



July 25, 2008

MEMORANDUM

To: All Community Mental Health Centers (CMHC)

From: Unisys Provider Relations

Subject: Additional Information Related to Enrollment and Participation in Louisiana Medicaid

Louisiana Medicaid has begun the process of enrolling Community Mental Health Center (CMHC) providers for participation in the Program. Training workshops were held during the month of June to inform interested providers of the enrollment requirements and applicable billing procedures.

Following enrollment, providers will be allowed to bill both retroactive and current claims to Louisiana Medicaid. Additional information is now available to assist CMHC providers with this process.

- Providers will be allowed to submit retroactive claims from August 1 through October 31, 2008. **Paper claims** received prior to August 1 will be held until they can be processed. Paper claims must be postmarked no later than October 31, 2008. Retroactive paper claims postmarked after October 31, 2008 will be returned. This is an extension of the date presented in the training workshops.
- Providers are allowed to submit retroactive claims **electronically**. These claims must be received no sooner than August 1 and no later than October 31, 2008 or they will be rejected. The Louisiana Medicaid EDI Companion Guide is enclosed to assist those providers who submit electronically with entry of required information.
- In addition to the entry of the 7-digit Medicaid Provider ID Number and the 13-digit Medicaid Recipient ID Number, hard copy claims must include the **Medicare Paid Amount** in the Prior Payments Field (Form Locator 54).

- Providers who submit claims hard copy must use the enclosed cover sheet. Paper claims must be batched together with the cover sheet on top of the claims. Retroactive claims must be submitted weekly until all claims are submitted.

Providers must also write **ATTENTION CMHC CLAIMS** on the outside of the envelope and mail the claims to:

Unisys
ATTENTION CMHC CLAIMS
P.O. Box 91023
Baton Rouge, LA 70821

Providers must follow the processes outlined above and in the CMHC training packet to ensure that claims are handled properly for accurate processing. The CMHC training packet can be found on the Louisiana Medicaid web site, www.lamedicaid.com, link Training.

NOTE: Failure to follow these procedures will result in unnecessary delays in processing as well as possible incorrect processing.

Once you receive your Louisiana Medicaid Provider Number, you should immediately register at the web site above which allows you access to many useful tools, including recipient eligibility inquiries, claims status inquiries, and much more.

Questions concerning enrollment should be directed to Unisys Provider Enrollment at (225) 216-6370. Questions concerning billing should be directed to Unisys Provider Relations at (800) 473-2783 or (225) 924-5040. Other questions or concerns should be directed to Pamela Brown, Program Manager at (225) 342-6255.