



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 Indiana Health Coverage Program Providers:

- Providers must remember to maintain medical records of sufficient quality to fully disclose and document the extent of services rendered. This requirement is set out in *405 IAC 1-5-1*. Please note that a claim form is not considered sufficient documentation. Minimally, records must include the following information:

1. Identity of the individual to whom service is rendered
2. Identity of the provider, or provider's employee and position, rendering the service
3. Date of service
4. Diagnosis, excluding transportation providers
5. Narrative description of service rendered
6. Location of service
7. Amount charged for the service

Other requirements exist as specified in the provider manual, bulletins, banner pages, *Indiana Administrative Code*, and statutes. In many cases, written evidence of physician involvement and personal patient evaluation that documents the acute medical need is required. For some services, such as therapy, home health, or mental health services, a plan of treatment and evidence of ongoing evaluation is needed. If there are any questions, please contact EDS Customer Assistance at (317) 655-3240 or 1-800-577-1278.

- Effective for dates of service after July 31, 2000, *audit 6010, PHYSICAL EXAMS LIMITED TO ONE (1) PER 12 MONTHS-SAME PROVIDER*, will no longer be used. The following evaluation and management procedure codes will no longer be restricted to one per provider, per year:

99205 99215 99303 99313 99323 99333 99345 99350

The Office of Medicaid Policy and Planning (OMPP) has determined that the frequency of **medically necessary** evaluation and management services should not be restricted.

Providers who have had claims deny for any of the procedure codes listed above with dates of service after July 31, 2000, should resubmit the affected claims through the normal claims processing address:

**EDS HCFA 1500 Claims
P.O. Box 7269
Indianapolis, IN 46207-7269**

If there are any questions, please call EDS Customer Assistance at (317) 655-3240 or 1-800-577-1278.

- The IHCP Provider Seminars are coming soon to the Jeffersonville and South Bend areas. Each seminar is three days in length, and consists of six half-day sessions, which may be selected to meet the needs of specific practices. Attendees may participate in one or all sessions. Preregistration is required along with a refundable deposit of \$25.00 per person, per seminar. The deposit will be returned after attendance at this educational event. Checks should be made payable to EDS. Please see bulletin, *BT200016*, dated May 5, 2000, or www.indianamedicaid.com Web site for detailed information and a registration form.