

# **Kaiser Permanente Maryland HealthChoice Provider Manual**

# **HealthChoice Provider Manual**

## **Table of Contents**

### **SECTION I. INTRODUCTION...8**

Medicaid and the HealthChoice Program...	9
Introduction to Kaiser Permanente Maryland HealthChoice Plan...	9
Member Rights and Responsibilities...	10
HIPAA and Member Privacy Rights...	11
Anti-Gag Provisions...	12
Assignment and Reassignment of Members...	12
Credentialing and Contracting with Kaiser Permanente...	14
Provider Responsibilities Under Credentialing Process...	14
Provider Rights Under Credentialing Process...	15
Credentialing Files...	15
Credentialing Process...	15
Site Visits...	16
Participating Hospital Privileges...	16
Board Certification Policy...	16
Board Certification Exception Policy...	16
Provider Reimbursement...	17
Self-Referral and Emergency Services...	17
Maryland Continuity of Care Provisions...	18

### **SECTION II. OUTREACH AND SUPPORT SERVICES, APPOINTMENT SCHEDULING, EPSDT AND SPECIAL POPULATIONS...19**

MCO Outreach and Support Services...	20
State Non-Emergency Transportation Services...	20
State Support Services...	20
Scheduling Initial Appointments...	20
Early Periodic Screening Diagnosis and Treatment (EPSDT)...	21
EPSDT Outreach and Referral to LHD...	22
Special Populations...	22

Special Needs Population-Outreach and Referral to the LHD...	23
Services for Pregnant and Postpartum Women...	23
Childbirth Related Provisions...	25
Children with Special Health Care Needs...	26
Children in State-Supervised Care...	27
Individuals with HIV/AIDS...	27
Individuals with Physical or Developmental Disabilities...	27
Homeless Individuals...	27
Rare and Expensive Case Management Program...	28
<b>SECTION III. MEMBER BENEFITS AND SERVICES...</b>	<b>29</b>
MCO Benefits and Services Overview...	30
Audiology Services...	30
Blood and Blood Products...	30
Case Management Services...	30
Clinical Trials Items and Services...	30
Diabetes Care Services...	31
Diagnostic and Laboratory Services...	31
Dialysis Services...	31
Disease Management...	31
Durable Medical Equipment and Supplies...	32
Early and Periodic Screening, Diagnosis, and Treatment Services...	32
Family Planning Services...	33
Gender Transition Services...	33
Habilitation Services...	34
Home Health Services...	34
Hospice Care Services...	34
Inpatient Hospital Services...	34
Nursing Facility Services...	34
Outpatient Hospital Services...	35
Outpatient Rehabilitative Services...	35

<b>Oxygen and Related Respiratory Equipment...35</b>
<b>Pharmacy Services and Co-pays (also see Section V - Pharmacy Management) ...35</b>
<b>Plastic and Reconstructive Surgery...35</b>
<b>Podiatry Services...35</b>
<b>Pregnancy-Related Care (also see Section II - Special Needs Populations) ...35</b>
<b>Primary Behavioral Health Services...35</b>
<b>Specialty Care Services...36</b>
<b>Telemedicine and Remote Patient Monitoring...36</b>
<b>Transplants...37</b>
<b>Vision Care Services...38</b>
<b>Optional Services Covered by Kaiser Permanente...38</b>
<b>Adult Dental...38</b>
<b>Medicaid Services Covered by the State...38</b>
<b>Benefit Limitations...39</b>
<b>SECTION IV. PRIOR AUTHORIZATION AND MEMBER COMPLAINT, GRIEVANCE AND APPEAL PROCEDURES...41</b>
<b>Utilization Management...42</b>
<b>Affirmative Statement...42</b>
<b>Services Requiring Prior Preauthorization...42</b>
<b>Services Not Requiring Preauthorization...44</b>
<b>Prior Authorization Procedures...45</b>
<b>Referring Members for Radiology Services...45</b>
<b>Radiology and Imaging Referral Verification Process...45</b>
<b>Referring Members for Laboratory Services...46</b>
<b>Inpatient Admissions and Concurrent Review...46</b>
<b>Hospital Admission Notification Requirements...46</b>
<b>Managing Our Members in Participating Hospitals/Facilities...47</b>
<b>Transition Care Management...47</b>
<b>Delays in Service Provided to Members in an Inpatient Setting...48</b>
<b>Period of Preauthorization...49</b>

Prior Authorization/Coordination of Benefits...	49
Medical Necessity Criteria...	49
Clinical Guidelines...	50
UM Criteria, Medical Coverage Policies and Guidelines...	50
UM Criteria for Maryland HealthChoice Members...	51
Accessibility of Utilization Management...	51
Timeliness of Decisions...	53
Out-of-Network Providers...	54
Overview of Complaint, Grievance and Appeal Processes...	55
MCO Member Grievance Procedures...	55
MCO Member Appeal Procedures...	56
Request to Continue Benefits During the Appeal...	58
State Fair Hearing Rights...	59
State HealthChoice Help Lines...	59
<b>SECTION V. PHARMACY MANAGEMENT...</b>	<b>60</b>
Pharmacy Benefit Management...	61
Carved out Drugs...	61
Excluded Drugs...	61
Mail Order Prescriptions...	62
Specialty Pharmacy Services...	62
Prescriptions and Drug Formulary...	63
Prescription Copays...	63
Over-the-Counter Products...	63
Injectables, Specialty and Non-Formulary Medications Requiring Prior-Authorization...	64
Prior Authorization Process...	64
Step Therapy and Quantity Limits...	64
Maryland Prescription Drug Monitoring Program...	65
Corrective Managed Care Program/Lock-In Program...	65
Maryland Opioid Policy...	65
<b>SECTION VI. CLAIMS SUBMISSION, PROVIDER APPEALS, MCO</b>	

## **QUALITY INITIATIVES AND PROVIDER PERFORMANCE DATA...68**

**Facts to Know Before You Bill...69**

**Submitting Claims to Kaiser Permanente...69**

**Billing Inquiries...69**

**Timely Filing Requirements...70**

**Clean Claim...70**

**Requirements for Clean Claim Submission...71**

**Claim Forms...71**

**Professional Services...71**

**Facility and Hospital Services...71**

**Coding Standards...71**

**Attachments to Include in Claim Submissions...72**

**Fields of the CMS 1500 to Complete...73**

**Fields of the UB-04 to Complete...75**

**Multiple Procedure Reimbursement Policy...76**

**Description and Justification of Processing and Adjudication Edits...76**

**Claims Xten Processing Edits and Explanation of Payment Codes...77**

**Claim Adjudication Edits, Policy Concepts and Descriptions...77**

**Reimbursement Policy for Comprehensive and Component Codes...79**

**Evaluation and Management on Same Day as Surgery...79**

**Global Surgical Package...80**

**Timely Filing Requirements and Appeal of Timely Filing...80**

**Proof of Timely Filing...80**

**Claim Overpayment...81**

**Coordination of Benefits...81**

**Provider Appeal of Kaiser Permanente Claim Denial...81**

**State's Independent Review Organization...82**

**Claim Overpayment Identified by a Participating Provider...82**

**MCO Quality Initiatives...83**

**Patient Centered Medical Home...85**

**Population Care Management Team...86**

<b>Provider Performance Data...86</b>
<b>SECTION VII. PROVIDER SERVICES AND RESPONSIBILITIES...88</b>
<b>Overview of Kaiser Permanente Provider Experience...89</b>
<b>Provider Web Portal...89</b>
<b>Provider Inquiries...89</b>
<b>Re-Credentialing...90</b>
<b>Notification of Updates/Changes to Application or Credentials...90</b>
<b>Overview of Provider Responsibilities...91</b>
<b>Primary Care Providers...91</b>
<b>PCP Contract Terminations...91</b>
<b>Specialty Providers...92</b>
<b>Out of Network Providers and Single Case Agreements...92</b>
<b>Second Opinions...92</b>
<b>Provider Requested Member Transfer...92</b>
<b>Medical Records Requirements...93</b>
<b>Confidentiality and Accuracy of Member Records...94</b>
<b>Reporting Communicable Disease...94</b>
<b>Advance Directives...95</b>
<b>HIPAA...95</b>
<b>Cultural Competency...95</b>
<b>Health Literacy – Limited English Proficiency or Reading Skills...96</b>
<b>Access for Individuals with Disabilities...97</b>
<b>SECTION VIII. QUALITY ASSURANCE MONITORING PLAN AND</b>
<b>REPORTING FRAUD, WASTE AND ABUSE...98</b>
<b>Quality Assurance Monitoring Plan...99</b>
<b>Fraud, Waste and Abuse Activities...100</b>
<b>Reporting Suspected Fraud and Abuse...100</b>
<b>Relevant Laws...100</b>
<b>ATTACHMENTS</b>
<b>Attachment A: Rare and Expensive Case Management Program with</b>
<b>list of qualifying diagnoses...103</b>

**Attachment B: School Based Health Center Health Visit Report (DHMH 2015) ...112**

**Attachment C: Local Health ACCU and NEMT Transportation – contact list...113**

**Attachment D: Local Health Service Request Form (DHMH 4682) - fillable form...114**

**Attachment E: Maryland Prenatal Risk Assessment Form (DHMH 4850) ...115**



# **SECTION I. INTRODUCTION**

# THE MARYLAND HEALTHCHOICE PROGRAM

## MEDICAID and HEALTHCHOICE

HealthChoice is the name of Maryland Medicaid's managed care program. There are approximately 1.2 million Marylanders enrolled in Medicaid and the Maryland Children's Health Program. With few exceptions Medicaid beneficiaries under age 65 must enroll in HealthChoice. Individuals that do not select a Managed Care Organization (MCO) will be auto-assigned to an MCO with available capacity that accepts new enrollees in the county where the beneficiary lives. Individuals may apply for Medicaid, renew their eligibility and select their MCO on-line at [www.marylandhealthconnection.gov](http://www.marylandhealthconnection.gov) or by calling 1-855-642-8572 (TTY: 1-855-642-8572). Members are encouraged to select an MCO that their PCP participates with. If they do not have a PCP, they can choose one at the time of enrollment. MCO members who are initially auto-assigned can change MCOs within 90 days of enrollment. Members have the right to change MCOs once every 12 months. The HealthChoice Program's goal is to provide patient-focused, accessible, cost-effective, high quality health care. The State assesses the quality of services provided by MCOs through various processes and data reports. To learn more about the State's quality initiatives and oversight of the HealthChoice Program go to: <https://mmcp.health.maryland.gov/healthchoice/Pages/Home.aspx>

Providers who wish to serve individuals enrolled in Medicaid MCOs are now required to register with Medicaid. Kaiser Permanente also encourages providers to actively participate in the Medicaid fee-for service (FFS) program. Beneficiaries will have periods of Medicaid eligibility when they are not active in an MCO. These periods occur after initial eligibility determinations and temporarily lapses in Medicaid coverage. While MCO providers are not required to accept FFS Medicaid, it is important for continuity of care. For more information go to: <https://eprep.health.maryland.gov/sso/login.do?>. All providers must verify Medicaid and MCO eligibility through the Eligibility Verification System (EVS) before rendering services.

## Introduction to Kaiser Permanente Maryland HealthChoice Plan

Welcome to the Kaiser Permanente Network. As a valued Participating Provider, you provide services to members of the Kaiser Permanente Maryland HealthChoice Plan. You have access to many systems of care.

The legal name of our health maintenance organization (HMO) is Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc. (KPMAS). We operate under the trade name "Kaiser Permanente". We are a subsidiary of the national organization, Kaiser Foundation Health Plan, Inc. The local HMO and its parent are both non-profit organizations.

Kaiser Permanente provides or arranges for health care services through an exclusive agreement between the Kaiser Foundation Hospitals, Inc., a non-profit corporation and the Permanente Medical Group. Each division of the national program has its own autonomous medical group. In the Mid-Atlantic States, the physician group is the Mid-Atlantic Permanente Medical Group, P.C. (MAPMG). All community-based Participating Providers who provide services to Kaiser Permanente members hold contracts with MAPMG. This Provider Manual and any revisions and

updates shall serve as an extension of your contractual agreement with MAPMG and Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc.

Two local markets comprise Kaiser Permanente's Service Area. The Metropolitan Washington local market includes the District of Columbia, counties in Suburban Maryland and counties in Northern Virginia. The Baltimore Metropolitan local market includes Baltimore City, Baltimore County and the surrounding suburbs of Anne Arundel, Harford, Howard, Carroll and Frederick counties.

KPMAS is committed to supporting the role of the Network Participating Providers – community providers who are contracted and credentialed. The Provider Experience Department staff provides comprehensive and personalized support for all Participating Providers and their staff. As the liaison between the Participating Providers and KPMAS, the Provider Experience staff is responsible for the following support functions:

- Ensuring that each Participating Provider's issues or concerns are addressed and resolved to satisfaction;
- Communicating pertinent information regarding medical management procedures, compensation models, referral processes and new products to all Participating Providers; and
- Assisting Participating Providers in identifying appropriate network medical facilities and services available for patient care.

The Provider Experience Department can be contacted at 1-877-806-7470 or at [provider.relations@kp.org](mailto:provider.relations@kp.org).

## **Member Rights and Responsibilities**

As a member of Kaiser Permanente, you have the right to:

1. Receive information that empowers you to be involved in health care decision making. This includes your right to:
  - a. Actively participate in discussions and decisions regarding your health care options.
  - b. Receive and be helped to understand information related to the nature of your health status or condition, including all appropriate treatment and non-treatment options for your condition and the risks involved - no matter what the cost is or what your benefits are.
  - c. Receive relevant information and education that helps promote your safety in the course of treatment.
  - d. Receive information about the outcomes of health care you have received, including unanticipated outcomes. When appropriate, family members or others you have designated will receive such information.
  - e. Refuse treatment, providing you accept the responsibility and consequences of your decision.
  - f. Give someone you trust the legal authority to make decisions for you if you ever become unable to make decisions for yourself by completing and giving us an Advance Directive, a durable power of attorney for health, living will, or other health care treatment directive. You can rescind or modify these documents at any time.
  - g. Receive information about research projects that may affect your health care or treatment. You have the right to choose to participate in research projects.

- h. Receive access to your medical records and any information that pertains to you, except as prohibited by law. This includes the right to ask us to make additions or corrections to your medical record. We will review your request based on HIPAA criteria to determine if the requested additions are appropriate. If we approve your request, we will make the correction or addition to your protected health information. If we deny your request, we will tell you why and explain your right to file a written statement of disagreement. You or your authorized representative will be asked to provide written permission before your records are released, unless otherwise permitted by law.
2. Receive information about Kaiser Permanente and your plan. This includes your right to:
  - a. Receive information in languages other than English, in large print or other alternative formats.
  - b. Receive the information you need to choose or change your Primary Care Physician, including the name, professional level, and credentials of the doctors assisting or treating you.
  - c. Receive information about Kaiser Permanente, our services, our practitioners and providers, and the rights and responsibilities you have as a member. You also can make recommendations regarding Kaiser Permanente's member rights and responsibility policies.
  - d. Receive information about financial arrangements with physicians that could affect the use of services you might need.
  - e. Receive emergency services or Part D drug when you, as a prudent layperson, acting reasonably, would have believed
  - f. Receive covered urgently needed services when traveling outside Kaiser Permanente's service area.
  - g. Receive information about what services are covered and what you will have to pay and to examine an explanation of any bills for services that are not covered.
  - h. File a complaint, grievance or appeal about Kaiser Permanente, Part D drug or the care you received without fear of retribution or discrimination, expect problems to be fairly examined, and receive an acknowledgement and a resolution in a timely manner.
3. Receive professional care and service.  
This includes your right to:
  - a. See plan providers, get covered health care services and get your prescriptions filled within a reasonable period of time and in an efficient, prompt, caring, and professional manner.
  - b. Have your medical care, medical records and protected health information handled confidentially and in a way that respects your privacy.
  - c. Be treated with respect and dignity.
  - d. Request that a staff member be present as a chaperone during medical appointments or tests.
  - e. Receive and exercise your rights and responsibilities without any discrimination based on age, gender, sexual orientation, race, ethnicity, religion, disability, medical condition, national origin, educational background, reading skills, ability to speak or read English, or economic or health status including any mental or physical disability you may have.
  - f. Request interpreter services in your primary language at no charge.

- g. Receive health care in facilities that are environmentally safe and accessible to all.

As a member of Kaiser Permanente, you have the responsibility to:

1. Promote your own good health:
  - a. Be active in your health care and engage in healthy habits.
  - b. Select a Primary Care Physician. You may choose a doctor who practices in the specialty of Internal Medicine, Pediatrics, or Family Practice as your Primary Care Physician.
  - c. To the best of your ability, give accurate and complete information about your health history and health condition to your doctor or other health care professionals treating you.
  - d. Work with us to help you understand your health problems and develop mutually agreed upon treatment goals.
  - e. Talk with your doctor or health care professional if you have questions or do not understand or agree with any aspect of your medical treatment.
  - f. Do your best to improve your health by following the treatment plan and instructions your physician or health care professional recommends.
  - g. Schedule the health care appointments your physician or health care professional recommends.
  - h. Keep scheduled appointments or cancel appointments with as much notice as possible.
  - i. Inform us if you no longer live or work within the plan service area.
2. Know and understand your plan and benefits:
  - a. Read about your health care benefits and become familiar with them. Detailed information about your plan, benefits and covered services is available in your Evidence of Coverage. Call us when you have questions or concerns.
  - b. Pay your plan premiums and bring payment with you when your visit requires a copayment, coinsurance or deductible.
  - c. Let us know if you have any questions, concerns, problems or suggestions.
  - d. Inform us if you have any other health insurance or prescription drug coverage.
  - e. Inform any network or nonparticipating provider from whom you receive care that you are enrolled in our plan.
3. Promote respect and safety for others:
  - a. Extend the same courtesy and respect to others that you expect when seeking health care services.
  - b. Assure a safe environment for other members, staff, and physicians by not threatening or harming others.

## **HIPAA and Member Privacy Rights**

The Health Insurance Portability and Accountability Act (HIPAA) requires MCOs and providers to report their privacy practices to their members. The Notice of Privacy Practices informs members of their rights to privacy as well as the access and disclosure of their protected health information (PHI). Examples of PHI include medical records, medical claims/billing, and health plan records. If you feel that your privacy rights have been violated, you can file a complaint with your provider, MCO, or the U.S. Department of Health and Human Services.

- To file a complaint, see contact information below:

- Provider: call your provider's office
- MCO: call MCO Member Services
- U.S. Department of Health and Human Services
  - Online at: <https://ocrportal.hhs.gov/ocr/smartscreen/main.jsf>
  - Email: [OCRComplaint@hhs.gov](mailto:OCRComplaint@hhs.gov)
  - In Writing at:
    - Centralized Case Management Operations
    - U.S. Department of Health and Human Services
    - 200 Independence Avenue, S.W.
    - Room 509F HHH Bldg.
    - Washington, D.C. 20201

## Anti-Gag Provisions

Providers participating with Kaiser Permanente will not be restricted from discussing with or communicating to a member, enrollee, subscriber, public official, or other person information that is necessary or appropriate for the delivery of health care services, including:

- (1) Communications that relate to treatment alternatives including medication treatment options regardless of benefit coverage limitations;
- (2) Communications that is necessary or appropriate to maintain the provider-patient relationship while the member is under the Participating Physician's care;
- (3) Communications that relate to a member's or subscriber's right to appeal a coverage determination with which the Participating Physician, member, enrollee, or subscriber does not agree; and
- (4) Opinions and the basis of an opinion about public policy issues.

Participating Providers agree that a determination by Kaiser Permanente that a particular course of medical treatment is not a covered benefit shall not relieve Participating Providers from recommending such care as he/she deems to be appropriate nor shall such benefit determination be considered to be a medical determination. Participating Providers further agree to inform beneficiaries of their right to appeal a coverage determination pursuant to the applicable grievance procedures and according to law. **Providers contracted with multiple MCOS are prohibited from steering recipients to any one specific MCO.**

## Assignment and Reassignment of Members

Members can request to change their MCO one time during the first 90 days if they are new to the HealthChoice Program as long as they are not hospitalized at the time of the request. They can also make this request within 90 days if they are automatically assigned to an MCO. Members may also change their MCO if they have been in the same MCO for 12 or more months. Members may change their MCO and join another MCO near where they live for any of the following reasons at any time:

- If they move to another county where **Kaiser Permanente** does not offer care;
- If they become homeless and find that there is another MCO closer to where they live or have shelter which would make getting to appointments easier;
- If they or any member of their family have a doctor in a different MCO, and the adult member wishes to keep all family members together in the same MCO;
- If a child is placed in foster care and the foster care children or the family members receive care by a doctor in a different MCO than the child being placed, the child being placed can switch to the foster family's MCO; or

- The member desires to continue to receive care from their primary care provider (PCP) and the MCO terminated the PCP's contract for one of the following reasons:
  - For reasons other than quality of care;
  - The provider and the MCO cannot agree on a contract for certain financial reasons; or
  - Their MCO has been purchased by another MCO.
- Newborns are enrolled in the MCO the mother was enrolled in on the date of delivery and cannot change for 90 days.

Once an individual chooses or is auto-assigned to Kaiser Permanente and selects a Primary Care Provider, Kaiser Permanente enrolls the member into that practice and mails them a member ID card. Kaiser Permanente will choose a PCP close to the member's residence if a PCP is not selected.

Kaiser Permanente is required to provide PCPs with their rosters on a monthly basis. Monthly rosters should not be used to determine member eligibility and PCP assignment as members may change PCPs at any time. Providers must still verify eligibility and PCP assignment prior to rendering services. Members can call Kaiser Permanente Member Services Monday-Friday 7:30A.M. – 5:30P.M at 1-855-249-5019 to change their PCP.

## **Credentialing and Contracting with Kaiser Permanente**

The credentialing process is designed to ensure that all licensed independent practitioners and allied health practitioners under contract with MAPMG are qualified, appropriately educated, trained, and competent. All Participating Practitioners must be able to deliver health care according to Kaiser Permanente standards of care and all appropriate state and federal regulatory agency guidelines to ensure high quality of care and patient safety. The credentialing process follows applicable accreditation agency guidelines, such as those set forth by the NCQA and Kaiser Permanente.

Kaiser Permanente Participating Providers must meet MAPMG credentialing requirements. Kaiser Permanente credentialing policies and procedures are intended to protect our members and ensure quality. The Mid-Atlantic States Credentialing and Privileging Committee (MASCAP), chaired by MAPMG's Regional Medical Director for Legal Affairs, Risk Management and Patient Safety and Health Plan's Vice President of Quality, Regulatory and Risk Management, oversees all credentialing and re-credentialing activities.

Initial credentialing and re-credentialing are part of the practitioner/provider contract process. No Participating Provider may see Kaiser Permanente members prior to being approved through the credentialing process. All physicians who cover for network providers must be credentialed by MAPMG. Providers will be credentialed upon initial application to the Kaiser Permanente provider network; re-credentialing occurs every three years thereafter except for those with KP ambulatory surgery and moderate sedation privileges for whom re-credentialing occurs every two years. All Participating Providers must satisfactorily complete the re-credentialing process to maintain an active status. This process is described in detail below in Section VII. Practitioners will be notified within sixty (60) calendar days in writing of the actions taken to approve or disapprove the applicant for participation with Kaiser Permanente.

### **Provider Responsibilities Under Credentialing Process**

Provider responsibilities in the credentialing process include:

- Submission of a completed application and all required documentation before a contract is signed;
- Producing accurate and timely information to ensure proper evaluation of the credentialing application;
- Provision of updates or changes to their application within 30 days;
- Provision of a current certificate of insurance when initiating a credentialing application. A certificate of insurance must also be submitted at annual renewal; and
- Cooperation with site visit and medical record-keeping review process

### **Provider Rights Under the Credentialing Process**

Provider rights in the credentialing process include:

- Be provided a copy of the MASCAP policies and procedures upon written request;
- Reviewing the information contained in his or her credentials file;
- Correcting erroneous information contained in his or her credentials file;
- Being informed, upon request, of the status of their application; and
- Appealing decisions of the Credentialing Committee if he/she has been denied re-credentialing, has had their participating status changed, been placed under a performance improvement plan, or had any adverse action taken against them.

These rights may be exercised by contacting the Practitioner and Provider Quality Assurance Department (PPQA) at ☎ (301) 816-5853 or by fax at (301) 816-7133. Written correspondence may also be sent to:

**Kaiser Permanente  
Practitioner and Provider Quality Assurance- 6 West  
2101 East Jefferson Street  
Rockville, MD 20852**

### **Credentialing Files**

- Credentialing files remain confidential according to KPMAS policies and procedures.
- Credentialing files are acted upon according to KPMAS policies and procedures.

### **Credentialing Process**

All applications will be processed and verified according to KPMAS credentialing policies and procedures. The elements of the initial credentialing process include, but are not limited to, the following:

- Application
- Current and unrestricted license in each jurisdiction where practitioner provides services
- Out of state License sanctions
- DEA Certificate in each jurisdiction where practitioner provides services
- CDS Certificate
- Board Certification and Maintenance of Board Certification
- Graduate Professional Training
- Current Post Graduate Education
- Professional School Graduation
- Hospital Privileges
- References
- Professional Liability Coverage



- Claims History
- NPDB Query
- Work History
- Medicare and Medicaid Status and Sanctions
- Office Visit Report
- Mid-Level Practitioner Practice Agreement

### **Site Visits**

KPMAS Participating Primary Care Physicians, OB/GYN, and high-volume Behavioral Health offices will be subject to a site visit. This site visit includes a review of medical record-keeping practices. The Mid-Atlantic States Credentialing and Privileging Committee and Regional Quality Improvement Committee uses the review results in the selection and ongoing quality monitoring of network sites. Additional site visits may be conducted as needed based on member complaints or to meet an action plan for a previously identified deficiency. Feedback is provided to each practice with the completed site review tools and request for action plan if indicated.

### **Participating Hospital Privileges**

It is the policy of KPMAS to contract with and credential only those practitioners who have privileges at a participating hospital. In the event that there is a change in participating hospitals, Participating Providers with privileges at a terminated hospital will be notified of the change in hospital status, and of the need to obtain privileges at an alternative participating hospital or terminate their participation with Kaiser Permanente.

### **Board Certification Policy**

If not already board certified, all physicians are required to obtain ABMS-recognized board certification in their contracted specialty within five (5) years of completion of training. Physicians must maintain specialty board certification throughout the life of their employment or contract with MAPMG. Providers whose certification lapses during the course of their contract or employment will be given two (2) years following the expiration of their board certification to obtain recertification (MAPMG hourly physicians are not given the two (2) year grace period). Physicians who were practicing in a specialty prior to the establishment of board certification of that specialty are exempt from this policy with respect to that specialty. The following boards are accepted by KPMAS:

- American Board of Medical Specialties (ABMS);
- American Osteopathic Association (AOA) Directory of Osteopathic Physicians;
- American Podiatric Medical Association (APMA);
- American Board of Foot and Ankle Surgery (ABFAS);
- American Board of Oral & Maxillofacial Surgeons;
- American Midwifery Certification Board;
- American Academy of Nurse Practitioners;
- ANCC Certification for Nurse Practitioners;
- American Association of Nurse Anesthetists;
- NCCPA Certification for Physician Assistants; and
- Pediatric Nursing Certification Board (PNCB).

### **Board Certification Exception Policy**

Exceptions to the requirement for board certification of Participating Providers in the specialty for which they deliver care to KPMAS members may be made in individual circumstances in accordance with the principles outlined in the MAPMG Board Certification Policy.

## **Provider Reimbursement**

Payment to providers is in accordance with your provider contract with Kaiser Permanente Foundation Health Plan of the Mid-Atlantic States, Inc., Kaiser Foundation Hospitals, Inc., and/or the Mid-Atlantic Permanente Medical Group, P.C. or with their management groups that contract on your behalf with Kaiser Permanente. In accordance with the Maryland Annotated Code, Health General Article 15-1005, we must mail or transmit payment to our providers eligible for reimbursement for covered services within 30 days after receipt of a clean claim. If additional information is necessary, we shall reimburse providers for covered services within 30 days after receipt of all reasonable and necessary documentation. We shall pay interest on the amount of the clean claim that remains unpaid 30 days after the claim is filed.

Reimbursement for Maryland hospitals and other applicable provider sites will be in accordance with Health Services Cost Review Commission (HSCRC) rates. Kaiser Permanente is not responsible for payment of any remaining days of a hospital admission that began prior to a Medicaid participant's enrollment in our MCO. However, we are responsible for reimbursement to providers for professional services rendered during the remaining days of the admission if the member remains Medicaid eligible.

## **Self-Referral and Emergency Services**

Members have the right to access certain services without prior referral or authorization by a PCP. We are responsible for reimbursing out-of-plan providers who have furnished these services to our members.

The State allows members to self-refer to out of network providers for the services listed below. Kaiser Permanente will **pay out of plan providers** the State's Medicaid rate for the following services:

- Emergency services provided in a hospital emergency facility and medically necessary post-stabilization services;
- Family planning services excluding sterilizations;
- Maryland school-based health center services. School-based health centers are required to send a medical encounter form to the child's MCO. We will forward this form to the child's PCP who will be responsible for filing the form in the child's medical record. See Attachment B for a sample School Based Health Center Report Form;
- Pregnancy-related services when a member has begun receiving services from an out-of-plan provider prior to enrolling in an MCO;
- Initial medical examination for children in state custody (Identified by Modifier 32 on the claim);
- Annual Diagnostic and Evaluation services for members with HIV/AIDS;
- Renal dialysis provided at a Medicare-certified facility;
- The initial examination of a newborn by an on-call hospital physician when we do not provide for the service prior to the baby's discharge; and
- Services performed at a birthing center;
- Children with special healthcare needs may self-refer to providers outside of Kaiser Permanente network under certain conditions. See Section II for additional information.

If a provider contracts with Kaiser Permanente for any of the services listed above the provider must follow our billing and preauthorization procedures. Reimbursements will be paid the contracted rate.

## **Maryland Continuity of Care Provisions**

Under Maryland Insurance law HealthChoice members have certain continuity of care rights.

These apply when the member:

Is new to the HealthChoice Program;

Switched from another company's health benefit plan; or

Switched to Kaiser Permanente from another MCO.

