Hello,

This document should guide you through what needs to happen for us to check eligibility for your students and/or bill Medicaid and reconcile the results for you. If you have any questions please do not hesitate to contact us!

- Page 1 - The page that you are currently reading.
- Page 2 - A checklist of things that need to be done.
- Page 3 - Instructions for switching over to electronic transactions.
- Page 4 - Instructions for submitting optional student list for eligibility.
- Page 5 - Some initial helpful advice.

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New Customer Contacts

- da Vinci – Phone: (866) 773-3867
- OHCA – Phone: (800) 522-0114
- EDS – Phone: (405) 416-6801, Fax: (405) 947-3394

New EPSDT Eligibility Customer Checklist

The following things must happen before eligibility can be run for your district's students. While this is the usual order of things, they can happen in any order.

- OHCA contract approved/renewed
- da Vinci informed of:
    - OHCA contract approval/renewal
    - OHCA provider number
    - NPI number
    - Oklahoma tax ID
    - Contact name
    - Contact phone
    - Contact email address
- da Vinci contract approved
- da Vinci added/confirmed as clerk to OHCA provider website
- login created/confirmed for da Vinci website
- Properly formated list of student information submitted

New EPSDT Simple, Standard, or Plus Customer Checklist

The following things must happen before billing can be performed for your district. While this is the usual order of things, they can happen in any order.

- OHCA contract approved/renewed
- da Vinci informed of:
    - OHCA contract approval/renewal
    - OHCA provider number
    - NPI number
    - Oklahoma tax ID
    - Contact name
    - Contact phone
    - Contact email address
- da Vinci contract approved
- da Vinci Business Associate Agreement approved
- da Vinci added/confirmed as clerk to OHCA provider website
- EDS switched/confirmed for 835 transactions
- login created/confirmed for da Vinci website
- OHCA training attended by administrator
- Properly formated list of student information submitted (optional)
- Mock audit performed (optional)

Switching EDS to Electronic Transactions

What the OHCA expects most providers to do is to use their one-size-fits-all website to enter billing information and then mail the results back in a big stack of paper (called an RA or EOB). They further expect you to go through the results by hand to make sure that you got paid for what you asked to get paid for. Our system replaces this cumbersome and error prone system with one that is much more efficient and easier to use. However, to use our system you first need to tell the EDS that you would like to submit and get your results electronically for each facility as you transition to us.

You only need to do this once, and you will need to inform the EDS should you ever wish to switch back to paper results. Please do not switch back without informing us first because it royally screws things up for us if we don't know about it. Furthermore, the only time you should switch back to paper is if you should decide that you no longer require our services. OK, here's what you need to do:

- Go to the Internet, download the EDS form, and print it out: http://www.okhca.org/provider/billing/pdflib/edi_providers.pdf
- For the first block, when in doubt check “Facility”.
- The next block is pretty self explanatory except for “SoonerCare ID/NPI” which is both vague and kind of pointless if you have multiple provider numbers. NPI numbers and OHCA provider numbers are basically interchangeable as far as EDS is concerned, but they seem to prefer provider numbers. So put your provider number in that spot, and if you have multiple provider numbers just pick your favorite one.
- In the next block enter (Vendor) da Vinci Network Services, (Address) PO Box 3196, OKC, OK 73101, (Name) James Bearden, (Phone)(405) 773-3867, and (Email) james@dvns.com.
- In the next block check 837 Professional, 270/271, 835, 278, and 276/277.
- In the next box check “Enable 835” and enter your provider numbers and the name that goes with the provider numbers.
- In the next block down enter (Reciever ID) 500000028, (Name) da Vinci Network Services, (Contact Person) James Bearden, (Address) PO Box 3196, OKC, OK 73101, (Phone) (866) 773-3867, (Email) james@dvns.com.
- Sign and date the form near the bottom, and fax the form to EDS: (405) 416-6824.

Student List Formats

To facilitate entering or updating information for a large number of students da Vinci can import a list of students into the system as long as the information is provided in a specific format. Required information for every student is first name, last name, social security number, and date of birth. da Vinci supports several formats for bulk submission of student information. Please select the format that is most convenient for you.

Format 1: Microsoft Excel Spreadsheet

Microsoft Excel is a very popular spreadsheet program, and is therefore the preferred method. Each row in the spreadsheet should correspond to a specific student, with columns for social security number, date of birth, first name, last name, and optionally middle name/initial, old Medicaid number, gender, and facility. The columns can be in any order.

Format 2: Old OHCA Data Match Format

The format that was used by the OHCA for doing an eligibility data match is also accepted. That format consists of a simple text file where each line corresponds to a specific student. The order of the information is last name, first name, date of birth, social security number, and optionally middle name/initial, old Medicaid number, gender, or facility. Each piece of information needs to separated by at least one space or tab.

Format 3: CSV Format

The CSV (comma separated value) format is a universal format similar to the old OHCA data match format except that a single comma is used instead of spaces or tabs. Each value may optionally be enclosed in quotes. The other formats eventually get changed to this format by us, so this format is actually a little easier on us.

The resulting file can be submitted in the following ways:

- Email – Simply emailing us the unprotected file is not recommended due to the confidential nature of the information it contains.
- Floppy – Sending the file on a floppy disk via the US Post Office is an excellent choice. Sending it certified provides even greater protection.
- WWW – After being assigned a user name and password, files may be uploaded to our website using the Light Client located at **http://www.milanmedical.com.**

EPSDT School Audit Checklist

The following things are what the OHCA commonly checks for when they audit the districts, so it is also what we need to check for when performing a mock audit:

- Contracts. Both an OHCA and a dVNS contract (with Fee Schedule) should be on file. Proof of attendance for the annual OHCA Medicaid Coordinator Training (such as a handout) and a copy of the fax to EDS to enable electronic RA's is highly recommended.
- Signed hard copies of progress notes. Multiple progress notes per page is acceptable as long it is for the same therapist and student. The student name, date, service code, duration, Medicaid number, therapist's signature, and administrator's initials must be on every page. For auditing purposes, spot checking a student or two per therapist is sufficient.
- Proper OCAS coding. Checks from the OHCA should coded as 4580 and our invoices should be coded as 698. Therapist salaries can be coded under a variety of codes, usually a special project code. The salary of a therapist must be paid with the money he or she has billed Medicaid for. Other federal dollars can be used to make up the difference.
- All students should have an IEP or IHSP that describes what treatment is being performed on file.
- A prescription must be on file for every student receiving OT and PT services, and a referral for Speech services that is on an IHSP.
- A copy of the notification to the students doctors must be on file. A generic form letter to all the doctors in the area that some of their students may be receiving services from the school is sufficient.
- Li censure for each therapist for each year they performed services must be on file. This is includes contractors and third party therapists.

All these requirements should be in place before a service is billed. However, in most cases the services can be entered into the system and billed the moment all requirements are met.

Administrator Tips

Several extra information lines are available to administrators on their cockpit. To make sure the system works as smoothly as possible it is strongly advised to reduce the number of Rejected, Posted, Billed, and UserWait cockpit items. One common cause of Rejected progress notes is overlapping times, and there is a dedicated report called the NoteDoubleBill to help resolve overlapping times. Depending on the amount of billing performed, the desire to maximize the amount paid, and how often the administrator does it, these tasks can take anywhere from a few minutes to a few hours. The longer the tasks go undone the longer they will take to complete. There is also a short but useful help file available on the website. As always da Vinci is standing by to provide support.