

## AMERICAN HEALTH ADANTAGE OF INDIANA

# **Quick Reference Guide**

IN.AmHealthPlans.com

January 1, 2024 – December 31, 2024

## **Quick Reference Guide**

American Health Advantage of Indiana is a Health Maintenance Organization (HMO) contracted with Medicare and offers Institutional Special Needs Plans specifically designed for eligible Medicare beneficiaries living in one of our participating long-term care nursing homes or assisted living facilities or individuals living in the community that require an institutional level of care. In addition to providing all standard benefits offered by traditional Medicare, we include Part D pharmacy benefits, supplemental benefits not covered by traditional Medicare, and extensive clinical care management to ensure every member receives the services necessary to achieve their short- and long-term care goals. Our plan is contracted with TruHealth Advanced Practice Providers and RN case managers who, along with our clinical pharmacists, work with the member's primary care physician to address each member's full range of medical, functional, and behavioral health care needs in a coordinated and member-centric manner.

The plans offered are:

• American Health Advantage of Indiana (HMO-ISNP) for Medicare Beneficiaries that reside in contracted nursing homes in the plan service area

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Please visit our website at IN.AmHealthPlans.com and click on the Providers and Partners page. Here you will find the full provider manual, provider forms, resources, provider training materials and other important information.

## Important plan contact information

<b>Provider help desk:</b> General provider contract questions, claims status/payment questions, general plan information	844-657-0447 (option 4)
<b>Customer service:</b> Verify member's benefits / coverage, general benefits questions	844-657-0447 (option 4)
<b>Utilization management:</b> Authorizations for medical services, and continued stay reviews / updates	844-657-0447 (option 4)
Website	IN.AmHealthPlans.com

## **Other important contact information**

TruHealth Advanced Practice Provider / RN Case Manager: Share clinical information, request clinical assistance	844-657-0447 (option 1) Fax: 866-381-1494
<b>ELIXIR PHARMACY Technical Help Desk:</b> General questions related to Part D drugs. Inquiries may pertain to operational areas related to Part D coverage such as benefit coverage, prior authorization, claims processing, claims submission, and claims payment.	855-434-8397

#### \*TTY/TDD: 833-312-0046

American Health Advantage of Indiana provides for interpretation services to our providers who provide health services to our members with limited English proficiency and diverse cultural and ethnic backgrounds. If you require the services of a professional interpreter when dealing with one of our American Health Advantage of Indiana members call the provider help desk at 844-675-0447.

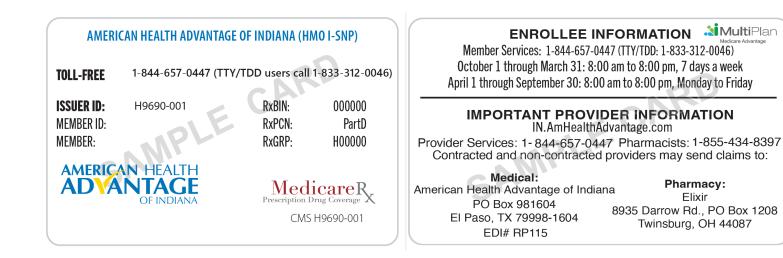
Hours of operation are 8:00 a.m. – 8:00 p.m., seven days a week (except Thanksgiving and Christmas) from October 1 through March 31; and Monday to Friday (except holidays) from April 1 through September 30.

## **Claims processing**

Electronic claims (preferred)	Clearinghouse: Change Healthcare EDI billing number: RP115			
Mailing address (paper claims)	P.O. Box 981604 El Paso, TX 79998-1604			
For TIMELY FILING REQUIREMENTS for initial and corrected claims, please refer to your provider				
agreement. See additional claims fil	ing information on the following pages.			

## Identification of American Health Advantage of Indiana Members

American Health Advantage of Indiana members are issued a member identification card, a sample of which is below. Members have been asked to bring their ID card at each visit, but many may present for care with a copy of their Nursing Home Medical Record Face Sheet. This may be your primary means of identification rather than the ID card. Please see example copies of the Face Sheet on the next page; these will vary in information and format based on the facility, but all will have a section that identifies the primary payor as American Health Advantage of Indiana. Most of our member have Medicaid as the secondary payor, so you may find the member's Medicaid number on the Face Sheet as well; if not, please contact the Skilled Nursing facility.