The following services are excluded from Continuity of Care provisions for HealthChoice members:

- Dental Services

- Mental Health Services

- Substance Use Disorder Services

- Benefits or services provided through the Maryland Medicaid fee-for-service program

## **Preauthorization for health care services**

If the previous MCO or company preauthorized services we will honor the approval if the member calls 1-855-249-5019. Under Maryland law, insurers must provide a copy of the preauthorization within 10 days of the member's request. There is a time limit for how long we must honor this preauthorization. For all conditions other than pregnancy, the time limit is 90 days or until the course of treatment is completed, whichever is sooner. The 90-day limit is measured from the date the member's coverage starts under the new plan. For pregnancy, the time limit lasts through the pregnancy and the first visit to a health practitioner after the baby is born.

## **Right to use non-participating providers**

Members can contact us to request the right to continue to see a non-participating provider. This right applies only for one or more of the following types of conditions:

- Acute conditions;

- Serious chronic conditions;

- Pregnancy; or

- Any other condition upon which we and the out-of-network provider agree.

There is a time limit for how long we must allow the member to receive services from an out of network provider. For all conditions other than pregnancy, the time limit is 90 days or until the course of treatment is completed, whichever is sooner. The 90-day limit is measured from the date the member's coverage starts under the new plan. For pregnancy, the time limit lasts through the pregnancy and the first visit to a health care provider after the baby is born.

If the member has any questions, they should call Kaiser Permanente Member Services at 1-855-249-5019 or the State's HealthChoice Help Line at 1-800-284-4510.

**Section II.**

**OUTREACH AND SUPPORT SERVICES,  
APPOINTMENT SCHEDULING,  
EPSDT  
AND  
SPECIAL POPULATIONS**

## **MCO Member Outreach and Support Services**

Kaiser Permanente conducts outreach activities designed to ensure Maryland HealthChoice members get the medical care needed. In addition, Kaiser Permanente provides a dedicated onboarding process that ensures a quality experience for new Maryland HealthChoice members. Our support and outreach services include a centralized team within our Clinical Contact Center that manages all outreach activities related to Maryland HealthChoice members, including but not limited to appointment reminders, appointment rescheduling, and member results outreach for events such as positive pregnancy tests.

Participating Providers are required to make the necessary outreach to members to ensure the members are seen within the required timeframes for initial health care assessment and evaluation for ongoing health needs (e.g. timeliness of health care visits, screenings, and appointment monitoring). In the event, a member after two (2) unsuccessful attempts are made and documented to bring the member in for care, please contact Provider Experience at 1-877-806-7470. The Provider Experience representative will report the care gap concern to the Kaiser Permanente Medicaid Office who will assist in bringing the member back into care.

## **State Non-Emergency Medical Transportation (NEMT) Assistance**

If a member needs transportation assistance, contact the local health department (LHD) to assist members in accessing non-emergency medical transportation services (NEMT). Kaiser Permanente will cooperate with and make reasonable efforts to accommodate logistical and scheduling concerns of the LHD. **See Attachment C for NEMT contact information.**

## **State Support Services**

The State provides grants to local health departments to operate Administrative Care Coordination/Ombudsman services (ACCUs) to assist with outreach to certain non-complaint members and special populations as outlined below. MCOs and providers are encouraged to develop collaborative relationships with the local ACCU. **See Attachment C for the local ACCU contact information.** If you have questions call the Division of Community Liaison and Care Coordination at 410-767-6750, which oversees the ACCUs or the HealthChoice Provider Help Line at 1-800-766-8692.

## **Scheduling Initial Appointments**

HealthChoice members must be scheduled for an initial appointment within 90 days of enrollment, unless one of the following exceptions apply:

- You determine that no immediate initial appointment is necessary because the member already has an established relationship with you.
- For children under 21, the Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) periodicity schedule requires a visit in a shorter timeframe. For example, new members up to two years of age must have a well-child visit within 30 days of enrollment unless the child already has an established relationship with a provider and is not due for a well-child visit.
- For pregnant and post-partum women who have not started to receive care, the initial health visit must be scheduled, and the women seen within 10 days of a request.
- As part of the MCO enrollment process the State asks the member to complete a Health Services Needs Information (HSNI) form. This information is then transmitted to the MCO. A member who has an identified need must be seen for their initial health visit within 15 days of Kaiser Permanente's receipt of the HSNI.

- During the initial health visit, the PCP is responsible for documenting a complete medical history and performing and documenting results of an age appropriate physical exam.
- In addition, at the initial health visit, initial prenatal visit, or when a member's physical status, behavior, or laboratory findings indicate possible substance use disorder, you must refer the member to the Behavioral Health System at 1-800-888-1965.

### **Early Periodic Screening Diagnosis and Treatment (EPSDT) Requirements**

Kaiser Permanente will assign children and adolescents under age 21 to a PCP who is certified by the EPSDT/Healthy Kids Program. If member's parent, guardian, or care taker, as appropriate, specifically requests assignment to a PCP who is not EPSDT-certified, the non-EPSDT provider is responsible for ensuring that the child receives well childcare according to the EPSDT schedule. If you provide primary care services to individuals under age 21 and are not EPSDT certified call (410) 767-1836. For more information about the HealthyKids/EPSDT Program and Expanded EPSDT services for children under age 21 go to <https://mmcp.health.maryland.gov/epsdt/Pages/Home.aspx>.

Providers must follow the Maryland Healthy Kids/EPSDT Program Periodicity Schedule and all associated rules to fulfill the requirements under Title XIX of the Social Security Act for providing children under 21 with EPSDT services. The Program requires you to:

- Notify members of their due dates for wellness services and immunizations.
- Schedule and provide preventive health services according to the State's EPSDT Periodicity Schedule and Screening Manual.
- Refer infants and children under age 5 and pregnant teens to the Supplemental Nutritional Program for Women Infants and Children (WIC). Provide the WIC Program with member information about hematocrits and nutrition status to assist in determining a member's eligibility for WIC.
- Participate in the Vaccines for Children (VFC) Program. Many of the routine childhood immunizations are furnished under the VFC Program. The VFC Program provides free vaccines for health care providers who participate in the VFC Program. We will pay for new vaccines that are not yet available through the VFC Program.
- Schedule appointments at an appropriate time interval for any member who has an identified need for follow-up treatment as the result of a diagnosed condition.

Members under age 21 are eligible for a wider range of services under EPSDT than adults. PCPs are responsible for understanding these expanded services. See Benefits - Section III. PCPs must make appropriate referrals for services that prevent, treat, or ameliorate physical, mental or developmental problems or conditions.

Providers shall refer children for specialty care as appropriate. Referrals must be made when a child:

- Is identified as being at risk of a developmental delay by the developmental screen required by EPSDT;
- Has a 25% or more delay in any developmental area as measured by appropriate diagnostic instruments and procedures;
- Manifests atypical development or behavior; or
- Has a diagnosed physical or mental condition that has a high probability of resulting in developmental delay.

A child thought to have been physically, mentally, or sexually abused must be referred to a specialist who is able to make that determination.

## **EPSDT Outreach and Referral to LHD**

For each scheduled Healthy Kids appointment, written notice of the appointment date and time must be sent by mail to the child's parent, guardian, or caretaker, and attempts must be made to notify the child's parent, guardian, or caretaker of the appointment date and time by telephone.

- For children from birth through 2 years of age who miss EPSDT appointments and for children under age 21 who are determined to have parents, care givers or guardians who are difficult to reach, or repeatedly fail to comply with a regimen of treatment for the child, you should follow the procedures below to bring the child into care.
- Document outreach efforts in the medical record. These efforts should include attempts to notify the member by mail, by telephone, and through face-to-face contact.

Schedule a second appointment within 30 days of the first missed appointment. Within 10 days of the child missing the second consecutive appointment, request assistance in locating and contacting the child's parent, guardian or caretaker by calling Kaiser Permanente at 1-855-249-5019. You may concurrently make a written referral to the LHD ACCU by completing the Local Health Services Request form. **See Attachment D.** Continue to work collaboratively with Kaiser Permanente and the ACCU until the child is in care and up to date with the EPSDT periodicity schedule or receives appropriate follow-up care.

Support and outreach services are also available to members that have **impaired cognitive ability or psychosocial problems such as homelessness** or other conditions likely to cause them to have difficulty understanding the importance of care instructions or difficulty navigating the health care system. You must notify Kaiser Permanente if these members miss three consecutive appointments or repeatedly does not follow their treatment plan. We will attempt to outreach the member and may make a referral to the ACCU to help locate the member and get them into care.

## **Special Populations**

The State has identified certain groups as requiring special clinical and support services from their MCO. These special needs populations are:

- Pregnant and postpartum women
- Children with special health care needs
- Children in State-supervised care
- Individuals with HIV/AIDS
- Individuals with a physical disability
- Individuals with a developmental disability
- Individuals who are homeless

To provide care to a special needs population, it is important for the PCP and Specialist to:

- Demonstrate their credentials and experience to us in treating special populations.
- Collaborate with our case management staff on issues pertaining to the care of a special needs member.
- Document the plan of care and care modalities and update the plan annually.

Individuals in one or more of these special needs populations must receive services in the following manner from us and/or our providers:

- Upon the request of the member or the PCP, a case manager trained as a nurse or a social worker will be assigned to the member. The case manager will work with the member and the PCP to plan the treatment and services needed. The case manager will not only help plan the care but will help keep track of the health care services the member receives during the year and will serve as the coordinator of care with the PCP across a continuum of inpatient and outpatient care.
- The PCP and our case managers, when required, coordinate referrals for needed specialty care. This includes specialists for disposable medical supplies (DMS), durable medical equipment (DME) and assistive technology devices based on medical necessity. **PCPs should follow the referral protocols established by us for sending HealthChoice members to specialty care networks.**
- We have a Special Needs Coordinator on staff to focus on the concerns and issues of special needs populations. The Special Needs Coordinator helps members find information about their condition or suggests places in their area where they may receive community services and/or referrals. To contact the Special Needs Coordinator, call the **case management self-referral line at 301-321-5126 or 1-866-223-2347.**
- Providers are required to treat individuals with disabilities consistent with the requirements of the Americans with Disabilities Act of 1990 (P.L. 101-336 42 U.S.C. 12101 et. seq. and regulations promulgated under it).

### **Special Needs Population-Outreach and Referral to the LHD**

A member of a special needs population who fails to appear for appointments or who has been non-compliant with a regimen of care must be referred to Kaiser Permanente. If a member continues to miss appointments, call Kaiser Permanente at 1-855-249-5019. We will attempt to contact the member by mail, telephone and/or face-to-face visit. If we are unsuccessful in these outreach attempts, we will notify the LHD ACCU. You may also make a written referral to the ACCU by completing the Local Health Services Request Form. **See Attachment D or <https://mmcp.health.maryland.gov/pages/Local-Health-Services-Request-Form.aspx>**. The local ACCU staff will work collaboratively with Kaiser Permanente to contact the member and encourage them to keep appointments and provide guidance on how to effectively use their Medicaid/HealthChoice benefits.

### **Services for Pregnant and Postpartum Women**

Prenatal care providers are key to assuring that pregnant women have access to all available services. Many pregnant women will be new to HealthChoice and will only be enrolled in Medicaid during pregnancy and the postpartum period. Medicaid provides full benefits to these women during pregnancy and for two months after delivery after which they will automatically be enrolled in the Family Planning Waiver Program. (For more information visit: [https://mmcp.health.maryland.gov/Documents/Factsheet3\\_Maryland%20Family%20Planning%20Waiver%20Program.pdf](https://mmcp.health.maryland.gov/Documents/Factsheet3_Maryland%20Family%20Planning%20Waiver%20Program.pdf))

Kaiser Permanente and our providers are responsible for providing pregnancy-related services, which include:

- Comprehensive prenatal, perinatal, and postpartum care (including high-risk specialty care);
- Prenatal risk assessment and completion of the Maryland Prenatal Risk Assessment form (MDH 4850). **See Attachment E;**



- An individualized plan of care based upon the risk assessment and which is modified during the course of care as needed;
- Appropriate levels of inpatient care, including emergency transfer of pregnant women and newborns to tertiary care centers;
- Case management services;
- Prenatal and postpartum counseling and education including basic nutrition education;
- Nutrition counseling by a licensed nutritionist or dietician for nutritionally high-risk pregnant women.

The State provides these additional services for pregnant women:

- Special access to substance use disorder treatment within 24 hours of request and intensive outpatient programs that allow for children to accompany their mother;
- Dental services.

Encourage all pregnant women to call the State’s Help Line for Pregnant Woman at 1-800-456-8900. This is especially important for women who are newly eligible or not yet enrolled in Medicaid. If the woman is already enrolled in HealthChoice call us and also instruct her to call our Member Services Department at 1-855-249-5019 Monday-Friday 7:30A.M. – 5:30P.M.

Pregnant women who are already under the care of an out of network practitioner qualified in obstetrics may continue with that practitioner if they agree to accept payment from Kaiser Permanente. If the practitioner is not contracted with us, a care manager and/or Member Services representative will coordinate services necessary for the practitioner to continue the member’s care until postpartum care is completed.

The prenatal care providers must follow, at a minimum, the applicable American College of Obstetricians and Gynecologists (ACOG) clinical practice guidelines. For each scheduled appointment, you must provide written and telephonic, if possible, notice to member of the prenatal appointment dates and times. The prenatal care provider, PCP and Kaiser Permanente are responsible for making appropriate referrals of pregnant members to publicly provided services that may improve pregnancy outcome. Examples of appropriate referrals include the Women Infants and Children special supplemental nutritional program (WIC) and local evidenced based home visiting programs such as Healthy Families America or Nurse Family Partnership. Prenatal care providers are also required to:

- Provide the initial health visit within 10 days of the request.
- Complete the Maryland Prenatal Risk Assessment form-MDH 4850 (**See Attachment E**) during the initial visit and submit it to the Local Health Department within 10 days of the initial visit. Kaiser Permanente will pay for the initial prenatal risk assessment - use CPT code H1000.
- Offer HIV counseling and testing and provide information on HIV infection and its effects on the unborn child.
- At each visit provide health education relevant to the member’s stage of pregnancy. Kaiser Permanente will pay for this - use CPT code H1003 for an “Enriched Maternity Services”. You may only bill for one unit of “Enriched Maternity Services” per visit. Refer pregnant and postpartum women to the WIC Program.
- If under the age 21, refer the member to their PCP to have their EPSDT screening services provided.
- Reschedule appointments within 10 days if a member misses a prenatal appointment. Call

Kaiser Permanente if a prenatal appointment is not kept within 30 days of the first missed appointment.

- Refer pregnant women to the Maryland Healthy Smiles Dental Program. Members can contact Healthy Smiles at 1-855-934-9812; TDD: 855-934-9816; Web Portal: <http://member.mdhealthysmiles.com/> if you have questions about dental benefits.
- Refer pregnant and postpartum women who may be in need of diagnosis and treatment for a mental health or substance use disorder to the Behavioral Health System; if indicated they are required to arrange for substance abuse treatment within 24 hours.
- Record the member's choice of pediatric provider in the medical record prior to her eighth month of pregnancy. We can assist in choosing a PCP for the newborn. Advise the member that she should be prepared to name the newborn at birth. This is required for the hospital to complete the "Hospital Report of Newborns", MDH 1184. (The hospital must complete this form so Medicaid can issue the newborns ID number.) The newborn will be enrolled in the mother's MCO.

### **Childbirth Related Provisions**

Special rules for length of hospital stay following childbirth:

- A member's length of hospital stay after childbirth is determined in accordance with the ACOG and AAP Guidelines for perinatal care unless the 48-hour (uncomplicated vaginal delivery) / 96-hour (uncomplicated cesarean section) length of stay guaranteed by State law is longer than that required under the Guidelines.
- If a member must remain in the hospital after childbirth for medical reasons, and she requests that her newborn remain in the hospital while she is hospitalized, additional hospitalization of up to 4 days is covered for the newborn and must be provided.
- If a member elects to be discharged earlier than the conclusion of the length of stay guaranteed by State law, a home visit must be provided. When a member opts for early discharge from the hospital following childbirth, (before 48 hours for vaginal delivery or before 96 hours for C-section) one home nursing visit within 24 hours after discharge and an additional home visit, if prescribed by the attending provider, are covered.

Postnatal home visits must be performed by a registered nurse, in accordance with generally accepted standards of nursing practice for home care of a mother and newborn, and must include:

- An evaluation to detect immediate problems of dehydration, sepsis, infection, jaundice, respiratory distress, cardiac distress, or other adverse symptoms of the newborn;
- An evaluation to detect immediate problems of dehydration, sepsis, infection, bleeding, pain, or other adverse symptoms of the mother;
- Blood collection from the newborn for screening, unless previously completed;
- Appropriate referrals; and
- Any other nursing services ordered by the referring provider.

If the member remains in the hospital for the standard length of stay following childbirth, a home visit, if prescribed by the provider, is covered.

Unless we provide for the service prior to discharge, a newborn's initial evaluation by an out-of-network on-call hospital physician before the newborn's hospital discharge is covered as a self-referred service.

We are required to schedule the newborn for a follow-up visit within 2 weeks after discharge if no home visit has occurred or within 30 days after discharge if there has been a home visit. Breast pumps are covered under certain situations for breastfeeding mothers. Call us at the Newborn Care Center:

DC/Suburban Maryland: 1-866-264-4766

Baltimore Area: 410-737-5464

## **Children with Special Health Care Needs**

Self-referral for children with special needs is intended to ensure continuity of care and appropriate plans of care. Self-referral for children with special health care needs will depend on whether the condition that is the basis for the child's special health care needs is diagnosed before or after the child's initial enrollment in Kaiser Permanente. Medical services directly related to a special needs child's medical condition may be accessed out-of-network only if the following specific conditions are satisfied:

**New Member:** A child who, at the time of initial enrollment, was receiving these services as part of a current plan of care may continue to receive these specialty services provided the pre-existing out-of-network provider submits the plan of care to us for review and approval within 30 days of the child's effective date of enrollment into Kaiser Permanente and we approve the services as medically necessary.

**Established Member:** A child who is already enrolled in Kaiser Permanente when diagnosed as having a special health care need requiring a plan of care that includes specific types of services may request a specific out-of-network provider. We are obliged to grant the member's request unless we have a local in-network specialty provider with the same professional training and expertise who is reasonably available and provides the same services and service modalities.

If we deny, reduce, or terminate the services, members have an appeal right, regardless of whether they are a new or established member. Pending the outcome of an appeal, we may reimburse for services provided.

For children with special health care needs Kaiser Permanente will:

- Provide the full range of medical services for children, including services intended to improve or preserve the continuing health and quality of life, regardless of the ability of services to affect a permanent cure.
- Provide case management services to children with special health care needs as appropriate. For complex cases involving multiple medical interventions, social services, or both, a multi-disciplinary team must be used to review and develop the plan of care for children with special health care needs.
- Refer special needs children to specialists as needed. This includes specialty referrals for children who have been found to be functioning one third or more below chronological age in any developmental area as identified by the developmental screen required by the EPSDT periodicity schedule.
- Allow children with special health care needs to access out-of-network specialty providers under certain circumstances. We log any complaints made to the State or to Kaiser Permanente about a child who is denied a service by us. We will inform the State about all denials of service to children. All denial letters sent to children or their

representative will state that members can appeal by calling the State's HealthChoice Help Line at (800) 284-4510

- Work closely with the schools that provide education and family services programs to children with special needs.

### **Children in State-Supervised Care**

We will ensure coordination of care for children in State-supervised care. If a child in State-supervised care moves out of the area and must transfer to another MCO, the State and Kaiser Permanente will work together to find another MCO as quickly as possible.

### **Individuals with HIV/AIDS**

We are required to provide the following services for persons with HIV/AIDS:

- An HIV/AIDS specialist for treatment and coordination of primary and specialty care
- Please send a referral to MAPMG Infectious Disease Department so that your patient with HIV/AIDS can be followed up immediately.
- A diagnostic evaluation service (DES) assessment can be performed once every year at the member's request. The DES includes a physical, mental and social evaluation. The member may choose the DES provider from a list of approved locations or can self-refer to a certified DES for the evaluation.
- Substance use treatment within 24 hours of request.
- The right to ask us to send them to a site doing HIV/AIDS related clinical trials. We may refer members who are individuals with HIV/AIDS to facilities or organizations that can provide the members access to clinical trials.
- Providers will maintain the confidentiality of client records and eligibility information, in accordance with all Federal, State and local laws and regulations, and use this information only to assist the participant in receiving needed health care services.

Kaiser Permanente will provide case management services for any member who is diagnosed with HIV. These services will be provided with the member's consent and will facilitate timely and coordinated access to appropriate levels of care and support continuity of care across the continuum of qualified service providers. If a member initially refuses HIV case management services, they may request services at a later time. The member's case manager will serve as the member's advocate to resolve differences between the member and providers pertaining to the course or content of therapeutic interventions.

### **Individuals with Physical or Developmental Disabilities**

Providers who treat individuals with physical or developmental disabilities must be trained on the special communications requirements of individuals with physical disabilities. We are responsible for accommodating hearing-impaired members who require and request a qualified interpreter. We can delegate the financial risk and responsibility to our providers, but we are ultimately responsible for ensuring that our members have access to these services.

Before placement of an individual with a physical disability into an intermediate or long-term care facility, we will cooperate with the facility in meeting their obligation to complete a Pre-admission Screening and Resident Review (PASRR) ID Screen.

## **Homeless Individuals**

Homeless individuals may use the local health department's address to receive mail. If we know an individual is homeless, we will offer to provide a case manager to coordinate health care services.

## **Rare and Expensive Case Management Program**

The **Rare and Expensive Case Management (REM) Program** is an alternative to managed care for children and adults with certain diagnosis who would otherwise be required to enroll in HealthChoice. If the member is determined eligible for REM, they can choose to stay in Kaiser Permanente, or they may receive services through the traditional Medicaid fee-for-service program. They cannot be in both an MCO and REM. **See Attachment A** for the list of qualifying diagnosis and a full explanation of the referral process.

# **SECTION III.**

## **HEALTHCHOICE BENEFITS AND SERVICES**

## **MCO BENEFITS AND SERVICES OVERVIEW**

Kaiser Permanente must provide comprehensive benefits equivalent to the benefits that are available to Maryland Medicaid participants through the Medicaid fee-for-service system. Only benefits and services that are medically necessary are covered.

### **Audiology Services**

Audiology services will be covered by Kaiser Permanente for both adults and children. For individuals under age 21, bilateral hearing amplification devices are covered by the MCO. For adults 21 and older, unilateral hearing amplification devices are covered by the MCO. Bilateral hearing amplification devices are only covered for adults 21 and older when the individual has a documented history of using bilateral hearing aids before age 21.

### **Blood and Blood Products**

We cover blood, blood products, derivatives, components, biologics, and serums to include autologous services, whole blood, red blood cells, platelets, plasma, immunoglobulin, and albumin.

### **Case Management Services**

We cover case management services for members who need such services including, but not limited to, members of State designated special needs populations as described in Section II. If warranted, a case manager will be assigned to a member when the results of the initial health screen are received by the MCO or when requested by the State. A case manager may conduct home visits as necessary as part of Kaiser Permanente's case management program.

The Kaiser Permanente CareConnect program supports the social and medical needs of our most vulnerable members with the goal of helping them make progress and stabilize their health status. The mission of CareConnect program is to assist members with an intense need for management and coordination of care or an extensive use of services. Core features of the program include consent from the member for participation, an extensive initial assessment and the development of a detailed care plan as well as a self-management plan.

Key to the success of CareConnect is the identification of appropriate members for enrollment in the program. The program makes use of two primary strategies to identify members, i.e. referrals (including self-referral) and data reports. CareConnect is available to all members who meet program criteria.

In addition, the Kaiser Permanente Case Management Provider Help Line, which is only for health professionals/providers, offers help in obtaining additional resources or assistance coordinating your care. You can call: 301-960-1435. Please note this line is answered Monday-Friday, 8 AM to 5:00 PM (excluding holidays). After hours non-urgent messages for Case Management may be left on the Members Self-Referral line 301-321-5126. Be prepared to leave the medical record number, name, date of birth and telephone number. Messages are retrieved the next business day. If you need medical assistance urgently, please call 703-359-7878 or 1-800-777-7904.

### **Clinical Trial Items and Services**

We cover certain routine costs that would otherwise be a cost to the member.

## **Diabetes Care Services**

We cover all medically necessary diabetes care services. For members who have been diagnosed with diabetes we cover:

- Diabetes nutrition counseling
- Diabetes outpatient education
- Diabetes-related durable medical equipment and disposable medical supplies, including:
- Blood glucose meters for home use;
- Finger sticking devices for blood sampling;
- Blood glucose monitoring supplies; and
- Diagnostic reagent strips and tablets used for testing for ketone and glucose in urine and glucose in blood.
- Therapeutic footwear and related services to prevent or delay amputation that would be highly probable in the absence of specialized footwear.

## **Diabetes Prevention Program**

Members are eligible to participate in an evidence-based diabetes prevention program established by the Centers for Disease Control and Prevention if they:

- Are 18 to 64 years old
- Overweight or obese
- Have an elevated blood glucose level or a history of gestational diabetes mellitus
- Have never been diagnosed with diabetes; and
- Are not currently pregnant.

## **Diagnostic and Laboratory Services**

Diagnostic services and laboratory services performed by providers who are CLIA certified or have a waiver of a certificate registration and a CLIA ID number are covered. However, viral load testing, Genotypic, phenotypic, or HIV/AIDS drug resistance testing used in treatment of HIV/AIDS are reimbursed by the State.

## **Dialysis Services**

We cover dialysis services either through participating providers or members can self-refer to non-participating Medicare certified providers. HealthChoice members with End Stage Renal Disease (ESRD) are eligible for the REM Program.

## **Disease Management**

Kaiser Permanente Mid-Atlantic States population care management programs (PCM) help you to monitor and manage your patients with chronic conditions. Members with diabetes, asthma, coronary artery disease, chronic kidney disease, hypertension, ADHD, and/or depression are enrolled into care management programs.

These programs are designed to engage your patients to help care for themselves, better understand their condition(s), update them on new information about their disease, and help manage their disease with assistance from your health care team and the population care management department. This information and education are designed to reinforce your treatment plan for your patient.

Members in these programs receive mailings, secure messages, and/or phone calls periodically, including care gap reminders. Multi-media resources introduce the programs and provide



education on topics such as the latest information on managing their condition, physical activity, tobacco cessation, medication adherence, planning for visits and knowing what to expect, and coping with multiple diseases. You receive member-level data to help you manage your panel, quality process and outcome information, and comparative quality reporting to help you improve your practice. In addition, you receive tools for you and your team, including online tools; shared-decision making tools, such as best practice alerts, smart sets, and health maintenance alerts within KP HealthConnect®; and direct patient management for our highest risk members by our Care Management Program.

Clinical practice guidelines are systematically designed tools to assist practitioners with specific medical conditions and preventive care. Guidelines are informational and not designed as a substitute for a practitioner's clinical judgment. Guidelines can be found online at [Providers.KaiserPermanente.org/mas](http://Providers.KaiserPermanente.org/mas) then click on Provider Information and select Clinical Library or call **(877) 806-7470**.

Your patients do not have to enroll in the programs; they are automatically identified into a registry. If you have patients who have not been identified for program inclusion, or who have been identified as having a condition but do not actually have the condition, you can "activate" or "inactivate" them from the program by calling our message line anytime at **(703) 536-1465** in the Washington Metro area or **(410) 933-7739** in the Baltimore area. Members can choose not to participate or can self-enroll by calling our message line anytime at **(703) 536-1465** in the Washington Metro area or **(410) 933-7739** in the Baltimore area. Relay access, **711**.

Enrollment in these programs is voluntary and can be discontinued at any time. If members have any of the conditions listed above, they can call our Disease Management Program anytime at 703-536-1465. Members should leave their name, Kaiser Permanente Medical Record Number, address, and the condition for which they are requesting information.

### **Durable Medical Services and Durable Medical Equipment**

We cover medically necessary DMS/DME services. We must provide authorization for DME and/or DMS within a timely manner so as not to adversely affect the member's health and within 2 business days of receipt of necessary clinical information but not later than 14 calendar days from the date of the initial request. We must pay for any durable medical equipment authorized for members even if delivery of the item occurs within 90 days after the member's disenrollment from Kaiser Permanente, as long as the member remains Medicaid eligible during the 90-day time period.

We cover disposable medical supplies, including incontinency pants and disposable underpants for medical conditions associated with prolonged urinary or bowel incontinence, if necessary, to prevent institutionalization or infection. We cover all DMS/DME used in the administration or monitoring of prescriptions. We pay for breast pumps under certain circumstances in accordance with Medicaid policy.

To refer a member for DME, please fax a complete URF with required documentation to UMOG to 1-800-660-2019.

### **Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Services**

We must cover the following EPSDT services for members under 21 years of age:

Well-child services provided in accordance with the EPSDT/Healthy Kids periodicity schedule

by an EPSDT-certified provider, including:

- Periodic comprehensive physical examinations;
- Comprehensive health and developmental history, including an evaluation of both physical and mental health development;
- Immunizations;
- Laboratory tests including blood level assessments;
- Vision, hearing, and oral health screening; and
- Health education

The State must also provide or assure the MCO provides -Expanded EPSDT services and partial or inter-periodic well-child services necessary to prevent, treat, or ameliorate physical, mental, or developmental problems or conditions. Services must be sufficient in amount, duration, and scope to treat the identified condition, and all must be covered subject to limitations only based on medical necessity. These include such services as:

- Chiropractic services;
- Nutrition counseling;
- Private duty nursing services;
- Durable medical equipment including assistive devices; and
- Behavioral Health services

Limitations on covered services do not apply to children under age 21 receiving medically necessary treatment under the EPSDT program. Providers are responsible for making appropriate referrals for publicly funded programs not covered by Medicaid, including Head Start, the WIC program, Early Intervention services; School Health-Related Special Education Services, vocational rehabilitation, and evidenced based home visiting services provided by community-based organizations.

When a secondary review is needed, the primary care pediatrician or specialist will fax a URF to 800 660-2019 or call UMOC at 800 810-4766.

