



Provider Manual

February 2023

Document Revision History

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3/19/2021	3,8,9,13	Edits made to the indicated sections.
3/19/2021	13	Formatting/content edits to section 13.
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11/19/2021		Additional verbiage for Claims Submission/ER and Trauma Admissions added
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1/31/2023	8	Updates to IHA section/content
2/20/2023	8	Updates to Inpatient Admissions re: authorization requirements for contracted and non-contracted facilities
4/14/2023	8, 15	Beacon Health Options name change to Carelon

5/25/2023	7, 8, 9, 12, 13	<p>7: Updates to Member Rights & Responsibilities Stmt</p> <p>8: New subsection re: Standing/Extended Referrals</p> <p>9: DHCS requirements under PHM – new subsection for Provider Responsibilities for Care Coordination</p> <p>12: New subsection for Grievances and Appeals</p> <p>13: Additional content re: description and duties of CAC; QMI committee and subcommittee title changes and updates to tasks and responsibilities</p>
6/26/2023	16	Updates to FWA, HIPAA and Training content
7/14/2023	5, 7	Additional content re: Telehealth per APL 23-007
7/18/2023	7	Additional language re: timely access to care per APL 22-031
7/20/2023	11	New content re: payments to out of network providers per APL 22-027
7/28/2023	3	Updating content based off APL 22-031 , requesting a section of the <i>Provider Manual</i> that complies with AB 2581 – Section 1374.197(a)
8/15/2023	11	New section and narrative re: Street Medicine based off APL 22-023.
8/18/2023	2	New content re: Street Medicine based off APL 22-023.

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SECTION 1: INTRODUCTION

ABOUT HEALTH PLAN OF SAN JOAQUIN

Health Plan of San Joaquin (HPSJ) is pleased to have you as part of our provider network. We recognize that the strength of our health care programs depends upon strong collaboration and communication with our Providers and their staff.

HPSJ, a not-for-profit health plan initiative for San Joaquin County, has been serving Members and the community since 1996. HPSJ is the leading Medi-Cal Managed Care Plan in San Joaquin and Stanislaus counties. While our service area currently covers only San Joaquin and Stanislaus counties, our extensive referral network extends well beyond this local area and includes facilities and providers in other parts of the Central Valley, the Bay Area, and the Greater Sacramento Area.

We currently have two conveniently located offices to serve members and providers. For more information, visit our website at www.hpsj.com. Our friendly staff looks forward to serving you!

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MISSION, VISION AND VALUES

Our Vision

Continuously improve the health of our community.

Our Mission

We provide health care value and advance wellness through community partnerships.

Our Values

Accountability	Dedication	Diversity	Integrity	Stewardship	Teamwork
We are responsible to others, and accept responsibility for our actions and their outcomes.	We are willing to do whatever it takes to get the job done.	We respect the uniqueness of individuals, their ideas, thoughts and needs.	We are respectful, trustworthy, and honest in our communications and actions.	We are judicious and prudent in the use of resources with which we are entrusted.	We actively engage, collaborate, and partner with each other.

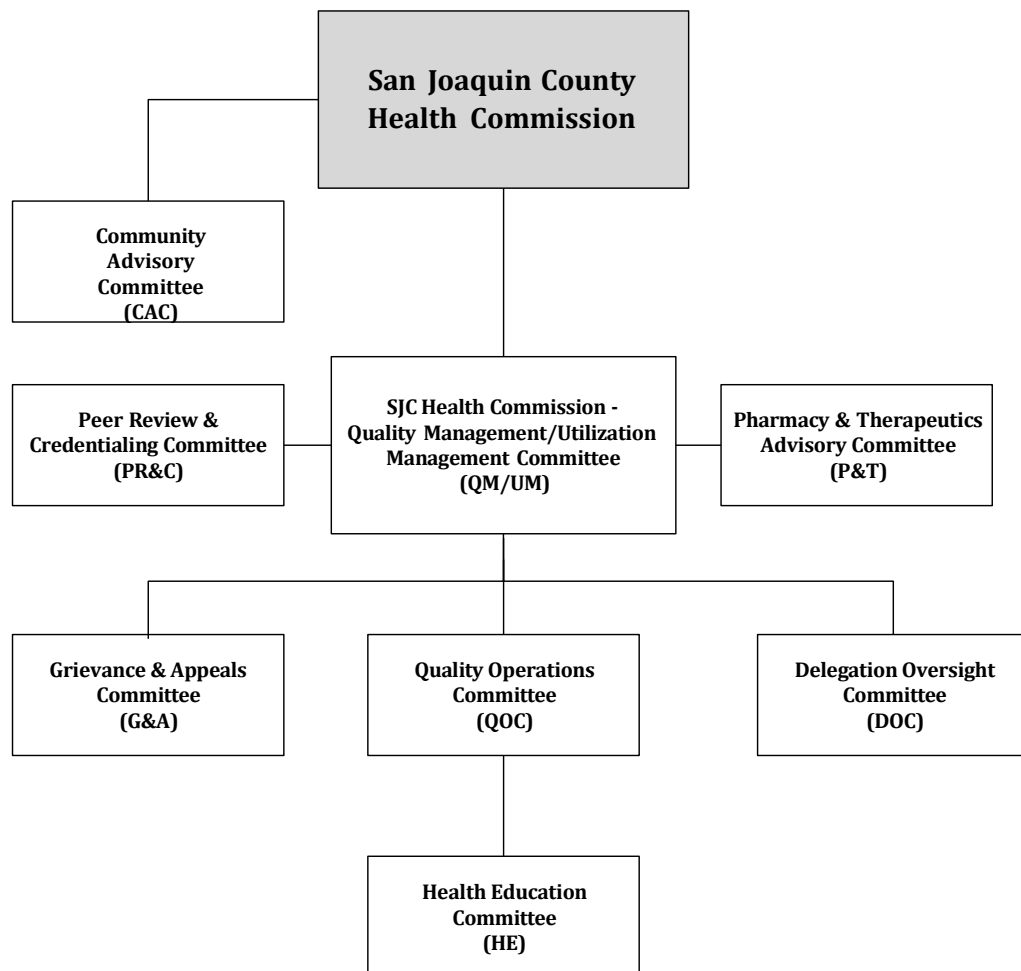
SECTION 1: INTRODUCTION

GOVERNANCE AND COMMITTEES

HPSJ is governed by the San Joaquin County Health Commission (Commission), an eleven (11) member commission appointed by the San Joaquin County (SJC) Board of Supervisors. It is comprised of two (2) SJC Supervisors, the County Administration Officer, the SJC Director of Health Care Services, the Hospital Council representative, community physicians, and local representatives.

HPSJ leadership is accountable to this governing entity. Within this structure are HPSJ's operations and administration:

HPSJ Quality Management Committees



SECTION 1: INTRODUCTION

INTENT OF THE PROVIDER MANUAL

The HPSJ Provider Manual is an extension of the Agreement that Providers entered with HPSJ. Providers must abide by the conditions set forth in their Agreement and in the Provider Manual. Certain sections and provisions of this Manual may not apply to all Agreements and lines of business or products.

HPSJ may from time to time be required to make material changes to the Provider Manual to comply with the following:

- Federal and/or State laws
- Regulations of government agencies governing Benefit Plans covered by their Agreement
- Regulations of accreditation organizations
- Changes in HPSJ policies and/or procedures.

Should HPSJ determine that a change to the Provider Manual is required, HPSJ shall provide Providers with forty-five (45) business days prior written notice of said changes to Provider Manual unless a shorter time frame is required by a State law, Federal law, government regulations or an accreditation organization.

Such changes shall become effective upon the expiration of forty-five (45) business days. If a Provider believes that such changes shall have a material impact on the Provider, then Provider shall notify HPSJ in writing prior to the effective date of the change and the Provider and HPSJ shall confer and/or negotiate in good faith regarding the change. If HPSJ agrees that such changes shall have a material impact on Provider, and Provider and HPSJ are unable to reach agreement regarding the change within forty-five (45) business days of Provider's notice to HPSJ, then the Provider may elect to terminate their Agreement pursuant to the "Termination without Cause" provision in their Agreement. The change to which the Provider objected shall not be in effect during the termination notice period.

If there are conflicts between this Manual and current State and Federal laws and regulations governing the provision of health care services, those laws and regulations will supersede this Manual.

The Provider Manual is intended to be used as a reference guide for Providers and their office staff. It includes:

Operational Procedures

Key Contacts

Links to Resources

Compliance Information

HOW TO USE THE PROVIDER MANUAL

The Provider Manual has been designed to be easy to search and access through our website. Providers can go to www.hpsj.com and access the Manual directly online. You can also download it by section or in its entirety. To obtain a copy in other formats, just go to our online portal [Doctor's Referral Express \(DRE\)](#), or call our Provider Services Department at (209) 942-6340.

SECTION 2: BENEFIT PROGRAMS

HPSJ MEDI-CAL MANAGED CARE (HMO)

Medi-Cal is California's Medicaid health care program serving children and adults with limited or no income. People eligible for coverage include families, seniors, people with disabilities, children in foster care, pregnant women and childless adults who meet certain income and eligibility requirements. HPSJ provides high quality, accessible and cost-effective health care to Medi-Cal Members through our managed care delivery system which is structured as a health maintenance organization (HMO). Our Medi-Cal product in San Joaquin and Stanislaus counties provides a full range of medical benefits and Covered Services.

A primary advantage for Medi-Cal individuals enrolling in HPSJ is the opportunity to develop ongoing relationships with Primary Care Physicians (PCP) and other Participating Providers (Providers) in a Group or clinic that can support preventative as well as acute care. The primary benefit to Providers is the ability to better coordinate and more efficiently manage Member care by working with a local managed care plan.

OBTAINING COVERAGE AND EXCLUSIONS INFORMATION

HPSJ covers at a minimum, those core benefits and services specified in the agreement with the California Department of Health Care Services (DHCS). Excluded services will not be reimbursed by HPSJ. To ensure that the services provided to Members are covered, please review the *Medi-Cal Combined Evidence of Coverage and Disclosure Form* for the appropriate year. This document can be found on the HPSJ website www.hpsj.com.

If you are not currently part of the HPSJ Provider network, you can still access the *HPSJ Medi-Cal Combined Evidence of Coverage and Disclosure Form* on our website. You can also obtain information from the DHCS Medi-Cal Benefits Division at www.dhcs.ca.gov or visit the Medi-Cal website at www.medi-cal.ca.gov.

SERVICES COVERED BY HPSJ

Covered Services refers to the health care services and items HPSJ provides to its Members through its health care programs. HPSJ health care programs currently include Medi-Cal HMO but may also include other health care programs and/or products that HPSJ may offer to individuals or other entities.

SERVICES NOT COVERED BY HPSJ

Non-Covered Services typically refer to the following health care services and items:

- Health care services and items which are not the financial responsibility of HPSJ but are covered on a fee-for-service basis by the Medi-Cal Program
- Health care services and items which are not covered by the Medi-Cal program

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- Health care services and items which are not covered under any other HPSJ health care program (excluded services)

For a complete list of excluded services for HPSJ's Medi-Cal HMO program, please review the *HPSJ Medi-Cal Combined Evidence of Coverage and Disclosure Form* which is available on the website at www.hpsj.com.

ENHANCED CARE MANAGEMENT (ECM)

CalAIM is a multi-year initiative led by DHCS that aims to improve the quality of life and health outcomes of Medi-Cal beneficiaries. Enhanced Care Management (ECM) and Community Supports are part of CalAIM.

California's Whole Person Care Pilot (WPC) in San Joaquin County transitioned to ECM and Community Supports as of 01/01/22. ECM and Community Supports have been and will continue to be implemented in phases to different eligible populations of focus.

Enhanced Care Management (ECM) is a Medi-Cal managed care benefit that addresses clinical and non-clinical needs of high-need, high-cost individuals through the coordination of services and comprehensive care management.

ECM Populations of Focus include:

- ECM eligible members transitioning from WPC Program
- Individuals Experiencing Homelessness
- Adult High Utilizers
- Adult with Serious Mental Illness (SMI) / Substance Use Disorder (SUD)
- Adults Transitioning from Incarceration
- Adults at Risk for Institutionalization and Eligible for Long-Term Care
- Nursing Facility Residents Who Want to Transition to the Community

ECM Providers who are contracted with HPSJ to provide ECM services must adhere to the following provider terms and conditions in accordance with their contract and requirements as set forth in this provider manual.

Providers of Enhanced Care Management (ECM) are required to:

- Be community-based entities, with experience and expertise providing intensive, in-person care management services to individuals in one or more of the populations of focus for ECM.
- Comply with all applicable state and federal laws and regulations and all ECM program requirements.
- Have capacity to provide culturally appropriate and timely in-person care management activities including accompanying Members to critical appointments when necessary.

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- Deliver care in culturally and linguistically appropriate and accessible ways.
- Have formal agreements and processes in place to cooperate and coordinate care with area hospitals, primary care practices, behavioral health providers, specialists, and other entities, including community support providers.
- Use a care management documentation system or process that supports the documentation and integration of physical, behavioral, social service, and administrative data and information from other entities to support the member care plan.
- Enroll as a Medi-Cal provider, pursuant to relevant DHCS APLs including provider credentialing/ recredentialing and screening/enrollment APL 19-004 if a state-level enrollment pathway exists.
- Comply with the HPSJ's process for vetting the provider, which may extend to individuals employed by or delivering services on behalf of the provider, to ensure it can meet the capabilities and standards required to be a provider of ECM if APL 19-004 does not apply to a provider.
- Return an authorization request and proposed individualized plan of care consistent with HPSJ's process for such request.
- Identify Members who would benefit from ECM and send an authorization request and proposed individualized plan of care, consistent with HPSJ's process for such request.
- Upon communication of new member assignments to provider within 10 days of ECM authorization, immediately accept all members assigned by HPSJ for ECM, with the exception that a provider should be permitted to decline a member assignment if provider is at its pre-determined capacity. Provider should immediately alert HPSJ if it does not have the capacity to accept a member assignment.
- Provider should ensure assignments are conducted in an equitable and non-discriminatory manner.
- Upon initiation of ECM, ensure each member assigned has a lead care manager who interacts directly with the member and/or their family member(s), guardian, caregiver, and/or authorized support person(s), as appropriate, and coordinates all covered physical, behavioral, developmental, oral health, long-term services and supports (LTSS), specialty mental health services, drug Medi-Cal/drug Medi-Cal organized delivery system services, any community supports and other services that address social determinants of health (SDOH) needs, regardless of setting.
- Advise the member on the process for switching providers, which is permitted at any time. Provider should conduct due diligence to notify HPSJ if the Member wishes to change Providers.
- Maintain adequate staff to ensure its ability to carry out responsibilities for each assigned member consistent with contractual obligations and any other related DHCS guidance.
- Be responsible for conducting outreach and engagement to each assigned member into ECM, in accordance with HPSJ's policies and procedures. Provider should prioritize those with highest level of risk and need for ECM.

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- Outreach should be conducted primarily through in-person interaction where members and/or their family member(s), guardian, caregiver, and/or authorized support person(s) live, seek care, or prefer to access services in their community. Provider may supplement in-person visits with secure teleconferencing and telehealth, where appropriate and with the member's consent.
- Provider should use the following modalities, as appropriate and as authorized by the member, if in-person modalities are unsuccessful or to reflect a member's stated contact preferences: Mail, Email, Texts, Telephone Calls, and Telehealth.
- Comply with non-discrimination requirements set forth in State and Federal law and the agreement with HPSJ.
- Obtain, document, and manage member authorization for the sharing of personally identifiable information between HPSJ and ECM, Community Supports, and other providers involved in the provision of member care to the extent required by federal law.
 - Member authorization for ECM-related data sharing is not required for the provider to initiate delivery of ECM unless such authorization is required by federal law.
 - When federal law requires authorization for data sharing, provider should demonstrate that it has obtained member authorization for such data sharing back to HPSJ.
- Provider shall notify HPSJ to discontinue ECM in a timely manner (no greater than 10 business days) under the following circumstances.:
 - The member has met their care plan goals for ECM;
 - The member is ready and consents to transition to a lower level of care.
 - The member no longer wishes to receive ECM or is unresponsive or unwilling to engage; and/or
 - Contact with the member has been unsuccessful despite multiple documented attempts.
- When ECM is discontinued, or will be discontinued for the member, the provider is responsible to send a closure of case management notice to the member with a copy to HPSJ within 5 business days.
- Providers should document and submit a report of the members who have declined/opted out of ECM services, or remain unable to reach for each month, no later than the 15th of the following month.
- Provider should communicate to the member other benefits or programs that may be available to the member, as applicable (e.g., Complex Care Management, Basic Care Management, etc.).
- When ECM is discontinued, or will be discontinued for the member, HPSJ is responsible to send a Notice of Action (NOA) notifying the member of the discontinuation of the ECM benefit and ensuring the member is informed of their right to appeal and the appeals process as instructed in the NOA.
- Providers of ECM should ensure:
 - The ECM approach is delivered in a person-centered, goal oriented, and

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- culturally appropriate manner.
 - Each member receiving ECM has a lead care manager.
 - Each member has a written, prioritized, culturally relevant individualized care management plan.
 - Coordinate across all sources of care management in the event that a member is receiving care management from multiple sources.
 - Alert HPSJ and follow HPSJ instructions to ensure non-duplication of services in the event that a Member is receiving care management or duplication of services from multiple sources.
 - To collaborate with area hospitals, primary care providers, behavioral health providers, specialists, dental providers, providers of services for LTSS and community support providers to coordinate member care.
- Provider shall provide all core service components of ECM as noted below to each assigned member, in compliance with HPSJ's policies and procedures:
 - a. Outreach and engagement of HPSJ members into ECM.
 - i. Provider shall make five (5) attempts over the course of 30 days.
 - b. Comprehensive assessment and care management plan, which shall include, but is not limited to:
 - i. Engaging with each member authorized to receive ECM primarily through in-person contact
 - ii. When in-person communication is unavailable or does not meet the needs of the member, the provider shall use alternative methods (including telehealth) to provide care.
 - c. Identify necessary clinical and non-clinical resources that may be needed to appropriately assess member health status and gaps in care, and as may be needed to inform the development of an individualized care management plan.
 - d. Develop a comprehensive, individualized, person-centered care plan by working with the member and/or their family member(s), guardian, Authorized Representative (AR), caregiver, and/or authorized support person(s) as appropriate to assess strengths, risks, needs, goals and preferences and make recommendations for service needs;
 - e. Incorporate into the member's care plan identified needs and strategies to address those needs, including, but not limited to, physical and developmental health, mental health, dementia, SUD, LTSS, oral health, palliative care, necessary community based and social services, and housing;
 - f. The care plan is reassessed at a frequency appropriate for the member's individual progress or changes in needs and/or as identified in the care management plan; and
 - g. The care management plan is reviewed, maintained, and updated under

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appropriate clinical oversight

- Enhanced Coordination of Care, which shall include, but is not limited to:
 - a. Organizing patient care activities, as laid out in the care management plan, sharing information with those involved as part of the member's multi-disciplinary care team, and implementing activities identified in the member's care management plan.
 - b. Maintaining regular contact with all providers, that are identified as being a part of the member's multi-disciplinary care team, who's input is necessary for successful implementation of member goals and needs.
 - c. Ensuring care is continuous and integrated among all service providers and referring to and following up with primary care, physical and developmental health, mental health, SUD treatment, LTSS, oral health, palliative care, and necessary community-based and social services, including housing, as needed;
 - d. Providing support to engage the member in their treatment, including coordination for medication review and/or reconciliation, scheduling appointments, providing appointment reminders, coordinating transportation, accompaniment to critical appointments, and identifying and helping to address other barriers to member engagement in treatment;
 - e. Communicating the member's needs and preferences timely to the member's multi-disciplinary care team in a manner that ensures safe, appropriate, and effective person-centered care; and
 - f. Ensuring regular contact with the member and their family member(s), AR, guardian, caregiver, and/or authorized support person(s), when appropriate, consistent with the care plan.
- Health Promotion, which shall adhere to federal care coordination and continuity of care requirements (42 CFR 438.208(b)) and shall include, but is not limited to:
 - a. Working with members to identify and build on successes and potential family and/or support networks;
 - b. Providing services to encourage and support members to make lifestyle choices based on healthy behavior, with the goal of supporting members' ability to successfully monitor and manage their health; and, supporting members in strengthening skills that enable them to identify and access resources to assist them in managing their conditions and preventing other chronic conditions.
- Comprehensive Transitional Care, which shall include, but is not limited to:
 - a. Developing strategies to reduce avoidable member admissions and readmissions across all members receiving ECM;
 - b. For members who are experiencing, or who are likely to experience a care transition:
 - i. Developing and regularly updating a transition of care plan for the

SECTION 2: BENEFIT PROGRAMS

- member;
 - ii. Evaluating a member's medical care needs and coordinating any support services to facilitate safe and appropriate transitions from and among treatment facilities, including admissions and discharges;
 - iii. Tracking each member's admission and/or discharge to or from an emergency department, hospital inpatient facility, skilled nursing facility, residential or treatment facility, incarceration facility, or other treatment center and communicating with the appropriate care team members;
 - iv. Coordinating medication review/reconciliation; and
 - v. Providing adherence support and referral to appropriate services.
- Member and family Supports, which shall include, but are not limited to:
 - a. Documenting a member's designated family member(s), AR, guardian, caregiver, and/or authorized support person(s) and ensuring all appropriate authorizations are in place to ensure effective communication between the providers, the member and/or their family member(s), guardian, caregiver, and/or authorized support person(s) and HPSJ.
 - b. Activities to ensure the member and/or their family member(s), AR, guardian, caregiver, and/or authorized support person(s) are knowledgeable about the member's condition(s) with the overall goal of improving the member's care planning and follow-up, adherence to treatment, and medication management, in accordance with Federal, State and local privacy and confidentiality laws.
 - c. Ensuring the member's provider serves as the primary point of contact for the member and/or family member(s), AR, guardian, caregiver, and/or authorized support person(s).
 - d. Identifying supports needed for the member and/or their family member(s), AR, guardian, caregiver, and/or authorized support person(s) to manage the member's condition and assist them in accessing needed support services.
 - e. Providing for appropriate education of the member and/or their family member(s), AR, guardian, caregiver, and/or authorized support person(s) about care instructions for the member; and,
 - f. Ensuring that the member and the primary care provider has a copy of their care plan and information about how to request updates.
 - Coordination of and Referral to Community and Social Support Services which shall include, but are not limited to:
 -
 - a. Determining appropriate services to meet the needs of members, including services that address SDOH needs, including housing, and services offered by HPSJ as community supports; and,

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- b. Coordinating and referring members to available community resources and following up with members to ensure services were rendered (i.e., “closed loop referrals”).

COMMUNITY SUPPORTS

Community supports are flexible wraparound medical or social services that are offered in place of services or settings covered under the California Medicaid State Plan and are medically appropriate, cost-effective alternatives to services or settings under the State Plan. They are provided as substitute for utilization of other services or settings such as hospital or skilled nursing facility admissions, discharge delays, or emergency department use. Examples include housing navigation, recuperative care, and meals/medically-tailored meals. These services are optional for the plan to offer and beneficiary to accept.

DHCS has preapproved a 14 community supports as part of CalAIM. Plans, such as HPSJ, may elect the community supports they will provide and may elect to add or remove after the implementation. HPSJ offers the following community supports for San Joaquin and Stanislaus counties.

- Housing Navigation and Transition Services
- Housing Deposits
- Housing Tenancy and Sustaining Services
- Short-Term Post Hospitalization Housing
- Recuperative Care
- Meals/Medically Tailored Meals
- Sobering Centers
- Asthma Remediation
- Environmental Accessibility Adaptations (Home Modifications)
- Day Habilitation Programs
- Personal Care and Homemaker Services
- Respite Services

Please Note: For HPSJ Kaiser members, Kaiser offers two services as of 01/01/22 1.) Housing Navigation and Transition Services and 2.) Housing Tenancy and Sustaining Services. If a Kaiser member chooses to receive community support services offered by HPSJ and not offered by Kaiser, they may choose to change assignment via HPSJ’s standard PCP selection process.

Providers of community supports are required to:

- Be community-based medical and social service providers with experience and/or training in providing one or more of the community supports approved by DHCS.
- Enroll in Medi-Cal, pursuant to DHCS APLs including provider Credentialing/ Recredentialing and Screening/Enrollment APL 19-004 if a State-level enrollment pathway exists. If APL 19-004 does not apply to a community support provider, the community support provider will comply with HPSJ’s process for vetting the community support provider, which may extend to individuals employed by or delivering services on behalf of the community support provider.

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- The community support provider shall have the capacity to provide the community support in a culturally and linguistically competent manner.
- If the community support provider subcontracts with other entities to administer its functions of community supports, the community support provider shall ensure agreements with each entity bind each entity to applicable terms and conditions.
- Deliver contracted community support services in accordance with DHCS service definitions and requirements.
- Maintain staffing that allows for timely, high-quality service delivery of the community supports that it is contracted to provide.
- Accept and act upon member referrals from HPSJ for authorized community support unless the community support provider is at pre-determined capacity.
- Follow HPSJ community support authorization guidelines.
- Conduct outreach to the referred member for authorized community support as soon as possible, including by making best efforts to conduct initial outreach within 24 hours of assignment.
- Be responsive to incoming calls or other outreach from members, including by maintaining a phone line that is staffed or able to record voicemail 24 hours a day, 7 days a week.
- Coordinate with other providers in the member's care team, including ECM Providers, other community support providers and HPSJ.
- Comply with cultural competency and linguistic requirements required by Federal, State and local laws, and in contract(s) with HPSJ; and
- Comply with non-discrimination requirements set forth in State and Federal law and the contract with HPSJ.
- When federal law requires authorization for data sharing, community support provider shall obtain and/or document such authorization from each assigned member, including sharing of protected health information (PHI), and shall confirm it has obtained such authorization to HPSJ.
- Member authorization for community supports-related data sharing is not required for the community support provider to initiate delivery of community supports unless such authorization is required by federal law. Community support provider will be reimbursed only for services that are authorized by HPSJ. In the event of a member requesting services not yet authorized by HPSJ, community support provider shall send prior authorization request(s) to HPSJ, unless a different agreement is in place (e.g., if HPSJ has given the community support provider authority to authorize community supports directly).
- If a community support is discontinued for any reason, community support provider shall support transition planning for the member into other programs or services that meet their needs.
- Community support provider is encouraged to identify additional community supports the member may benefit from and send any additional request(s) for community supports to HPSJ for authorization.
- In addition to all ECM and community support requirements noted above, providers should
 - Participate in all mandatory, provider-focused ECM training and technical

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assistance provided by HPSJ including in-person sessions, webinars, and/or calls, as necessary.

- Accept and consume data associated with ECM. HPSJ will follow DHCS guidance for data sharing where applicable.
- HPSJ will provide to provider the following data for ECM:
 - Member assignment files, defined as a list of Medi-Cal members authorized for ECM and assigned to the provider.
 - Encounter and/or claims data.
 - Physical, behavioral, administrative and SDOH data (e.g., Homeless Management Information System (HMIS data)) for all assigned members; and
 - Reports of performance on quality measures and/or metrics, as requested.
- As part of the referral process, HPSJ will ensure community support provider has access to:
 - Demographic and administrative information confirming the referred Member's eligibility for the requested service.
 - Appropriate administrative, clinical, and social service information the community support provider might need in order to effectively provide the requested service; and
 - Billing information necessary to support the community supports provider's ability to submit invoices to MCP.
- ECM and Community Supports Claims/Billing:
 - ECM and community support providers that have capabilities to submit claims should submit to HPSJ via CMS 1500, UBO4 form or submitted Electronic Data Interchange (EDI) in accordance with ECM and Community Supports coding guidance.
 - The Department of Health Care Services (DHCS) requires Medi-Cal Managed Care Health Plans (MCP) to submit encounter data in accordance with requirements in the MCP contract and All Plan Letter 14-019, or any subsequent updates. For Enhanced Care Management (ECM) and Community Supports, plans will be required to submit encounter data for these services through the existing encounter data reporting mechanisms for all covered services.
 - Providers are required to submit claims/encounters for adequate data collection and in accordance with the reporting requirements of their contract. ECM and Community Supports providers must use the Healthcare Common Procedure Coding System (HCPCS) codes for ECM services. The HCPCS code and modifier combined define the service as ECM.
 - **DHCS Coding Guidance for ECM and Community Supports**
<https://www.dhcs.ca.gov/Documents/MCQMD/Coding-Options-for-ECM-and-Community-Supports.pdf>
- ECM Claims/Billing Guidelines
 - Each unit shall represent a 15-minute interval.
 - One claim per member per month should be submitted. From and through dates should equal the month of service provided.

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- The Per Enrollee Per Month (PEPM) payment shall be paid for ECM members who receive 2 or more hours of ECM services in a given month as identified by 8 or more units billed.
- ECM Outreach should be billed with respective HCPCS codes and will be reimbursed at specified rate.
- For the PEPM case rate, all providers will need to include a secondary modifier on the first line of the claim to help differentiate this as case rate.
- Per coding guidance, if an ECM service is provided through telehealth, an additional modifier GQ must be used.
- Community Supports Claim/Billing
 - Providers should bill with applicable HCPCS codes for the Community Support they will be providing as per the designated HCPCS codes.
 - If Community Supports is provided through telehealth, an additional modifier of GQ shall be used.
 - Housing services such as housing tenancy and sustaining services and housing transition navigation services are paid on a PMPM basis and should include a secondary modifier on the first line of the claim.
- Please Note: These guidelines are intended for educational purposes only and are subject to change.

Community Health Workers (CHWs)

HPSJ covers community health worker (CHW) benefits for individuals when recommended by a physician or other licensed practitioner to prevent disease, disability, and other health conditions or their progression; prolong life; and promote physical and mental health and efficiency. CHW services are considered preventative care services and are Medi-Cal covered benefits.

Services may include:

- Health education and training, including control and prevention of chronic or infectious diseases; behavioral, perinatal and oral health conditions; and injury prevention
- Health promotion and coaching, including goal setting and creating action plans to address disease prevention and management
- Screening and assessment that does not require a license to assist members to obtain services to improve their health
- Individual support and advocacy

CHWs are required to meet minimum provider requirements and qualifications through training and experience as specified by DHCS. Including having life experience with the population they are serving and can connect members with health and social services.

CHWs are required to have a supervising provider who should be a licensed provider, a hospital, an outpatient clinic or a local health jurisdiction (LHJ) or a community-based organization (CBO).

Licensed provider should ensure that member meets eligibility criteria before recommending CHW services as defined by DHCS. No prior authorization is required. For members who may

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need ongoing CHW services or continued CHW services, a written plan of care may be required.

Street medicine Providers can also be reimbursed for providing State Plan benefits, including the use of Community Health Worker (CHW) services as defined in 42 CFR 440.130(c) and APL 22-016. HPSJ is responsible for ensuring non-duplication of services provided by a CHW and any other covered benefit, program, and/or delivery system.

For any questions regarding the referral process for CHW services please contact your provider services representative or HPSJ's Utilization Management Dept. at 209-942-6320.

Electronic Visit Verification (EVV) for In-Home Visits

EVV is required for personal care services (PCS) and home health care services (HHCS) for in-home visits by a provider. This includes PCS and HHCS delivered in the members' homes as part of a Community Based Adult Services (CBAS), Community Supports or any other Medi-Cal benefit.

Providers rendering Medi-Cal services subject to Electronic Visit Verification (EVV) must comply with the requirements established by the Department of Health Care Services (DHCS).

HPSJ monitors compliance with these requirements. Non-compliance with requirements can result in corrective action, denial of payment and/or reassignment of members.

Registering for Electronic Visit Verification (EVV)

HPSJ providers and subcontractors must sign up with DHCS's EVV system.

Provider agencies and individual nurse providers (INPs) who provide PCS and HHCS are required to register in the Provider Self Registration portal.

More information can be found on the DHCS website:
<https://www.dhcs.ca.gov/provgovpart/Pages/EVV.aspx>

All Plan Letter 22-014 provides additional guidance regarding the implementation of federally mandated Electronic Visit Verification (EVV) requirements.
<https://www.dhcs.ca.gov/formsandpubs/Documents/MMCDAPLsandPolicyLetters/APL2022/APL22014.pdf>

For submitting claims for Personal Care Services (PCS) and Home Health Care Services (HHCS) for In-Home Visits, see Section 10 – Claims Submission.

MAJOR ORGAN TRANSPLANT

Transplants for Children Under Age 21

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State law requires children who need transplants to be referred to the California Children's Services (CCS) program to see if the child is eligible for CCS. If the child is eligible for CCS, CCS will cover the costs for the transplant and related services. If the child is not eligible for CCS, prior authorization should be requested. If appropriate, HPSJ will refer the child to a qualified transplant Center of Excellence (COE) for evaluation. If the transplant center confirms the transplant would be needed and safe, HPSJ will cover the transplant and related services.

Transplants for Adults Age 21 and Older

If you identify an HPSJ member who needs a major organ transplant, you should request prior authorization from HPSJ. As appropriate, HPSJ will refer the member to a qualified transplant COE facility for an evaluation. If the COE confirms a transplant is needed and safe for their medical condition, HPSJ will cover the transplant and other related services.

Transplants are covered under HPSJ if:

1. The transplant is performed at COE facility
2. The member meets patient selection criteria for the transplants below.

Transplant and services covered by HPSJ are:

- Bone marrow
- Heart
- Heart/Lung
- Kidney
- Kidney/Pancreas
- Liver/Small bowel
- Lung
- Pancreas
- Small bowel

Other Transplants covered by HPSJ:

- Cornea

Please contact HPSJ's Case Management team at (209) 942-6352 if you need further assistance.

MEDI-CAL RX: TRANSITION

Under guidance of California Governor Gavin Newsom's Executive Order N-01-19, DHCS has transitioned all outpatient pharmacy dispensing services from the managed care (MC) plans to Medi-Cal Rx. This was to provide standardization of the Medi-Cal pharmacy benefit statewide, under one pharmacy benefit manager. Doing so allowed improvement of Medi-Cal beneficiary access to pharmacy services with a pharmacy network that includes approximately 94% of the state's pharmacies.

Additional resources and information can be found at <https://medi-calrx.dhcs.ca.gov/provider/>

SECTION 3: PROVIDER CREDENTIALING

CREDENTIALING

Credentialing is an important function of the Quality Management and Improvement (QMI) Department. The HPSJ credentialing program has been developed in accordance with the standards of the National Committee for Quality Assurance (NCQA), the California Department of Health Care Services (DHCS), California Department of Managed Health Care (DMHC), and all other State and federal requirements. HPSJ initially credentials most health care providers seeking to participate in the network and recredentials them at least every three (3) years. Credentialing information submitted to HPSJ is reviewed and verified using many resources including Primary Source Verification as applicable. To verify information, HPSJ uses the same sources and processes for initial credentialing and recredentialing.

In order to assure the highest quality health care delivery system and to maintain compliance with all regulatory agencies, HPSJ credentials or oversees the credentialing of the following types of providers:

- Physicians (MD)
- Osteopathic Practitioners (DO)
- Podiatrists (DPM)
- Nurse Practitioners (NP)
- Chiropractors (DC)
- Oral Surgeons (DMD)
- Physician Assistants (PA)
- Nurse Midwives (NMW)

In addition, HPSJ also credentials the following allied health professionals and ancillary providers:

- Psychologists
- Occupational Therapists
- Optometrists
- Licensed Clinical Social Workers (LCSW)
- Physical Therapists
- Licensed Marriage Family Therapists (LMFT)
- Speech/Hearing Therapists
- Other allied or ancillary providers as deemed necessary.
- Telemedicine Providers
- Street Medicine Providers
- Mental Health and Substance Use Disorder Provider

The credentialing process typically takes between sixty (60) and ninety (90) days. For Mental Health and Substance Use Disorder Providers the Plan will notify them within seven (7) business days of receipt of a credentialing application to 1) verify receipt and 2) inform the provider whether the application is complete. The information gathered during this process is confidential and disclosure is limited to parties who are legally permitted under State and federal law to have access to this information.

In order to maintain health care quality standards, no Members will be assigned or referred to providers who have not completed the credentialing process and signed an Agreement with HPSJ to participate in the network.

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OBTAINING A CREDENTIALING APPLICATION

For New Contract Opportunities or for Existing Contracted Providers, contact the Contracting Department by visiting: <https://www.hpsj.com/provider-contract-request>

A Contracting Coordinator or Network Manager will screen provider for Medi-Cal Fee for Service Enrollment or submission prior to contacting the Credentialing Department to send out the Electronic Credentialing application.

REQUIREMENTS FOR NETWORK PARTICIPATION

Requirements for Physicians

HPSJ will ensure that at a minimum, physicians considered for network participation and continued participation are in good standing (through Primary Source Verification, as applicable) and meet the following criteria before being accepted in the network:

- Valid, unrestricted, and current California State license
- Clinical privileges at a Hospital or coverage arrangements with another physician for Members who require hospitalization (if applicable)
- Current and valid federal Drug Enforcement Agency (DEA) registration for the State
- Current and valid Controlled Dangerous Substance (CDS) certificate for the State
- Graduation from an approved medical school and completion of an appropriate residency or specialty program
- Board certification (if required)
- Work history of the preceding five (5) years acceptable to HPSJ
- Current professional liability (malpractice) insurance in amounts acceptable to HPSJ
- Professional liability claims history acceptable to HPSJ
- Absence of Office of Inspector General (OIG) exclusions
- Absence of State sanctions against licensure
- National Practitioner Data Bank (NPDB) query results acceptable to HPSJ
- Absence of Quality of Care and service issues
- Facility Site Review (FSR) findings acceptable to HPSJ, if an office site visit is conducted

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For recredentialing, acceptable findings from quality reporting are required. This may include but is not limited to a review of:

- Member and Provider complaints
- Results of access and satisfaction surveys
- Grievance reports
- Potential Quality Incident (PQI) reporting

Requirements for Non-Physician Providers & Non-Physician Medical Practitioners

HPSJ shall ensure, at a minimum, that non-physician providers and Non-Physician Medical Practitioners are considered for network participation and continued participation are in good standing (through Primary Source Verification, as applicable) and meet the following criteria before being accepted in the network:

- Valid, unrestricted, and current State license
- For prescribing practitioners, current, valid federal Drug Enforcement Agency (DEA) registration for the State
- For prescribing practitioners, current, valid Controlled Dangerous Substance (CDS) certificate, for the State
- Work history of the preceding five (5) years acceptable to HPSJ
- Current professional liability (malpractice) insurance in amounts acceptable to HPSJ
- Graduation from an approved professional school
- Board certification, if applicable
- Hospital clinical privileges, if applicable
- Professional liability claims history acceptable to HPSJ
- Absence of Office of Inspector General (OIG) exclusions
- Absence of State sanctions against licensure
- National Practitioner Data Bank (NPDB) query results acceptable to HPSJ
- Absence of Quality of Care and service issues

THE CREDENTIALING PROCESS

During the credentialing process, the information on the provider's electronic credentialing application is reviewed and verified for correctness, and then reviewed through government verification sources which will include, but not be limited to:

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- National Practitioner Data Bank (NPDB)
- Office of Inspector General (OIG)
- State licensing boards for California and other states if applicable

In addition to providing documentation, a Facility Site Review (FSR) may be required for Primary Care Physicians (PCP). Providers will be contacted by HPSJ FSR Team to schedule and coordinate the FSR.

