



State of New Jersey
Department of Human Services
Division of Medical Assistance & Health Services

NEWSLETTER

Volume 19 No. 57

November 2009

To: Federally Qualified Health Centers – **For Action**

Subject: Prior Authorization and Billing Procedures for Dental Encounter Visits
Associated with Dental Services that require prior authorization

Purpose: To notify providers that Division of Medical Assistance and Health Services (DMAHS) has made revisions to prior authorization and claim submission protocols for the dental encounter code (D0120-22) when it is associated with prior authorized dental procedure codes. **(This replaces Newsletter Vol.18, No.16)**

Action: Effective October 2009

Prior Authorizations (see attachment A):

- Every prior authorization (PA) request must include the dental procedure code(s) and total number of encounters (D0120-22) needed to complete the service.
- When requesting prior authorization for root canals and/or crowns, one 2-part prior authorization form is needed for each tooth and should include all services needed to restore that tooth (see attachment A-1)
- Maxillary (upper) and mandibular (lower) denture(s) can be requested on the same PA with the requested number of encounter visits (see attachment A-2)
- If the dental service(s) is/are denied or modified, the dental encounter visit(s) will also be denied or the number of units may be modified.

Prior authorizations submitted without the associated dental encounter visit(s) will be returned for correction

Dental Claims – electronic or paper (see attachment B):

- The claim submitted for the first date of service must have:
Prior authorization number in the upper right corner
The dental procedure code(s)
The dental encounter code
See attachments B-1 (a) and B-1 (b);
- The subsequent claims must have the prior authorization number and only the dental encounter code. **DO NOT SUBMIT THE ASSOCIATED DENTAL PROCEDURE CODES ON THE SUBSEQUENT CLAIMS.** *See attachments B-2(a) and B-2(b);*
- Subsequent dental encounters can be billed for multiple visits on the same claim form or on separate claim forms and must have the correct prior authorization number for the respective dental services and dental encounter visits as approved.

If you have any questions regarding this information, please call 1-800-776-6334 for assistance.

RETAIN THIS NEWSLETTER FOR FUTURE REFERENCE
Attachments A-1 & 2

PRIOR AUTHORIZATIONS

1 - Prior Authorization to include all encounter visits associated with the requested dental services.*

2 - Prior Authorization per tooth for all dental services and all encounter visits needed for these services on one PA.*

*ALL prior authorizations shall include all needed films and/or documentation.

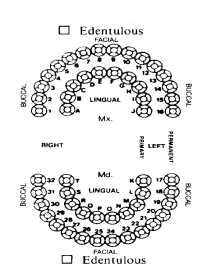
Recommended number of dental encounters for dental procedures:

Crowns	Up to 3
Endodontics	Up to 5, based on tooth type
One Denture*	Up to 6
Two Dentures*	Up to 8
Denture Repairs (lab)	Up to 2 visits
Occlusal Guards	Up to 2 visits

*Partial or Complete

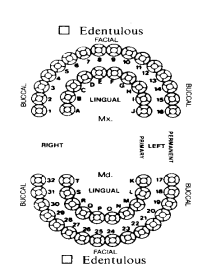
1. Recipient's Last Name DOE		First Name JANE		MI L	2. Recipient's Street Address 326 MAIN STREET			Telephone Number 2019993333	
3. HSP (MEDICAID) Case No. 4830000912		4. Person No. 02	5. Date of Birth 020136	6. Sex <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		City ANYTOWN		State NJ	ZIP Code 07871
7. Other Dental Insurance or Liability Coverage? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, attach copy of Decline Notice or Explanation of Payment from Carrier Carrier Codes _____ No Fault Auto Coverage <input type="checkbox"/> YES <input type="checkbox"/> NO					9. Was this service performed as a result of an EPSDT Program Referral? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
8. Was patient's illness connected with employment? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If Yes, give Name and Address of Employer here Did injury result from an automobile accident? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					10. Existing or previous Dentures? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO PARTIAL FULL DATE INSERTED Yr MI		11. Date of Initial Impressions Maxillary _____ Mandibular _____ (Dentures, Appliances, Space Maintainers, Etc.)		
12. PROVIDER OF SERVICE INFORMATION Telephone Number 2019891211 Medicaid Provider Number (Enter only when not printed below) 1234567					13. Number of X-rays Pretreatment 16 Post-treatment _____		14. Is this a referral? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO NAME _____ If Yes, Referring Practitioner #: _____		
Names and Address HAPPY FAMILY HEALTH CARE CENTER 29 CENTER PLACE ANYTOWN NJ 07871					15A. Date of Initial Preparation(s) (Crowns) Place tooth code in box. [] [] [] []		15B. Date of Initial Treatment(s) (Endodontic) Place tooth code in box. [] [] [] []		
					16. Reviewer ID		Review Date		AGENCY USE ONLY

