



I M P O R T A N T   I N F O R M A T I O N

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**To All Providers:**

- Due to Health Insurance Portability and Accountability Act (HIPAA) conversion activities, the Indiana Health Coverage Programs (IHCP) is announcing the following downtime schedule:
  - PA Inquiry – Friday, September 26, 2003, 6 p.m. until Monday, September 29, 2003, 6 a.m.
  - AVR/OMNI – Saturday, September 27, 2003, 6 p.m. until Monday, September 29, 2003, 6 a.m.
  - Web interChange – Saturday, September 27, 2003, 8 a.m. until Monday, September 29, 2003, 8 a.m.

It is possible that some conversions will be completed sooner than scheduled. The IHCP Web site at [www.indianamedicaid.com](http://www.indianamedicaid.com) will indicate the status of the conversions and will indicate when the conversions are complete. The Web site will not be affected during the scheduled conversions.

Providers are reminded that Provider Electronic Solutions will not be supported after October 16, 2003. The last effective date for claims submission via Provider Electronic Solutions is October 15, 2003. Alternative methods of electronic claims submission include using Web interChange or contracting with an approved vendor to submit HIPAA-compliant claims. A list of approved vendors is available on the IHCP Web site.

Direct questions about this information to the Electronic Claims Submission Help Desk at (317) 488-5160 in the Indianapolis local area or 1-877-877-5182.

- The purpose of this article is to remind providers of the following claims-related HIPAA updates:
  - National drug codes (NDCs) are not currently required for paper claims or the 837 HIPAA transactions. NDCs may be required in the future.
  - Taxonomy codes are not currently required for claims submission. Taxonomy codes may be required in the future.
  - The attachment indicator is not required for paper claims submission as was previously announced.
  - The effective date for HIPAA paper claim form requirements has been changed from September 1, 2003, to **November 14, 2003**.

An upcoming provider bulletin will provide complete information about HIPAA paper claim form requirements.

- IHCP provider bulletin *BT200355*, dated August 22, 2003, announced third quarter HIPAA provider workshops during August, September, and October 2003. Since publication of that bulletin, additional workshops have been added in Louisville, Ky., on October 16 and 17, 2003. The registration deadline for the October 16 workshop is October 9, and the registration deadline for the October 17 workshop is October 10. These workshops cover the same material as the workshops described in the bulletin. Workshops begin promptly at 8:30 a.m. **local** time and end at 5 p.m.

These workshops are being held at the following location:

**Norton Healthcare Pavilion  
Cramner Auditorium  
315 E. Broadway  
Louisville, KY 40202**

General directions to workshop locations are available on the IHCP Web site at [www.indianamedicaid.com](http://www.indianamedicaid.com). To access directions from the Web site, click **Provider Services, Education Opportunities, and Provider Workshops**. Consult a map or other location tool for directions from a specific location.

Providers can register for these workshops in one of two ways:

- A revised version of the registration form that includes the Louisville, Ky., workshops is on the IHCP Web site listed above. The registration form can be printed from the Web site and the completed form can be faxed to EDS at (317) 488-5376 for processing.
- The registration form provided in the bulletin can be used by writing in the desired date and location of the additional workshop. This modified form can be faxed to EDS at the number above for processing.

Registrations are processed chronologically based on the date of the workshop. A letter or fax confirming registration will be sent to registrants prior to the workshop. Confirmations may be received as late as two days before the workshop. Direct questions about the workshops to a provider representative at (317) 488-5195.

- Please remit non-pharmacy refund checks to correct billing errors, to settle casualty cases, and to satisfy accounts receivable to: EDS Refunds, P.O. Box 1937, Dept. 104, Indianapolis, IN 46206-1937. All refund checks as a result of Third Party Liability (TPL) billing to insurance companies should be remitted to: EDS TPL (HMS) Checks, P.O. Box 1937, Dept. 56, Indianapolis, IN 46206-1937. To return any non-cashed IHCP check, forward to EDS Finance Department, 950 North Meridian Street, Suite 1150, Indianapolis, IN 46204-4288.
- The HIPAA *Transaction and Code Set* rule is being implemented on October 16, 2003. To ensure compliance of your electronic transactions, the IHCP has begun to schedule testing of transactions with software vendors and trading partners that include, but are not limited to clearinghouses, value added networks (VAN), and so forth. For your convenience, a list of all trading partners and their testing status is available on the IHCP Web site at [www.indianamedicaid.com](http://www.indianamedicaid.com). It is strongly advised that you check this list for the testing status of your trading partner or software vendor. If they are not listed, it is advised that you contact them to inquire if they will be tested and HIPAA compliant with the IHCP prior to the October 16, 2003, implementation date. In addition, you should work with them to identify new data elements that are required for processing. The Web interChange will have claims submission capability, claim inquiry, and eligibility available for use prior to or by October 16, 2003.

### To All Pharmacy Providers:

- The purpose of this article is to remind pharmacy providers that refund checks for pharmacy adjustments only should be made payable to and sent to:

**ACS State Healthcare – Indiana Adjustments**  
**P.O. Box 201376**  
**Dallas, TX 75320-1376**

### To All Nursing Facilities and ICF/MR Facilities:

- The Office of Medicaid Policy and Planning (OMPP) will hold training sessions concerning *Form 450B* processing for nursing facilities and intermediate care facility for the mentally retarded (ICF/MR). Topics covered in the training will be, completing the *Form 450B*, OMPP processing, and pre-admission screening/pre-admission screening and resident review (PAS/PASRR) processing. Nursing directors, admission coordinators, social service staff, and bookkeepers are encouraged to attend. Those attending should bring copies of bulletins *E98-35* published November 2, 1998; *E98-40* published November 16, 1998; *BT199939* published December 1, 1999; and *BT200002* published April 5, 2000. In addition to these bulletins, attendees should bring copies of banner pages published on February 3, 1998, and January 28, 2003. Copies of these publications are available on the IHCP Web site at [www.indianamedicaid.com](http://www.indianamedicaid.com).

The training sessions location will be the Indiana Government Center South Auditorium located at 402 West Washington Street in Indianapolis. Reservations are not required. Public parking is allowed only in Garage 1, located on Washington Street. Parking is limited, and attendees are encouraged to plan alternate parking in the event the garage is full. Training sessions are being offered at two times on October 7, 2003. The first session for nursing facilities will be held from 9 a.m. to 11:30 a.m. The second session for ICF/MR facilities will be held from 1 p.m. to 4 p.m. Please contact Donna Oland for nursing facility, or Monica Griffin for ICF/MR at (317) 233-3558 for questions relating only to the trainings.

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