### **Family Planning Services**

We will cover comprehensive family planning services such as:

- Office visits for family planning services;
- Laboratory tests including pap smears;
- All FDA approved contraceptive devices; methods and supplies;
- Immediate Postpartum Insertion of IUDs
- Oral Contraceptives (must allow 12-month supply to be dispensed for refills);
- Emergency contraceptives and condoms without a prescription;
- Voluntary sterilization procedures (Sterilization procedures are not self-referred; member must be 21 years of age and must use in-network provider or have authorization for out of network care.)

### **Gender Transition Services**

We cover medically necessary gender reassignment surgery and other somatic care for members with gender identity disorder.

### **Habilitation Services**

We cover habilitation services when medically necessary for certain adults who are eligible for

Medicaid under the ACA. These services include: Physical therapy, Occupational therapy and Speech therapy. If you have questions about which adults are eligible call Kaiser Permanente Members Services at 1-855-249-5019.

### **Home Health Services**

We cover home health services when the member's PCP or ordering provider certifies that the services are necessary on a part-time, intermittent basis by a member who requires home visits. Covered home health services are delivered in the member's home and include:

- Skilled nursing services including supervisory visits;
- Home health aide services (including biweekly supervisory visits by a registered nurse in the member's home, with observation of aide's delivery of services to member at least every other visit);
- Physical therapy services;
- Occupational therapy services;
- Speech pathology services; and
- Medical supplies used in a home health visit.

To refer a member for Home Health Care, please fax a URF to UMOC at 855-414-1695.

### **Hospice Care Services**

Hospice services can be provided in a hospice facility, in a long-term care facility, or at home. We do not require a hospice care member to change his/her out of network hospice provider to an in-network hospice provider. Hospice providers should make members aware of the option to change MCOs. MDH will allow new members who are in hospice care to voluntarily change their MCO if they have been auto-assigned to an MCO with whom the hospice provider does not contract. If the new member does not change their MCO, then the MCO, which the new member is currently enrolled must pay the out-of-network hospice provider.

Hospice providers should inform their Medicaid participants (or patients applying for Medicaid coverage) as soon as possible after they enter hospice care about the MCOs with whom they contract so that they can make an informed choice.

### **Inpatient Hospital Services**

We cover inpatient hospital services. Kaiser Permanente is not responsible for payment of any remaining days of a hospital admission that began prior to the individual's enrollment in our MCO. We are however, responsible for reimbursement of professional services rendered during the remaining days of the admission if the member remains Medicaid eligible.

For special rules for length of stay for childbirth (See Page 25).

### **Nursing Facility Services**

For members that were enrolled in Kaiser Permanente prior to admission to a nursing facility, chronic hospital or chronic rehabilitation hospital and who meet the State's level of care (LOC) criteria, Kaiser Permanente is responsible for up to 90 days of the stay subject to specific rules.

### **Outpatient Hospital Services**

We cover medically necessary outpatient hospital services. As required by the State we limit observation stays to 24 hours.

### **Outpatient Rehabilitative Services**

We cover outpatient rehabilitative services including but not limited to medically necessary physical therapy for adult members. For members under 21 rehabilitative services are covered by Kaiser Permanente when the service is part of a home health visit or inpatient hospital stay.

To refer a member for PT/OT/ST, please fax a URF to UMOC at 855-414-1698.

Requests for reauthorizations should be faxed to the following department fax numbers:

Home Care: 855-414-1695

PT, OT, ST: 855-414-1698

DME: 855-414-1695

### **Oxygen and Related Respiratory Equipment**

We cover oxygen and related respiratory equipment.

### **Pharmacy Services and Copays**

We are responsible for most pharmacy services and will expand our drug formulary to include new products approved by the Food and Drug Administration in addition to maintaining drug formularies that are at least equivalent to the standard benefits of the Maryland Medical Assistance Program. We cover medical supplies or equipment used in the administration or monitoring of medication prescribed or ordered for a member by a qualifying provider. Most behavioral health drugs are on the State's formulary and are the responsibility of the State.

There are no pharmacy co-pays for children, pregnant women or birth control. For drugs covered by the State, such as behavioral health drugs, pharmacy copays are \$1 for generic and \$3 for brand name drugs.

### **Plastic and Restorative Surgery**

We cover these services when the service will correct a deformity from disease, trauma, congenital or developmental anomalies or to restore body functions. **Cosmetic surgery to solely improve appearance or mental health is not covered by the State or by the MCO.**

### **Podiatry Services**

We cover medically necessary podiatry services. We also cover routine foot care for children under age 21 and for members with diabetes or vascular disease affecting the lower extremities.

### **Pregnancy-Related Care**

Refer to Section II: Services for Pregnant and Post-Partum Women

### **Primary Behavioral Health Services**

We cover primary behavioral health services, including assessment, clinical evaluation and referral for additional services. The PCP may elect to treat the member, if the treatment, including visits for Buprenorphine treatment, falls within the scope of the PCP's practice, training, and expertise. Referrals for behavioral health services can be made by calling the State's ASO at 1- 800-888-1965, Monday - Friday: 8:00 AM to 6:00 PM.

### **Specialty Care Services**

Specialty care services provided by a physician or an advanced practice nurse (APN) are covered when services are medically necessary and are outside of the PCP's customary scope of practice.

Specialty care services covered under this section also include:

- Services performed by non-physician, non-APN practitioners, within their scope of practice, employed by a physician to assist in the provision of specialty care services, and working under the physician's direct supervision;
- Services provided in a clinic by or under the direction of a physician or dentist; and
- Services performed by a dentist or dental surgeon, when the services are customarily performed by physicians.

A member's PCP is responsible for making the determination, based on our referral requirements, of whether a specialty care referral is medically necessary. PCPs must follow our special referral protocol for children with special healthcare needs who suffer from a moderate to severe chronic health condition which:

- Has significant potential or actual impact on health and ability to function;
- Requires special health care services; and
- Is expected to last longer than 6 months.

A child functioning at 25% or more below chronological age in any developmental area, must be referred for specialty care services intended to improve or preserve the child's continuing health and quality of life, regardless of the services ability to effect a permanent cure.

### **Telemedicine and Remote Patient Monitoring**

We must offer telemedicine and remote patient monitoring to the extent they are covered by the Medicaid FFS Program.

Kaiser Permanente offers telemedicine/video visits which enables a member to see a physician for certain conditions by video visit. Video visits are an extension of the care a member receives at Kaiser Permanente. The member, physicians, and other caregivers are connected through the member's Kaiser Permanente electronic medical record. Eligible members must have an active online Kaiser Permanente account and access to a computer, smartphone, or tablet with video capability and a good internet or data connection.

Video visits are available for certain specialties including:

- Primary care;
- Pediatrics;
- Behavioral health;
- Urgent care; and
- Nutrition and genetic counseling

Video visits are available for certain conditions such as:

- Follow-up visits
- Minor burns/sunburn
- Cuts and wounds
- Bug bites
- Medication questions
- Sinus problems
- Skin rash or infection
- Eye problems
- Shingles

- Sprains and injuries
- Flu
- Sore throat
- Nausea/vomiting/diarrhea
- Backaches
- Joint problems

To learn more about telemedicine and video visits, go to

[https://healthy.kaiserpermanente.org/health/care/consumer/ancillary!/ut/p/a1/hY9Nz8FAFIV\\_i0WXci8Vqe5K0KqPCq\\_WbGTUYGI6bcaN6L9XFbF6ObuT-zy5OcAgAab5TZ44yVxz9eysuxtNVot-v-XhotNzMJgN\\_EEwD7EKxDABdlL5voa3Z6LCtdDCNNckNBmhD8IYyGwlMpCQCL1MTfZ58FXh78crlOpFDfIL540zyr-Kkns6vOdfiryAEkcRa47Xw\\_Et-ftapVrB6OdrCsh4-jLmLghOtw0wttxPYb-CceQpE5pa1uUxE3L0uv0XgAhQyCeA!!/dl5/d5/L2dBISEvZ0FBIS9nQSEh/](https://healthy.kaiserpermanente.org/health/care/consumer/ancillary!/ut/p/a1/hY9Nz8FAFIV_i0WXci8Vqe5K0KqPCq_WbGTUYGI6bcaN6L9XFbF6ObuT-zy5OcAgAab5TZ44yVxz9eysuxtNVot-v-XhotNzMJgN_EEwD7EKxDABdlL5voa3Z6LCtdDCNNckNBmhD8IYyGwlMpCQCL1MTfZ58FXh78crlOpFDfIL540zyr-Kkns6vOdfiryAEkcRa47Xw_Et-ftapVrB6OdrCsh4-jLmLghOtw0wttxPYb-CceQpE5pa1uUxE3L0uv0XgAhQyCeA!!/dl5/d5/L2dBISEvZ0FBIS9nQSEh/)

Kaiser Permanente also offers remote patient monitoring to monitor members with uncontrolled hypertension outside of conventional settings in support of continuous patient care. Remote Data Monitoring (RDM) technology enables clinicians to receive data from personal health monitoring devices members use at home or outside the care center to check their patients' health status. Qualified members are invited to join the program by their primary care provider. Qualifications include:

- Members between 18-59 years of age;
- Uncontrolled hypertension (blood pressure is > 139/89);
- Not currently pregnant or diagnosed with end-stage renal disease (ESRD);
- Not currently being managed by the Regional Heart Failure Program (i.e. on CHF program registry);
- Good understanding of English;
- Has a Smartphone or tablet with wireless access or data plan (iOS or Android only at this time);
- Email access;
- Cuff fit (9-17 inches upper arm circumference);
- Motivation to participate in care; and
- Other clinical factors may be taken into consideration by individual PCP.

### **Transplants**

We cover medically necessary transplants to the extent that the service would be covered by the State's fee-for-service program.

Health Plan contracts with local and national centers of excellence for transplant services. Referring Participating Providers should work with our transplant coordinators when they identify a member who may be a candidate for transplantation or requesting a referral for transplant from the PCP.

Transplant candidates should be routed through the Transplant Coordinator. Please call the National Transplant Services (NTS) Department at 301-625-6201 to refer a member for an evaluation for a transplant or to receive additional information about the NTS.

## **Vision Care Services**

We cover medically necessary vision care services. We are required to cover one eye examination every two years for members age 21 or older; and for members under age 21, at least one eye examination every year in addition to EPSDT screening. For members under age 21 we are required to cover one pair of eyeglasses per year unless lost, stolen, broken, or no longer vision appropriate; contact lenses, must be covered if eyeglasses are not medically appropriate for the condition.

Kaiser Permanente covers additional vision services for adults. We will cover members aged 21 and over with one (1) eye exam/year and one (1) pair of eyeglasses every two (2) years. Contact lenses are covered only when medically necessary. For a complete listing of Kaiser Permanente locations with vision centers, please visit our online facility directory on our Community Provider Website at [www.providers.kp.org/mas](http://www.providers.kp.org/mas) or contact Provider Experience at 1-877-806-7470.

## **OPTIONAL SERVICES COVERED BY KAISER PERMANENTE**

In addition to those services previously noted Kaiser Permanente currently provides the following optional services to our members. These services are not taken into account when setting our capitation rate. MCO optional services may change each Calendar Year. We may not discontinue or reduce these services without providing advance notification to State.

### **Adult Dental**

Kaiser Permanente offers preventive dental benefits to our adult members who are not pregnant (pregnant members already have coverage for dental services). Dental services are provided by DentaQuest. You can call DentaQuest at 1-855-208-6316. Dental services do not require a referral from your PCP. The preventive services we cover include:

- Dental exams two (2) times/year (one (1) every six (6) months);
- Dental cleaning two (2) times/year (one (1) every six (6) months);
- Limited X-rays once a year;
- Limited filings for cavities; and
- Limited non-surgical extractions.

## **MEDICAID BENEFITS COVERED BY THE STATE - not covered by Kaiser Permanente**

- **The State covers dental** services for children under age 21, former foster care youth up to age 26, and pregnant women. The Maryland Healthy Smiles Dental Program is responsible for routine preventative services, restorative service and orthodontia. Orthodontia must meet certain criteria and requires preauthorization by Scion the States ASO. Scion assigns members to a dentist and issues a dental Healthy Smiles ID card. However, the member may go to any Healthy Smiles participating dentist. If you have questions about dental benefits for children and pregnant women call 1-855-934-9812.
- Outpatient rehabilitative services for children under age 21;
- Specialty mental health and substance use disorders covered by the Specialty Behavioral Health System;
- Intermediate Care Facilities for Individuals with Intellectual Disabilities or Persons with developmental disabilities;
- Personal care services;
- Medical day care services, for adults and children;

- Abortions (covered under limited circumstances – no Federal funds are used -claims are paid through the Maryland Medical Care Program). If a woman was determined eligible for Medicaid based on her pregnancy, she is not eligible for abortion services;
- Emergency transportation (billed by local EMS);
- Non-emergency transportation services provided through grants to local governments; and
- Services provided to members participating in the State’s Health Home Program

## **BENEFIT LIMITATIONS**

**Kaiser Permanente does not cover these services except where noted and the State does not cover these services.**

- Services performed before the effective date of the member’s enrollment in the MCO are not covered by the MCO but may be covered by Medicaid fee-for-service if the member was enrolled in Medicaid;
- Services that are not medically necessary;
- Services not performed or prescribed by or under the direction of a health care practitioner (i.e., by a person who is licensed, certified, or otherwise legally authorized to provide health care services in Maryland or a contiguous state);
- Services that are beyond the scope of practice of the health care practitioner performing the service;
- Experimental or investigational services, including organ transplants determined by Medicare to be experimental, except when a member is participating in an authorized clinical trial;
- Cosmetic surgery to improve appearance or related services, but not including surgery and related services to restore bodily function or correct deformity resulting from disease, trauma, or congenital or developmental abnormalities;
- While enrolled in an MCO, services, except for emergency services, are not covered when the member is outside the State of Maryland unless the provider is part of the Kaiser Permanente Maryland HealthChoice network. Services may be covered when provided by an MCO network provider who has obtained the proper referral or pre-authorization if required. If a Medicaid beneficiary is not in an MCO on the date of service, Medicaid fee-for service may cover the service if it is a covered benefit and if the out of state provider is enrolled in Maryland Medicaid;
- Services provided outside the United States;
- Immunizations for travel outside the U.S.;
- Piped-in oxygen or oxygen prescribed for standby purposes or on an as-needed basis;
- Private hospital room is not covered unless medically necessary or no other room is available;
- Autopsies;
- Private duty nursing services for adults 21 years old and older;
- Dental services for adult members (age 21 and older - except pregnant women and former foster care youth up to age 26);
- Orthodontia is not covered by the MCO but may be covered by Healthy Smiles when the member is under 21 and scores at least 15 points on the Handicapping Labio-lingual Deviations Index No. 4 and the condition causes dysfunction;
- Ovulation stimulants, in vitro fertilization, ovum transplants and gamete intra-fallopian tube transfer, zygote intra-fallopian transfer, or cryogenic or other preservation techniques used in these or similar;
- Reversal of voluntary sterilization procedures;



- Reversal of gender reassignment surgeries;
- Medications for the treatment of sexual dysfunction;
- MCOs are not permitted to cover abortions. We are required to assist women in locating these services and we are responsible for related services (sonograms, lab work, but the abortion procedure, when conditions are met, must be billed to Medicaid fee-for service);
- Non-legend chewable tablets of any ferrous salt when combined with vitamin C, multivitamins, multivitamins and minerals, or other minerals in the formulation when the member is under 12 years old and non-legend drugs other than insulin and enteric-coated aspirin for arthritis;
- Non-medical ancillary services such as vocational rehabilitation, employment counseling, or educational therapy;
- Diet and exercise programs for weight loss except when medically necessary;
- Lifestyle improvements (physical fitness programs and nutrition counseling, unless specified); and
- MCOs do not cover emergency transportation services and are not required to cover non-emergency transportation services (NEMT). Kaiser Permanente will assist members to access non-emergency transportation through the local health department. We will provide some transportation if necessary, to fill any gaps that may temporarily occur in our network.

**Section IV**

**PRIOR AUTHORIZATION  
AND  
MEMBER COMPLAINT, GRIEVANCE  
AND APPEAL PROCEDURES**

## **Utilization Management**

Utilization management (UM) describes the different ways to make sure that you receive the right care at the right time in the right place. Kaiser Permanente's Utilization Management Program uses advice and cooperation from your PCP and other caregivers. Utilization management activities happen across all health care settings where Kaiser Permanente provides care. Utilization management activities include hospital medical management, complex case management, and renal case management, among others.

If you want to find out more about our utilization management program, contact a Member Services representative, who can give you:

- Information about the status of a referral or an approval;
- A copy of our criteria, guidelines, or protocols used for decision making; and
- Answers to your questions about a denial decision.

Member Services can also connect you with someone on the utilization management staff. Call Member Services representatives, Monday through Friday, 7:30 a.m. to 5:30 p.m., except holidays, at: 1-855-249-5019, TTY 711.

## **Affirmative Statement**

Kaiser Permanente practitioners and health care professionals make decisions about which care, and services are provided based on the member's clinical needs, the appropriateness of care and service, and existence of health plan coverage.

Kaiser Permanente does not make decisions regarding hiring, promoting, or terminating its practitioners or other individuals based upon the likelihood or perceived likelihood that the individual will support or tend to support the denial of benefits. The health plan does not specifically reward, hire, promote, or terminate practitioners or other individuals for issuing denials of coverage or benefits or care.

No financial incentives exist that encourage decisions that specifically result in denials or create barriers to care and services or result in underutilization. In order to maintain and improve the health of our members, all practitioners and health professionals should be especially diligent in identifying any potential underutilization of care or service.

## **Services requiring prior authorization**

Please note that this is periodically updated and may not be an all-inclusive list. Questions should be directed to the Utilization Management Operations Center (UMOC) at 1-800-810-4766, follow the prompts. Please see Section III for detailed information on Maryland HealthChoice Benefits and Services.

### **A. Inpatient Services**

1. Acute Inpatient Hospital Admissions (elective and emergent)
2. Short Stay Admissions
3. Observation Services
4. Acute Rehabilitation Admissions
5. Sub-acute Rehabilitation Admissions
6. Skilled Nursing Facility (SNF) Admissions
7. Long-Term Acute Care (LTAC) Admissions

8. Inpatient Hospice Admissions
9. Inpatient Behavioral Health Admissions
10. Outpatient Behavioral Health Admissions\*

\*Partial Hospitalization

## **B. Elective Services**

1. Abortions, Elective/Therapeutic
2. Acupuncture
3. Anesthesia for Oral Surgery/Dental
4. Any Services Outside Washington Baltimore Metro Areas
5. Behavioral Health Services
6. Biofeedback
7. Blepharoplasty
8. Breast Surgery for any reason
9. Chiropractic Care
10. Clinical Trials
11. Cosmetic and Reconstructive or Plastic Surgery
12. CT Scans (Computerized Tomography)
13. Dental Services Covered Under Medical Benefit
14. Durable Medical Equipment (DME)
  - 14.1. Assistive Technologies
15. Gastric Bypass Surgery, Gastroplasty
16. Home Health Care Services (Including Hospice)
17. Infertility Assessment and Treatment
18. Infusion Therapy and Injectables (Home IV, Excluding Allergy Injections)
19. Intensity Modulated Radiation Therapy (IMRT) – Modulated Therapy
20. Interventional Radiology
21. Investigational/Experimental Services
22. Magnetic Resonance Imaging (MRI)
23. Narrow Beam Radiation Therapy Modalities
  - 23.1. Cyberknife
  - 23.2. Gamma Knife
  - 23.3. Stereotactic Radiosurgery
24. Nasal Surgery (Rhinoplasty or Septoplasty)
25. Non-Participating Provider Requests
26. Nuclear Medicine
27. Obstructive Sleep Apnea Treatment including Sleep Studies
28. Oral Surgery
29. Orthognatic Surgery
30. Outpatient Surgery – All Hospital Settings/Ambulatory Surgery Centers
31. Pain Management Services
32. Penile Implants
33. Positron Emission Tomography (PET) Scan
34. Podiatry Services
35. Post Traumatic (Accidental) Dental Services
36. Prosthetics/Braces/Orthotics/Appliances
37. Prostate Biopsies - Ambulatory Surgery Center or Outpatient Hospital Surgery Setting
38. Radiation Oncology

39. Radiology Services (all radiology and imaging services, including diagnostic plain films)
  - 39.1. Imaging studies requiring fiducial markers
40. Rehabilitation Therapies
  - 40.1. Cardiac Rehabilitation
  - 40.2. Occupational Therapy
  - 40.3. Physical Therapy
  - 40.4. Pulmonary Rehabilitation Therapy
  - 40.5. Speech Therapy
  - 40.6. Vestibular Rehabilitation
41. Scar Revision
42. Sclerotherapy and Vein Stripping Procedures
43. Screening Colonoscopy – Consultations
44. Uvulopalatopharyngoplasty (UPPP)
45. Social Work Services
46. Temporo Mandibular Joint Evaluation and Treatment
47. Transplant Services – Solid Organ and Bone Marrow

### **Services not Requiring Preauthorization**

Members can elect to receive certain covered services from out-of-plan providers. Kaiser Permanente will cover these pursuant to COMAR 10.09.67.28. The services that a member has the right to access on a self-referral basis include:

- Family planning services including office visits, diaphragm fitting, IUD insertion and removal, special contraceptive supplies, Norplant removal, Depo-Provera-FP, latex condoms, and PAP smear.
- Certain school-based healthcare services including diagnosis and treatment of illness or injury that can be effectively managed in a primary care setting, well child care and the family planning services listed above.
- Initial medical examination for a child in State-supervised care.
- Unless Kaiser Permanente provides for the service before a newborn is discharged from the hospital, the initial examination of a newborn before discharge, if performed by an out-of-network on-call hospital provider.
- Annual Diagnostic and Evaluation Service (DES) visit for a member diagnosed with HIV or AIDS.
- Continued obstetric care with her pre-established provider for a new pregnant member.
- Renal dialysis services.
- Pharmaceutical and laboratory services, when provided in connection with a legitimately self-referred service, provided on-site by the same out of plan provider at the same location as the self-referred service.
- A newly enrolled child with a special health care need may continue to receive medical services directly related to the child's medical condition under a plan of care that was active at the time of the child's initial enrollment, if the child's out-of-plan provider submits the plan of care to Kaiser Permanente for review and approval within thirty (30) days of enrollment (For additional information, see Children with Special Healthcare Needs Page 24).
- Emergency services as described in COMAR 10.09.66.08 B.
- Services performed at a birthing center located in Maryland or a contiguous state.

## **Prior authorizations procedures**

### **How to request a referral for Specialist Care (No Authorization Required)**

**Step 1:** VERIFY that the referral specialist is a Kaiser Permanente Maryland HealthChoice Participating Provider.

**Step 2:** VERIFY that the requested procedure DOES NOT REQUIRE AUTHORIZATION.

**Step 3:** FAX a copy of the Maryland Uniform Referral or the KPMAS Referral request to the Utilization Management Operations Center (UMOC) via fax at 1-800-660-2019.

-OR-

MAIL a copy of the Maryland Uniform Referral or the KPMAS Referral request to:

**Kaiser Permanente New Carrollton Administrative Office Building  
Utilization Management Operations Center  
4000 Garden City Drive  
Hyattsville, MD 20785**

**Step 4:** Give a copy of the referral form to the member to take to the appointment with the Kaiser Permanente Maryland HealthChoice Participating Specialist.

### **How to request referrals for Specialist Care (Authorization Required)**

**Step 1:** Verify that the procedure/service requires authorization.

**Step 2:** Determine if the specialist is a Kaiser Permanente Maryland HealthChoice Participating Provider.

**Step 3:** Complete the referral form and fax to the Utilization Management Operations Center (UMOC) via fax 1-800-660-2019.

**Step 4:** Ensure that any required clinical documentation accompanies the referral request.

**Step 5:** Complete the referral form and attach appropriate lab, x-ray results, or medical records. Incomplete referrals will be faxed back to the Participating PCP or Participating Specialist office with request to include required information. Be sure to include fax numbers on the request.

## **Referring Members for Radiology Services**

Kaiser Permanente provides members with access to radiology and imaging services at our Medical Office Buildings, Imaging Centers, and through community-based providers within our Participating Provider Network.

Following patient consultation, Participating Providers should follow the procedures below when referring a member for radiology services:

1. Provide the member with a script for the necessary radiological/imaging service.
2. Instruct the member to contact Kaiser Permanente to secure a radiology/imaging appointment.

The member may contact the Radiology Department at his/her preferred Kaiser Permanente Office Building or Imaging Center directly, or call the Medical Advice/Appointment Line at 1-800-777-7904 to secure an appointment with a representative.

## **Radiology and Imaging Referral Verification Process**

When a Kaiser Permanente Maryland HealthChoice member presents to your office with a script for radiology or imaging services, you must confirm that an approved KP External Referral Summary Report has been issued to your practice or facility prior to rendering the services.

- Kaiser Permanente External Referral Summary Reports are issued electronically to providers with access to Kaiser Permanente HealthConnect AffiliateLink.
  - If you receive Kaiser Permanente referrals electronically, you may view and print your approved referral by logging-on to Kaiser Permanente HealthConnect AffiliateLink at [www.providers.kp.org/mas](http://www.providers.kp.org/mas).
  - If you do not receive referrals electronically from Kaiser Permanente, the referral will be sent to your office via fax upon approval by our Utilization Management and Operations Center.

In the event a member presents to your office for radiology or imaging services without an approved Kaiser Permanente External Referral Summary Report, you must contact our Utilization Management and Operations Center at 1-800-810-4766 to confirm the status of the referral, or direct the member to contact their referring Provider.

Please note that imaging studies requiring fiducial markers will require a separate authorization.

### **Referring Members for Laboratory Services**

Members requiring laboratory services under care with your practice should be directed to a Kaiser Permanente Medical Center or participating laboratory. Laboratory procedures covered under a current Clinical Laboratory Improvement Amendments (CLIA) Certificate of Waiver or a current CLIA Certificate of Provider-Performed Microscopy Procedures may be performed in your office.

Members should be given an order or signed script to present to the laboratory. The script or order must include the following:

- Provider name;
- Provider address;
- Practice phone and fax number;
- Member name;
- Member date of birth;
- Description of test(s) requested; and
- ICD-10 codes.

The laboratory results will be faxed to the number provided on your signed script or order. Participating Providers with access to Kaiser Permanente HealthConnect AffiliateLink may obtain laboratory results via the web at [www.providers.kp.org/mas](http://www.providers.kp.org/mas).

## **Inpatient Admissions and Concurrent Review**

### **Hospital Admission Notification Requirements**

The hospital is responsible to notify Kaiser Permanente at the time the member is admitted. All urgent and emergent admissions require notification of the admission to UMOC by the participating PCP, his/her agent, or the participating hospital/facility at 1-800-810-4766. Notification of an emergency admission within 24 hours of the admission ensures prompt payment. If the admitting physician is not the participating PCP, it is the admitting physician's responsibility to contact the participating PCP in order to authorize the admission and discuss plans for care.

Participating hospitals are responsible for notifying Kaiser Permanente of all inpatient emergency admissions within 24 hours of the admission. Notification must be made to the Utilization Management department via phone: 1-800-810-4766 or fax: 855-414-1704. Specifically, in the event that a member requires emergency care and is then transitioned to “inpatient status”, Kaiser Permanente must be notified of the admission to inpatient status within 24 hours of the admission. Upon notification, Kaiser Permanente reserves the sole discretion to provide authorization for continuation of care. Kaiser Permanente also maintains the right to transfer the member to another facility. Failure to notify Kaiser Permanente may result in a denial of payment of claims. The participating hospital may not hold the member financially responsible for lack of authorization or late notification.

Subsequently, Kaiser Permanente must be notified of all births within 8 hours of the birth, unless the baby is born after 6:00P.M. If born after 6:00P.M., notification must be received by 6:00A.M. of the following day. Timely notification of births will allow for pre-enrollment and/or enrollment of the newborn to begin documentation in their new individual medical records. This will also allow for Kaiser Permanente to properly provide authorizations as necessary for the newborn.

### **Managing Our Members in Participating Hospitals/Facilities**

Once a member has been admitted and Kaiser Permanente has been notified of the admission, the Participating Hospital must provide daily notification (seven days a week) of a member’s continued stay. Daily notification will be accepted via a daily census and submission of the necessary and meaningful clinical medical records, including any peer-to-peer interactions, to determine the member’s stability and continued need for additional hospitalization. Failure to provide daily clinical records may result in partial denial of the authorization.

### **Transition Care Management**

Transition care management begins when the Member is admitted to the hospital or SNF and continues throughout the stay. Its purpose is to capitalize on inpatient admissions to kick off a new set of multidisciplinary activities that support care post discharge and ensures the Members safe transition between care venues while preventing readmissions and medication errors.

The Patient Care Coordinators work with the attending physician and the health care team to ensure the Member’s transition needs are anticipated and met. The keys to safe and proactive transition management are:

- early assessment and needs identification/anticipation;
- development of a realistic and sound plan of care based on clinical evidence;
- establishing open communication with the Member and/or authorized representative and the health care team;
- coordination with all disciplines involved;
- ensuring members have a timely follow-up appointment with their PCP;
- ensuring post-acute services are delivered as ordered; and
- ensuring our high risk members who are discharged home have the opportunity for telephonic medication reconciliation with a Health Plan clinical pharmacist.

For continued inpatient stays, the patient care coordinator evaluates the patient’s needs by partnering with the member and his/her family, the attending physician and the healthcare team throughout the member’s hospitalization. Transition of care is initiated on admission and regularly revisited based on the clinical status and specific needs of the patient.



During the transition of care process, the following factors are taken into consideration to ensure the member's clinical needs are assessed based on the characteristics of the local delivery system:

- Availability of long-term care facility/nursing facility services, home care, DME, palliative care or timely access to Kaiser Permanente's internal services to support the patient after hospital discharge where needed; and
- Local hospitals' ability to provide recommended services.

### **Delays in Service Provided to Members in an Inpatient Setting**

All authorized services and procedures, including but not limited to testing and imaging, must be completed within 24 hours of the authorization. Denial of payment for an inpatient day may occur if the lack of timely completion of such services and/or procedures results in a medically unnecessary extension of the member's hospital stay.

Please note that imaging studies requiring fiducial markers will require a separate authorization.

