

INSTRUCTIONS FOR COMPLETING 209 ADJUSTMENT/VOID FORM (EPSDT)

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| 1 | Adj/Void | Check the appropriate box. |
| 2-4 | Patient's Last Name,
First Name, MI | <p>Adjust - Enter the information exactly as it appeared on the original invoice.</p> <p>Void - Enter the information exactly as it appeared on the original invoice.</p> |
| 5 | Medical Assistance ID Number | <p>Adjust - Enter the information exactly as it appeared on the original invoice. If you wish to change this number, you must first void the original claim.</p> <p>Void - Enter the information exactly as it appeared on the original invoice.</p> |
| 6 | Patient's Address | <p>Adjust - Enter the information exactly as it appeared on the original invoice.</p> <p>Void - Enter the information exactly as it appeared on the original invoice.</p> |
| 7 | Date of Birth | <p>Adjust - Enter the information exactly as it appeared on the original invoice.</p> <p>Void - Enter the information exactly as it appeared on the original invoice.</p> |
| 8 | Sex | <p>Adjust - Enter the information exactly as it appeared on the original invoice.</p> <p>Void - Enter the information exactly as it appeared on the original invoice.</p> |
| 9-14 | | Not Required |
| 15 | Patient ID/Account Number
(Assigned By Dentist) | <p>Adjust - Enter the information exactly as it appeared on the original invoice</p> <p>Void - Enter the information exactly as it appeared on the original invoice</p> |

- 16 Pay to Dentist or Group
- Adjust** - Enter the information exactly as it appeared on the original invoice.
- Void** - Enter the information exactly as it appeared on the original invoice.
- 17 Pay to Dentist
or Group Provider No.
- Adjust** - Enter the information exactly as it appeared on the original invoice. If you wish to change this number, you must first void the original claim.
- Void** - Enter the information exactly as it appeared on the original invoice.
- 18 Are X-Rays Enclosed
- Not required.
- 19 Treatment Necessitated By
- Adjust** - Enter the information exactly as it appeared on the original invoice.
- Void** - Enter the information exactly as it appeared on the original invoice.
- 20 Payment Source
Other Than Title XIX
- Adjust** - Enter the information exactly as it appeared on the original invoice unless the information is being adjusted to indicate payment has been made by a third party insurer. If TPL is involved, enter the 6-digit TPL carrier code.
- Void** - Enter the information exactly as it appeared on the original invoice.
- 21-22
- Leave these spaces blank.
- 23 Diagram
- Not required.
- 24 Examination and Treatment Plan
- Adjust** - Enter the information exactly as it appeared on the original invoice, unless this information is being adjusted.
- Void** - Enter the information exactly as it appeared on the original invoice.
- 25 Paid or Payable by Other Carrier
- Adjust** - Enter the information exactly as it appeared on the original invoice, unless this information is being adjusted to indicate payment has been made by a third party

insurer. If such payment has been made, indicate the amount paid, even if zero (\$0).

Void - Enter the information exactly as it appeared on the original invoice.

26 Control Number

Enter the control number assigned to the claim on the Remittance Advice that reported the paid or denied the claim.

27 Date of Remittance Advice

Enter the date of the Remittance Advice that paid or denied claim.

28 &

29 Reasons for Adjustment/Void

Check the appropriate box and give a written explanation, when applicable.

30-31

Leave these spaces blank.

32 Attending Dentist's
Signature - Provider Number

All adjustment forms must be signed, and the provider number must be entered.

If a new procedure or corrected procedure is entered on the adjustment form, and the new or corrected procedure requires authorization, the completed adjustment form should be submitted to the dental consultants for authorization prior to being submitted to Molina for adjustment. If the code was submitted on the original invoice, and prior authorization was already obtained for the procedure, the provider does not need to submit the adjustment for approval.

FOR PREAUTHORIZATION
MAIL TO:
LSU SCHOOL OF DENTISTRY
MEDICAID DENTAL PROGRAM
1100 FLORIDA AVE., BOX 510
NEW ORLEANS, LA 70119

FOR PAYMENT
REMIT TO:
Molina
P.O. BOX 91022
BATON ROUGE, LA 70821
(800) 473-2783
(225) 924-5040

STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS
BUREAU OF HEALTH SERVICES FINANCING
MEDICAL ASSISTANCE PROGRAM
PROVIDER BILLING FOR
EPSDT DENTAL SERVICES

FOR OFFICE USE ONLY

1 ADJ. <input type="text"/>		VOID <input type="text"/>	
2 PATIENT'S LAST NAME (PRINT)		3 FIRST NAME	4 MI
6 PATIENT'S ADDRESS (STREET NUMBER, CITY, STATE, ZIP CODE) (TEL. NO.)		5 MEDICAL ASSISTANCE I.D. NUMBER	
9 REFERRING AGENCY NO.		10 DATE OF REFERRAL	11 REFERRED FOR: <input type="checkbox"/> EMERGENCY <input type="checkbox"/> BASIC SCREENING
13 REFERRED BY: (SIGNATURE)		14 TELEPHONE NO.	12 DENTIST OR GROUP REFERRED TO: NAME _____ ADDRESS _____ TEL. NO. _____
16 PAY TO - DENTIST OR GROUP NAME _____ ADDRESS _____ CITY _____ ST. _____ ZIP _____		17 PAY TO - DENTIST OR GROUP PROVIDER NO. 19 TREATMENT NECESSITATED BY: A. EMPLOYMENT <input type="checkbox"/> YES <input type="checkbox"/> NO B. ACCIDENT/INJURY <input type="checkbox"/> YES <input type="checkbox"/> NO	
21 IF PROSTHESIS, IS THIS THE INITIAL PLACEMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		22 IF ADULT EMERGENCY SERVICE, CHECK BLOCK AND SEND TO OFS DENTAL PROGRAM <input type="checkbox"/>	
18 ARE X-RAYS ENCLOSED? <input type="checkbox"/> YES <input type="checkbox"/> NO NUMBER OF X-RAYS _____			
20 PAYMENT SOURCE OTHER THAN TITLE XIX TPL CARRIER CODE: 1. _____ 2. _____ 3. _____			

