

Important Telephone Numbers

Behavioral Health 24/7 Crisis Line	1-800-322-6027	Nurse Advice Line	1-800-919-8807
Members may call this number 24 hours a day for a Behavioral Health Crisis. For non-crisis related concerns, please call Member Services		Members may call this number to speak with a nurse 24 hours a day, 7 days a week.	

Convenient Self Service Offerings

Missouri Care offers robust technology options to save you time. The fastest ways to get what you need are shown below.

[Missouri Care Provider Portal](#)

	Portal	CHAT	(IVR) Interactive Voice Response
Authorization Requirements*	Fastest Result ✓	Available	Available
Authorization Status*	Fastest Result ✓	Available	Available
Authorizations Request*	Fastest Result ✓	Available	N/A
Benefit Information	Fastest Result ✓	Available	Available
Claims Status	Fastest Result ✓	Available	Available
Co-Payment	Fastest Result ✓	Available	Available
Eligibility Verification	Fastest Result ✓	Available	Available
Submit Appeals	Fastest Result ✓	Available	N/A
Submit Claim Disputes	Fastest Result ✓	Available	N/A
Submit Claims	Fastest Result ✓	Available	N/A
Submit Corrected Claims	Fastest Result ✓	Available	N/A

Missouri Care understands that having access to the right tools can help you and your staff streamline day-to-day administrative tasks.

The Provider Portal will help with those routine tasks.

Provider Portal Registration - [click here](#)

Provider Portal Training - [click here](#)

ⓘ *Note: Includes Pharmacy Medical Requests supplied by Physician. For Pharmacy Benefit related questions please see the below Pharmacy page.

Provider Services

Interactive Voice Response System

Phone: 1-800-322-6027

TTY (Relay Missouri): 711

Missouri Care Telephone Numbers

<u>Case & Disease Management Referrals</u>		Community Connections Help Line	1-866-775-2192
Phone: 1-866-635-7045	TTY: 711		
Fax: 1-866-287-3286	Hours: M-F 8 a.m. - 7 p.m. Eastern	Risk Management	1-866-678-8355
		Fraud, Waste and Abuse Hotline	

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Claim Submission Information

Submission Inquiries:

Support from Provider Services 1-800-322-6027

For inquiries related to your electronic submissions to Missouri Care, please contact our EDI team at EDI-Master@wellcare.com

Electronic Funds Transfer & Electronic Remittance Advice:

Register online using the simplified, enhanced provider registration process: PaySpan.com or call 1-877-331-7154. For more details on PaySpan®, please refer to your [Provider Manual](#).

Clearinghouse Connectivity:

Missouri Care has partnered with Change Healthcare, formerly known as RelayHealth, as our preferred EDI Clearinghouse. You may connect directly to Change Healthcare or, in some cases, your existing clearinghouse, billing service or trading partner may maintain existing reciprocal agreements with Change Healthcare. We encourage you to contact your claims vendor and determine if they have connectivity to Change Healthcare. If not, you may want to consider contacting Change Healthcare to establish free connectivity to Missouri Care for your EDI transactions.

Change Healthcare offers Submitter/Client Connectivity Services at 1-877-411-7271. All Clearinghouses, Practice Management Vendors or Billing Services may call Change Healthcare, formerly known as Relay Health, at 1-800-527-8133 for connectivity services.

CHANGE HEALTHCARE CLEARINGHOUSE PAYER IDs (CPIDs)

Claim Type	Fee-for-Service (CH - Chargeable) Submissions	Encounter (RP - reporting only) Submissions
Professional	1844	3211
Institutional	8551	4949

WELLCARE PAYER IDs – If your clearinghouse or billing system is not connected to Change HealthCare and requires a 5-digit Payer ID, please use the following according to the file type (Fee-for-Service or Encounters):

- Fee For Service (FFS) is defined in the Transaction Type Code BHT06 as CH, which means Chargeable, expecting adjudication.
- Encounters (ENC) is defined in the Transaction Type Code BHT06 as RP, which means Reportable only, NOT expecting adjudication.

Claim Type	Fee For Service (CH - Chargeable) Submissions	Encounter (RP - Reporting only) Submissions
Professional or Institutional	14163	59354

Free Direct Data Entry (DDE) and Small Batch File Solutions (use same WellCare Payer IDs defined above)

AdminisTEP offers a web browser for single submission direct data entry (DDE) or batch upload for professional and institutional submissions, claim status and reporting and inquiry functions **at no cost to you**. To sign up, go to <http://www.administep.com/Signup.aspx> or call 1-888-751-3271.