The tables below outline specific examples of common delays in service/procedure by hospital, SNF or physician category. This table lists hospital and SNF services that hospitals and SNFs, respectively, are expected to be able to deliver seven days a week, provided that such services are within the scope of the provider/facility's services. Note: This is not an exclusive list.

### **Hospital Delays**

#### **Diagnostic Testing/Procedures**

- MRI CT scans (test performed/read/results available)
- Other Radiology delays (test performed/read/results available)
- Laboratory tests (test performed/read/results available)
- Cardiac catheterization delays (including weekends and holidays)
- PICC Line placement
- Echocardiograms
- GI Diagnostic procedures (EGD, Colonoscopy, ERCP, etc.)
- Stress tests
- Technical delays (*i.e.*, machine broken or machine is not appropriate for patient, causing delay)
- Dialysis
- Transfusions
- AFBs
- Pathology

#### **Operating Room**

- CABG delays
- No OR time
- Physician delay (*i.e.*, lack of availability)

#### **Ancillary Service**

- PT/OT/Speech evaluation
- Social Work/Discharge Planning

#### **Nursing**

- Delay in carrying out or omission of physician orders
- Medications not administered
- NPO order not acknowledged
- Kaiser Utilization Management not notified that the patient refuses to leave when discharged

## **Skilled Nursing Facility (SNF) Delays**

### **Diagnostic Testing/Procedures**

- Laboratory tests (test performed/read/results available)
- PICC line placement
- Radiology delays (test performed/read/results available)

### **Nursing**

- Appointment delays due to transportation issues
- Delay in initiation of nursing services

## **Ancillary Service**

- Social Work/ Discharge Planning
- Delay in initiation of therapy services (PT/OT/Speech)
- Lack of weekend therapy services
- Delay in initiation of respiratory services
- Delay in Pharmacy services

### **SNF**

- Physician delays in facilities that do not have Kaiser Permanente on-site reviewers

## **Attending or Consulting Physician Delays**

### **Hospital**

- Delays in Specialty consultations;
- Delay in discharge order for alternative placement; and
- Member not seen by attending physician or not seen in a timely manner.

## **Daily Hospital Censuses**

Kaiser Permanente requires Participating Hospitals to submit daily censuses for the following:

- Daily newborn census;
- Daily emergency department visits w/diagnoses;
- Daily emergency department visits converted to observation; and
- Daily current inpatient census.

## **Period of preauthorization**

Prior authorization numbers are valid for the date of service authorized or for a period not to exceed **90** days after the date of service authorized. This period of authorization is a general timeframe and certain specialties and services may have different applicable periods. The member must be eligible for Medicaid and enrolled in Kaiser Permanente Maryland HealthChoice on each date of service. Prior to any appointment for a HealthChoice member you must call EVS at 1-866-710-1447 to verify their eligibility and MCO enrollment. This procedure will assist in ensuring payment for services. Participating Providers enrolled with KP HealthConnect AffiliateLink may also verify eligibility and benefit information online by logging on at [www.providers.kaiserpermanente.org/mas](http://www.providers.kaiserpermanente.org/mas). If you do not have access to KP HealthConnect AffiliateLink and would like to enroll, please contact Provider Experience at 1-877-806-7470.

## **Prior authorization and coordination of benefits**

Kaiser Permanente may not refuse to pre-authorize a service because the member has other insurance. Even if the service is covered by the primary payer, the provider must follow our prior authorization rules. Preauthorization is not a guarantee of payment. Except for prenatal care and Healthy Kids/EPSTDT screening services, you are required to bill other insurers first. For these services, we will pay the provider and then seek payment from the other insurer.

## **Medical Necessity Criteria**

A “medically necessary” service or benefit must be:

- Directly related to diagnostic, preventive, curative, palliative, rehabilitative or ameliorative treatment of an illness, injury, disability, or health condition;
- Consistent with current accepted standards of good medical practice;
- The most cost-effective service that can be provided without sacrificing effectiveness or access to care; and
- Not primarily for the convenience of the member, the member's family or the provider.

## **Clinical Practice Guidelines**

Clinical practice guidelines are systematically designed tools to assist participating practitioners and patient decisions regarding specific medical conditions and preventive care. Guidelines are informational and are not intended or designed as a substitute for the reasonable exercise of independent clinical judgment by participating practitioners in any particular set of circumstances for each patient.

KPMAS has adopted and implemented evidence-based Clinical Practice Guidelines developed by Permanente Medical Groups and by the Care Management Institute in conjunction with Permanente physician-experts from across the KP program. These guidelines cover preventive, acute, and chronic care. Preventive care guidelines include, but not limited to, Prenatal Care, Preventive Care for all ages, Breast Cancer Screening, Cervical Cancer Screening, Colorectal Cancer Screening, Prostate Cancer Screening, Tobacco Screening Guidelines, and Abdominal Aortic Aneurysm Screening. Clinical practice guidelines address the primary care management of common diagnoses, such as adult and pediatric asthma, diabetes mellitus, hypertension, attention deficit hyperactivity disorder, coronary artery disease, and adult depression.

Clinical practice guidelines are available to Kaiser Permanente Participating Providers at [www.providers.kaiserpermanente.org/mas](http://www.providers.kaiserpermanente.org/mas) under Provider Information and Clinical Library or by contacting the Quality Department at 301-816-5763.

## **UM Criteria, Medical Coverage Policies and Guidelines**

Measurable and objective decision-making criteria ensure that decisions are fair, impartial, and consistent. Kaiser Permanente utilizes and adopts nationally developed medical policies, commercially recognized criteria sets, and regionally developed Medical Coverage Policies (MCP). Additionally, the opinions of subject matter experts certified in the specific field of medical practice are sought in the guideline development process.

All criteria sets are reviewed and revised annually, then approved by the Regional Utilization Management Committee as delegated by the Regional Quality Improvement Committee. Our UM criteria is not designed to be the final determinate of the need for care but has been developed in alignment with local practice patterns and are applied based upon the needs and stability of the individual patient. In the absence of applicable criteria or MCPs, the UM staff refers the case for review to a licensed, board-certified practitioner in the same or similar specialty as the requested service.

The reviewing practitioners base their determinations on their training, experience, the current standards of practice in the community, published peer-reviewed literature, the needs of individual patients (age, comorbidities, complications, progress of treatment, psychosocial situation, and home environment when applicable), and characteristics of the local delivery system.

## UM Criteria for Maryland HealthChoice Members

MCG™ – formerly called Milliman Care Guideline

MCP: Medical Coverage Policies (Locally developed by Kaiser Permanente Mid-Atlantic States)

Medicare NCD-LCD: Coverage Policies (National Coverage Determination & Local Coverage Determination)

Service Type	UM Approved Criteria Sets *
Acute Rehabilitation	MCG™
Ambulance Services	MCP
Durable Medical Equipment (DME) and Supplies	1. KPMAS MCP 2. MCG™ 3. NCD-LCD
Orthotics and Prosthetics	1. KPMAS MCP 2. MCG™ 3. NCD-LCD
Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Services <i>as applicable</i>	EPSDT <sup>1</sup> Guideline
Home Health Services	MCG™
Hospice (In-patient/Out-patient)	MCG
Inpatient (Concurrent Review) Services	MCG™
Neonatal Care	KP Revised MCG™ NICU Levels
Outpatient Services	1. KPMAS MCP 2. MCG™
PT/OT/Speech Therapies	1. KPMAS MCP 2. MCG™
Skilled Nursing Facility	MCG™
Transplant Services	National Transplant Network Services Patient Selection Criteria InterQual® Criteria – Transplant and Hematology/Oncology

<sup>1</sup> Federal EPSDT Medical Necessity Guidelines <http://www.medicaid.gov/Medicaid-CHIP-Program-Information/By-Topics/Benefits/Early-Periodic-Screening-Diagnosis-and-Treatment.html>

As a Participating Provider you can access our medical coverage policies online at:

[http://www.providers.kp.org/html/cpp\\_mas/coveragepolicies.html](http://www.providers.kp.org/html/cpp_mas/coveragepolicies.html).

Hard copies of UM criteria or guidelines used in UM review are also available by calling the Utilization Management Operations Center (UMOC) at ☎(800) 810-4766, and selecting the appropriate prompt. Updates to medical coverage policies, UM criteria and new technology reports are featured in “*Network News*”, our quarterly Participating Provider newsletter. You can also access current and past editions of “*Network News*” on our provider website by visiting online at: [http://www.providers.kaiserpermanente.org/html/cpp\\_mas/newsletters.html](http://www.providers.kaiserpermanente.org/html/cpp_mas/newsletters.html).

## Accessibility of Utilization Management

The Kaiser Permanente UM Department ensures that all members and providers have access to UM staff, physicians and managers 24 hours a day, 7 days a week. You can reach the Kaiser Permanente UM Department by calling the Utilization Management Operations Center (UMOC) at (800) 810-4766, Option 2 (Provider) and follow prompts to be directed to Call Center (available 24 hours, 7 days a week). Staff are identified by name, title and organization name when initiating or returning calls regarding UM issues. TDD/TTY services are available for members who need them. Language assistance is available for Providers through Language Select at 888-325-2646 (Provider Access Code and Department).

The table below provides the UM hours of operations and responsibilities:

UM Department Section	Hours of Operation	Core Responsibilities
Emergency Care Management (ECM)- Clinical Call Center Department	24 hours/day, 7 days/week, including holidays	<ul style="list-style-type: none"> <li>Process transfer requests for Members who need to be moved to a different level of care including emergency rooms, inpatient facilities, and Kaiser Permanente Medical Office Buildings</li> <li>Enter referrals for all in-patient admissions and Emergency Department notifications received from facilities</li> <li>Assist with repatriations from hospital to hospital</li> <li>Support all cardiac transfers for level of care needed</li> </ul>
Utilization Management Operations Center: Outpatient, Specialty Referrals and Clinical Research Trials	<p><u>Monday through Friday:</u> <u>8:30 A.M. to 5:00 P.M.</u></p> <p>Weekends and Holidays: <u>8:30 A.M. to 5:00 P.M.</u> for Urgent and emergent referrals and care coordination referrals</p>	<ul style="list-style-type: none"> <li>Conduct pre-service review of specialty referrals (outpatient and inpatient) to include external clinical trial requests</li> <li>Weekends and holidays pre-service review of urgent/emergent referrals except clinical research trials</li> </ul>
Utilization Management Operations Center: <ul style="list-style-type: none"> <li>Durable Medical Equipment (DME)</li> <li>Home Care</li> <li>Rehabilitative Therapies</li> </ul>	<p><u>Monday through Friday:</u> <u>8:30 A.M. to 5:00 P.M.</u></p> <p>Weekends and Holidays: <u>8:30</u></p>	<ul style="list-style-type: none"> <li>Conduct pre-service and concurrent review of Home Care, Durable Medical Equipment, Physical Therapy, Occupational Therapy and Speech Therapy</li> </ul>

<b>UM Department Section</b>	<b>Hours of Operation</b>	<b>Core Responsibilities</b>
<ul style="list-style-type: none"> <li>Physical, Occupational and Speech Therapies</li> </ul>	<u>A.M. to 5 P.M.</u> for Urgent and routine discharge care coordination referrals	<ul style="list-style-type: none"> <li>Post-service review provided to Kaiser members outside a Kaiser medical facility</li> </ul>
Non Behavioral Health located at affiliated hospitals	Seven days a week and Holidays 8:30 A.M. to 5:00 P.M.	Conduct concurrent review and transition care management
Skilled Nursing Facility (SNF) and, Rehabilitation Services and Long Term Acute Care Hospitals (LTACH)	Monday through Friday 8:00 A.M. to 4:30 P.M. <b><u>Excluding weekends and major holidays</u></b>	Conduct concurrent review and transition care management for members in the acute rehab and SNF settings
UM Hospital Services – Behavioral Health located at affiliated hospitals:	Seven days a week: 8:00 A.M. to 4:30 P.M. Including major holidays	Conduct concurrent review and transition care management services of behavioral health service
UM Outpatient Services – Behavioral Health	Monday to Friday: 8:00 A.M. to 4:30 P.M. Excluding weekends and major holidays	Conduct Pre-service and concurrent review of behavioral outpatient services
Outpatient Continuing Care, Complex Case Management and Renal Case Management	Monday through Friday 8:30 A.M. to 5:00 P.M. Excluding weekends and major holidays	Conduct outpatient medical case management and care coordination for medically complex members and End Stage Renal Disease Members

### **Timeliness of decisions and notifications to providers and members**

Kaiser Permanente makes prior authorization decisions and notifies providers and applicable members in a timely manner. Unless otherwise required by the Maryland Department of Health. Kaiser Permanente adheres to the following decision/notification time standards:

- Standard authorizations - within 2 business days of receipt of necessary clinical information, but not later than 14 calendar days of the date of the initial request
- Expedited authorizations - no later than 72 hours after receipt of the request if it is determined the standard timeframe could jeopardize the member's life, health, or ability to attain, maintain, or regain maximum function
- Covered outpatient drug authorizations - within 24 hours by telephone to either authorize the drug or request additional clinical information

Kaiser Permanente will send notice to deny authorizations to providers and members:

- Standard authorizations - within 72 hours from the date of determination
- Expedited authorizations - within 24 hours from the date of determination

Tables A – D below summarizes the timeliness requirements for Maryland HealthChoice members.

**Table A: Timeliness Guidelines for Urgent Concurrent Review and Notification**

<b>Determination Timeframe</b>	<b>Telephonic or Oral/Verbal Notification</b>	<b>Written Notification</b>
Within 24 hours of receipt of request	Within 24 hours of receipt of request	Within 24 hours of determination

**Table B: Timeliness Guidelines for Urgent Pre-service Review and Notification**

<b>Determination Timeframe</b>	<b>Telephonic or Oral/Verbal Notification</b>	<b>Written Notification</b>
Within 48 hours of receipt of request	Within 24 hours of receipt of request	Within 24 hours of determination

Urgent care means health care services for a medical condition that manifests itself by symptoms of sufficient severity that the absence of medical attention within 48 hours could reasonably be expected, by a prudent layperson who possesses an average knowledge of health and medicine, to result in an emergency medical condition.

**Table C: Timeliness Guidelines for Non-Urgent (Standard/Routine) Pre-Service Review and Notification**

<b>Determination Timeframe</b>	<b>Telephonic or Oral/Verbal Notification</b>	<b>Written Notification</b>
Within two (2) business days of receipt of request, but no later than seven (7) calendar days from the receipt of request	Within 24 hours of determination	Within 72 hours from the date of determination

**Table D: Timeliness Guidelines for Post-Service Review and Notification**

<b>Determination Timeframe</b>	<b>Telephonic or Oral/Verbal Notification</b>	<b>Written Notification</b>
Within 30 calendar days of receipt of request	Not Applicable	Within 30 business days of receipt of request

## Out-of-Network Providers

When approving or denying a service from an out-of-network provider, Kaiser Permanente will assign a prior authorization number, which refers to and documents the approval. Kaiser Permanente sends written documentation of the approval or denial to the out-of-network provider

within the time frames appropriate to the type of request. Refer to Section I for list of self-referred services which are services we must allow members to access out-of-network. Occasionally, a member may be referred to an out-of-network provider because of special needs and the qualifications of the out-of-network provider. Kaiser Permanente makes such decisions on a case-by-case basis.

## **Overview of Member Complaint, Grievance and Appeal Processes**

Our MCO member services line, 1-855-249-5019, operates Monday through Friday, 7:30 a.m. to 5:30 p.m. Member services resolves or properly refers members' inquiries or complaints to the State or other agencies. Kaiser Permanente informs members and providers of the grievance system processes for complaints, grievances, appeals, and Maryland State Fair Hearings. This information is contained in the Member Handbook and is available on the Kaiser Permanente website at <https://thrive.kaiserpermanente.org/wp-content/uploads/2014/07/888d2ee38bf78090176b.pdf>.

Members or their authorized representatives can file an appeal or a grievance with Kaiser Permanente orally or in writing. An authorized representative is someone who assists with the appeal on the member's behalf, including but not limited to a family member, friend, guardian, provider, or an attorney. Representatives must be designated in writing.

Members and their representatives may also request any of the following information from Kaiser Permanente, free of charge, to help with their appeal by calling 1-855-249-5019:

- Medical records;
- Any benefit provision, guideline, protocol, or criterion Kaiser Permanente used to make its decision;
- Oral interpretation and written translation assistance; and
- Assistance with filling out Kaiser Permanente's appeal forms.

Kaiser Permanente will take no punitive action for:

- Members requesting appeals or grievances
- Providers requesting expedited resolution of appeals or grievances
- Providers supporting a member's appeal or grievance
- Members or providers making complaints against Kaiser Permanente or the Department

Kaiser Permanente will also verify that no provider or facility takes punitive action against a member or provider for using the appeals and grievance system. Providers may not discriminate or initiate disenrollment of a member for filing a complaint, grievance, or appeal with Kaiser Permanente.

Our internal complaint materials are developed in a culturally sensitive manner, at a suitable reading comprehension level, and in the member's native language if the member is a member of a substantial minority. Kaiser Permanente delivers a copy of its complaint policy and procedures to each new member at the time of initial enrollment, and at any time upon a member's request.

## **MCO Member Grievance Procedures**

A grievance is a complaint about a matter that cannot be appealed. Grievance subjects may include but are not limited to dissatisfaction with access to coverage, any internal process or policy, actions or behaviors of our employees or vendors or provider office teams, care or



treatment received from a provider, and drug utilization review programs applying drug utilization review standards.

Examples of reasons to file an administrative grievance include:

- The member's provider's office was dirty, understaffed, or difficult to access.
- The provider was rude or unprofessional.
- The member cannot find a conveniently located provider for his/her health care needs.
- The member is dissatisfied with the help he/she received from the provider's staff or Kaiser Permanente.

Examples of reasons to file a medical grievance include:

- The member is having issues with filling his/her prescriptions or contacting the provider.
- The member does not feel he/she is receiving the right care for his/her condition.
- Kaiser Permanente is taking too long to resolve the member's appeal or grievance about a medical issue.
- Kaiser Permanente denies the member's request to expedite his/her appeal about a medical issue.

Grievances may be filed at any time with Kaiser Permanente orally or in writing by the member or their authorized representative, including providers. Kaiser Permanente responds to grievances within the following timeframes:

- 30 calendar days of receipt for an administrative (standard) grievance.
- 5 calendar days of receipt for an urgent (medically related) grievance.
- 24 hours of receipt for an emergent or an expedited grievance.

If we are unable to resolve an urgent or administrative grievance within the specified timeframe, we may extend the timeframe of the grievance by up to fourteen (14) calendar days if the member requests the extension or if we demonstrate to the satisfaction of the Maryland Department of Health (MDH), upon its request, that there is need for additional information and how the delay is in the member's interest. In these cases, we will attempt to reach you and the member by phone to provide information describing the reason for the delay and will follow with a letter within two (2) calendar days detailing the reasons for our decision to extend.

For expedited grievances, Kaiser Permanente will make reasonable efforts to provide oral notice of the grievance decision and will follow the oral notice with written notification. Members are advised in writing of the outcome of the investigation of all grievances within the specified processing timeframe. The Notice of Resolution includes the decision reached, the reasons for the decision, and the telephone number and address where the member can speak with someone regarding the decision. The notice also tells members how to ask the State to review our decision and to obtain information on filing a request for a State Fair Hearing, if applicable.

## **MCO Member Appeal Procedures**

An appeal is a review by the MCO or the Department when a member is dissatisfied with a decision that impacts their care. Reasons a member may file an appeal include:

- Kaiser Permanente denies covering a service ordered or prescribed by the member's provider. The reasons a service might be denied include:
  - The treatment is not needed for the member's condition, or would not help you in diagnosing the member's condition.

- Another more effective service could be provided instead.
- The service could be offered in a more appropriate setting, such as a provider's office instead of the hospital.
- Kaiser Permanente limits, reduces, suspends, or stops a service that a member is already receiving. For example:
  - The member has been getting physical therapy for a hip injury and he/she has reached the frequency of physical therapy visits allowed.
  - The member has been prescribed a medication, it runs out, and he/she does not receive any more refills for the medication.
- Kaiser Permanente denies all or part of payment for a service a member has received.
- Kaiser Permanente fails to provide services in a timely manner, as defined by the Department (for example, it takes too long to authorize a service a member or his/her provider requested).
- Kaiser Permanente denies a member's request to speed up (or expedite) the resolution about a medical issue.

The member will receive a Notice of Adverse Benefit Determination (also known as a denial letter) from us. The Notice of Adverse Benefit Determination informs the member of the following:

- Kaiser Permanente's decision and the reasons for the decision, including the policies or procedures which provide the basis for the decision
- A clear explanation of further appeal rights and the timeframe for filing an appeal
- The availability of assistance in filing an appeal
- The procedures for members to exercise their rights to an appeal and request a State Fair Hearing if they remain dissatisfied with Kaiser Permanente's decision
- That members may represent themselves or designate a legal counsel, a relative, a friend, a provider or other spokesperson to represent them, in writing
- The right to request an expedited resolution and the process for doing so
- The right to request a continuation of benefits and the process for doing so

If the member wants to file an appeal with Kaiser Permanente, they have to file it within 60 days from the date of the denial letter. Our denial letters must include information about the HealthChoice Help Line. If the member has questions or needs assistance, direct them to call 1-800-284-4510. Providers may call the State's HealthChoice Provider Help Line at 1-800-766-8692.

When the member files an appeal, or at any time during our review, the member and/or provider should provide us with any new information that will help us make our decision. The member or representative may ask for up to 14 additional days to gather information to resolve the appeal. If the member or representative needs more time to gather information to help Kaiser Permanente make a decision, they may call Kaiser Permanente at 1-855-249-5019 and ask for an extension.

Kaiser Permanente may also request up to 14 additional days to resolve the appeal if we need to get additional information from other sources. If the MCO requests an extension, the MCO will send the member a letter and call the member and his/her provider.

When reviewing the member's appeal we will:

- Use doctors with appropriate clinical expertise in treating the member's condition or

disease

- Not use the same MCO staff to review the appeal who denied the original request for service
- Make a decision within 30 days, if the member's ability to attain, maintain, or regain maximum function is not at risk

On occasion, certain issues may require a quick decision. These issues, known as expedited appeals, occur in situations where a member's life, health, or ability to attain, maintain, or regain maximum function may be at risk, or in the opinion of the treating provider, the member's condition cannot be adequately managed without urgent care or services. Kaiser Permanente resolves expedited appeals effectively and efficiently as the member's health requires. Written confirmation or the member's written consent is not required to have the provider act on the member's behalf for an expedited appeal. If the appeal needs to be reviewed quickly due to the seriousness of the member's condition, and Kaiser Permanente agrees, the member will receive a decision about their appeal as expeditiously as the member health condition requires or no later than 72 hours from the request. If an appeal does not meet expedited criteria, it will automatically be transferred to a standard timeframe. Kaiser Permanente will make a reasonable effort to provide verbal notification and will send written notification within two (2) calendar days.

Once we complete our review, we will send the member a letter letting them know our decision. Kaiser Permanente will send written notification for a standard appeal timeframe, including an explanation for the decision, **within 2 business days of the decision.**

For an expedited appeal timeframe, Kaiser Permanente will communicate the decision verbally at the time of the decision and in writing, including an explanation for the decision, within 24 hours of the decision.

If we decide that they should not receive the denied service, that letter will tell them how to ask for a State Fair Hearing.

### **Request to Continue Benefits During the Appeal**

If the member's appeal is about ending, stopping, or reducing a service that was authorized, they may be able to continue to receive the service while we review their appeal. The member should contact us within 10 days of receiving the denial notice at 1-855-249-5019 if they would like to continue receiving services while their appeal is reviewed. The service or benefit will continue until either the member withdraws the appeal, or the appeal or fair hearing decision is adverse to the member. If the member does not win their appeal, they may have to pay for the services that they received while the appeal was being reviewed.

Members or their designated representative may request to continue to receive benefits while the State Fair Hearing is pending. Benefits will continue if the request meets the criteria described above when the member receives the MCO's appeal determination notice and decides to file for a State Fair Hearing. If Kaiser Permanente or the Maryland Fair Hearing officer does not agree with the member's appeal, the denial is upheld, **and the member continues to receive services**, the member may be responsible for the cost of services received during the review. If either rendering party overturns Kaiser Permanente's denial, we will authorize and cover the costs of the service within 72 hours of notification.

## **State Fair Hearing Rights**

A HealthChoice member may exercise their State Fair Hearing rights but the member must first file an appeal with Kaiser Permanente. If Kaiser Permanente upholds the denial the member may appeal to the Office of Administrative Hearings (OAH) by contacting the HealthChoice Help Line at 1-800-284-4510. If the member decides to request a State Fair Hearing, we will continue to work with the member and the provider to attempt to resolve the issue prior to the hearing date.

If a hearing is held and the Office of Administrative Hearings decides in the member's favor, Kaiser Permanente will authorize or provide the service no later than 72 hours of being notified of the decision. If the decision is adverse to the member, the member may be liable for services continued during our appeal and State Fair Hearing process. The final decision of the Office of Administrative Hearings is appealable to the Circuit Court, and is governed by the procedures specified in State Government Article, §10-201 et seq., Annotated Code of Maryland.

## **State HealthChoice Help Lines**

If a member has questions about the HealthChoice Program or the actions of Kaiser Permanente direct them to call the State's HealthChoice Help Line at 1-800-284-4510. Providers can contact the HealthChoice Provider Line at 1-800-766-8692.

# **Section V.**

## **PHARMACY MANAGEMENT**

## **Pharmacy Benefit Management**

Kaiser Permanente is responsible for most pharmacy services and will expand our drug formulary to include new products approved by the Food and Drug Administration as determined by Regional Pharmacy & Therapeutics Committee in addition to maintaining drug formularies that are at least equivalent to the standard benefits of the Maryland Medical Assistance Program, prescription medications and certain over-the-counter medicines. This requirement pertains to new drugs or equivalent drug therapies, routine childhood immunizations, vaccines prescribed for high risk and special needs populations and vaccines prescribed to protect individuals against vaccine-preventable diseases. If a generic equivalent of these drugs is not available, new brand name drug rated as P (priority) by the FDA will be added to the formulary.

Coverage may be subject to preauthorization to ensure medical necessity for specific therapies. For formulary drugs requiring preauthorization, a decision will be provided within 24 hours of request. When a prescriber believes that a non-formulary drug is medically indicated, we have procedures in place for non-formulary requests. The State expects a non-formulary drug to be approved if documentation is provided indicating that the formulary alternative is not medically appropriate. Requests for non-formulary drugs will not be automatically denied or delayed with repeated requests for additional information.

Pharmaceutical services and counseling ordered by an in-plan provider, by a provider to whom the member has legitimately self-referred (if provided on-site), or by an emergency medical provider are covered, including:

- Legend (prescription) drugs;
- Insulin;
- All FDA approved contraceptives (we may limit which brand drugs we cover);
- Latex condoms and emergency contraceptives (to be provided without any requirement for a provider's order);
- Non-legend ergocalciferol liquid (Vitamin D)
- Hypodermic needles and syringes;
- Enteral nutritional and supplemental vitamins and mineral products given in the home by nasogastric, jejunostomy, or gastrostomy tube;
- Enteric coated aspirin prescribed for treatment of arthritic conditions;
- Non-legend ferrous sulfate oral preparations;
- Non-legend chewable ferrous salt tablets when combined with vitamin C, multivitamins, multivitamins and minerals, or other minerals in formulation, for members under age 12;
- Formulas for genetic abnormalities; and
- Medical supplies for compounding prescriptions for home intravenous therapy.

### **Carved Out Drugs:**

The following carved out drugs are covered by Maryland Department of Health. These drugs can't be included in the Kaiser Permanente's Maryland Medicaid Formulary.

- Drugs when used for management of substance use disorder
- Drugs when used for management of HIV/AIDS (this class of medications will be carved back in to the KPMAS Maryland Medicaid Formulary effective January 1, 2020)
- Drugs when used for management of Behavior (Mental) Health

### **Excluded Drugs:**

**The following are not covered by the State or the MCO**

- Prescriptions or injections for central nervous system stimulants and anorectic agents when used for controlling weight;
- Non-legend drugs other than insulin and enteric aspirin ordered for treatment of an arthritic condition;
- Medications for erectile dysfunction;
- Ovulation stimulants;
- Drug Efficacy Study Implementation (DESI) drugs base on Food and Drug Administration drug control act requiring all drugs to be safe and efficacious; and
- Medications used for cosmetic purposes or hair growth.

Kaiser Permanente contracts with MedImpact to provide the following services: pharmacy network contracting and network Point-of-Sale (POS) claim processing.

## **Mail Order Prescriptions**

**We cannot require a member to use mail-order but we do offer mail-order pharmacy services for certain drugs.**

Kaiser Permanente offers members an option to voluntarily have prescription refills sent to them by mail-order. Our members may pick up their medications at a local Kaiser Permanente pharmacy if they choose.

The mail order program is self-administered at a separately licensed Kaiser Permanente pharmacy located in Sterling, VA. Members may request their refills by mail, telephone or by placing an online order using Kaiser Permanente's secure site and the member's personal identification. Members may also use our telephone or online systems to check the status of their refill requests and delivery.

If a member has no refills remaining on their prescription, the prescriber is contacted to authorize additional refills. The mail-order pharmacy mails non-controlled and Schedule III-CV prescriptions to Kaiser Permanente members. We do not mail Schedule II prescriptions, refrigerated medications (except some insulins), certain compounded medications, specialty medications, and over-the-counter medications; members may pick up these drugs at a medical center pharmacy.

The mail order pharmacy uses a combination of robotic dispensing by the Optifill® System and manual filling, which rely on bar code scanning. Pharmacy personnel follow stringent quality assurance guidelines for accuracy and review patient profiles for potential drug interactions, allergies, cost effective prescribing patterns and clinical appropriateness. Patient education material for each drug is included with the order, which describes common usage guidelines, cautions, and possible side effects. Completed prescription orders are packaged on site and sent via first class U.S. mail or Priority mail depending on weight in tamper-resistant packages. We can dispatch "special handling prescriptions" through FedEx, which may require a signature for receipt. Kaiser Permanente uses audit tools to monitor prescription refill timeliness adherence to policies and procedures, regulatory compliance and quality assurance and patient safety standards.

