Authorization Submission Screen - Initiate Medical PA Request Screen					
Note:	asterisks (*) denote required fields.					
P	A Request Info					
Servic	e Type Code Selection Client Info Requestor Info Service Request Info Medical Info					
	SERVICE TYPE CODE SELECTION					



- On this screen, you also have the option of printing a copy of this confirmation for your records, using the **Print Details** button.
- To submit the <u>required</u> Master Interpreter Request form for Medical, select Add Attachment: <u>Note: Supporting documentation is rec</u>

				Note: Supporting (Jocument	ation is	required and
	Submitted PA Request Details: will delay the request if any documentation is not					ntation is not	
		PA Request Nun Provide	nber: 100618007 er ID: 1801231717	attached. Ensure a attached prior to s	ll required ubmitting	d docun 3 your r	nentation is equest.
		Clier	nt ID: 999999998WA				
	Date of Service: 11/09/2017 - 02/09/2018						
Plea	Please click "Add Attachment" button, to attach the documents.						Add Attachment
	Attachment	List:					^
	File Name	Attachment Type	Transmission Code	Attachment Control #	File Size	Delete	Uploaded On
		▲ ▼		▲ ▼			A V
No Records Found !							
	Print Details Print Cover Page Submit						
			19				



Adding documentation

- Once you have clicked the **Add Attachment** button, the Back Up Documentation screen appears.
- Choose your Attachment Type 77- Support Data for Verification

Back Up Documentation - Inter	net Explorer		- 0	×
Please select one of the	e option from the Required Fields * and at	tach file, if the Transmission Code is 'WB-Web'		
Attachment Type:	SELECT 77-Support Data for Verification AS-Admission Summary B2-Prescription	ansmission Code:SELECT *		
Please attach	B3-Physician Order CT-Certification DA-Dental Models DG-Diagnostic Report DS-Discharge Summary EB-Explanation of Benefits MT-Models NN-Nursing Notes OB-Operative Notes OZ-Support Date for Claim PN-Physical Therapy Notes PO-Prosthetics or Ortho3tic Certification PZ-Physical Therapy Certification RB-Radiology Films RR-Radiology Reports RT-Report of Tests and Analysis Report	PDF, GIF, JPEG, DOC, DOCX, TIF, XLS, XLSX * COC	Cancel	



- Choose the **Transmission Code** by using the dropdown:
 - Select WB for web submission
 - If you are unable to upload a document you may submit via mail or fax

Pleas	Please select one of the option from the Required Fields * and attach file, if the Transmission Code is 'WB-Web'					
	Attachment Type:	SELECT	▼ * Transmis	sion Code:	SELECT BM-By Mail WB-Web	*
	Please attach	the File(s). The File Fo	ormat must be PDF, G	IF, JPEG,	DOC, DOCX, TIF, XLS, XLSX	^
		Filename:	Browse *			
						OK Cancel





- Once you have chosen the Attachment Type and Transmission Code of WB, click the Browse button to upload the supporting documents.
- Click the **Ok** button.

E Back Up Documentation - Internet Explorer				×
🚔 Print 😲 Help				
Please select one of the option from the Required Fields * and attach file, if the Transmission Code is 'WB-Web'				
Attachment Type: 77-Support Data for Verification 💽 * Transmission Code: WB-Web	*			
Please attach the File(s). The File Format must be PDF, GIF, JPEG, DOC, DOCX, TIF, XLS, XLSX			^	
Filename: Browse *				
		ĸO	Cancel	
22				

Adding documentation – Web

- Your supporting information shows in the **Attachment List**.
- Acceptable file formats are PDF, GIF, JPEG, DOC, DOCX, XLS, XLSX, and document sizes no more than 10 MB.

	Submitted PA I	Request Details: PA Request Number Provider ID Client ID Date of Service	: 100617986 : 1801231717 : 999999998WA : 10/25/2017 - 01/25/2018	Note: N be added required	lultiple d. Be s docur	e atta ure to nenta	chments c o upload a ation.
leas	se click "Add Attac Attachment Lis	hment" button, to attach ti	ne documents.				Add Attachment
	File Name	Attachment Type	Transmission Code	Attachment Control #	File Size	Delete	Uploaded On
	packup_info.docx	77	WB		12kb	x	10/25/2017
Vie	w Page: 1	Go Go Page Count	SaveToXLS Viewin	ng Page: 1	First	Prev	Next Xext Xext



 Once you have chosen the Attachment Type and Transmission Code of BM for mailing your back up, click the **Ok** button:

lease select one of the option from the Required Fields * and attach file, if the Transmission Code is 'WB-Web'					
* Transmission Code: BM-By Mail					
nat must be PDE GIE JPEG DOC DOCX TIE XI S XI SX					





- A dialogue box will appear and provide the option to Print Cover Page.
- Make a note of the PA Request Number and click the Print Cover Page button.

Submitted PA Request Details:							
		PA Reques	t Number: 100618001				
		Pi	ovider ID: 1801231717				
			Client ID: 999999998WA				
		Date of	of Service: 10/31/2017 - 01/31/20	18			
lea	se click "Add	Attachment" button, to	attach the documents.				Add Attachment
	Attachme	ntlist [.]					
•	/						
	File Name	Attachment Type	Transmission Code	Attachment Control #	File Size	Delete	Uploaded On
	▲ ▼	A V		A 7	▲ ▼		▲ ▼
		B2	BM			x	10/31/2017
Vie	w Page: 1	⊙ Go + P	age Count SaveToXLS V	/iewing Page: 1	« First	< Prev	> Next >> Last
				1	Print Details	Print Co	over Page

- Enter the authorization number in the Authorization Reference box
- Click outside of the Authorization Reference field, or press "enter" after the number, to populate
 - If the barcode is not populated correctly, this will delay your request up to 2-3 business days.
- Click the Print Cover Sheet button

💾 Please

IMPORTANT! Internet Explorer (IE) is the only browser that populates the barcode correctly for authorization submission. If you use another browser, save this document and open it in Adobe Reader before faxing.

