

SWMBH Operating Policy 9.3

Subject: Electronic Claims Submission		Accountability: Operations/Claims	Effective Date: 01/01/2014	Pages: 1
REQUIRED BY: BBA Section _____ PIHP Contract Section <u>7.8.2</u> NCQA/URAC Standard _____ Other _____		Last Reviewed Date: 11/16/17		Past Reviewed Dates: 6/11/15 9/7/16
LINE OF BUSINESS: <input checked="" type="checkbox"/> Specialty Waiver (B/C) <input checked="" type="checkbox"/> 1115 Waiver <input checked="" type="checkbox"/> Healthy Michigan <input checked="" type="checkbox"/> SUD Medicaid <input checked="" type="checkbox"/> SUD Block Grant <input checked="" type="checkbox"/> MI Health Link <input type="checkbox"/> OTHER: _____	APPLICATION: <input checked="" type="checkbox"/> SWMBH Staff and Ops <input checked="" type="checkbox"/> Participant CMHSPs <input checked="" type="checkbox"/> SUD Providers <input checked="" type="checkbox"/> MH / DD providers <input type="checkbox"/> Other: _____		Last Revised Date: 6/11/15	Past Revised Dates:
Approved: <u><i>Quene Wickham</i></u> Date: <u>11/29/17</u>		Required Reviewer: Director of Operations		

I. Purpose

To articulate the standards and procedures of Southwest Michigan Behavioral Health (SWMBH) regarding electronic claims.

II. Policy

It is the policy of SWMBH that all claims shall be filed using the current SWMBH data layout in accordance with Health Insurance Portability and Accountability Act (HIPAA) transaction standards or via manual data entry by the provider into the Managed Care Information System (MCIS) unless provider is granted a waiver to submit claims via paper method.

III. Standards

Acceptable standard billing formats:

1. HIPAA 837 File Format

Providers who wish to utilize this format may do so by submitting claims directly to the MCIS via file upload process. Providers will be required to successfully submit test claims batches before access to the production system will be granted.

2. Smartcare (MCIS) System

Providers utilizing this system should have staff who have attended SWMBH sponsored training before obtaining user names and passwords to the system. User names and passwords to the system can be obtained by emailing providersupport@swmbh.org.

IV. Definitions

None

V. References

None

VI. Attachments

None