ConnectCenter™ for physicians offers a web browser for direct data entry (DDE) or batch upload capability **at no cost to you**. To sign up, go to <https://physician.connectcenter.changehealthcare.com>. For registry questions, submitter/clients may contact Provider Connectivity Services at 1-877-411-7271.

Direct questions regarding functionality of ConnectCenter to the Clearinghouse at 1-800-527-8133, opt 2.

- Providers will be required to enter a credit card upon initial enrollment to verify them as a valid submitter.
- Only WellCare submissions are free of charge and please ensure you use vendor code 212750 when you register.

Paper Submission Guidelines:

Missouri Care follows the Centers for Medicare & Medicaid Services (CMS) guidelines for paper claim submissions. Since Oct. 28, 2010, Missouri Care accepts only the original red claim form for claim and encounter submissions. Missouri Care does not accept handwritten, faxed or replicated claim forms.

Claim forms and guidelines may be found on our website at: www.wellcare.com/Missouri/Providers/Medicaid/Claims

Mail paper claims to:

Missouri Care Claims Submission
P.O. Box 31224
Tampa, FL 33631-3224

Claim Payment Disputes

The claim payment dispute process is designed to address claims when there is disagreement regarding reimbursement. Claim payment disputes must be submitted to Missouri Care in writing within **365 days** of the date of denial on the EOP. With regard to adjustment requests for contracted participating providers, the provider contract will always supersede this Policy and Procedure in the event of any conflict.

Submit all claims payment disputes with supporting documentation on our website: [Missouri Care Provider Portal](#)

Mail the written claim payment dispute and documentation to:

Missouri Care
Attn: Claim Payment Disputes
P.O. Box 31370
Tampa, FL 33631-3370

Claim payment disputes can also be submitted through the provider web portal: www.wellcare.com/Missouri/Providers/Medicaid

Note: Any appeals related to claim denial for lack of prior authorization, services exceeding the authorization, insufficient supporting documentation or late notification must be sent to the Appeals (Medical) address in the section below. Examples include Explanation of Payment (EOP) Codes DN001, DN004, DN0038, DN039, VSTEX, DMNNE, HRM16 and KYREC, however, this is not an all-encompassing list of Appeals codes. Anything else related to authorization, or medical necessity that is in question should be sent to the Appeals address. Include all substantiating information (please do not include image of Claim) like a summary of the appeal, relevant medical records and member-specific information.

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Claims Payment Policy Disputes

The Claims Payment Policy Disputes Department has created a new mailbox for provider issues related strictly to payment policy. Disputes for payment policy-related issues must be submitted to Missouri Care in writing within **365 days** of the date of denial on the EOP. With regard to adjustment requests for contracted participating providers, the provider contract will always supersede this Policy and Procedure in the event of any conflict. Please provide all relevant documentation (please do not include image of Claim), which may include medical records, in order to facilitate the review.

Submit all Claims Payment Policy Disputes related to Explanation of Payment Codes beginning with IHXXX, CEXXX or PDXXX and **second-level disputes for CPIXX** on our website: Missouri Care Provider Portal

Mail all disputes related to Explanation of Payment Codes beginning with IHXXX, CEXXX or PDXXX and **second-level disputes for CPIXX** to:

Missouri Care
 Claims Payment Policy Disputes Department
 P.O. Box 31426
 Tampa, FL 33631-3426

Claims disputes can also be submitted through the provider web portal: www.wellcare.com/Missouri/Providers/Medicaid

Mail all medical records and **first-level disputes** related to Explanation of Payment Codes beginning with CPIXX:

By Mail (U.S. Postal Service) Phone: 1-844-458-6739 Fax: 1-267-687-0994
 OPTUM
 P.O. Box 52846
 Philadelphia, PA 19115

By Delivery Services (FedEx, UPS)
 OPTUM
 458 Pike Rd
 Huntingdon Valley, PA 19006

By Secure Internet Upload
 Refer to Optum's Medical Record Request letter for further instructions.

Mail all disputes related to Explanation of Payment Codes LTXXX, RVLTX:

Missouri Care
 CCR
 P.O. Box 31394
 Tampa, FL 33631-3394

Recovery/Cost Containment Unit (CCU)

Refund(s) in response to a WellCare overpayment notification should include a copy of the overpayment notification as well as a copy of attachment(s) and sent to:

Missouri Care
 Attn: CCU Recovery
 P.O. Box 31584
 Tampa, FL 33631-3584

If you do not agree with this proposed WellCare overpayment notification related to adjustments **RVXX (except RV059)**, which should refer to the **Claim Payment Disputes** section above), you may request an Administrative Review by submitting your request in writing within **60 days** of the recovery letter date. Your request should detail why you disagree with these findings and must include any supporting evidence/documentation you believe is pertinent to your position.