## Identification of American Health Advantage of Indiana Members

You can also identify an American Health Advantage of Indiana member when they come into your office or facility by reviewing a copy of their Skilled Nursing Facility Face Sheet. Information and format of the Face

Sheets will vary by facility; below please see example formats.

#### Sample face sheet (1)

Run Date/Time: 1/1/2021 3:04:44 PM		PATIENT ID: 123456	PATIENT ID: 123456		Admission ID: MNC 12345		Enterprise ID: None		
PATIENT NAME:	ENT NAME:		ME: Preferred Name U.S. Citizen		Preferred Name U.S.			Martial Status	
Doe, Jane A.				Y Widowed					
Phone #	SSN	Occupation (current or former)	Education Level	Military Service	Age	Birthdate	Email		
731-555-1212	000-00-0000				81	3/6/1937			
		Primary Residence		-					
Address		City, State,	City, State, Zip		County		-		
123	123 ABC Road Somewhere, TN 55512 Benton								

Admit From	Admit Date/Time		Discharge Date	Org Location			
XYZ Hospital	2/2/2021	2/2/2021		B/106/100 Hall/Sta			
	8:00:00 PM						
Medicaid No.	Medicare A No.	Medicare B No.	Other Insurance				
ZECM55555555	None	T03001234	RUGs Pending - RUG P	end/NA/NA; Private Pay	y- Pvt Pay/N	IA/NA; Priva	te
				Medicaid of TN - MCD?	123456789	12/NA;	
			American Health Adv A	- American Health Adv	<mark>//T0300123</mark> 4	4/NA	

#### ADMISSION RECORD

#### Sample face sheet (2)

			RESDIE	NT INFORMATION			
Resident Name	Preferred Name	Unit	Room/Bed	Admission Date	Init.Adm.Date	Orig. Adm.Date	
DOE, JOHN B.				5/19/2021	4/23/2021	4/23/2021	
Previous address		Previous phone			Legal Mailing Address		
555 Wind Breeze Street, Memphis TN 38116		901-	555-5656		Same as Pre	vious Address	
Sex	Birthdate	Age	Martial Status	Religion	Race	Occupation(s)	
М	5/14/1940	80	Widowed	Non Denominational	Black or African American	mechanic	
Admitted From			Admission L	ocation	Birth Place	Citizenship	
Acute care hospital		Baptist East				U.S.	
TN MCO Number		Medicare (HIC) #			Medicare Beneficiary ID		
	123456789				1Y23YJ4GR	56	
	Social Security #	Insurance 2			Insurance		
	123-45-6789				American Health A	dvantage	
	Policy #	Insurance Policy # 2					
	T03009876						
			PAYE	R INFORMATION			
Primary Payer	AMERICAN HEALTH ADVANTAGE OF TN	Member ID #	T03009876	Group #	null	Ins Company	
Second Payer	Medicaid	Medicaid #	TD987543210				
Third Payer		Policy #		Group #		Ins. Company	
Fourth Payer		Medicaid #		Group #		Ins. Company	

## Supplemental benefits offered in 2024

In addition to providing all standard benefits offered by traditional Medicare, Americana Health Advantage of Indiana plan(s) include Part D pharmacy benefits and the following supplemental benefits not covered by traditional Medicare.

**Routine podiatry visits:** Network Podiatrist provides services in office or nursing home setting; services include routine foot care, nail trimming and nail debridement. American Health Advantage of Indiana plan covers up to twelve (12) visits per year.

**Vision benefits:** Through Network Vision Providers, one routine eye exam annually. American Health Advantage of Indiana offers an allowance for eyewear (contact lenses, eyeglasses lenses and frames) up to \$300 per year. Administered through Nations Benefits at 877-212-0358.

**In home / out of home support services:** Ordered by PCP or Plan Care Team for companion to assist member with medical appointments outside of the facility or home or assist with ADL's, comfort and/or supervision in facility/home. American Health Advantage of Indiana plan covers up to 67 hours per member per year.

**Hearing – testing and aids:** Annual hearing evaluation; one screening per year for hearing aid fitting/evaluation administered through Nations Hearing at 877-212-0358. Includes two (2) hearing aids, up to \$500 allowance per year per ear.