17. PRIOR AUTHORIZED SERVICES DETAIL (MAXIMUM OF 11 SERVICES)										GRAY SHADED AREA FOR DIVISION USE ONLY			
A. Date of Services MO DAY YR	B. PROCEDURE & MODIFIER CODE REQUESTED	C. PROCEDURE & MODIFIER CODE APPROVED	D. Units Requested	E. Units Approved	F. Tooth Code	G. Tooth Surface	H. Description of Service	I. TOTAL FEE REQUESTED	J.	K. Place of Service	L.		
	D5110		1				Complete Upper	1000.00					
	D5120		1				Complete Lower	1000.00					
	D0120-22		8				ENCOUNTERS	900.00					

18. 	19. 20. REMARKS <input type="checkbox"/> Additional Information Attached	21. Place of Service 0 Emergency Room 5 Nursing Facility 1 Doctor's Office 6 Independent Laboratory 2 Patient's Home 7 Outpatient Hospital 3 Inpatient Hospital 8 Clinic 4 Boarding Home 9 Other	22. CHECK ONE BELOW: <input checked="" type="checkbox"/> Complete Claim <input type="checkbox"/> Page _____ of _____	23. TOTAL 24. OTHER INS. PAYMENT 25. SHCF #
	***THE FEES REPRESENTED IN ALL EXAMPLES ARE FOR ILLUSTRATIVE PURPOSES ONLY; YOU MUST BILL USING YOUR OWN FEES.			

1. Recipient's Last Name DOE		First Name JOHN		MI L	2. Recipient's Street Address 326 MAIN STREET			Telephone Number 2019993333		
3. HSP (MEDICAID) Case No. 4830000912		4. Person No. 01	5. Date of Birth 020135	6. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		City ANYTOWN		State NJ	ZIP Code 07871	
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8. Was patient's illness connected with employment? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If Yes, give Name and Address of Employer here Did injury result from an automobile accident? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					PARTIAL		FULL		DATE INSERTED	
12. PROVIDER OF SERVICE INFORMATION					Mk		MI		Mandibular _____ (Dentures, Appliances, Space Maintainers, Etc.)	
Telephone Number 2019891211		Medicaid Provider Number (Enter only when not printed below) 1234567			13. Number of X-rays Pretreatment 16 Post-treatment _____		14. Is this a referral? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO NAME _____ If Yes, Referring Practitioner #: _____			
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	D3320		1		12		RCT	500.00				
	D2954		1		12		Post & Core	100.00				
	D2752		1		12		Crown PFM	600.00				
	D0120-22		6				ENCOUNTERS	1200.00				

18. 	19. 20. REMARKS <input type="checkbox"/> Additional Information Attached	21. Place of Service 0 Emergency Room 5 Nursing Facility 1 Doctor's Office 6 Independent Laboratory 2 Patient's Home 7 Outpatient Hospital 3 Inpatient Hospital 8 Clinic 4 Boarding Home 9 Other	22. CHECK ONE BELOW: <input checked="" type="checkbox"/> Complete Claim <input type="checkbox"/> Page _____ of _____	23. TOTAL 24. OTHER INS. PAYMENT 25. SHCF #
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Attachments B - 1 & 2

DENTAL CLAIMS

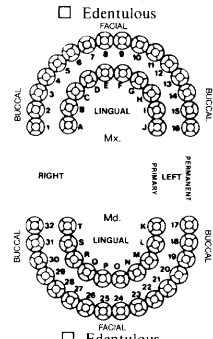
1 – Request for the first encounter visit and the associated dental procedure code with the PA number noted.

2 – Request for subsequent encounter visits associated with the dental service and the PA number. **DO NOT REPORT** the dental procedure code on your subsequent claims for this service.

The fees indicated in the “Total Fee Requested” section of Field 17-I on the attachments are only examples; **YOUR FEES** should be indicated when submitting your prior authorization request/claim.