Mail or Fax your Administrative Review request to:

Missouri Care Fax: 1-813-283-3284
 Attn: CCU Recovery
 P.O. Box 31658
 Tampa, FL 33631-3658

Additional documentation received after your initial Administrative Review request will not be considered. A Final Determination will be rendered within **30 days** of the date of WellCare's receipt of your request. If you do not object or render payment within such time period, we will take action to recover the above listed amount as allowed by law, or applicable, the contract between you and WellCare.

Administrative Reviews related to Explanation of Payment Codes and Comments beginning with DN227, DN228 or RV213 must be submitted in writing and include at a minimum: a summary of the review request, the member's name, member's identification number, date of service(s), reason(s) why the denial should be reversed and copies of related documentation and all applicable medical records related to both stays to support appropriateness of the services rendered.

Mail or Fax your dispute to:

COTIVITI HEALTHCARE Fax: 1-203-202-6607
 Attn: WellCare Clinical Chart Validation
 Hillcrest III Building
 731 Arbor Way, Suite 150
 Blue Bell, PA 19422

Provider Identified Refund(s) without receiving overpayment notification should include the reason for overpayment as well as any details that assist in identifying the member and WellCare Claim ID and can be sent to:

Missouri Care
 Attn: CCU Recovery
 P.O. Box 31584
 Tampa, FL 33631-3584

Note: For single claim checks, please use the [Refund Check Informational Sheet](#) to help Recovery post accurately and timely. For checks in excess of 25 claims, please complete the [Refund Referral Grid](#) and email all supporting documentation, including the grid, to OverpaymentRefunds@wellcare.com to assist with expedited posting. Please note that only check referrals will be accepted by this email box; anything other than check referrals will not be responded to and will be closed.

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Appeals

Providers may seek an appeal through the Appeals Department within **90 calendar days** of an adverse provider dispute determination or a claims denial for lack of prior authorization, services exceeding the authorization, insufficient documentation or late notification. Examples include Explanation of Payment Codes DN001, DN004, DN0038, DN039, VSTEX, DMMNE, HRM16 and KYREC, however, this is not an all-encompassing list of Appeals codes.

Anything else related to authorization, or medical necessity that is in question should be sent to the Appeals address with all substantiating information (please do not include image of Claim) like a summary of the appeal, relevant medical records and member-specific information.

Missouri Care – Complaints, Grievances and Appeals (CGA)
4205 Philips Farm Road, Suite 100
Columbia, MO 65201
Fax: 1-877-851-2043

Grievances

Member grievances may be filed verbally by contacting Member Services or submitted via fax or mail. Providers may also file a grievance on behalf of the member with the member's written consent.

Mail or fax member grievances to:

Missouri Care – Complaints, Grievances and Appeals (CGA)
4205 Philips Farm Road, Suite 100
Columbia, MO 65201
Fax: 1-877-851-2043

WellCare Partners

eviCore fka CareCore National

eviCore is our in-network vendor for the following programs, and clinical criteria can be accessed through the corresponding program links: [Advanced Radiology](#), [Cardiology](#), [Lab Management](#), [Pain Management](#), [Physical and Occupational Therapy](#) and [Sleep Diagnostics](#).

Contact **eviCore** for **all authorization-related** submissions for the services listed above rendered in outpatient places of service (including the home setting).

Please click on the hyperlinks above for a listing of the specific services and related criteria included in the **eviCore** programs.

Web submissions are faster, and if the procedure requested meets clinical criteria, the web provides an immediate approval that can be printed for easy reference. Member eligibility and authorization requests may be submitted via the [eviCore Provider Web Portal](#). A searchable [Authorization Lookup and Eligibility Tool](#) is also available online, and criteria can be accessed through the program links above.

Urgent Authorizations and Provider Services: 1-888-333-8641

HealthHelp®

HealthHelp is our in-network vendor for the following programs and provider resources can be accessed through the corresponding program links: [Radiation Therapy](#).

Contact HealthHelp for **all authorization-related** submissions for the services listed above rendered in all outpatient places of service. Please click on the links above for a listing of the specific services and related resources included in the HealthHelp programs.