Completed electronic credentialing applications will then be presented to the Peer Review & Credentialing Committee (PR&CC) which currently meets every other month. The PR&CC reviews each credentialing application to determine if the provider meets the initial credentialing or recredentialing criteria, and then makes the decision to either accept or reject a provider's application.

All credentialing applications approved by the PR&CC are submitted to the San Joaquin County Health Commission for review and final approval. The Commission meets monthly and once the Commission grants approval, HPSJ can offer or complete an Agreement with the provider.

INITIAL CREDENTIALING

The provider data that is examined during the credentialing and recredentialing process includes:

- California State licensure
- Current professional liability insurance or self-insurance
- Provider's primary admitting hospital, if appropriate
- Exclusions, suspensions, or ineligibility to participate in any State or federal health care program
- National Provider Identification (NPI) number
- Valid California Drug Enforcement Agency (DEA) or Controlled Dangerous Substance (CDS) certificate, if applicable
- Education and training, including board certification (if the provider states on the application that he or she is board certified)
- American Medical Association (AMA) screening for Education Commission for Foreign Medical Graduates (ECFMG)
- Work history
- History of professional liability claims
- National Practitioner Data Bank

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- Licenses of any mid-level providers employed under the provider, as well as verification of liability insurance coverage for the mid-level provider.

RECREREDENTIALING

HPSJ re-credentials all Providers at least every three (3) years but may re-credential Providers more often if it is deemed necessary. The same information that is reviewed during the initial credentialing process is usually reviewed during the recredentialing process with the exception of the Provider's educational credentials and work history. In addition, HPSJ will review Provider contact logs to assess any Quality of Care issues.

The recredentialing process requires a timely response from all Providers. Providers will receive an electronic recredentialing link five (5) months in advance of the three (3) year anniversary of the last credentialing date. Providers are required to complete identified areas of the application and verify that the information provided on the application is current. Electronic Recredentialing packets are sent to practitioners at least every thirty-six (36) months or sooner.

The practitioner has 15 business days to send the recredentialing materials to HPSJ. If materials are not received within that timeframe, the Credentialing Specialist sends a second request on the 16th day. If the recredentialing materials are not received 15 business days after the second notice, on the 16th day, a THIRD AND FINAL notice is sent to the practitioner via email by the Contracting Department.

If the recredentialing materials are not received within 15 business days of the final notice, on the 16th day, the Credentialing Specialist notifies the Contracting Department. The Contracting Department attempts to obtain the materials. If unable to do so, the Contracting Department notifies the practitioner that he or she will receive an Administrative Termination via Certified Mail as the recredentialing appointment date has expired.

A practitioner may reapply for participation however the full initial credentialing process will be required.

PROVIDER'S RIGHTS DURING THE CREDENTIALING PROCESS

Review of Credentialing Files

Providers have the right to review the information in their credentialing files that have been obtained in order to evaluate their credentialing application. This includes the application, attestation, and Curriculum Vitae (CV), and information from outside sources. Files that are not available for review would include references, recommendations, or other peer-review protected information which are used by the Chief Medical Officer and/or PR&CC to determine initial network participation and/or contract continuance.

Requests to review this file must be made in writing to the Chief Medical Officer and the Chief

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Medical Officer will be present at the time of review.

HPSJ notifies providers of this right to review credentialing files through a number of sources which include notifications in the credentialing application or reapplication cover letter, the HPSJ website, the provider contract, this Provider Manual, and other publications distributed to providers.

Notification of Errors in Credentialing Submissions

In the event that credentialing information obtained by HPSJ varies substantially from that provided by the provider on the application materials, HPSJ Credentialing Specialists will notify the provider by letter, telephone, or fax. If the notification is conducted by telephone, the date, time, and the person initiating the call and obtaining the information along with the response will be documented and the documentation retained in the credentialing file.

The notification to the provider will include the following:

- A description of the discrepancy
- A request for a written explanation and/or correction of the discrepancy
- The name and telephone number of the Credentialing Specialist to whom the response should be submitted
- Notification that a written response is due no later than sixty (60) calendar days from the date of the letter
- Notification that failure to respond within the sixty (60) calendar days will result in, for initial application, closure of the file for lack of response
- For recredentialing Providers, notification that the file will be presented to the Peer Review and Credentialing Committee without benefit of explanation or correction of the discrepancy

The Credentialing Specialist will review the response, sign and date the response, and then notify the provider that the response has been received. The Credentialing Specialist will also document the receipt and notification to the provider of the receipt of the information in the credentialing file. HPSJ staff members are not required to reveal to a provider the source of the information if the information is not obtained to meet HPSJ's credentialing verification requirements, or if law prohibits disclosure.

Correction of Erroneous Information

Providers have the right to correct erroneous information they may have provided or which has been submitted by another party in the course of the credentialing process. If information provided on the application is inconsistent with information obtained via Primary Source Verification in the credentialing or recredentialing process, the Credentialing Specialist will send the provider a

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written notification of the discrepancy and request formal written clarification.

This letter will include a summary of the information in question and a request to have the provider's response to the information returned within fourteen (14) business days. This letter will be sent electronically or via certified mail marked as "Confidential" with return receipt requested.

Providers do not have the right to correct an application already submitted and attested to be correct and complete. However, they may submit an addendum to correct erroneous information they may have provided, or which is submitted by another party. If preferred, the provider may add an explanation for the erroneous information on their application, include a signed and dated statement attesting to the accuracy of the information provided, and then return the information to the Credentialing Specialist who initiated the query.

Application Status and Notification on Decision

Providers have the right to receive information about the status of their application or reapplication and may contact the Credentialing Department at any time to request this information.

HPSJ will notify providers in writing of their approval no later than sixty (60) calendar days from the Peer Review and Credentialing Committee's (PR&CC) approval date. Any provider who is denied participation, approved with conditions, pended or terminated, will be notified in writing within sixty (60) days of the PR&CC's action and given the reasons for the decision.

CREDENTIALING A NEW GROUP PROVIDER

To ensure that there is no disruption in obtaining services requiring prior Authorization and to avoid claims being denied, it is imperative that any new provider who joins a Group which is in the HPSJ Provider network is approved by the PR&CC prior to providing Covered Services to Members.

Before a provider can be added to a Group contract the new provider must receive notification from the Credentialing Department that all credentialing requirements have been met. In addition, providers must receive official notice from the Contracting Department as to the effective date upon which they can provide Covered Services to Members. The Provider Services Department should be contacted as soon as possible when new providers are joining a Group.

DELEGATED CREDENTIALING

When appropriate and at our sole discretion, HPSJ may elect to delegate credentialing functions to another entity. However, responsibility for final acceptance of a provider and the continuation of a Provider rests with the PR&CC and the San Joaquin County Health Commission.

Each delegated credentialing entity must sign the *Delegated Credentialing Agreement* which outlines the responsibilities of both HPSJ and the delegated entity, as well as the evaluation process

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of the delegated entity's performance. Delegated entities must also meet all other criteria as outlined in HPSJ's delegation policies.

Delegation is renewed annually, contingent upon an ongoing evaluation of the delegate's performance and successful completion of delegation audits. Either party may terminate the *Delegated Credentialing Agreement* without cause with thirty (30) days prior written notice. Delegated entities must provide practitioner rosters at least quarterly to the Compliance Department. These rosters can be submitted to: ComplianceDepartment@hpsj.com

Any Provider additions or terminations that occur in between the quarterly submittals must be submitted to the Compliance Department as soon as possible and as often as they occur. Failure to provide timely updates to the practitioner rosters may result in Provider Authorizations and claims being denied.

FACILITY SITE REVIEW (FSR)

HPSJ conducts site reviews for all primary care sites contracted to provide care to Medi-Cal Members as required by California statute (Title 22, section 56230). This review is done at the time of initial credentialing and every three (3) years at a minimum as part of the recredentialing process. Providers must notify HPSJ at least thirty (30) days prior to the relocation of their practice or clinic so that a review may be conducted at the new site. The site review process includes the following:

- **Facility Site Review (FSR):** a formal review of primary care sites that occurs prior to the practice accepting Medi-Cal Managed Care Members, and then every three (3) years thereafter
- **Medical Record Review (MRR):** A review of selected medical records to determine compliance in the documentation of clinical care
- **Physical Accessibility Review Survey (PARS):** A review to determine physical accessibility for seniors and people with disabilities

All new primary care sites must undergo an initial full scope site review and attain a minimum passing score of eighty percent (80%) on both the FSR and on MRR surveys. Initial full scope site reviews will be performed at sites that have not previously had a FSR, PCP sites that have not had a FSR within the past three (3) years, and PCP sites that are returning to Medi-Cal Managed Care and have a passing score but were previously terminated for cause and non-compliance with their Corrective Action Plans (CAP).

The FSR can be waived by HPSJ for a pre-contracted provider site if the provider has documented proof that a current FSR with a passing score was completed by another health plan within the past three (3) years. HPSJ may review sites more frequently if it is determined necessary.

Non-Compliance or Failure on FSR

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Pre-contractual providers

Prior to being contracted with HPSJ, a provider must pass the FSR at a score of eighty percent (80%) or higher. HPSJ reserves the right not to contract with any provider who does not pass the pre-contractual FSR.

Contracted Providers

Contracted Providers must also pass the FSR at a score of eighty (80%) or higher. HPSJ reserves the right to remove from the provider network any Provider with a non-passing score. However, if a Provider with a non-passing score is permitted to remain in the Provider network, survey deficiencies must be corrected and verified by HPSJ.

Non-Compliant Provider

New Members will not be assigned to Providers that score below eighty (80%) on a subsequent FSR, until corrections are verified, and the CAP is closed. Any Provider who does not come into compliance with survey criteria within the established timelines will be removed from the network and their Members will be re-assigned to other Providers. HPSJ will provide these Members with thirty (30) days' notice that the non-compliant Provider is being removed from the network.

In addition, provider sites that score below eighty percent (80%) in either the FSR or MRR for two (2) consecutive reviews must score a minimum of eighty percent (80%) in the next site review in both the FSR and MRR (including sites with open CAPs in place). Sites that do not score a minimum of eighty percent (80%) in both the FSR and MRR must be removed from the network and Members must be appropriately reassigned to other Providers.

Corrective Action Plans for Deficiencies

All sites that receive a Conditional Pass, which is defined as eighty to eighty nine percent (80–89%), or ninety percent (90%) and above with deficiencies in critical elements, pharmaceutical services, or infection control, will be required to establish a CAP that addresses each of the noted deficiencies. CAP documentation must identify:

- Specific deficiency
- Corrective action(s) needed
- Re-evaluation timelines/dates
- Responsible person(s)
- Problems in completing corrective actions
- Education and/or technical assistance provided by HPSJ
- Evidence of the correction(s)

SECTION 3: PROVIDER CREDENTIALING

- Completion/closure dates
- Name/title of reviewer

Timelines for CAP

Providers will be informed of non-passing survey scores, critical element deficiencies, other deficiencies that require immediate corrective action, and the CAP requirements for these deficiencies.

Below is the timeline for correction and reporting:

CAP Timeline	CAP Action(s)
FSR and/or MRR Completion Day	The MCP must provide the PCP site a report containing: <ul style="list-style-type: none">• The FSR and/or MRR scores;• Any critical element findings, if applicable; and• A formal written request for CAPs for all critical elements, if applicable.
Within 10 calendar days of the FSR and/or MRR	<ul style="list-style-type: none">• The PCP site must submit a CAP and evidence of corrections to the MCP for all deficient critical elements, if applicable.• The MCP must provide a report to the PCP site containing FSR and/or MRR findings, along with a formal
	written request for CAPs for all non-critical element deficiencies. <ul style="list-style-type: none">• The MCP must provide educational support and technical assistance to PCP sites as needed.
Within 30 calendar days from the date of the FSR and/or MRR report	The MCP must conduct a focused review to verify that CAPs for critical elements are completed. <ul style="list-style-type: none">• The PCP site must submit a CAP for all non-critical element deficiencies to the MCP.• The MCP must provide educational support and technical assistance to PCP sites as needed.
Within 60 calendar days from the date of the FSR and/or MRR report	<ul style="list-style-type: none">• The MCP must review, approve, or request additional information on the submitted CAP(s) for non-critical findings.• The MCP must continue to provide educational support and technical assistance to PCP sites as needed.

SECTION 3: PROVIDER CREDENTIALING

Within 90 calendar days from the date of the FSR and/or MRR report	All CAPs must be closed. <ul style="list-style-type: none">Providers can request a definitive, time-specific extension period to complete the CAP(s), not to exceed 120 calendar days from the date of the initial report of FSR and/or MRR findings.
Beyond 120 days from the date of the FSR and/or MRR report	<ul style="list-style-type: none">The MCP must request approval from DHCS to complete a CAP review for any extenuating circumstances that prevented completion of a CAP within the established timeline.The MCP must conduct another FSR and/or MRR, as applicable, within 12 months of the applicable FSR and/or MRR date(s).

FACILITY AND ANCILLARY CREDENTIALING

Facilities and Ancillary providers seeking to contract with HPSJ must first fill out an application to verify they meet all regulatory and plan criteria for acceptance into the network. Application submission is not a guarantee of acceptance. The criteria for participation and continued participation may vary depending upon the types of Medi-Cal covered services provided and network need/adequacy. The minimum criteria are as follows:

Facility Providers

- Valid California state license
- Current general and professional liability (malpractice) insurance in amounts acceptable to HPSJ
- Medicare/Medi-Cal Certification
- Accreditation by Joint Commission on Accreditation of Healthcare Organizations (JCAHO) or another accreditation body acceptable to HPSJ, if applicable
- Absence of Office of Inspector General (OIG) exclusions

Ancillary Providers

- Valid business license
- Current general and professional liability (malpractice) insurance in amounts acceptable to HPSJ
- Medicare/Medi-Cal certified and/or participating, as appropriate

SECTION 3: PROVIDER CREDENTIALING

- Clinical Laboratory Improvement Amendment (CLIA) certificate if applicable
- Accreditation for Radiology/Imaging, if applicable
- Absence of Office of Inspector General (OIG) exclusions

For more information regarding specific requirements for participation, please contact the Provider Contracting Department at (209) 942-6320.

SECTION 4: PROVIDER CONTRACTING

BECOMING A PARTICIPATING PROVIDER

The HPSJ Contracting Department is responsible for recruiting providers. It is also responsible for negotiating financially sound contracts with physicians, medical groups, hospitals, ancillary providers, and other health professionals in order to maintain a comprehensive provider network.

Requirement to enroll: Medi-Cal Fee-for-Service (FFS)

HPSJ is required to ensure that all contracted providers are enrolled in Medi-Cal Fee for Service (FFS). Providers need to show evidence of current Medi-Cal enrollment, Ordering, Referring or Prescribing (ORP), or proof that you are in the process of enrollment. There will be no exceptions granted by DHCS and as such, HPSJ is requiring you to be Medi-Cal enrolled. The provider is responsible for his/her own enrollment process directly with DHCS.

ORP: Ordering, Referring or Prescribing Provider must enroll either as a Medi-Cal billing provider, rendering provider, or as an ORP only (non-billing) provider

Providers who are in a group and do not bill HPSJ directly for services can have an ORP enrollment only. This means that if the provider intends to bill HPSJ directly they must be enrolled with Medi-Cal. If you order, refer, or prescribe items or services to Medi-Cal recipients, you must enroll as an ORP provider.

Once enrollment has been confirmed, HPSJ can begin the Credentialing and Contracting process

To begin the contracting process, providers should first review the Credentialing Section of this Manual to determine the credentialing requirements for becoming a Provider. Completing a credentialing application is the beginning of the contracting process for a provider to be added to the HPSJ provider network. In order to receive a credentialing application, please either go to our website, www.hpsj.com/providers/ and submit an electronic request, or call (209) 942-6320 to speak with a Contracting Representative.

Once an application and all required pre-contractual forms are submitted online and reviewed, and the credentialing process is initiated, the Contracting Department will follow up by providing the appropriate contract. The Contracting Representative will review any questions providers might have about the contracting process and provide additional information as needed. Regardless of the effective date of the contract, providers will not be able to accept assigned members or referrals from providers until credentialing and Commission approval has been completed and network acceptance documented.

Please review the Credentialing section of the manual for details.

SECTION 4: PROVIDER CONTRACTING

ADDING A NEW PROVIDER TO AN EXISTING AGREEMENT

When adding a new provider to an existing physician group contract, please provide at least ninety (90) days prior written notice to the HPSJ Contracting Department. Notification of added new providers can be delivered by fax to (209) 461-2565, or by mail to:

Health Plan of San Joaquin
Provider Services
7751 S. Manthey Road
French Camp, CA 95231-9802

To ensure there is no disruption in obtaining authorizations – and to avoid claims denials, it is imperative that any new provider who joins a Group (that is not delegated for credentialing) is approved by our Credentialing Department prior to providing any services to Members.

TERMINATING PROVIDERS

Individual providers and/or groups must give HPSJ at least one-hundred twenty (120) days advance written notice of any provider leaving the practice or group for any reason. In addition, it is critical that providers or groups comply with the specific termination provisions and notice periods outlined in their agreements.

CONTINUITY OF CARE OBLIGATIONS OF TERMINATING PROVIDERS

When Providers terminate from the HPSJ network for reasons other than medical disciplinary cause, fraud, or other unethical activity, they must work with HPSJ to ensure the continuation of medical care to the Members assigned to them or otherwise under their care.

HPSJ provides Members with advance notice when a Provider they are seeing will no longer be in network. Members and Providers are encouraged to use this time to transition care to other Providers in the HPSJ network.

Providers must continue to provide Covered Services to Members who are hospitalized for medical or surgical conditions or who are under their care on the date of termination. Providers must also continue to provide Covered Services to Members until the Covered Services are completed, or until alternate care can be arranged with another provider.

Providers must ensure an orderly transition of care for case-managed Members, including but not limited to the transfer of Member medical records.

FACILITY AND ANCILLARY CONTRACTING

Facility and ancillary providers seeking to contract with HPSJ should contact the HPSJ Contracting Department at (209) 942-6320 and speak with a Contracting Representative. Facility and ancillary providers will be provided with the necessary applications and documents needed in order to move forward in credentialing.

SECTION 4: PROVIDER CONTRACTING

The Department of Healthcare Services (DHCS) also requires Facility and Ancillary Medi-Cal managed care providers to be enrolled in Medi-Cal Fee-For-Service (FFS), unless excluded. Please visit www.dhcs.ca.gov/provgovpart/Pages/PAVE for a list of excluded or exempted provider types. This requirement is consistent with federal regulations. Health Plan of San Joaquin is required to ensure any contracted provider is currently enrolled in Medi-Cal FFS. While you are required to enroll in the FFS Medi-Cal program, you are not required to accept any FFS beneficiaries in your practice.

SECTION 5: PROVIDER SERVICES

PROVIDER RIGHTS AND RESPONSIBILITIES

Provider Rights

HPSJ values its relationship with Providers and Providers have the right to know what they can expect from HPSJ. Providers' Rights include but are not limited to the following:

- **Communication with Members:** The right to freely communicate with Members about their treatment, including medication treatment options, regardless of benefit coverage limitations.
- **Review of Credentialing Information:** The right to review information HPSJ has obtained to evaluate the provider's individual credentialing application, including attestation, credentialing verification (CV), and information obtained from any outside source (e.g., malpractice insurance carriers, State licensing boards), with the exception of references, recommendations, or other peer-review protected information. HPSJ is not required to reveal the source of information if the information is not obtained to meet HPSJ credentialing verification requirements or if disclosure is prohibited by law.
- **Correction of Credentialing Information:** The right to correct erroneous information when credentialing information obtained from other sources varies substantially from information submitted by the provider. The correction of erroneous information submitted by another source is detailed in the Credentialing section of this Provider Manual.
- **Credentialing Updates:** The right to be informed of a provider's credentialing application status upon request to HPSJ.
- **Staying Informed:** The right to receive information about HPSJ, including but not limited to available programs and services, its staff and their respective titles, operational requirements, and contractual relationships.
- **Coordination of Care:** The right to information on how HPSJ coordinates its interventions with treatment plans for individual Members.
- **HPSJ Support:** The right to receive support from HPSJ in making decisions interactively with Members regarding their health care.
- **HPSJ Contact Information:** The right to receive contact information for staff responsible for managing and communicating with the Provider's Members.
- **HPSJ Communications:** The right to expect and receive communication from HPSJ staff regarding complaints, issues, or concerns relating to Provider rights and responsibilities and their staff.
- **Grievance and Appeals:** The right to receive policies and procedures about the grievance and appeals process.
- **Telehealth:** All providers furnishing applicable Covered Services via audio-only synchronous interactions must also offer those same services via video synchronous interactions as to preserve member choice. To preserve a member's right to access Covered Services in-person, a Provider furnishing services through video synchronous interaction or audio-only synchronous interaction must offer those same services via in-person and or face-to-face contact. Providers must arrange for a referral to, and a facilitation of, in-person care that does not require a member to independently contact a different Provider to arrange for that care.

SECTION 5: PROVIDER SERVICES

Providers are also required to explain the following to Members:

- The Member's right to access Covered Services delivered via Telehealth in-person.
- That use of Telehealth is voluntary and that consent for the use of Telehealth can be withdrawn at any time by the Member without affecting their ability to access Medi-Cal Covered Services in the future.
- The availability of Non-Medical Transportation to in-person visits.
- The potential limitations or risks related to receiving Covered Services through Telehealth as compared to an in-person visit, if applicable.

SECTION 5: PROVIDER SERVICES

PROVIDER DIRECTORY MAINTENANCE RESPONSIBILITY

In order to assure Members of timely and accurate information on the Providers available in the HPSJ network, it is important that Providers comply with HPSJ's policies regarding Provider Directory maintenance. HPSJ has a regulatory responsibility to publish an accurate Directory of all Providers. This Provider Directory will be maintained and updated in accordance with State and federal law, including but not limited to Section 1367.27 of the Health and Safety Code. HPSJ is required to have a current Provider Directory to reflect the following changes:

- Provider is no longer accepting new Members
- Provider was previously not accepting new Members but is now open to new Members
- Provider is no longer contracted with HPSJ (contract termination has occurred)
- Provider has moved to a different location
- Provider has added a location
- Provider has changed its office hours
- A change in languages spoken in the office
- As a result of an error identified through a member complaint
- Any other information affecting the accuracy of the Provider Directory

Provider Demographic Information

This Directory will include, but not be limited to, the following demographic information for each Provider as required by Section 1367.27 (h) of the Health and Safety Code:

- | | |
|--|---|
| ▪ Provider's Name | ▪ National Provider Identification number |
| ▪ Practice location(s) | ▪ California license type and number |
| ▪ Contact information | ▪ Name of affiliated medical group or clinic |
| ▪ Office Email addresses, if available | ▪ Hospital admitting privileges at hospitals contracted with HPSJ, if any, for physicians and surgeons, |
| ▪ Type of Practitioner | ▪ Non-English language(s) spoken by the provider or other medical professional or qualified interpreter, if any on the provider's staff |
| ▪ Area of Specialty | |
| ▪ Board certification, if any | ▪ Status of accepting/not accepting Members |

In addition to the above, the Provider Directory will also include information regarding physical accessibility and office hours.

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Provider Directory Audits

HPSJ will send a written notification to all contracted Providers at least once a year, and as frequent as every six (6) months, to verify the accuracy of the information on file. The following are key timelines and process points:

- Providers must respond to HPSJ within thirty (30) business days to confirm that the information is correct or provide changes needed to update the Directory.
- If no response is received from a Provider within the thirty (30) business days, HPSJ will send a second written notice.
- Provider must respond to HPSJ within fifteen (15) business days of the second notice to confirm the accuracy of the information or provide changes needed to update the Directory.
- If HPSJ does not receive a response from the Provider by the end of the 15 business days, and HPSJ cannot verify the Provider's information, HPSJ sends a third notice to give the Provider ten (10) business days prior notice of removal from the Provider Directory.
- Non-responsive Providers are removed from the Directory at the next required update.
- Failure to respond to the notices for Directory confirmation or changes may result in the delay of claims payment or Capitation Payments pursuant to HSC §1367.27. Please refer to the Provider Payment section in this manual for more information on payment delays.

PROVIDER COMMUNICATION

At HPSJ we value our relationship with our Provider network and believe that prompt and effective communication is critical to ensure that you are receiving the information and support you need from us. Throughout the year, HPSJ is notified by regulators and accreditation agencies as to changes or clarifications that impact Members, billing, or other administrative processes. In order to keep you up to date, we have several communications strategies that we employ:

Provider Alerts

The primary method of communication is a *Provider Alert*. *Provider Alerts* are typically condensed documents providing valuable updates, information, and action requests. They are sent by fax and email to the contact information provided by the practice, and they are provided during meetings, visits, and programs. *Provider Alerts* often contain time sensitive information, so they should be a priority for review and response, if necessary. To ensure receipt of these important *Provider Alerts* on a timely basis, it is essential that HPSJ is provided with accurate and current practice information including contact information for receipt of these notices. Current, as well as past, *Provider Alerts* are also available on Doctor's Referral Express (DRE) and on the website, www.hpsj.com.

Provider Alerts generally address the following types of issues:

- Changes to HPSJ policies, procedures, and processes

SECTION 5: PROVIDER SERVICES

- Important regulatory or legislative changes
- Upcoming meetings or events beneficial to Providers to support Members
- Training opportunities and requirements
- HPSJ company announcements
- HPSJ initiatives requesting Provider input and/or feedback
- Changes in the Provider network that may impact the practice
- New programs and/or products in development where your input is requested
- New programs, products or member benefits

Provider Webinars

HPSJ provides webinars to update Providers with important information. Providers will be notified in advance of upcoming webinars via *Provider Alerts*, through DRE, and through updates on the website, www.hpsj.com.

Provider Newsletters

On a quarterly basis, HPSJ publishes a provider newsletter called *PlanScan*. *PlanScan* is made available electronically to all Providers including contracted Facilities. Both current and back issues of *PlanScan* are available on the HPSJ website, www.hpsj.com. This publication can be emailed to providers by request.

Provider Feedback

In-Service Evaluation

HPSJ provides orientation sessions for new Providers as well as training on new policies, procedures, and regulations. These orientation sessions or “in-services” may be held either on location at the provider office/clinic; through telephonic methods including webinar. In order to evaluate whether these in-services meet the needs of new Providers, Providers are asked to complete a one-page evaluation form and fax it back to HPSJ after each onsite training. To ensure that evaluations are not influenced by the presence of HPSJ staff, Providers are asked to complete and fax the evaluation form to HPSJ after the Provider Services Representative has left the training site. These forms can be faxed to (209) 462-5265.

Provider Satisfaction Surveys

HPSJ performs satisfaction surveys on an annual basis in order to gain perspective on the level of service provided to Providers and office staff and to determine the overall satisfaction of the health plan from the provider perspective. Providers are encouraged to complete these satisfaction surveys since the information gathered will be used to help improve services.

SECTION 5: PROVIDER SERVICES

Focus Groups

HPSJ may conduct focus groups with Providers in order to gain feedback on how services can be enhanced. Providers invited to participate in a focus group will be contacted by HPSJ's Provider

Services Department. Providers that agree to participate in the focus group may be compensated for their participation.

For more information or to provide feedback as to how HPSJ can enhance our service to Providers and improve satisfaction, please contact HPSJ at (209) 942-6320.

PROVIDER EDUCATION AND TRAINING

HPSJ provides training opportunities to Providers based on operational relevance and regulatory requirements. Some training topics include:

New Provider In-Service

Within ten (10) business days of a Provider becoming effective in the HPSJ network, a Provider Services Representative (PSR) will meet with Provider's designated office staff to provide a detailed orientation (i.e., in-service). This in-service includes, but is not limited to, the following:

- Overview of HPSJ
- Fraud Waste & Abuse State mandated training information and Attestation
- Cultural Competency & Language State mandated training information and Attestation
- Health Insurance Portability and Accountability Act (HIPAA) State mandated training information and Attestation
- Review of information contained in the Provider Manual, including the Department of Health Care Services (DHCS) Timely Access standards and After-hour requirements
- Explanation of Doctors Referral Express (DRE)
- Assistance in setting up DRE access
- Guidance on electronic claims submission and online Authorization
- Guidance on coordinating preventive services (HEDIS) and standards, if applicable
- Members' Rights and Responsibilities, including the member Grievance and Appeals Process
- Provider Rights and Responsibilities, including the Provider Dispute Process
- Answers to any questions you may have regarding working with us

On-going Provider In-Services

After the initial Provider in-service, HPSJ's Provider Services team will conduct a follow-up visit within ninety (90) days in order to assess the Provider's experience working with HPSJ and to address any additional questions or concerns. HPSJ staff is also available to conduct follow-up trainings to review or address any topic necessary to support Providers in performing their duties and functions. The goal is to ensure that working with HPSJ is a positive experience for Providers,

SECTION 5: PROVIDER SERVICES

their office staff and Members.

Valley Mountain Regional Center (VMRC)

There is training available through Valley Mountain Regional Center (VMRC), designed to assist Providers in identifying and managing Members with disabilities and behavioral health issues. VMRC serves children and adults with developmental disabilities in San Joaquin, Stanislaus, Amador, Calaveras and Tuolumne counties.

Other Training Opportunities

HPSJ also offers Providers and office staff the opportunity to attend trainings in either in-person setting during the day, as well as evening training on various operational and quality related topics. Topics could include, but not be limited to:

- Doctor's Referral Express (DRE) Refresher Training
- How to Successfully Pass a Facility Audit (FSR)
- How to Successfully Pass a Chart Audit
- Child Health and Disability Prevention (CHDP) and California Children's Services (CCS)
- Improving HEDIS performance
- Fluoride Varnish Treatment Training

DOCTORS REFERRAL EXPRESS (DRE)

One of the most beneficial resources to help in providing efficient service to Members is Doctors Referral Express (DRE). DRE is the HIPAA-compliant secure provider portal that is available 24/7 to Providers. DRE also has a mobile application compatible with both iPhone and Android devices. This service is provided at no cost to the Provider and will assist in managing medical care for Members. Throughout this Provider Manual, there are references to DRE that indicate the use of this tool to accomplish several administrative tasks such as:

- Member eligibility verification
- Obtaining PCP Member rosters
- Sending emails to HPSJ departments
- Checking claims status
- Submitting Provider Dispute Resolution (PDR) and checking status
- Reviewing *Milliman Care Guidelines*
- Accessing HEDIS "Gap Reports"
- Accessing the Patient Benefit Dossier
- Obtaining/Status checking Authorization and referrals
- Obtaining Member coverage and benefits information
- Accessing Member utilization history

SECTION 5: PROVIDER SERVICES

- Billing Code Finder (CPT, HCPCS)
- Provider Lookup Tool
- Accessing Forms and Data

Doctor's Referral Express (DRE) Portal Access

To receive access to Doctor's Referral Express (DRE), Providers and their authorized users must have an active contract with the Health Plan of San Joaquin (HPSJ). Each provider office user (physician, medical assistant, office employee, biller, authorization clerk, etc.) is required to have their own unique access to DRE that is approved by the provider office administration. Sharing log-in and password information is prohibited.

For security purposes, the user will be required to validate that an online account will be set up in their name and will be required to attest to the on-line Health Plan of San Joaquin Confidentiality Statement. Upon receiving the application and completing the online attestation, each user will receive a confirmation e-mail from HPSJ providing them the resolution of the DRE access request. All fields must be completed in the online application before DRE Provider portal access will be activated. The Practice/Clinic NPI and Tax ID# will be required during the registration process.

Once the registration is completed, the user will be able to access DRE at the HPSJ website: www.hpsj.com. A Provider Services Representative will contact all new provider offices connecting to DRE to schedule training. To be compliant with HPSJ security standards, all DRE users will be required to validate their account on a quarterly basis. For questions regarding DRE access and training, please call the Provider Services department at (209) 942-6320.

DRE access can be obtained by linking to the HPSJ on-line web page www.hpsj.com/providers.

SECTION 6: ELIGIBILITY, ENROLLMENT, AND DISENROLLMENT

MEDI-CAL ELIGIBILITY

Under Medi-Cal, HPSJ offers a managed care plan (Medi-Cal HMO) for low-income adults, children, seniors, and persons with disabilities. This program is regulated under the provisions of Title 22 of the California Code of Regulations and the Department of Health Care Services (DHCS). Under this oversight, HPSJ's Medi-Cal HMO program must comply with federal and State requirements. HPSJ's Medi-Cal HMO program provides general acute and preventative medical services required by the federal government under the federal Medicaid program as well as the State Medi-Cal program. Some services are carved out and not managed by HPSJ.

Eligibility for Medi-Cal is month-to-month so Members participating in this program must re-certify their eligibility annually. Because of this, Members may lose Medi-Cal eligibility and then regain it later or become effective for services retroactively. Please be aware that not all Medi-Cal beneficiaries participate in the HPSJ Medi-Cal HMO plan. Those patients who are not affiliated with HPSJ may be participating through another Medi-Cal HMO or be Medi-Cal fee-for-service (FFS).

MEMBER IDENTIFICATION CARDS

HPSJ issues all new Members an Identification Card that must be presented to providers at the time Covered Services are requested. Please note that the HPSJ Identification Card (ID Card) alone should not be considered verification of Member eligibility with our health care programs. The ID Card is issued for identification purposes only and does not guarantee eligibility. All providers must verify eligibility on the date that the service is rendered. A referral or Authorization is also not enough to guarantee that the patient is eligible on the date of service.



SECTION 6: ELIGIBILITY, ENROLLMENT, AND DISENROLLMENT

VERIFICATION OF ELIGIBILITY

There are several ways to verify eligibility with HPSJ. The methods listed below will provide various levels of detail about Members including, but not limited to:

- Name
- HPSJ identification number
- Birth date
- Gender (female or male)
- Language preference
- Eligibility status (eligible or termed) and effective dates
- PCP name and phone number
- PCP assignment effective date

Interactive Voice Response System (IVR)

IVR is another tool that is available 24/7 to verify a Member eligibility. To use IVR, please call (209) 942-6303 and provide the Member's 9-digit HPSJ identification number. A confirmation number will be provided which should be maintained to document the verification of eligibility.

Customer Service Department

Eligibility can also be verified by calling the Customer Service Department. Representatives are available to assist with eligibility verification inquiries Monday through Friday from 8:00 am to 5:00 pm. To contact Customer Service, call (209) 942-6320 or (888) 936-7526.

HealthReach Advice Nurse Line

HPSJ's Advice Nurse **HealthReach** is available 24/7 to assist you with eligibility inquiries and to assist in triaging Members in need of Covered Services. To access **HealthReach**, please call (800) 655-8294.

PRIMARY CARE PHYSICIAN (PCP) ASSIGNMENT

PCPs are the primary provider of Covered Services for Members. They play a central role in coordinating care. For this reason, the selection or assignment of each Member to a PCP is of critical importance. The PCP is the center of a multidisciplinary team and coordinates all medical care for their assigned Members while acting as their key contact and advocate.

PCP Selection and Change

The first and most important decision that a member makes is the selection of a PCP. HPSJ encourages individual PCP selection because it creates a better opportunity for a member to

SECTION 6: ELIGIBILITY, ENROLLMENT, AND DISENROLLMENT

develop a one-on-one relationship with a physician who can personally engage with them in coordinating their care. This relationship creates continuity and improved quality and helps avoid confusion and duplication of services. Members can find available PCPs on the HPSJ website and are directed to choose PCPs for themselves and for each family member.

Members can change PCPs by using the Member portal on the HPSJ website or by calling the Customer Service Department at (209) 942-6320 or (888) 936-7526. Providers can also submit member PCP selections to HPSJ by using the PCP Selection Form Request via secure provider portal (DRE).

- PCP change requests made between the first (1st) and the fifteenth (15th) of the month will become effective the first (1st) day of the current month, providing that the Member has not received Covered Services from their current PCP during this month.
- Change requests during the first fifteen (15) days of the month will become effective on the first day of the following month if the Member has accessed services through their current PCP.
- Requests made from the sixteenth (16th) through the end of the month will become effective the 1st day of the following month.
- Requests for retroactive PCP assignments received after the fifteenth (15th) of the month must be reviewed and approved.
- Changes after the fifteenth (15th) of the month will not be effective until the first day of the following month unless:
 - Members have not seen their current PCP in the current month of the request, and the Member is ill and needing immediate attention
 - The Member does not approve of a previous auto-assignment
 - The Member previously requested a change, and it was not administratively processed

GROUP/CLINIC ASSIGNMENT

HPSJ Members can be assigned to either an individual PCP within a Group or clinic, or directly to Federally Qualified Health Centers (FQHCs) and Rural Health Centers (RHCs).

PRIMARY CARE PHYSICIAN (PCP) AUTO-ASSIGNMENT

Upon Enrollment with HPSJ, Members are notified that they have thirty (30) days to select a PCP. In the event Members fail to respond with a selection, the Member will be assigned to a PCP by HPSJ. In making an auto-assignment, HPSJ will take several factors into consideration, including but not limited to:

- Language, age and gender of Member
- Language, age and gender restrictions for potential PCPs

SECTION 6: ELIGIBILITY, ENROLLMENT, AND DISENROLLMENT

- Current report of PCPs accepting new Members
- Panel capacity of current PCPs
- Geographic accessibility (travel time and distance) based on Member's zip code
- Availability of traditional safety net PCPs
- Culture and ethnicity of Member and PCPs
- PCPs with whom Member has had a previous relationship

HPSJ will notify the Member of the auto-assignment. They will have the option of changing PCPs if they do not wish to receive care from the auto-assigned PCP.