**Routine transportation**: Routine, non-emergent transportation services by facility-owned van/medical transport to any health-related location. American Health Advantage of Indiana covers up to fifty (50) one-way trips per benefit year per member.

## **2024 Prior Authorization List**

#### Prior Authorization is required for the following covered services (by service level).

Services must be provided according to the Medicare Coverage Guidelines and limitations and are subject to review. All medical care, services, supplies and equipment must be medically necessary.

- **Ambulance Services** Medicare covered non-emergency ambulance transportation services (**NOTE**: No authorization is needed for non-emergency transport from hospital-to-nursing home or nursing home-to-hospital)
- Cardiac Rehabilitation and Intensive Cardiac Rehabilitation
- Diabetic Supplies with billed charges in excess of \$250
- Diagnostic Radiological Services High tech radiology services including but not limited to MRI, MRA, PET, CTA, CT Scans, and SPECT. (NOTE: No authorization required for outpatient x-rays)
- DME, Prosthetics, and Orthotics with billed charges in excess of \$250
- Genetic Testing
- Home Health Care
- **Inpatient Care** including but not limited to Inpatient Acute, Psychiatric, Behavioral Health, etc.
- Medicare Part B Chemotherapy Drugs with billed charges in excess of \$250
- Other Medicare Part B Drugs covered drugs with billed charges in excess of \$250
- Out-of-Network Providers / Services including but not limited to: physicians; cardiac rehab, intensive cardiac rehab; DME, prosthetics, orthotics suppliers; diagnostic tests/procedures; genetic testing; non-emergent ambulance transport; therapeutic radiological services; ambulatory surgery centers; inpatient and outpatient hospital and outpatient hospital observation; home healthcare; outpatient physical, speech / language, occupational therapy; skilled nursing facility care, etc.
- Outpatient Hospital and Ambulatory Services
- Outpatient Hospital Observation
- Partial Hospitalization
- Skilled Nursing Facility Medicare-required three midnight stay is waived
- **Therapy Services** (Physical, Speech, and Occupational Therapy) **Not** performed at LTC residence or other SNF Therapy Setting

#### NO AUTHORIZATION IS REQUIRED FOR:

- Medically necessary emergent services
- Urgently needed care
- Dialysis services

## **Request for Authorization of Services**

(Form available at IN.AmHealthPlans.com on Providers and Partners page)

			sions as outlined	d in the Evidence	of Coverage.		,	d is subject to the
	Membe	er Name _			DOB	I	Member ID	
	Nursing	Facility						
	Reques	sting Prov	rider / Type			N	PI/TIN:	
	Phone #	#:			Fax #:			
Ĕ	Primar	y Diagnos	sis					
Я	Diagno	ses (ICD-	10 Codes) Related to	o Auth. Request				
REQUEST	Servici	ng Provid	er/Facility:				NPI/TIN:	
Ž			r Phone#:			ng Provider Fax#	ŧ	
Y / HHC AUTHORIZATION	DME Procedu Diag Procedu	E ure Code(s ure Code(s EST FOR F st is for # Visits I	Date for service chec <b>New Patient</b> s)/Quantities: sting or Procedure ( s)	cked above	Physician Office Vis ) RVICES ( <u>attach car</u> sits Procedure (	(this field m sched sched sched sched sched sched sched sched sched sched	ust be completed) -up - Non-participa uled Date for Service duled Date for Servic raluation, and most SOC	SIP (Skill in Place)  s s es recent therapy notes)  Evaluation
RAP	31			W				N/A
THERAPY / HHC	HHA		) BY PERSON R					

## **Claims submission and claims processing**

Electronic claims (preferred)	Clearinghouse: Change Healthcare EDI billing number: RP115
Mailing address (paper claims)	P.O. Box 981604 El Paso, TX 79998-1604
For TIMELY FILING REQUIREM	ENTS for initial and corrected claims, please refer to your provider
agreement.	

If your clearinghouse says they do not show our Payor ID as able to transmit 837 (claims) or 835 (ERA) files please contact the Change Healthcare Helpdesk at 1-866-371-9066 or https://support.changehealthcare.com/customer-support-portals

## Important tips for claims submissions

• NPI numbers should be entered as follows:

Individual Provider NPI goes in Box 24J on CMS1500

Group NPI goes in Box 33A on CMS 1500

Attending Physician NPI goes in box 76 on UB04

Operating Physician NPI goes in box 77 on UB04

- Place all associated authorization numbers in Box 23 of the CMS1500 or Box 63 of the UB04
- For electronic submission, which is the preferred method, please use the following field locations for authorization numbers: CMS1500: 837p: Loop 2300, 2-180-REF02 (G1) UB04: 837i: Loop 2300, REF02
- Do not include multiple Place of Service codes on an individual claim; submit separate claims for each Place of Service. Claims submitted with multiple Place of Service Codes may be denied.