## **Specialty Pharmacy Services**

For specialty pharmacy services Kaiser Permanente contracts with Kaiser Permanente Specialty Pharmacy #329 and if the product has limited distribution Kaiser Permanente will arrange for

pharmacy services as instructed by manufacturer for those products with limited distribution/pharmacy services.

Kaiser Permanente is responsible for formulary development, drug utilization review, and prior authorization. Kaiser Permanente's drug utilization review program is subject to review and approval by MDH and is coordinated with the drug utilization review program of the Behavioral Health Service delivery system.

## **Prescription and Drug formulary**

Check the current Kaiser Permanente formulary, via the online Community Provider Portal for affiliated practitioners available at [http://providers.kaiserpermanente.org/html/cpp\\_mas/formulary.html](http://providers.kaiserpermanente.org/html/cpp_mas/formulary.html), before writing a prescription for either prescription or over-the-counter drugs. Kaiser Permanente members must have their prescriptions filled at a network pharmacy.

Most Behavioral Health medications are paid by Medicaid not the MCO. The State's Medicaid formulary can be found at:

<https://client.formularynavigator.com/Search.aspx?siteCode=9381489506>

## **Prescription Copays**

- HealthChoice members may not be charged any co-payments, premiums or cost sharing of any kind except for carved out drug benefits as follows:
  - Up to a \$3.00 co-payment for brand-name drugs;
  - Up to a \$1.00 co-payment for generic drugs; and
  - Any other charge up to the fee-for-service limit as approved by the Department.
  
- We do not impose pharmacy co-payments on the following:
  - Family planning drugs and devices;
  - Individuals under 21 years old;
  - Pregnant women; and
  - Institutionalized individuals who are inpatient in long-term care facilities or other institutions requiring spending all but a minimal amount of income for medical costs.
  
- Limitations on covered services do not apply to children under age 21 receiving medically necessary treatment under the EPSDT program

The pharmacy cannot withhold services even if the member cannot pay the co-payment. The member's inability to pay the co-payment does not excuse the debt and they can be billed for the co-payment at a later time.

## **Over- the-Counter Products**

Over the counter (OTC) product covered under the prescription drug benefit are listed in the MDH formulary starting on page 18. Like other drugs, OTC drugs require a prescription in order to be covered under the drug benefit. The MDH formulary link can be accessed here [https://healthy.kaiserpermanente.org/static/health/pdfs/formulary/mid/Kaiser Permanente Preferred Drug List Maryland Health Choice Program eff 6.5.2018 ADA.pdf](https://healthy.kaiserpermanente.org/static/health/pdfs/formulary/mid/Kaiser_Permanente_Prefered_Drug_List_Maryland_Health_Choice_Program_eff_6.5.2018_ADA.pdf). See OTC drugs listed in Pharmacy Benefit Management section above.



## **Injectables, Specialty and Non-Formulary Medications Requiring Prior-Authorization**

Drugs listed on the MDH Formulary are covered by the drug benefit. When a prescriber believes that a non-formulary drug is medically indicated, we have procedures in place for non-formulary requests according to state's expectation that a non-formulary drug is approved if documentation is provided indicating that the formulary alternative is not medically appropriate. The exception process was developed to provide prescribers and members access to medically necessary drugs under the drug benefit, even when that drug is not on the formulary. The recognized exceptions for a non-formulary drug to be covered are:

- a. Allergy or adverse drug reaction to Formulary agent;
- b. Treatment failure to Formulary agent;
- c. Meets specific criteria for use of Non-Formulary agent

### **Prior Authorization Procedures**

Medications with established prior authorization criteria are marked with abbreviation PA in the MDH formulary list (please include the MDH formulary link here from <http://providers.kaiserpermanente.org/mas> site:

[https://healthy.kaiserpermanente.org/static/health/pdfs/formulary/mid/Kaiser\\_Permanente\\_PREFERRED\\_Drug\\_List\\_Maryland\\_Health\\_Choice\\_Program\\_eff\\_6.5.2018\\_ADA.pdf](https://healthy.kaiserpermanente.org/static/health/pdfs/formulary/mid/Kaiser_Permanente_PREFERRED_Drug_List_Maryland_Health_Choice_Program_eff_6.5.2018_ADA.pdf))

The PA criteria are reviewed at least annually by KPMAS Pharmacy and Therapeutic Committee. Visit the provider portal for the Maryland HealthChoice formulary and prior authorization criteria:

[http://www.providers.kaiserpermanente.org/html/cpp\\_mas/formulary.html?#Maryland Health Choice Preferred Drug List](http://www.providers.kaiserpermanente.org/html/cpp_mas/formulary.html?#Maryland_Health_Choice_PREFERRED_Drug_List)

Kaiser Permanente will accept telephonic, facsimile, or electronic submission of prior authorization requests that are delivered from e-prescribing systems, electronic health records, and health information exchange platforms that utilize the National Council for Prescription Drug Programs' SCRIPT standards for prior authorization requests.

Kaiser Permanente will follow authorization procedures within prescribed time frame and promptly notify both the physician, enrollee and the pharmacy provider when applicable of its decision consistent with COMAR 10.09.71.04 requirements.

Kaiser Permanente will provide notice by telephone or other telecommunication device within 24 hours of a preauthorization request.

Notice of a decision to deny a prior authorization requests will be provided to the enrollee and the requesting provider within the following timeframes:

Urgent authorization decision, within 24 hours from the date of the determination provided that all necessary information from the provider is received.

Standard authorization decision, within 72 hours from the date of the determination provided that all necessary information from the provider is received.

If the drug is prescribed for an "emergency medical condition", Kaiser Permanente will pay for

at least a 72-hour supply of the drug to allow Kaiser Permanente time to make a decision.

**We follow the State’s medical criteria for coverage of Hepatitis C drugs.**

### **Step Therapy and Quantity Limits**

Step therapy is not applicable to MDH formulary drug list.

Medications with established quantity limits are marked with abbreviation QL in the MDH’s drug list. The MDH formulary link can be accessed here:

[https://healthy.kaiserpermanente.org/static/health/pdfs/formulary/mid/Kaiser\\_Permanente\\_Prefered\\_Drug\\_List\\_Maryland\\_Health\\_Choice\\_Program\\_eff\\_6.5.2018\\_ADA.pdf](https://healthy.kaiserpermanente.org/static/health/pdfs/formulary/mid/Kaiser_Permanente_Prefered_Drug_List_Maryland_Health_Choice_Program_eff_6.5.2018_ADA.pdf).

### **Maryland Prescription Drug Monitoring Program**

Kaiser Permanente complies with the Maryland Prescription Drug Monitoring Program. The Maryland Prescription Drug Monitoring Program (PDMP) is an important component of the Maryland Department of Health initiative to halt the abuse and diversion of prescription drugs. The Maryland Department of Health is a statewide database that collects prescription data on Controlled Dangerous Substances (CDS) and Human Growth Hormone (HGH) dispensed in outpatient settings. The Maryland Department of Health does not collect data on any other drugs.

Pharmacies must submit data to the Maryland Department of Health at least once every 15 days. This requirement applies to pharmacies that dispense CDS or HGH in outpatient settings in Maryland, and by out-of-state pharmacies dispensing CDS or HGH into Maryland. Patient information in the Maryland Department of Health is intended to help prescribers and pharmacists provide better-informed patient care. The information will help supplement patient evaluations, confirm patients’ drug histories, and document compliance with therapeutic regimens.

New registration access to the Maryland Department of Health database at <https://crisphealth.org/services/prescription-drug-monitoring-program-pdmp/pdmp-registration/> is granted to prescribers and pharmacists who are licensed by the State of Maryland and in good standing with their respective licensing boards. Prescribers and pharmacists authorized to access the Maryland Department of Health, must certify before each search that they are seeking data solely for the purpose of providing healthcare to current patients. Authorized users agree that they will not provide access to the Maryland Department of Health to any other individuals, including members of their staff.

### **Corrective Managed Care Program**

We restrict members to one pharmacy if they have abused pharmacy benefits. We must follow the State’s criteria for Corrective Managed Care. The Corrective Managed Care (CMC) Program is an ongoing effort by the Maryland Medicaid Pharmacy Program (MMPP) to monitor and promote appropriate use of controlled substances. Call 1-855-249-5019 if a member is having difficulty filling a prescription. The CMC program is particularly concerned with appropriate utilization of opioids and benzodiazepines. Kaiser Permanente will work with the State in these efforts and adhere to the State’s Opioid preauthorization criteria.

### **Maryland Opioid Prescribing Guidance and Policies**

The following policies apply to both Medicaid Fee-for-Service and all 9 Managed Care Organizations (MCO):

## **Policy**

**Prior authorization is required for long-acting opioids, fentanyl products, methadone for pain, and any opioid prescription that results in a patient exceeding 90 morphine milliequivalents (MME) per day.<sup>1</sup> A standard 30 day quantity limit for all opioids is set at or below 90 MME per day.** The CDC advises, “clinicians should use caution when prescribing opioids at any dosage, should carefully reassess evidence of individual benefits and risks when considering increasing dosage to  $\geq 50$  MME/day, and should avoid increasing dosage to  $\geq 90$  MME/day or carefully justify a decision to titrate dosage to  $\geq 90$  MME/day.” In order to prescribe a long acting opioid, fentanyl products, methadone for pain and opioids above 90 MME daily, a prior authorization must be obtained every 6 months.

The prior authorization requires the following items: an attestation that the provider has reviewed Controlled Dangerous Substance (CDS) prescriptions in the Prescription Drug Monitoring Program (PDMP); an attestation of a Patient-Provider agreement; attestation of screening patient with random urine drug screen(s) before and during treatment; and attestation that a naloxone prescription was given/offered to the patient/patient’s household member. Patients with Cancer, Sickle Cell Anemia or in Hospice are excluded from the prior authorization process but they should also be kept on the lowest effective dose of opioids for the shortest required duration to minimize risk of harm. *HealthChoice MCOs may choose to implement additional requirements or limitations beyond the State’s policy.*

**Naloxone should be prescribed to patients that meet certain risk factors.** Both the CDC and Centers for Medicaid and Medicare Services have emphasized that clinicians should incorporate strategies to mitigate the risk of overdose when prescribing opioids.<sup>2</sup> We encourage providers to prescribe naloxone - an opioid antagonist used to reverse opioid overdose - if any of the following risk factors are present: history of substance use disorder; high dose or cumulative prescriptions that result in over 50 MME; prescriptions for both opioids and benzodiazepine or non-benzodiazepine sedative hypnotics; or other factors, such as drug using friends/family.

## **Guidance:**

**Non-opioids are considered first line treatment for chronic pain.** The CDC recommends expanding first line treatment options to non-opioid therapies for pain. In order to address this recommendation, the following evidence-based alternatives are available within the Medicaid program: NSAIDs, duloxetine for chronic pain; diclofenac topical; and certain first line non-pharmacological treatment options (e.g. physical therapy). Some MCOs have optional expanded coverage that is outlined in the attached document.

**Providers should screen for Substance Use Disorder.** Before writing for an opiate or any controlled substance, providers should use a standardized tool(s) to screen for substance use. Screening, Brief Intervention and Referral to Treatment (SBIRT) is an example of a screening tool.<sup>3</sup> Caution should be used in prescribing opioids for any patients who are identified as having any type of or history of substance use disorder. Providers should refer any patient whom is identified as having a substance use disorder to a substance use treatment program.

---

<sup>1</sup> Instructions on calculating MME is available at: [https://www.cdc.gov/drugoverdose/pdf/calculating\\_total\\_daily\\_dose-a.pdf](https://www.cdc.gov/drugoverdose/pdf/calculating_total_daily_dose-a.pdf)

<sup>2</sup> CDC guidance: <https://www.cdc.gov/mmwr/volumes/65/rr/rr6501e1.htm>; and CMS guidance: <https://www.medicaid.gov/federal-policy-guidance/downloads/cib-02-02-16.pdf>

<sup>3</sup> A description of these substance use screening tools may be accessed at: <http://www.integration.samhsa.gov/clinical-practice/screening-tools>

Screening, Brief Intervention and Referral to Treatment (SBIRT), is an evidenced-based practice used to identify, reduce and prevent problematic use, abuse and dependence on alcohol and drugs. The practice has proved successful in hospitals, specialty medical practices, emergency departments and workplace wellness programs. SBIRT can be easily used in primary care settings and enables providers to systematically screen and assist people who may not be seeking help for a substance use problem, but whose drinking or drug use may cause or complicate their ability to successfully handle health, work or family issues. The provision of SBIRT is a billable service under Medicaid. Information on billing may be accessed here:

[https://mmcp.health.maryland.gov/MCOupdates/Documents/pt\\_43\\_16\\_edicaid\\_program\\_updates\\_for\\_spring\\_2016.pdf](https://mmcp.health.maryland.gov/MCOupdates/Documents/pt_43_16_edicaid_program_updates_for_spring_2016.pdf)

**Patients Identified with Substance Use Disorder Should be Referred to Substance Use Treatment.** Maryland Medicaid administers specialty behavioral health services through a single Administrative Services Organization - Beacon Health Options. If you need assistance in locating a substance use treatment provider, Beacon Health Options may be reached at 800-888-1965. If you are considering a referral to behavioral health treatment for one of your patients, additional resources may be accessed at

[http://maryland.beaconhealthoptions.com/med\\_hc\\_professionals.html](http://maryland.beaconhealthoptions.com/med_hc_professionals.html).

**Providers should use the PDMP every time they write a prescription for CDS.** Administered by MDH, the PDMP gives healthcare providers online access to their patients' complete CDS prescription profile. Practitioners can access prescription information collected by the PDMP *at no cost* through the CRISP health information exchange, an electronic health information network connecting all acute care hospitals in Maryland and other healthcare facilities. Providers that register with CRISP get access to a powerful "virtual health record" that includes patient hospital admission, discharge and transfer records, laboratory and radiology reports and clinical documents, as well as PDMP data.

For more information about the PDMP, visit the MDH website:

<http://bha.health.maryland.gov/pdmp/Pages/Home.aspx>. If you are not already a registered CRISP user you can register for **free** at [https://crisphealth.force.com/crisp2\\_login](https://crisphealth.force.com/crisp2_login). PDMP usage is highly encouraged for all CDS prescribers and will become mandatory to check patients CDS prescriptions if prescribing CDS at least every 90 days (by law) in July 1, 2018.

If a MCO is implementing any additional policy changes related to opioid prescribing, the MCO will notify providers and beneficiaries.

## **Section VI.**

### **CLAIMS SUBMISSION, PROVIDER APPEALS, MCO QUALITY INITIATIVES AND PROVIDER PERFORMANCE DATA**

## **Facts to Know Before You Bill**

You must verify through the Eligibility Verification System (EVS) that participants are assigned to Kaiser Permanente Maryland HealthChoice before rendering services.

- You are prohibited from balance billing anyone that has Medicaid including MCO members.
- You may not bill Medicaid or MCO members for missed appointments.
- Medicaid regulations require that a provider accept payment by the Program as payment in full for covered services rendered and make no additional charge to any person for covered services.
- Any Medicaid provider that practices balance billing is in violation of their contract.
- For covered services MCO providers may only bill us or the Medicaid program if the service is covered by the State but is not covered by the MCO.
- Providers are prohibited from billing any other person, including the Medicaid participant or the participant's family members, for covered services.
- HealthChoice participants may not pay for covered services provided by a Medicaid provider that is outside of their MCO provider network.
- If a service is not a covered service and the member knowingly agrees to receive a non-covered service the provider **MUST**: Notify the member in advance that the charges will not be covered under the program. Require that the member sign a statement agreeing to pay for the services and place the document in the member's medical record. We recommend you call us to verify that the service is not covered before rendering the service.

## **Submitting Claims to Kaiser Permanente**

As a Participating Provider, you have agreed to a fee-for-service arrangement as defined in your Participating Agreement with Kaiser Permanente. The rate established in your Participating Agreement with Kaiser Permanente Maryland HealthChoice members constitutes payment in full for covered services provided. Members may not be balanced billed for the difference between the actual billed amount for covered services and your contracted reimbursement rate.

## **Methods of Claim Filing**

### **Electronic Data Interchange (EDI)**

Electronic Claim Submissions: Kaiser Permanente encourages electronic submission of claims.

EDI is an electronic exchange of information in a standardized format that adheres to all Health Insurance Portability and Accountability Act (HIPAA) requirements. EDI transactions replace the submission of paper claims. Required data elements (for example, claims data elements) are entered into the computer only ONCE - typically at the Provider's office, or at another location where services were rendered.

### **Benefits of EDI Submission**

- **Reduced Overhead Expenses:** Administrative overhead expenses are reduced, because the need for handling paper claims is eliminated.
- **Improved Data Accuracy:** Because the claims data submitted by the Provider is sent electronically to Kaiser Permanente via the Clearinghouse, data accuracy is improved, as there is no need for re-keying or re-entry of data.

- Low Error Rate: Additionally, “up-front” edits applied to the claims data while information is being entered at the Provider’s office, and additional payer-specific edits applied to the data by the Clearinghouse before the data is transmitted to the appropriate payer for processing, increase the percentage of clean claim submissions.
- Bypass US Mail Delivery: The usage of envelopes and stamps is eliminated. Providers save time by bypassing the U.S. mail delivery system.
- Standardized Transaction Formats: Industry-accepted standardized medical claim formats may reduce the number of “exceptions” currently required by multiple payers.

### **Electronic Claims Forms / Submission**

Kaiser Permanente accepts all claims submitted by mail or electronically.

Professional and facility claims can be submitted electronically via the current version of:

- 837P must be used for all professional services and suppliers
- 837I must be used by all facilities (e.g., hospitals)

### **Standardized Transaction Formats**

Industry-accepted standardized medical claim formats may reduce the number of “exceptions” currently required by multiple payers.

### **Supporting Documentation for EDI Claims**

Currently, Kaiser Permanente does not have the capability to accept claims with electronic attachments. These types of submissions will need to be submitted electronically. If additional information is needed for claim processing, you will receive a request for information from Kaiser Permanente.

### **To Initiate Electronic Claims Submissions**

Trading Partners or Trading Parties interested in implementing EDI transactions with Kaiser Permanente should contact Regional EDI Business Operations for information via email:

[EDISupport@kp.org](mailto:EDISupport@kp.org).

Providers with existing electronic connectivity, please use the Payer ID list below:

The Kaiser Permanente Mid-Atlantic States payor IDs are as follows:

- Change Healthcare: **52095**
- Office Ally: **52095**
- OptumInsight/Ingenix: **NG008**
- Availity: **54294**

### **Paper Claim Forms**

Original CMS-1500 version 02/12 must be used for all professional services and suppliers.

Original CMS-1450 (UB04) must be used by all facilities (e.g., hospitals, UB-04 form). Original claim forms are those that are printed using Flint OCR Red J6983 (or exact match) ink per the national form standard approved by the NUCC.

All claims/bills should be mailed to:

**Mid-Atlantic Claims Administration**  
**Kaiser Permanente**  
**P.O. Box 371860**  
**Denver, CO 80237-9998**



Payment is generally made within thirty (30) days of receiving the claim/bill. Participating Providers may check the status of a claim/bill submitted for payment by calling 1-855-249-5019, select the Claims prompt to speak to a Member Services representative.

If you have a question regarding a previously submitted claim, billing or utilization, please contact our Member Services Call Center at 1-855-249-5019 and select the Claims prompt to speak to a Member Services representative. If no resolution is received after thirty (30) days, please feel free to contact Provider Experience Department at 1-877-806-7470.

### **Timely Filing Requirements**

Claims/bills for services provided to Health Plan members must be received within twelve (12) months, (365 calendar days) of the date of service to be considered for processing and payment. However, we encourage you to submit claims within six (6) months for more expedited claims processing and reimbursement for covered services.

### **Clean Claim**

Kaiser Permanente considers a claim “clean” when submitted on the appropriate CMS form (1500 or UB-04), using current coding standards to complete form fields and including the attachments that provide information necessary in processing the claim.

**Definition:** A “clean” claim is one that does not require the payer to investigate or develop external to their Maryland HealthChoice operation on a prepayment basis. Clean claims must be filed in the timely filing period. A clean claim has all basic information necessary to adjudicate the claim and all required supporting documentation.

A clean claim includes:

- Current industry standard data coding;
- Attachments appropriate for submission and procedural circumstance; and
- Completed data element fields required for the CMS 1500 or the CMS form UB-04.

A claim is not considered to be “clean” or payable if one or more of the following conditions exists due to a good faith determination or dispute regarding:

- The standards or format used in the completion or submission of the claim;
- The eligibility of a person for coverage;
- The responsibility of another payor for all or part of the claim;
- The amount of the claim or the amount currently due under the claim;
- The benefits covered;
- The manner in which services were accessed or provided; and
- The claim was submitted fraudulently.

### **Requirements for Clean Claim Submission**

**Correct Form** – Kaiser Permanente requires claims for professional services to be submitted using the CMS form 1500 and claims for hospital services (or appropriate ancillary services) should be submitted using the CMS form UB-04.

**Standard Coding** – All fields should be completed using industry standard coding as outlined below.



Applicable Attachments – Attachments should be included in your submission when circumstances require additional information.

Completed Field Elements for CMS Form 1500 Or CMS Form UB-04 – All applicable data elements of CMS forms should be completed.

**Claim Forms**

Participating Providers will submit CMS 1500 or UB-04 forms for all services rendered to members, according to jurisdictional requirements.

**Professional Services** – Kaiser Permanente requires claims for professional services to be submitted using the CMS form 1500.

**Facility And Hospital Services** – Kaiser Permanente requires claims for hospital services (or the appropriate ancillary services) to be submitted using the CMS form UB-04.

Clean claims for covered benefits will be processed according to jurisdictional regulations and paid, unless covered under a capitation agreement. Inaccurate coding may result in claim processing and payment delays. As many factors are considered in the processing of a claim, it is important to realize that a pre-authorized referral does not guarantee payment, except under very limited conditions.

**Coding Standards**

**Coding** – All fields should be completed using industry standard coding as outlined below.

<b>Code Set</b>	<b>Standard</b>
<b>CPT- 4</b> (Current Procedure Terminology)	Maintained and distributed by the American Medical Association, including its codes and modifiers, and codes for anesthesia services
<b>CDT- 1</b> (The Code on Dental Procedures and Nomenclature)	Maintained and distributed by the American Dental Association
<b>ICD-10 CM</b> (International Classification of Diseases, Clinical Modification)	Maintained and distributed by the National Center for Health Statistics-Centers for Disease Control and Prevention
<b>HCPCS and Modifiers</b> (CMS Common Procedure Coding System)	Maintained and distributed by the U.S. Department of Health and Human Services
<b>NDC</b> (National Drug Codes)	Prescribed drugs, maintained and distributed by the U.S. Department of Health and Human Services
<b>ASA</b> (American Society of Anesthesiologists)	Anesthesia services, the codes maintained and distributed by the American Society of Anesthesiologists
<b>DSM-IV</b> (American Psychiatric Services)	For psychiatric services, codes distributed by the American Psychiatric Association

Revenue Code	For facilities, use the national or state uniform billing data elements specifications
--------------	--

### Attachments to Include in Claims Submission

Attachments – The following attachments should be included in your submission when the circumstances below apply. You may elect to submit any additional attachments that may assist in receiving prompt payment.

Attachment	When Should It Be Used?
A referral	For Specialty Services – when you have received a consultant treatment plan or referral from a member’s PCP, another Participating Provider or a MAPMG provider.
An explanation of benefits statement from a primary carrier	For members with other primary coverage – when you have received reimbursement or denial from a member’s primary carrier.
Medical Record and Description of procedures	When the service rendered has no corresponding Current Procedural Terminology (CPT) or HCPCS code
Operative notes	For multiple surgeries – when using modifiers 22, 58, 62, 66,78, 80, 81, or 82
Anesthesia records	For report on service and time spent – when using modifiers P4 or P5
Invoices and other attachments	For global contracts – when you have agreed to submit an attachment and/or invoice to describe services, supplies or pricing
Ambulance Trip Report	For ambulance companies authorized to transport members
Office Notes	For prolonged and unusual services – when using modifier 21 or 22 <u>or</u> when our audit has determined patterns of improper billing
Physician Notes	For professional services – when the services provided are outside the time and scope of the authorization obtained from Kaiser Permanente
Admitting notes	For inpatient services – when the services provided are outside the time and scope of the authorization obtained from Kaiser Permanente
Itemized Bills	For inpatient service – when there is no prior authorization or the admission is inconsistent with Kaiser Permanente concurrent review

## Fields of the CMS 1500 to Complete

**Appropriate data elements completed (CMS form 1500)** – The following are field data elements required for clean claim submission

<b>Field Location</b>	<b>Essential Data Elements Required</b>
Field 1	Type of Insurance
Field 1a	Insured's plan ID number
Field 2	The patient's name
Field 3	The patient's date of birth and gender
Field 4	Insured's name
Field 5	The patient's address (state or P.O. Box, city, and zip code)
Field 6	The patient's relationship to insured
Field 7	Insured's address (state or P.O. Box, city, and zip code)
Field 8	Patient status
Field 9	Other Insured's name
Field 9a	Other Insured's policy or group number
Field 9b	Other Insured's date of birth
Field 9c	Employers name or school name
Field 9d	Insurance plan name or program name
Field 10a-c	Is Patient's condition related to:
Field 10d	Reserved for local use
Field 11	Insured's policy, group or FECA number
Field 11a	Insured's birth date and gender
Field 11b	Employer's name or school name
Field 11c	Insurance plan name or program name
Field 11d	Is there another health benefit plan?
Field 12	The patient's or authorized person's signature or notation that the signature is on file with the health care practitioner
Field 13	Insured's or authorized person's signature or notation that the signature is on file with the health care practitioner or person entitled to reimbursement, if applicable
Field 14	The date of current illness, injury, or pregnancy
Field 15	Except in the case of a health care practitioner for emergency services, whether the patient has had the same or a similar illness
Field 16	Dates patient unable to work in current occupation
Field 17	Name of the referring physician
Field 18	The hospitalization dates related to current services, if applicable
Field 19	Reserved for local use
Field 20	Outside lab?
Field 21	The diagnosis codes or nature of the illness or injury
Field 22	Medicaid resubmission (list of original reference number for resubmitted claims)
Field 24a	The date of service
Field 24b	The place of service code
Field 24c	EMG
Field 24d	Procedure, services or supplies
Field 24e	Diagnosis pointer

Field 24f	The charge for each listed service
Field 24g	The number of days, the time (minutes), the start and stop time or units
Field 24h	EPSDT, family planning
Field 24i	NPI number or ID qualifier
Field 24j	Rendering Provider ID
Field 25	The health care practitioner's or person entitled to reimbursement's federal tax ID number
Field 26	The patient's account number
Field 27	Accept Assignment?
Field 28	The total charge
Field 29	Amount paid
Field 30	Balance due
Field 31	For claims <b>submitted electronically</b> , a <b>computer printed name as the signature</b> of the health care practitioner or person entitled to reimbursement.  For claims <b>not submitted electronically</b> , the <b>signature</b> of the health care practitioner who provided the service, or notation that the signature is on file with Kaiser Permanente
Field 32	Service facility location information
Field 32a	NPI #
Field 32b	Other ID#
Field 33	Billing provider info and phone #
Field 33a	NPI#
Field 33b	Other ID#

### Fields of the CMS UB-04 to Complete

**Appropriate data elements completed (CMS form UB-04)** – The following are field data elements required for clean claim submission

Field Location	Essential Data Elements Required
Field 1	The hospital's name and address and telephone number
Field 2	Pay to address if different than Field 1
Field 3a	The patient's control number
Field 3b	Medical Record Number
Field 4	The type of bill code
Field 5	The hospital's federal tax ID number
Field 6	The beginning and ending date of claim period
Field 7	Administrative Necessary Days
Field 8	The patient's name
Field 9	The patient's address
Field 10	The patient's date of birth
Field 11	The patient's gender or sex
Field 12	Admission Date
Field 13	Admission Hour

Field 14	Admit Type
Field 15	Source of Admission
Field 16	Discharge Hour
Field 17	Patient Discharge Status
Field 18-28	Condition Codes
Field 29	Accident State
Field 31-34	Occurrence Codes and Dates
Field 35-36	Occurrence Span
Field 38	Responsible Party Name and Address
Field 39-41	Value Code and Amount
Field 42	Revenue Code
Field 43	Revenue Code Description
Field 44	HCPC
Field 45	Service Date
Field 46	Service Units
Field 47	Total Charges
Field 48	Non Covered Charges
Field 50	Payer
Field 51	Health Plan ID
Field 52	Release of Information
Field 53	Assignment of Benefits
Field 54	Prior Payments
Field 55	Estimated Amount Due
Field 56	National Provider Identifier Billing Provider
Field 57	Other Provider Identifier
Field 58	Insured's Name
Field 59	Patient's Relation to Insured
Field 60	Insured's Unique Identifier
Field 61	Group Name
Field 62	Insurance Group Number
Field 63	Treatment Authorization Number
Field 64	Document Control Number
Field 65	Employer Name
Field 66	Diagnosis and Procedure Code Qualifier
Field 67A	Q other Diagnosis Code
Field 68	Admitting Diagnosis Code
Field 70	Patient's Reason for Visit
Field 71	PPS Code
Field 72	External Cause of Injury Code
Field 74	Principal Procedure Code and Date
Fields 74A-E	Other Procedure Codes
Field 76	Attending Provider Name and Identifiers (NPI)
Field 77	Operating Physician Name and Identifiers (NPI)
Field 78-79	Other Provider Name and Identifiers (NPI)
Field 80	Remarks Field/Signature
Field 81cc	Code-Code Field (NPI)

Note: Failure to include all information will result in a delay in claim processing and payment and it will be returned for any missing information. A claim missing any of the required information will not be considered a clean claim.

### **Claims Editing Software Program**

Services must be reported in accordance with the reporting guidelines and instructions contained in the American Medical Association (“AMA”) CPT Manual, “CPT® Assistant,” HCPCS publications”, CMS guidelines and other industry coding guidelines. Providers are responsible for accurately reporting the medical, surgical, diagnostic, and therapeutic services rendered to a member with the correct CPT and/or HCPCS codes, and for appending the applicable modifiers, when appropriate. Provider documentation must support services billed.