PCPs are notified of newly assigned Medi-Cal Members on the monthly roster which is available through the secure provider portal (DRE) on the HPSJ website, www.hpsj.com.

MEMBER DISENROLLMENT

HPSJ does not make Medi-Cal eligibility determinations for Members. The responsibility for the determination of Medi-Cal eligibility resides with the State and the County Human Services Agency; it is subject to retroactive adjustment in accordance with the terms and conditions of coverage described in the *Medi-Cal Combined Evidence of Coverage and Disclosure Form*. Providers must verify eligibility on the date that the service is rendered (see section 6-1).

- Disenrollment is effective on the 1st day of the 2nd month following receipt by Department of Health Care Services (DHCS) of all documentation necessary to process the disenrollment – provided disenrollment was requested at least thirty (30) calendar days prior to that date.
- During this time period, the Member remains active and Covered Services should be continued until the effective date of disenrollment.
- Administering disenrollment requests is the responsibility of HPSJ's Utilization Management Department.

Voluntary Disenrollment

Members can elect to discontinue participation in the HPSJ Medi-Cal plan as often as monthly. This disenrollment decision can be made for any reason. If a member requests disenrollment, the Customer Service Representative (CSR) will refer member to HCO for further assistance.

However, if a reason is given, HPSJ may be able to resolve the situation by explaining how participation with HPSJ works, facilitating appointments or resolving service issues.

Involuntary Disenrollment

Under certain circumstances, HPSJ may request the disenrollment of a member under specific guidelines set by DHCS. In addition, HPSJ providers may, under specific circumstances, request that HPSJ review a given Member situation for possible disenrollment consideration. Please note that final disenrollment decisions are handled entirely by DHCS. According to 42 CFR 460.164,

SECTION 6: ELIGIBILITY, ENROLLMENT, AND DISENROLLMENT

Members can be disenrolled for any of the following reasons:

- Member moves outside of the HPSJ Service Area
- Member no longer qualifies for Medi-Cal benefits as determined by DHCS
- Member has changed to a Medi-Cal Aid Code which is not covered under HPSJ
- Member is (or will be) incarcerated for more than one (1) month
- Member becomes enrolled in one of the following forms of other health coverage:
 - Medicare HMO
 - CHAMPUS Prime HMO
 - Any other HMO/prepaid health plan in which the enrollee is limited to a prescribed panel of providers for comprehensive service

SECTION 7: PROVIDER–MEMBER RELATIONSHIP

MEMBER RIGHTS AND RESPONSIBILITIES

HPSJ Members have specific rights and responsibilities outlined under Title 22, California Code of Regulations Section 72527 and in the *Medi-Cal Combined Evidence of Coverage and Disclosure Form* for the appropriate year. This information can be found via the following link [HPSJ Evidence of Coverage Section 7](https://www.hpsj.com/rights-responsibilities/) and can also be found on the HPSJ website, www.hpsj.com/rights-responsibilities/.

In addition, HPSJ recognizes the specific needs of Members and strives to maintain a mutually respectful relationship. Under the plan's rights and responsibilities statement, for providers and practice staff, this means Members must:

- Be treated with respect, giving due consideration to the Member's right to privacy and the need to maintain confidentiality of their Protected Health Information (PHI) and Private Information (PI)
- Be provided with information about the plan and all services available to members
- Be able to choose a primary care doctor within Health Plan of San Joaquin's network unless the PCP is unavailable or is not accepting new patients
- Participate in decision making with providers regarding their own health care, including the right to refuse treatment
- Be able to submit grievances, either verbally or in writing, about the organization, providers, care received, and any other expression of dissatisfaction not related to an Adverse Benefit Determination
- Be able to request an Appeal of an Adverse Benefit Determination within 60 calendar days from the date on the Notice of Adverse Benefit Determination (NABD) and how to continue benefits during the appeal process through the State Fair Hearing, when applicable
- Be able to request a State Fair Hearing, including information on the circumstances under which an expedited State Fair Hearing is available
- Receive no-cost interpretation services and written translation of critical informing materials in their preferred threshold language, including oral interpretation and American Sign Language (ASL)
- Be able to have a valid Advance Directive in place, and an explanation of what an Advance Directive is
- Be able to disenroll from HPSJ and change to another health plan in the county upon request
- Be able to access minor consent services
- Get no-cost written member informing materials in other formats (such as braille, large-size print no smaller than 20-point font, audio, and accessible electronic formats) upon request and 45 CFR sections 84.52(d), 92.202, and 438.10.
- Be free from any form or restraint or seclusion used as means of coercion, discipline, convenience or retaliation.
- Have access to and get copies of their medical records, and request that they be amended or

SECTION 7: PROVIDER–MEMBER RELATIONSHIP

corrected, as specified in 45 code of federal regulations §164.524 and 164.526.

- Have freedom to exercise these Member rights without retaliation or any adverse conduct by HPSJ, their providers or the State.
- Have access to family planning services, Freestanding Birth Centers, Federally Qualified Health Centers, Indian Health Clinics, midwifery services, Rural Health Centers, and sexually transmitted infection services from provider of their choice without referral or Prior Authorization, inside or outside of the network. Also, to have Emergency Services provided in or outside HPSJ 's network pursuant to the federal law.

ADVANCE DIRECTIVES

HPSJ recognizes the Members' rights to formulate Advance Directives, including the right to be informed of State law in respect to Advance Directives and receive information regarding any changes to that law.

HPSJ notifies Members of their right to formulate an Advance Directive at the time of initial enrollment and annually thereafter through the Combined Evidence of Coverage and Disclosure Form. PCPs and Specialists providing care should assist adult Members over eighteen (18) years of age and older in receiving additional information and understanding their right to execute Advance Directives. Below are key actions that should be taken to assist Members.

SECTION 7: PROVIDER–MEMBER RELATIONSHIP

- At Member's first PCP visit, office staff should ask if they have executed an Advanced Directive and the Member's response should be documented in the medical record.
- If the Member has executed an Advance Directive, a copy should be included as a part of the Member's medical record.
- Providers should discuss the potential medical situations with the Member and any designees named in the Advanced Directive. This discussion should be documented in the medical record.
- If possible, a copy of the Advance Directive should be placed in the Member's chart.

ROLE OF PRIMARY CARE PROVIDERS (PCPs)

The PCP is the central relationship that all HPSJ Members are encouraged to develop in order to ensure personal attention, quality care, and efficient services. When HPSJ assigns a Member to a selected PCP, it is with the expectation that the PCP will provide most of the Covered Services. It is the PCP's responsibility to coordinate the services of specialists and ancillary providers or coordinate with HPSJ if out-of-network services are required.

Participating PCPs are contracted to either perform a number of key activities, or to coordinate them. These include, but are not limited to, the following activities:

- Provide appropriate medical care within their scope of practice for Members, including preventive care, acute care, and care for chronic conditions
- Coordinate necessary health assessments as required by HPSJ or other regulatory agencies
- Provide referrals to other providers for Covered Services outside of the PCP scope of practice and follow HPSJ guidelines for out-of-network services
- Maintain continuity of Member's care through coordination and follow up with other providers as well as HPSJ when appropriate
- Ensure that care is provided in a safe, culturally responsive, and timely manner
- Provide Members with educational information on maintaining healthy lifestyles and preventing serious illness
- Provide screenings, health assessments, and other activities in accordance with the HPSJ policies, DHCS requirements, and other public health initiatives
- Conduct behavioral health screenings based upon a provider assessment to determine whether a Member requires behavioral health or substance abuse services and refer for services, if needed (for more information please see Section 15 on Behavioral Health)
- Meet and maintain the access standards as outlined in this section under "Timely Access to Care"
- Cooperate with HPSJ's Case Management and Quality programs

SECTION 7: PROVIDER–MEMBER RELATIONSHIP

- Maintain complete and accurate medical records for Members in a confidential manner, including documentation of all services and referrals provided to Members by the PCP, Specialists, and any ancillary providers.
- May establish new patient relationships via synchronous video Telehealth visits.
- May establish new patient relationships via audio-only synchronous interaction only when one or more of the following criteria applies:
 - a. The visit is related to sensitive services in accordance with California Civil Code Section 56.06(n).
 - b. The Member requests an audio-only modality.
 - c. The Member attests they do not have access to video.
- FQHCs, including Tribal FQHCs, and RHCs may establish new patient relationships through an asynchronous store and forward modality, as defined in BPC section 2290.5(a), if the visit meets all the following conditions:
 - a. The Member is physically present at a Provider’s site, or at an intermittent site of the Provider, at the time the Covered Service is performed.
 - b. The individual who creates the patient’s Medical Records at the originating site is an employee or Subcontractor of the Provider, or other person lawfully authorized by the Provider to create a patient Medical Record.
 - c. The Provider determines that the billing Provider can meet the applicable standard of care.
 - d. A Member who receives Covered Services via Telehealth must otherwise be eligible to receive in-person services from that Provider.

ROLE OF NON-PHYSICIAN MEDICAL PRACTITIONERS (NPMPs)

Non-Physician Medical Practitioners (NPMPs) provide a wide variety of medical care depending upon their licensure, certification, and experience. This category includes physician assistants (PAs), nurse practitioners (NPs), and certified nurse midwives (CNMs). To provide Covered Services to Members, these providers must be credentialed by HPSJ.

Consistent with HPSJ and Medi-Cal guidelines, NPMPs must perform services under the general supervision of a provider. The supervising providers must be available to the NPMP either in person or through electronic means to provide:

- Supervision as required by State professional licensing laws
- Necessary instruction in patient management
- Consultation
- Referral to Specialists or other licensed professionals

Supervision Limits of NPMPs

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In accordance with Medi-Cal regulations, an individual physician may not supervise more than four (4) PAs (full-time equivalents). While there is no limit on the number of NPs or CNMs that a single physician may supervise, if the NPs or CNMs order drugs or devices, a single physician cannot supervise more than four (4). Supervising providers are required to develop and document a system of collaboration and supervision with each NPMP they supervise. This document must be kept on file at the provider's office and available for review by either HPSJ or DHCS.

Member Awareness of Care from NPMPs

Providers who employ or use the services of NPMPs must ensure that Members are clearly informed that their services may be provided by NPMPs.

ROLE OF SPECIALISTS

While the PCP provides the central relationship with the Member, the role of the specialist is also important to ensure appropriate care is provided for any given medical need. For this reason, it is important that HPSJ specialists communicate frequently with PCPs in coordinating care and maintain adequate documentation of care provided.

Specifically, specialists should:

- Provide all appropriate services within their scope of practice

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- Follow HPSJ referral and authorization guidelines in coordinating services with other providers
- Provide the PCP with consult reports and other appropriate records
- Be available for, or provide, on-call coverage through another source twenty-four (24) hours a day for the management of Member care
- Maintain the confidentiality of medical information
- Cooperate with HPSJ’s Case Management and Quality Programs
- Meet and maintain the Access Standards as outlined in this Section 7 under “Timely Access to Care”
- Maintain complete and accurate medical records for Members in a confidential manner, including documentation of all services and referrals provided to the Member

SUPPORTING MEMBERS IN SELF CARE

Providing quality health care to HPSJ Members includes supporting Members not only in remaining compliant with their medication and treatment protocols, but also supporting them in making important changes in their health behaviors. This includes providing information and education to prevent disease and illness.

PCPs are expected to engage frequently with Members to encourage preventive strategies such as improving diets, exercising, taking medications appropriately, and actively managing complex health conditions. Providers should ensure that clinicians and staff communicate with Members about health choices and preventative actions.

Health Education Services

Health education services are covered services and are available to Members at no cost. These services are designed to assist and support providers in promoting self-management and healthy behaviors for Members. The Health Education Department is part of the HPSJ Medical Management Department. The Health Education Department is dedicated to the promotion and empowerment of healthy lifestyles. The goal is to help Members be engaged and informed so they can be active participants in their care and in the care of their children. Many of the services provided below are provided in English, Spanish and Chinese (the threshold language for HPSJ).

The HPSJ Health Education Department –

1. Ensures that the health education services are provided directly by HPSJ or through subcontracts or formal agreements with other providers specializing in health education services.
2. Conducts targeted outreach to promote optimal program use and participation by Members,

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and ensures these programs are available and accessible upon self-referral or referral by contracted medical providers. All programs are available to Members at no charge.

3. Distributes appropriate health education notices and information through, but not limited to:
 - a. Member handbook
 - b. FOCUS YOUR HEALTH, the Member newsletter (quarterly)
 - c. Special mailings
 - d. Provider offices
 - e. Community outreach activities
4. Provides Members' access to an Audio Library, available through the Advice Nurse/Physician Line
5. HPSJ's multidisciplinary health education program includes intervention such as:
 - a. Self-care techniques and/or self-care publications
 - b. Public service announcements (PSAs) to reinforce healthy behaviors
 - c. Billboards (outdoor advertising) identifying health risks/healthy behaviors, etc.
 - d. Health/patient education materials (development and distribution)
 - e. Advice Nurse information and audio library promotions
 - f. Participation in community organizations promoting healthy behaviors
 - g. Community health education program development and referral
 - h. Outreach to target populations, utilizing community-based organizations, the faith communities, neighborhood groups, etc.
 - i. Trainings/seminars for provider staff to support their work with HPSJ patients
 - j. Authorization for nutrition consultation based on medical necessity
6. HPSJ provides health education through health promotion activities including, but not limited to:
 - a. Participating in community coalitions and meetings to understand the needs of our members in organic settings.
 - b. Finding, planning, facilitating, and/or participating in community events (e.g., health fairs, annual Black Family Day, HPSJ Walks for Health, etc.)

Health Education Materials

HPSJ has health education materials available at no cost to providers and members. These materials are provided at no cost to providers and Members.

Topics include, but are not limited to:

- Asthma
- COPD
- Diabetes
- Parenting

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- Colds & Flu
- Chronic disease or health conditions
- Prenatal care and unintended pregnancy
- Prevention of sexually transmitted diseases
- Alcohol and drug use
- Comprehensive tobacco cessation
- Nutrition
- Physical Activity
- Congestive Heart Failure
- Pregnancy

New materials are developed as needed. We welcome suggestions for additional health education materials; please contact the Provider Services Department at (209) 942-6340.

Other Educational Resources

Health education services are also provided to Members through:

- **HealthReach** – the 24-Hour Advice Nurse/Physician Line – In addition to Advice Nurse services, HealthReach has an audio library with over 1500 health topics recorded in English and Spanish; if necessary, the Advice Nurse can connect the HPSJ Member with a physician
- **Focus on Health**, a quarterly newsletter that is mailed to HPSJ Members which includes health education and local resources
- **Community Events & Health Fairs** – HPSJ participates in health fairs and community events to promote personal health awareness and preventive health care to Members and the community

SOCIAL SERVICES SUPPORT FOR MEMBERS

The HPSJ Social Work Services team conducts Member needs assessments to help Members obtain necessary services that could positively impact their overall health care efforts. Based on findings from the assessment, this team will help coordinate necessary services. These services could include, but are not limited to:

- | | |
|--------------------------------------|--|
| ▪ Payee Information | ▪ Housing/Shelter Resources |
| ▪ Food Resources (i.e., food banks) | ▪ In-Home Support Services (IHSS) |
| ▪ Mental Health Resources | ▪ Substance Abuse Resources |
| ▪ Support Group Information | ▪ Maternal Child/Adolescent Health resources and education |
| ▪ Transportation (i.e., Dial-A-Ride) | |

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For questions or information about care management, disease management, social services, or community resources, please call (209) 942-6320 or (888) 936-7526.

PARTICIPATION IN COMMUNITY INITIATIVES

HPSJ participates in a variety of workgroups and coalitions that convene to identify and develop health education interventions on important health issues.

PROVIDER PANEL CAPACITY

All HPSJ providers are considered open to serve new and established Members unless there is written notice on file of any panel capacity limitations. Since the goal is to maintain maximum access for Members, capacity limitations and/or restrictions are discouraged unless necessary.

HPSJ is responsible for monitoring PCP availability and capacity on an annual basis as required by DHCS and State regulations. Availability ratio standards for PCPs and Non-Physician Medical Practitioners (NPMPs) are defined below:

- PCPs 1:2,000 Members
- NPMPs 1:1,000 Members

PCPs have an enrollment limit of 2,000 Members. HPSJ's policies are in accordance with these standards. All Participating PCPs are encouraged to accept a minimum potential enrollment of 200 Members.

If there is a change in panel capacity, providers must provide written notice to the Provider Services Department via fax (209) 461-2565, or mail to 7751 S. Manthey Road, French Camp, CA 95231-9802.

OPEN AND CLOSED PANEL STATUS

PCPs are expected to maintain an “open” status for HPSJ Members consistent with their availability to patients of other health care plans and programs. PCPs must notify HPSJ within five business (5) days of closing their practice(s) to new Members. This five business (5) day notice also applies to reopening a practice that has been previously closed.

If a provider is contacted by a Member or potential Member and the provider is officially “closed” to new Members, it is important that Members or potential Members be directed to contact HPSJ so that they can be assisted in obtaining another provider and if necessary, correct any errors in the Provider Directory.

TIMELY ACCESS TO CARE

Under California law, HPSJ is obligated to provide or arrange for timely access to care. Contracted providers must follow the limits on how long members wait to get health care appointments.

SECTION 7: PROVIDER–MEMBER RELATIONSHIP

Contracted providers or members can contact HPSJ to obtain assistance if they are unable to obtain a timely referral to appropriate providers by calling the Customer Service Department at (209) 942-6320 or (888) 936-PLAN (7526).

You may also call the DMHC Help Center at (888) 466-2219 TDD (877) 688-9891 or at www.HealthHelp.ca.gov for assistance.

If HPSJ is not able to help with a timely referral, you or the member may file a complaint. *See additional information at www.hpsj.com/grievances-appeals.*

PCPs should be located within ten (10) miles or thirty (30) minutes from the Member's

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residence, when applicable.

Specialists and other providers should be within thirty (30) miles or 60 minutes from the Member’s residence.

The proximity standard must be met whether using private or public transportation. HPSJ may approve exceptions to this standard in certain circumstances including, but not limited to, PCPs located in areas that are underserved or where no medical delivery/transportation system exists.

HPSJ is committed to providing Timely Access to health care for Members. Below are the standards for appointments and wait times for:

- **Call Service Standards**
- **Preventative Care Appointment Standards**
- **Routine Primary Care Appointment Standards (Non-Urgent)**
- **Urgent Care Services Appointment Standards**
- **Specialty Care Practitioner Appointment Standards**

Telephone Access Standards		
	ACCESS MEASURE	TIME-ELAPSED STANDARD
HPSJ	Average Speed of Telephone Answer: The maximum length of time for Customer Service Department staff to answer the telephone	≤ 30 seconds
	Call Abandonment Rate	≤ 4.99%
	Behavioral Health (BH) Telephone Responsiveness: HPSJ does not have a separate BH telephone line.	≤ 30 seconds
	Behavioral Health (BH) Telephone Responsiveness: Calls to the BH telephone line go directly to HPSJ contracted BH vendor	≤ 5%
	After Hours Calls	Telephone triage shall be available 24 hours a day, seven days a week. Telephone triage or screening wait time shall not exceed 30 minutes. Automated systems: <ul style="list-style-type: none">○ Must provide emergency instructions○ Offer a reasonable process to contact the PCP, covering physician or other “live” party○ If process does not enable the caller to contact the PCP or covering practitioner directly, the “live” party must have access to a practitioner for both urgent and non-urgent calls. Professional exchange staff:

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PCP	Telephone answer time during business hours	Not to exceed 10 minutes
	Call return time for urgent message or triage time during business hours	30 minutes
	Call return for non-emergency and non-urgent messages during business hours	Within 24 hours
	Telephone access after hours	The phone message or live person must instruct members to dial 911 or go to the nearest emergency room. The phone message must provide instructions on how to get care.

Preventive Care Appointment Standards– Medi-Cal		
PCP	ACCESS MEASURE	TIME-ELAPSED STANDARD
	First Prenatal Visit	<ul style="list-style-type: none"> Within 14 calendar days of request
	Newborn Visits after discharge from the Hospital	<ul style="list-style-type: none"> Within 48 hours for infants discharged in less than 48 hours of life after delivery Within 30 days from the date of birth if the infant was discharged more than 48 hours of life after delivery
	Child physical exam and wellness checks with PCP	Within 14 calendar days of request or in alignment with American Academy of Pediatrics Bright Futures Guidelines.
	Initial Health Assessment (Member's aged 18 months and older)	Completed within 120 calendar days of Enrollment
Routine Primary Care Appointment Standards (Non-Urgent) Medi-Cal		
PCP	ACCESS MEASURE	TIME-ELAPSED STANDARD
	In-Office wait time for scheduled appointment	Not to exceed 45 minutes
	Non-urgent appointments (PCP Regular and Routine) Excludes physicals and wellness checks	Within 10 business days of request.
	Non-urgent appointments for ancillary services (diagnosis or treatment of injury, illness, or other health condition)	Within 15 business days of request.

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Urgent Care Services Appointment Standards Medi-Cal		
PCP	ACCESS MEASURE	TIME-ELAPSED STANDARD
	Urgent Access to PCP or designee	24 hours a day, 7 days a week appointment availability during business hours from 8–5 pm and after hours on call access.
	Urgent Care Services that do not require prior authorization (Includes appointment with any physician, Nurse Practitioner, Physician's Assistant in office)	Within 48 hours of request

Specialty Care Practitioner Appointment Standards		
SCP	ACCESS MEASURE	TIME-ELAPSED STANDARD
	In-Office wait time for scheduled appointment	Not to exceed 60 minutes
	Non-urgent appointments with Specialist (Regular and Routine)	Within 15 business days of request
	Urgent Care Services (Specialist and other) that require prior Authorization	Not to exceed 96 hours of request
Emergent & Non-Emergent Care Appointment Standards Behavioral Health		
BHP	APPOINTMENT TYPE	TIME-ELAPSED STANDARD
	Non-Urgent Care Services appointments with a B H non-physician mental health care provider	Within 10 business days of request
	Non-Urgent Care appointments for ancillary services	Within 15 business days of request
	Urgent Care Services appointments that do not require prior authorization	Within 48 hours of request
	Access to care for non-life-threatening Emergency Services	Within 6 hours
	Access to follow up care after hospitalization for mental illness	Must Provide Both: <ul style="list-style-type: none"> One follow-up encounter with a mental health provider within 7 calendar days after discharge, and One follow-up encounter with a mental health provider within 30 calendar days after discharge

SECTION 7: PROVIDER–MEMBER RELATIONSHIP

PROVIDER REQUEST FOR MEMBER REASSIGNMENT OR DISMISSAL

Providers can file a grievance regarding an HPSJ Member and request member reassignment or dismissal. PCPs must submit a grievance or request for member reassignment in writing and must include the reason(s). The Provider Services Department will forward all requests for PCP reassignment to Customer Service.

HPSJ providers have the right to request a member reassignment or dismissal. To assist you with this process, here are some best practices to ensure your request in process promptly.

1. A 30-day or more prior notice of dismissal/reassignment letter must be mailed to the member via United States Postal Service mail. The letter must include the following:
 - a. Date
 - b. Dismissal/Reassignment effective date
 - c. Member Name
 - d. HPSJ ID Number
 - e. Reason for dismissal/reassignment such as:
 - i. Disruptive behavior
 - ii. Our office will no longer be able to provide you with patient care services due to break down in doctor-patient relationship
 - iii. Non-compliance with our office policy regarding multiple missed appointments
2. Please ensure the letter is addressed to the member. If you are dismissing a minor, address letter to parent/legal guardian
3. A copy of the dismissal letter sent addressed to member must be faxed/scanned to Health Plan of San Joaquin
4. A dismissal letter must be received for each member
5. Please remember that you are still required to see the member for up to 30 days or up to the effective date of dismissal, whichever is more, after requesting reassignment or dismissal.

INTERPRETER SERVICES

HPSJ offers 24/7 interpreter services to assist providers and staff in communicating with Members. These services can be provided in person or by phone. During regular business hours, bi-lingual Customer Service Representatives are available by phone, in person, or through a TTY line for the hearing impaired.

In-Person Interpreter

To schedule an in-person interpreter for medical appointments, contact the Customer Service Department at (888) 936-PLAN (7526), TTY/TDD 711. This service must be scheduled seven (7) to ten (10) business days prior to the scheduled appointment.

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Language Line

If a language is needed that is not provided by HPSJ staff, the **Language Line** service is available at no cost. Providers can access the *Language Line* by calling (877) 959-6462. For interpreter services after 5:00 p.m. and on weekends, providers should contact HPSJ's 24/7 Nurse **Advice Line** by calling (800) 655-8294. The call will be handled in a three-way conversation through the **Language Line** service.

Hearing Impaired

Interpreters can also be arranged for the hearing impaired through TTY by calling 711.

Alternative Format Selection

Alternative format selection (AFS) is a way of communicating with members who are visually impaired. HPSJ provides alternative formats such as Braille, audio CD, large print, and electronic format for easy reading. HPSJ members have the right to request member informing materials in an alternative format at no cost.

If a member selects an electronic format, such as an audio or data CD, the information will be provided encrypted (i.e. password protected). However, the member can request to receive the information unencrypted (not password protected). Unencrypted materials may make the information more vulnerable to loss or misuse. If the member chooses unencrypted materials, they will have to fill out an informed consent before HPSJ can mail the materials.

Providers can call HPSJ Customer Service Department at 888.936.7526 with Alternative Format Requests or requests for auxiliary aids.

Requirements for Providers

HPSJ Contracted Providers are required to determine the needs of their patients and enter AFS at the time of the member's request. AFS requirements can be reported online at <https://afs.dhcs.ca.gov/>, or by calling the AFS Helpline at 1-833-284-0040.

HPSJ also maintains AFS preferences reported by members and/or received from DHCS. HPSJ will use this data to provide the alternative format requested by the member. Additionally, HPSJ will share AFS data with subcontractors and network providers as appropriate.

HEALTHREACH 24-HOUR NURSE/PHYSICIAN ADVICE LINE

HPSJ provides a 24/7 advice nurse and physician consult service through **HealthReach**. This service is available to all Members at no cost. Members may call and speak to a registered nurse or access the audio health library for recorded messages on hundreds of health topics. If the advice nurse concludes a physician contact is needed, she will connect the Member. Contact **HealthReach** at (800) 655-8294.

SECTION 7: PROVIDER–MEMBER RELATIONSHIP

TRANSPORTATION SERVICES

HPSJ can arrange medical transportation for members who qualify. Non-medical transportation (NMT) is available upon request to members for medically necessary visits.

Call HPSJ Customer Service at 888-936-7526 to determine eligibility and schedule service.
TRIAGE or SCREEN MEMBERS TO ASSESS URGENCY OF NEED FOR CARE

Appropriately licensed personnel for triaging the health concerns of an HPSJ member **includes:**

1. **Licensed physician,**
2. **Registered nurse (RN),**
3. **Certified nurse midwife (CNM),**
4. **Nurse practitioner (NP),**
5. **Physician assistant (PA), and**
6. Other licensed personnel acting within their scope of practice to screen patients.

Unlicensed personnel are NOT eligible to triage or screen Medi-Cal patients –

Unlicensed personnel who process patient phone calls or unscheduled office visits may ask questions on behalf of appropriately licensed health care personnel for the purpose of determining a patient's condition. However, unlicensed personnel shall not use a patient's responses to assess, evaluate, or determine the urgency of the patient's need for care.

Please refer to provider alert: [Provider Education: Only Licensed Personnel May Triage Medi-Cal Patients \(hpsj.com\)](#) for examples.

SECTION 8: UTILIZATION MANAGEMENT

UTILIZATION MANAGEMENT PROGRAM OVERVIEW

HPSJ has Utilization Management (UM) policies and procedures that support the provision of quality health care services. The goal of UM is to provide Members with the right care, in the right place, within the most appropriate timeframe. The UM program staff can provide guidance to Providers to help support care in all clinical settings and situations including hospital admissions (both medical and psychiatric diagnoses), Long Term Acute Care, emergency situations, ancillary support, and Long-Term Care.

The key objective of HPSJ's UM Program is to improve access to care, maintain the highest quality, and create healthy outcomes, while providing the most cost-effective care possible.

COUNSELING MEMBERS ON TREATMENT OPTIONS

Every Provider has the responsibility of counseling Members as to the course and options in medical treatment regardless of whether it is a covered benefit or not. The UM Department will assist and provide care coordination, case and/or disease management services for members at risk for substantial ongoing care. The UM Department will also assist in establishing whether the Member is eligible for other medical programs available through the State or in the local community.

AVAILABILITY OF MEDICAL REVIEW CRITERIA

The UM department conducts timely prospective, concurrent, and retrospective review of requested care and services. Licensed clinical staff evaluate treatment requests ensuring that services are medically necessary and congruent with evidence-based, nationally recognized clinical guidelines. At any time, a provider may request a copy of criteria used to make medical necessity decisions during the utilization review process by calling the Health Plan of San Joaquin at (888) 936-7526. Appropriately licensed professionals supervise and monitor all authorization decisions. Only a physician with appropriate training, experience, and certification by the American Board of Medical Specialties, or a licensed pharmacist may defer, modify or deny a request for services based on medical necessity.

INPATIENT CARE

HPSJ uses nationally recognized, evidence-based clinical guidelines, including but not limited to MCG, to guide medical necessity review for admission, length of stay and treatment options. It is imperative that the Facility team and HPSJ work together for the clinical benefit of the Member, discharge planning and transitions of care coordination, and for clarity in claims processing.

At any time, a provider may request a copy of criteria used to make medical necessity decisions during the utilization review process by calling the Health Plan of San Joaquin at (888) 936-7526. Appropriately licensed professionals supervise and monitor all authorization decisions. Only a physician with appropriate training, experience, and certification by the American Board of Medical Specialties, or a licensed pharmacist may defer, modify, or deny a request for services based on medical necessity.

SECTION 8: UTILIZATION MANAGEMENT

Contracted Hospitals

Planned (elective) admissions

The admitting physician or hospital must obtain authorization from HPSJ prior to the member's admission. Prior authorization requests are processed within 5 business days of receipt of the request and supporting clinical documentation reasonably necessary to make a decision, or in the case of an urgent request, within 72 hours of receipt of the request and documentation. If additional information is needed, the decision may be deferred, and the time limit extended an additional 14 calendar days. Any decision delayed beyond the time limits is considered a denial and must be immediately processed as such. Requests may be submitted online through the Provider Portal Doctor's Referral Express (DRE) at www.hpsj.com/providers, or by fax at 209-942-6302. See section 8, page 5 of this manual for additional information.

Observation

If a patient is seen in the ER and held for observation (not admitted), observation services are paid per the contracted rate for up to 24 hours. Observation services beyond 24 hours require notification and clinical documentation to support medical necessity, which should be submitted online through the Provider Portal (DRE) at www.hpsj.com/providers, or by fax at 209-762-4702. See section 8, page 6 of this manual for additional information.

Emergency Admissions

If a patient is seen in the ER and admitted for stabilization and further treatment, no authorization is required for services required to stabilize the member. The hospital must, within one business day after admission, notify and provide clinical documentation to support medical necessity of ongoing inpatient services, which should be submitted online through the Provider Portal (DRE) at www.hpsj.com/providers, or by fax at 209-762-4702.

Post Stabilization

If a member is seen in the ER for an emergency condition and is stabilized*, but admission is recommended for additional medically necessary care, the hospital must, within one business day, notify and provide clinical documentation to support the medical necessity of continued inpatient care, which should be submitted online through the Provider Portal (DRE) at www.hpsj.com/providers, or by fax at 209-762-4702. The requests are processed within 72 hours from receipt of the request and supporting clinical documentation reasonably necessary to make a decision.

Continued Stay (Concurrent) Review

If a member requires additional inpatient services beyond the approved length of stay, the hospital must provide updated clinical documentation to support the medical necessity of continued inpatient care. Requests may be submitted online through the Provider Portal (DRE) at www.hpsj.com/providers, or by fax at 209-762-4702. The requests are processed within 72 hours from receipt of the request and supporting clinical documentation reasonably necessary to make a decision.

* A patient is stabilized, or stabilization has occurred when, in the opinion of the treating provider, the patient's medical condition is such that, within reasonable medical probability, no material deterioration of the patient's condition is likely to result from, or occur during, the release or transfer of the patient. California Health And Safety Code Section 1317.1, Section (j)

Non-Contracted Hospitals

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Planned (elective) admissions

The admitting physician or hospital must obtain authorization from HPSJ prior to the member's admission. Prior authorization requests are processed within 5 business days of receipt of the request and supporting clinical documentation reasonably necessary to make a decision, or in the case of an urgent request, within 72 hours of receipt of the request and documentation. If additional information is needed, the decision may be deferred, and the time limit extended an additional 14 calendar days. Any decision delayed beyond the time limits is considered a denial and must be immediately processed as such. Requests may be submitted online through the Provider Portal (DRE) at www.hpsj.com/providers, or by fax at 209-942-6302. See section 8, page 5 of this manual for additional information.

Emergency Admissions

If a patient is seen in the ER and admitted for stabilization and further treatment, no authorization is required for services required to stabilize the member. The hospital must, within one business day after admission, notify and provide clinical documentation to support medical necessity of ongoing inpatient services, which should be submitted online through the Provider Portal (DRE) at www.hpsj.com/providers, or by fax at 209-762-4702.

Post Stabilization

If a member is seen in the ER for an emergency condition and is stabilized*, but admission is recommended for additional medically necessary care, the hospital must contact HPSJ at **209-461-2205** to obtain authorization for post stabilization care.

Clinical information needed by HPSJ includes the treating physician and surgeon's diagnosis and any other relevant information reasonably necessary to make a decision in authorizing or assuming management of the patient's care by prompt transfer to a network hospital provided. The clinical information may be provided either verbally or by fax at 209-762-4702, at HPSJ's discretion.

HPSJ shall not require a non-contracted hospital representative, physician, or surgeon to make more than one telephone call to HPSJ. The representative of the hospital may be but is not required to be a physician and/or surgeon. When HPSJ is contacted by a non-contracted hospital, within 30 minutes from the time of the initial contact, HPSJ shall either authorize post stabilization care or inform the noncontracting hospital that it will arrange for the prompt transfer of the enrollee to another hospital.

Continued Stay (Concurrent) Review

If a member requires additional inpatient services beyond an approved length of stay, the hospital must provide updated clinical documentation to support the medical necessity of continued inpatient care. Requests may be submitted online through the Provider Portal (DRE) at www.hpsj.com/providers, or by fax at 209-762-4702. Requests are processed within 72 hours from receipt of the request and supporting clinical documentation reasonably necessary to make a decision.

* A patient is stabilized, or stabilization has occurred when, in the opinion of the treating provider, the patient's medical condition is such that, within reasonable medical probability, no material deterioration of the patient's condition is likely to result from, or occur during, the release or transfer of the patient. California Health And Safety Code Section 1317.1, Section (j)

SECTION 8: UTILIZATION MANAGEMENT

UTILIZATION MANAGEMENT STAFF AVAILABILITY

Providers are encouraged to contact HPSJ's Utilization Management Staff and the Medical Directors to discuss referrals, case management services for specific members, or other areas of concern.

UM Staff Availability during Normal Business Hours

HPSJ UM staff members are available Monday through Friday from 8:00 am to 5:00 pm pacific time to receive and respond to inquiries regarding UM issues from Members and Providers. UM staff members can be reached at (209) 942-6320 or (888) 936-7526. Providers can also contact the Intake Processor of the Day (IPOD) located on the Provider Portal who can assist with Authorizations or questions. The phone number to reach the Medical Director regarding an UM issue is (209) 942-6353.

UM Staff Availability After Hours

Non-Contracted hospitals who need urgent authorization for admission may call 209-461-2205 24 hours/day, 7 days/week. Providers who need assistance with routine matters may leave a secure voice mail message after normal business hours at (209) 942-6320. Voice mail messages are retrieved each business day at 8:00 am by a Customer Services Representative who responds to the call or routes the message to the appropriate UM staff member. Responses to voice mails are returned no later than the next business day.

REFERRALS TO IN-NETWORK/OUT OF NETWORK PROVIDERS

HPSJ maintains a wide network of Providers to ensure that most health care needs can be provided within the Service Area. These Network Providers are best prepared to accept referrals and operate within the guidelines established by HPSJ. These Providers also meet the standards for timely and geographic access for our Members. If Providers are experiencing difficulty in locating a local Provider that can meet the Member's medical needs, they should contact the UM Department at (209) 942-6320.

In some cases, HPSJ may have exclusive contracts with specialty Providers. In these instances, referrals must be directed to these Providers. Currently all laboratory, all behavioral health, and some vision and durable medical equipment services are contracted through specific vendors. For more information on referral to providers please contact the UM Department at (209) 942-6320.

If Covered Services are needed from an out-of-network provider, the UM Department should be contacted at (209) 942-6320 in order to obtain approval for the referral. HPSJ's Contracting Department will contact providers that may be available to meet the clinical needs of the Member.

SECTION 8: UTILIZATION MANAGEMENT

CONTINUITY OF CARE

HPSJ provides continuity of care for members when their provider is no longer part of the network or when the member is transitioning from Medi-Cal fee-for-service (FFS) to HPSJ or from another managed care plan to HPSJ, upon request. HPSJ members can continue to see their non-contracted provider for up to 12 months when:

- Member has an existing relationship with the provider
- Provider accepts HPSJ's reimbursement rate or Medi-Cal FFS rate
- Provider is in good standing and does not have any disqualifying quality of care issues
- Provider is a California State Plan provider
- Provider supplies HPSJ all relevant treatment information

Continuity of Care does not apply for services not covered by Medi-Cal, or DME, transportation, other ancillary services, or carved-out service providers.

If you are a contracted provider providing services to an HPSJ member, you may initiate a request for continuity of care through the provider portal, Medical Authorization Form available on the HPSJ website at www.hpsj.com, or by contacting Customer Service at (209) 942-6320 or (888) 936-7526.

If you are a non-contracted provider providing services to an HPSJ member, you may initiate a request for continuity of care by submitting a Medical Authorization Form available on the HPSJ website at www.hpsj.com or by contacting Customer Service at (209) 942-6320 or (888) 936-7526.

OBTAINING A SECOND OPINION

HPSJ honors the Member's right to obtain a second opinion from another Provider when indicated. To coordinate this, the Member should be directed to an in-network Provider. If an in-network Provider is unavailable, Authorization for an out-of-network second opinion should be requested. The UM Department will notify the Member and the originating Provider in writing of the result of the authorization request, and assist with making arrangements for the second opinion upon request.