Member eligibility and authorization request materials may be accessed via the [HealthHelp Portal](#). A searchable [Authorization Lookup](#) is also available online to check the status of your authorization request, and criteria can be accessed through the program links above.

Urgent Authorizations and Provider Services: 1-888-210-3736

Contracted Networks

Dental Services

Liberty

Phone: 1-866-609-0425

Transportation

MTM Transportation

Phone: 1-800-695-5791

Routine Vision and Optometry

[March® Vision](#)

Phone: 1-844-616-2724

Facility (e.g., hospital or ambulatory surgery center) and anesthesia claims should still be submitted directly to Missouri Care for reimbursement.

Pharmacy Services

All pharmacy services are carved out to MO HealthNet except for medications billed as part of an inpatient admission or observation stay.

MO HealthNet Pharmacy Services: 1-800-392-8030 or 1-573-751-6527

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PRIOR AUTHORIZATION LIST

Prior Authorization (PA) Requirements

This prior authorization list supersedes any lists that have been distributed to our providers. Please ensure that older lists are replaced with this updated version. Authorization changes are denoted by a **P** symbol for easy identification. Requirements that have been edited for *clarification only* are denoted with a **ⓘ** symbol.

All services rendered by nonparticipating providers and facilities require authorization with the exception of family planning education and counseling, in-office visits for family planning, childhood immunization administration and emergency transportation and services. Primary care physicians (PCPs) must refer members to participating specialists. It is the responsibility of the provider rendering care to verify that the authorization request has been approved before services are rendered.

Nonparticipating public health departments no longer require authorization for the following services: lead screening, TB screening, HIV screening, HIV/AIDS care coordination and family planning.

To avoid unnecessary claim payment issues, you must bill with the authorization number.

Urgent Authorization Requests and Admission Notifications – Call 1-800-322-6027 and follow the prompts.

- Notify the plan of unplanned inpatient hospital admissions **within one business day from treatment of emergency condition** (except normal maternity delivery admissions). Telephone authorizations must be followed by a fax submission of clinical information.
- Outpatient authorizations for urgent and time-sensitive services may be requested by phone when warranted by the member's condition. Please include **CPT and ICD-10 codes** with your authorization request. Standard authorization requests may be submitted **online** or via fax to the numbers listed on the associated forms located **here**.
- **Web submissions** are faster, and if the procedure requested meets clinical criteria, the Web provides an approval that can be printed for easy reference.
- Obtaining authorization does not guarantee payment, but rather only confirms whether a service meets Missouri Care's determination criteria at the time of the request. Missouri Care retains the right to review benefit limitations and exclusions, beneficiary eligibility on the date of service, the medical necessity of services and correct coding and billing practices.

Behavioral Health Services

[Missouri Care Web Submission Portal](#)

For Provider Services, Urgent Inpatient Hospitalization Authorizations and Pre-cert Review Phone: 1-800-322-6027

Please [log in](#) to submit your Outpatient Authorization Requests & Inpatient Clinical Submissions.

To fax a request, please access our forms [here](#)

Web-based information: www.wellcare.com/Missouri/Providers/Medicaid/Behavioral-Health

- Emergency behavioral health services do not require authorization. In order to obtain authorization, notification of an inpatient admission is required on the next business day following admission.
- All levels of care requiring authorization, including inpatient, must be submitted by fax and the forms and fax numbers can be found [here](#).
- Authorization for standard outpatient (including in-home) services is not required. For all other levels of care including inpatient, residential treatment, intensive outpatient, ECT and psychological testing, contact Missouri Care for authorization.
- For more information on Authorization Requirements click [here](#) and select the "Prior Authorization Grid" PDF under **Helpful Documents**.

PROCEDURES and SERVICES	Authorization Required	Comments
Behavioral Health Services	See Comments	Please refer to the Prior Authorization Grid under Helpful Documents for authorization requirements. WellCare Web Submission Portal
Emergency Behavioral Health Services	No	
Non-contracted (nonparticipating) Provider Services	Yes	All services from nonparticipating providers require prior authorization.

Emergency Services

PROCEDURES and SERVICES	Authorization Required	Comments
Emergency Behavioral Health Services	No	
Emergent Care Services	No	
Emergency Transportation (including air, ground, facility to facility)	No	

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Inpatient Services

[Missouri Care Web Submission Portal](#)

Please [log in](#) to submit your Authorization Requests & Inpatient Clinical Submissions.