Please continue reading to view the Claims Reconsideration and Claims Dispute Resolution.

### **Participating Provider Reconsiderations and Claim Dispute Resolution**

A participating provider may file a request for reconsideration of a American Health Advantage of Indiana claim determination if the participating provider disagrees with the American Health Advantage of Indiana claim determination. Such request must be submitted within 180 calendar days from the date of the initial Explanation of Payment (EOP).

To request a claims review / reconsideration, the participating provider must complete the Request for Reconsideration of a Claim Determination form and mail the completed form including required supporting documents to:

American Health Advantage of Indiana Attn: Claims Dispute 201 Jordan Road, Suite 200 Franklin, TN 37067 Fax: 844-280-5360

## **Request for reconsideration of a claim determination form**

(Form available at IN.AmHealthPlans.com on Providers and Partners page).

	lease complete the below form. Fi		
	e specific when completing the DE rovide additional information to su		DISPUTE and EXPECTED OUTCOME.
	ompleted form, along with any req	••	• •
C			
		Name>	
		oad, Suite 200 TN 37067	
	-	-xxx-xxx-xxxx	
	Or Fax to 1-8	344-280-5360	
*Provider NPI:	*P	Provider Tax I	D:
*Provider Nam	-		Contracted:  Yes No
*Provider Addı	ess:		
Provider Type:			
🗆 SNF	🗆 Hospital		
Ambulance			
🗌 Rehab	Other(Please s	specify):	
CLAIM INFORM	1ATION: 🗌 Single 🛛 Mu	ltiple (please	provide listing)
Number of Clai	ms:		
*Patient Name	:		
*Health Plan II		Claim Num	
*Date of Servio	e:	Original Cla	im Amount Billed:
DISPUTE TYPE:			
Claim Denia			
	equest for Reimbursement of O	verpayment	
_ ' '	nderpayment of Claim Paid		
Other: *DESCRIPTION			
*DESCRIPTION	OF DISPUTE:		
	COME:		
EXPECTED OUT			
Contact Name:		Title:	
		Title: Date: Fax #:	

## **Frequently Asked Questions**

#### **Claims payment and submission**

#### Who do I call if I have a question regarding a claim denial?

The Customer Services Department is available to assist with denial questions about claims. The number is 844-657-0447. You may also contact your local Provider Relations Representative for assistance.

#### What fee schedule does American Health Advantage of Indiana use to pay providers?

American Health Advantage of Indiana is a product of American Health Plans, Inc. (AHP), a Medicare Advantage organization that holds a Medicare contract to provide these services in several states. AHP uses the current Medicare fee schedule for the state where the services are rendered.

## Does American Health Advantage of Indiana automatically cross-over claims to State Medicaid for coordination of benefits?

At this time, there is not automatic cross-over. Providers will need to submit claims directly to State Medicaid along with the American Health Advantage of Indiana Explanation of Payment for payment.

#### What should I do if I bill Medicare, the claim is denied, and I find out the member had American Health Advantage of Indiana at the time of service, but timely filing has passed?

If you have not filed your claim to American Health Advantage of Indiana, please do so. In order for the claim to be considered for payment, it must be filed to Georgia Health Advantage within 180 days of the date of the Medicare EOP (Explanation of Payment). Upon receipt and processing by American Health Advantage of Indiana, you will receive a timely filing denial for the claim. At that point, you may submit a Provider Dispute Resolution form along with supporting documentation as evidence that (1) your initial verification showed that the member had Medicare and (2) that the initial claim was sent to Medicare according to the timely filing requirements of your Georgia Health Advantage provider agreement. Along with your Dispute Resolution Request, please submit a copy of the Medicare Explanation of Payment (EOP) for purposes of determining that the claim was initially filed to Medicare within this timely filing requirement. If that is the case, your claim will be adjudicated for payment according to the member's coverage and benefits. If not, the Resolution Request and claim will be denied due to this contractual provision.