HPSJ will allow a second opinion to members by an appropriately qualified healthcare professional, if requested by a member or a participating provider who is treating the member. An authorization is not needed for a second opinion with an in-network provider. If the provider is out of network an authorization is needed. HPSJ will also arrange transportation if needed for the second opinion.

COVERED SERVICES THAT DO NOT NEED PRIOR AUTHORIZATION/REFERRAL

HPSJ permits a Member to obtain some Covered Services without a referral or Prior Authorization.

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A complete list of these Covered Services can be found on the Provider Portal and should be regularly reviewed for changes.

However, the following Covered Services never need a referral from a Provider. Members may choose an in-network Provider or an out-of-network provider for:

- Emergency Services
- Certain preventative services (Access the Provider Portal for more information)
- Basic prenatal care in-network
- HIV testing
- Family Planning
- Treatment and diagnosis of sexually transmitted diseases (STDs)
- Sensitive services for both men and women
- Well women health service

STANDING/EXTENDED REFERRALS

Health Plan of San Joaquin (HPSJ) Primary Care Providers (PCP) may request a standing or extended access referral to a non-network Specialist for a member who has ongoing specialty care needs. HPSJ will refer members to contracted specialists unless there is no specialist within the plan network that is appropriate to provide treatment to the member, as determined by the primary care physician in consultation with the planned medical director as documented in the treatment plan. When a standing or extended access referral is medically necessary and there is no appropriate network specialist to provide treatment to the Member, the standing or extended referral will be approved to an out of network Specialist for up to 12 months.

Conditions necessitating a standing or extended access referral and/or the development of a treatment plan are interpreted broadly as a “condition or disease that requires specialized medical care over a prolonged period of time and as life threatening, degenerative or disabling” and could include but are not limited to the following:

- Hepatitis C
- Lupus
- HIV/AIDS
- Cancer
- Potential transplant candidates
- Severe and progressive neurological condition
- Renal failure
- Cystic fibrosis

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- Acute leukemia
- High risk pregnancy

AFFIRMATIVE STATEMENT ON INCENTIVES

HPSJ's UM decision making is based solely on appropriateness of care, service, and existence of coverage. HPSJ does not specifically reward any Provider or other individuals for issuing denials of coverage. Financial incentives for UM decisions do not in any way encourage decisions that result in underutilization.

SUBMITTING REQUESTS FOR AUTHORIZATIONS

Providers must verify a Member's eligibility before submitting a referral for Authorization for Covered Services. Eligibility may be verified through the Provider Portal located in the Provider area of the HPSJ website (www.hpsj.com). Alternate methods to verify eligibility are detailed in this Manual under "Eligibility Verification, Member Enrollment, and Customer Services." The list of services that require Prior Authorization, and the Authorization Request Form are located in the Provider Portal, and on the Provider page of the HPSJ website.

ADVANTAGES OF SUBMITTING AUTHORIZATIONS ONLINE

Providers can submit referrals online through the Portal or by fax at 209-942-6302. Online is the preferred mode of submission, with the following advantages for Providers:

- Immediate access to the status of the referral (not available for faxed requests)
- Direct communication with HPSJ staff via DRE regarding any aspect of the Authorization status

The following information is required for Authorization Requests:

- Member's demographic information (name, date of birth, etc.)
- Request type (Office Based or Facility)
- Requester
- Requester affiliation or "Pay to Service"
- Provider's National Provider Identifier (NPI) (only required for paper submissions)
- Provider Group's NPI (if there is a Group NPI; only required for paper submissions)
- Provider's tax ID number (only required for paper submissions)
- Location where services will be provided
- Requested service/procedure, including specific CPT/HCPCS codes and quantity requested

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- Member diagnosis (ICD code and description)
- Signature of requesting Provider Modifiers, if applicable
- Fax back number
- Clinical indications necessitating service or referral
- Pertinent medical history and treatment
- Medical records and/or other documents supporting the request
- Supporting clinical documentation (Clinical information can be scanned and uploaded directly into the Provider Portal along with the Authorization request.)

TURNAROUND TIME FOR PRIOR AUTHORIZATION

The turnaround time for a prior Authorization depends on the status of the request:

- **Urgent Request:** Within seventy-two (72) hours of receipt of Authorization request
- **Routine Request:** Within five (5) Working Days of receipt of Authorization request.
- Prompt Authorization determinations are made in accordance with the guidelines when all supporting clinical information that supports medical necessity is submitted along with the Authorization request.

EMERGENCY/URGENT CARE SERVICES

Emergency and Urgent Care Services are available at any time without Authorization. HPSJ does not deny claims for Emergency Services including screening (triage) even when the condition does NOT meet the medical definition of “Emergency Services”. Hospitals, urgent care centers, and professional services (including labs, ancillary services, etc.) cannot bill, charge, or collect money from any Member for any Emergency or Urgent Care Services. PCPs should counsel Members if they are using hospital Emergency Services for routine, non-Emergency medical conditions.

As appropriate, Members should use urgent care facilities for urgent non-Emergency conditions. HPSJ has contracted with urgent care centers throughout the Service Area and they offer both convenient hours and, in most cases, shorter waiting times than Emergency Rooms.

Observation Stay

Certain HPSJ hospital service agreements contain a provision for an observation stay. An observation stay means a period of up to 24 hours when continuous monitoring, on an out-patient basis, is required to evaluate a Member’s medical condition or determine the need for an inpatient admission.

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An observation stay is only covered when ordered by a physician and meets medical necessity criteria. No Authorization is required for an observation stay lasting 0-24 hours.

The following is a list of conditions that may be appropriate for an observation stay.

Condition or Symptom	Purpose of Observation
Abdominal Pain	Rule out and manage pain
Chest Pain	Rule out and manage pain
Back Pain	Rule out and manage pain
Syncope	Rule out, stabilize and treat
Seizures	Rule out, stabilize and treat
Fever of unknown origin	Rule out, stabilize and treat
Asthma	Stabilize and treat
Bronchitis	Stabilize and treat
Bronchitis (pediatric only)	Stabilize and treat
Cellulitis	Culture, sensitivity test and plan of care
Concussion	Stabilize and observe
Croup (pediatric only)	Stabilize and treat
Dehydration	Stabilize and treat
Drug overdose	Stabilize, Manage and refer
Gastroenteritis	Stabilize and treat
Migraine headaches	Manage pain
Neurological deficit (pediatric only)	Rule out, stabilize and treat
Phlebitis	Rule out and stabilize
Pneumonia	Rule out and give first dose(s) of agent(s)
Renal colic/calculus	Stabilize and treat
General malaise and fatigue	Rule out, stabilize and treat

INPATIENT ADMISSIONS

All non-emergency (elective) admissions to Acute Care, Acute Rehabilitation, Long-Term Acute Care, and Long-Term Care facilities require Prior Authorization. Providers are also required to admit Members only to Hospitals contracted with HPSJ. Elective admissions to out-of-network facilities will require prior Authorization.

Long-Term Care

HPSJ covers long-term care services for members who need out-of-home placement in a long-term facility due to their medical condition.

Types of Long-Term Care Facilities

Medi-Cal covered long-term care services include placement in the following types of facilities:

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- Nursing Facility Level A (NF-A) and Level B (NF-B)

Effective July 1, 2023, or as authorized by the Department of Health Care Services, HPSJ will cover the following additional types of facilities:

- Subacute Care Facilities – both adult and pediatric facilities
- Intermediate Care Facilities for the Developmentally Disabled (ICF/DD)
- Intermediate Care Facilities for the Developmentally Disabled Habilitative (DD-DH)
- Intermediate Care Facilities for the Developmentally Disabled Nursing (DD-N)

HPSJ coordinates placement in a health care facility that provides the appropriate level of care based on Member's medical needs.

Criteria for Admission

The Medi-Cal long-term care benefit has specific criteria for admission to each type of long-term care facility based upon the member's diagnosis, physical limitations, and medical treatment needs. If a provider intends to refer an HPSJ member to a nursing facility, it is important to understand Medi-Cal's facility-specific criteria. Providers can use the following link to find the long-term care admissions criteria for each type of facility: www.medi-cal.ca.gov

Referring a Member to a Nursing Facility

Here are several important reminders for physicians who intend to refer an HPSJ member to a nursing facility:

1. To refer a member to a nursing home, the physician must order the admission and provide the following information:
 - a. The members' medications, diet, activities, and medical treatments, such as wound care and labs.
 - b. A current history and physical
 - c. Diagnosis/diagnoses
 - d. Indication of whether the physician will be following the member once admitted to the facility
2. In making the referral, the physician must identify the facility of admission. The member and/or the member's authorized representative may also seek the physician's counsel in determining an appropriate facility.
3. The admitting facility is responsible for obtaining authorization from HPSJ. The admitting facility will present medical justification for the level of care requested. If the authorization request is not approved or is modified, the member, physician, or facility has an option to appeal the determination.

Trauma Care

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Certain HPSJ contracted hospital service agreements contain a provision for trauma care. The hospital must be a designated trauma facility to receive reimbursement for trauma care.

Trauma care is defined as inpatient or outpatient services provided during one uninterrupted admission or outpatient service initiated in a hospital emergency department of a Member who is treated directly by the hospital trauma-based care team. The Member's condition must meet the trauma triage protocol adopted by the American College of Surgeons committed on trauma or the hospital's specific emergency medical services criteria.

Trauma activation is defined as an on-site active participation of members of the trauma team including trauma surgeon, in the care of the Member from admission in the hospital emergency department, in accordance with the applicable triage guidelines and criteria and in response to the pre-arrival notification.

1. The initial evaluation of the Member must take place within 30 minutes of the Member arriving to the emergency department; this evaluation must take place within 8 hours of the traumatic event should the Member be transferred from another facility.
2. The hospital's contracted trauma reimbursement rate will not be paid if the initial evaluation of the Member does not take place within 30 minutes of the member arriving in the emergency department or within 8 hours of the traumatic event if the Member is transferred from another facility.
3. The activation of the trauma team must be in response to the notification of key hospital personnel by pre-hospital caregivers.
4. A Member who dies prior to arriving at the hospital cannot be charged the trauma team activation rate regardless of whether the pre-hospital caregiver notification was provided to the receiving hospital.
5. A Member who dies within 24 hours of arriving in the Emergency Department can be charged the outpatient trauma rate.

HPSJ requires the following documentation be submitted to the Utilization Management (UM) Department to allow trauma charges:

1. A trauma activation sheet completed at the time of the Emergency Department assessment and documentation submitted.
2. Documentation the nurse triage responded to the patient immediately upon arrival.
3. Documentation that the physician responded with a patient assessment within 15 minutes (Level 1) and within 30 minutes (Level 2 and 3).

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Trauma triage protocol per local county EMS agency includes the member meet at least one of the criteria listed below in order for a valid trauma activation and subsequent trauma charge:

1. Anatomic Criteria

- a. All penetrating injuries to head, neck, torso and extremities proximal to elbow and knee;
- b. Flail chest;
- c. Two or more proximal long-bone fractures;
- d. Crushed, degloved or mangled extremity;
- e. Amputation proximal to wrist and ankle;
- f. Pelvic fractures;
- g. Open or depressed skull fracture; or
- h. Paralysis

2. Physiologic Criteria

- a. Glasgow coma scale (GCS) of < 14;
- b. Systolic blood pressure (SBP) of < 90 mm HG; or
- c. Respiratory rate of < 10 or > 29 breaths per minute (< 20 in infant aged < 1 year)

3. Mechanism Criteria

- a. Falls
 - i. Adults: fall > 20 feet (one story = 10 feet)
 - ii. Children aged < 15 years: fall 10 feet or two to three times child's height;
- b. High-risk auto crash
 - i. Intrusion: > 12 inches to the occupant site or > 18 inches to any site
 - ii. Ejection (partial or complete) from automobile
 - iii. Death in same passenger compartment
 - iv. Vehicle telemetry data consistent with high-risk or injury;
 - v. Auto versus pedestrian/bicyclist thrown, run over or with significant (> 20 mph) impact; or
 - vi. Motorcycle crash > 20 mph

Administrative Day

Certain HPSJ contracted hospital service agreements contain a provision for administrative days. An administrative day means an authorized inpatient day for a Member who no longer meets medical necessity criteria for inpatient service at an acute care hospital, is unsafe for discharge and is pending placement in a nursing home or other subacute or post-acute care.

Authorization from HPSJ'S Utilization Management (UM) Department is required for an administrative day. The inpatient facility requesting the administrative day must submit daily documentation of the Member's condition, type of services received and documented reasonable five (5) attempts of placement efforts in a nursing home or other subacute or post-acute care. The hospital must continue daily placement attempts in a nursing home or subacute or post-acute care during the Member's administrative day stay.

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INPATIENT CONCURRENT REVIEW

To ensure quality and cost-effective inpatient care, Members must receive the appropriate level of care while they are in the inpatient setting. HPSJ's goal is a safe, efficient Member discharge transition to the most appropriate and least restrictive setting that meets the Member's needs. Upon admission to an inpatient facility, a Concurrent Review Registered Nurse (CCRN) reviews the facility clinical documentation to ensure the Member is receiving quality care at the appropriate intensity regardless whether the care is delivered in an acute, rehabilitation, skilled, or other inpatient setting. Clinical information should be submitted within 24 hours.

HPSJ's physicians and other licensed clinical staff apply national standards of care (*MCG*) to determine the medical necessity for the inpatient stay and the level of care, namely, acute medical-surgical, telemetry, intermediate or intensive care unit level of care. If the medical necessity criteria are not met or if sufficient clinical information is not provided to determine the medical necessity for the inpatient stay or for the level of care requested, the inpatient stay will be denied by the Medical Director.

The Facility and Provider are provided the reason for the denial and the appeal rights. If the level of care that is delivered to the Member is deemed inappropriate, the level of care billed by a facility is subject to denial.

HPSJ's CCRN leverages a team approach with facility staff to successfully coordinate medical care and plan for post-discharge needs. Updated clinical information which includes facility CM contact information should be submitted daily or as requested. The CCRN or Medical Director may need to contact the Attending Physician to address complex issues or problems that arise.

INITIAL HEALTH APPOINTMENTS

Within one hundred twenty (120) days of the date of Enrollment or change of PCP, PCPs must perform an Initial Health Appointment (IHA) for all Members. For members less than 18 months of age, IHA must happen within 120 calendar days of enrollment or within periodicity timelines established by the AAP Bright Futures for age 2 and younger, whichever is sooner.

An IHA must be provided in a way that is culturally and linguistically appropriate for the Member and must be documented in the Member's medical record.

An IHA must include ALL of the following:

- A history of the Member's physical and mental health.
- An identification of risks.
- Dental screening and oral health assessments for children under age three (3) years old, including a referral to a dental provider if needed.

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- Immunizations including documentation of all age-appropriate immunizations in the Member's medical record.
- An assessment of need for preventive screens or services.
- Health education; and
- The diagnosis and plan for treatment of any diseases.

An IHA is not necessary if the PCP determines that the Member's medical record contains complete information that was updated within the previous 12 months.

For children and youth (i.e., individuals under age 21), Early and Periodic Screening, Diagnostic and Treatment (EPSDT) screenings will continue to be covered in accordance with the American Academy of Pediatrics (AAP)/Bright Futures periodicity schedule. IHA must include age- appropriate childhood screenings including but not limited to screenings for ACEs, developmental, depression, autism, vision, hearing, lead, and SUD.

For adults, PCPs should continue to provide all preventive screenings for adults and children as recommended by the United States Preventive Services Taskforce (USPSTF) but will no longer require all of these elements to be completed during the initial appointment, so long as members receive all required screenings in a timely manner consistent with USPSTF guidelines.

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ADULT PREVENTIVE GUIDELINES

Screening Recommendations	21 to 39	40 to 49	50 to 65	65 and Older
Initial Health Visit	Within 120 days of enrollment			
History and Physical Exam	Every Year			
Blood pressure, Weight, and Height Check	With Every History and Physical			
Alcohol misuse screening and counseling	Recommended			
Drug misuse screening and counseling	Recommended			
Depression Screening	Recommended			
Obesity	Recommended			
Tobacco Use Screening	Recommended			
HIV Infections	Recommended			If at risk
Syphilis	If at risk			
Tuberculosis	If at risk			
BRCA Gene Screening	Talk to Doctor about risks (e.g. family history of breast or ovarian cancer)			
Chlamydia and Gonorrhea	Consult Doctor			
Intimate Partner Violence	Childbearing-aged women			
Cervical Cancer	Pap smear every 3 years, or every 5 years with HPV co-testing starting at age 30			
Abnormal Glucose/Diabetes		If overweight or obese		
Hepatitis C Screening		If at risk		
Colorectal Cancer		Recommended		
Breast Cancer		Biennial Screening		
Lung Cancer Screening			If at risk	
Osteoporosis		If at risk		
Abdominal Aortic Aneurysm				If an “ever smoker”
Preventive Therapies				
Primary Prevention of Breast Cancer	If at risk			
Folic Acid Supplementation	If capable of conceiving			
Statins for Primary Prevention of CVD	If at risk			
Aspirin for Primary Prevention of CVD and Colorectal Cancer		If at risk		
Fall Prevention in Community-dwelling Older Adults			If at risk	
Immunizations				
Influenza	One dose annually			
Tetanus, diphtheria, pertussis (TDAP)	1 dose Tdap, the Td booster every 10 years			
Shingles (Zoster)			2 doses	
Pneumococcal Polysaccharide				1 dose
Pneumococcal Conjugate				1 dose
Meningococcal B	If at risk			
Meningococcal A, C, W, Y	If at risk			
Measles, mumps, rubella (MMR)	1 or 2 doses depending on indication (if born in 1957 or later)			
HPV (Female)	2 or 3 doses depending on age at initial vaccination 19-26 yrs			
HPV (Male)	2 or 3 doses depending on age at initial vaccination 19 -21 yrs			
Chickenpox (Varicella)	2 doses (if born in 1980 or later)			
Hepatitis A	If at risk			
Hepatitis B	If at risk			
Hepatitis C (HCV)	If at risk			
Haemophilus influenza type b (Hib)	If at risk			
Counseling Recommendations				
Sexually Transmitted Infection	If at risk			
Diet/Activity for CVD	If at risk			
Skin Cancer	If at risk			
Recommended for Women Only	Recommended for Men Only		Recommended for all Adults	

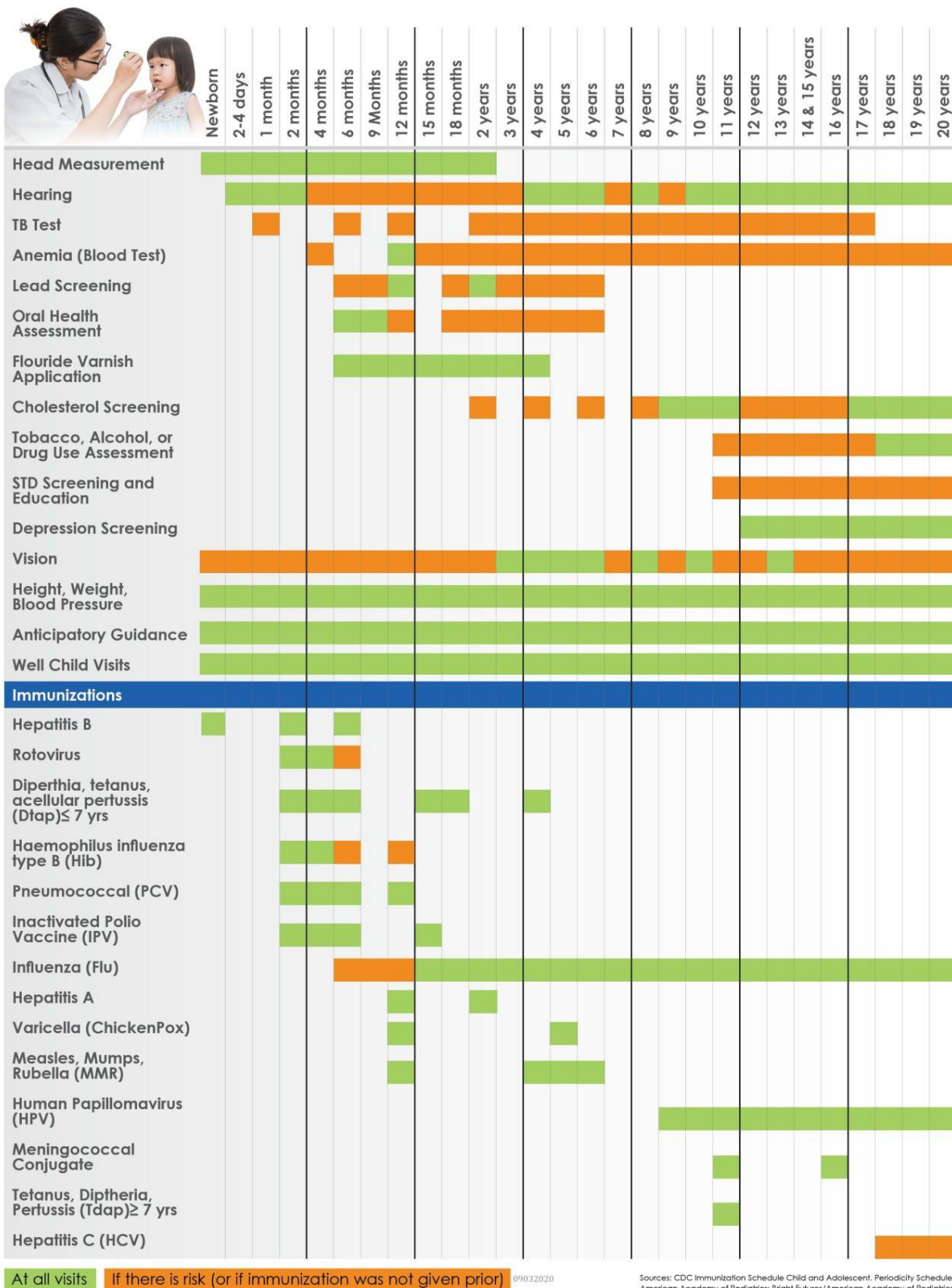
* CVD=Cardiovascular Disease

Sources: USPSTF Recommended Adult Preventive Health Care Schedule Grade A and B 2020, CDC Recommended Adult Immunizations 2020

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PEDIATRIC PREVENTIVE GUIDELINES



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BLOOD LEAD SCREENING OF YOUNG CHILDREN

All providers who perform Periodic Health Assessments (PHAs) on child members between the ages of six months to six years (i.e. 72 months) must comply with current federal and state laws, and industry guidelines for health care providers issued by the California Department of Public Health's Childhood Lead Poisoning Prevention Branch (CLPPB), including any future updates to these guidelines.

Guidelines specific to lead screening are as follows:

1. Provide oral or written anticipatory guidance to the parent(s) or caregiver(s) of a child member that, at a minimum, includes information that children can be harmed by exposure to lead, especially deteriorating or disturbed lead-based paint and the dust from it, and are particularly at risk of lead poisoning from the time the child begins to crawl until 72 months of age. Anticipatory guidance must be provided to the parent or guardian at each PHA, starting at 6 months of age and continuing until 72 months of age.
2. Order or perform blood lead screening tests. Blood lead screening tests may be conducted using either the capillary (finger stick) or venous blood sampling methods; however, the venous method is preferred because it is more accurate and less prone to contamination. Testing must be performed on all child members in accordance with the following:
 - a. At 12 months and at 24 months of age.
 - b. When the network provider performing a PHA becomes aware that a child member who is 12 to 24 months of age has no documented evidence of a blood lead screening test performed at 12 months of age or thereafter.
 - c. When the network provider performing a PHA becomes aware that a child member who is 24 to 72 months of age has no documented evidence of a blood lead screening test performed.
 - d. At any time, a change in circumstances has, in the professional judgement of the network provider, put the child member at risk.
 - e. If requested by the parent or caregiver.
 - f. Laboratories and providers that perform a blood lead analysis drawn in California must electronically report all blood lead levels, along with the information specified in California Health and Safety Code, Section 124130, to the EBLR System.
3. Follow up must be performed for all positive screening results. While the minimum requirements for appropriate follow-up activities, including referral, case management and reporting, are set forth in the CLPPB guidelines, a provider may determine additional services that fall within the EPSDT benefit are medically necessary. HPSJ will ensure that members under the age of 21 receive all medically necessary care as required under EPSDT.
4. Reporting timeframe for all blood lead results:
 - a. Greater than or equal to 10 ug/dl must be reported within 3 working days of analysis.
 - b. Less than 10 ug/dl must be reported within 30 calendar days of analysis.

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Reporting of the blood lead test results to the State go into a system called The Response and Surveillance System for Childhood Lead Exposures (RASSCLE).

Providers may also report directly to San Joaquin County Public Health Services Childhood Lead Poisoning Prevention Program (CLPPP), by faxing the results to **(209) 953-3632**. Once received via fax and reviewed they will be entered into RASSCLE if they are not, they will send them to the State to be uploaded into RASSCLE.

For more information

Blood Lead Reporting Requirements Website:

https://www.cdph.ca.gov/Programs/CCDPHP/DEODC/CLPPB/Pages/report_results.aspx

Blood Lead reporting inquiries: EBLRSupport@cdph.ca.gov or complete the [EBLR Contact Form](#)

5. Follow the CDC Recommendations for Post-Arrival Lead Screening of Refugees contained in the CLPPB issued guidelines.
6. Network providers are not required to perform a blood lead screening test but should clearly document in patient medical record if either of the following applies:
 - a. In the professional judgment of the network provider, the risk of screening poses a greater risk to the child member's health than the risk of lead poisoning.
 - b. If a parent, caregiver, or other person with legal authority chooses to withhold testing, the provider must obtain and retain a signed statement of voluntary refusal along with the reason for the refusal to consent to the screening. This evidence shall be retained to ensure compliance with Blood Lead Screening requirements.
 - c. Follow the current CLPPB issued guidelines when conducting blood lead screening tests, interpreting blood lead levels, and determining appropriate follow-up care. Including additional confirmatory venous testing, referrals, case management and reporting as set forth in the CLPPB guidelines. Additionally, network providers may determine additional services that fall within the Early and Periodic Screening, Diagnostic and Testing (EPSDT) benefit are medically necessary.

EARLY AND PERIODIC SCREENING, DIAGNOSTIC AND TREATMENT (EPSDT)- CALIFORNIA HEALTH AND DISABILITY PROGRAM (CHDP)

Providers seeing children less than twenty-one (21) years of age must participate in CHDP. CHDP is Medi-Cal's comprehensive and preventive child health program for individuals. Recipients receive periodic health screening exams required by the federal Medicaid "*Early and Periodic Screening, Diagnostic and Treatment*" mandates in California. Corrective treatment resulting from child health screenings must be arranged even if the service is not available to the rest of populace.

The HPSJ Utilization Management team will assist Providers in such arrangements. The following

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minimum elements are included in the periodic health screening assessment:

- Comprehensive health and development history (including assessment of both physical and mental development)
- Comprehensive unclothed physical examination
- Immunizations appropriate to age and health history
- Vision screening and services, including at a minimum, diagnosis and treatment for defects in vision, including eyeglasses
- Dental screening and services
- Hearing screening and services, including at a minimum diagnosis and treatment for defects in hearing, including hearing aids
- Appropriate behavioral health and substance abuse screening
- Health education, counseling, and anticipatory guidance as the child develops
- Appropriate laboratory tests (including lead toxicity screening)

VACCINES FOR CHILDREN (VFC)

VFC is a federally funded program that provides vaccines at no cost to children who might not otherwise be vaccinated because of their inability to pay. CDC buys vaccines at a discounted rate and distributes them at no charge to those private physicians' offices and public health clinics registered as VFC providers. Children enrolled in HPSJ are eligible for free vaccines. Providers are paid for administering the vaccines. Please see the section in this Manual on "Claims and Billing" for billing instructions.

Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Services and Preventative Care

HPSJ and its contracted practitioners and providers must comply with state and federal laws and regulations regarding the provision of Medi-Cal services including Early and Periodic Screening, Diagnostic and Treatment (EPSDT). The EPSDT benefit is set forth in the Social Security Act (SSA) Section 1905(r) and Title 42 of the United States Code (USC) Section 1396d. 1, 2. The EPSDT benefit provides a comprehensive array of prevention, diagnostic, and treatment services for individuals under the age of 21 who are enrolled in Medi-Cal in accordance with the requirements of the Child Health and Disability Prevention (CHDP) program.

According to guidance from the Centers for Medicare and Medicaid Services (CMS), titled EPSDT — A Guide for States,

"The EPSDT benefit is more robust than the Medicaid benefit for adults and is designed to assure that children receive early detection and care, so that health problems are averted or diagnosed and treated as early as possible. The goal of EPSDT is to assure that individual children get the health care they need when they need it—the right care to the right child at the right time in the right setting."

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“California Welfare and Institutions Code, section 14059.5, subd. (b), defines medically necessary services for individuals under 21 years of age as those services that meet the standards set forth in Section 1396d(r)(5) of Title 42 of The United States Code. Accordingly, a service is considered “medically necessary” or a “medical necessity” if it corrects or ameliorates defects and physical and mental illnesses and conditions discovered by the screening services, whether or not such services are covered under the State Plan”.

HPSJ adopts Preventative Screening Guidelines recommended by The American Academy of Pediatrics, Bright Futures Guidelines, Guidelines for the Pediatric Prevention Care and American Academy of Family Physicians Adult Preventative Guidelines.

Linked and carved out services must be coordinated for the following services when a need is identified:

Behavioral Health

Prior authorization is not required for referral to an in-network BH practitioner. If out of network services are needed for continuity of care or other medically necessary reasons please submit a prior authorization request. Physician and other medical practitioner offices can refer members directly to in-network BH practitioners listed in HPSJ’s provider directory, members can call for appointments directly (they can self-refer) , call HPSJ’s customer service at 1.888.936.PLAN(7526) or assistance or call our MBHO Carelon at 1.888.581.7526 or questions and assistance.

Behavioral Health Treatment or Applied Behavior Therapy for members with Autism.

PCP Referral Options:

1. For members under age 21 that need BHT services for autism: Fax completed PCP Referral Form, Progress Note with MD order for BHT/ABA services with documentation supporting that BHT is medically necessary to (877) 321-1776 or send via secure email to ASGCare.Managers@carelon.com. Include member consent to allow confirmation of referral process.
2. Call Carelon Service Center at (855) 834-5654 during normal business hours (M-F 8:30 am-5 pm) for any questions or guidance regarding the referral process. Press 2 to bypass the phone tree. Say, “I am calling from a PCP office and requesting a referral for BHT/ABA services for my patient. Also applies to community providers.

Carelon’s Next Steps:

- BHT Services Care Coordinator contacts member to assist securing resources for services
- Carelon will contact the PCP to confirm completion of referral process

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Date: Referral By: Referral Phone #:

Member Name: Member ID:

Gender: ☐ Male ☐ Female DOB: Age:

Address: Member Phone:

Best time of day to reach member: Language/Culture:

Caregiver/Family/Support: Contact Phone:

Current Symptoms:

- | | |
|--|--|
| <input type="checkbox"/> Depressed mood | <input type="checkbox"/> Psychosis (hallucinations, delusions, etc.) |
| <input type="checkbox"/> Anxiety/Panic attacks | <input type="checkbox"/> Somatic complaints |
| <input type="checkbox"/> Risk of self-harm or harming others | <input type="checkbox"/> Substance abuse (active) |
| <input type="checkbox"/> High impulsivity/Aggression | <input type="checkbox"/> Substance abuse history (within the last 12mos) |
| <input type="checkbox"/> History of physical or emotional trauma | <input type="checkbox"/> Palliative care |
| <input type="checkbox"/> Hyperactivity | |
| <input type="checkbox"/> Obsessions/Compulsions | |

Member Behavioral Health Diagnosis:

Areas of concern (include information such as psych hospitalization, medication, level of functioning):

Medical Conditions:

Medications:

Medical and Behavioral Health Providers:

Name	Specialty	Phone Number

Motivation for Services (check all that apply):

- ☐ Member would like support
☐ Member has been informed that a behavioral health referral has been made
☐ Member has been admitted to Palliative Care Program

Fax completed referrals to: 855-371-3946

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DEVELOPMENTAL DISABILITIES SERVICES (DDS)

A developmental disability is a disability which originates before an individual reaches twenty-one

(21) years old, continues or can be expected to continue indefinitely, and which constitutes a substantial disability for that individual. This term includes but is not limited to developmental delay, cerebral palsy, epilepsy, autism, and disabling conditions, but exclude other handicapping conditions that are solely physical in nature.

As part of the initial health assessment and routine health assessment (which will be done according to the American Academy of Pediatrics Periodicity Schedule), the PCP or Specialists must screen and identify individuals with significant developmental delay or those at risk for developmental disability and make the appropriate referral to Valley Mountain Regional Center and for cognitive delays and behavioral health concerns to Caredon Behavioral Health for evaluation & referral for services. The following information must be included:

- Reason for the referral
- Complete medical history and physical examination, including appropriate developmental screens
- Results of developmental assessment/psychological evaluation and other diagnostic tests as indicated.
- For members that need care coordination and case management or social needs please refer them to HPSJ's case management team at (209) 942-6352 or HPSJ's social work team at (209) 942-6395.

VALLEY MOUNTAIN REGIONAL CENTER

The Valley Mountain Regional Center (VMRC) is a nonprofit that has a contract with Department of Developmental Services to provide or coordinate services and support for individuals with developmental disabilities who reside in San Joaquin and Stanislaus Counties

To be eligible for VMRC services the person must have a disability that begins before the individual's 18th birthday that is expected to continue indefinitely and present a substantial disability. Qualifying conditions include intellectual disability, cerebral palsy, epilepsy, autism, and other conditions as defined in Section 4512 of the California Welfare and Institutions Code.

Services offered by VMRC include:

- Early intervention services for at risk infants and families
- Genetic counseling
- Family support
- Case management
- Respite care
- Adult day program services

Providers can refer members to VMRC by contacting their office:

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San Joaquin Main Office:

702 N Aurora St. PO Box 692290

Stockton, CA 95269-2290

Phone: 209-473-0951

Stanislaus:

1820 Blue Gum Ave

Modesto, CA 95358

Phone: 209-529-2626

Providers who want more information on VMRC, can visit their website at www.vmrc.net.

CALIFORNIA CHILDREN'S SERVICES (CCS)

California Children's Services (CCS) is a State program for children with certain diseases or health problems. The CCS program provides health care services, including diagnostic, treatment, dental, administrative case management, physical therapy, and occupational therapy services, to children from birth up to twenty-one (21) years of age with CCS-eligible medical conditions. Applicants must meet age, residence, income and medical eligibility requirements to participate in the CCS program. Medically Necessary services to treat a child's CCS-eligible medical condition are "carved out" of HPSJ's financial responsibility. This means that HPSJ is not financially responsible for reimbursing Providers for CCS eligible services.

The CCS program requires authorization for health care services related to a child's CCS-eligible medical condition. Providers must request CCS services to CCS by submitting Service Authorization Requests (SARs) to a CCS county or State office, except in an Emergency. To render CCS-eligible services to a Medi-Cal patient and to receive reimbursement from CCS, any provider must be CCS paneled and the facility must be a CCS certified facility. During the interim, between the submission for the child to become enrolled in CCS, Providers must continue to provide care to the Member either under capitation or fee-for-service depending upon the Provider's Agreement. CCS is in place to help Providers care for Members with special health care needs. For more information about the CCS program, please visit the CCS website at www.dhcs.ca.gov.

Referrals to CCS are accepted from any source, health professionals, parents, legal guardians, school nurses, HPSJ, etc. Referral forms are available on the HPSJ, Medi-Cal, or CCS websites. The health plan remains responsible for all other required services including preventative services for everything except the CCS eligible services.

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Members must be diagnosed with a CCS qualifying condition. CCS eligible conditions include but are not limited to:

- AIDS
- Cancer
- Cataracts
- Cerebral palsy
- Chronic kidney disease
- Cleft lip/palate
- Congenital heart disease
- Diabetes
- Endocrine, Nutritional, and Metabolic Diseases and Immune Disease
- Hearing loss
- Hemophilia
- Intestinal disease
- Infectious Diseases
- Liver disease
- Medical Therapy Program
- Mental Disorders
- Muscular Dystrophy
- Neoplasms
- Prematurity
- Rheumatoid arthritis
- Severe burns
- Severe crooked teeth
- Severe head, brain or spinal cord injuries
- Sickle cell anemia
- Spina bifida
- Thyroid conditions
- Tumors

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For a complete list of CCS eligible conditions refer to the CCS website. Providers can refer members to CCS by contacting the CCS county office at:

San Joaquin County California Children's Services
2233 Grand Canal Blvd Suite 214
Stockton, CA 95207
209-468-3900

Stanislaus County California Children's Services
917 Oakdale Road
Modesto, CA 95355
209-558-7515

CHILDREN WITH SPECIAL HEALTH CARE NEEDS (CSHCN)

Children with Special Health Care Needs (CSHCN) are defined by the Department of Health Care Services (DHCS) as: "those who have or are at increased risk for a chronic, physical, behavioral, developmental, or emotional condition and who also require health or related services of a type or amount beyond that required by children generally."

HPSJ is committed to assuring that all Medically Necessary screening, preventative, and therapeutic services are provided to Members with developmental disabilities. PCPs and/or Specialists are responsible for identifying Members with potentially eligible conditions and subsequently referring those Members to appropriate programs for genetically handicapped persons. Members that require evaluation and services for developmental delay should be referred to the Valley Mountain Regional Center (VMRC) which is the primary referral source for HPSJ's Service Area.

FAMILY PLANNING SERVICES

Members may obtain family planning services from their PCP or a Specialist on HPSJ's panel of Providers without prior Authorization or a referral. Members can also obtain these services by going outside of HPSJ's network to any family planning provider or provider of Sensitive Services without a referral or Authorization. This out-of-network provision is without any restrictions.

SENSITIVE SERVICES FOR ADOLESCENTS AND ADULTS

Sensitive Services are services that require some form of confidentiality in the way services are provided and the way medical records are disclosed for all Medi-Cal members. These services must be administered with the following guidelines in mind:

- Sensitive Services are provided in confidence to adolescents and adults without barriers (e.g., can't require parental consent)
- Authorization for Sensitive Services is not required
- Adult Members may self-refer without prior Authorization for Sensitive

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Services except in cases where those services require hospitalization

- Parental consent for children twelve (12) years and older is not required to obtain Sensitive Services
- Providers will not at any time inform parents or legal guardians of a minor's Sensitive Services care and information without minor's permission, except as allowed by law

HPSJ provides access without prior Authorization or referral to any in-network Provider or out-of-network provider that a Member may select to provide Sensitive Services.

