MDHHS

Michigan Department of Health & Human Services

Pharmacist Medication Therapy Management (MTM) Training
May 15, 2017

"Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time."

-Provider Relations

Agenda

- MTM Overview
- MILogin (slides 4-15)
- CHAMPS Enrollment (slides 16-47)
- Billing (slides 48-64)

MTM Overview

- [MSA 17-09](#)

- MTM services are face-to-face consultations provided by pharmacists to optimize drug therapy and improve therapeutic outcomes for beneficiaries.

- Coverage of MTM will be effective for dates of service on and after April 1, 2017.

- These services will be paid through the Fee-for-Service program for beneficiaries enrolled either in FFS or in a Medicaid Health Plan.

  - There is no cost-sharing responsibility to the beneficiary for the MTM service.

MILogin

Steps for creating a MILogin Account

- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter https://milogintp.Michigan.gov into the search bar
- Click Sign Up
- If MILogin is already used for another application skip to slide 9
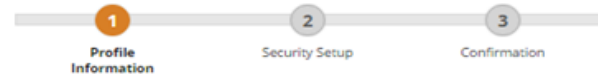
- Complete all required fields indicated with an asterisk
- Check the 'I agree' box
- Click Next

Create Your Account

Security Setup

Provide user id and password information to complete your profile

*Required

*User ID

[Enter a User ID]

*Password

[Enter password]

*Confirm New Password

[Confirm password]

*Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

Email — Mobile (Text/SMS) — Security Questions

CREATE ACCOUNT — BACK

User ID guideline:

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.

Password Guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
  - Upper case letters (A-Z)
  - Lower case letter (a-z)
  - Numbers (0-9)
  - Special characters (I$#,%@~^&*_-+=><)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

- Create the user ID and password following the listed guidelines
- Select the preferred password recovery method(s)
- Click Create Account

- Your MILogin account has now been created successfully
- Click the Login button to return to the login screen

- Enter your User ID and Password you just created
- Click Login

- Your Home Page will not show any applications
- Click Request Access

    *MILogin resource links are listed at the bottom of the page

- Type CHAMPS in the search box
- Click the search/magnifying button

MILogin for Third Party

🏠 HOME | 👍 REQUEST ACCESS | 📧 UPDATE PROFILE | 🔍 SECURITY OPTIONS | 🔒 CHANGE PASSWORD | ➡️ LOGOUT

Request Access

1 Search Application   **2** Additional Information   **3** Confirmation
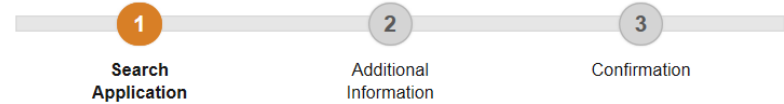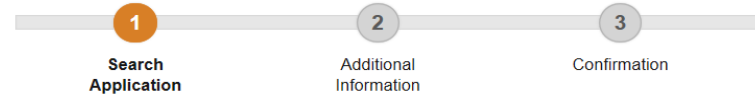
Search Application

Search for an application with a keyword or select an agency to view its applications

| CHAMPS | 🔍 |

-- Select Agencies --

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CHAMPS ←

• Click on CHAMPS

- Select the 'I agree to the terms & conditions' radio button
- Click Request Access

- Verify all information is correct
- Click Submit

MILogin for Third Party

Request Access

1 ✔ Search Application   **2** ✔ Additional Information   **3** Confirmation

Confirmation

> ✔ **Success**
>
> The request for your access has been successfully submitted.
>
> You will see the updated list of application(s) on your home page once it is processed.

HOME

- You will be given confirmation that your request has been submitted successfully
- Click the Home button to return to the MILogin Home Page

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CHAMPS Enrollment

How to enroll as an MTM Provider within CHAMPS

Eligible Providers

- A pharmacist must be licensed and have successfully completed either the American Pharmacists Association's "Delivering Medication Therapy Management Services" certificate training program or other MTM program(s) approved by the Accreditation Council of Pharmacy Education.

- Pharmacists who meet these requirements must enroll in the Community Health Automated Medicaid Processing System (CHAMPS) with an Individual (Type 1) National Provider Identifier (NPI) Number as a Rendering/Servicing-Only provider.

  - Pharmacists are then required to associate themselves to the billing NPI of a pharmacy, Federally Qualified Health Center (FQHC), Tribal Health Center (THC), or Rural Health Clinic (RHC).