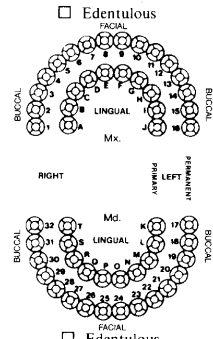
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					PARTIAL		FULL		DATE INSERTED		Maxillary _____		
					Mx						Mandibular _____		
8. Was patient's illness connected with employment? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If Yes, give Name and Address of Employer here Did injury result from an automobile accident? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					13. Number of X-rays Pretreatment _____ Post-treatment _____			14. Is this a referral? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO NAME _____ If Yes, Referring Practitioner #: _____					
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090909	D0120-22		1				ENCOUNTER	150.00		8			
090909	D5110		1				COMPLETE UPPER	1000.00		8			
090909	D5120		1				COMPLETE LOWER	1000.00		8			

18. <input type="checkbox"/> Edentulous 	19. 20. REMARKS <input type="checkbox"/> Additional Information Attached	21. Place of Service 0 Emergency Room 5 Nursing Facility 1 Doctor's Office 6 Independent Laboratory 2 Patient's Home 7 Outpatient Hospital 3 Inpatient Hospital 8 Clinic 4 Boarding Home 9 Other	22. CHECK ONE BELOW: <input checked="" type="checkbox"/> Complete Claim <input type="checkbox"/> Page _____ of _____	23. TOTAL 2150.00 24. OTHER INS. PAYMENT 25. SHCF #
	26. PATIENT'S CERTIFICATION: Authorization to Release Information, and Payment Request. I certify that the service(s) covered by this claim has been received, and I request that payment for these services be made on my behalf. I authorize any holder of medical or other information about me to release to the Division of Medical Assistance and Health Services or its authorized Agent any information needed for this or a related claim.			
Patient Signature <u>Signature on File</u> Date: <u>04-10-09</u>		Relationship: <input type="checkbox"/> Auth. Rep. <input type="checkbox"/> Relative <input type="checkbox"/> Other Check if other than Patient		
27. PROVIDER CERTIFICATION: I certify that the services covered by this claim were personally rendered by me or under my direct personal supervision (as defined by Program regulations); that the foregoing information is true, accurate and complete; and I agree to keep such records as are necessary to disclose fully the extent of services provided, and to furnish information for such services as the State Agency may request; and that the services covered by this claim and the amount charged thereof are in accordance with the regulations of the New Jersey Health Services Program; and that no part of the new amount payable under this claim has been paid; and that payment of such amount will be accepted in full without additional charge to the patient or to others on his behalf. I also certify that the services have been furnished in full compliance with the non-discrimination requirements of Title VI of the Federal Civil Rights Act and Section 504 of the Rehabilitation Act of 1973. I understand that payment and satisfaction of this claim will be from Federal and State funds and that any false claims, statements, or documents, or concealment of a material fact, may be prosecuted under applicable Federal or State laws, or both.		Billing Date Mo./Day/Yr. <u>09-10-09</u> <input type="checkbox"/> Check if same as above		
Provider Signature <u>Original Signature</u> Medicaid Provider Service Number _____				

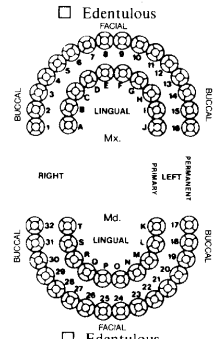
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090809	D3320		1		12		RCT	500.00		8				
090809	D0120-22		1				ENCOUNTER	150.00		8				