Sensitive Services include but are not limited to consultations, provision of supplies or medical devices, examinations, education, and treatment related to:

- Family Planning
- Pregnancy Testing
- HIV Testing and Counseling
- Sexually Transmitted Diseases
- Elective Abortions
- Behavioral Health Services

AIDS Medi-Cal Waiver Program

Local agencies, under contract with the California Department of Public Health, Office of AIDS, provide home- and community-based services as an alternative to nursing facility care or hospitalization.

The Medi-Cal Waiver Program (MCWP) provides comprehensive case management and direct care services to persons living with HIV/AIDS as an alternative to nursing facility care or hospitalization. Case management is participant centered and provided using a team-based approach by a registered nurse and social work case manager. Case managers work with the participant, their primary care provider, family, caregivers, and other service providers to determine and deliver needed services to participants who choose to live in a home setting rather than an institution.

The goals of the MCWP are to:

- Assist participants with disease management, preventing HIV transmission, stabilizing overall health, improving quality of life, and avoiding costly institutional care.
- Increase coordination among service providers and eliminate duplication of services.
- Transition participants to more appropriate programs as their medical and psychosocial status improves, thus freeing MCWP resources for those in most need; and • Enhance utilization of the program by underserved populations.

Clients eligible for the program must be Medi-Cal recipients: whose health status qualifies them for nursing facility care or hospitalization, in an "Aid Code" with full benefits and not enrolled in

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the Program of All-Inclusive Care for the Elderly (PACE); have a written diagnosis of HIV disease or AIDS with current signs, symptoms, or disabilities related to HIV disease or treatment; adults who are certified by the nurse case manager to be at the nursing facility level of care and score 60 or less using the Cognitive and Functional Ability Scale assessment tool, children under 13 years of age who are certified by the nurse case manager as HIV/AIDS symptomatic; and individuals with a health status that is consistent with in-home services and who have a home setting that is safe for both the client and service providers.

For further information refer to the Office of AIDS.

FACILITY/ANCILLARY REFERRALS AND AUTHORIZATIONS

Hospital Authorizations

Facility referrals for elective Inpatient Service must be prior Authorized by HPSJ. After the Member is admitted to the facility, the admitting Provider, including any hospitalists, will manage the Member's treatment and care. Admissions to out-of-network facilities require prior authorization approval by HPSJUM Department.

HPSJ uses *Milliman Care Guidelines* to determine the medical necessity for the admission, length of stay and treatment options. It is imperative that the Facility team and HPSJ work together for the clinical benefit of the Member, but also for clarity in determining claims payment.

Hospital Emergency Admissions

The Emergency admission of a Member to any Facility must be reported to HPSJ within twenty-four (24) hours for post hospitalization admission. This reporting must be followed with a detailed summary of the Member's clinical condition, options, and prognosis for treatment. This report must clinically demonstrate the need for inpatient treatment. Without this clinical information, HPSJ may deny the admission as not Medically Necessary. Once the clinical information is received and reviewed by HPSJ, the admission may be Authorized denied, or pended for additional information after the first 24 hours of admission. Post stabilization admissions for out of network hospitals will be paid at a DRG rate. Call the UM line for authorization of services 209- 461-2205 prior to admitting to an inpatient stay.

Outpatient and Ancillary Referrals

Providers should consult the Provider Portal for guidance on referrals for outpatient and ancillary services. For Covered Services requiring Authorization, the requesting Provider will be notified of HPSJ's decision to Authorize or deny. Upon Authorization HPSJ will coordinate with contracted outpatient and/or ancillary Providers. Ancillary services are routinely limited to the Medi-Cal guidelines for ancillary benefits.

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Prior Authorization

Health Plan of San Joaquin (HPSJ) requires all covered services for physical and behavioral health conditions that require authorization, be submitted to the HPSJ utilization management (UM) department for review for medical necessity.

HPSJ's physicians and other licensed clinical staff apply national standards of care MCG to determine the medical necessity for outpatient services. If the requested service is not addressed in the MCG guidelines the Medi-Cal criteria in the Medi-Cal provider Manual is utilized, If there are no applicable guidelines in both resources, the reviewer will consult HPSJ's internal policies, followed by peer reviewed, published literature to determine the medical necessity for the requested service. If medical necessity criteria is not met or if sufficient clinical information is not provided to determine the medical necessity for the requested outpatient service, it will be denied by the Medical Director.

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PROVIDER RESPONSIBILITIES FOR CARE COORDINATION

All primary care providers including FQHC 's are responsible for care coordination and health education functions for their members who are engaged in primary care. For members who have been assigned to a PCP but have not yet engaged in their care, or have been lost to follow-up, the PCP is responsible for establishing or reestablishing the physician-patient relationship, through outreach attempts to the member.

INTEGRATED CARE COORDINATION

HPSJ provides a comprehensive suite of care coordination services that offers a continuum of care. These services include:

- Standard Care Management
- Complex Case Management
- Disease Management
- Social Services

HPSJ views care coordination as a collaboration between the Member, providers, and the health plan. Our common goal is to ensure high-quality, cost-effective care.

The specific goals of care coordination programs are (1) to achieve efficient and effective communication between Members and providers, and (2) to utilize appropriate resources which enable Members to improve their health status and self-management skills.

HPSJ's care coordination programs provide a consistent method to identify, address, and document the health care and social needs of Members along the continuum of care. Once a Member has been identified for case management or disease management, a nurse will work with the Member to:

- Complete a comprehensive initial assessment
- Determine benefits and resources available to the Member
- Develop and implement an individualized care plan in partnership with the Member, providers, and family or caregiver
- Identify barriers to care
- Monitor and follow up on progress toward collaborative care management goals

COMPLEX CASE MANAGEMENT (CCM)

Complex Case Management (CCM) consists of coordinated care services provided to Members who have experienced a critical event or diagnosis that requires extensive use of resources and who need help navigating the health care system to facilitate appropriate delivery of care and services. CCM promotes behavior change through self-management education in order to reduce the exacerbation of chronic illness and the related costs.

CCM addresses the Member's social, physical, and behavioral health needs in order to maximize disease prevention and promote Member wellness in a high-quality, cost-effective manner. This

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may involve coordination of care, assisting Members in accessing community-based resources, providing education on self-management, improving adherence to medication and other treatment regimens, or any of a broad range of interventions designed to improve the quality of life and functionality of Members.

HPSJ's CCM programs are designed to improve communication between Members and Providers and to make efficient use of the available health care and community-based resources.

Members are identified for the CCM program through analysis of encounter data, utilization data, and claims and pharmacy reporting. PCPs or specialists can also refer Members with complex health care and coordination needs directly to the Case Management team by calling (209) 942-6352 or (888) 318-7526. Case Management team members will take all available information and readout to members as quickly as possible. Members can also self-refer to this program by calling the Case Management team.

DISEASE MANAGEMENT PROGRAMS

HPSJ actively works to improve the health status of Members and intervenes to help Members and providers manage chronic conditions. HPSJ offers disease management programs for five (5) chronic conditions:

- Asthma
- Diabetes
- Congestive Heart Failure (CHF)
- Chronic Kidney Disease (CKD)
- Chronic Obstructive Pulmonary Disease (COPD)

Members are identified for these DM programs through detailed analysis of claims, encounter data, and pharmacy and utilization data. Members can be referred to the program by providers. Member can also self-refer to these programs.

Asthma Disease Management Program

Members enrolled in the Asthma Disease Management Program receive educational materials regarding asthma triggers, appropriate use of asthma medications, condition monitoring and appropriate use of inhaler and nebulizer devices. High-risk Members receive individualized case management.

The case manager works with the Member and provider to develop a care plan for the Member. The case manager also follows up with the Member to ensure progress with the care plan. To refer a Member to the Asthma Disease Management Program or for more information, contact the HPSJ Disease Management Department at (888) 318-7526.

Diabetes Disease Management Program

The diagnosis of diabetes has evolved from physician recognition of typical symptoms to detection

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of ambient hyperglycemia. The definition of excessive plasma glucose levels after an overnight fast and/or oral glucose tolerance test (OGTT), and recently, the measurement of glycated hemoglobin (HbA1c) informs that diagnosis. Evolving screening techniques has uncovered a higher prevalence of diabetes and the enormity of its impact on public health. Testing has identified individuals at high risk for the development of diabetes and pregnant women whose fetus are at increased risk for mortality and morbidity.

The 2020 National Diabetes Statistics Report, a periodic publication of the Centers for Disease Control and Prevention (CDC), informed that 10.5% of the US population has diabetes.

Diabetes

Total: 34.2 million people have diabetes (10.5% of the US population)

Diagnosed: 26.9 million people, including 26.8 million adults

Undiagnosed: 7.3 million people (21.4% are undiagnosed)

Prediabetes

Total: 88 million people aged 18 years or older have prediabetes (34.5% of the adult US population) 65 years or older: 24.2 million people aged 65 years or older have prediabetes. Given these statistics, HPSJ is compelled to continue to focus attention and resources through the Diabetes Management Program on the promotion of our members well-being. The program equips members with the tools needed to better understand, monitor, and manage their diabetes to improve their quality of life. Educational materials empower members with the knowledge of their condition, their medications, and the importance of screening tests such as HgA1c, kidney functions, blood lipids, and blood pressure.

High-risk Members receive individualized Case Management. The case manager works with the provider and the Member to develop a care plan for the Member and follows the Member's progress with the care plan. To refer a Member to the Diabetes Disease Management Program or for more information, please call the Disease Management Department at (888) 318-7526.

Congestive Heart Failure (CHF) Disease Management Program

Heart failure (HF) remains a major cause of mortality, morbidity, and poor quality of life. More than 6 million adults in the United States have heart failure, according to the Centers for Disease Control and Prevention. Heart failure is a serious condition that has no cure, but the effects can be mitigated by medications, lifestyle changes, and some devices and procedures. Research about heart failure (HF) has made major progress in recent years. More knowledge is now available regarding biomarkers and imaging, management of comorbidities, and the mitigation of difficulties encountered in care coordination which can help many people have a higher quality of life. For these reasons HPSJ has selected CHF as a condition of focus for the Case Management team.

Members enrolled in the Congestive Heart Failure Disease Management Program receive

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educational materials on monitoring weight, salt intake, reading nutrition facts labels, checking blood pressure, and medication regimen. High-risk Members receive individualized Case Management. To refer a Member to the Congestive Heart Failure Disease Management Program or for more information, please call the Disease Management Department at (888) 318-7526.

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Chronic Kidney Disease (CKD) Management Program

Patients with CKD must manage numerous medical treatments and lifestyle changes that strain their adherence to treatment. Helping CKD patient remain treatment adherent and engaged with their care team is critical for improving their treatment, outcomes, and quality of life.

When CKD is managed inefficiently, this chronic condition is associated with decreased quality of life, greater morbidity and mortality, and higher costs. The HPSJ risk stratification includes all high risk and emerging risk individuals with disease stage 2-4. There is a need for the early identification and enrollment of CKD members in a disease management (DM) program to reduce disease progression, preserve or improve patient quality of life, and decrease costs associated with the disease.

Members enrolled in the Chronic Kidney Disease Management Program receive educational materials to empower them with the knowledge of the disease condition, their medications, and the importance of screening tests such as kidney functions (GFR) and monitoring their HbA1c and blood pressure. High-risk Members receive individualized case management. The case manager works with the PCP and the Member to develop a care plan for the Member and follows the Member's progress with the care plan. The PCP will receive a written plan of care from the case manager along with the invitation to provide feedback and inform the case manager on for areas the PCP would like emphasized during case management efforts. To refer a Member to the Chronic Kidney Disease Management Program or for more information, please call the Disease Management Department at (888) 318-7526.

Chronic Obstructive Pulmonary Disease Management Program

Chronic Obstructive Pulmonary Disease (COPD), was the fourth leading cause of death in the United States in 2018.¹ Almost 15.7 million Americans (6.4%) reported that they have been diagnosed with COPD.² Many adults with risk factors for COPD have depressed pulmonary function without clinical manifestations of the disease, and so the actual prevalence may be higher.

COPD can be a difficult to manage. When managed inefficiently, it is a chronic condition associated with decreased quality of life, greater morbidity and mortality, and higher costs.

Age-adjusted deaths in 2019 amongst US men were 40.5 per 100,000 in 2019 and 34.3 per 100,000 among US women in 2019⁴. HPSJ has targeted COPD as a chronic condition worthy of a focused effort for the HPSJ Case Management team. On a Monthly Basis HPSJ identifies and stratifies high-risk individuals with COPD to offer proactive measures to reduce the incidence and severity of symptoms which may have an impact on the decrease of inpatient and outpatient utilization associated with this condition.

Members enrolled in the Chronic Obstructive Pulmonary Disease Management Program receives educational materials regarding managing triggers such as first and secondhand smoke, and pollution, appropriate use of medications, condition monitoring and appropriate use of inhaler and nebulizer devices. High-risk Members receive individualized Case Management. The Case

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Manager works with the Provider and the Member to develop a care plan for the Member and follows the Member's progress with the care plan. To refer a Member to the Chronic Obstructive Pulmonary Disease Management Program or for more information, please call the Disease Management Department at (888) 318-7526.

TRANSGENDER SERVICES

Transgender services are a covered benefit for Medi Cal members. HPSJ continues to work with community partners to offer guidance, support and local resources to provide the best possible culturally sensitive care.

The basic elements available to support providers caring for transgender HPSJ members are:

- Identification and criterion for transgender Members
- PCPs training to address the special needs of transgender candidates within the HPSJ service area and adjoining areas
- Training events for Provider's offices in transgender special needs and support
- Specialists in the Service Area and surrounding areas for transgender care and support
- Hospitals specializing in the surgical needs of transgender Members
- Continuing dialogue with transgender advocates about support, programs, and initiatives

Providers and Members can access information and available resources through the HPSJ transgender program by calling the Care Management Department at (209) 942-6352.

SOCIAL SERVICES

HPSJ's Social Work Services team conducts Member needs assessments and based on assessment findings, can assist with:

- Transportation via Dial-A-Ride or van services
- Durable medical equipment (DME) evaluations
- Housing and In-Home Support Services (IHSS) referrals
- Food and Utility resources
- Maternal child/adolescent health resources and education
- Mental health resources

For questions or printed information about Social Services or community resources, please call (209) 942-6320 or (888) 936-7526.

CENTERS OF EXCELLENCE

HPSJ has contracted with several hospitals that provide specialty services with outstanding clinical results. These "Centers of Excellence" offer HPSJ Members and our network providers options for special cases demanding clinical expertise. One such example is HPSJ's relationship with Shriner's Hospital in Sacramento for pediatric burn cases, as well as pediatric orthopedics. For more

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information about Centers of Excellence and services for special clinical cases, contact the UM Department at (209) 942-6320.

SECTION 10: CLAIMS SUBMISSION

CLAIMS MANAGEMENT

A key component of quality health care is accurate, timely and efficient claims processing. HPSJ utilizes industry standard billing codes and guidelines in the processing of paper and electronic claims set forth by the Department of Health Care Services (DHCS) and the Department of Managed Health Care (DMHC).

REQUIREMENTS FOR A COMPLETE CLAIM

A **Complete Claim**, as defined in the *California Knox-Keene Act*, is a claim or portion thereof, if separable, including attachments and supplemental information or documentation, which provides: “reasonably relevant information and “information necessary to determine payer liability” as defined.

***Reasonably relevant information and/or Information necessary to determine payer liability:**
the minimum amount of itemized, accurate and material information generated by or in the possession of the provider related to the billed services that enables a claims adjudicator to determine the nature, cost, if applicable, and extent of the plan’s liability, if any, and to comply with any governmental information requirements in a timely and accurate manner.

For Emergency Services and Care Provider Claim as Defined by Section 1371.35©

- The information specified in section 1371.35© of the Health and Safety Code; and
- Any state-designated data requirements included in statutes or regulations

For Institutional Providers:

- The completed **UB04** data set or its successor format adopted by the National Uniform Billing Committee (NUBC), submitted on the designated paper or electronic format as adopted by the NUBC.
- Entries stated as mandatory by NUBC and required by federal statute and regulations; and
- Any state-designated data requirements included in statutes or regulations.

For Physicians and Other Professional Providers:

- The Centers for Medicare and Medicaid Services (CMS) **Form 1500** or its successor adopted by the National Uniform Claim Committee (NUCC) submitted on the designated paper or electronic format.
- Current Procedural Terminology (CPT) codes and modifiers and International Classification of Diseases (ICD-10 or its successors) codes.
- Entries stated as mandatory by NUCC and required by federal statute and regulations; and
- Any state-designated data requirements included in statutes or regulations.

SECTION 10: CLAIMS SUBMISSION

For Providers Not Otherwise Specified in These Regulations:

- A properly completed paper or electronic billing instrument submitted in accordance with the plan's reasonable specifications; and
- Any state-designated data requirements included in statutes or regulations

COMPLETE CLAIM SUBMISSION OPTIONS

Claims can be submitted either paper form or electronically.

Note: *Before submitting a claim, verify the Member's eligibility (See Eligibility Verification, Enrollment, and Customer Service section).*

Paper claim submission are mailed to address below: Health

Plan of San Joaquin (HPSJ)

Paper Processing Facility

P.O. Box 211395

Eagan, MN 55121

To submit claims electronically, providers must establish an account with a clearing house of choice.

Examples of clearing houses are Change Healthcare (Payer ID 68035), Office Ally (Payer ID HPSJ1) and ClaimsRemedi (68035). Please contact the clearinghouse vendor of choice to set up electronic claim submission. If HPSJ does not already have the clearing house set up as a trading partner, it will be set up once HPSJ is contacted by the clearing house. For any questions or assistance, contact the Provider Services Department at (209) 942-6340.

HPSJ will acknowledge the receipt of electronic claims within two (2) working days of receipt and acknowledge receipt of paper claims within fifteen (15) working days.

Note: *Working Days are defined as Monday through Friday, excluding recognized federal holidays.*

Advantages of Electronic Claims Submission

- **Expedited claims processing:** Electronic submission allows HPSJ to begin adjudicating claims faster than if the claim is submitted by paper.
- **Cost effectiveness:** Electronic submission eliminates the cost of purchasing billing forms, envelopes and postage.
- **Claims Submission Confirmation:** Electronic submission provides fast electronic confirmation of a claim submission from the clearinghouse.

SECTION 10: CLAIMS SUBMISSION

CLAIM SUBMISSION TIMELINES

HPSJ's timely filing guideline for claims submission is three hundred and sixty-five (365) days from the date of service. If a claim is received within the appropriate time frame, the claim will be denied unless disputed pursuant to C.C.R. Section 1300.71.38 and a good cause for delay as defined can be presented.

***Note:** Date of Service is the date upon which the provider delivered separately billable health care services to the member.*

***Note:** Date of Receipt is the working day when a claim, by physical or electronic means, is first delivered to either the plan's specified claims payment office, post office box, or designated claims processor.*

- ❖ *In the event where a claim is sent to the incorrect party, the "date of receipt" shall be the working day when the claim, by physical or electronic means, is first delivered to the correct party responsible for adjudicating the claim.*

A "good cause", as defined in the *California Knox-Keene Act*, is as follows:

- A catastrophic event that substantially interferes with normal business operations of the Provider
- Administrative delays or errors by HPSJ or the California Department of Health Care Services (DHCS) and/or Department of Managed Health Care (DMHC)
- Other special circumstances reviewed and approved by HPSJ

**The submission of complete documentation to establish "good cause" is required for such consideration and approval.*

The requests for a claim adjustment, corrections, or reconsideration of an adjudicated claim must be received no later than three hundred sixty-five (365) days following the date of payment or denial of the original claim.

CLAIMS DETERMINATION NOTIFICATION

Upon submission of a **Complete Claim**, payment or denial will be made within forty-five (45) working days. HPSJ shall notify providers in writing no later than forty-five (45) working days after receipt of a claim by HPSJ. If a portion and/or whole claim has been contested (denied), the notice will identify the portion of the claim that is contested (denied) and the specific reason HPSJ is contesting the claim. If the claim is contested (denied) because HPSJ has not received the information necessary to determine HPSJ liability for the claim, then the provider will have forty-five (45) working days from the date of the notice to provide the information requested. HPSJ will then complete its consideration of the claim within forty-five (45) working days after receiving the requested information.

SECTION 10: CLAIMS SUBMISSION

Note: *Date of contest, Date of denial or Date of notice:* the date of postmark or electronic mark accurately setting forth the date when the contest, denial or notice was electronically transmitted or deposited in the U.S. Mail or another mail or delivery service, correctly addressed to the claimant's office or other address of record with proper postage prepaid.

Claims Pend/Review

Claims that cannot be auto adjudicated, fail an edit, and/or audit check, may “pend” for review either by rule-based algorithms or by a claims analyst who has identified potential additional review is needed. All paper claim submissions are scanned, and images reviewed for completeness along with any attachments submitted with the claim.

Claims Denial and Rejections

HPSJ will contest (deny) or reject a claim when the claim has been billed with invalid and/or incomplete information and/or does not meet HPSJ guidelines. *Reference Important Billing Tips and Claim Form Requirements* to avoid denials and ensure prompt payment.

CLAIM REIMBURSEMENT

The reimbursement of a submitted complete claim is the payment for services rendered based upon either a contract term, letter of agreement (LOA) and/or in accordance with the Medi-Cal fee schedule and guidelines. All providers will receive a Remittance Advice (RA), indicating payment and/or the denied/contested reason (*see Claims Determination Notification*).

Interest on Claims

HPSJ will pay interest on each uncontested claim not paid timely, frivolous contested claims, and claims where HPSJ supplies late notice, or no notice of the claim being contested or denied (*see Claims Determination Notification*). HPSJ will also pay interest on payment adjustments made if a Provider Dispute Resolution (PDR) involves a claim and the dispute is determined in whole or in part in favor of the provider. Interest payments will apply to both contracted and non-contracted providers.

The interest rate is fixed at a fifteen percent (15%) annual rate. For claims from an emergency services facility, the minimum amount of interest is the greater of fifteen dollars (\$15) or the fifteen percent (15%) per annum. Interest will be paid for each day beginning with the first day after the deadline through the date payment is mailed.

If HPSJ fails to pay the interest due on the late claim payment within 5 business days, HPSJ will pay a ten-dollar (\$10.00) penalty for that late claim in addition to any amounts due. In determining the timelines, HPSJ will use the receipt date of the original claim, or the receipt date of the dispute, whichever is appropriate.

Capitated Providers are also subject to the payment of interest at the amounts outlined above for any fee-for-service claims that are not covered under the capitation agreement.

SECTION 10: CLAIMS SUBMISSION

California Children's Services (CCS)

HPSJ is not financially responsible to reimburse providers for unauthorized services to patients (members) who qualify under California Children's Services (CCS). The provider must submit a Service Authorization Request (SAR) to a CCS county or state office and bill CCS for eligible services, except in an emergency. The provider and facility must be CCS paneled and/or certified to receive reimbursement for such services. For more information about the CCS program, please visit the CCS website at www.dhcs.ca.gov/services.

For information on the authorization process for CCS qualifying conditions, please refer to Section 8 – Utilization Management.

Emergency Department (ED)/Trauma Admissions

If an inpatient stay that was the result of an Emergency or Trauma is denied, providers have the right to dispute the denial. If the provider is requesting reimbursement for ED room charges only, please bill those services on a separate claim following the outpatient billing guidelines.

CLAIM OVERPAYMENT

If a provider identifies an overpayment, the provider is required to inform HPSJ and return the overpayment to HPSJ within thirty (30) working days from the date the provider identifies the overpayment.

In accordance with California Knox-Keene Health Care Service Plan Act and Regulations 2019 edition §1300.71 and DHCS, All Plan Letter (APL) 17-003, if HPSJ determines that it has overpaid a claim(s) to a provider, HPSJ will notify the provider in writing within 365 days of claim paid date and pursue collections of overpayments. ** The 365-day time limit shall not apply if the overpayment was caused in whole or in part by fraud or misrepresentation on the part of the provider.*

Additionally, in accordance with DHCS, APL 20-010, all post-payment recoveries and identified overpayments related to member(s) having Other Healthcare Coverage (OHC) at the time services are rendered will be reported no later than the 15th of each month to DHCS. All unrecovered monies after the 13th month of the date of payment will be reported and pursued by DHCS and/or assigned contractor. Any monies received by HPSJ after the 13th month of the date of payment from the provider will be paid to DHCS.

HPSJ will notify the provider in writing, to the provider's address of record with HPSJ, which clearly identifies the claim, the name of the patient (member), the date of service and explanation of the basis upon which HPSJ believes the amount paid on the claim was more than the amount due, including interest and penalties.

SECTION 10: CLAIMS SUBMISSION

Non-Contested Overpayment

If the provider does not contest the notice of reimbursement of overpayment, the provider must reimburse HPSJ within 30 working days of receipt of HPSJ's notice of reimbursement of overpayment [Knox-Keen Act §1300.71(5)].

Offsetting Against Future Claims

HPSJ may offset an uncontested notice of reimbursement of overpayment against a provider's current claim submissions plus interest at ten percent (10%) per annum [Knox-Keen Act §1300.71(6)] when:

- The provider fails to reimburse HPSJ within 30 working days of the notice, and
- The provider's contract specifically authorizes HPSJ to offset an uncontested notice of overpayment from the provider's current claim submission.
- OR provider submits Offset Request Form allowing HPSJ to offset overpayment and/or future identified overpayments.

If the overpayment is offset against the provider's current claim submission, HPSJ will provide a detailed written explanation identifying the specific payments that have been offset against that specific current claim(s).

Contested Overpayment

If the provider wishes to contest the notice of reimbursement of overpayment, the provider must state in writing the basis upon which the provider believes the claim was not overpaid within 30 working days of the date of notice [Knox-Keen Act §1300.71(4)].

Note: The written notice is considered a Provider Dispute Resolution and is tracked and acknowledge as such (See Provider Dispute Resolution)

PERSONAL CARE SERVICES (PCS) AND HOME HEALTH CARE SERVICES (HHCS)

All claims for personal care services (PCS) and home health care services (HHCS) for in-home visits by a provider must be submitted with:

- Allowable current procedural terminology and healthcare common procedure codes as outlined in the DHCS Medi-Cal Provider Manual.
- Proper Place of Service Code or Revenue Code and Bill Type to indicate the rendering of PCS or HHCS in a member's home

Refer to the following link for EVV Provider Type, Procedure, and Place of Service Code:
<https://www.dhcs.ca.gov/Documents/EVV-Provider-Types-and-Codes.pdf>

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ANCILLARY CLAIMS

Billing for ancillary Covered Services should be in accordance with Medi-Cal guidelines. Specific information for all ancillary Covered Services can be found in the online Medi-Cal Provider Manual at www.medi-cal.ca.gov under “Publications.”

Below are the forms that should be used for billing the following ancillary services:

PROVIDER TYPE	BILLING FORMS
Diagnostic Services	1500 Form
Skilled Nursing Facilities	UB Form
Ambulatory Surgery Center	UB Form, include correct place of
Ambulance Services	1500 Form
Durable Medical Equipment	1500 Form
Home Health/Hospice	UB Form; use bill type 32X

Administrative Day Claims Submission and Payment Rules

Certain HPSJ contracted hospital service agreements contain a provision for the reimbursement of an administrative day. When a hospital identifies that a member requires an administrative day, the hospital must obtain Authorization from HPSJ’s Utilization Management (UM) Department. See Chapter 8-Utilization Management- Facility/Ancillary Referrals and Authorizations for authorization requirements for an administrative day.

When the Member is released from the hospital, the hospital must submit separate claims for the inpatient stay and administrative day. An administrative day must be billed with Rev Code 0169. The hospital will be reimbursed at the hospital’s contracted reimbursement rates for the inpatient stay and administrative day.

Observation Stay Claims Submission and Payment Rules

Certain HPSJ contracted hospital service agreements contain a provision for reimbursement of an observation stay. No Authorization is required for an observation stay lasting 0-24 hours. The following claims payment rules for an observation stay will apply if a Member is admitted to the hospital:

- When the inpatient admission and observation stay occur on the same day the observation stay will be included in the hospital’s contracted inpatient reimbursement rate. The hospital will only submit a claim for the inpatient admission and be reimbursed for the inpatient

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admission. No separate reimbursement will be paid for the observation stay.

- When the inpatient admission occurs on the day following the observation stay the hospital will be reimbursed for the inpatient stay and the observation stay at the hospital's contracted reimbursement rates. Separate claims for the inpatient admission and the observation stay must be submitted. Rev code 0762 with the corresponding CPT/HCPCS code must be submitted on the claim for the observation stay. The unit(s) billed for the observation stay should be based on the hospital's contracted reimbursement rate:

For an observation stay per diem rate up to 24 hours, 1 day = 1 unit

For an observation stay hourly rate up to 24 hours, 1 hour = 1 unit

When the Member is not admitted to the hospital after an observation stay a claim should be submitted for the observation stay with Rev code 0762 and the corresponding CPT/HCPCS. The unit(s) billed should be based on the hospital's contracted reimbursement rate:

For an observation stay per diem rate up to 24 hours, 1 day = 1 unit

For an observation stay hourly rate up to 24 hours, 1 hour = 1 unit

An observation stay prior to or post of an outpatient surgery will be included in the hospital's contracted outpatient surgery reimbursement rate. No separate payment will be made for the observation stay.

Trauma Care Claims Submission and Payment Rules

Certain HPSJ contracted hospital service agreements contain a provision for the reimbursement of trauma care. When a hospital identifies a member as a trauma case the hospital must obtain Authorization from HPSJ's Utilization Management (UM) Department. See Chapter 8- Utilization Management -Facility/Ancillary Referrals and Authorizations for authorization requirements for trauma care. The hospital must be a designated trauma facility to receive trauma care reimbursement rates.

When the Member is discharged from the hospital, the hospital will submit a claim for payment of the trauma admission. If the hospital's service agreement contains a provision for the reimbursement of a trauma activation fee, the trauma activation fee must be billed with Rev code 681-684 and admit type 5 indicating a trauma admission. The trauma activation fee (if applicable) will only be paid once per trauma admission. The following payment rules apply to the reimbursement of trauma care:

1. The hospital's contracted trauma reimbursement rate will not be paid if the initial evaluation of the Member does not take place within 30 minutes of the member arriving in the emergency department or within 8 hours of the traumatic event if the Member is transferred to another facility.
2. The activation of the trauma team must be in response to the notification of key hospital personnel by pre-hospital caregivers.
3. A Member who dies prior to arriving at the hospital cannot be charged the trauma team

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activation rate regardless of whether the pre-hospital caregiver notification was provided to the receiving hospital.

4. A Member who dies within 24 hours of arriving in the Emergency Department can be charged the outpatient trauma rate.
5. Authorized trauma admissions will be paid at the hospital's contracted rate for the applicable trauma level of care (Level 1-4). When the Member is downgraded to med/surg during the hospital stay the hospital will be paid the hospital's contracted rate for med/surg inpatient days.
6. Hospital admissions not authorized as trauma will be reimbursed at the hospital's contracted rate for inpatient med/surg admission.

Inpatient and Outpatient Implant and Prosthetic Device Claims Submission and Payment Rules

Certain HPSJ contracted provider agreements contain a provision for the reimbursement of implants and prosthetic devices. Based on the terms of the provider's agreement, providers may receive reimbursement for high-cost implants and prosthetic devices provided to a Member or only receive reimbursement for high-cost implants and prosthetic devices when the unit cost exceeds a defined dollar amount threshold. HPSJ follows the Medi-Cal covered benefit guidelines for implants and prosthetic devices and will only reimburse providers for such covered services. When a provider identifies an implant or prosthetic device has been provided to a Member and (if applicable) exceeds the unit cost dollar threshold as defined in their provider agreement, the provider may submit a claim for the implant or prosthetic device. The claim must be billed with revenue code 274, 275, 276 or 278.

If the provider's agreement reimburses implants and prosthetic devices at the manufacture's invoice cost plus an additional %, the provider must submit a manufacture's invoice with the claim. Claims for implants and prosthetic devices will be paid according to their provider agreement. Claims missing the required revenue code 274, 275, 276 or 278 and manufacturer's invoice (if applicable) will be denied for lack of information.

HPSJ may perform periodic audits of the provider's implant and prosthetics billing practices to ensure compliance with their provider agreement and these rules.

Inpatient and Outpatient High-Cost Drug Claim Submission and Payment Rules

HPSJ has established a list of drugs, medications and biologics that are defined as high-cost drugs. (See High-Cost Drug List Below) Periodic updates will be made to this list as new drugs, medications and biologics are approved by the FDA.

Certain HPSJ provider agreements contain a provision for the reimbursement of high-cost drugs. Depending upon the terms of the provider's agreement providers may receive reimbursement for all high-cost drugs provided to a Member or will only receive reimbursement for high-cost drugs

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when the unit cost exceeds a defined threshold dollar amount.

When a provider identifies a high- cost drug on HPSJ's approved list has been provided to a Member and (if applicable) exceeds the unit cost threshold as defined in their provider agreement, the provider may submit a claim for the high-cost drug.

The claim must be billed with revenue code 0636, HCPCS code and NDC code. If the provider's agreement reimburses high-cost drugs at manufacturer's invoice cost or manufacture's invoice cost plus an additional %, the provider must submit a manufacture's invoice with the claim.

Revenue code 0636 should only be used when the high-cost drug qualifies as separately payable as defined by their provider agreement.

Claims for high-cost drugs will be paid according to their provider's agreement.

Claims missing the required revenue code 0636, HCPCS, NDC code and manufacturer's invoice (if applicable) will be denied for lack of information.

HPSJ may perform periodic audits of the provider's high- cost drug billing practices to ensure compliance with their provider agreement and these rules.