- Log into MiLogin
- Click on CHAMPS within your applications list

- Click Acknowledge/Agree button to accept the Terms & Conditions to get into CHAMPS

- Click New Enrollment
- MTM providers can only enroll on or after April 1, 2017

- Select Regular Individual/Sole Proprietor
- Click Submit

- Fill out all required information as indicated with an asterisk
- In the Applicant Type dropdown select - Rendering/Servicing Only
- Enter Address Line 1 and Zip Code
- Click Validate Address
- Click Finish

Application ID: ░░░░░░░░░░ Name: Training,Test

⠿ **Basic Information** ⌃

You have successfully completed the basic information on the Enrollment Application.

Your Application ID is: ░░░░░░░░░

Please make note of this Application ID. This is the number you will be required
to use to track the status of your enrollment application. Without this number,
you will not be able to access your application and your information will be deleted.

Please make sure to complete your application and submit it for **State Review** within 30
calendar days **OR** your application will be deleted.

✔ Ok

- Copy down the Application ID, for further tracking purposes
- Click Ok

- Click Step 2: Add Specialties

- Click Add to enter Specialty Information

Application ID: [redacted]   Name: Training, Test

Add Specialty/Subspecialty

Provider Type: NON-PHYSICIANS ▾ ←

Specialty: Pharmacist ▾ * ←

End Date: [ ] 📅

Add Subspecialty

Available Subspecialties   Associated Subspecialties *

Medication Therapy Management

»

«

✔ OK   ⊗ Cancel

- Provider Type: Select Non-Physicians
- Specialty: Select Pharmacist
- Available Subspecialties will auto populate to: Medication Therapy Management
  - Click the >> to move to Associated Specialties
- Click Ok

- Click Primary Specialty

- Primary Specialty/Subspecialty: Select Non-Physician/Pharmacist/MTM
- Click Save
  - *Note: If you are Board Certified or Board Eligible Pharmacist select "Yes"*

- Click Step 3: Associate Billing Provider
  - *Note: This will be the Pharmacy Information*

- Type: Select NPI from the dropdown
- ID: Input NPI
- Start Date: Input the system date or the date the application is being filled out
- Click Confirm Provider
  - The billing provider information will populate
- Click Ok

- **Click Close**

- Click Step 4: Add License/Certification/Other

- Click Add

- License/Certification/Other Type: Choose the appropriate type
  - Depending on the selected type will determine the necessary fields to be completed
- Click Confirm License/Certification/Other to validate information
- Click Ok

- For additional Licenses/Certifications/Other click Add again
- Click Close when complete

- Step 5: Provider Controlling Interest/Ownership Details is optional and can be skipped
- Click Step 6: Taxonomy Details

Application ID: _____   **Name:** Test, Training

⊘ Close   ⊕ Add   ⬅

Taxonomy List

| Filter By ▾ | | | ⊙ Go | | 💾 Save Filters | ▼ My Filters ▾ |

☐ Taxonomy Code △▼	Description ▲▼	Start Date ▲▼	End Date ▲▼
	No Records Found !		

• **Click Add**

- Enter the Taxonomy code
- If the Taxonomy code is unknown click the arrow for a list of taxonomy codes

- Maximize the NUCC webpage and select the Taxonomy associated to Pharmacist

Application ID: [REDACTED]   **Name:** Test, Training

Add Taxonomy

Taxonomy Code: [   ] * ◂ (Click here for Taxonomy List)

Description: Pharmacist

Start Date: 03/01/2017 📅 * ⬅

End Date: [   ] 📅
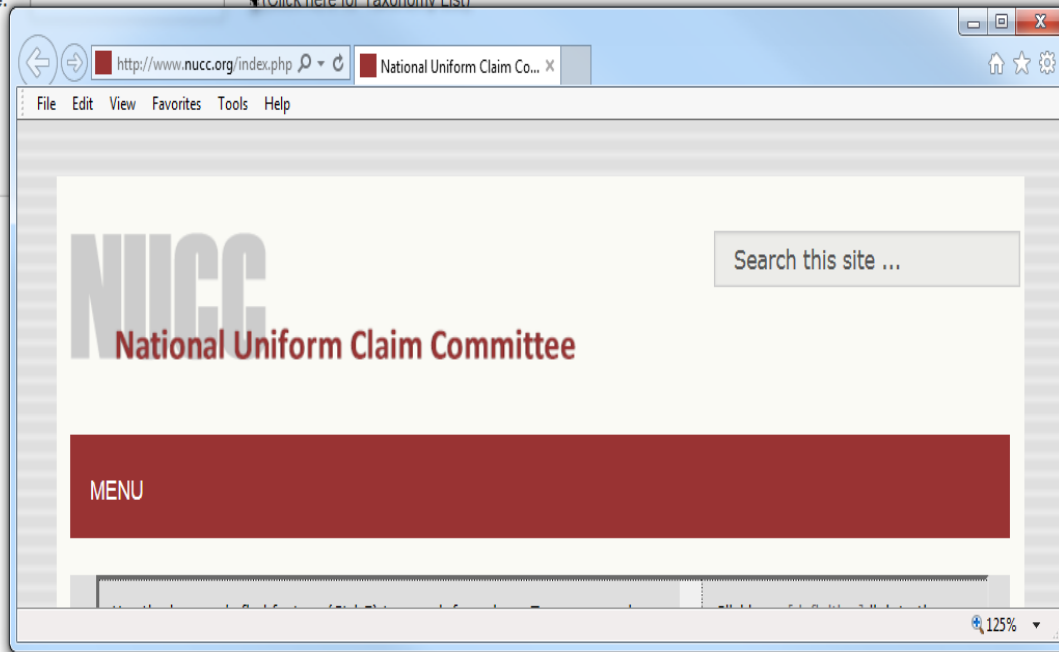
⊘ Confirm Taxonomy   ✔ Ok   ⊗ Cancel