Claims are processed utilizing claims editing software product from Change HealthCare ClaimsXten. ClaimsXten includes edit rules such as incidental, bundled and mutually as well as other edits that are recognized by industry guidelines. ClaimsXten is updated at a minimum quarterly. The software is reviewed on a regulatory bases to ensure that the clinical content used in ClaimsXten is clinically appropriate and withstands the scrutiny of both payers and providers. The code edit software may change and edit your claim, perhaps substantially, as a result of industry coding guidelines. When a change is made to your submitted code(s), Kaiser Permanente will provide an explanation of the reason for the change.

**Possible** outcomes include:

- Accepting the code(s) as submitted.
- Adding a new code to a claim to comply with generally accepted coding practices that are consistent with Physicians Current Procedural Terminology (CPT), the HCPCS Code Book
- Denying services for outdated or invalid codes.
- Denying line items for coding guidelines such as Medically unlikely or CMS’ National Correct Coding Initiative (NCCI).
- Deny services for bundling or unbundling codes as appropriate.
- Denying code(s) as incidental or inherent part of the more global code billed.
- Seeking additional information from the physician’s office due to inconsistent information in the claim.

Fraudulent coding will be investigated by Kaiser Permanente. In addition, individual physician evaluation and management coding statistics are routinely trended and compared with national statistics. Aberrant coding statistics may result in contract termination and investigation by federal regulators.

### **Claim Code Edits and Descriptions**

Supplies on the same day as surgery – CMS has established that certain supplies should be denied when billed on the same day as surgical procedures for which the concept of the global surgical package applies.

Bundled Service – Identifies procedures indicated by CMS as always bundled when billed with any other procedure. According to CMS, certain codes are always bundled when billed with other services on the same date of service.

Deleted Procedure Codes – Identifies deleted service and procedure codes that were in past editions of the CPT and HCPCS books. CMS does not permit reimbursement of AMA deleted codes when they are submitted after the deletion date and beyond the permitted submission period.

Inappropriate Procedure for Gender – Identifies procedures that are inconsistent with the member's gender.

Duplicate Line Items – Identifies duplicate line items.

Global Surgical Package – Procedure codes have a time frame associated with them which includes services and supplies associated with the procedure. The time frames are set by both CMS and broadly accepted industry sources.

Modifier Validation – According to CMS or industry accepted standards, the professional component modifier should have been reported for services rendered in this place of service.

New Patient Code – The AMA has established that a provider practice can only bill a patient code as new once every three years.

According to AMA, add-on procedures are to be listed in addition to the primary (base code) procedure. Primary (base code) procedures are typically billed with a quantity of one. When a provider is billing a primary (base code) procedure with quantity of one, those additional services beyond the primary (base code) procedure should be billed as add-on codes.

Inappropriate CPT to Modifier Combination – Certain procedure codes and modifier combinations are not appropriate.

Component Billing – Identifies a component procedure (technical or professional) billed when the comprehensive procedure has been previously billed.

Professional Component Not Allowed – Identifies pathology/laboratory procedures billed with a professional component when no such component applies per CMS guidelines.

### **Clinical Review**

In addition to code review, invoices may be reviewed by a physician or other appropriate clinician to ensure that providers comply with commonly accepted standards of coding and billing, that services rendered are appropriate and medically necessary, and that payment is made in accordance with applicable requirements set forth in your Agreement and/or this Provider Manual. Kaiser Permanente does not reimburse for items or services that are considered inclusive of, or an integral part of, another procedure or service. If we do not have enough information to adjudicate a claim, we will request for specific additional medical records and itemized statements.

Sources of commonly accepted standards include CMS, the National Uniform Billing Committee (NUBC), the National Correct Coding Initiative, and professional and academic journals and publications. If you would like more information about commonly accepted standards applied by Kaiser Permanente, please contact Kaiser Permanente Member Services at (800) 777-7902.

## Reimbursement Policy for Comprehensive and Component Codes

When two or more related procedures are performed on a patient during a single session or visit, there are instances when a claim is submitted with multiple codes instead of one comprehensive code that fully describes the entire service. Kaiser Permanente will allow the comprehensive procedure code.

The specific procedure code relationships in this Reimbursement Policy are modeled after the Correct Coding Initiative (CCI) administered through CMS, AMA Current Procedural Terminology (CPT) and other general industry-accepted guidelines.

**Same Service/Same Code Billed by Multiple Providers** - In accordance with CMS Medicare guidelines for payment of claims, Kaiser Permanente will only pay for an “interpretation and report” of an x-ray or an EKG procedure and not a “review” of the same procedures. As defined in the Medicare claims manual, an interpretation and report should address the findings, relevant clinical issues, and comparative data (when available). A professional component billing based on a “review” of the findings of the procedure without a complete, written report similar to that which would be prepared by a specialist in the field, does not meet the conditions for a separate payment.

Exceptions to this policy will only be made under unusual circumstances for which documentation is provided justifying a second interpretation. The studies subject to this policy are:

- EKG, echocardiograms
- Neurological testing such as EEG
- X-rays, plain films, ultrasound, MRI, CT, PET, and fluoroscopy studies

## Timely Filing Requirements and Appeal of Timely Filing

All claims must be received within the timeframes defined under the Timely Filing Requirements section of this manual.

Resubmitted claims along with proof of initial timely filing received within six (6) months of the original date of denial or explanation of payment will be allowed for reconsideration of claim processing and payment. Any claim resubmissions received for timely filing reconsideration beyond six (6) months of the original date of denial or explanation of payment will be denied as untimely submitted.

## Proof of Timely Filing

Claims submitted for consideration or reconsideration of timely filing must be reviewed with information that indicates the claim was initially submitted within the appropriate time frames. Acceptable proof of timely filing may include the following documentation and/or situations:

Proof or Documentation	Examples
System generated claim copies, account print-outs, or reports that indicate the original date that claim was submitted, and to which insurance carrier.	<ul style="list-style-type: none"><li>• Account ledger posting that includes multiple patient submissions</li><li>• Individual patient ledger</li></ul>



*Hand-written or typed documentation is not acceptable proof of timely filing.	<ul style="list-style-type: none"> <li>• CMS UB-04 or 1500 with a system generated date or submission</li> </ul>
EDI Transmission report	<ul style="list-style-type: none"> <li>• Reports from a provider clearinghouse (i.e., Emdeon)</li> </ul>
Lack of member insurance information. Proof of follow-up with member for lack of insurance or incorrect insurance information.  *Members are responsible for providing current and appropriate coverage information each time services are rendered by a provider.	<ul style="list-style-type: none"> <li>• Copies of dated letters requesting information, or requesting correct information from the member.</li> <li>• Original hospital admission sheet or face sheet with incomplete, absent, or incorrect insurance information.</li> <li>• Any type of demographic sheet collected by the provider from the member with incomplete, absent, or incorrect insurance information.</li> </ul>

## Claim Adjustments/Corrections

### Professional Claims

EDI: Corrected claims should be submitted using Frequency Type Code “7”. Loop 2300 CLM05-3. Please include the original claim number on the corrected claim.

Paper: A corrected (CMS-1500) paper claim should include:

- “Corrected Claim” written in the top (blank) portion of the standard claim form.
- A copy of the corresponding page of Kaiser Permanente’s Explanation of Payment (EOP) to each corrected claim, to prevent these claims from being rejected by Kaiser Permanente as duplicate claims.

Mail the corrected claim(s) to Kaiser Permanente using the standard claims mailing address.

### Institutional Claims

EDI: Corrected claims should be submitted using Frequency Type Code “7”. Loop 2300 CLM05-3. Please include the original claim number on the corrected claim

Paper: A corrected UB-04 (CMS 1450) paper claim should include:

- The appropriate Type of Bill code in Field 4.
- A copy of the corresponding page of Kaiser Permanente’s Explanation of Payment (EOP) to each corrected claim, to prevent these claims from being rejected by Kaiser Permanente as duplicate claims.

Mail the corrected claim(s) to Kaiser Permanente using the standard claims mailing address.

## Claim Overpayment

In the case of an overpayment of a claim, Kaiser Permanente will provide the Participating Provider with a written notice of explanation. The Participating Provider should send the appropriate refund to Kaiser Permanente within thirty (30) days of receiving the overpayment notice or when the Participating Provider confirms that he/she is not entitled to the payment, whichever is earlier.

Mail refunds to:

Kaiser Foundation Health Plan – Mid-Atlantic States  
P.O. Box 740814  
Los Angeles, CA 90074-0814

If for some reason the Participating Provider's refund is not received within thirty (30) days of receiving the overpayment notice, Kaiser Permanente may deduct the refund amount from future payments.

### **Coordination of Benefits**

There are many instances in which a member's episode of care may be covered by more than one insurance carrier. Maryland HealthChoice will always be the payor of last resort. Kaiser Permanente Participating Providers are responsible for determining the primary payor and for billing the appropriate party.

### **Provider Appeal of Kaiser Permanente Claim Denial**

Denial of claims is considered a contractual issue between the MCO and the provider. Providers must contact the MCO directly. The Maryland Insurance Administration refers MCO billing disputes to MDH. MDH may assist providers in contacting the appropriate representative at Kaiser Permanente but MDH cannot compel Kaiser Permanente to pay claims that Kaiser Permanente administratively denied.

Kaiser Permanente is committed to ensuring that any concerns submitted by a Participating Provider and/or other provider are fairly heard and properly resolved. A provider may not be penalized in any way by the Health Plan for acting on a member's behalf or filing an appeal on their own behalf.

A provider who disagrees with a decision made by Health Plan not to pay a claim in full or in part have the right to file an appeal or payment dispute. Payment disputes must be filed in writing within ninety (90) business days of the date of denial and/or Explanation of Payment (EOP). Upon receipt of a provider appeal or payment dispute, a formal acknowledgement letter must be sent to provider with five (5) business days. The provider appeal/dispute process applies only to clean claims as outlined under the Submitting Claims section of this manual.

- A summary of the dispute;
- Claim number(s) at issue;
- Specific payment and/or adjustment information;
- Necessary supporting documentation to review the request; and
- (i.e., medical records, proof of timely filing, other insurance carrier explanation of payment, and/or Medicare Summary Notice (MSN)).

A payment appeal/dispute should be submitted in writing and sent to:

Mid-Atlantic Claims Administration  
Kaiser Permanente  
PO Box 371860  
Denver, CO 80237-9998

Kaiser Permanente provides a decision on all provider disputes within forty-five (45) days. Kaiser Permanente must provide a decision on all provider appeal and payment disputes,

regardless of the number of appeal levels, within ninety (90) business days from the initial appeal/dispute date.

A provider may initiate a second level appeal should they disagree with a first level appeal decision made by Kaiser Permanente. Second level appeals should also be submitted in writing and labeled “Second Level Appeal Request” within fifteen (15) business days of the first level decision.

Once a second level appeal is received by the Health Plan, the case is directed to the Kaiser Permanente Appeals Committee for reconsideration or decision.

A provider may initiate a third and final level appeal following the second adverse determination within fifteen (15) business days of the second level decision. Once a third/final appeal level is initiated the case is directed to the Health Plan President, Chief Executive Officer, or designee for final determination.

A decision to overturn a decision made by Kaiser Permanente will be processed within five (5) business days through the payment approval process outlined in the provider dispute resolution process desk level procedures. Any additional claims payments required as a result of an overturn decision are made within thirty (30) days.

### **State’s Independent Review Organization (IRO)**

The Department contracts with an IRO for the purpose of offering providers another level of appeal for providers who wish to appeal **medical necessity denials** only. Providers must first exhaust all levels of the MCO appeal process. By using the IRO, you agree to give up all appeal rights (e.g., administrative hearings, court cases). The IRO only charges **after** making the case determination. If the decision upholds the MCO’s denial, you must pay the fee. If the IRO reverses the MCO’s denial, the MCO must pay the fee. The web portal will walk you through submitting payments. The review fee is \$425. More detailed information on the IRO process can be found at <https://mmcp.MDH.maryland.gov/SitePages/IRO%20Information.aspx>. The IRO does not accept cases for review which involve disputes between the Behavioral Health ASO and Kaiser Permanente.

### **Claim Overpayment Identified by a Participating Provider**

In the case of an overpayment identified by a Participating Provider, they are required to report to Kaiser Permanente within 60 days of identification by sending the refund and corresponding detail back to Kaiser Permanente at the address listed below. If you would like to discuss the overpayment, you may call Regional Claims Recovery at (844) 412-0917.

If a Participating Provider has identified an overpayment, and wants to send a refund back to Kaiser Permanente, they are advised to send it to:

Kaiser Foundation Health Plan Mid Atlantic  
PO Box 740814  
Los Angeles, CA 90074-0814

When sending in a refund, the following Claim/Member Information must be included to ensure proper application of the refund:

- Provider Name;

- Provider Tax Identification Number;
- Member Name;
- Kaiser Medical Record Number;
- Dates of Service;
- Kaiser Claim Number;
- Claim Paid Amount;
- Claim Paid Date;
- Refund Amount; and
- Refund Reason.

## **MCO Quality Initiatives**

The Kaiser Permanente Quality of Care and Service Program (the “Program”) seeks to promote and support continuous improvement in the delivery of care and service. The program includes yearly planned Quality Improvement (QI) activities and objectives for performance improvement including but not limited to: quality and safety of clinical care quality of service. The KPMAS quality program processes, goals, and outcomes related to member care and service are available on the provider website and communicated in member publications. The Program addresses all clinical, behavioral health and service activities across the continuum of care for all internal and external customers, participating practitioners, participating providers and enrollees. All Kaiser Permanente Participating Providers and staff are involved in quality initiatives and ongoing quality improvement. Key staff serve on Quality of Care and Service Program Committees, including but not limited to the Regional Quality Improvement Committee (RQIC) which has oversight and direct accountability for quality assessment and improvement, risk management, service, patient safety, infection control, and behavioral health (BH) care quality.

The quality program conducts routine system-wide reviews of care quality as part of oversight of the quality and safety of care, treatment and services provided to members. Summarized analysis of those reviews is distributed as appropriate to leadership as part of quality monitoring and ongoing quality improvement. Publicly reported quality information is available to providers and members from entities including but not limited to:

- Joint Commission Core Measures, Leapfrog, HCAHPS and other KP inpatient quality data from contracted providers;
- National Committee on Quality Assurance Health Plan Accreditation, Health Plan Rating, HEDIS, and CAHPS scores; and
- Ambulatory Surgery Center annual reports.

The quality program includes annual evaluation of overall effectiveness of the program. The effectiveness assessment monitors the Quality Programs’ progress in achieving goals, including quality and safety of clinical practice. The summary of effectiveness addresses: adequacy of quality program resources; quality committee structure; practitioner participation and leadership involvement in the quality program.

The activities monitored and reviewed by the Quality of Care and Service Program includes, but is not limited to, the following:

- Monitoring access and member satisfaction;
- Development and measurement of compliance with clinical practice guidelines and standards of care;
- Focused studies of preventive and chronic care;

- Identification of individual adverse outcomes and risk events;
- Peer Review; and
- Incorporation of recommendations from external review bodies including the National Committee for Quality Assurance (NCQA), an external quality review organization (EQRO) and Kaiser Permanente’s Health Plan Quality Oversight (HPQO).

In addition, the Quality of Care and Service Program establishes effective monitoring and evaluation of care and services to ensure the care and service that KPMAS offers its customers meets or exceeds accepted national standards. The Program accomplishes this by:

1. Developing mechanisms to identify, monitor, evaluate and improve important aspects of care and service, including high-volume, high-risk services, by:
  - Ensuring that information from monitoring and evaluation activities is disseminated and used to improve quality of care and service in inpatient, ambulatory, and affiliated settings;
  - Supporting the development and use of evidence-based clinical practice guidelines and formulating implementation plans and outcomes monitoring;
  - Ensuring full qualifications and competence of health care professionals through adherence to KPMAS’s credentialing and recredentialing standards;
  - Assuring compliance with accreditation and regulatory standards;
  - Monitoring access standards and evaluating KPMAS’s compliance with these standards; and
  - Providing appropriate oversight of delegated functions and monitoring delegate’s performance against pre-established standards.
2. Providing consistent and timely identification and analysis of opportunities for improvement and intervene to improve care, where appropriate, by:
  - Evaluating the continuity and coordination of care provided to KPMAS members;
  - Promoting member satisfaction and improvements in the health status of members;
  - Viewing complaints about care or service as opportunities for improvement; and
  - Providing periodic feedback to members and practitioners regarding measurement and outcomes of quality improvement activities.
3. Improving the health status of KPMAS members whenever possible by:
  - Continually integrating evidence-based clinical standards into quality programs and including these in the development of benchmarks;
  - Surveying members periodically about their perceived health status;
  - Promoting effective health management and case management for members identified with chronic diseases;
  - Encouraging all members to utilize appropriate preventive health services in order to promote member wellness; and
  - Identifying and reducing access barriers for any segment of the member population.
4. Continuing to be a recognized leader in local, state and national efforts to promote quality healthcare for all populations, within and outside KPMAS, by:
  - Collaborating with public and private health agencies in quality improvement activities;
  - Demonstrating value to purchasers through outcome-oriented quality assurance and clinical quality improvement activities; and

- Aligning the Program with well-recognized evidence-based clinical goals.
5. Continuing to develop and implement the people strategy by increasing KPMAS employee engagement and satisfaction, attracting diverse and highly talented physicians and staff, fostering a learning environment, and ensuring continuity of organizational knowledge and culture that supports the mission, vision and values of KPMAS by:
- Creating meaningful practices that reward the organization, physicians, staff and our members; and
  - Demonstrating that we respect and value our work force by:
    - Developing their competencies and rewarding their accomplishments;
    - Collaborating with each individual and team in order to develop clear, targeted, and measurable expectations; and
 Ensuring that highly achieving, talented, committed physicians and staff remain with the organization.

Members and Participating Providers may request information about the Program including a report of our progress toward quality improvement goals by calling or writing the Member Services Department at:

Kaiser Permanente  
 Member Services  
 2101 East Jefferson Street  
 Rockville, MD 20852

Inside the Local Calling Area: 301-468-6000  
 Toll free Outside the Local Calling Area: 1-800-777-7902  
 TDD for the Hearing Impaired: 301-816-6344

### **Patient Centered Medical Home**

KPMAS is recognized by NCQA as a Level 3 Patient Centered Medical Home (PCMH) designed to improve the quality, appropriateness, timeliness, and efficiency of care coordination including clinical decisions and care plans.

An overall performance goal is to improve the quality and efficiency of health care for members across the continuum from wellness to prevention to managing members with complex and chronic conditions. To achieve this goal, it is the expectation of the PCMH Health Care Team (HCT), led by the Primary Care Physician (PCP), to manage the health of these members. The health plan is responsible for identifying patients who qualify for its wellness, prevention, disease management and complex case management programs, notifying the PCMH HCT about the identification, and maintaining a tracking mechanism that includes these members.

Care coordination, within KPMAS PCMH model, includes the following components:

- Determine and update care coordination needs;
- Create and update a proactive plan of care;
- Communication across transitions of care and collaborative with other practitioners; and
- Align resources with population needs based upon assessment to address gaps and disparities in services and care.

### **Population Care Management**

Population Care Management is one of the foundations of the KPMAS clinical care strategy that provides evidence-based, systematic support to the health care teams and physicians who care for Maryland HealthChoice members. The PCM strategy is used to support care delivery to populations of members with preventive care and chronic diseases and conditions. It is explicitly designed to augment and support the foundational relationship between PCP and the patient used in the PCMH model.

The PCM strategy is based on evidence-based care supported via Clinical Practice Guidelines (reviewed/revised and approved at least every two years).

Member registries, based on claims, encounter, laboratory, pharmacy, health appraisal data, and more, that support monitoring:

- Customized information technology to support the program with tracking and feedback;
- Patient-centered medical home-based care that supports the physician-patient relationship;
- Involvement of the patient in his/her own care;
- Interventions and care designed and tailored to address specific and special needs of patients, including social determinants of health, age -specific opportunities, different abilities, and serious and persistent mental illness; and
- Monthly and annual performance assessments and annual population analysis regarding program resources and activities.

The tools and interventions that arise from these key concepts are targeted across the region at areas of need and potential impact. For each program, the interventions are determined by the health and/or risk of the individual and population.

### **Provider Performance Data**

Participating Providers are required through their Kaiser Permanente contract to comply with the Kaiser Permanente Quality Improvement Program. MAPMG and Participating Providers agree to provide Kaiser Permanente with access to medical records, participate in QI program activities and allow the use of performance data. Participating Providers are given regular updates on the status of health plan activities through the Permanente Journal, the Permanente Post, Network News, and other practitioner mailings.

Kaiser Permanente encourages Participating Providers to participate in the QI program through membership and participation in Quality Improvement Committees. Participating Providers are also encouraged to provide feedback to QM staff through response to newsletter topics and through practitioner satisfaction surveys.

Kaiser Permanente provides ongoing educational services to Participating Providers through new Provider orientation materials, Provider Manual updates, Provider meetings and Provider training by provider education staff.





# Section VII.

## PROVIDER SERVICES AND RESPONSIBILITIES

## Overview of Kaiser Permanente Provider Experience

Kaiser Permanente is committed to supporting the role of the Network Participating Providers – community providers who are contracted and credentialed. The Provider Experience Department staff provides comprehensive and personalized support for all Participating Providers and their staff. As the liaison between the Participating Providers and Kaiser Permanente, the Provider Experience staff is responsible for the following support functions:

- Ensuring that each Participating Provider’s issues or concerns are addressed and resolved to satisfaction;
- Communicating pertinent information regarding medical management procedures, compensation models, referral processes and new products to all Participating Providers; and
- Assisting Participating Providers in identifying appropriate network medical facilities and services available for patient care.

The Provider Experience Department can be contacted at 1-877-806-7470 or [provider.relations@kp.org](mailto:provider.relations@kp.org).

## Provider Web Portal

Our Community Provider Portal has online resources to provide quick and easy access to the information you need to work effectively with Kaiser Permanente and to provide the best possible service to our members. You can access our Community Provider Portal at [www.providers.kp.org/mas](http://www.providers.kp.org/mas).

On our portal you can find:

- Provider manuals;
- Online provider directories;
- Clinical guidelines;
- Newsletters;
- Downloadable forms;
- Trainings; and
- News and announcements.

We also have the Kaiser Permanente Online-Affiliate which is a secure web-based application. Kaiser Permanente Online-Affiliate allows providers to:

- View member eligibility and benefits;
- View referrals and authorizations;
- View clinical information; and
- Check claim status.

If you do not have access to the Kaiser Permanente Online-Affiliate, go to [www.providers.kp.org/mas](http://www.providers.kp.org/mas) to sign up.

## Provider Inquiries

The Provider Relations Department and Member Services are available to assist providers with:

<b>Member Services 1-855-249-5019</b>	<b>Provider Experience 1-877-806-7470</b>
<ul style="list-style-type: none"><li>• General claims status and payment inquiries</li></ul>	<ul style="list-style-type: none"><li>• Provider demographic updates</li><li>• Contracted rate payment questions</li></ul>

<ul style="list-style-type: none"> <li>• Clarification of member eligibility and benefits</li> <li>• Provider appeal status</li> <li>• Members presenting with no Kaiser Permanente identification card</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly reimbursement questions</li> <li>• Billing inquiries</li> <li>• Form requests</li> </ul>
--	---

## Re-Credentialing

After initial credentialing, KPMAS Participating Providers will be re-credentialed every three (3) years except for those with Kaiser Permanente ambulatory surgery and moderate sedation privileges who shall be re-credentialed every two (2) years by following the applicable accreditation agency guidelines, such as those set forth by the NCQA and Kaiser Permanente.

The elements of the re-credentialing process include, but are not limited to, the following:

- Application
- Current and unrestricted license in each jurisdiction where the practitioner provides services
- Out-of-state License sanctions
- DEA Certificate in each jurisdiction where the practitioner provides services
- CDS Certificate
- Board Certification and Maintenance of Board Certification
- Hospital Privileges
- Professional Liability Coverage
- Claims History
- NPDB Query
- Work History
- Medicare and Medicaid Status and Sanctions
- Mid-Level Practitioner Practice Agreement
- Practitioner Quality Profile
- Member Complaints

## Notification of Updates/Changes to Application or Credentials

It is incumbent upon Participating Providers to notify PPQA at ☎ (301) 816-5853 regarding any updates or changes to their application or credentials within thirty (30) days of the occurrence. These updates and/or changes will be reviewed according to the credentialing procedures outlined by KPMAS and will be included in the Participating Provider Credentials file. These may include, but are not limited to, the following:

- Voluntary or involuntary medical license suspension, revocation, restriction, or report filed;
- Voluntary or involuntary hospital privileges reduced, suspended, revoked, or denied;
- Any disciplinary action taken by a hospital, HMO, group practice, or any other health provider organization;
- Medicare or Medicaid sanctions, or any investigation for a federal healthcare program; and
- Medical malpractice action.

## Overview of Provider Responsibilities

Kaiser Permanente is committed to meeting the many compliance and regulatory guidelines which are implemented in the best interest of patient quality service and overall care. These compliance and regulatory policies are enforced on the federal, state and/or local government, and health plan levels.

Compliance and regulatory policies represent guidelines, which are both monitored and reported to many outside agencies.

For questions regarding any compliance policy or to obtain a copy of “Principles of Responsibility”, a compliance guide available to Participating Providers of Kaiser Permanente, please contact the Provider Experience Department at 1-877-806-7470.

## **Primary Care Providers (PCPs)**

The PCP serves as the entry point for access to health care services. The PCP is responsible for providing members with medically necessary covered services, or for referring a member to a specialty care provider to furnish the needed services. The PCP is also responsible for maintaining medical records and coordinating comprehensive medical care for each assigned member. Members can choose a Physician, Nurse Practitioner or Physician’s Assistant as their PCP. The PCP will act as a coordinator of care and has the responsibility to provide accessible, comprehensive, and coordinated health care services covering the full range of benefits.

The PCP is required to:

- Address the member’s general health needs;
- Treat illnesses;
- Coordinate the member’s health care;
- Promote disease prevention and maintenance of health;
- Maintain the member’s health records;
- Refer for specialty care when necessary.

If a woman’s PCP is not a women’s health specialist, Kaiser Permanente will allow her to see a women’s health specialist within **the MCO network** without a referral, for covered services necessary to provide women’s routine and preventive health care services. Prior authorization is required for certain treatment services.

## **PCP Contract Terminations**

If you are a PCP and we terminate your contract for any of the following reasons, the member assigned to you may elect to change to another MCO in which you participate by calling the Enrollment Broker within 90 days of the contract termination:

- For reasons other than the quality of care or your failure to comply with contractual requirements related to quality assurance activities; or
- Kaiser Permanente reduces your reimbursement to the extent that the reduction in rate is greater than the actual change in capitation paid to Kaiser Permanente by the Department, and Kaiser Permanente and you are unable to negotiate a mutually acceptable rate.

## **Specialty Providers**

Specialty providers are responsible for providing services in accordance with the accepted community standards of care and practices. MDH requires Kaiser Permanente to maintain a complete network of adult and pediatric providers adequate to deliver the full scope of benefits. If a PCP cannot locate an appropriate specialty provider, call 1-855-249-5019 for assistance.

Participating specialists receive referrals to provide care to members from PCPs and/or other specialists. A member receiving care from a specialist must have an approved referral for each visit. A referral summary indicating approval will be faxed to participating specialist prior to the member's scheduled appointment. The member also receives an approval letter. Each Kaiser Permanente referral has a unique referral number. This referral number should be reflected on the claim/bill for appropriate processing and payment.

To assist us with timely and accurate referral processing, participating specialists should ensure that Kaiser Permanente has the most up-to-date demographic and contact phone/fax numbers for their practice.

### **Out of Network Providers and Single Case Agreements**

Authorizations for out of network providers will be reviewed on an individual Member basis. If authorization is approved, a request for a Single Case Agreement will be completed for those providers and facilities that are not rate regulated. Upon receipt of the Single Case Agreement request the Provider Contracting department will generate and send this Agreement to the Out of Network Provider for signature.

### **Second Opinions**

If a member requests a second opinion, Kaiser Permanente will provide for a second opinion from a qualified health care professional within our network. If necessary, we will arrange for the member to obtain one outside of our network.

If a second opinion is indicated, the member's PCP should initiate a new referral request by completing a URF and fax it to the UMOC at 1-800-660-2019.

### **Provider Requested Member Transfer**

When persistent problems prevent an effective provider-patient relationship, a participating provider may ask a member to leave their practice. Such requests cannot be based solely on the member filing a grievance, an appeal, a request for a Fair Hearing or other action by the patient related to coverage, high utilization of resources by the patient or any reason that is not permissible under applicable law.

The following steps must be taken when requesting a specific provider-patient relationship termination:

- The provider must send a letter informing the member of the termination and the reason(s) for the termination. A copy of this letter must also be sent to:  
Kaiser Permanente  
Provider Experience  
2101 East Jefferson St., 2 East  
Rockville, MD 20852

- The provider must support continuity of care for the member by giving sufficient notice and opportunity to make other arrangements for care.
- Upon request, the provider will provide resources or recommendations to the member to help locate another participating provider and offer to transfer records to the new provider upon receipt of a signed patient authorization.

## **Medical Records Requirements**

Participating Providers are responsible for maintaining the full medical records of members who elect to receive health services at their offices. Kaiser Permanente has developed specific criteria for maintaining medical records for members. These standards are evaluated and are part of the periodic review conducted within our Participating Provider offices. The standards for medical record-keeping practices and the documentation requirements for medical charts are as follows:

### **Standards for Medical Record-Keeping Practices**

- Medical records are maintained in a confidential manner, maintained in a secure location and out of public view.
- The medical record shall be safeguarded against unauthorized use, damage, loss, tampering, and alteration.
- Each patient has an individual medical record. Individual medical records can be easily retrieved from files.
- Each page is identified with name of patient and birth date, or medical record number
- The medical record of a patient is confidential communication between the health care provider and the patient and shall not be released without appropriate authorization.
- Federal and state statutes require that when correcting the inaccuracy of a medical record entry, information shall not be eradicated or removed.