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		24. OTHER INS. PAYMENT			25. SHCF #						
26. PATIENT'S CERTIFICATION: Authorization to Release Information, and Payment Request. I certify that the service(s) covered by this claim has been received, and I request that payment for these services be made on my behalf. I authorize any holder of medical or other information about me to release to the Division of Medical Assistance and Health Services or its authorized Agent any information needed for this or a related claim. Patient Signature <u>Signature on File</u> Date: <u>04-10-09</u> Relationship: _____ Check if other than Patient <input type="checkbox"/> Auth. Rep. <input type="checkbox"/> Relative <input type="checkbox"/> Other											
27. PROVIDER CERTIFICATION: I certify that the services covered by this claim were personally rendered by me or under my direct personal supervision (as defined by Program regulations); that the foregoing information is true, accurate and complete; and I agree to keep such records as are necessary to disclose fully the extent of services provided, and to furnish information for such services as the State Agency may request; and that the services covered by this claim and the amount charged thereof are in accordance with the regulations of the New Jersey Health Services Program; and that no part of the new amount payable under this claim has been paid; and that payment of such amount will be accepted in full without additional charge to the patient or to others on his behalf. I also certify that the services have been furnished in full compliance with the non-discrimination requirements of Title VI of the Federal Civil Rights Act and Section 504 of the Rehabilitation Act of 1973. I understand that payment and satisfaction of this claim will be from Federal and State funds and that any false claims, statements, or documents, or concealment of a material fact, may be prosecuted under applicable Federal or State laws, or both. Provider Signature <u>Original Signature</u> Billing Date Mo./Day/Yr. <u>09-30-09</u> Medicaid Provider Service Number _____ <input type="checkbox"/> Check if same as above											

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092909	D0120-22		1				ENCOUNTER	150.00		8				

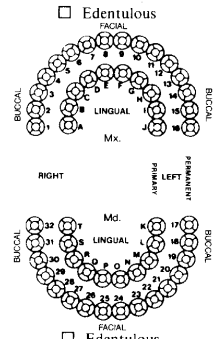
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Provider Signature <u>Original Signature</u> Medicaid Provider Service Number _____				

DENTAL CLAIM
 ATTACHMENT B-2 (b)

PA# 1100123789

1. Recipient's Last Name DOE			First Name JOHN		MI L	2. Recipient's Street Address 326 MAIN STREET			Telephone Number 2019993333												
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A. Date of Services MO DAY YR	B. PROCEDURE & MODIFIER CODE REQUESTED	C. PROCEDURE & MODIFIER CODE APPROVED	D. Units Requested	E. Units Approved	F. Tooth Code	G. Tooth Surface	H. Description of Service	I. TOTAL FEE REQUESTED	J.	K. Place of Service	L.			
092309	D0120-22		1				ENCOUNTER	150.00		8				

18. <input type="checkbox"/> Edentulous 	19. 20. REMARKS <input type="checkbox"/> Additional Information Attached	21. Place of Service 0 Emergency Room 5 Nursing Facility 1 Doctor's Office 6 Independent Laboratory 2 Patient's Home 7 Outpatient Hospital 3 Inpatient Hospital 8 Clinic 4 Boarding Home 9 Other	22. CHECK ONE BELOW: <input checked="" type="checkbox"/> Complete Claim <input type="checkbox"/> Page _____ of _____	23. TOTAL 150.00 24. OTHER INS. PAYMENT 25. SHCF #
	26. PATIENT'S CERTIFICATION: Authorization to Release Information, and Payment Request. I certify that the service(s) covered by this claim has been received, and I request that payment for these services be made on my behalf. I authorize any holder of medical or other information about me to release to the Division of Medical Assistance and Health Services or its authorized Agent any information needed for this or a related claim.			
Patient Signature <u>Signature on File</u> Date: <u>04-10-09</u>		Relationship: <input type="checkbox"/> Auth. Rep. <input type="checkbox"/> Relative <input type="checkbox"/> Other Check if other than Patient		
27. PROVIDER CERTIFICATION: I certify that the services covered by this claim were personally rendered by me or under my direct personal supervision (as defined by Program regulations); that the foregoing information is true, accurate and complete; and I agree to keep such records as are necessary to disclose fully the extent of services provided, and to furnish information for such services as the State Agency may request; and that the services covered by this claim and the amount charged thereof are in accordance with the regulations of the New Jersey Health Services Program; and that no part of the new amount payable under this claim has been paid; and that payment of such amount will be accepted in full without additional charge to the patient or to others on his behalf. I also certify that the services have been furnished in full compliance with the non-discrimination requirements of Title VI of the Federal Civil Rights Act and Section 504 of the Rehabilitation Act of 1973. I understand that payment and satisfaction of this claim will be from Federal and State funds and that any false claims, statements, or documents, or concealment of a material fact, may be prosecuted under applicable Federal or State laws, or both.		Billing Date Mo./Day/Yr. <u>09-30-09</u> <input type="checkbox"/> Check if same as above		
Provider Signature <u>Original Signature</u> Medicaid Provider Service Number _____				