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Revised Date:

North Sound Behavioral Health Administrative Services Organization, LLC

Section 3000 – Fiscal: Mid-Month Eligibility Changes

Authorizing Source: HCA Contract

Approved by: Executive Director Date: 6/25/2019

Signature:

POLICY #3051.00

SUBJECT: MID-MONTH ELIGIBILITY CHANGES

PURPOSE

To describe North Sound Behavioral Health Administration Services Organization (North Sound BH-ASO) process to determine mid-month enrollment changes. This is to help determine change in client Medicaid eligibility and changes between Managed Care Organizations.

POLICY

1. The North Sound BH-ASO checks eligibility for members served by North Sound BH-ASO provider contracts prior to submitting encounters to MCOs or Provider One.
2. The North Sound BH-ASO shall monitor member eligibility by submitting 270 files to Provider One and reviewing the information that comes back in the 271 files that are returned.

PROCEDURES

1. North Sound BH-ASO shall edit the dates and run the query '270_p1id' to generate a 270 file for the time period needed for those members who have Provider One ID and have either been seen during that time period or have a 170 Service Episode native record that indicates that they are still an active client at a North Sound BH-ASO provider agency.
2. North Sound BH-ASO shall edit the dates and run the query '270_nop1id' to generate a 270 file for the time period needed for those members who do not have a Provider One ID and have either been seen during that time period, or have a 170 Service Episode native record that indicates that they are still an active client at a North Sound BH-ASO provider agency.
3. North Sound BH-ASO shall log into the Provider One website and submit the 270 files as .txt files.
4. After at least an hour, North Sound BH-ASO can check back on the provider One website to see if the 271 files have been returned, or if there is an error on the 270 file preventing a 271 file from being generated.
5. Download and save the 271 file to the North Sound BH-ASO network.
6. Import the 271 file into the North Sound BH-ASO SQL database using the 271 processor.
7. Review 271 data in the North Sound BH-ASO SQL database to determine member enrollment/eligibility information, including if the client has mid-month MCO enrollment changes.
8. Any data rejected by an MCO or HCA will be reviewed and reprocessed.

ATTACHMENTS

None