### **Documentation Standards for Medical Records for Medical Charts:**

- Clearly identifiable member information on each page:
  - Name;
  - Date of birth/age;
  - Sex;
  - Medical record number;
  - Physician name; and
  - Physician identification number.
- All progress notes will:
  - Be dated (including the year);
  - Clearly identify the provider; and
  - Include appropriate signatures and credentials.
- Patient biographical/personal data are present.
- Notes are legible.
- Patient's chief complaint or purpose for visit is clearly documented by the physician.
- Working diagnoses are consistent with findings.
- There is clear documentation of the medical treatment received by the patient.
- Plans of action and treatment are consistent with diagnosis.
- Follow-up instructions and time frame for follow-up or the next visit are recorded as appropriate.
- Unresolved problems from previous visit are addressed.

- There is evidence of continuity and coordination of care between primary and specialty physicians.
- Consultant summaries, laboratory, and imaging study results reflect ordering physician review as evidenced by:
  - Initials of the referring PCP following review;
  - Recorded date of review; and
  - Comments recorded in progress note regarding interpretation and findings;
  - Indication of treatment notice to patient.
- Allergies and adverse reactions to medications are prominently displayed. If the patient has no known allergies or history of adverse reactions, this is appropriately noted in the record.
- There is documentation of past medical history as it regards diagnoses of permanent or serious significance, and past surgeries or significant procedures. Pediatric patients will have similar documentation and/or prenatal and birth information.
- If a consultation is requested, there is a note from the consultant in the record.
- Significant illnesses and medical conditions are indicated on the problem list.
- There is a notation concerning use/non-use of cigarettes, alcohol, and substance abuse for patients 12 years of age and over.
- The history and physical document examination results with appropriate subjective and objective information for presenting complaints.
- There is evidence that preventive screening and services are offered in accordance with Kaiser Permanente's practice guidelines.
- The care appears to be medically appropriate.
- There is a completed immunization record for patients 18 years of age and under.
- An updated problem list is maintained.
- An updated medication list is maintained.

### **Confidentiality and Accuracy of Member Records**

Providers must safeguard/secure the privacy and confidentiality of and verify the accuracy of any information that identifies a Kaiser Permanente member. Original medical records must be released only in accordance with federal or Maryland laws, court orders, or subpoenas.

Providers must follow both required and voluntary provision of medical records must be consistent with the Health Insurance Portability and Accountability Act (HIPAA) privacy statute and regulations (<http://www.hhs.gov/ocr/privacy/>).

### **Reporting Communicable Disease**

Providers must ensure that all cases of reportable communicable disease that are detected or suspected in a member by either a clinician or a laboratory are reported to the LHD as required by Health - General Article, §§18-201 to 18-216, Annotated Code of Maryland and COMAR 10.06.01 Communicable Diseases. Any health care provider with reason to suspect that a member has a reportable communicable disease or condition that endangers public health, or that an outbreak of a reportable communicable disease or public health-endangering condition has occurred, must submit a report to the health officer for the jurisdiction where the provider cares for the member.

- The provider report must identify the disease or suspected disease and demographics on the member including the name age, race, sex and address of residence, hospitalization, date of death, etc. on a form provided by the Department (DHMH1140) as directed by

COMAR 10.06.01.

- With respect to patients with tuberculosis, you must:
  - Report each confirmed or suspected case of tuberculosis to the LHD within 48 hours.
  - Provide treatment in accordance with the goals, priorities, and procedures set forth in the most recent edition of the Guidelines for Prevention and Treatment of Tuberculosis, published by MDH.

## **Advance Directives**

Providers are required to comply with federal and state law regarding advance directives for adult members. Maryland advance directives include Living Will, Health Care Power of Attorney, and Mental Health Treatment Declaration Preferences and are written instructions relating to the provision of health care when the individual is incapacitated. The advance directive must be prominently displayed in the adult member's medical record. Requirements include:

- Providing written information to adult members regarding each individual's rights under Maryland law to make decisions regarding medical care and any provider written policies concerning advance directives (including any conscientious objections).
- Documenting in the member's medical record, whether or not the adult member has been provided the information and whether an advance directive has been executed.
- Not discriminating against a member because of his or her decision to execute or not execute, an advance directive and not making it a condition for the provision of care.
- Educating staff on issues related to advance directives, as well as communicating the member's wishes to attending staff at hospitals or other facilities.
- Educate patients on Advance Directives (durable power of attorney and living wills)

Advance directive forms and frequently asked questions can be found at:

[www.marylandattorneygeneral.gov/Pages/HealthPolicy/advancedirectives.aspx](http://www.marylandattorneygeneral.gov/Pages/HealthPolicy/advancedirectives.aspx)

## **Health Insurance Portability and Accountability Act of 1997 (HIPAA)**

The Health Insurance Portability and Accountability Act of 1997 (HIPAA) has many provisions affecting the health care industry, including transaction code sets, privacy and security provisions. The Health Insurance Portability and Accountability Act (HIPAA) impacts what is referred to as covered entities; specifically, providers, health plans, and health care clearinghouses that transmit health care information electronically. The Health Insurance Portability and Accountability Act (HIPAA) have established national standards addressing the security and privacy of health information, as well as standards for electronic health care transactions and national identifiers. All providers are required to adhere to HIPAA regulations. For more information about these standards, please visit <http://www.hhs.gov/ocr/hipaa/>. In accordance with HIPAA guidelines, providers may not interview members about medical or financial issues within hearing range of other patients.

## **Cultural Competency**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs, and activities receiving federal financial assistance, such as Medicaid. Cultural competency is the ability of individuals, as reflected in personal and organizational responsiveness, to understand the social, linguistic, moral, intellectual, and



behavioral characteristics of a community or population, and translate this understanding systematically to enhance the effectiveness of health care delivery to diverse populations.

Members are to receive covered services without concern about race, ethnicity, national origin, religion, gender, age, mental, or physical disability, sexual orientation, genetic information or medical history, ability to pay or ability to speak English. Kaiser Permanente expects providers to treat all members with dignity and respect as required by federal law including honoring member's beliefs, be sensitive to cultural diversity, and foster respect for member's cultural backgrounds. Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, and national origin in programs, and activities receiving federal financial assistance, such as Medicaid.

### **Health Literacy – Limited English Proficiency (LEP) or Reading Skills**

Kaiser Permanente is required to verify that Limited English Proficient (LEP) members have meaningful access to health care services. Because of language differences and inability to speak or understand English, LEP persons are often excluded from programs they are eligible for, experience delays, denials of services, receive care, services based on inaccurate or incomplete information. Providers must deliver services in a culturally effective manner to all members, including those with limited English proficiency (LEP) or reading skills.

Members have the right to free language services for health care needs. We provide free language services including:

**24-hour access to an interpreter** – When members call to make an appointment or talk to their personal physician, if needed, we will connect them to a telephonic interpreter.

**Translation services** – Some member materials are available in the member's preferred language.

**Bilingual physicians and staff** – In some medical centers and facilities, we have bilingual physicians and staff to assist members with their health care needs. They can call Member Services or search online in the medical staff directory at **kaiserpermanente.org**.

**Braille or large print** – Blind or vision impaired members can request for documents in Braille or large print or in audio format.

**Telecommunications Relay Service (TRS)** – If members are deaf, hard of hearing, or speech impaired, we have the Telecommunications Relay Service (TRS) access numbers that they can use to make an appointment or talk with an advice nurse or member services representative or with you.

**Sign language interpreter services** – These services are available for appointments. In general, advance notice of two or three business days is required to arrange for a sign language interpreter; availability cannot be guaranteed without sufficient notice.

**Video Remote Interpretation (VRI)** – Video Remote Interpreting (VRI) provides on-demand access to American Sign Language & Spoken Language interpretation services at medical centers for members. It meets the need in the care experience of walk-in deaf patient and those in need of urgent care.

**Educational materials** – Health education materials can be made available in languages other than English by request. To access Spanish language information and many educational resources go to <https://espanol.kaiserpermanente.org/es/> or <https://healthy.kaiserpermanente.org/> to access La Guía en Español (the Guide in Spanish). Members can also look for the ñ symbol on the English language Web page. The ñ points to relevant Spanish content available in La Guía en Español.

**Prescription labels** – Upon request, the KPMAS pharmacist can provide prescription labels in Spanish for most medications filled at the Kaiser Permanente Pharmacy

At Kaiser Permanente, we are committed to providing quality health care to our members regardless of their race, ethnic background or language preference. Efforts are being made to collect race, ethnicity and language data through our electronic medical record system, HealthConnect®. We believe that by understanding our members' cultural and language preferences, we can more easily customize our care delivery and Health Plan services to meet our members' specific needs.

Currently, when visiting a medical center, members should be asked for their demographic information. It is entirely the member's choice whether to provide us with demographic information. The information is confidential and will be used only to improve the quality of care. The information will also enable us to respond to required reporting regulations that ensure nondiscrimination in the delivery of health care.

We are seeking support from our practitioners and providers to assist us with the member demographic data collection initiative. We would appreciate your support with the data collection by asking that you and your staff check the member's medical record to ensure the member demographic data is being captured. If the data is not captured, please take the time to collect this data from the member. The amount of time needed to collect this data is minimal and only needs to be collected once. Recommendation for best practices for collecting data is during the rooming procedure. In conclusion, research has shown that medical treatment is more effective when the patient's race, ethnicity and primary language are considered.

To access organization wide population data on language and race, please access the reports via our Community Provider Portal at **providers.kp.org/mas** under News and announcements.

To obtain your practice level data on language and race, please email the Provider Relations Department at [provider.relations@kp.org](mailto:provider.relations@kp.org).

### **Access for Individuals with Disabilities**

Title III of the Americans with Disabilities Act (ADA) mandates that public accommodations, such as a physician's office, be accessible and flexible to those with disabilities. Under the provisions of the ADA, no qualified individual with a disability may be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity; or be subjected to discrimination by any such entity. Provider offices must be accessible to persons with disabilities. Providers must also make efforts to provide appropriate accommodations such as large print materials and easily accessible doorways.

# **Section VIII.**

## **QUALITY ASSURANCE MONITORING PLAN AND REPORTING FRAUD, WASTE AND ABUSE**

## Quality Assurance Monitoring Plan

The quality assurance monitoring plan for the HealthChoice program is based upon the philosophy that the delivery of health care services, both clinical and administrative, is a process that can be continuously improved. The State of Maryland's quality assurance plan structure and function support efforts to deal efficiently and effectively with any identified quality issue. On a daily basis and through a systematic audit of MCO operations and health care delivery, the Department identifies both positive and negative trends in service delivery. Quality monitoring and evaluation and education through member and provider feedback are an integral part of the managed care process and help to ensure that cost containment activities do not adversely affect the quality of care provided to members.

The Department's quality assurance monitoring plan is a multifaceted strategy for assuring that the care provided to HealthChoice members is high quality, complies with regulatory requirements, and is rendered in an environment that stresses continuous quality improvement. Components of the Department's quality improvement strategy include: establishing quality assurance standards for MCOs; developing quality assurance monitoring methodologies; and developing, implementing and evaluating quality indicators, outcome measures, and data reporting activities, including:

- Health Service Needs Information form completed by the participant at the time they select an MCO to assure that the MCO is alerted to immediate health needs, e.g., prenatal care service needs.
- A complaint process administered by MDH staff.
- A complaint process administered by Kaiser Permanente.
- A systems performance review of each MCO's quality improvement processes and clinical care performed by an External Quality Review Organization (EQRO) selected by the Department. The audit assesses the structure, process, and outcome of each MCO's internal quality assurance program.
- Annual collection, validation and evaluation of the Healthcare Effectiveness Data and Information Set (HEDIS), a set of standardized performance measures designed by the National Committee for Quality Assurance and audited by an independent entity.
- Other performance measures developed and audited by MDH and validated by the EQRO.
- An annual member satisfaction survey using the Consumer Assessment of Healthcare Providers and Systems (CAHPS), developed by NCQA for the Agency for Healthcare Research and Quality.
- Monitoring of preventive health, access and quality of care outcome measures based on encounter data.
- Development and implementation of an outreach plan.
- A review of services to children to determine compliance with federally required EPSDT standards of care.
- Production of a Consumer Report Card.
- An Annual Technical Report that summarizes all Quality Activities

In order to report these measures to MDH, Kaiser Permanente must perform chart audits throughout the year to collect clinical information on our Members. Kaiser Permanente truly appreciates the provider offices' cooperation when medical records are requested.

In addition to information reported to MDH, Kaiser Permanente collects additional quality information. Providers may need to provide records for standard medical record audits that ensure appropriate record documentation. Our Quality Improvement staff may also request records or written responses if quality issues are raised in association with a member complaint, chart review, or referral from another source.

## **Fraud, Waste and Abuse Activities**

Kaiser Permanente will investigate allegations of Provider fraud, waste or abuse, related to services provided to Members, and where appropriate, will take corrective action, including but not limited to civil or criminal action. The Federal False Claims Act and similar state laws are designed to reduce fraud, waste and abuse by allowing citizens to bring suit on behalf of the government to recover fraudulently obtained funds (i.e. "whistleblower" or "qui tam" actions). Kaiser Permanente employees may not be threatened, harassed or in any manner discriminated against in retaliation for exercising their rights under the False Claims Act or similar state laws.

## **Reporting Suspected Fraud and Abuse**

Participating providers are required to report to Kaiser Permanente all cases of suspected fraud, waste and abuse, inappropriate practices, and inconsistencies of which they become aware within the Medicaid program.

To report fraud, waste, and abuse, contact Provider Experience at 1-877-806-7470 or email [provider.relations@kp.org](mailto:provider.relations@kp.org).

You can also report provider fraud to the MDH Office of the Inspector General at **410-767-5784 or 1-866-770-7175**, the Maryland Medicaid Fraud Control Division of the Office of the Maryland Attorney General, at **410-576-6521 (1-888-743-0023)** or to the Federal Office of Inspector General in the U.S. Department of Health and Human Services at **1-800-HHS-TIPS (1-800-447-8477)**.

The Maryland Medicaid Fraud Control Division of the Office of the Maryland Attorney General created by statute to preserve the integrity of the Medicaid program by conducting and coordinating Fraud, Waste, and Abuse control activities for all Maryland agencies responsible for services funded by Medicaid.

## **Relevant Laws**

There are several relevant laws that apply to Fraud, Waste, and Abuse:

**The Federal False Claims Act (FCA)** (31 U.S.C. §§ 3729-3733) was created to combat fraud & abuse in government health care programs. This legislation allows the government to bring civil actions to recover damages and penalties when healthcare providers submit false claims.

Penalties can include up to three times actual damages and an additional \$5,500 to \$11,000 per false claim. The False Claims Act prohibits, among other things:

- Knowingly presenting a false or fraudulent claim for payment or approval;
- Knowingly making or using, or causing to be made or used, a false record or statement in order to have a false or fraudulent claim paid or approved by the government; or
- Conspiring to defraud the government by getting a false or fraudulent claim allowed or paid

**The Anti-Kickback Statute** makes it a criminal offense to knowingly and willfully offer, pay, solicit, or receive any remuneration to induce or reward referrals of items of services reimbursable by a Federal health care program. Remuneration includes anything of value, directly or indirectly, overtly or covertly, in cash or in kind.

**The Self-Referral Prohibition Statute (Stark Law)** prohibits providers from referring members to an entity with which the provider or provider's immediate family member has a financial relationship, unless an exception applies.

**The Red Flag Rule (Identity Theft Protection)** requires "creditors" to implement programs to identify, detect, and respond to patterns, practices, or specific activities that could indicate identity theft.

**The Health Insurance Portability and Accountability Act (HIPAA) requires:**

Transaction standards

Minimum security requirements

Minimum privacy protections for protected health information

National Provider Identification (NPIs) numbers

**The Federal Program Fraud Civil Remedies Act (PFCRA)**, codified at 31 U.S.C. §§ 3801-3812, provides federal administrative remedies for false claims and statements, including those made to federally funded health care programs. Current civil penalties are \$5,500 for each false claim or statement, and an assessment in lieu of damages sustained by the federal government of up to double damages for each false claim for which the government makes a payment. The amount of the false claims penalty is to be adjusted periodically for inflation in accordance with a federal formula.

**Under the Federal Anti-Kickback statute (AKA)**, codified at 42 U.S.C. § 1320a-7b, it is illegal to knowingly and willfully solicit or receive anything of value directly or indirectly, overtly or covertly, in cash or in kind, in return for referring an individual or ordering or arranging for any good or service for which payment may be made in whole or in part under a federal health care program, including programs for children and families accessing Kaiser Permanente services through Maryland HealthChoice.

**Under Section 6032 of the Deficit Reduction Act of 2005 (DRA)**, codified at 42 U.S.C. § 1396a(a)(68), Kaiser Permanente providers will follow federal and Maryland laws pertaining to civil or criminal penalties for false claims and statements, and whistleblower protections under such laws, with respect to the role of such laws in preventing and detecting fraud, waste, and abuse in Federal health care programs, including programs for children and families accessing Kaiser Permanente services through Maryland HealthChoice.

**Under the Maryland False Claims Act**, Md. Code Ann., Health General §2-601 et. seq.

**Administrative sanctions** can be imposed, as follows:

- Denial or revocation of Medicare or Medicaid provider number application (if applicable)
- Suspension of provider payments
- Being added to the OIG List of Excluded Individuals/Entities database
- License suspension or revocation.

**Remediation** may include any or all of the following:

- Education

- Administrative sanctions
- Civil litigation and settlements
- Criminal prosecution
- Automatic disbarment
- Prison time

### **Exclusion Lists & Death Master Report**

Kaiser Permanente is required to check the Office of the Inspector General (OIG), the National Plan and Provider Enumeration System (NPPES), the List of Excluded Individuals/Entities (LEIE), the Excluded Parties List System (EPLS), the Social Security Death Master Report, and any other such databases as the Maryland MMA Providers and other Entities Sanctioned List may prescribe.

Kaiser Permanente does not participate with or enter into any provider agreement with any individual, or entity that has been excluded from participation in Federal health care programs, who have a relationship with excluded providers or who have been terminated from the Medicaid, or any programs by Maryland Department of Health for fraud, waste, or abuse. The provider must agree to assist Kaiser Permanente as necessary in meeting our obligations under the contract with the Maryland Department of Health to identify, investigate, and take appropriate corrective action against fraud, waste, and abuse (as defined in 42 C.F.R. 455.2) in the provision of health care services.

### **Additional Resources:**

To access the current list of Maryland sanctioned providers follow this link:  
<https://mmcp.health.maryland.gov/Pages/Provider-Information.aspx>

## **ATTACHMENT A - RARE AND EXPENSIVE CASE MANAGEMENT (REM) PROGRAM**

The Maryland Department of Health (MDH) administers a Rare and Expensive Case Management (REM) program as an alternative to the MCO for certain HealthChoice eligible individuals diagnosed with rare and expensive medical conditions.

### **Medicaid Benefits and REM Case Management**

To qualify for the REM program, the HealthChoice enrollee must have one or more of the diagnoses specified in the Rare and Expensive Disease List below. The enrollee may elect to enroll in the REM Program, or to remain in Kaiser Permanente if the Department agrees that it is medically appropriate. REM participants are eligible for all fee-for-service benefits currently offered to Medicaid-eligible beneficiaries who not eligible to enroll in MCOs. In addition REM participants may receive additional services which are described in COMAR 10.09.69.

The participant's REM case manager will:

- Gather all relevant information needed to complete a comprehensive needs assessment;
- Assist the participant select an appropriate PCP, if needed;
- Consult with a multi-disciplinary team that includes providers, participants, and family/care givers, and develop the participant's plan of care;
- Implement the plan of care, monitor service delivery, modify the plan as warranted by changes in the participant's condition;
- Document findings and maintain clear and concise records;
- Assist in the participant's transfer out of the REM program, when and if appropriate.

### **Referral and Enrollment Process**

Candidates for REM are generally referred by their PCP, specialty providers, MCOs, but may also self-identify. The referral must include a physician's signature and the required supporting documentation for the qualifying diagnosis(es). A registered nurse reviews the medical information: in order to determine the member's eligibility for REM. If the intake nurse determines that there is no qualifying REM diagnosis, the application is sent to the REM physician advisor for a second level review before a denial notice is sent to the member and referral source. If the member does not meet the REM criteria, they will remain enrolled in the MCO

If the intake nurse determines that the enrollee has a REM-qualifying diagnosis, the nurse approves the member for enrollment in REM. Before the enrollment is completed, the Intake Unit contacts the PCP to see if he/she will continue providing services through the Medicaid fee-for service program. If the PCP is unwilling to continue to care for the member the case is referred to a case manager to select a PCP in consultation with the member. If the PCP will continue providing services, the Intake Unit explain the program and give the member an opportunity to refuse REM enrollment. If enrollment is refused, the member remains in the MCO. The MCO is responsible for providing the member's care until the REM enrollment process is complete.



**For questions and referral forms call 800-565-8190; forms may be faxed to 410-333-5426 or mailed to:**

**REM Intake Unit  
Maryland Department of Health  
201 W. Preston Street, Room 210  
Baltimore, MD 21201-2399**

## Table of Rare and Expensive Diagnosis

ICD10	ICD 10 Description	AGE LIMIT
B20	Human immunodeficiency virus (HIV) disease	0-20
C96.0	Multifocal and multisystemic Langerhans-cell histiocytosis	0-64
C96.5	Multifocal and unisystemic Langerhans-cell histiocytosis	0-64
C96.6	Unifocal Langerhans-cell histiocytosis	0-64
D61.01	Constitutional (pure) red blood cell aplasia	0-20
D61.09	Other constitutional aplastic anemia	0-20
D66	Hereditary factor VIII deficiency	0-64
D67	Hereditary factor IX deficiency	0-64
D68.0	Von Willebrand's disease	0-64
D68.1	Hereditary factor XI deficiency	0-64
D68.2	Hereditary deficiency of other clotting factors	0-64
E70.0	Classical phenylketonuria	0-20
E70.1	Other hyperphenylalaninemias	0-20
E70.20	Disorder of tyrosine metabolism, unspecified	0-20
E70.21	Tyrosinemia	0-20
E70.29	Other disorders of tyrosine metabolism	0-20
E70.30	Albinism, unspecified	0-20
E70.40	Disorders of histidine metabolism, unspecified	0-20
E70.41	Histidinemia	0-20
E70.49	Other disorders of histidine metabolism	0-20
E70.5	Disorders of tryptophan metabolism	0-20
E70.8	Other disorders of aromatic amino-acid metabolism	0-20
E71.0	Maple-syrup-urine disease	0-20
E71.110	Isovaleric acidemia	0-20
E71.111	3-methylglutaconic aciduria	0-20
E71.118	Other branched-chain organic acidurias	0-20
E71.120	Methylmalonic acidemia	0-20
E71.121	Propionic acidemia	0-20
E71.128	Other disorders of propionate metabolism	0-20
E71.19	Other disorders of branched-chain amino-acid metabolism	0-20
E71.2	Disorder of branched-chain amino-acid metabolism, unspecified	0-20
E71.310	Long chain/very long chain acyl CoA dehydrogenase deficiency	0-64
E71.311	Medium chain acyl CoA dehydrogenase deficiency	0-64
E71.312	Short chain acyl CoA dehydrogenase deficiency	0-64
E71.313	Glutaric aciduria type II	0-64
E71.314	Muscle carnitine palmitoyltransferase deficiency	0-64
E71.318	Other disorders of fatty-acid oxidation	0-64
E71.32	Disorders of ketone metabolism	0-64
E71.39	Other disorders of fatty-acid metabolism	0-64
E71.41	Primary carnitine deficiency	0-64
E71.42	Carnitine deficiency due to inborn errors of metabolism	0-64
E71.50	Peroxisomal disorder, unspecified	0-64
E71.510	Zellweger syndrome	0-64

E71.511	Neonatal adrenoleukodystrophy	0-64
E71.518	Other disorders of peroxisome biogenesis	0-64
E71.520	Childhood cerebral X-linked adrenoleukodystrophy	0-64
E71.521	Adolescent X-linked adrenoleukodystrophy	0-64
E71.522	Adrenomyeloneuropathy	0-64
E71.528	Other X-linked adrenoleukodystrophy	0-64
E71.529	X-linked adrenoleukodystrophy, unspecified type	0-64
E71.53	Other group 2 peroxisomal disorders	0-64
E71.540	Rhizomelic chondrodysplasia punctata	0-64
E71.541	Zellweger-like syndrome	0-64
E71.542	Other group 3 peroxisomal disorders	0-64
E71.548	Other peroxisomal disorders	0-64
E72.01	Cystinuria	0-20
E72.02	Hartnup's disease	0-20
E72.03	Lowe's syndrome	0-20
E72.04	Cystinosis	0-20
E72.09	Other disorders of amino-acid transport	0-20
E72.11	Homocystinuria	0-20
E72.12	Methylenetetrahydrofolate reductase deficiency	0-20
E72.19	Other disorders of sulfur-bearing amino-acid metabolism	0-20
E72.20	Disorder of urea cycle metabolism, unspecified	0-20
E72.21	Argininemia	0-20
E72.22	Arginosuccinic aciduria	0-20
E72.23	Citrullinemia	0-20
E72.29	Other disorders of urea cycle metabolism	0-20
E72.3	Disorders of lysine and hydroxylysine metabolism	0-20
E72.4	Disorders of ornithine metabolism	0-20
E72.51	Non-ketotic hyperglycinemia	0-20
E72.52	Trimethylaminuria	0-20
E72.53	Hyperoxaluria	0-20
E72.59	Other disorders of glycine metabolism	0-20
E72.8	Other specified disorders of amino-acid metabolism	0-20
E74.00	Glycogen storage disease, unspecified	0-20
E74.01	von Gierke disease	0-20
E74.02	Pompe disease	0-20
E74.03	Cori disease	0-20
E74.04	McArdle disease	0-20
E74.09	Other glycogen storage disease	0-20
E74.12	Hereditary fructose intolerance	0-20
E74.19	Other disorders of fructose metabolism	0-20
E74.21	Galactosemia	0-20
E74.29	Other disorders of galactose metabolism	0-20
E74.4	Disorders of pyruvate metabolism and gluconeogenesis	0-20
E75.00	GM2 gangliosidosis, unspecified	0-20
E75.01	Sandhoff disease	0-20
E75.02	Tay-Sachs disease	0-20
E75.09	Other GM2 gangliosidosis	0-20

E75.10	Unspecified gangliosidosis	0-20
E75.11	Mucopolipidosis IV	0-20
E75.19	Other gangliosidosis	0-20
E75.21	Fabry (-Anderson) disease	0-20
E75.22	Gaucher disease	0-20
E75.23	Krabbe disease	0-20
E75.240	Niemann-Pick disease type A	0-20
E75.241	Niemann-Pick disease type B	0-20
E75.242	Niemann-Pick disease type C	0-20
E75.243	Niemann-Pick disease type D	0-20
E75.248	Other Niemann-Pick disease	0-20
E75.25	Metachromatic leukodystrophy	0-20
E75.29	Other sphingolipidosis	0-20
E75.3	Sphingolipidosis, unspecified	0-20
E75.4	Neuronal ceroid lipofuscinosis	0-20
E75.5	Other lipid storage disorders	0-20
E76.01	Hurler's syndrome	0-64
E76.02	Hurler-Scheie syndrome	0-64
E76.03	Scheie's syndrome	0-64
E76.1	Mucopolysaccharidosis, type II	0-64
E76.210	Morquio A mucopolysaccharidoses	0-64
E76.211	Morquio B mucopolysaccharidoses	0-64
E76.219	Morquio mucopolysaccharidoses, unspecified	0-64
E76.22	Sanfilippo mucopolysaccharidoses	0-64
E76.29	Other mucopolysaccharidoses	0-64
E76.3	Mucopolysaccharidosis, unspecified	0-64
E76.8	Other disorders of glucosaminoglycan metabolism	0-64
E77.0	Defects in post-translational mod of lysosomal enzymes	0-20
E77.1	Defects in glycoprotein degradation	0-20
E77.8	Other disorders of glycoprotein metabolism	0-20
E79.1	Lesch-Nyhan syndrome	0-64
E79.2	Myoadenylate deaminase deficiency	0-64
E79.8	Other disorders of purine and pyrimidine metabolism	0-64
E79.9	Disorder of purine and pyrimidine metabolism, unspecified	0-64
E80.3	Defects of catalase and peroxidase	0-64
E84.0	Cystic fibrosis with pulmonary manifestations	0-64
E84.11	Meconium ileus in cystic fibrosis	0-64
E84.19	Cystic fibrosis with other intestinal manifestations	0-64
E84.8	Cystic fibrosis with other manifestations	0-64
E84.9	Cystic fibrosis, unspecified	0-64
E88.40	Mitochondrial metabolism disorder, unspecified	0-64
E88.41	MELAS syndrome	0-64
E88.42	MERRF syndrome	0-64
E88.49	Other mitochondrial metabolism disorders	0-64
E88.89	Other specified metabolic disorders	0-64
F84.2	Rett's syndrome	0-20
G11.0	Congenital nonprogressive ataxia	0-20

G11.1	Early-onset cerebellar ataxia	0-20
G11.2	Late-onset cerebellar ataxia	0-20
G11.3	Cerebellar ataxia with defective DNA repair	0-20
G11.4	Hereditary spastic paraplegia	0-20
G11.8	Other hereditary ataxias	0-20
G11.9	Hereditary ataxia, unspecified	0-20
G12.0	Infantile spinal muscular atrophy, type I (Werdnig-Hoffman)	0-20
G12.1	Other inherited spinal muscular atrophy	0-20
G12.21	Amyotrophic lateral sclerosis	0-20
G12.22	Progressive bulbar palsy	0-20
G12.29	Other motor neuron disease	0-20
G12.8	Other spinal muscular atrophies and related syndromes	0-20
G12.9	Spinal muscular atrophy, unspecified	0-20
G24.1	Genetic torsion dystonia	0-64
G24.8	Other dystonia	0-64
G25.3	Myoclonus	0-5
G25.9	Extrapyramidal and movement disorder, unspecified	0-20
G31.81	Alpers disease	0-20
G31.82	Leigh's disease	0-20
G31.9	Degenerative disease of nervous system, unspecified	0-20
G32.81	Cerebellar ataxia in diseases classified elsewhere	0-20
G37.0	Diffuse sclerosis of central nervous system	0-64
G37.5	Concentric sclerosis (Balo) of central nervous system	0-64
G71.0	Muscular dystrophy	0-64
G71.11	Myotonic muscular dystrophy	0-64
G71.2	Congenital myopathies	0-64
G80.0	Spastic quadriplegic cerebral palsy	0-64
G80.1	Spastic diplegic cerebral palsy	0-20
G80.3	Athetoid cerebral palsy	0-64
G82.50	Quadriplegia, unspecified	0-64
G82.51	Quadriplegia, C1-C4 complete	0-64
G82.52	Quadriplegia, C1-C4 incomplete	0-64
G82.53	Quadriplegia, C5-C7 complete	0-64
G82.54	Quadriplegia, C5-C7 incomplete	0-64
G91.0	Communicating hydrocephalus	0-20
G91.1	Obstructive hydrocephalus	0-20
I67.5	Moyamoya disease	0-64
K91.2	Postsurgical malabsorption, not elsewhere classified	0-20
N03.1	Chronic nephritic syndrome with focal and segmental glomerular lesions	0-20
N03.2	Chronic nephritic syndrome w diffuse membranous glomrlneph	0-20
N03.3	Chronic neph syndrome w diffuse mesangial prolif glomrlneph	0-20
N03.4	Chronic neph syndrome w diffuse endocaply prolif glomrlneph	0-20
N03.5	Chronic nephritic syndrome w diffuse mesangiocap glomrlneph	0-20
N03.6	Chronic nephritic syndrome with dense deposit disease	0-20
N03.7	Chronic nephritic syndrome w diffuse crescentic glomrlneph	0-20
N03.8	Chronic nephritic syndrome with other morphologic changes	0-20
N03.9	Chronic nephritic syndrome with unsp morphologic changes	0-20