- The Taxonomy Code will now automatically populate
- Start Date: must reflect the date you are completing the application
- Click Confirm Taxonomy
- Click Ok

- If an additional Taxonomy Code is needed click Add; otherwise click Close

- Step 7: Associate MCO Plan is optional and shouldn't be completed until/if the pharmacist is associated to a Managed Care Plan
- Click Step 8: Complete Enrollment Checklist

- Complete all questions with Yes or No
- If Yes is selected and requires a comment, do so in the comment section
- Click Save

- Once all Required Steps have been completed
- Click Step 9: Submit Enrollment Application for Approval

- Click Next to complete the application

- Agree and accept the enrollment conditions
- Click Submit Application

- Click Ok within the dialog box

Billing

How to bill for MTM Providers

Billing

- Pharmacy-based MTM claims must be submitted on the professional claim format (HIPAA 837P)
- Diagnosis codes reported on the claim must be from the [Chronic Conditions list](#)
- MTM CPT codes:
  - 99605 - Initial assessment performed face-to-face with a beneficiary in a time increment of up to 15 minutes
  - 99606 - Follow-up assessment of the same beneficiary in a time increment of up to 15 minutes
  - 99607 - Additional increments of 15 minutes of time for 99605 or 99606

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Billing cont.

- Appropriate places of service:
  - Ambulatory care outpatient setting
  - Clinic
  - Pharmacy
  - Beneficiary's home if the beneficiary does not reside in a non-covered services setting
- Limits for CPT codes
  - 99605 -<u>one</u> per provider, per beneficiary in a 365 day period
  - 99606- <u>up to seven</u> per provider, per beneficiary in a 365 day period
  - 99607- <u>up to four</u> per provider, per beneficiary per date of service
- Providers can submit electronic claims to CHAMPS through the use of a billing agent, via batch upload or Direct Data Entry (DDE) in CHAMPS

Submitting a CHAMPS DDE claim

- Log into CHAMPS and select the billing NPI domain (the pharmacy or clinic NPI)
  - Select either Full Access Profile, Limited Access Profile or Claims Profile
- Within the DDE screens required information is marked with a red asterisk (*). This information is required for every claim submitted on that claim type
  - Keep in mind that there might be information needed for your specific services being billed but it might not be asterisked as it's not required for all providers/services

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- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter https://milogintp.Michigan.gov into the search bar
- Enter your User ID and Password
- Click Login

- You will be directed to your MILogin home page
- Click the CHAMPS hyperlink

MILogin resource links are listed at the bottom of the page

- Click Acknowledge/Agree to accept the Terms & Conditions to get into CHAMPS

- Select the Billing NPI from the Domain dropdown
- Select the appropriate profile (for example full access, limited access, etc.)

- Once logged in you will be directed to the Provider Portal page

- Click the Claims tab

- Click the Submit Professional option

- Once in the claim screen the Billing NPI that you are logged into CHAMPS with will be pre-populated
- The rendering NPI will be the MTM Pharmacist NPI
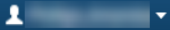
- Enter the Medicaid beneficiary information

- Enter the place of service as outlined in the policy bulletin
- Enter the diagnosis code information, one diagnosis code has to be from the chronic condition list

BASIC LINE ITEM INFORMATION

BASIC SERVICE LINE ITEMS

Service Date From:	mm dd yyyy *	Service To Date:	mm dd yyyy *

Place of Service: [▼]　　　Procedure Description: [ ]

Procedure Code: [ ] *　　　Characters Remaining: [80]

Submitted Charges: $ [ ] *

Units/Quantity: [ ] *　　Modifiers: 1: [ ] 2: [ ] 3: [ ] 4: [ ]

