

Bulletin Number: MSA 09-22

Distribution: Practitioners, Mental Health and Substance Abuse, Community Mental Health Services Program, Chiropractors, Dentists, Ambulance, Independent Labs, Medical Suppliers, Orthotists/Prosthetists, Vision, Hearing and Speech Centers, Hearing Aid Dealers, Family Planning Clinics, Maternal Infant Health Program, Private Duty Nursing, School Based Services, Hospitals, Home Health, Hospice, Nursing Facilities, Federally Qualified Health Centers, Rural Health Clinics, Tribal Health Centers, and Local Health Departments

Issued: May 1, 2009

Subject: Establishment of Consent Form Submission and New Documentation Categories through Claim Documentation EZ Link

Effective: June 1, 2009

Programs Affected: Medicaid, Children's Special Health Care Services, Maternity Outpatient Medical Services, Adult Benefits Waiver, Plan First!, and other Health Care Programs Administered by Michigan Department of Community Health (MDCH)

The purpose of this bulletin is to alert providers to changes being implemented by MDCH for the submission of Informed Consent to Sterilization (MSA-1959) and Acknowledgment of Receipt of Hysterectomy Information (MSA-2218) consent forms. These forms may be submitted through Documentation EZ Link (herein referred to as EZ Link) for both electronic and paper claim submission. New documentation categories have also been established within EZ Link for the upload of electronically submitted documentation.

Establishment of Consent Form Submission

Effective June 1, 2009, MDCH will begin accepting MSA-1959 and MSA-2218 consent forms through EZ Link for both electronic claims and paper claim forms. The EZ Link process for all claim documentation of electronic claims was launched on October 1, 2008 (Bulletin MSA 08-38). This system is an internet-based tool that allows providers a no-cost, easy-to-use method to submit claim attachments and/or documentation by facsimile or electronically through a secure web portal. EZ Link also offers an unalterable audit trail for providers to track submitted information.

Unlike claims attachments, consent forms are the only type of documentation that may be associated to paper claims through the EZ Link web portal. If submitted via facsimile, consent forms must be sent using the EZ Link fax number 1-866-229-6675 and be accompanied with the new fax cover sheet (MSA-003-EZ). The EZ Link fax number replaces the existing MDCH fax number of 1-517-241-7856. MDCH will notify the submitter of the status of their consent review within seven business days. The existing EZ Link fax numbers for all other types of claim documentation (Institutional claims: 1-866-472-4799 or Professional/Dental claims: 1-866-584-8081) remain unchanged.

Once the consent forms are approved and entered into EZ Link, it is not necessary to submit additional copies when billing for sterilization or hysterectomy services. The notation "Consent form sent via EZ Link" must be included in the Claims Note area within the NTE02 Segment of Loop 2300 of the electronic claim or the Remarks section of the paper claim.

New Documentation Categories

Effective June 1, 2009, the new EZ Link document categories will be available to providers when they upload claim attachments and/or documentation electronically into the system. These categories replace the existing format of the EZ Link electronic cover sheet but will require the same information to be provided. The EZ Link document categories are being launched in preparation of the upcoming next release of the Community Health Automated Medicaid Processing System (CHAMPS), which will allow all EZ Link documents to be automatically added into this new system.

Information on registration and training for Documentation EZ Link is available on the MDCH website at www.michigan.gov/medicaidproviders >> Billing and Reimbursement >> Documentation EZ Link. The website also contains a step-by-step instructional guide (Documentation EZ Link Usage Instructions), Frequently Asked Questions (Documentation EZ Link Q&A), and cover sheets (MSA-001-EZ, MSA-002-EZ and MSA-003-EZ) required in the submission process.

For more details on sterilization and hysterectomy consent form requirements, refer to the Medicaid Provider Manual on the MDCH website at www.michigan.gov/medicaidproviders >> Policy and Forms >> Medicaid Provider Manual.

Public Comment

The public comment portion of the policy promulgation process is being conducted concurrently with the implementation of the change noted in this bulletin. Any interested party wishing to comment on the change may do so by submitting comments in writing to:

Faye Ruhno
Bureau of Medicaid Policy & Actuarial Services
Medical Services Administration
P.O. Box 30479
Lansing, Michigan 48909-7979
Or
E-mail: ruhnof@michigan.gov

If responding by e-mail, please include "Documentation EZ Link Policy" in the subject line.

Comments received will be considered for revisions to the change implemented by this bulletin.

Manual Maintenance

Retain this bulletin until the information has been incorporated into the Michigan Medicaid Provider Manual.

Questions

Any questions regarding this bulletin should be directed to Provider Inquiry, Department of Community Health, P.O. Box 30731, Lansing, Michigan 48909-8231, or e-mail at ProviderSupport@michigan.gov. When you submit an e-mail, be sure to include your name, affiliation, and phone number so you may be contacted if necessary. Providers may phone toll-free 1-800-292-2550.

Approved



Stephen Fitton, Acting Director
Medical Services Administration