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REQUIRED FIELDS FOR CMS 1500 FORM (Professional)

BOX #	FIELDNAME	INSTRUCTIONS	REQUIRED (Y, N)
1	MEDICAID/ MEDICARE/ OTHER ID	For Medi-Cal, enter an "X" in the Medicaid box. Billing Tip: If billing Medicare crossover, there is no need to submit a paper/electronic claim. HPSJ receives crossover claims from CMS.	Y
1a	INSURED'S ID NUMBER	Enter the recipient's ID number from the HPSJ Identification Card. NOTE: When submitting a claim for a newborn infant under the mother's eligibility, use the newborn infants HPSJ ID number. This number is available 24-48 hours after receipt of the newborn face sheet. Billing Tip: Use the HPSJ Portal to verify that the recipient is eligible for the services rendered.	Y
2	PATIENT'SNAME	Enter the recipient's last name, first name and middle initial (if known). A comma is required between recipient's last name, first name and middle initial (if known). Billing Tip: Newborn Infant: When submitting a claim for a newborn infant under the mother's eligibility, use the mother's last name followed by BABY BOY or BABY GIRL. Avoid nicknames or aliases.	Y
3	PATIENT'SBIRTH DATE (MM/DD/CCYY) and SEX	Enter the recipient's date of birth in six-digit MMDDYY format (month, day, year). If the recipient is 100 years or older, enter the recipient's age and the full four-digit year of birth in Box 19. Enter an "X" in the M or F box. Billing Tip: Newborn Infant: Enter the infant's sex and date of birth in Box 3.	Y
4	INSURED'SNAME	Not Required.	N
5	PATIENT'SADDRESS	Enter the recipient's complete address and telephone number.	Y
6	PATIENT'SRELATIONSHIP TO INSURED	Not Required.	N
9	OTHER INSURED'S NAME	This field should only be used when the primary insurance is Medicare or Other Healthcare Coverage (OHC) and the policy holder's name differs from the patient's name.	Y
9a	OTHER INSURED'S POLICY OR GROUPNUMBER	This field should only be used when the primary insurance is Medicare or Other Healthcare Coverage (OHC).	Y
9d	INSURED PLAN NAME OR PROGRAMNAME	Complete this field if patient has Other Health Coverage (OHC) as primary. Billing Tip: Medi-Cal guideline requires that, with certain exceptions, providers must bill the recipient's other health coverage prior to billing Medi-Cal Managed Care Plan (MCP). Eligibility under Medicare is not considered OHC.	Y
10a, b or c	PATIENT'SCONDITION	Complete this field if services were related to an accident or injury. Enter an "X" in the Yes box if accident/injury is employment related. Enter an "X" in the No box if accident/injury is not employment related. If either box is checked, the date of the accident must be entered in the Date of Current Illness, Injury or Pregnancy field (Box 14).	Y

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BOX #	FIELDNAME	INSTRUCTIONS	REQUIRED (Y, N)
11	INSURED'S POLICY GROUP OR FECANUMBER	Complete this field if patient has Other Health Coverage (OHC) as primary. Billing Tip: Medi-Cal guideline requires that, with certain exceptions, providers must bill the recipient's other health coverage prior to billing Medi-Cal Managed Care Plan (MCP). Eligibility under Medicare is not considered OHC.	Y
11a	INSURED'S DATE OF BIRTH	Complete this field if patient has Other Health Coverage (OHC) as primary. Billing Tip: Medi-Cal guideline requires that, with certain exceptions, providers must bill the recipient's other health coverage prior to billing Medi-Cal Managed Care Plan (MCP). Eligibility under Medicare is not considered OHC.	Y
11c	INSURANCE PLAN NAME OR PROGRAMNAME	Complete this field if patient has Other Health Coverage (OHC) as primary. Billing Tip: Medi-Cal guideline requires that, with certain exceptions, providers must bill the recipient's other health coverage prior to billing Medi-Cal Managed Care Plan (MCP). Eligibility under Medicare is not considered OHC.	N
11d	ANOTHER HEALTH PLAN BENEFIT	Enter an "X" in the Yes box if the recipient has Other Health Coverage (OHC). Enter the amount paid (without the dollar or decimal point) by the other health insurance in the right side of Box 11d. Billing Tip: Medi-Cal guideline requires that, with certain exceptions, providers must bill the recipient's other health coverage prior to billing Medi-Cal. Eligibility under Medicare is not considered OHC.	N
14	DATE OF CURRENT ILLNESS, INJURY OR PREGNANCY (LMP)	Enter the date of the onset of the recipient's illness, the date of accident/injury or the date of the Last Menstrual Period (LMP).	Y
17	NAME OF REFERRING PROVIDER OR OTHER SOURCE	Enter the name of the referring provider in this box. When the referring provider is a non-physician medical practitioner (NMP) working under the supervision of a physician, the name of the NMP must be entered. However, the NPI of the supervising physician needs to be entered in box 17b, below.	Y
17b	NPI (OF REFERRING PHYSICIAN)	Enter the 10-digit NPI. The following providers must complete Box 17 and Box 17b: Audiologist, Clinical laboratory (services billed by laboratory), Durable Medical Equipment (DME) and medical supply, Hearing aid dispenser, Nurse anesthetist, Occupational therapist, Orthotist, Pharmacy, Physical therapist, Podiatrist (services are rendered in a Skilled Nursing Facility [NF] Level A or B, Portable imaging services, Prosthetist, Radiologist, Speech pathologist.	Y
18	HOSPITALIZATION DATES RELATED TO CURRENT SERVICES	Enter the dates of hospital admission and discharge if the services are related to hospitalization. If the patient has not been discharged, leave the discharge date blank.	Y
19	ADDITIONAL CLAIM INFORMATION	Use this area for procedures that require additional information, justification, or an Emergency Certification Statement. Billing Tip: "By Report" codes, complicated procedures, modifier breakdown, unlisted services and anesthesia time require attachments. If the rendering provider is an NP/PA or locum, their last name, first name and NPI should be documented in this field (for informational purposes only). Box 19 may be used if space permits. Please do not staple attachments.	Y

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BOX #	FIELDNAME	INSTRUCTIONS	REQUIRED (Y, N)
20	OUTSIDELAB	If this claim includes charges for laboratory work performed by a licensed laboratory, enter an "X." Outside laboratory refers to a lab not affiliated with the billing provider. Indicate in Box 19 that a specimen was sent to an unaffiliated laboratory. Leave blank, if not applicable.	Y
21a-l	DIAGNOSISORNATUREOF ILLNESSOR INJURY	Enter all letters and/or numbers of the ICD-10-CM (or latest version) diagnosis code, diagnosis code(s) should be in order of severity/illness presented, include fourth through seventh characters, if present. (Do not enter decimal point.) Relate A-L to service line(s) below (24e).	Y
22	RESUBMISSIONCODE	Use to identify a corrected claim and add the original claim number when possible. In all other circumstances, these codes are optional.	Y
23	PRIORAUTHORIZATION NUMBER	Use for HPSJ authorization number. Billing tip: Only one authorization number can cover services billed on any one claim.	Y
24a	DATE(S) OF SERVICE	Enter the date the service was rendered in the From and To boxes in the six-digit, MMDDYY (month, day, year) format in the unshaded area. When billing for a single date of service, enter the date in From box in Field 24A.	Y
24b	PLACE OF SERVICE	Enter the two-digit national Place of Service code in the unshaded area, indicating where the service was rendered. Billing Tip: The national Place of Service codes are listed in the CMS-1500 Completion section (cms comp) of the Medi-Cal Provider Manual, Part 2.	Y
24c	EMG	Emergency Code: Only one emergency indicator is allowed per claim and must be placed in the bottom-unshaded portion of Box 24C. Leave this box blank unless billing for emergency services.	Y
24d	PROCEDURES, SERVICESOR SUPPLIES/MODIFIER(S)	Enter the appropriate procedure code (CPT-4 or HCPCS) and modifier(s). For additional information on how to bill modifiers, please refer to the Medi-Cal Provider Manual. Billing Tip: The descriptor for the procedure code must match the procedure performed, and the modifier(s) must be billed appropriately. Do not submit multiple National Correct Coding Initiative (NCCI)-associated modifiers on the same claim line. If necessary, the procedure description can be entered in the Additional Claim Information field (Box 19). Billing Tip: Do not submit a National Correct Coding Initiative (NCCI)-associated modifier in the first position (right next to the procedure code) on a claim, unless it is the only modifier being submitted.	Y
24e	DIAGNOSISPOINTER	Use the diagnosis designations (A-L) listed in field 21, as the reference pointers in this field. The primary reason (primary diagnosis) for the service must be the first diagnosis pointer listed in the field. Use multiple pointers for secondary diagnoses related to the service line, if appropriate.	Y
24f	\$CHARGES	In the unshaded area of the form, enter the usual and customary fee for service(s) in full dollar amount. Do not enter a decimal point (.) or dollar sign (\$). For example, \$100 should be entered as "10000."	Y

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BOX #	FIELDNAME	INSTRUCTIONS	REQUIRED (Y, N)
24g	DAYSOR UNITS	Enter the number of medical “visits” (days) or procedures, surgical “lesions,” units of anesthesia time, items, or units of service, etc. The field permits entries up to 999 in the unshaded area. Billing Tip: Providers billing for units of time should enter the time in 15-min increments. For example, one hour should be entered as “4.”	Y
24h	EDSDTFAMILYPLANNING	Enter code “1” or “2” if the services rendered are related to family planning (FP). Enter code “3” if the services rendered are Child Health and Disability Prevention (CHDP) screening related. Leave blank if not applicable.	Y
24j	RENDERINGPROVIDERID#	Enter the NPI for a rendering provider (unshaded area) if the provider is billing under a group NPI. Billing Tip: If the rendering provider is an NP/PA or locum, enter the supervising physicians NPI in this field.	Y
25	FEDERALTAX ID#	Enter the Rendering/Supervising physicians Federal Tax ID in this field.	Y
26	PATIENT’SACCOUNT NUMBER	Field use for provider's unique patient account number.	N
27	ACCEPTASSIGNMENT	“Yes” or “No” entry is required.	Y
28	TOTAL CHARGE	Enter the full dollar amount for all services without the decimal point (.) or dollar sign (\$). For example, \$100 should be entered as “10000.” Billing Tip: If billing more than 1 claim form (or more than 6 lines) only enter total charge on the last claim form.	Y
29	DOLLARAMOUNT	Enter the full dollar amount of payments(s) received from the Other Health Coverage (Box 11D) and/or patient’s Share of Cost (Box 10D), without the decimal point (.) or dollar sign (\$). Billing Tip: Do not enter Medicare payments in this box. The Medicare payment amount will be calculated from the Medicare EOMB/MRN/RA when submitted with the claim.	Y
31	SIGNATUREOFPHYSICIANOR SUPPLIER	The claim must be signed and dated by the provider, or a representative assigned by the provider, in black ballpoint pen only. Billing Tip: If the rendering physician/provider is PA/NP or locum, enter the supervising physicians name in this field. Signatures must be written, not printed and should not extend outside the box. Stamps, initials, or facsimiles are not accepted.	Y
32	SERVICE FACILITYLOCATION INFORMATION	Enter the provider’s name. Enter the provider’s address, without a comma between the city and state, including the nine-digit ZIP Code, without a hyphen. Billing Tip: Use the name and address of the facility where the services were rendered if other than a home or office.	Y
32a	SERVICEFACILITY NPI	Enter the NPI of the facility where the services were rendered.	Y
33	BILLINGPROVIDERINFORMATION ANDPHONE NUMBER	Enter the provider’s name. Enter the provider address, without a comma between the city and state, including the nine-digit ZIP Code, without a hyphen. Enter the telephone number.	Y
33a	BILLINGPROVIDERNPI	Enter the billing provider’s NPI.	Y

SECTION 10: CLAIMS SUBMISSION

REQUIRED FIELDS FOR THE UB FORM (Institutional)

The following form outlines only the REQUIRED Field Information:

UBREQUIREDFIELDINFORMATON			
BOX #	FIELDNAME	INSTRUCTIONS	REQUIRED (Y, N)
1	ADDRESS, ZIP CODE	Enter the provider's name, hospital and clinic address, without a comma between the city and the state, and the nine-digit ZIP code without a hyphen. A telephone number is optional in this field. NOTE: The nine-digit ZIP code entered in this box must match the billing provider's ZIP code on field for claims to be reimbursed correctly.	Y
3a	PATIENT CONTROL NUMBER	Enter the patient's financial record number or account number in this field.	N
3b	MEDICAL RECORD NUMBER	Use Box 3a to enter a patient control number.	N
4	INSURED'SNAME	Not Required.	Y
6	STATEMENT COVERS PERIOD (FROM- THROUGH)	Outpatient Claims: Not required. Inpatient Claims: Enter the dates of service for this claim in six-digit MMDDYY (month, day, year) format. The date of discharge should be entered in the THROUGH box, even though this date is not reimbursable (unless the day of discharge is the date of admission). NOTE: For "From- Through" billing instructions, refer to the UB-04 Special Billing Instructions for Inpatient Services section (ub spec ip) in the Part 2 portion of the Medi-Cal provider manual.	Y
8b	PATIENTNAME	Enter the patient's last name, first name and middle initial (if known). Avoid nicknames or aliases. Newborn infant: When submitting a claim for a newborn infant using the mother's eligibility, enter the infant's name in Box 8b. If the infant has not yet been named, use the mother's last name followed by "Baby Boy" or "Baby Girl" (for example, JONES, BABY GIRL). Billing Tip: If billing for newborn infants from a multiple birth, each newborn must also be designated by a number or a letter (for example, JONES, BABY GIRL TWIN A) on separate claims. Enter infant's date of birth/sex in boxes 10 and 11. Organ Donors: When submitting a claim for a patient donating an organ to a HPSJ recipient, enter the donor's name, date of birth and sex in the appropriate boxes. Enter the HPSJ recipient's name in the Insured's Name field (Box 58) and enter "11" (Donor) in the Patient's Relationship to Insured field.	Y
10	BIRTH DATE	Enter the patient's date of birth, using an eight-digit MMDDYYY (month, day, year) format (for example, September 16, 1967 = 09161967). NOTE: If the recipient's full date of birth is not available, enter the year preceded on 0101. For newborns and organ donors, see item 8b).	Y
11	SEX	Enter the capital letter "M" for male or "F" for female	Y

SECTION 10: CLAIMS SUBMISSION

BOX #	FIELDNAME	INSTRUCTIONS	REQUIRED (Y, N)
12 and 13	ADMISSION DATE AND HOUR	Outpatient Claims: Not required. Inpatient Claims: Enter the date of hospital admission, in a six-digit format. Convert the hour of admission to the 24-hour (00-23) format. Do not include the minutes. Billing Tip: The admit time of 1:45p.m. will be entered on the claims as 13.	Y
14	ADMISSION TYPE	Outpatient Claims: Enter an admit type code of "1" when billing for emergency room-related services (in conjunction with the facility type "14" in Box 4). This field is not required by HPSJ for any other use. Inpatient Claims: Enter the numeric code indicating the necessity for admission to the hospital. NOTE: If the delivery was outside the hospital, use admit type code "1" (emergency) in the Type of Admission and admission source code "4" (extramural birth) in the Source of Admission field (Box 15).	Y
15	ADMISSION SOURCE	Outpatient Claims: Not required. Inpatient Claims: If the patient was transferred from another facility, enter the numeric code indicating the source of transfer. Enter code "1" or "3" in Box 14 to indicate whether the transfer was an emergency or elective. When the type of admission code in Box 14 is "4" (newborn; baby born outside of hospital), submit claim with source of admission code "4" in Box 15 and appropriate revenue code in Box 42.	Y
31 through 34a and b	OCCURRENCE CODES AND DATES	Occurrence codes and dates are used to identify significant events related to a claim that may affect payer processing. Occurrence codes and dates should be entered from the left to right, top to bottom in numeric-alpha order starting with the lowest value. Example: If billing for two occurrence codes "24" (accepted by another payer) and "05" (accident/no medical or liability coverage), enter "05" in Box 31a and "24" in Box 32a. Enter the accident/injury date in corresponding box (6-digit format MMDDYY). NOTE: Enter code "04" (accident/employment-related) in Boxes 31 through 34 if the accident or injury was employment related. Outpatient Claims: Discharge date in not applicable. Inpatient Claims: Discharge Date: Enter occurrence code "42" and the date of hospital discharge (in six-digit format) when the date of discharge is different from the "THROUGH" date in Box 6.	Y
37a	UNLABELED (USE FOR DELAY REASONCODES)	If there is an exception to the billing limit, enter on the delay reason codes in Box 37a and include the required documentation. NOTE: Documentation justifying the delay reason must be attached to the claim for review. For hospitals that are not reimbursed according to the diagnosis related groups (DRG) model: Providers must use claim frequency code "5" in the Type of Bill field (Box 4) of the claim when adding a new ancillary code to a previous stay, if the original stay was already billed.	N

SECTION 10: CLAIMS SUBMISSION

BOX #	FIELDNAME	INSTRUCTIONS	REQUIRED (Y, N)
42	REVENUECODE	Outpatient Claims: Revenue codes are required (for instance, for organ procurement). Inpatient Claims: Enter the appropriate revenue or ancillary code. Refer to the Revenue Codes for Inpatient Services section (rev cd ip) in the appropriate Part 2 of the Medi-Cal provider manual. Ancillary codes are listed in the Ancillary Codes section (ancil cod) of the Part 2 Medi-Cal provider manual. Billing Tip: For both outpatient and inpatient claims (single-page claims), enter code "001" in Box 42, line 23 to designate the total charge line. Enter the total amount in Box 47, line 23.	Y
43	DESCRIPTION	Outpatient Claims: Information entered this field will help separate and identify the descriptions of each service. The description must identify the service code indicated in the HCPCS/Rate/HIPPS Code field (Box 44). This field is optional, except when billing for physician-administered drugs. Refer to the Physician-Administered Drugs-NDC UB-04 Billing Instructions section (physician MDC ub) of the Part 2 Medi-Cal provider manual for more information. Inpatient Claims: Enter the description of the revenue or ancillary code listed in the Revenue Code field (Box 42). NOTE: If there are multiple pages of the claims, enter the page numbers on line 23 in this field.	Y
44	HCPCS/RATE	Outpatient Claims: Enter the applicable procedure code and modifier. Note that the descriptor for the code must match the procedure performed and that the modifier(s) must be billed appropriately. Attach reports to the claims for "By Report" codes, complicated procedures (modifier 22) and unlisted services. Reports are not required for routine procedures. Non-payable CPT codes are listed in the TAR & Non-Benefit List: Codes (10000- 99999) sections in the appropriate Part 2 Medi-Cal provider manual. All modifiers must be billed immediately following the HCPCS code in the HCPCS/Rate field (Box 44) with no spaces. Up to four modifiers may be entered on the outpatient UB-04 claim form. Inpatient Claims: Not required.	Y
45	SERVICEDATES	Outpatient Claims: Enter the date the service was rendered in six- digit format. Inpatient Claims: Not required. Billing Tip: For "From- Through" billing instructions, see the UB-04 Special Billing Instructions for Outpatient Services section (ub spec op).	Y
46	SERVICEUNITS	Outpatient Claims: Enter the actual number of times a single procedure or item was provided for the date of service. If billing for more than 99, divide the units on two or more lines. Inpatient Claims: Enter the number of days of care by revenue code. Units of service are not required for ancillary services. If billing for more than 99 units, divide the units between two or more lines. Billing Tip: Although Service Units is a seven-digit field, only two digits are allowed.	Y

SECTION 10: CLAIMS SUBMISSION

BOX #	FIELDNAME	INSTRUCTIONS	REQUIRED (Y, N)
47	TOTALCHARGES	In full dollar amount, enter the usual and customary fee for the service billed. Do not enter a decimal point (.) or dollar sign (\$). Enter full dollar amount and cents, even if the amount is even (e.g., if billing for \$100, enter "10000" not "100"). Enter the total charge for all services on the last line or on line 23. Enter "001" in Revenue Code field (Box 42, line 23) to indicate this is the total charge line. Outpatient Claims: If an item is a taxable medical supply, include the applicable state and county sales tax. To delete a line, mark with a thin line through the entire detail line (Box 42-49), using a black ballpoint pen. NOTE: Up to 22 lines of data (fields 42-49) can be entered. It is acceptable to skip lines.	Y
50a through 50c	PAYER NAME	Outpatient Claims: Enter insurance plan name to indicate claim payer. NOTE: If the recipient has Other Health Coverage (OHC), the insurance carrier must be billed prior to billing Health Plan of San Joaquin. Billing Tip: When completing Boxes 50-65 (excluding Box 56) enter all information related to the payer on the same line (for example, Line A, B or C) in order of payment (Line A: other insurance, Line B: Medicare, Line C: HPSJ). Do not enter information on Lines A and B for other insurance (or Medicare) if payment was denied by these carriers. If HPSJ is the only payer billed, all information in Boxes 50-65 (excluding Box 56) should be entered online A.	Y
51	HEALTHPLANID	Enter the 9-digit HPSJ ID number. NOTE: If recipient is a newborn infant covered under the mother's eligibility, enter the newborn infant HPSJ ID number. This ID is available 24-48 hours after receipt of the newborn infant face sheet.	Y
54a through 54c	PRIOR PAYMENTS (OTHER COVERAGE)	Leave blank if not applicable. Enter the full dollar amount of the payment received from the OHC, online A or B that corresponds with OHC in the Payer field (Box 50). Do not enter a decimal point (.), dollar sign (\$), plus (+) or minus (-) sign. NOTE: For instruction about completing this field for Medicare/Medi-Cal recipients, refer to the Medicare/Medi-Cal Crossover Claims: UB-04 section (medcr ub) in the Medi-Cal provider manual.	N
55a through 55c	ESTIMATED AMOUNT DUE (NETAMOUNT BILLED)	In full dollar amount, enter the difference between "Total Charges" (Box 47, line 23) and any deductions. Do not enter a decimal point (.) or dollar sign (\$). Example: Patient's SOC Value Codes Amount and/or OHC Prior Payments.	N
56	NPI	Enter the appropriate 10-digit National Provider Identifier (NPI) number.	Y
57a through 57c	OTHERPROVIDER ID	Not Required	N

SECTION 10: CLAIMS SUBMISSION

BOX #	FIELDNAME	INSTRUCTIONS	REQUIRED (Y, N)
58a through 58c	INSURED'SNAME	Enter the last name and first name of the policyholder, using a comma or space to separate the two. Do not leave a space between a prefix (e.g., MacBeth). Submit a space between hyphenated names rather than a hyphen (e.g., Smith Simmons). If the name has a suffix (e.g., Jr., III) enter the last name followed by a space and then the suffix (e.g., Miller Jr. Roger). NOTE: If billing for an organ donor, enter the recipient's name and the patient's relationship to the recipient in the Patient's relationship to Insured field.	N
60a through 60c	INSURED'S UNIQUE ID	Enter the recipient's HPSJ 9-digit ID number as it appears on the HPSJ Identification Card. NOTE: HPSJ does not accept the 14-digit ID number on the Benefits Identification Card (BIC). Billing Tips: When submitting a claim for a newborn infant for the month of birth or the following month, under the mother's eligibility, use the newborn infant HPSJ 9-digit ID number. (This ID number is available 24-48 hours after receipt of the newborn infant face sheet.)	Y
63a through 63c	PRIORAUTHORIZATION	For services requiring a Prior Authorization, enter the alpha-numeric number in this field. It is not necessary to attach a copy of the Prior Authorization. Recipient information on the claim must match the Authorization. Multiple claims must be submitted for services that have more than one Authorization. Only one Authorization can cover services billed on any one claim. Inpatient Claims: Inpatient claims must be submitted with an Authorization.	Y
66	DIAGNOSISCODEHEADER	Claims with a diagnosis code in Box 67 must include the ICD indicator "0" for ICD-10-CM diagnosis codes, effective October 1, 2015.	Y
67	UNLABELED (PRIMARY DIAGNOSISCODE)	Include all letters and numbers of the ICD-10-CM diagnosis code to the highest level of specificity (when possible) including fourth through seventh digits if present for the primary diagnosis code. Do not include decimal point. Present on Admission (POA) indicator. Each diagnosis code may require a POA indicator. Hospitals must enter a POA indicator (unless exempt) in the shaded portion of boxes 67 and 67a, to the right of the diagnosis field, to indicate when the condition occurred, if known. When the condition is present, use "Y" for yes. When the indicator is "N" for no, it means that the condition was acquired while the patient was in the hospital.	Y
67a	UNLABELED (SECONDARY DIAGNOSIS CODE)	If applicable, enter all letters and/or numbers of the secondary ICD- 10-CM diagnosis code to the highest level of specificity (when possible). Do not include a decimal point. NOTE: Paper claims accommodate up to 18 diagnosis codes.	N

SECTION 10: CLAIMS SUBMISSION

BOX #	FIELDNAME	INSTRUCTIONS	REQUIRED (Y, N)
74	OTHER PROCEDURE CODES AND DATES	Outpatient Claims: Not required. Inpatient Claims: Enter the appropriate ICD-10-PCS code, identifying the secondary medical or surgical procedure, without period or spaces between the numbers. In six-digit format, enter the date the surgery or delivery was performed. Billing Tip: Inpatient providers must enter ICD- 10-PCS code in this field (not CPT-4/HCPCS surgical procedure code).	Y
74a through 74e	OTHER PROCEDURE CODES AND DATES	Outpatient Claims: Not required. Inpatient Claims: Enter the appropriate ICD-10-PCS code, identifying the secondary medical or surgical procedure, without period or spaces between the numbers. NOTE: For OB vaginal or cesarean delivery and transplants, enter a suitable ICD-10-PCS code in Box 74 or 74a-e.	Y
76	ATTENDING	Outpatient Claims: Enter the referring or prescribing physician's NPI in the first box. This field is mandatory for radiologists. If the physician is not a Medi-Cal provider, enter the state license number. Do not use a group provider number. Referring or prescribing physician's first and last names are not required. Billing Tip: For atypical referring or prescribing physicians, enter the Medicaid Identifier "1D" in the Qual ID box and enter the Medi-Cal provider number next to it. Inpatient Claims: Enter the attending physician's NPI in the first box. Do not enter a group number. The attending physician's first and last name is not required. Billing tip: For inpatient claims, do not enter the operating or admitting physician NPI in this field.	Y
77	OPERATING	Outpatient Claims: Enter the NPI of the facility in which the recipient resides or the physician providing services. Only one rendering provider number may be entered on claim. Do not use a group number or state license number. Billing Tip: For atypical rendering physicians, enter the Medicaid Identifier "1D" in the Qual ID box and enter the Medi-Cal provider number next to it. Inpatient Claims: Enter the operating physician's NPI in the first box. Do not enter a group number. The operating physician's first and last name is not required.	N
78	OTHER	Outpatient Claims: Not required. Inpatient Claims: Enter the admitting physician's NPI in the first box. Do not enter a group provider number. The admitting physician's first and last name is not required by Medi-Cal.	N
80	REMARKS	Use this area for procedures that require additional information, justification, or an Emergency Certification Statement. This statement must be signed and dated by the provider and must be supported by a physician, podiatrist or dentist's statement describing the nature of the emergency, including relevant clinical information about the patient's condition. A mere statement that an emergency existed is not sufficient. If the Emergency Certification Statement will not fit in this area, attach the statement to the claim. Billing Tip: If additional information cannot be completely entered in this field, attach the additional information to the claim on single- sided 8 1/2 by 11-inch white paper. "By Report" claim submissions do not always require an attachment. For some procedures, entering information in the Remarks field (Box 80) of the claim may be sufficient. Eligibility Verification Confirmation (EVC) numbers, are not required as attachments unless the claim is over 1 year old.	N

SECTION 10: CLAIMS SUBMISSION

IMPORTANT BILLING TIPS

- Obtain prior authorization for any covered services that require authorizations.
- The Provider Portal has a list of codes that require authorization.
- File complete claims within the required timely filing requirements.
- File complete claims electronically as recommended.
- Use the standard and most updated Current Procedural Terminology (CPT) codes, International Classification of Diseases (ICD) codes, Health care Procedure Coding System (HCPCS) codes, or Revenue Codes. Please refer to the Medi-Cal manual and website at www.medi-cal.ca.gov for billing guidelines.
- Identify frequency limits for certain procedure codes www.medi-cal.ca.gov
- Use the National Provider Identifier Standard (NPI) correctly and appropriately:
- A valid 10-digit NPI must be entered in the billing provider field on the paper claim form or electronic claim submission.
- The NPI must belong to the correct provider. (A Provider rendering medical care cannot use the Group's NPI and vice versa. Providers who render medical care in a Facility cannot use the Facility's NPI, and vice versa. An individual provider cannot use another individual Provider's NPI).
- A valid NPI is entered in the attending, admitting, or operating provider ID field.
- A valid NPI is entered in the referring provider field.
- The complete 9-digit ZIP code must be entered in the billing provider address field.
- A valid NPI of the inpatient Facility where medical care is rendered is entered in the service facility NPI field.
- National Drug Code (NDC) numbers are required for physician administered drugs (PAD).
- For a list of High-Cost Pharmacy (drugs), see Section 11 – Provider Payment
- Invoices are also required for certain HCPCS codes.
- Review National Correct Coding Initiative (NCCI) and bill appropriate modifiers
- Submit claims with all required documentation
- Preventative exams for Medi-Cal Members under nineteen (19) years of age must be billed on 1500 claim forms.
- When submitting paper claims:
 - Send the original claim form and retain a copy for your records.
 - Do not submit multiple claims stapled together. Stapling original forms together indicates the second form is an attachment, not an original form to be processed separately.

SECTION 10: CLAIMS SUBMISSION

- Carbon copies, photocopies, facsimiles, or forms created on laser printers are not acceptable for claims submission and processing.

Billing Resource and Guidelines

Health Plan of San Joaquin's Provider Billing Handbook includes billing procedures and guidelines to be utilized as a tool to prevent delays, rejections or denied claims. To view the handbook, click the following link to access the Provider Billing Handbook: <https://www.hpsj.com/provider-billing-and-resource-guide/>

Newborns

Please note that Hospitals must notify HPSJ of member newborns within twenty-four (24) hours of birth. Under HPSJ rules, newborns are covered under the mother's coverage one (1) month after birth or until the newborn has been their own approved eligibility.

- Newborn will be issued own HPSJ ID number under the mother's coverage.
- Claims should be submitted using newborn baby's HPSJ id number
- Do not submit charges for the newborn on the same claim form as the mother
- Do not submit charges for the newborn with the mother's HPSJ ID number
- Submit the newborn claim after the mother's claim has been submitted.
- A healthy newborn is submitted with the newborn baby's id number, newborn information
- If the newborn requires a longer stay, an authorization is required under the newborn ID number
- In the case of multiple births, each child's information should be submitted on a separate claim.
- If the newborns require further hospitalization, each child will have a separate authorization number which must be submitted on each claim.

CLAIMS STATUS AND QUESTIONS

Claims status is available through the Provider Portal. The Provider Portal is available through the HPSJ website, www.hpsj.com. If you are unable to obtain satisfactory answers regarding claims status or other claim questions, please contact our Customer Service Department at (209) 942- 6320 or (888) 936-7526.

MEMBER BILLING

As a Managed Care (Medi-Cal) Plan (MCP), many of the same rules that apply to Medi-Cal fee-for-service apply to HPSJ. Balance billing Medi-Cal members is prohibited by federal and state laws. Medi-Cal members should not pay for physician visits and other medical care when they

SECTION 10: CLAIMS SUBMISSION

receive covered services from any HPSJ provider. This means HPSJ members cannot be charged for co-pays, co-insurance, or deductibles. HPSJ Providers cannot bill a member.

If the services provided are covered services in accordance with HPSJ benefits, then HPSJ's reimbursement to the provider constitutes full payment and the member cannot be balance billed for these services. If a member was invoiced or charged in error, all billing efforts must cease as soon as the error is identified. If the member paid for covered services, the provider must refund the member within fifteen (15) days.

Billing Medi-Cal members violates Federal and State laws, as outlined in section 1902(n)(3)(B) of the Social Security Act, as modified by section 4714 of the Balanced Budget Act of 1997; California Welfare and Institutions Code, section 14019.4; W&I Code section 14019.3; W&I Code section 14019.4; Title 28 CCR 1300.71; Title 22, §51002; Title 42 CFR, section 447.15.

If a member is willing to compensate a provider for a non-covered service and the provider is willing to accept a negotiated payment between the parties, that agreement is considered outside of Medi-Cal and thus outside the supervision of HPSJ. However, the service must clearly be identified as not a covered benefit (NCB) in accordance HPSJ and/or Medi-Cal. The violation of the Medi-Cal or HPSJ payment rules could result in the immediate termination of the *Provider's Agreement*.

SECTION 11: PROVIDER PAYMENT

PROVIDER PAYMENT

To ensure timely and accurate reimbursement please note the following:

Forms

W-9 Forms

To ensure the correct reporting of provider income to the Internal Revenue Service and the California Franchise Tax Board, HPSJ must have an accurate and current W-9 form on file. The information on the W-9 provides HPSJ with the following:

- The **entity** being paid
- The full and complete **mailing address** where payments are to be directed
- The **tax ID number** used to report income received from HSPJ.

The sections of the W-9 that are of key importance are:

- **Legal Name:** The name of the individual and/or corporation that will appear on the Provider's tax return.
- **Business Name:** The name under which the Provider does business, i.e., Doing Business As (DBA) name.

Federal 1099 Forms

A 1099 form will be sent by January 31st of each year to providers with payments of six hundred dollars (\$600) or more in the previous calendar year. Please contact the Provider Services Department at (209) 942-6340 or via email to ProviderServices@HPSJ.com if you believe there is an error in the information reported on a 1099 form received from HPSJ.

CAPITATION PAYMENTS

Capitation is the "Per-Member-Per-Month" (PMPM) payment paid based on an individual provider (or group) agreement and/or contract. The fixed monthly reimbursement is paid primarily to PCPs as full reimbursement for specified covered services provided to each assigned member. Capitation payments are processed monthly and can be made by check or Electronic Funds Transfer (EFT). See information below on how to set up EFT. Capitation payments are post-marked or remitted electronically on or before the tenth (10th) of each month and are accompanied by a remittance advice (RA) identifying the assigned members for which capitation payment is being made.

Note: *Due to member enrollment fluctuation during the month, adjustments may be made to the following month's payment.*

SECTION 11: PROVIDER PAYMENT

FEE-FOR-SERVICE PAYMENT (FFS)

Under DHCS guidelines, providers interested in contracting with HPSJ, are required to be enrolled in the Medi-Cal fee-for-service (FFS) program. Providers enrolled in the Medi-Cal FFS program must also be credentialed by HPSJ, meet all applicable screening and enrollment requirements, and adhere to criteria outlined in regulatory provider bulletins. For more information or to apply, please visit www.dhcs.ca.gov/provgovpart/Pages/PED.aspx. For inquiries about the Medi-Cal FFS program, contact the Provider Enrollment Division (PED) at (916) 323-1945 or submit an e-mail to PEDCorr@dhcs.ca.gov.

FFS payments apply to any covered services provided by non-capitated providers or for non-capitated covered services provided by capitated providers. FFS payments are made when a complete claim is submitted and processed for payment in accordance with the provider contract and/or Medi-Cal guidelines for non-contracted providers (See Section 10: Claim Submission).

FFS payments are accompanied by a remittance advice (RA) identifying claims being paid and/or denied/contested with an explanation reason.

Note: *Not all services are reimbursable. If services are rendered that require prior authorization and authorization is not obtained and/or are considered a Non-Covered Benefit (NCB) under Medi-Cal or DHCS guidelines, no payment will be issued.*

STREET MEDICINE PAYMENTS

If the street medicine provider is an FQHC, they shall be reimbursed at their applicable Prospective Payment System (PPS) rate when such services are being provided outside the four walls and where the member is located. The FQHC shall be paid their applicable PPS rate when the street medicine provider is a billable clinic.

ELECTRONIC FUNDS TRANSFER (EFT)

Electronic Funds Transfer (EFT) is a great way to receive your payments from HPSJ faster. Visit www.changehealthcare.com/support/customer-resources/enrollment-services to enroll in EFT, or download and send completed forms via email to EFTenrollment@ChangeHealthcare.com or fax to (615) 238-9615. For assistance or to enroll by phone, contact Change Healthcare at (866) 506-2830. You may also contact the Provider Services Department at (209) 942-6340 or via email to ProviderServices@HPSJ.com for more information.

CHECK TRACERS

If payment has not been received within thirty (30) days of the check issuance date, please contact the Provider Services Department at (209) 942-6340 or via email to ProviderServices@HPSJ.com to initiate a check tracer. Provider Services staff will coordinate with the HPSJ Finance Department to investigate further and verify the check payment status.

SECTION 11: PROVIDER PAYMENT

If the check has been cashed or deposited, a copy of the canceled check will be provided. If the check has not been cashed or deposited, an affidavit form must be completed and returned to the Provider Services Department via email to ProviderServices@HPSJ.com or fax to (209) 461-2565 to request payment to be reissued. Affidavits must be notarized for payments greater than \$1,000.

SECTION 11: PROVIDER PAYMENT

Upon receipt of the completed affidavit, a stop payment order will be placed on the original check and the HPSJ Finance Department will process the reissued payment on the next scheduled payment date.

PAYMENT DELAYS RELATED TO PROVIDER DIRECTORY

Under Section 1367.27 of the Health and Safety Code, HPSJ may delay payments if a provider does not respond to attempts to verify information about the provider published in the Provider Directory. HPSJ will not delay payment unless it has attempted to first verify the provider's information by contacting the provider in writing, electronically, or by telephone to confirm whether the current information is correct or requires updates.

For providers paid on a capitated basis, HPSJ may delay up to fifty percent (50%) of the next scheduled capitation payment for up to one (1) calendar month. FFS claim payments may also be delayed for up to one (1) calendar month beginning on the first (1st) day of the following month. HPSJ will provide ten (10) business days' notice before delaying payment. If payment is delayed, HPSJ will reimburse the full amount within three (3) business days following the date the Provider Directory information is received, or at the end of the one (1) month delay period.

ENCOUNTER DATA SUBMISSION

PCP's receiving capitation payments are required under the terms of their agreement/contracts to submit encounter data to HPSJ monthly. The monthly encounter data is essential information used by HPSJ, CMS, and DMHC/DHCS to accurately report and assess patient care and potential additional needs. The data can be submitted easily by using a CMS1500 claim form and may be submitted electronically. The encounter data must be received by HPSJ no later than the fifteenth (15th) of the month following the date services are rendered.

COORDINATION OF BENEFITS (COB)

When HPSJ is the secondary payer, all claims must be submitted within three hundred and sixty-five (365) days from the date of payment on the primary payer's Explanation of Benefits (EOB) form. A copy of the EOB must be attached to the claim if submitted via paper. COB data can also be submitted electronically if the claim is filed electronically. Medicare Part A and B claims are submitted directly to HPSJ from CMS electronically monthly. If the member's primary plan denies services and requests additional information, the information must be submitted to the primary insurance carrier before submitting to HPSJ.

PAYMENTS TO OUT OF NETWORK PROVIDERS

Out-of-network providers who treat and bill for Medi-Cal Managed Care Plans (MCP) and MCP beneficiaries who have other health coverage (OHC) (Commercial health insurance, Medicare, Tricare, etc.). Due to mandatory managed care enrollment, Medi-Cal beneficiaries can keep their OHC when they become mandatorily enrolled in managed care (MMCE). As you are aware,

SECTION 11: PROVIDER PAYMENT

Medi-Cal is the payer of last resort, which means in most cases, Medi-Cal will be secondary to the OHC, covering allowable costs not paid by the primary insurance (typically wrap payments or co-pays) up to the Medi-Cal rate.

A provider enrolled for Medi-Cal FFS or as a Medicare provider does not need to be contracted with a Medi-Cal MCP to see and bill the Medi-Cal MCP for routine services for a patient who is dual-eligible or has OHC and is enrolled in the MCP. For providers who are enrolled in Medi-Cal FFS but do not contract with an MCP, they may still see an MCP member for a limited duration under “continuity of care” requirements by leveraging a letter of agreement (LOA) or similar mechanism when the service would typically require a prior authorization.

To bill Medi-Cal after billing the OHC, the provider must present acceptable forms of proof to the MCP that all sources of payment have been exhausted, which may include a denial letter from the OHC for the service or an explanation of benefits indicating that the service is not covered by the OHC.

THIRD PARTY LIABILITY (TPL)

HPSJ is responsible for notifying the Department of Health Care Services (DHCS) within ten days of identifying cases in which a member might receive funds from a third party to which DHCS has lien rights.

SECTION 11: PROVIDER PAYMENT

HPSJ must be notified in writing of all potential and confirmed third party liability cases that involve an HPSJ member. Notification must include:

- Member name
- Member identification number and Medi-Cal number
- Date of birth
- Provider name and address
- Date(s) of service
- CMS approved diagnostic and procedural coding
- Billed charges for service(s)
- Any amount paid by other coverage (if applicable)
- Date of denial and reason(s) for denial
- Any requests received by subpoena from attorneys, insurers, or members for bill copies must be reported to HPSJ. The request for copies and responses must be forwarded to:
- Health Plan of San Joaquin
- Attn: Compliance/Third Party Liability Coordinator 7751 S Manthey Road,
- French Camp, CA 95231-9802
- Upon receipt of a request for information from DHCS, HPSJ must respond within thirty (30) days. Providers will be contacted if their assistance is needed. The information requested from Providers must be returned within ten (10) days.

FACILITY PAYMENTS

HPSJ contracts with facilities within the service area and provides access to specialty facility services when needed outside of the service area. Each facility agreement/contract contains specific reimbursement information indicating payment methodologies.

As a Medi-Cal plan, HPSJ will reimburse any providers on staff within the facilities using the Medi-Cal fee schedule and/or contracted agreement.

Note: *Members cannot be balance billed for services (see Section 10: Claims Submission for further details)*

All facilities are expected to coordinate with HPSJ's Medical Management team for services that require prior authorization by providing the member information and medical documentation necessary to support high quality, timely, and cost-effective health care.

9 SECTION 11: PROVIDER PAYMENT

No Payment for Never Events, Hospital Acquired Conditions (HAC), and Provider Preventable Conditions (PPC)

The Centers for Medicare & Medicaid Services (CMS) defines Never Events as “serious and costly errors in the provision of health care services that should never happen.” Never Events, HACs, and PPCs can be avoided through the application of evidence based clinical guidelines.

Institutional providers are encouraged to take appropriate actions to reduce the likelihood of Never Events, HACs, and PPCs.

Facility providers will not be reimbursed for covered services related to or resulting from Never Events, HAC, or PPC including reimbursement for additional Inpatient Days that would not have been incurred in the absence of such Never Event, HAC, or PPC. These events shall not be included in either APR-DRG calculations, Per Diems, or included in any stop loss calculations.