23

A. INK IN RESTORATIONS
B. INDICATE MISSING TEETH WITH AN-X.
C. INDICATE CROWNS WITH AN-O.
D. INDICATE TEETH TO BE EXTRACTED WITH-./.

REMARKS FOR UNUSUAL SERVICE:

24 EXAMINATION AND TREATMENT PLAN - LIST IN ORDER FROM TOOTH NO. 1 THRU NO. 32 - USE CHARTING SYSTEM SHOWN.

A. TOOTH # OR LETTER	B. SURFACE	C. PROCEDURE CODE	D. DESCRIPTION OF SERVICE	UNITS	E. DATE SERVICE PERFORMED MO. DAY YR.	F. ADJUSTED FEE (FOR STATE USE ONLY)	G. USUAL AND CUSTOMARY FEE
H. ORAL CAVITY							

25 PAID OR PAYABLE BY OTHER CARRIER \$

26 CONTROL NUMBER

THIS IS FOR CHANGING OR VOIDING A PAID ITEM. (THE CORRECT CONTROL NUMBER AS SHOWN ON THE REMITTANCE ADVICE IS ALWAYS REQUIRED.)

27 DATE OF REMITTANCE ADVICE THAT LISTED CLAIM WAS PAID.

28 REASONS FOR ADJUSTMENT

<input type="checkbox"/>	01	THIRD PARTY LIABILITY RECOVERY
<input type="checkbox"/>	02	PROVIDER CORRECTIONS
<input type="checkbox"/>	03	FISCAL AGENT ERROR
<input type="checkbox"/>	90	STATE OFFICE USE ONLY - RECOVERY
<input type="checkbox"/>	99	OTHER - PLEASE EXPLAIN

29 REASONS FOR VOID

<input type="checkbox"/>	10	CLAIM PAID FOR WRONG RECIPIENT
<input type="checkbox"/>	11	CLAIM PAID TO WRONG PROVIDER
<input type="checkbox"/>	99	OTHER - PLEASE EXPLAIN

I HAVE READ THE CERTIFICATION ON THE REVERSE OF THIS FORM AND DO HEREBY CERTIFY THAT I AM IN COMPLIANCE THEREWITH.

30 REQUEST FOR AUTHORIZATION - SEND TO OFS DENTAL PROGRAM _____ ATTENDING DENTIST'S SIGNATURE _____ PROVIDER NUMBER	31 REQUEST FOR PRE-AUTHORIZATION (FOR STATE USE ONLY) APPROVED - YES <input type="checkbox"/> NO <input type="checkbox"/> W/EXCEPTIONS <input type="checkbox"/> _____ AUTHORIZED SIGNATURE	32 _____ ATTENDING DENTIST'S SIGNATURE _____ PROVIDER NUMBER
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MEDICAID PAYMENTS: I HEREBY AGREE TO KEEP SUCH RECORDS AS ARE NECESSARY TO DISCLOSE FULLY THE EXTENT OF SERVICES PROVIDED UNDER THE STATE'S TITLE XIX PLAN AND TO FURNISH INFORMATION REGARDING ANY PAYMENTS CLAIMED FOR PROVIDING SUCH SERVICES AS THE STATE AGENCY OR ITS AUTHORIZED REPRESENTATIVE MAY REQUEST FOR FIVE YEARS FROM DATE OF SERVICE. I FURTHER AGREE TO ACCEPT, AS PAYMENT IN FULL, THE AMOUNT PAID IN ACCORDANCE WITH THE FEE STRUCTURE OF THE MEDICAID PROGRAM FOR THOSE CLAIMS SUBMITTED FOR PAYMENT UNDER THAT PROGRAM.

SIGNATURE OF PHYSICIAN (OR SUPPLIER): I CERTIFY THAT THE SERVICES LISTED ON THE REVERSE WERE MEDICALLY INDICATED AND NECESSARY TO THE HEALTH OF THIS PATIENT AND WERE PERSONALLY RENDERED BY ME OR UNDER MY PERSONAL DIRECTION.

NOTICE: THIS IS TO CERTIFY THAT THE FOREGOING INFORMATION IS TRUE, ACCURATE AND COMPLETE.

I UNDERSTAND THAT PAYMENT AND SATISFACTION OF THIS CLAIM WILL BE FROM FEDERAL AND STATE FUNDS, AND THAT ANY FALSE CLAIMS, STATEMENTS, OR DOCUMENTS, OR CONCEALMENT OF A MATERIAL FACT, MAY BE PROSECUTED UNDER APPLICABLE FEDERAL AND STATE LAWS.