

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY
ADMINISTRATIVE PROCEDURE

NUMBER: DA1046

NAME: INSURANCE COMPANY ENROLLMENT

INITIAL APPROVAL DATE:	07/18/2001	BY: Administrative Committee
(LAST) REVISION DATE:	12/12/2023	BY: Chief Financial Officer
(LAST) REVIEW DATE:	12/14/2023	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

I. PURPOSE

To ensure the highest monetary reimbursement possible for the services provided by our Agency and Provider Network prior to using state Medicaid dollars (always payer of last resort) and/or General/Local funds.

II. APPLICATION

Populations: **ALL**
Programs: **Direct - ALL**
Contracted - ALL

III. PROCEDURE

- A. All enrollment forms must be researched and completed by Data Management staff and signed by the appropriate Agency personnel and clinician/provider/physician if applicable. Once complete, the enrollment application is submitted online on the Agency's behalf.
 - 1. CHAMPS: Currently all professional staff including LLMSW, LMSW, Physician, Psychologist, LPC, LLPC, licensed Physical Therapist and licensed Occupational Therapist. CHAMPS enrollments are completed by a Finance Department Billing Specialist.
 - 2. For Medicare, BCBS of Michigan, Medicare Advantage Plans and all other 3rd party commercial insurance plans – all billable providers, which includes physicians, LMSW, BCBA's, Psychologists, RN's, LPC's, licensed Physical Therapists and licensed Occupational Therapists, and any other billable provider may need to complete portions of the enrollment forms that Data Management staff will submit for enrollment.
 - 3. For NPI numbers, all staff who perform a direct service must enroll online on their own behalf and submit the information to the billing office. If staff require assistance with NPI enrollment, billing staff are available to provide assistance.
- B. Enrollment forms for physicians, LMSW, LBSW, and other licensed staff members will be kept with each individual insurance/NPI enrollment packet in the Data Management Department and also saved electronically in a shared folder
- C. Data Management staff will keep enrollment files up to date and all correspondence related to enrollment on each qualified staff member that has been enrolled with NPI and/or an insurance company, etc.
- D. Data Management staff will forward a copy of the enrollment acceptance letter (that gives staff members their insurance ID#/NPI#, etc.) to the keeper of the staff member's contract (if applicable).

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- E. Data Management staff will inform the Chief Financial Officer and Administrative Supervisor-Finance and Billing of the newly enrolled staff member's NPI#/ID#, etc. and the commercial insurance company that it applies to once the enrollment is complete. This information is to be kept up to date by Data Management Department staff and stored in a shared file titled Data Management-Reimbursement/Reimbursement/Insurance Enrollments/Staff Insurance Enrollments.
- F. Data Management Department staff shall keep all insurance rosters up to date, removing staff that have left the Agency and adding new billable staff, etc.

IV. DEFINITIONS

V. ATTACHMENTS

VI. REFERENCES