N08	Glomerular disorders in diseases classified elsewhere	0-20
N18.1	Chronic kidney disease, stage 1	0-20
N18.2	Chronic kidney disease, stage 2 (mild)	0-20
N18.3	Chronic kidney disease, stage 3 (moderate)	0-20
N18.4	Chronic kidney disease, stage 4 (severe)	0-20
N18.5	Chronic kidney disease, stage 5	0-20
N18.6	End stage renal disease	0-20
N18.9	Chronic kidney disease, unspecified	0-20
Q01.9	Encephalocele, unspecified	0-20
Q02	Microcephaly	0-20
Q03.0	Malformations of aqueduct of Sylvius	0-20
Q03.1	Atresia of foramina of Magendie and Luschka	0-20
Q03.8	Other congenital hydrocephalus	0-20
Q03.9	Congenital hydrocephalus, unspecified	0-20
Q04.3	Other reduction deformities of brain	0-20
Q04.5	Megalencephaly	0-20
Q04.6	Congenital cerebral cysts	0-20
Q04.8	Other specified congenital malformations of brain	0-20
Q05.0	Cervical spina bifida with hydrocephalus	0-64
Q05.1	Thoracic spina bifida with hydrocephalus	0-64
Q05.2	Lumbar spina bifida with hydrocephalus	0-64
Q05.3	Sacral spina bifida with hydrocephalus	0-64
Q05.4	Unspecified spina bifida with hydrocephalus	0-64
Q05.5	Cervical spina bifida without hydrocephalus	0-64
Q05.6	Thoracic spina bifida without hydrocephalus	0-64
Q05.7	Lumbar spina bifida without hydrocephalus	0-64
Q05.8	Sacral spina bifida without hydrocephalus	0-64
Q05.9	Spina bifida, unspecified	0-64
Q06.0	Amyelia	0-64
Q06.1	Hypoplasia and dysplasia of spinal cord	0-64
Q06.2	Diastatomyelia	0-64
Q06.3	Other congenital cauda equina malformations	0-64
Q06.4	Hydromyelia	0-64
Q06.8	Other specified congenital malformations of spinal cord	0-64
Q07.01	Arnold-Chiari syndrome with spina bifida	0-64
Q07.02	Arnold-Chiari syndrome with hydrocephalus	0-64
Q07.03	Arnold-Chiari syndrome with spina bifida and hydrocephalus	0-64
Q30.1	Agenesis and underdevelopment of nose, cleft or absent nose only	0-5
Q30.2	Fissured, notched and cleft nose, cleft or absent nose only	0-5
Q31.0	Web of larynx	0-20
Q31.8	Other congenital malformations of larynx, atresia or agenesis of larynx only	0-20
Q32.1	Other congenital malformations of trachea, atresia or agenesis of trachea only	0-20
Q32.4	Other congenital malformations of bronchus, atresia or agenesis of bronchus only	0-20
Q33.0	Congenital cystic lung	0-20
Q33.2	Sequestration of lung	0-20
Q33.3	Agenesis of lung	0-20
Q33.6	Congenital hypoplasia and dysplasia of lung	0-20

Q35.1	Cleft hard palate	0-20
Q35.3	Cleft soft palate	0-20
Q35.5	Cleft hard palate with cleft soft palate	0-20
Q35.9	Cleft palate, unspecified	0-20
Q37.0	Cleft hard palate with bilateral cleft lip	0-20
Q37.1	Cleft hard palate with unilateral cleft lip	0-20
Q37.2	Cleft soft palate with bilateral cleft lip	0-20
Q37.3	Cleft soft palate with unilateral cleft lip	0-20
Q37.4	Cleft hard and soft palate with bilateral cleft lip	0-20
Q37.5	Cleft hard and soft palate with unilateral cleft lip	0-20
Q37.8	Unspecified cleft palate with bilateral cleft lip	0-20
Q37.9	Unspecified cleft palate with unilateral cleft lip	0-20
Q39.0	Atresia of esophagus without fistula	0-3
Q39.1	Atresia of esophagus with tracheo-esophageal fistula	0-3
Q39.2	Congenital tracheo-esophageal fistula without atresia	0-3
Q39.3	Congenital stenosis and stricture of esophagus	0-3
Q39.4	Esophageal web	0-3
Q42.0	Congenital absence, atresia and stenosis of rectum with fistula	0-5
Q42.1	Congenital absence, atresia and stenosis of rectum without fistula	0-5
Q42.2	Congenital absence, atresia and stenosis of anus with fistula	0-5
Q42.3	Congenital absence, atresia and stenosis of anus without fistula	0-5
Q42.8	Congenital absence, atresia and stenosis of other parts of large intestine	0-5
Q42.9	Congenital absence, atresia and stenosis of large intestine, part unspecified	0-5
Q43.1	Hirschsprung's disease	0-15
Q44.2	Atresia of bile ducts	0-20
Q44.3	Congenital stenosis and stricture of bile ducts	0-20
Q44.6	Cystic disease of liver	0-20
Q45.0	Agenesis, aplasia and hypoplasia of pancreas	0-5
Q45.1	Annular pancreas	0-5
Q45.3	Other congenital malformations of pancreas and pancreatic duct	0-5
Q45.8	Other specified congenital malformations of digestive system	0-10
Q60.1	Renal agenesis, bilateral	0-20
Q60.4	Renal hypoplasia, bilateral	0-20
Q60.6	Potter's syndrome, with bilateral renal agenesis only	0-20
Q61.02	Congenital multiple renal cysts, bilateral only	0-20
Q61.19	Other polycystic kidney, infantile type, bilateral only	0-20
Q61.2	Polycystic kidney, adult type, bilateral only	0-20
Q61.3	Polycystic kidney, unspecified, bilateral only	0-20
Q61.4	Renal dysplasia, bilateral only	0-20
Q61.5	Medullary cystic kidney, bilateral only	0-20
Q61.9	Cystic kidney disease, unspecified, bilateral only	0-20
Q64.10	Exstrophy of urinary bladder, unspecified	0-20
Q64.12	Cloacal extrophy of urinary bladder	0-20
Q64.19	Other extrophy of urinary bladder	0-20
Q75.0	Craniosynostosis	0-20
Q75.1	Craniofacial dysostosis	0-20
Q75.2	Hypertelorism	0-20

Q75.4	Mandibulofacial dysostosis	0-20
Q75.5	Oculomandibular dysostosis	0-20
Q75.8	Other congenital malformations of skull and face bones	0-20
Q77.4	Achondroplasia	0-1
Q77.6	Chondroectodermal dysplasia	0-1
Q77.8	Other osteochondrodysplasia with defects of growth of tubular bones and spine	0-1
Q78.0	Osteogenesis imperfecta	0-20
Q78.1	Polyostotic fibrous dysplasia	0-1
Q78.2	Osteopetrosis	0-1
Q78.3	Progressive diaphyseal dysplasia	0-1
Q78.4	Enchondromatosis	0-1
Q78.6	Multiple congenital exostoses	0-1
Q78.8	Other specified osteochondrodysplasias	0-1
Q78.9	Osteochondrodysplasia, unspecified	0-1
Q79.0	Congenital diaphragmatic hernia	0-1
Q79.1	Other congenital malformations of diaphragm	0-1
Q79.2	Exomphalos	0-1
Q79.3	Gastroschisis	0-1
Q79.4	Prune belly syndrome	0-1
Q79.59	Other congenital malformations of abdominal wall	0-1
Q89.7	Multiple congenital malformations, not elsewhere classified	0-10
R75	Inconclusive laboratory evidence of HIV	0-12 months
Z21	Asymptomatic human immunodeficiency virus infection status	0-20
Z99.11	Dependence on respirator (ventilator) status	1-64
Z99.2	Dependence on renal dialysis	21-64



# ATTACHMENT B - School Based Health Center Health Visit Report

SCHOOL-BASED HEALTH CENTER HEALTH VISIT REPORT FORM			
<input type="checkbox"/> Well child exam only (see attached physical exam form)			
<b>SBHC Name &amp; Address:</b> <b>SBHC Provider Number:</b> <b>Contact Name:</b> <b>Telephone:</b> <b>Fax:</b>		<b>MCO Name &amp; Address:</b> <b>Contact Name:</b> <b>Telephone:</b> <b>Fax:</b> <b>Date Faxed:</b>	
<b>Student Name:</b> <b>DOB:</b> <b>MA Number:</b> <b>SS Number:</b>		<b>Date of Visit:</b>  <b>Type of Visit:</b> <input type="checkbox"/> Acute/Urgent <input type="checkbox"/> Follow Up <input type="checkbox"/> Health Maintenance	<b>ICD-10 Codes</b>   <b>CPT Codes</b>
<b>Provider Name/Title:</b>		<b>Drug Allergy:</b> <input type="checkbox"/> NKDA	
<b>T:</b> <b>Hgt:</b> <b>Rapid Strep Test: -</b> <b>P:</b> <b>Wgt:</b> <b>Hgb:</b> <b>RR:</b> <b>BMI:</b> <b>BGL:</b> <b>BP:</b> <b>U/A:</b> <b>PF:</b> <b>PaO2:</b>	<b>Current Medications:</b>		<b>Immunization review:</b> <input type="checkbox"/> UTD <b>Given today:</b> <b>Needs:</b>

**Age:**                      **Chief Complaint:**  
**HPI:**

**Past Medical History:**  Unremarkable     See health history     Pertinent:

**Physical Findings:**

**General:**  Alert/NAD  
 Pertinent:

**Head:**  Normal  
 Pertinent:

**Ears:**  TMs: pearly, + landmarks, + light reflex  
 Cerumen removed curette/lavage  
 Pertinent:

**Eyes:**  PERRLA, sclerae clear, no discharge/crusting  
 Pertinent:

**Nose:**  Turbinates: pink, without swelling  
 Pertinent:

**Mouth:**  Pharynx without erythema, swelling, or exudate  
 Normal dentition without caries  
 Pertinent:

**Neck:**  Full ROM. No tenderness  
 Pertinent:

**Lymph Nodes:**  No lymphadenopathy  
 Pertinent:

**Cardiac:**  RRR, normal S1 S2, no murmur  
 Pertinent:

**Lungs:**  CTA bilaterally, no retractions, wheezes, rales, ronchi  
 Pertinent:

**Abdomen:**  Soft, non-tender, no HSM, no masses,  
 Bowel sounds present  
 Pertinent:

**Genitalia:**  Normal female/normal male    Tanner Stage  
 Pertinent:

**Extremities:**  FROM  
 Pertinent:

**Neurologic:**  Grossly intact  
 Pertinent:

**Skin:**  Intact, no rashes  
 Pertinent:

**ASSESSMENT:**

**PLAN:**

**Rx Ordered:**

**Labs Ordered:**

**Radiology Services Ordered:**

**Provider Signature:** \_\_\_\_\_

<b>PCP F/U Required:</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No

DHMH 2015 For MCO formulary info, find MCO website at: <https://mmcp.dhmb.maryland.gov/healthchoice/SitePages/Home.aspx>

## ATTACHMENT C - Local Health ACCU and NEMT Transportation Contact list

County	Main Phone Number	Transportation Phone Number	Administrative Care Coordination Unit (ACCU) Phone Number	Website
Allegany	301-759-5000	301-759-5123	301-759-5094	<a href="http://www.alleganyhealthdept.com/">http://www.alleganyhealthdept.com/</a>
Anne Arundel	410-222-7095	410-222-7152	410-222-7541	<a href="http://www.aahealth.org/">http://www.aahealth.org/</a>
Baltimore City	410-396-3835	410-396-6422	410-649-0521	<a href="http://health.baltimorecity.gov/">http://health.baltimorecity.gov/</a>
Baltimore County	410-887-2243	410-887-2828	410-887-4381	<a href="http://www.baltimorecountymd.gov/agencies/health">http://www.baltimorecountymd.gov/agencies/health</a>
Calvert	410-535-5400	410-414-2489	410-535-5400 ext.360	<a href="http://www.calverthealth.org/">http://www.calverthealth.org/</a>
Caroline	410-479-8000	410-479-8014	410-479-8023	<a href="https://health.maryland.gov/carolinecounty/Pages/NewHome.aspx">https://health.maryland.gov/carolinecounty/Pages/NewHome.aspx</a>
Carroll	410-876-2152	410-876-4813	410-876-4940	<a href="http://cchd.maryland.gov/">http://cchd.maryland.gov/</a>
Cecil	410-996-5550	410-996-5171	410-996-5145	<a href="http://www.cecilcountyhealth.org">http://www.cecilcountyhealth.org</a>
Charles	301-609-6900	301-609-7917	301-609-6803	<a href="http://www.charlescountyhealth.org/">http://www.charlescountyhealth.org/</a>
Dorchester	410-228-3223	410-901-2426	410-228-3223	<a href="http://www.dorchesterhealth.org/">http://www.dorchesterhealth.org/</a>
Frederick	301-600-1029	301-600-1725	301-600-3341	<a href="http://health.frederickcountymd.gov/">http://health.frederickcountymd.gov/</a>
Garrett	301-334-7777	301-334-9431	301-334-7695	<a href="http://garretthealth.org/">http://garretthealth.org/</a>
Harford	410-838-1500	410-638-1671	410-942-7999	<a href="http://harfordcountyhealth.com/">http://harfordcountyhealth.com/</a>
Howard	410-313-6300	877-312-6571	410-313-7567	<a href="https://www.howardcountymd.gov/Departments/Health">https://www.howardcountymd.gov/Departments/Health</a>
Kent	410-778-1350	410-778-7025	410-778-7035	<a href="http://kenthd.org/">http://kenthd.org/</a>
Montgomery	311 or 240-777-0311	240-777-5899	240-777-1648	<a href="http://www.montgomerycountymd.gov/hhs/">http://www.montgomerycountymd.gov/hhs/</a>
Prince George's	301-883-7879	301-856-9555	301-856-9550	<a href="http://www.princegeorgescountymd.gov/1588/Health-Services">http://www.princegeorgescountymd.gov/1588/Health-Services</a>
Queen Anne's	410-758-0720	443-262-4462	443-262-4481	<a href="http://www.qahealth.org/">www.qahealth.org/</a>
St. Mary's	301-475-4330	301-475-4296	301-475-6772	<a href="http://www.smchd.org/">http://www.smchd.org/</a>
Somerset	443-523-1700	443-523-1722	443-523-1766	<a href="http://somensethealth.org/">http://somensethealth.org/</a>
Talbot	410-819-5600	410-819-5609	410-819-5654	<a href="https://health.maryland.gov/talbotcounty/Pages/home.aspx">https://health.maryland.gov/talbotcounty/Pages/home.aspx</a>
Washington	240-313-3200	240-313-3264	240-313-3290	<a href="https://health.maryland.gov/washhealth/Pages/home.aspx">https://health.maryland.gov/washhealth/Pages/home.aspx</a>
Wicomico	410-749-1244	410-548-5142 Option # 1	410-543-6942	<a href="https://www.wicomicohealth.org/">https://www.wicomicohealth.org/</a>
Worcester	410-632-1100	410-632-0092	410-632-9230	<a href="http://www.worcesterhealth.org/">http://www.worcesterhealth.org/</a>

## ATTACHMENT D

# HealthChoice LOCAL HEALTH SERVICES REQUEST FORM

Date:        /        /
To:
Attention:
Address:
City/State/Zip:
Phone:

<b>Client Information</b>	
Client Name: Address: City/State/Zip: Phone: County: DOB:        /        /        SS#:        -        - Sex: <input type="checkbox"/> M <input type="checkbox"/> F        Hispanic: <input type="checkbox"/> Y <input type="checkbox"/> N MA#: Private Ins.: <input type="checkbox"/> No <input type="checkbox"/> Yes Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Unknown If Interpreter is needed specific language:	Race: <input type="checkbox"/> African-American/Black <input type="checkbox"/> Alaskan Native <input type="checkbox"/> American Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> More than one race <input type="checkbox"/> Unknown
FOLLOW-UP FOR: (Check all that apply) <input type="checkbox"/> Child under 2 years of age <input type="checkbox"/> Child 2 – 21 years of age <input type="checkbox"/> Child with special health care needs <input type="checkbox"/> Pregnant EDD: ____ / ____ / ____ <input type="checkbox"/> Adults with disability(mental, physical, or developmental) <input type="checkbox"/> Substance use care needed <input type="checkbox"/> Homeless (at-risk)	Caregiver/Emergency Contact:  Relationship: Phone:
RELATED TO: (Check all that apply) <input type="checkbox"/> Missed appointments: ____ #missed <input type="checkbox"/> Adherence to plan of care <input type="checkbox"/> Immunization delay <input type="checkbox"/> Preventable hospitalization <input type="checkbox"/> Transportation <input type="checkbox"/> Other:	Diagnosis:
Comments:	
<b>MCO:</b>	Date Received:        /        /
Document Outreach: # Letter(s) _____        # Phone Call(s) _____ # Face to Face _____	<input type="checkbox"/> Unable to Locate <input type="checkbox"/> Contact        Date:        /        / <input type="checkbox"/> Advised <input type="checkbox"/> Refused
Comments:	
Contact Person: Phone: Fax:	Provider Name: Provider Phone:
<b>Local Health Department (County)</b>	
Document Outreach: # Letter(s) _____        # Phone Call(s) _____ # Face to Face _____	Date Received:        /        / <input type="checkbox"/> No Action (returned) Reason for return: Disposition: <input type="checkbox"/> Contact Complete:        Date:        /        / <input type="checkbox"/> Unable to Locate:        Date:        /        / <input type="checkbox"/> Referred to:        Date:        /        /
Contact Person: Contact Phone:	Comments:

DHMH 4582 8/14

# ATTACHMENT E – Maryland Prenatal Risk Assessment Form

## MARYLAND PRENATAL RISK ASSESSMENT

\*REFER TO INSTRUCTIONS ON BACK BEFORE STARTING\*

Date of Visit: \_\_\_ / \_\_\_ / \_\_\_

Provider Name: \_\_\_\_\_ Provider Phone Number: \_\_\_ - \_\_\_ - \_\_\_\_\_ Provider NPI#: \_\_\_\_\_  
 Site NPI#: \_\_\_\_\_

Client Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_  
 House Number: \_\_\_\_\_ Street Name: \_\_\_\_\_ Apt: \_\_\_\_\_ City: \_\_\_\_\_ County ( If patient lives in Baltimore City, leave blank): \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Phone #: \_\_\_\_\_ - \_\_\_\_\_  
 Cell Phone#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Emergency Phone#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Emergency Contact: \_\_\_\_\_  
 Name/Relationship \_\_\_\_\_

**Race:** \_\_\_\_\_ African-American or Black \_\_\_\_\_ Alaskan Native \_\_\_\_\_ Asian \_\_\_\_\_ Native Hawaiian or other Pacific Islander \_\_\_\_\_ Unknown \_\_\_\_\_ White  
**Language Barrier?** \_\_\_ Yes \_\_\_ No Specify Primary Language \_\_\_\_\_  
**Hispanic?** \_\_\_ Yes \_\_\_ No More than 1 race \_\_\_\_\_  
**Marital Status:** \_\_\_\_\_ Married \_\_\_\_\_ Unmarried \_\_\_\_\_ Unknown \_\_\_\_\_  
**Payment Status (Mark all that apply):** \_\_\_\_\_ Private Insurance, Specify: \_\_\_\_\_ MA/HealthChoice \_\_\_\_\_ MA #: \_\_\_\_\_  
 Name of MCO (if applicable): \_\_\_\_\_  
**Educational Level** \_\_\_\_\_ Applied for MA Specify Date: \_\_\_ / \_\_\_ / \_\_\_  
 Highest grade completed: \_\_\_\_\_ GED? \_\_\_ Yes \_\_\_ No \_\_\_\_\_ Uninsured  
 Currently in school? \_\_\_ Yes \_\_\_ No \_\_\_\_\_ Unknown

Transferred from other source of prenatal care ? ___ Yes ___ No If YES, date care began: ___ / ___ / ___ Other source of prenatal care: _____ Trimester of 1st prenatal visit: ___ 1st ___ 2nd ___ 3rd LMP: ___ / ___ / ___ Initial EDC: ___ / ___ / ___	<b>Complete all that apply</b> ___ # Full-term live births ___ # Pre-term live births ___ # Prior LBW births ___ # Spontaneous abortions ___ # Therapeutic abortions ___ # Ectopic pregnancies ___ # Children now living	<b>Check all that apply</b> ___ History of pre-term labor ___ History of fetal death (> 20 weeks) ___ History of infant death w/in 1 yr. of age ___ History of multiple gestation ___ History of infertility treatment ___ First pregnancy
--	---	--

**Psychosocial Risks: Check all that apply.**

\_\_\_ Current pregnancy unintended  
 \_\_\_ Less than 1 year since last delivery  
 \_\_\_ Late registration (more than 20 weeks gestation)  
 \_\_\_ Disability (mental/physical/developmental), Specify \_\_\_\_\_  
 \_\_\_ History of abuse/violence within past 6 months  
 \_\_\_ Tobacco use, Amount \_\_\_\_\_  
 \_\_\_ Alcohol use, Amount \_\_\_\_\_  
 \_\_\_ Illegal substances within past 6 months  
 \_\_\_ Resides in home built prior to 1978, \_\_\_\_\_ Rent \_\_\_\_\_ Own  
 \_\_\_ Homelessness  
 \_\_\_ Lack of social/emotional support  
 \_\_\_ Exposure to long-term stress  
 \_\_\_ Lack of transportation  
 \_\_\_ Other psychosocial risk (specify in comments box)  
 \_\_\_ None of the above

**Medical Risks: Check all that apply.**

**Current Medical Conditions of this Pregnancy:**

\_\_\_ Age ≤15  
 \_\_\_ Age ≥ 45  
 \_\_\_ BMI < 18.5 or BMI > 30  
 \_\_\_ Hypertension (> 140/90)  
 \_\_\_ Anemia (Hgb < 10 or Hct < 30)  
 \_\_\_ Asthma  
 \_\_\_ Sick cell disease  
 \_\_\_ Diabetes: Insulin dependent \_\_\_ Yes \_\_\_ No  
 \_\_\_ Vaginal bleeding (after 12 weeks)  
 \_\_\_ Genetic risk: specify \_\_\_\_\_  
 \_\_\_ Sexually transmitted disease, Specify \_\_\_\_\_  
 \_\_\_ Last dental visit over 1 year ago  
 \_\_\_ Prescription drugs  
 \_\_\_ History of depression/mental illness, Specify \_\_\_\_\_  
 Depression assessment completed? \_\_\_ Yes \_\_\_ No  
 \_\_\_ Other medical risk (specify in comment box)  
 \_\_\_ None of the above

COMMENTS ON PSYCHOSOCIAL RISKS:  
 \_\_\_\_\_  
 \_\_\_\_\_

COMMENTS ON MEDICAL RISKS:  
 \_\_\_\_\_  
 \_\_\_\_\_

Form Completed By: \_\_\_\_\_  
 Date Form Completed: \_\_\_ / \_\_\_ / \_\_\_

MDH 4850 revised March 2014

DO NOT WRITE IN THIS SPACE  
 \_\_\_\_\_

9005

## Maryland Prenatal Risk Assessment Form Instructions

**Purpose of Form:** Identifies pregnant woman who may benefit from local health department Administrative Care Coordination (ACCU) services and serves as the referral mechanism. ACCU services complement medical care and may be provided by public health nurses and social workers through the local health departments. Services may include resource linkage, psychosocial/environmental assessment, reinforcement of the medical plan of care, and other related services.

**Form Instructions:** On the initial visit the provider/staff will complete the demographic and assessment sections for ALL pregnant women enrolled in Medicaid at registration and those applying for Medicaid. Within ten (10) days of completing the prenatal risk assessment, forward this instrument to the local health department in the jurisdiction in which the pregnant enrollee lives.

*NEW* - Enter both the provider and site/facility NPI numbers.

Print clearly, use black pen for all sections.

Press firmly to imprint.

White-out previous entries on original completely to make corrections.

If client does not have a social security number, indicate zeroes.

Indicate the person completing the form.

Review for completeness and accuracy.

### **Faxing and Handling Instructions:**

Do not fold, bend, or staple forms. ONLY PUNCH HOLES AT TOP OF FORM IF NECESSARY. Store forms in a dry area. **Fax the MPRAF to the local health department in the client's county of residence.** To reorder forms call the local ACCU.

**Definitions (selected):** Data may come from self-report, medical records, provider observation or other sources.

DEFINITIONS	
Alcohol use	Is a "risk-drinker" as determined by a screening tool such as MAST, CAGE, TACE OR 4Ps
Current history of abuse/violence	Includes physical, psychological abuse or violence within the client's environment within the past six months
Exposure to long-term stress	For example: partner-related, financial, safety, emotional
Genetic risk	At risk for a genetic or hereditary condition
Illegal substances	Used illegal substances within the past 6 months (e.g. cocaine, heroin, marijuana, PCP) or is taking methadone/buprenorphine
Lack of social/emotional support	Absence of support from family/friends. Isolated
Language barrier	In need of interpreter, e.g. Non-English speaking, auditory processing disability, deaf
Oral Hygiene	Presence of dental caries, gingivitis, tooth loss
Preterm live birth	History of preterm birth (prior to the 37 <sup>th</sup> gestational week)
Prior LBW birth	Low birth weight birth (under 2,500 grams)
Sickle cell disease	Documented by medical records
Tobacco use	Used any type of tobacco products within the past 6 months

## Client's Local Health Department Addresses (rev 03/2014) (FAX to the ACCU in the jurisdiction where the client resides)

Mailing Address	Phone Number
Allegany County ACCU 12501 Willowbrook Rd S.E. Cumberland, MD 21502	301-759-5094 Fax: 301-777-2401
Anne Arundel County ACCU 1 Harry S. Truman Parkway, Ste 200 Annapolis, MD 21401	410-222-7541 Fax: 410-222-4150
Baltimore City ACCU HealthChare Access Maryland 201 E. Baltimore St, Ste. 1000 Baltimore, MD 21202	410-649-0526 Fax: 1-888-657-8712
Baltimore County ACCU 6401 York Rd., 3 <sup>rd</sup> Floor Baltimore, MD 21212	410-887- 4381 Fax: 410-828-8346
Calvert County ACCU 975 N. Solomon's Island Rd, P.O. Box 980 Prince Frederick, MD 20678	410-535-5400 Fax: 410-535-1955
Caroline County ACCU 403 S. 7 <sup>th</sup> St., P.O. Box 10 Denton, MD 21629	410-479-8023 Fax: 410-479-4871
Carroll County ACCU 290 S. Center St, P. O. Box 845 Westminster, MD 21158-0845	410-876-4940 Fax: 410-876-4959
Cecil County ACCU 401 Bow Street Elkton, MD 21921	410-996-5145 Fax: 410-996-0072
Charles County ACCU 4545 Crain Highway, P.O. Box 1050 White Plains, MD 20695	301-609-6803 Fax: 301-934-7048
Dorchester County ACCU 3 Cedar Street Cambridge, MD 21613	410-228-3223 Fax: 410-228-8976
Frederick County ACCU 350 Montevue Lane Frederick, MD 21702	301-600-3341 Fax: 301-600-3302
Garrett County ACCU 1025 Memorial Drive Oakland, MD 21550	301-334-7692 Fax: 301-334-7771
Harford County ACCU 34 N. Philadelphia Blvd. Aberdeen, MD 21001	410-273-5626 Fax: 410-272-5467
Howard County ACCU 7180 Columbia Gateway Dr. Columbia, MD 21044	410-313-7323 Fax: 410-313-5838
Kent County ACCU 125 S. Lynchburg Street Chestertown, MD 21620	410-778-7039 Fax: 410-778-7019
Montgomery County ACCU 1335 Piccard Drive, 2 <sup>nd</sup> Floor Rockville, MD 20850	240-777-1635 Fax: 240-777-4645
Prince George's County ACCU 9201 Basil Court, Room 403 Largo, MD 20774	301-883-7231 Fax: 301-856-9607
Queen Anne's County ACCU 206 N. Commerce Street Centreville, MD 21617	443-262-4481 Fax: 443-262-9357
St Mary's County ACCU 21580 Peabody St., P.O. Box 316 Leonardtown, MD 20650-0316	301-475-4951 Fax: 301-475-4350
Somerset County ACCU 7920 Crisfield Highway Westover, MD 21871	443-523-1740 Fax: 410-651-2572
Talbot County ACCU 100 S. Hanson Street Easton, MD 21601	410-819-5600 Fax: 410-819-5683
Washington County ACCU 1302 Pennsylvania Avenue Hagerstown, MD 21742	240-313-3229 Fax: 240-313-3222
Wicomico County ACCU 108 E. Main Street Salisbury, MD 21801	410-543-6942 Fax: 410-543-6568
Worcester County ACCU 9730 Healthway Dr. Berlin, MD 21811	410-629-0164 Fax: 410-629-0185

---