EPSDT/Family Planning: [▼]　　Diagnosis Pointers: 1: [▼] * 2: [▼] 3: [▼] 4: [▼]

EMG : [▼]　　　Claim Note: [ ]

Characters Remaining: [80]

Prior Authorization Number: [ ]　MDHHS PA: ○Yes ○No　Referral Number: [ ]　CLIA: [ ]

Rendering Provider ID:(If different from header) [ ]　Type: [▼]　Taxonomy Code: [ ]

Ordering Provider ID: [ ]　Type: [▼]

Referring Provider ID:(If different from header) [ ]　Type: [▼]

Primary Care Referring Provider ID:(If different from header) [ ]　Type: [▼]

❓ Is the Header Service Facility Location also the Service Line Facility Location?　⦿Yes ○No

National Drug Code: [ ]　Quantity: [ ]　Unit: [▼]　Qualifier: [▼]　Prescription/Link No: [ ]

Prescription Date: mm dd yyyy [ ] [ ] [ ]

➕ AMBULANCE INFORMATION

[⊕ Add Service Line Item]　[↻ Update Service Line Item]

Previously Entered Line Item Information

Click a Line No. below to view/update that Line Item Information.

Total Submitted Charges: $0.00

Click on Insurance Info to enter each Line's Insurance Information.

Line No	Service Dates		Proc. Code	Modifiers				Diagnosis Pointer				Submitted Charges	Units	Prior Auth Number	
	From	To		1	2	3	4	1	2	3	4				

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- Enter the date of service
- Enter the procedure code
- Select the diagnosis pointer based on the diagnosis information reported at the header level
- Once all information has been entered click 'Add Service Line Item' to add the service line to the claim

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BASIC LINE ITEM INFORMATION

BASIC SERVICE LINE ITEMS

	mm	dd	yyyy			mm	dd	yyyy
Service Date From:				*	Service To Date:				*

Place of Service: [▼]   Procedure Description: [   ]

Procedure Code: [   ] *

Submitted Charges: $ [   ] *   Characters Remaining: [80]

Units/Quantity: [   ] *   Modifiers: 1: [   ] 2: [   ] 3: [   ] 4: [   ]

EPSDT/Family Planning: [▼]   Diagnosis Pointers: 1: [▼]* 2: [▼] 3: [▼] 4: [▼]

EMG : [▼]   Claim Note: [   ]

Characters Remaining: [80]

Prior Authorization Number: [   ] MDHHS PA: ○Yes ○No Referral Number: [   ] CLIA: [   ]

Rendering Provider ID:(If different from header) [   ] Type: [▼] Taxonomy Code: [   ]

Ordering Provider ID: [   ] Type: [▼]

Referring Provider ID:(If different from header) [   ] Type: [▼]

Primary Care Referring Provider ID:(If different from header) [   ] Type: [▼]

❓ Is the Header Service Facility Location also the Service Line Facility Location?   ●Yes ○No

National Drug Code: [   ] Quantity: [   ] Unit: [▼] Qualifier: [▼] Prescription/Link No: [   ]

	mm	dd	yyyy
Prescription Date:			

➕ AMBULANCE INFORMATION

[● Add Service Line Item] [🔄 Update Service Line Item]

Previously Entered Line Item Information

Click a Line No. below to view/update that Line Item Information.

Click on Insurance Info to enter each Line's Insurance Information.

Total Submitted Charges: $200.00

Line No	Service Dates From	To	Proc. Code	Modifiers 1	2	3	4	Diagnosis Pointer 1	2	3	4	Submitted Charges	Units	Prior Auth Number			
1	04/01/2017	04/01/2017	99605					1				200.00	1		Insurance Info	💾Copy	🗑 Delete

Top

- Once the service line is added to the claim it will be displayed at the bottom of the screen

- Once the claim is complete, click Submit Claim
- The TCN box will pop-up which displays the TCN number, take note further tracking. To attach documentation to the claim click the Upload Documents button

Provider Resources

- **MDHHS website:** www.michigan.gov/medicaidproviders
- **Pharmacy/MTM website:** http://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_42542_42543_42546_42551-151019--,00.html

- **We continue to update our Provider Resources, just click on the links below:**
  - Listserv Instructions
  - Medicaid Alerts and Biller "B" Aware
  - Quick Reference Guides
  - Update Other Insurance NOW!
  - Medicaid Provider Training Sessions

- **Provider Support:**
  - ProviderEnrollment@michigan.gov
  - ProviderSupport@michigan.gov or 1-800-292-2550

Thank you for participating in the Michigan Medicaid Program