	Fill & Sign Comment
ill out the following form.	Highlight Existing Fields
ProviderOne	
PA Pend Forms Submission Cover Sheet	
Authorization Reference #	
Print Cover Sheet Clear Fields	

Washington State



- Mail the supporting documentation to: Authorization Services Office PO Box 45535 Olympia WA 98504-5535
- Fax the supporting documentation to 1-866-668-1214





- Once your documents are attached, click the final submit button.
- In order for the agency to receive your request, you must click the final submit button on the bottom right of this screen.

	Submitted PA Request Details:						
		PA Request Numbe	r: 100618007				
	Provider ID: 1801231717						
		Client II	D: 999999998WA				
		Date of Service	e: 11/09/2017 - 02/09/2018	3			
	Plea	se click "Add Attachment" button, to attach	the documents.				O Add Attachment
		Attachment List:					
			Transmission Code	Attachment Control #	File Size	Delete	Uploaded On
ote	e: '	"No records found!"	Transmission Code	Attachment Control # ▲ ▼	File Size ▲ ▼	Delete ▲ ▼	Uploaded On ▲ ▼
ote lear	e: ' ns '	" No records found !" there is not yet any	Transmission Code	Attachment Control # ▲ ▼ ds Found !	File Size ▲ ▼	Delete ▲ ▼	Uploaded On ▲ ▼
ote ear ack	e: ' ns ' up	"No records found!" there is not yet any documentation	Transmission Code	Attachment Control #	File Size	Delete	Uploaded On

Checking the status of your PA request

• To check the status of your authorization request, click the **Prior Authorization Inquiry** hyperlink on the provider portal:





Washington State

Checking the status of your PA request

Washington State

• Enter the authorization number in the **Prior Authorization Number** field, or use one of the criteria noted on the PA Inquire screen:

Clo	ose Submit	
	PA Inquire	
To su	bmit a Prior Authorization Inquiry, comple	te one of the following criteria sets and click 'Submit'.
• F • F • F	Prior Authorization Number; or Provider NPI AND Client ID; or Provider NPI, Client Last Name, Client Firs	st Name, AND Client Date of Birth
For a	dditional information, please contact our C	Customer Service Center (WA State DSHS Provider Relations) (800) 562-3022
	Prior Authorization Number:	
	Provider NPI:	
	Client ID:	
	Client Last Name:	
	Client First Name:	
	Client Date of Birth:	



Checking the status of your PA request

• Once processed by HCA, the status of your request will show as "Requested":

	PA Utilization													-				
	Authorization #: 100618007								Authorization Status: Error									
	Client ID: 99999998WA								Client Name: Client, Pseudo									
	Service: Medications							Organization: PA - Medical										
	Request Date: 2017-11-09							Last Updated Date: 2017-11-09										
	Service Start Date: 2017-11-09									Service End Date: 2018-02-09								
		Reque	stor ID:	1801231	717						Requestor	Name: Test	FAOI					
line	Service Lis	Sanvising		Claim			Dart	From		Pequest	Paguast	Auth	Auth	llead	llead			
# ∆▼	Date	Provider ID	Code ▲ ▼	Type	Modifier1 ▲ ▼	Modifier2 ▲ ▼	Number	Date	To Date ▲ ▼	Amount	Units	Amount	Units	Amount	Units	Status ▲ ▼		
1	11/09/2017	1801231717	J0897					11/09/2017	02/09/2018	0	2	0	0	0	0	Request		







• Below is a list of the different statuses you may see on your PA

Error	Definition							
Error	There is an error in ProviderOne that will be cleared once the request is worked. No action needed by the provider.							
Requested	The authorization has been requested and received.							
In review	The authorization request is currently being reviewed.							
Cancelled	The authorization request has been cancelled.							
Pended	Additional information has been requested from the provider.							
Referred	The authorization request has been forwarded to a second level reviewer.							
Approved/hold	The request is approved but additional information is necessary before the authorization can be released for billing.							
Approved/denied	The authorization request is partially approved with some services denied.							
Rejected	The authorization request was returned as incomplete.							
Approved	The authorization has been approved.							
Denied	The authorization has been denied.							



Washington State Health Care Authority



HCA IS Program

Contact

INTERPRETERSVCS@hca.wa.gov

Additional Information

- www.hca.wa.gov/isproviders
- <u>www.hca.wa.gov/sli-transition</u>

Additional Resources

Prior Authorization

- www.hca.wa.gov/billers-providerspartners/prior-authorization-claimsand-billing
- 1-800-562-3022

ProviderOne

- www.hca.wa.gov/billers-providerspartners/apple-health-medicaidproviders/enroll-provider
- 1-800-562-3022 Ext 16137

ODHH

- <u>https://www.dshs.wa.gov/altsa/odhh</u>
 <u>/sign-language-interpreter-</u>
 <u>contracts-and-resources-program-1</u>
- ³³ 1-800-422-3263