To fax a request, please access our forms [here](#)

PROCEDURES and SERVICES	Authorization Required	Comments
Elective Inpatient Procedures	Yes	Clinical updates required for continued length of stay.
Inpatient Hospital Admissions	Yes	Notification required within one business day of admission. Clinical updates required for continued length of stay.
Long-Term Acute Care Hospital (LTACH) Admissions	Yes	Refer to Clinical Coverage Guidelines
NICU/Sick Baby Admissions	Yes	Notification required within one business day following admission. Contact ProgenyHealth at fax 1-844-719-9022 to submit clinical updates for initial and continued length of stay.
Observation Stays – Maternity	No	When billed use Rev Code 769
Observation Stays – Nonmaternity	Yes	Notification is required within one business day of admission.
Rehabilitation Facility Admissions	Yes	Clinical updates required for continued length of stay.
Skilled Nursing Facility Admissions	Yes	Clinical updates required for continued length of stay.

Outpatient Services

[Missouri Care Web Submission Portal](#)

Please [log in](#) to submit your Outpatient Authorization Requests & Clinical Submissions.

To fax a request, please access our forms [here](#)

Prenatal Notifications Fax: 1-866-946-2052

PROCEDURES and SERVICES	Authorization Required	Comments
Select Outpatient Procedures	Yes – See Comments	Please refer to the Authorization Lookup Tool for prior authorization requirements.
Advanced Radiology Services: CT, CTA, MRA, MRI, Nuclear Cardiology, Nuclear Medicine, Obstetric Ultrasounds, PET and SPECT Scans	Yes – See Comments	Contact eviCore for authorization: eviCore Provider Web Portal Phone Number: 1-888-333-8641 No authorization required for the initial 3 OB ultrasounds: Advanced Radiology Criteria Radiology Request Forms
Cardiology Services: Cardiac Imaging, Cardiac Catheterization, Diagnostic Cardiac Procedures and Echo Stress Tests	Yes – See Comments	Contact eviCore for authorization: eviCore Provider Web Portal Phone Number: 1-888-333-8641 Cardiology Program Criteria Cardiology Worksheets
Durable Medical Equipment Purchases and Rentals	Yes – See Comments	All DME rentals will require authorization. DME purchase items reimbursed at OR below \$500 per line item do NOT require authorization.
Hospice Care Services	Yes	

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PROCEDURES and SERVICES	Authorization Required	Comments
Laboratory Management (Certain Molecular and Genetic Tests)	Yes – See Comments	Contact eviCore for authorization: eviCore Provider Web Portal Phone Number: 1-888-333-8641 Lab Management Criteria Molecular and Genetic Testing Quick Reference Guide
Non-contracted (nonparticipating) Provider Services	Yes	All services from nonparticipating providers require prior authorization.
Obstetric Global Services	Yes	
Orthotics and Prosthetics	Yes – See Comments	All DME rentals will require authorization. DME purchase items reimbursed at OR below \$500 per line item do NOT require authorization.
Pain Management Treatment	Yes – See Comments	Contact eviCore for authorization: eviCore Provider Web Portal Phone Number: 1-888-333-8641 Pain Management Program Criteria Musculoskeletal Management Request Forms
Physical and Occupational Therapy (including home-based therapy)	Yes – See Comments	Contact eviCore for authorization: eviCore Provider Web Portal Phone Number: 1-888-333-8641 Physical and Occupational Therapy Criteria PT/OT Worksheets
Radiation Therapy Management	Yes – See Comments	Contact HealthHelp for authorization: HealthHelp Portal Phone Number: 1-888-210-3736 Radiation Therapy Management Program Resources
Sleep Diagnostics	Yes – See Comments	Contact eviCore for authorization: eviCore Provider Web Portal Phone Number: 1-888-333-8641 Sleep Diagnostics Program Criteria Sleep Management Worksheets
Speech Therapy	Yes – See Comments	Benefit is only extended to members under the age of 21 and/or pregnant women.

EXCEPTION FOR MEMBERS AFFILIATED WITH CMPCN

Children’s Mercy Pediatric Care Network (CMPCN) is an integrated pediatric network operated by the Children’s Mercy Hospital System. CMPCN provides delegated medical management services including care management, utilization management and disease management for Missouri Care members ages 0–20 in the following counties: **Bates, Cass, Cedar, Clay, Henry, Jackson, Johnson, Lafayette, Platte, Polk, Ray, St. Clair and Vernon.**

Please verify prior authorization requirements for CMPCN at: <https://www.cmics.org/pcn>.