



Ohio Department of Mental Health

30 East Broad Street
Columbus, Ohio 43215-3430

February 18, 2008

To: Executive Director
Agency
Address
City, State, Zip

From: Margie Herrel, Manager of Program Administration
Office of Medicaid, ODMH

Subject: **URGENT: NATIONAL PROVIDER IDENTIFIER (NPI) INSTRUCTIONS FOR
MEDICARE/MEDICAID CROSSOVER PAYMENTS & RISPERDAL PAYMENTS**

The Ohio Department of Job and Family Services (ODJFS) has recently informed the Ohio Department of Mental Health (ODMH) of the process that the ODMH community mental health agencies must follow to ensure proper Medicare/Medicaid Crossover payments and Risperdal payments. This process is due to the implementation of the NPI. Please review this memo and share with all appropriate staff and follow the instructions to ensure proper Medicare/Medicaid Crossover and Risperdal payments.

MEDICARE/MEDICAID CROSSOVER ISSUES

Notice from ODJFS Regarding the Use of the Medicare Legacy Number for Medicare Claims to be Crossed over to ODJFS

ODJFS is sending the message below to all Medicare crossover providers on the remittance statements beginning with the week of February 11, 2008. These instructions must be followed for all claims billed to Medicare for which you want to receive crossover payments.

Remittance Message from ODJFS:

On March 1, 2008, Medicare will no longer require the Medicare legacy number on claims if Providers have successfully tested their NPI/Medicare legacy match with Medicare. The Ohio Department of Job and Family Services, however, will continue to use the Medicare legacy number to crosswalk to the Medicaid legacy number for the adjudication of crossover claims. In order to assure that your claims are processed when crossing over from Medicare, beginning on and after March 1, 2008, please continue to submit your Medicare legacy number that ODJFS matches to the appropriate NPI in the billing or pay-to (primary provider) field on electronic claims submissions to Medicare. Providing both numbers is required to ensure appropriate processing of crossover claims.

Verify Current NPIs for Seven Digit ODJFS Provider Number

Early last summer ODMH and ODJFS sent memos to each Medicare/Medicaid Crossover provider with instructions on how to submit their NPI to ODJFS in order to link it to the ODJFS seven digit Medicaid number. In order to assure the crossover process works properly, please verify that the seven digit ODJFS Medicaid

provider number below is indeed the Medicaid number associated with the NPI that your agency is using to bill Medicare. If it is not, please notify my office via fax at ODMH at 614-644-1502. Please indicate the NPI that should be cross-walked to your ODJFS Medicaid provider number with a copy of your NPI Enumerator.

(Agency Name, ODJFS Medicaid Provider Number, NPI Number)

One Medicare NPI to One Medicaid NPI (Seven Digit ODJFS Provider Number)

Prior to the use of NPIs, ODJFS could crosswalk many Medicare numbers to one ODJFS Medicaid number for the crossover payments. However, with the implementation of NPIs, ODJFS can only crosswalk one Medicare NPI number to one ODJFS Medicaid number (NPI). Therefore, if your agency is billing more than one NPI to Medicare, you will need to complete a Ohio Health Plans Provider Enrollment Application/Agreement for Organizations, a W-9 and a Declaration Regarding Material Assistance/non-assistance to a Terrorist Organization (DMA) for each Medicare NPI. These forms can be found on the ODMH website at: <http://www.mh.state.oh.us/medicaid/general/medicaid.index.html>. Also, attach a copy of the NPI Enumerator notification. After you have completed these forms, please submit them to:

Margie Herrel, Manager of Program Administration
Office of Medicaid, ODMH
30 E. Broad Street, 7th Floor
Columbus, OH 43215-3430

ODJFS has assured us that these applications will be processed promptly. ODMH will notify you when the applications have been processed via fax. Please include your telephone number and fax number on all correspondence that accompanies these applications. Do not contact ODJFS directly.

Process for Unpaid Claims Due to Issues in this Memo

If your agency has determined that you have claims that were not processed due to any of the issues stated in this memo, you may seek the crossover payment using the ODJFS paper method once you have received notification that all of your sites are enrolled in the crossover process using the appropriate NPIs and Medicare legacy number. The form to use is the ODJFS 6780. You can find the instructions and the form at the ODJFS website: <http://www.odjfs.state.oh.us> in the Medicaid section.

RISPERDAL PROVIDERS ONLY (Please disregard this section if you do not bill for Risperdal)

The seven digit ODJFS Medicaid provider number that your agency uses to bill Risperdal to ODJFS is:

(ODJFS Medicaid Risperdal Provider Number:)

You will need a separate NPI to bill Risperdal. Once you have received the new NPI, please fax the NPI Enumerator notification that you received from the federal government with a cover memo with the ODJFS seven digit provider number to my office at 614-644-1502. You will be notified when the NPI is linked to the ODJFS provider number. At that point, you should bill using that new number.

ALL PROVIDERS

Questions regarding this memo and the instructions should be addressed to me at: 614-466-9655 or herrelm@mh.state.oh.us.

cc: Angie Bergefurd
ADAMHS/CMH Boards
AML of Ohio
Family Services Council of Ohio
NAMI-Ohio

Ohio Advocates for Mental Health
Ohio Association of Child Caring Agencies
Ohio Association of County Behavioral Health Authorities
Ohio Council of Behavioral Health Care Providers