



PENINSULA RSN

ADMINISTRATION POLICIES AND PROCEDURES

Policy Name: MEDICAID/TXIX ELIGIBILITY VERIFICATION **Policy Number:** 2.05

Reference: DSHS Contract, 42 CFR 438

Effective Date: 5/2000

Revision Date(s): 7/2009

Approved by: PRSN Executive Board

CROSS REFERENCES

- Policy: Corrective Action Plans

PURPOSE

To ensure the Peninsula Regional Support Network (PRSN) network providers verify Medicaid/TXIX eligibility as part of the Intake Authorization process. Verification must be performed prior to request for services from PRSN.

PROCEDURE

PRSN providers are required contractually to have online capability for eligibility checking. The PRSN provides eligibility look up capability to all PRSN provider organizations in on-line databases in real time, as updates are received from the state. Eligibility can also be verified on the Mental Health Division web site, the WaMedWeb or Provider 1 Internet system or other third party vendor programs.

PRSN requires its providers to verify eligibility for all services, providing the funding information at time of authorization request. When a consumer calls requesting services, he/she is asked for a brief statement of their mental health problems or needs.

If the consumer has a mental health need that appears to be a covered service and meets the State-wide Access to Care Standards, the consumer is then asked about their method of payment. If the consumer has Medicaid Coupons with Title XIX eligibility, they are asked for their coupon.

The provider verifies the eligibility by using an inquiry of the PRSN Enrollment Database, Internet WaMedWeb or Provider 1 inquiry, a privately contracted service or the DSHS intranet.

The provider verifies the program, match and medical code and enters the information in the client's file, if new. A copy of the client's Medicaid coupon is provided for the financial chart.

MONITORING

This policy is mandated by contract and statute.

1. This Policy is monitored through use of PRSN:
 - Annual PRSN Provider and Subcontractor Administrative Review
 - Annual Fiscal Review- Federal Block Grant projects
2. If a provider performs below expected standards during any of the reviews listed above a Corrective Action will be required for PRSN approval. Reference PRSN Corrective Action Plan Policy.