#### In what fields on the claim form should the NPI numbers be entered?

- The individual provider's NPI number goes in Box 24J on the CMS 1500
- The group NPI number goes in Box 33A on the CMS 1500
- The attending physician's NPI number goes in Box 76 on the UB-04
- The operating physician's NPI number goes in Box 77 on the UB-04

#### **Coverage and benefits**

#### Can a medical provider dispense DME items?

If a medical provider is a licensed DME supplier and is contracted with American Health Advantage of Indiana to supply DME, the provider may dispense DME items. Please see Prior Authorization DME requirements in the Quick Reference Guide. In addition, Prior Authorization is required for All DME items with billed charges greater than \$250. Submit your authorization request to the fax number indicated on the prior authorization form.

## *Is there an annual limit for Physical Therapy, Occupational Therapy or Speech Therapy like Medicare?*

American Health Advantage of Indiana does not have an annual limit for Physical Therapy, Occupational Therapy or Speech Therapy. Benefits are based on medical necessity and Prior Authorization is required. Submit your authorization request to the fax number indicated on the prior authorization form.

## How does American Health Advantage of Indiana determine if non-emergency ambulance transportation is covered?

American Health Advantage of Indiana uses Medicare guidelines to determine if a nonemergency ambulance transport meets medical necessity. All non-emergent ambulance transports require prior authorization. Submit your authorization request to the fax number indicated on the prior authorization form.

#### Credentialing

#### How often are participating providers required to be re-credentialed?

Participating providers are required to be re-credentialed every three years.

#### How will I know when my new provider has been credentialed?

The credentialing process includes final approval from the Medical Advisory Committee (MAC). Upon completion of the process, a letter is sent advising the provider of his/her acceptance into the network.

#### **Member billing**

## Can I bill the patient if my payment from American Health Advantage of Indiana was not what I anticipated?

The member should not be billed any more than the copay, coinsurance or deductible. Please note that copays, coinsurance and deductible amounts for dual eligible members should be billed to the appropriate state Medicaid program. If you believe the payment is inconsistent with the current Medicare fee schedule or the denial reason is incorrect, please submit a Claims Reconsideration Request with the appropriate documentation to support your belief. You may also contact your local Provider Relations Representative for further assistance.

## Fraud, waste or abuse

American Health Advantage of Indiana encourages participating providers to implement processes to detect and prevent fraudulent activities from our members and Medicare beneficiaries. Your diligence protects your reputation and revenue, as well as taxpayer's money. Contact American Health Advantage of Indiana Compliance and Ethics Hotline, the U.S Office of the Inspector General or Medicare's customer service center if you know of something that may need investigating. You can even provide your report anonymously.

#### Contact information for fraud, waste or abuse:

American Health Advantage of Indiana Hotline: 1-866-205-2866 Email: Compliance@AmHealthPlans.com

#### U.S. Office of Inspector General

Hotline: 1-800-447-8477 TTY: 1-800-377-4950 Website: <u>oig.hhs.gov/report-fraud/index.asp</u>

#### **Medicare Customer Service Center**

Hotline: 1-800-633-4227 TTY: 1-877-486-2048 Website: <u>medicare.gov/forms-help-resources/help-fight-medicare-fraud/how-report-medicare-fraud</u> Hours: 24 hours a day / 7 days per week

#### Examples of beneficiary fraud, waste, or abuse

- **Misrepresentation of status** identity, eligibility, or medical condition to illegally receive a medical service, item, or prescription drug benefit.
- **Identity theft** uses another person's Georgia Health Advantage member identification card and/or Medicare card to obtain medical services, items, or prescription drugs.
- **Doctor shopping** Member or Medicare beneficiary consult several doctors to obtain multiple prescriptions for narcotic painkillers or other drugs.
- **Improper coordination of benefits** Member or Medicare beneficiary fails to disclose all insurance policies or leverages multiple policies to game the system and receive more benefits than allowed.
- **Prescription forging, altering or diversion** Member or Medicare beneficiary changes a prescription without the prescriber's approval to increase quantities or get additional refills.
- **Resale of drugs on black market** Member or Medicare beneficiary falsely obtain drugs for resale.



Toll-free: 1-844-657-04475 (TTY/TDD users call 833-312-0046) IN.AmHealthPlans.com