If an HAC or PPC event occurs, institutional providers must submit a copy of the member’s record with the claim and file the PPC with DHCS. PPC filing instructions are located at https://www.dhcs.ca.gov/individuals/Pages/PPC_Form_Instructions.aspx

HIGH-COST PHARMACY (DRUGS)

HPSJ has established a list of drugs, medications and biologics that are defined as high-cost pharmaceuticals (drugs). When a provider has administered a pharmaceutical (drug) identified on the list, the provider must bill in accordance with claim billing requirements to receive payment. HPSJ will reimburse the provider and/or facility according to provider’s agreement/contract.

HPSJ may perform bi-annual audits of provider billing of high-cost pharmaceuticals (drugs) as defined in the provider contract (if applicable) to ensure providers billing are in accordance with established guidelines.

High-Cost Pharmacy (drugs) List Effective 4/1/2022

Generic Name	Trade Name	HCPCS	HCPCS Description
Amphotericin b lipid complex	N/A	J0287	Injection, amphotericin b lipid complex, 10 mg
C-1 esterase, berinert	N/A	J0597	Injection, c-1 esterase Inhibitor (human), berinert, 10 units
Miacalcin 200 IU/mL 2mL MDV 1pk	Miacalcin 200 IU/mL 2mL MDV 1pk	J0630	Injection, calcitonin salmon, up to 400 units

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Ceftazidime and avibactam	N/A	J0714	Injection, ceftazidime and avibactam, O.Sg/0.125g
Cidofovir injection	N/A	J0740	Injection, cidofovir, 375 mg
Crotalidae poly immune fab	N/A	J0840	Injection, crotalidae polyvalent immune fab (ovine), up to 1g
Dalvance 500 mg	Dalvance 500 mg	J0875	Injection, dalbavancin, 5 mg
DAPTOMYCIN LYO INJECTION 500 mg/10ML 1	DAPTOMYCIN LYO INJECTION 500	J0878	Injection,daptomycin, 1 mg
ARANESP (darbepoetin alfa)	ARANESP (darbepoetin alfa)	J0881	Injection, darbepoetin alfa, 1microgram (non-esrd use)
Argatroban Inj, 100 mg/mL, 2.5 mL Vial	Argatroban Inj, 100 mg/mL, 2.5 mL Vial	J0883	Injection, argatroban, 1 mg (for non-ESRD use)
EPOGEN (Epoetin alfa)	EPOGEN (Epoetin alfa)	J0885	Injection,epoetin alfa, (for non-ESRD use), 1000 units
DECITABINE FOR INJECTION 50 mg 1 SD VIAL	DECITABINE FOR INJECTION 50 mg 1 SD	J0894	Injection, decitabine, 1 mg
Prolia (denosumab)	Prolia (denosumab)	J0897	Injection,denosumab,1 mg
Soliris	Soliris	J1300	Injection, ecullzumab, 10 mg
NEUPOGEN (Filgrastim)	NEUPOGEN (Filgrastim)	J1442	Injection, filgrastim (G- CSF), excludes biosimilars, 1 mcg
Galsulfase injection	N/A	J1458	Injection,galsulfase, 1 mg
PRIVIGEN	PRIVIGEN	J1459	Injection,immune globulin (privigen), intravenous, non-lyophilized (e.g. liquid},500 me
Inj, imm glob bivigam, 500 mg	N/A	J1556	Injection,immune globulin (Bivigam}, 500 mg
Gammaflex injection	N/A	J1557	Injection,immune globulin, (Gammaflex}, intravenous, nonlyophilized (e.g., liquid},
Gamunex-C 5GM 50ML Vial	Gamunex-C 5GM 50ML Vial	J1561	Injection,immune globulin, (gamunex-c/gammaked}, non-lyophilized (e.g.liquid},
Immune globulin, powder	N/A	J1566	Injection, immune globulin, intravenous,lyophilized (e.g. powder}, not
Octagam 10%	Octagam 10%	J1568	Injection,immune globulin, (octagam}, intravenous, non-lyophiized (e.g. liquid},
GAMMAGARD LIQUID IMMUNE GLOBULIN INTRAVENOUS	GAMMAGARD LIQUID IMMUNE GLOBULIN INTRAVENOUS	J1569	Injection, immune globulin, (gammagardliquid}, non lyophilized, (e.g. liquid}, 500 mg
Flebogamma 5% DIF	Flebogamma 5% DIF	J1572	Injection,immune globulin, (Flebogamma/Flebogamma

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IMMUNE GLOBULIN INTRAVENOUS	PANZYGA	J1599	Injection, immune globulin, intravenous, nonlyophilized (e.g., liquid), not otherwise specified, 500 mg
Idursulfase injection	N/A	J1743	Injection, idursulfase, 1 mg
TRELSTAR 3.75 mg	TRELSTAR 3.75 mg	J3315	Injection, triptorelin pamoate, 3.75 mg
DOXORUBICIN HYDROCHLORIDE	DOXORUBICIN HYDROCHLORIDE	J9000	Injection, d_oxorubicin hydrochloride, 10 mg
Inj., treanda 1 mg	N/A	J9033	Injection, bendamustine hcl, 1 mg
Bevacizumab Syringe 1.25 ML	Bevacizumab Syringe 1.25 ML	J9035	Injection, bevacizumab, 10 mg
BORTEZOMIB	VELCADE	J9041	Injection, bortezomib, 0.1 mg
ADCETRIS (brentuximab vedotin)	ADCETRIS (brentuximab vedotin)	J9042	Injection, brentuximad vedotin, 1 mg
XGEVA (denosumab)	XGEVA (denosumab)	J9047	Injection, carfilzomib, 1 mg
CETUXIMAB	ERBITUX	J9055	Injection, cetuximab, 10 mg
CYCLOPHOSPHAMIDE FOR INJECTION, USP 500 mg/VIAL SDV PF	CYCLOPHOSPHAMIDE FOR INJECTION, USP 500 mg/VIAL SDV	J9070	Cyclophosphamide, 100 mg
Dactinomycin injection	N/A	J9120	Injection, dactinomycin, 0.5 mg
DARZALEX (DARATUMUMAB)	DARZALEX (DARATUMUMAB) 5ML	J9145	Injection, daratumumab, 10 mg
DOCETAXEL (DOCETAXEL) 10 mg/ML INJ	DOCETAXEL (DOCETAXEL) 10 mg/ML INJ	J9171	Injection, docetaxel, 1 mg
Ceftriaxone for Injection, USP - 1g / 15mL (25 pack)	Ceftriaxone for Injection, USP 1g /15mL (25 pack)	J9179	Injection, eribulin mesylate, 0.1 mg
Zoladex Safesystem Syringe 3.6 mg 1x1 EA DEPOT	Zoladex Safesystem Syringe 3.6 mg 1x1 EA DEPOT	J9202	Goserelin acetate implant, per 3.6 mg
KEYTRUDA 100 mg INJ LIQUID INNER PACK	KEYTRUDA 100 mg INJ LIQUID INNER PACK	J9271	Injection, pembrolizumab, 1 mg
FULVESTRANT	FASLODEX	J9395	Injection, fulvestrant, 25 mg
EPOGEN (Epoetin alfa)	EPOGEN (Epoetin alfa)	Q4081	Injection, epoetin alfa, 100 units (for ESRD on dialysis)
Opdivo	Opdivo	J9299	NIVOLUMAB 1 mg INJ
Herceptin 150 mg (10mL) Vial	Herceptin 150 mg (10mL) Vial	J9355	TRASTUZUMAB 10 mg INJ
PEMETREXED DISODIUM	ALIMTA	J9305	PEMTREXED 10 mg INJ PN
PANITUMUMAB	VECTIBIX	J9303	PANITUMUMAB 10 mg INJ JG
SODIUM CHLORIDE	SODIUM CHLORIDE	J9312	RITUXIMAB 10 mg INJ JG
Herceptin 150 mg (10mL) Vial	Herceptin 150 mg (10mL) Vial	J9306	PERTUZUMAB 1 mg INJ

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INJECTAFER 750 mg IRON, 15ML SDV (FERRIC CARBOXYMALTOSE INJ.)	INJECTAFER 750 mg IRON, 15ML SDV (FERRIC CARBOXYMAL	J1439	FERRIC CARBOXYMAL 1 mg INJ
REMICADE	REMICADE	J1745	INFLIXIMAB 100 mg INJ
NPLATE (romiplostim)	NPLATE (romiplostim)	J2796	ROMIPLOSTIM PER 10MCG INJG
NEULASTA (pegfilgrastim)	NEULASTA (pegfilgrastim)	J2505	PEGFILGRASTI M 6 mg INJ
PALONOSETRON HCL INJ 0.25 mg/5ML SSOL GVL	PALONOSETRON HCL INJ 0.25 mg/5ML SSOL GVL	J2469	PALONOSETRON 2SMCG INJ PN
UDENYCA (PEGFILGRASTIM- CBQV)	UDENYCA (PEGFILGRASTIM- CBQV)	Q5111	PEGFILGRAS-CBQV 0.5 mg INJ
OXALIPLATIN	ELOXATIN	J9263	OXALIPLATI N 0.5 mg INJ PN
ZARXIO 480 MCG/0.8ML INJECTION PREFILLED SYRINGE	ZARXIO 480 MCG/0.8ML INJECTION PREFILLED SYRINGE	Q5101	FILGRASTIM G-CSF BIO 1MCGPN
GEMCITABINE HCL	GEMZAR	J9201	GEMCITABINE HCL 200 mg PN
EMEND 150 mg POWDER IV	EMEND 150 mg POWDER IV	J1453	FOSAPREPITANT 1 mg INJ PN
Degarelix injection	N/A	J9155	DEGARELIX 1 mg INJ PN
CISPLATIN	CISPLATIN	J9060	CISPLATIN PER 10 mg INJ
IRINOTECAN HCL	CAMPTOSAR	J9206	IRINOTECAN 20 mg/1ML SDV
Etoposide Inj (100 mg/5mL)	Etoposide Inj (100 mg/5mL)	J9181	ETOPOSIDE 10 mg(500 mg)MDV
LUPRON DEPOT 11.25 mg PED	LUPRON DEPOT 11.25 mg PED	J9217	LEUPROLIDE 7.5 mg DEPO KIT
EPOETIN ALFA-EPBX	RETACRIT	Q5106	EPOETIN A NONESRD 1KU INJ
EMEND 150 mg POWDER IV	EMEND 150 mg POWDER IV	J9045	CARBOPLATIN /50 mg 50 mg MDV
ZOMETA VIAL 4 mg/5ML	ZOMETA VIAL 4 mg/5ML	J3489	ZOLEDRONIC ACID PER 1 mg
BOTOX BOTULINUM TOXIN TYPE A	BOTOX BOTULINUM TOXIN TYPE A	J0585	ONABOTULINUMTOXI NA 100UVL
Vimpat Injection 200 mg/20mL	Vimpat Injection 200 mg/20mL	C9254	INJECTION LACOSAMIDE 1 mg
BOTOX BOTULINUM TOXIN TYPE A	BOTOX BOTULINUM TOXIN TYPE A	J0585	BOTULINUM TOXIN TYPE A PER UNIT
MYOBLOC	MYOBLOC	J0587	INJ RIMABOTULINUMTOXINB 100 UNITS
Cimzia	Cimzia	J0717	INJECTION CERTOLIZUMAB PEGOL 1 mg

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XIAFLEX (collagenase clostridium histolyticum)	XIAFLEX (collagenase clostridium histolyticum)	J0775	INJ COLLAGENASE CLOSTRIDIUM HISTOLYTICUM 0.01 mg
Dalvance 500 mg	Dalvance 500 mg	J0875	INJECTION DALBAVANCIN 5 mg
EPOGEN (Epoetin alfa)	EPOGEN (Epoetin alfa)	J0885	INJ EPOETIN ALFA NON-ESRD 1000 UNIT
DECITABINE FOR INJECTION 50 mg 1 SD VIAL	DECITABINE FOR INJECTION 50 mg 1 SD VIAL	J0894	INJECTION DECITABINE 1 mg
Prolia (denosumab)	Prolia (denosumab)	J0897	INJECTION DENOSUMAB 1 mg
Soliris	Soliris	J1300	INJECTION ECULIZUMAB 10 mg
Radicava (edaravone injection)	Radicava (edaravone injection)	J1301	INJECTION EDARAVONE 1 mg
INJECTAFER 750 mg IRON, 15ML SDV (FERRIC CARBOXYMALTOSE INJ.)	INJECTAFER 750 mg IRON, 15ML SDV (FERRIC CARBOXYMAL	J1439	INJECTION FERRIC CARBOXYMALTOSE 1G
GRANIX INJ 0.5 ML	GRANIX INJ 0.5 ML	J1447	INJECTION TBO-FILGRASTIM 1MICROGRAM
PRIVIGEN	PRIVIGEN	J1459	INJ IG IV NONLYOPHILIZED 500 mg
Gamunex-C 5GM 50ML Vial	Gamunex-C 5GM 50ML Vial	J1561	INJECTION IMMUNE GLOBULIN NONLYOPHILIZED 500 mg
Injection, lacosamide	N/A	C9254	INJ IG IV LYPHILIZED NOS 500 mg
GAMMAGARD LIQUID IMMUNE GLOBULIN INTRAVENOUS	GAMMAGARD LIQUID IMMUNE GLOBULIN INTRAVENOUS	J1569	INJ IG GAMMAGARD LIQ IV NONLYOPHILIZED 500 mg
Flebogamma 5% DIF	Flebogamma 5% DIF	J1572	INJ IG IV NONLYOPHILIZED 500 mg
IMMUNE GLOBULIN INTRAVENOUS	PANZYGA	J1599	INJ IG IV NONLYOPHILIZED E.G. LIQUID NOS 500 mg
SIMPONI ARIA 50 mg/4mL Trade US	SIMPONI ARIA 50 mg/4mL Trade US	J1602	INJECTION GOLIMUMAB 1 mg FOR INTRAVENOUS USE
Hemin, 1 mg	N/A	J1640	INJECTION HEMIN 1 mg
REMICADE	REMICADE	J1745	INJECTION INFILIXIMAB EXCLUDES BIOSIMILAR 10 mg
Imuglucerase injection	N/A	J1786	INJECTION IMIGLUCERASE 10 UNITS
Somatuline Depot (lanreotide)	Somatuline Depot (lanreotide)	J1930	INJECTION LANREOTIDE 1 mg

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NUCALA (MEPOLIZUMAB) INJ 100 mg1 VIAL/CARTON	NUCALA (MEPOLIZUMAB) INJ 100 mg1 VIAL/CARTON	J2182	INJECTION MEPOLIZUMAB 1 mg
MICAFUNGIN SODIUM	MYCAMINE	J2248	INJECTION MICAFUNGIN SODIUM 1 mg
SODIUM CHLORIDE	SODIUM CHLORIDE	J2323	INJECTION NATALIZUMAB 1 mg
Ocrevus 300 mg/10ml Vial	Ocrevus 300 mg/10ml Vial	J2350	INJECTION OCRELIZUMAB 1 mg
SANDOSTATIN LAR DEPOT 20 mg	SANDOSTATIN LAR DEPOT 20 mg	J2353	INJ OCTREOTIDE DEPOT FORM IM 1 mg
NEULASTA (pegfilgrastim)	NEULASTA (pegfilgrastim)	J2505	INJECTION PEGFILGRASTIM 6 mg
KRYSTEXXA	KRYSTEXXA	J2507	INJECTION PEGLOTICASE 1 mg
Lucentis 0.5 mg (0.05ml) PFS	Lucentis - 0.5 mg (0.05ml) PFS	J2778	INJECTION RANIBIZUMAB 0.1 mg
NPLATE (romiplostim)	NPLATE (romiplostim)	J2796	INJECTION ROMIPLOSTIM 10MCG
HUMAN SECRETIN	CHIRHOSTIM	J2850	INJ SECRETIN SYNTH HUMN 1 MCG
THYROTROPIN ALFA	THYROGEN	J3240	INJ THYROTROPIN .9 mg PROV 1.1 VIAL
Tigecycline injection	N/A	J3243	INJECTION TIGECYCLINE 1 mg
Actemra? 80 mg (20 mg/mL) 4mL vial	Actemra? 80 mg (20 mg/mL) 4mL vial	J3262	INJECTION TOCILIZUMAB 1 mg
TREPROSTINIL SODIUM	REMODULIN	J3285	INJECTION TREPROSTINIL 1 mg
TRELSTAR 3.75 mg	TRELSTAR 3.75 mg	J3315	INJ TRIPTORELIN PAMOATE 3.75 mg
STELARA 130 mg/26 mL (5 mg/mL)	STELARA 130 mg/26 mL (5 mg/mL)	J3358	USTEKINUMAB FOR INTRAVENOUS INJECTION 1 mg
Entyvio 300 mg Vial	Entyvio 300 mg Vial	J3380	INJECTION VEDOLIZUMAB 1 mg
FIBRINOGEN	RIASTAP	J7178	INJECTION HUMAN FIBRINOGEN CONC NOS 1 mg
Iluvien	Iluvien	J7313	INJECTION FA INTRAVITREAL IMPL ILUVIEN 0.01 mg
Monovisc inj per dose	N/A	J7327	HYALURONAN/DERIVATIVE MONOVISC IA INJ PER DOSE
IMFINZI, 120 mg	IMFINZI, 120 mg	J9173	INJECTION DURVALUMAB 10 mg
Ceftriaxone for Injection, USP 1g / 15mL (25 pack)	Ceftriaxone for Injection, USP 1g / 15mL (25 pac	J9179	INJECTION ERIBULIN MESYLATE 0.1 mg

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Onivyde 43 mg/10ML per vial	Onivyde 43 mg/10ML per vial	J9205	INJECTION IRINOTECAN LIPOSOME 1 mg
IXABEPILONE 15 mg Vial	IXABEPILONE 15 mg Vial	J9207	INJECTION IXABEPILONE 1 mg
VANTAS (HISTRELIN ACETATE) IMPLANT	VANTAS (HISTRELIN ACETATE) IMPLANT	J9225	HISTRELIN IMPLANT VANTAS50 mg
Yervoy	Yervoy	J9228	INJECTION IPILIMUMAB 1 mg
PACLITAXEL 100 mg/16.7ML INJ VIAL	PACLITAXEL 100 mg/16.7ML INJ VIAL	J9264	INJ PACLITAXEL PROTBND PARTICL 1 mg
Oncaspar (pegaspargase) Injection, 3750 IU/5mL	Oncaspar (pegaspargase) Injection, 3750 IU/5mL	J9266	INJ PEGASPARGASE SINGLE DOSE VIAL
KEYTRUDA 100 mg INJ LIQUID INNER PACK	KEYTRUDA 100 mg INJ LIQUID INNER PACK	J9271	INJECTION PEMBROLIZUMAB 1 mg
Mitomycin for Injection 20 mg/50mL	Mitomycin for Injection 20 mg/50mL	J9280	INJECTION MITOMYCIN 5 mg
Inj, olaratumab, 10 mg	N/A	J9285	INJECTION OLARATUMAB 10 mg
Opdivo	Opdivo	J9299	INJECTION NIVOLUMAB 1 mg
GAZYVA 1000 mg/40mL 1 VIAL	GAZYVA 1000 mg/40mL 1 VIAL	J9301	INJECTION OBINUTUZUMAB 10 mg
PANITUMUMAB	VECTIBIX	J9303	INJECTION PANITUMUMAB 10 mg
PEMETREXED DISODIUM	ALIMTA	J9305	INJECTION PEMETREXED 10 mg
Herceptin 150 mg (10mL) Vial	Herceptin 150 mg (10mL) Vial	J9306	INJECTION PERTUZUMAB 1 mg
CYRAMZA	CYRAMZA	J9308	INJECTION RAMUCIRUMAB 5 mg
SODIUM CHLORIDE	SODIUM CHLORIDE	J9312	INJECTION RITUXIMAB 10 mg
TEMSIROLIMUS	TEMSIROLIMUS	J9330	INJECTION TEMSIROLIMUS 1 mg
YONDELIS (TRABECTEDIN) 1 mg	YONDELIS (TRABECTEDIN) 1	J9352	INJECTION TRABECTEDIN 0.1 mg
Herceptin 150 mg (10mL) Vial	Herceptin 150 mg (10mL) Vial	J9355	INJECTION TRASTUZUMAB EXCLUDES BIOSIMILAR 10 mg
FULVESTRANT	FASLODEX	J9395	INJECTION FULVESTRANT 25 mg
FERUMOXYTOL	FERUMOXYTOL	Q0138	INJ FERUMOXYTOL IDA 1 mg NON ESRD
Infliximab-dyyb	Inflectra	Q5103	INJECTION INFlixIMAB-DYYB BIOSIMILAR 10 mg

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RENFLEXIS 100 mg INJ INNER PACK	RENFLEXIS 100 mg INJ INNER PACK	Q5104	INJECTION INFLIXIMAB-ABDA BIOSIMILAR 10 mg
Fulphila 6 mg/0.6mL PFS 1PK	Fulphila 6 mg/0.6mL PFS 1PK	Q5108	INJECTION PEGFILGRASTIM-JMDB BIOSIMILAR 0.5 mg
NAFCILLIN SODIUM	NAFCILLIN SODIUM	S0032	INJECTION NAFCILLIN SODIUM 2 GRAMS
Tocilizumab Injection	Actemra	J3262	Injection, tocilizumab, 1 mg
TRIPTORELIN PAMOATE	Trelstar	J3315	INJ TRIPTORELIN PAMOATE 3.75 mg
FA INTRAVITREAL	N/A	J7313	INJECTION FA INTRAVITREAL IMPL ILUVIEN 0.01 mg
DERIVATIVE MONOVISC	N/A	J7327	HYALURONAN/DERIVATIVE MONOVISC IA INJ PER DOSE
THYROTROPIN .9 mg	THYROGEN	J3240	INJ THYROTROPIN .9 mg PROV 1.1 VIAL
PEGLOTICASE 1 mg	KRYSTEXXA	J2507	INJECTION PEGLOTICASE 1 mg
IMPLANT VANTAS	VANTAS (HISTRELIN ACETATE) IMPLANT	J9225	HISTRELIN IMPLANT VANTAS 50 mg
PEGASPARGASE SINGLE	Oncaspar	J9266	INJ PEGASPARGASE SINGLE DOSE VIAL

SECTION 12: DISPUTE RESOLUTION

GRIEVANCES AND APPEALS

There are two ways to report or solve problems involving health care, treatment, or services for members. A complaint (or grievance) is when a member has a problem with HPSJ or a provider, or with the health care or treatment they got from a provider. An appeal is when there is disagreement with HPSJ's decision to change services or not to cover them.

Members have the right to file grievances and appeals with HPSJ to notify about the problem. This does not take away any of legal rights and remedies for members. Members should not be discriminated or retaliated against us for submitting a complaint. Solving member issues assists HPSJ to improve care for all members.

Members should always contact HPSJ first to notify of their problem. They may call between 8:00 a.m. to 5:00 p.m. at 1-888-936-PLAN (7526), TTY/TDD 711. If the grievance or appeal is still not resolved after 30 days, or they are unhappy with the result, members can call the California Department of Managed Health Care (DMHC) and ask them to review the complaint or conduct an Independent Medical Review. Members can call the DMHC at 1-888-466-2219 (TTY 1-877-688-9891 or 711) or visit the DMHC website for more information: <https://www.dmhc.ca.gov>. The California Department of Health Care Services (DHCS) Medi-Cal Managed Care Ombudsman can also help. They can help with problems joining, changing or leaving a health plan. They can also help if a member has moved and is having trouble getting their Medi-Cal transferred to your new county. The Ombudsman may be contacted Monday through Friday, between 8:00 a.m. and 5:00 p.m. at 1-888-452-8609. Members may also file a grievance with your county eligibility office about your Medi-Cal eligibility. If members are unsure who they can file your grievance with, they should call 1-888-936-PLAN (7526), TTY/TDD 711. To report incorrect information about additional health insurance, members may call Medi-Cal Monday through Friday, between 8:00 a.m. and 5:00 p.m. at 1-800-541-5555.

Complaints

A complaint (or grievance) is when a member has a problem or is unhappy with the services they are receiving from HPSJ or a provider. There is no time limit to file a complaint. Members can file a complaint with HPSJ at any time by phone, in writing or online.

- By phone: Calling HPSJ at 1-888-936-PLAN (7526), TTY/TDD 711 between 8:00 a.m. - 5:00 p.m. Give your health plan ID number, your name and the reason for your complaint.
- By mail: Calling HPSJ at 1-888-936-PLAN (7526), TTY/TDD 711 and ask to have a form sent to them. When they receive the the form, they should fill it out. Ensure to include name, health plan ID number and the reason for your complaint. Tell HPSJ what happened and how we can assist.
- Mail the form to: Health Plan of San Joaquin Attention: Grievance and Appeal Department 7751 South Manthey Road French Camp, CA 95231. Provider offices should also make the complaint forms available for members.

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- Online: Visit the HPSJ website. <https://www.hpsj.com/member-grievance-form/>
- By fax - Member, Member representative or Provider on behalf of member can fax Grievance form to 209-942-6355.
- By email - Member, member representative or Provider on behalf of the member can file grievance via email at Grievances@hpsj.com

If members need help filing their complaint, HPSJ can help. HPSJ can provide free language services. Members should call 1-888-936-PLAN (7526), TTY/TDD 711.

Within 5 calendar days of receiving a complaint, HPSJ will send a letter to confirm receipt. Within 30 days, HPSJ will send another letter to notify the member on how the problem was resolved. If the member calls HPSJ about a grievance that is not about health care coverage, medical necessity, or experimental or investigational treatment, and their grievance is resolved by the end of the next business day, they may not get a letter.

If the member has an urgent matter involving a serious health concern, HPSJ may start an expedited (fast) review and provide a decision to the member within 72 hours. To ask for an expedited review, members may call 1-888-936-PLAN (7526), TTY/TDD 711. Within 72 hours of receiving the complaint, HPSJ will make a decision about how to handle the complaint and whether to expedite. If HPSJ determines that they will not expedite the complaint, HPSJ will notify the member know that they will resolve the complaint within 30 days. Members may contact the DMHC directly for any reason, including if they believe their concern qualifies for an expedited review, or HPSJ does not respond within the 72-hour period.

Complaints related to Medi-Cal Rx pharmacy benefits are not subject to the HPSJ grievance process or eligible for Independent Medical Review. Members can submit complaints about Medi-Cal Rx pharmacy benefits by calling 800- 977-2273 (TTY 800-977-2273 and press 5 or 711) or going to <https://medicalrx.dhcs.ca.gov/home/>. However, complaints related to pharmacy benefits not subject to Medi-Cal Rx may be eligible for an Independent Medical Review. DMHC's toll-free telephone number is 1-888-466-2219 and the TTY line is 1-877-688-9891. Members can find the Independent Medical Review/Complaint form and instructions online at the DMHC's website: <https://www.dmhc.ca.gov/>.

Appeals

An appeal is different from a complaint. An appeal is a request for HPSJ review and change a decision made about the member's service(s). If we sent the member a Notice of Action (NOA) letter telling them that we are denying, delaying, changing or ending a service(s), and they do not agree with our decision, they can ask us for an appeal. The member's PCP or other provider can also ask us for an appeal on behalf of the member with their written permission. They may ask for an appeal within 60 days from the date on the NOA received from HPSJ. If HPSJ decided to reduce, suspend, or stop a service(s) the member is receiving now, the member can continue getting that service(s) while they wait for their appeal to be decided. This is called Aid Paid Pending. To receive Aid Paid Pending, the member must ask us for an appeal within 10 days from the date on the NOA or before the date the service(s) will stop, whichever is later. When an appeal is requested under these circumstances, the service(s) will continue.

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Members can file an appeal by phone, in writing or online:

- By phone: Calling HPSJ at 1-888-936-PLAN (7526), TTY/TDD 711 between 8:00 a.m. – 5:00 p.m. Give their name, health plan ID number and the service they are appealing.
- By mail: Calling HPSJ at 1-888-936-PLAN (7526), TTY/TDD 711 and ask to have a form sent to them. When they get the form, they should fill it out. Ensure to include their name, health plan ID number and the service they are appealing.
- Mail the form to: Health Plan of San Joaquin Attention: Grievance and Appeal Department 7751 South Mantney Road French Camp, CA 95231. Provider offices should also have appeal forms available.
- Online: Members can visit the HPSJ website by going to <https://www.hpsj.com/grievances-appeals/> If they need help asking for an appeal or with Aid Paid Pending, HPSJ can help. HPSJ can provide free language services by calling 1-888-936-PLAN (7526), TTY/TDD 711.
- By fax - Member, Member representative or Provider on behalf of member can fax Appeal form to 209-942-6355.
- By email - Member, member representative or Provider on behalf of the member can file Appeal via email at Grievances@hpsj.com

Within 5 days of receiving an appeal, HPSJ will send a letter to notify it has been Within 30 days, HPSJ notify of the appeal decision and send the member a Notice of Appeal Resolution (NAR) letter. If HPSJ does not provide you with our appeal decision within 30 days, members can request a State Hearing and an IMR with the DMHC. But if a State Hearing is requested first, and the hearing has already happened, members cannot ask for an IMR. In this case, the State Hearing has final say.

If a member or their doctor wants us to make a fast decision because the time it takes to decide an appeal would put a member's life, health or ability to function in danger, the member can ask for an expedited (fast) review. To ask for an expedited review, call 1-888-936-PLAN (7526), TTY/TDD 711. HPSJ will make a decision within 72 hours of receiving your appeal.

If a member requested an appeal and got a NAR letter telling them HPSJ did not change their decision, or member never got a NAR letter and it has been past 30 days, they can:

- Ask for a State Hearing from the California Department of Social Services (CDSS), and a judge will review their case.
- File an Independent Medical Review/Complaint form with the Department of Managed Health Care (DMHC) to have HPSJ's decision reviewed or ask for an Independent

Medical Review (IMR) from the DMHC. During DMHC's IMR, an outside doctor who is not part of HPSJ will review the member's case. DMHC's toll-free telephone number is 1-888-466-2219 and the TTY line is 1- 877-688-9891. Members can find the Independent Medical Review/Complaint form and instructions online at the DMHC's website: <https://www.dmhc.ca.gov>.

Members will not have to pay for a State Hearing or an IMR.

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Members are entitled to both a State Hearing and an IMR. But if a member asks for a State Hearing first, and the hearing has already happened, they cannot ask for an IMR. In this case, the State Hearing has the final say. The sections below have more information on how to ask for a State Hearing and an IMR. Complaints and appeals related to Medi-Cal Rx pharmacy benefits are not handled by HPSJ. Members can submit complaints and appeals about Medi-Cal Rx pharmacy benefits by calling 800-977-2273 (TTY 800-977-2273 and press 5 or 711). However, complaints and appeals related to pharmacy benefits not subject to Medi-Cal Rx may be eligible for an Independent Medical Review. If members do not agree with a decision related to their Medi-Cal Rx pharmacy benefit, they may ask for a State Hearing. Medi-Cal Rx pharmacy benefit decisions are not subject to the IMR process with the DMHC.

Complaints and Independent Medical Reviews (IMR) with the Department of Managed Health Care

An IMR is when an outside doctor who is not related to the member's health plan reviews their case. If the member wants an IMR, the member must first file an appeal with HPSJ. If the member does not hear from HPSJ within 30 calendar days, or if the member is unhappy with the health plan's decision, then they may request an IMR. The member must ask for an IMR within 6 months from the date on the notice of the appeal decision, but the member only has 120 days to request a State Hearing so if the member wants an IMR and a State hearing they must their complaint as soon as possible. If the member asks for a State Hearing first, and the hearing has already happened, the member cannot ask for an IMR. In this case, the State Hearing has the final say.

The member may be able to get an IMR right away without filing an appeal first. This is in cases where health concern is urgent, such as those involving a serious threat to your health. If the member's complaint to DMHC does not qualify for an IMR, DMHC will still review the complaint to make sure HPSJ made the correct decision when the member appealed its denial of services. HPSJ has to comply with DMHC's IMR and review decisions.

Here is how to ask for an IMR:

The California Department of Managed Health Care is responsible for regulating health care service plans. If the member has a grievance against their health plan, the member should first telephone your health plan at 1-888-936-PLAN (7526), TTY/TDD 711 and use the health plan's grievance process before contacting the department. Utilizing this grievance procedure does not prohibit any potential legal rights or remedies that may be available to them. If they need help with a grievance involving an emergency, a grievance that has not been satisfactorily resolved by

their health plan, or a grievance that has remained unresolved for more than 30 days, the member may call the department for assistance. The member may also be eligible for an Independent Medical Review (IMR). If they are eligible for IMR, the IMR process will provide an impartial review of medical decisions made by a health plan related to the medical necessity of a proposed service or treatment, coverage decisions for treatments that are experimental or investigational in nature and payment disputes for emergency or urgent medical services. The department also has a toll-free telephone number (1-888-466-2219) and a TDD line (1- 877-688-9891) for the

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hearing and speech impaired. The department's internet website <https://www.dmh.ca.gov/> has complaint forms, IMR application forms and instructions online.

State Hearings

A State Hearing is a meeting with people from the California Department of Social Services (CDSS). A judge will help the member to resolve their problem or tell them that the health made the correct decision. The member has a right to ask for a State Hearing if they have already asked for an appeal with HPSJ and you are still not happy with the decision, or if the member does not get a decision on their appeal after 30 days.

The member must ask for a State Hearing within 120 days from the date on HPSJ's NAR letter. However, if HPSJ gave the member Aid Paid Pending during their appeal, and the member wants it to continue until there is a decision on their State Hearing, they must ask for a State Hearing within 10 days of HPSJ's NAR letter, or before the date specified their service(s) will stop, whichever is later. If the member needs help making sure Aid Paid Pending will continue until there is a final decision on their State Hearing, they may contact HPSJ between 8:00 a.m. – 5:00 p.m. by calling 1-888-936-PLAN (7526). If the member cannot hear or speak well, they may call TYY 711. The member's PCP can ask for a State Hearing on behalf of the member with their written permission.

In some instances the member can ask for a State Hearing without completing HPSJ's appeal process.

For example, the member can request a State Hearing without having to complete our appeal process, if we did not notify them correctly or on time about their service(s). This is called Deemed Exhaustion. Here are some examples of Deemed Exhaustion:

- The plan did not make a NOA letter available to the member in your preferred language.
- The plan made a mistake that affects any of member rights.
- The plan did not give the member a NOA letter.
- The plan made a mistake in our NAR letter.
- The plan did not decide the member appeal within 30 days. The plan decided the member's case was urgent but did not respond to their appeal within 72 hours.

Members ask for a State Hearing by phone or mail.

- By phone: Calling the CDSS Public Response Unit at 1-800-952-5253 (TTY 1-800-952-8349 or 711).
- By mail: Filling out the form provided with their appeals resolution notice and sending it to:

California Department of Social Services
State Hearings Division
P.O. Box 944243, MS 09-17-37
Sacramento, CA 94244-2430

If members need help asking for a State Hearing, HPSJ can help. HPSJ can provide free language services by calling 1-888-936-PLAN (7526), TTY/TDD 711.

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At the hearing, the member and health plan can both provide information on the case. It could take up to 90 days for the judge to decide the member case. HPSJ must follow what the judge decides.

If a member wants the CDSS to make a fast decision because the time it takes to have a State Hearing would put the members life, health or ability to function fully in danger, the member or the member's PCP can contact the CDSS and ask for an expedited (fast) State Hearing. CDSS must make a decision no later than 3 business days after it gets the member's complete case file from HPSJ.

PROVIDER DISPUTE RESOLUTION (PDR)

HPSJ maintains a dispute resolution process to support the review and resolution of provider concerns including, but not limited to, disputes regarding claim payments and/or denials, utilization management decisions (authorizations) and recoupment requests.

Provider Dispute Resolution (PDR) request must be submitted as detailed below:

- **Contracted Providers** must submit a provider dispute online through the Provider Portal/Doctors Referral Express (DRE)
<https://provider.hpsj.com/dre/default.aspx>
- **Non- Contracted Providers** must mail in provider disputes to the attention of the Claims Department at: Health Plan of San Joaquin P.O. Box 30490, Stockton, CA 95213-30490 with the appropriate **HPSJ Provider Dispute Resolution (PDR)** form. Located at: <https://www.hpsj.com>

Note: *Failure to submit the provider dispute through DRE or on the HPSJ PDR form will be returned for completion and may result in a delay of processing and potentially could fall outside of the dispute processing guidelines set by DMHC.*

TYPES OF DISPUTES

Provider Dispute Resolution (PDR) should only be submitted for the following reasons:

- **Contract Dispute:** Original claim did not pay per contracted or MCL rate.
- **Appeal of Medical Necessity/Utilization Management Decision:** Original claim denied because of a denied authorization or partially denied authorization and requires additional documentation to determine medical necessity.
- **Seeking Resolution of a Billing Determination:** Do not agree with claim or claim line denial.
- **Recovery Dispute:** A letter was received regarding an identified

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overpayment and you do not agree with the determination.

- **Seeking Resolution of a Supplement Payment:** Do not agree with the amount supplemental and/or denial of supplemental payment.

Note: *Claim must be finalized before submitting a PDR*

REQUIREMENTS FOR A COMPLETE PDR

A **Complete PDR** is a detailed request form. The required information depends on the dispute type (see list above).

All PDR's require the following:

Provider Information

- Rendering Provider/Facility Name
- NPI
- Pay To Affiliate Name
- Provider Billing Address
- Contact Name & Phone Number

Member Information

- Patient Name
- HPSJ ID#
- Patient Date of Birth
- Patient Account Number

Claim Information

- HPSJ issued claim number

Additional information required by dispute type:

Appeal of Medical Necessity/Utilization Management Decision

- Authorization Number
- If Inpatient Claim: Denied Days and/or Level of Care Review
- If Outpatient Claim: Denied services with CPT Code and description
- Relevant clinical documentation to support disputed denial

Contract Dispute

- Contract Rate/Fee Schedule

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- Claim/Claim Line(s) amount disputing
- Expected amount
- Type of Service (i.e. transportation)

Seeking Resolution of a Billing Determination

- Denial description identifying line(s) denied with justification for payment

Note: *If claim/claim line denied for additional documentation, submit via Correspondence.*

Recovery Request Dispute

- Recovery Request Number (RU#)
- Detailed reason for dispute (i.e. check/recoupment already applied)
- Supporting documentation
- Copy of Recovery Request Letter

PDR SUBMISSION TIMELINES

HPSJ's timely filing guidelines for PDR submissions is three hundred and sixty-five (365) days from the paid date of the claim. PDR's submitted electronically (through the provider portal) will be acknowledged within two (2) working days of receipt. PDR's submitted by mail will be acknowledged within fifteen (15) working days of receipt.

Note: *If the provider wishes to contest (**Recovery Request Dispute**) the notice of reimbursement of overpayment request it must be within thirty (30) working days.*

If additional information is required and requested through the dispute process the additional information requested must be received within thirty (30) working days of the notice date.

PDR DETERMINATION NOTIFICATION

Upon submission of a Complete PDR and/or receipt of additional information requested, HPSJ will resolve and issue a written determination within forty-five (45) working days.

Note: *Failure to submit complete and accurate information may result in a delay of processing and potentially could fall outside of the dispute processing guidelines set by DMHC.*

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OTHER INFORMATION

If the provider is trying to submit corrections on a claim, follow the **Corrected Claim** submission guidelines.

If a claim or claim line was denied for lack of supporting documentation, submit such documentation as **Correspondence** with the requested information.

If a claim was denied as a duplicate and you feel it was denied in error, make sure it was submitted with the appropriate documentation, modifiers, or correct claim submission indicator before submitting a dispute.

Note: *Appeals filed by the provider on behalf of the beneficiary (member) require written consent from the beneficiary. See additional information under Grievances & Appeals www.hpsj.com/grievances-appeals*

If the provider is disputing a **Pre-Service Authorization Denial** an UM Appeal can be submitted via telephone, mail, fax or online through the Utilization Management Department. UM Appeals do not go through the claims dispute process. **See additional information under Utilization Management.*

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QUALITY MANAGEMENT AND IMPROVEMENT (QMI) OVERVIEW

HPSJ is accredited by the National Committee for Quality Assurance (NCQA) which demonstrates a commitment to quality management and continuous improvement. HPSJ staff members, Providers, and representatives from the communities work continuously to meet the highest goals and objectives in health care delivery and quality.

Our Quality Management and Improvement (QMI) Program supports our mission through the development and maintenance of a quality-driven Provider network. The QMI program is a coordinated, comprehensive, and continuous effort to monitor and improve member safety and performance in all care and services provided.

DEFINITION OF QUALITY

Our definition of quality is an extension of the HPSJ vision that is “**STEEEP**” in Quality.

S - Safe:	Avoiding injuries to Members from the care that is intended to help them
T - Timely:	Reducing waits and sometimes harmful delays for both those who receive and those who give care
E - Effective:	Providing services based on scientific knowledge to all who could benefit and refraining from providing services to those not likely to benefit (avoiding underuse and overuse respectively).
E - Efficient:	Avoiding waste, including waste of equipment, supplies, ideas, and energy
E - Equitable:	Providing care that doesn't discriminate because of gender ethnicity, geographic location, socioeconomic status, or any other classifications prohibited by State or federal law.
P - Patient Centered:	Providing care that is respectful of and responsive to individual Member preferences, needs, and values and ensuring that Member values guide all clinical decisions.

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SCOPE OF QMI PROGRAM

The QMI program monitors and improves an array of indicators to measure critical clinical and service processes and outcomes. Components addressed include:

- Accessibility of services
- Availability of services
- Clinical quality improvement
- Service quality improvement
- Adverse outcomes/sentinel events
- Member satisfaction with medical and behavioral healthcare
- Provider satisfaction
- Best practices (*Clinical Practice Guidelines*)
- Continuity and coordination of care
- Effectiveness of the quality improvement program
- Member safety

Other areas that have impact on the QMI Program include:

- Provider credentialing and recredentialing
- Utilization management processes
- Utilization management outcomes
- Inter-rater reliability
- Provider performance
- Pharmacy management
- Facility site reviews

QUALITY MANAGEMENT AND IMPROVEMENT (QMI) PROCESS

The QMI Program includes a comprehensive array of clinical and service indicators that provide information about the systems, processes, and outcomes of clinical care and service delivery. The quality indicators emphasize areas representing risk and need across the continuum of care. . Indicators are developed with input from the Chief Medical Officer (CMO) and the Quality Management and Utilization Management (QMUM) Committee which include key members of the Provider community. These indicators include, but are not limited to:

- All cause hospital readmissions
- Emergency room (ER) utilization

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- Ambulatory care utilization
- Primary and Urgent care utilization

QUALITY IMPROVEMENT AND HEALTH EQUITY COMMITTEE (QIHEC) AND SUBCOMMITTEES

The key to HPSJ's quality management success is integration of information. HPSJ's committees may function separately but it is an expectation that data and information be readily available to and from all who are actively involved in HPSJ's performance improvement processes. Committee information and data is validated, coordinated, aggregated, communicated, reported, and acted upon in a timely manner to ensure success with all performance improvement and quality initiatives. All committee members are required to note their attendance for each meeting and sign an annual "Conflict of Interest" statement. Committee members cannot vote on matters where they have an interest and must abstain until the issue has been resolved. Written minutes are maintained by each committee for each meeting. Many of the HPSJ QMI committees require the participation of Providers.

Quality Improvement and Health Equity Committee (QIHEC) – Governing Board of Quality and Health Equity Transformation Program (QIHETP)

The Quality Improvement and Health Equity Committee (QIHEC) is responsible for the implementation and ongoing monitoring of the Quality Improvement and Health Equity Transformation Program (QIHETP). The QIHEC :

- Approves the annual QIHETP Description, Annual Plan and Evaluation
- Recommends policy decisions or oversees recommendations and revisions to the Quality Improvement and Health Equity Activities
- Reviews, analyzes, evaluates, and makes recommendations regarding the progress and outcome of quality improvement QI and Health Equity projects and activities
- Ensures that quality performance standards are met and makes recommendations for improvements
- Institutes actions to address performance deficiencies, identifies necessary actions and ensures follow-up according to plan
- Assists in establishing the strategic direction for all quality and healthy equity initiatives
- Receives subcommittee reports, identifies performance improvement opportunities, and makes recommendations to be incorporated into the QIHETP work plan
- Ensures Provider communication, education and follow-up related to Quality of Care issues
- Ensures Provider participation in the QIHETP through planning, design, implementation, or review

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- Confirms and reports to the Commission that HPSJ activities comply with all state, federal, regulatory, and NCQA standards
- Reports to the Commission any variance from quality performance goals and the plan to correct
- Submits to the Commission approved, signed minutes reflecting the committee decisions and actions of each meeting
- Presents to the Commission an annual reviewed and approved *QIHETP Description and Work Plan* and prior year evaluation
- Annually reviews and approves medical review criteria and *Clinical Practice Guidelines*
- Oversees QI and Health Equity activities that validate quality management effectiveness through customer feedback reporting including:
 - Provider and Member satisfaction/experience surveys
- Reviews and approves the annual Healthcare Effectiveness Data and Information Set (HEDIS) and Managed Care Accountability Set (MCAS) rates and provides feedback about improvement initiatives
- Reviews and approves the annual Consumer Assessment of Health care Providers and Systems (CAHPS) survey results and provides feedback about improvement initiatives
- Reviews and approves the annual Behavioral Health Member Experience survey results and provides feedback about improvement initiatives.
- Promotes education activities and continuing education unit (CEU) programs on QI for Providers
- Maintains compliance with standards for mandated reporting of diseases or conditions to the local health department
- Review and provide feedback on Quality and Equity policies

Committee members include:

- Physicians specializing in:
 - Obstetrics/Gynecology
 - Podiatry
 - Family Practice
 - General Surgery
 - Psychiatry
 - Pediatrics
 - Internal Medicine
- Practitioners:

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- RN Clinical Director Regional Center
- Community Partners
 - Deputy Director, Standards & Compliance San Joaquin General Hospital
- HPSJ Staff:
 - Compliance Officer
 - Executive Director, Clinical Operations
 - Director, Pharmacy
 - Director, Provider Relations
 - Director, Customer Service
 - Director of Delegate and Provider Relations
 - Director, Compliance
 - Director, Quality
 - Director, HEDIS and NCQA
 - Director, Utilization Management
 - Director, Case Management
 - Director, Clinical Analytics
 - HEDIS and NCQA Manager
 - QM Manager
 - Manager of Case Management
 - Concurrent Review Manager
 - Health Education and Population Health Manager
 - QM Supervisors
 - Utilization Management Supervisor
 - Administrative Assistant

Quality Operations Committee (QOC)

The QOC is designated by the HPSJ's executive team to provide oversight and guidance for organization-wide quality activities performed by HPSJ's Quality Improvement and Health Equity Transformation Program sub-committees to the Quality Improvement and Health Equity Committee. The QOC develops and recommends policies, analyzes and evaluates the progress, results, and outcomes of all quality improvement activities, implements needed actions, and ensures appropriate and timely follow-up.

The QOC strives to improve the quality of health care and service by developing, implementing, and evaluating processes, programs, and measurement activities and by making recommendations to the QIHETP Committee. These activities include development and oversight of:

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- National Committee for Quality Assurance (NCQA) Health Plan Accreditation
- HEDIS and MCAS
- Quality Improvement Projects (QIP), and Plan Do Study Act (PDSA) initiatives
- Strength, Weakness, Opportunity and Threat (SWOT) initiatives
- Review and approval of all quality improvement corrective action plans (CAP)
- Wellness and preventive health programs
- Health Education, and Health promotion actions
- Population Health Management
- Member and Provider experience survey results
- Provider access and availability
- Network adequacy
- Grievances and Appeals
- Performance Improvement Projects (PIP)
- Wellness and preventative health programs
- Health education standards/guidelines
- Policy and procedures
- Member and Provider experience survey results
- Provider access and availability
- Network adequacy
- Appeals and grievances
- Facility Site Reviews
- Feedback and annual review process of the HPSJ Provider Manual and any new or revised policies and procedures.

The QOC generally meets every other month, with a minimum of four (4) meetings per year. The QOC reports to the QMUM Committee by summary report no less than quarterly. The QOC submits to the QMUM Committee approved, signed minutes reflecting the committee decisions and actions of each meeting.

The QOC is chaired by the Director of Quality Management. The Committee Chair facilitates and manages the committee meetings. The Chief Medical Officer (CMO) serves as the committee sponsor.

Committee members include, but are not limited to:

- Chief Medical Officer (CMO)

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- Compliance Director
- Medical Director or designee
- Director of Delegate and Provider Relations
- Directors of Utilization and Case Management
- Directors of Clinical , Analytics, and Pharmacy
- Director of HEDIS and Accreditation

Ad Hoc members of the QOC include:

- Director of Claims
- Director of IT
- Director of Community, Market and Member Engagement

Peer Review and Credentialing Committee (PRCC)

The PRCC is a “Medical Peer Review” committee. PRCC members are appointed by the Commission to which the committee also reports. The PRCC is chaired by the CMO and is composed of Providers representing primary and specialty care, as well as other health care practitioners. The Committee meets at least quarterly and reports to the QMUM Committee.

The PRCC:

- Oversees and evaluates HPSJ’s credentialing and recredentialing process for evaluating and selecting Providers
- Reviews the qualifications of new and continuing Providers
- Ensures a fair and effective Peer-Review process to make recommendations regarding credentialing decisions
- Reviews Provider quality service and performance data, including Member complaints, Facility Site Reviews, , and identifies opportunities for improvement
- Determines whether health care services were performed in compliance with standards of practice and directs corrective action measures when standards are not met
- Evaluates and makes recommendations on all Provider adverse actions and takes appropriate disciplinary action against Providers who fail to meet established standards and/or legal requirements as appropriate
- Ensures and oversees a formal and objective Provider appeal process
- Submits to the Commission approved, signed minutes reflecting the committee decisions and actions of each meeting

Grievance and Appeals (G&A) Committee

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The Director of Quality (DQ) serves as chair of the G&A Committee. . The G&A Committee meets at least quarterly and reports to the QMUM Committee. Committee members include the:

- Grievance and Appeal Supervisor
- Director of QM
- CMO/ACMO/Medical Director
- Appeals Nurse
- QM Nurse
- UM Manager
- Compliance Director or designee
- Delegate and Provider Relations Director
- Customer Service Director

Ad hoc members of the G&A Committee include representatives from the following departments:

- Pharmacy

The G&A Committee:

- Oversees and ensures the integrity of the grievance and appeal process, including tracking for timeliness and resolution
- Evaluates grievances and potential quality issues (PQIs).
- Reviews and evaluates grievance and appeals (G&A) trend reports and identifies and makes recommendation for improvements
- Ensures compliance with regulatory and contractual requirements
- Submits to the QOC and QMUM Committee approved, signed minutes reflecting the committee decisions and actions of each meeting

Health Education Committee (HEC)

Membership of the HE Committee is dependent upon the current needs of HPSJ health education programs. These programs go under evaluation by the HPSJ internal Health Educator. HE Committee Members discuss resources, health education classes, and other community services that are beneficial to HPSJ members. The Committee is meant to foster partnerships and garner resources in Stanislaus and San Joaquin counties and serves as a central location to discuss health education initiatives between local community-based organizations, health clinics, and private entities. HPSJ's Health Educator serves as the HE Committee coordinator. The HE Committee meets ad hoc and not less than semi-annually and reports to the QOC Committee.

Committee members include, but are not limited to:

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- Network physicians
- Public health nurses and Education Program Coordinators
- Advice Line nurses
- Community Health Educators
- School District Health Services Coordinators
- Disease Management Specialists

The HEC :

- Assesses the health and safety education needs of the Member population
- Makes recommendations on health promotion and education efforts that assist Providers with population management and Members with self-management
- Analyzes results of customer feedback information; identifies and makes recommendations for opportunities for improvement
- Evaluates and make recommendations on language and cultural appropriateness of all Member education materials and communications

Compliance Committee (CC)

- The CC is appointed and chaired by the Chief Compliance & Privacy Officer, and reports to the HPSJ CEO and Board of Directors. Internal departments represented as members of the CC include:
 - Chief Financial Officer
 - Chief Information Officer
 - Chief Medical Officer

Ad Hoc members of the CC include:

- Security Officer
- Marketing
- Human Resources
- Claims Operations
- Compliance
- Delegation Oversight
- Information Technology
- External Affairs
- Customer Service

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- Finance
- Pharmacy
- Provider Services/Contracting
- Quality Management
- Utilization/Care Management
- HEDIS/NCQA

The CC is charged with assisting the Health Commission Board of Directors in overseeing HPSJ's Compliance Program with respect to:

- Compliance with the Department of Health Care Services (DHCS) contract, laws and regulations applicable to regulatory requirements
- Compliance with policies, as applicable to the Medi-Cal program, by employees, officers, directors, and other agents of the company; and
- Measures that prevent and detect, and correct fraud, waste and abuse or other incidents non-compliance.

Community Advisory Committee (CAC)

CAC members (including a Commissioner, a Provider, and HPSJ Members) are selected by CAC coordinators and reviewed with the Commission. Factors such as racial ethnic representation, language, demography, occupation, and geography are considered in the selection of the committee's members. At least fifty percent (50%) of the CAC is comprised of HPSJ Members.

The CAC reports directly to the Commission through the Chief Medical Officer. It establishes and monitors HPSJ's relevant public policies:

- Transportation availability
- Language requirements
- Cultural issues
- Member health education needs

The CAC also reviews and makes recommendations on HPSJ's:

- Health education activity
- Population Needs Assessments
- HPSJ Member website

HPSJ solicits feedback including but not limited to the Community Advisory Committee and Quality Improvement Committee to inform the development of provider manual and review

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policies and procedures.

To maintain and ensure ongoing community engagement through the CAC, HPSJ shall:

- Routinely engage with members and families through focus groups, listening sessions, surveys and/or interviews and incorporate results into policies and decision-making when appropriate.
- Maintain the process for incorporating HPSJ member and family input policies and decision-making.
- Monitor and measure the impact of the above.
- Maintain processes to share with members and families on how their input impacts HPSJ policies and decision-making.

The CAC submits to the Commission approved, signed minutes reflecting the committee decisions and actions of each meeting.

Pharmacy and Therapeutics Advisory (P&TA) Committee

The P&TA Committee is chaired by the Director of Pharmacy and is comprised of in-house pharmacists and pharmacy Providers, PCPs, and Specialists. The P&TA Committee meets quarterly and reports to the Commission.

The P&TA Committee:

- Reviews, oversees, and approves HPSJ's prescription drug formulary
- Identifies processes to evaluate pharmacy safety and effectiveness
- Ensures the reliable function and maintenance of a notification system for drug alerts
- Develops, approves, and maintains pharmacy criteria, policies and procedures that ensure safe and effective formulary management and authorization processes
- Reviews pharmacy data and reports and makes recommendations for improvement
- Establishes and oversees specialty advisory panels, as necessary, to provide expert opinion on clinical matters for P&TA Committee consideration
- Develops and approves Member and Provider education to address patient safety
- Oversees the Pharmacy Benefit Manager (PBM) to ensure practices meet HPSJ's quality standards
- Submits to the Commission approved, signed minutes reflecting the committee decisions and actions of each meeting

NETWORK PROVIDER COMMITTEE PARTICIPATION

Contracted providers are expected to cooperate with HPSJ quality activities to improve the quality

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of care and service and member experience. Cooperation includes collection and evaluation of data and participation in HPSJ's QI programs. Practitioners understand that HPSJ may use practitioner performance data for quality improvement activities.

All Providers who participate on our QMI committees or subcommittees receive a stipend for each meeting attendance. If you have an interest in being a participant on one of these committees, please call the CMO at (209) 461-2276.

QUALITY OF CARE ISSUES

Potential Quality of Care issues may include any of the following types of cases:

- An issue that reflects a health care delivery system problem
- A clinical issue or judgment that affects a Member's care and has the potential for mild to moderate adverse effect
- A clinical issue or judgment that affects a Member's care and has the potential for serious adverse effect
- A clinical issue with a significant outcome, including:
 - Unnecessary prolonged treatment, complications, or readmission; or,
 - Member management or lack of treatment that results in significantly diminished health status, impairment, disability, or death
- An unexpected occurrence involving death or serious physical or psychological injury
- A service issue resulting in inconvenience or dissatisfaction of the Member
- A service issue resulting in the Member seeking a change of Provider or disenrollment from a health network
- Unexpected death

MONITORING OF QUALITY-OF-CARE ISSUES

HPSJ has a process for identifying and receiving reports of potential Quality of Care issues. HPSJ uses licensed personnel to perform case reviews, investigate potential Quality of Care issues, and determine the severity of the issue. Based upon these investigations, HPSJ will determine the appropriate follow-up action required for individual cases. HPSJ will also aggregate potential Quality of Care issues data to help identify problems within the Provider network.

REPORTING A POTENTIAL QUALITY OF CARE ISSUES (PQI)

Members, Providers, and HPSJ staff may report PQI issues. A PQI can be reported to a Quality Management Nurse using the Administrative or Clinical PQI report form *Clinical Potential Quality Issue Report Form*. Providers and Members can also report PQI issues by contacting the Customer Service Department at (209) 942-6320 or (888) 936-7526.

SECTION 13: QUALITY MANAGEMENT & IMPROVEMENT (QMI)

Processing of PQI

- Upon receipt of a *Potential Quality Issue Report Form*, HPSJ Quality Management (QM) staff will date stamp, log, and document/evaluate the reasons/screening criteria for PQI and ensure that all supporting documentation is gathered and included.
- PQIs are prioritized based on the urgency of review.
- The QM nurse initiates an investigation of the PQI by requesting and reviewing pertinent medical records and eliciting input from Member and Providers involved.
- All PQIs are reviewed by the Medical Director or designee to substantiate if the case can be closed or is determined to be a quality issue.
- PQIs are assigned an action code directing the course for resolution and/or escalation to PRCC review.

Communication to Provider or Party Filing the Complaint

- Each PQI is reviewed by a Medical Director who designates an action code that indicates requirement to complete Provider notification by letter.

HEALTH CARE EFFECTIVENESS DATA AND INFORMATION SET (HEDIS)

HEDIS consists of a set of performance measures utilized by health plans to compare how well a plan performs in the following areas:

- Quality of Care
- Effectiveness of Care
- Access and Availability of Care
- Experience With Care
- Utilization
- Health Plan Descriptive Information

Improving a practice's HEDIS scores has benefits for Providers and Members. Consistently performing well in HEDIS measures can help save Providers time while also potentially reducing health care costs. By proactively managing Members' care, Providers can effectively monitor Members' health, prevent further complications and identify issues that may arise with their care. Providers may also benefit financially because HPSJ currently provides financial incentives based on Provider's HEDIS scores. HPSJ has tools that can be made available to PCPs to increase and improve HEDIS measures. Please contact the Provider Services Department at (209) 942-6340 for information on HEDIS tools and incentives.

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TIPS FOR IMPROVING HEDIS SCORES

- Keep accurate, legible, and complete medical records for all Members. Each document in the medical record must contain the Member name and DOB to be acceptable for HEDIS
- If paper charts are used, document the Member's full name and DOB on the front and back of every page.
- Send out reminders and follow up with Members for annual preventative services.
- Encourage Members to keep appointments for appropriate preventive services.
- Document in the Members chart when preventative or other services are declined.
- Make sure that staff is familiar with HEDIS measures to understand which measures health plans are required to report.
- Enter vaccine information into the California Immunization Registry and Regional Vaccine Registry

CLINICAL PRACTICE GUIDELINES

Providers can access *Clinical Practice Guidelines* on the HPSJ website at www.hpsj.com. *Clinical Practice Guidelines* are guidelines about a defined task or function in preventive care and clinical practice, such as desirable diagnostic tests or the optimal treatment regimen for a specific diagnosis; generally based on the best available clinical evidence.

MEMBER EXPERIENCE SURVEY

Annually HPSJ administers an industry standard survey instrument utilizing a contracted certified survey vendor targeting a statistically significant number of members enrolled with HPSJ. The questions are carefully selected to measure access, quality, and satisfaction with HPSJ. The results are then analyzed by the HPSJ HEDIS and Accreditation team and reported to the QOC. Action plans are formalized into service expectations for the following year. The results are then measured each year to document HPSJ's commitment to serving our communities health care needs.

PROVIDER SATISFACTION SURVEY

Each year HPSJ Providers are surveyed by an independent survey company that surveys all PCPs, a random selection of Specialists, and a random selection of ancillary providers. Results are reviewed by both the HPSJ leadership and various departments within HPSJ. Action plans are incorporated into goals and objectives for the following year to address issues identified by the Provider community.

PATIENT SAFETY

HPSJ is committed to a culture of patient safety as a high-level priority. On an ongoing basis, HPSJ fosters a patient safety culture that is communicated throughout the organization. HPSJ is committed to developing and implementing activities to improve patient safety and clinical

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practice.

HPSJ defines Patient Safety as “freedom from accidental injury caused by errors in medical care.” Medical errors refer to unintentional, preventable mistakes in the provision of care that have actual or potential adverse impact on Members.

Members, their families, Providers, and HPSJ staff, are able to report errors or close calls without fear of reprisal and where errors can be viewed as opportunities for improvement.

HPSJ’s commitment to patient safety is demonstrated through the identification and planning of appropriate patient safety initiatives. The patient safety initiatives promote safe health practices through education and dissemination of information for decision-making and collaboration between our practitioners and members, and through:

- Evaluation of pharmacy data for provider alerts about drug interactions, recall, and pharmacy over and under-utilization
- Education of Providers regarding the availability and use of clinical practice guidelines. Members are educated about the use of guidelines using member facing health education materials.
- Education of Providers regarding improved safety practices in their practice through the Provider newsletter, member profiles, and the HPSJ website
- Evaluation for safe clinic environments during office site reviews and dissemination of information regarding Facility Site Review findings and important safety concerns to members and providers
- Education to Members regarding safe practices at home through health education and incentive programs
- Intervention for safety issues identified through case management, care management, and the grievance and clinical case review processes
- Evaluation and analysis of data collected regarding hospital activities relating to member safety, including but not limited to the rate of hospital-acquired infections and all cause readmissions within thirty (30) days of discharge
- Collaboration and exchanges information between the Hospital and PCP when Members are admitted to and discharged from acute care facilities
- Dissemination of information to Providers and Members regarding activities in the network related to safety and quality improvement
- Monitoring Hospital safety scores using publicly reported *Leapfrog* data: www.leapfroggroup.org/cp

HPSJ receives information about actual and potential safety issues from multiple sources including, Member and Provider grievances, potential quality issues (PQI), pharmacy data, and

SECTION 13: QUALITY MANAGEMENT & IMPROVEMENT (QMI)

through Facility Site Review (FSR) Corrective Action Plans.

SECTION 14: PHARMACY SERVICES

PHARMACY SERVICES

The HPSJ Pharmacy Department is dedicated to providing high quality, cost-effective pharmaceutical care to Members and to working with Providers to achieve the best clinical outcomes.

PHARMACY CLAIMS SUBMISSION

Under the guidance of California Governor Gavin Newsom's Executive Order N-01-19, DHCS has transitioned all outpatient pharmacy dispensing services from the managed care (MC) plans to Medi-Cal Rx. This was to provide standardization of the Medi-Cal pharmacy benefit statewide, under one pharmacy benefit manager, Magellan. Doing so allowed for improvement of Medi-Cal beneficiary access to pharmacy services with a pharmacy network that includes approximately 94% of the state's pharmacies. Additional resources and information for providers can be found at <https://medi-calrx.dhcs.ca.gov/provider/>.

As a result of this transition, all outpatient pharmacy drugs will be covered by Medi-Cal Rx. Providers will submit all claims to Medical Rx for adjudication. Providers can direct inquiries to Medi-Cal Rx Call Center Line, 1-800-977-2273 TTY/ TDD 711, 24/7, or visit www.Medi-CalRx.dhcs.ca.gov.

CLINICAL PROGRAMS

The HPSJ Pharmacy Department has developed several clinical programs to help ensure safe, effective, and efficient use of medications. From time-to-time the Provider, the individual, or their pharmacy may receive written notification about opportunities for improvement in the Member's care. These areas may include (but are not limited to) diabetes care, asthma care, Congestive Heart Failure (CHF) care, high risk medications, and/or medication adherence.

For questions or for more information about any of the HPSJ clinical programs, please contact the Provider Services Department at (209) 942-6340.

SECTION 15: BEHAVIORAL HEALTH

BEHAVIORAL HEALTH PROGRAM

As a Medi-Cal Managed Care Plan, HPSJ has the responsibility to administer medically necessary outpatient mental health services to adults and children diagnosed with a mental health condition resulting in mild to moderate impairment of mental, emotional, or behavioral functioning.

BEHAVIORAL HEALTH BENEFITS

All eligible Medi-Cal HMO Members with a mental health diagnosis and with mild or moderate impairment receive the following mental health benefits administered through HPSJ:

- Individual and group mental health evaluation and treatment (psychotherapy)
- Psychological testing when clinically indicated to evaluate a mental health condition
- Outpatient Services for the purposes of monitoring drug therapy
- Outpatient laboratory, supplies, and supplements
- Psychiatric consultation
- Comprehensive Diagnostic Evaluation (CDE)
- Behavior Health Therapy (BHT) as indicated per evaluation

Specialty mental health services for Members of all ages with severe impairment are provided by the County Behavioral Health Department in which they reside.

HPSJ PARTNERSHIP WITH BEACON HEALTH STRATEGIES (“BEACON”) AND COLLEGE HEALTH IPA (“CHIPA”)

HPSJ has selected Beacon Health Strategies (“Beacon”) which is an NCQA accredited behavioral health vendor, in partnership with College Health IPA (“CHIPA”), to administer the Behavioral Health Treatment (BHT) Covered Services to eligible Members (adults and children).

Members requiring Medically Necessary outpatient mild to moderate mental health services must receive their care through Beacon. All requests and referrals are coordinated through Beacon by calling (888) 581-7526. In addition, all claims should be directed to Beacon for payment using one of the following methods:

- eServices – Beacon’s Proprietary Portal
- EDI or Clearing House
- Fax: 877-563-3480

SECTION 15: BEHAVIORAL HEALTH

- Claims for BHT can be mailed to:
Beacon Health Options
P.O. Box 1862
Hicksville, NY 11802-1862

For questions about contracting with Beacon/CHIPA providers in their network, please call Beacon's National Provider Service Line at (800) 397-1630 or email providerinquiry@beaconhs.com. For questions about contracting with HPSJ for mild-to-moderate behavioral health, please visit the HPSJ web site www.hpsj.com/providers.

COVERAGE FOR CHILDREN WITH AUTISM SPECTRUM DISORDER (ASD)

Consistent with Medi-Cal guidelines, HPSJ provides Member Covered Services through Beacon for children under the age of twenty-one (21) years old who have been diagnosed with ASD. The initial diagnosis of ASD can be made by a PCP or a mental health provider. The role of the PCP is of vital importance in order to provide medical follow-up for co-occurring medical disorders that may complicate treatment. All requests and referrals should be arranged by contacting Beacon at (888) 581-7526.

SERVING MEMBER'S BEHAVIORAL HEALTH NEEDS

PCPs are expected to provide behavioral health services that are within the scope of their practice and to refer Members with suspected serious mental illness to the County Behavioral Health Department. Medi-Cal Members with mild or moderate mental illness are to be referred to Beacon and the services will be provided through Beacon's provider network.

BEHAVIORAL HEALTH MEDICATIONS

Psychotropic drugs are carved out to traditional fee-for-service Medi-Cal.

SUBSTANCE ABUSE DISORDER BENEFITS FOR MEMBERS

Substance Abuse Disorder Benefits are carved out of the Medi-Cal HMO. This benefit is administered by the Medi-Cal Alcohol and Drug Abuse system. All eligible Medi-Cal HMO Members receive the following substance abuse disorder benefits administered by the County Behavioral Health System:

- Voluntary inpatient detoxification
- Intensive outpatient treatment services
- Residential treatment services
- Outpatient drug free services

SECTION 15: BEHAVIORAL HEALTH

Members who need treatment for substance abuse disorders receive services in San Joaquin and Stanislaus counties, through Medi-Cal's Alcohol and Drug Abuse program through the County Behavioral Health Program.

STAYING HEALTHY ASSESSMENT

The Department of Health Care Services (DHCS), requires that all PCPs have Members complete the Staying Healthy Assessment (SHA) or an approved alternate tool within one hundred twenty (120) days of Enrollment and periodically thereafter. The SHA tool includes two questions that screen for mental health and two questions that screen for substance abuse disorder.

ALCOHOL MISUSE SCREENING AND BEHAVIORAL COUNSELING INTERVENTIONS

Members who have a positive screen for alcohol abuse problem on the SHA tool are to receive an Alcohol Misuse Screening. The Alcohol Misuse Screening is a detailed screening and a brief intervention as recommended by the U.S. Preventive Services Task Force (USPSTF). It enables a PCP to identify, reduce, and prevent problematic use, abuse and dependence on alcohol.

- PCPs must review the member's response to the alcohol question in the SHA. PCPs must offer an expanded alcohol screening questionnaire to all Medi-Cal Members who answer "yes" to the alcohol question in the SHA. This longer screening questionnaire, such as the AUDIT or AUDIT-C, is billable to HPSJ.
- For all Members who answer "yes" to the alcohol question, the PCP must offer an "alcohol use brief intervention" or refer Members with a potential alcohol abuse disorder for treatment to the County for services. The contact information for the County mental and Behavioral Health departments are as follows:

San Joaquin County		Stanislaus County	
Behavioral Health	Substance Abuse	Behavioral Health	Substance Abuse
Mental Health Services 1212 N. California St. Stockton CA 95202 (209) 468-8700	Substance Abuse Services Administration 630 Aurora Street Suite #1 Stockton, CA 95202 (209) 468-3800	Stanislaus County Behavioral Health & Recovery Services 800 Scenic Drive Modesto, CA 95350 (888) 376-6246	Stanislaus County Behavioral Health & Recovery Services 800 Scenic Drive Modesto, CA 95350 (888) 376-6246

This grid summarizes how behavioral health services should be handled for Medi-Cal patients of all ages:

Type of Referral	HPSJ (Beacon/CHIPA)	County Behavioral Health
Mental Health (Mild to Moderate)	X	
Mental Health (Severe)		X
Substance Abuse		X

SECTION 16: REGULATORY COMPLIANCE

FRAUD, WASTE, AND ABUSE

HPSJ cooperates with the California Department of Health Care Services (DHCS) in working to identify Medi-Cal fraud, waste, and abuse. Fraud and abuse prevention is monitored and managed by the HPSJ Compliance Department.

HPSJ performs audits to monitor compliance with standard billing requirements. These audits can be used to identify the following activity, but not limited to:

- Inappropriate “unbundling” of codes
- Claims for services not provided
- Up-Coding/Incorrect coding
- Potential overutilization
- Coding (diagnostic or procedural) not consistent with the Member’s age/gender
- Improper use of benefits
- Use of exclusion codes
- High number of units billed
- Provider exclusion from Federally funded health care programs

When required, HPSJ will report suspected fraud and/or abuse to the DHCS and Department of Justice (DOJ) Bureau of Medi-Cal Fraud. Providers must cooperate in potential investigations by making office staff and subcontracted personnel available for interviews, consultation, conferences, hearings, and in any other activities required in an investigation.

To report potential occurrences of fraud, waste, and abuse Providers can visit <http://www.lighthouse-services.com/hpsj>

HEALTH INFORMATION PRIVACY AND ACCOUNTABILITY ACT (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law that requires HPSJ and all network Providers to protect the security and maintain the confidentiality of Member’s Protected Health Information (PHI). PHI is any individually identifiable health information, including demographic information. PHI includes but is not limited to a Member’s name, address, phone number, medical information, social security number, ID Card number, date of birth, and other types of personal information.

HPSJ Efforts to Protect PHI

HPSJ has a comprehensive training program as well as detailed policies governing the protection of PHI. In addition, all HPSJ staff with access to PHI are trained on privacy and information

SECTION 16: REGULATORY COMPLIANCE

security laws to ensure full compliance. Member information on HPSJ computers can only be accessed by authorized staff and all computer servers are protected from theft and natural disasters.

HPSJ also makes sure that Members are notified of the plan's privacy practices, advised of their privacy rights, and informed as to how to obtain written information or file a complaint regarding a potential violation of their privacy rights.

Protecting PHI at Provider Sites

Providers are required to have office policies and procedures in place in order to comply with HIPAA requirements. These policies and procedures should include, but not be limited to:

- Keeping medical records secure and inaccessible to unauthorized access
- Limiting access to information to only authorized personnel, HPSJ, and any regulatory agencies
- Ensuring that confidential information is not left unattended in reception or patient care areas
- Safeguarding discussions in front of other patients or un-authorized personnel
- Providing secure storage for medical records
- Using encryption procedures when transmitting patient information
- Maintaining computer security
- Securing fax machines, printers, and copiers

Routine Consent

Member PHI can be appropriately disclosed for the following reasons (not an all-inclusive list):

- Verifying eligibility and enrollment
- Authorization for Covered Services
- Claims processing activities
- Member contact for appointments
- Investigating or prosecuting Medi-Cal cases (i.e., fraud)
- Monitoring Quality of Care
- Medical treatment
- Case Management/Disease Management
- Providing information to public health agencies permitted by law
- In response to court orders or other legal proceedings

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- Appeals/Grievances
- Requests from State or federal agencies or accreditation agencies
- Providers must obtain specific written permission to use PHI for any reason other than the ones listed above.

AB 1184 – Confidentiality of Medical Information

Providers are required to take specified steps to protect the confidentiality of a subscriber's or enrollee's medical information in regard to provided sensitive health care services:

- These rights are granted to protected individuals under Civil Code section 56.107.
- Communications need to be sent directly to the protected individual.
- A protected individuals request for communication to be sent to an alternative mailing address, email address, or telephone number should be honored.
- Medical information shouldn't be disclosed to anyone other than that individual (unless they have provided authorization).
- The form and format for confidential communications requested by a protected individual should be accommodated.

All electronic communications should be directed to the protected individual.

Member Access to Medical Records

Providers must ensure that their medical records systems allow for prompt retrieval of medical records and that these records are available for review whenever the Member seeks services. Member medical records should be maintained in a way that facilitates an accurate system for follow-up treatment and permits effective medical review or audit processes.

Medical records should be provided to Members upon reasonable request and should be organized, legible, signed, and dated.

Psychotherapy Notes

Psychotherapy notes are an exception to the general rule of permitting the sharing of treatment information without the consent of the member. Per 45 CFR §164.508(a)(2) psychotherapy notes are a special form of treatment information.

Per 45 CFR §164.508(b) and (c) authorization is a special and rigorous form of consent, which must include the following:

- A description of the information to be disclosed,
- The identity of the person or class of persons who may disclose the information
- To whom the information may be disclosed,
- A description of the purpose of the disclosure,
- An expiration date for the authorization,

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- The signature of the person authorizing the disclosure.
- The individual signing the authorization can revoke it at any time
- The authorization for the release of psychotherapy notes must be a separate and independent document.

HIPAA Minimum Necessary Rule [45CFR 164.502(b), 164.514(d)]

The minimum necessary standard requires covered entities to evaluate their practices and enhance safeguards as needed to limit unnecessary or inappropriate access to and disclosure of protected health information (PHI). The Privacy Rule generally requires covered entities to take reasonable steps to limit the use or disclosure of, and requests for, protected health information to the minimum necessary to accomplish the intended purpose.

It is the provider's responsibility to ensure that when sending documentation to HPSJ it is:

- Accurate
- For the correct member
- Only includes documentation for the correct member

Reporting a Breach of PHI

A breach is an unauthorized disclosure of Protected Health Information (PHI) that violates either federal or State laws or PHI that is reasonably believed to have been acquired by an unauthorized person. This could include, but not be limited to:

- Release of Member's PHI to unauthorized persons
- Misplacing or losing any electronic devices (e.g., thumb drive, laptop) that contain PHI

If a Provider becomes aware of a breach, the Provider must notify HPSJ immediately (within 24 hours of becoming aware) by contacting the HPSJ Provider Services Department at (209) 942-6340 or submit a report online:

<https://www.lighthouse-services.com/StandardCustomURL/LHILandingPage.asp>

TRAINING

Federal law requires new providers and employees to complete the HIPAA and FWA and abuse training within 30 days of being placed on active status, and annually thereafter.

HPSJ provides training and education for all network providers and their staff related to FWA and HIPAA annually. A signed attestation of the completion of training is required for all network providers and their staff. FWA and HIPAA training and attestation can be found on HPSJ's provider portal.