



State of Louisiana
Department of Health and Hospitals
Bureau of Health Services Financing

MEMORANDUM

April 1, 2009

To: All Air Ambulance Transportation Providers

A handwritten signature in cursive script, appearing to read "Jerry Phillips".

From: Jerry Phillips
Medicaid Director

Re: Changes In The Ambulance Transportation Program

The Louisiana Medicaid Program is pleased to inform you of several significant changes to the Ambulance Transportation Program that we believe will be beneficial to providers. These changes include:

- Eliminating the paper prior authorization process for air ambulance services and moving to an electronic prior authorization process;
- Transitioning paper claim billing from the Unisys 105 form to the CMS-1500 (08-05);
- Transitioning paper claim adjustments/voids from the Unisys 205 form to the CMS-1500 (08-05) form; and
- Transitioning paper Third Party Liability (TPL) claims to the new payment methodology for TPL claims that has been in effect for electronically submitted TPL claims;

Elimination of Paper Prior Authorization for Air Ambulance Services:

The current paper process used to prior authorize air ambulance services is being eliminated. This transition will streamline the authorization process and allow air ambulance providers to bill their claims electronically.

These services will transition to authorizing services using the electronic prior authorization process, e-PA, a web application located on the secured side of the Louisiana Medicaid web site. Providers must be registered and have a current login and password in order to use this application.

Providers may submit authorization requests using the current process through Friday, April 17, 2009. Requests received through that date will be authorized using the current authorization process and any claims billed for the services must be billed paper with the authorization letter from the Department of Health and Hospitals attached to the claim form.

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Any authorization requests needed for trips made between April 17, 2009 and May 4, 2009 must be held until May 4th. On May 4, 2009, providers with web access must submit requests by using the e-PA web application. Any requests between April 17th and May 4th should be submitted on May 4th for consideration of approval.

Approvals will include a unique, 9-digit prior authorization number that must be placed appropriately on your claim for services. This number must be used for EDI or paper claims submission or your claim will deny. The transition to using a unique prior authorization number rather than a DHH authorization letter will allow air ambulance providers to bill claims electronically. The following procedure codes are the only codes that require prior approval:

A0430- Fixed wing air transport
A0431- Rotary wing air transport
A0435- Fixed wing air mileage
A0436- Helicopter air mileage

A copy of the *Unisys/Louisiana Medicaid Electronic Prior Authorization (e-PA) Web Application User Manual* is enclosed for your use in submitting authorization requests through the system. This user guide is also located on the Louisiana Medicaid web site, www.lamedicaid.com, link Forms/Files/User Manuals for your reference. Assistance with using this application may also be obtained by calling the Unisys Prior Authorization Unit at (225) 928-5263 or the Unisys Field Analyst for your territory.

Providers who do not have web access may use the enclosed form PA-15 to make authorization requests. This form and any supporting documentation must be faxed to the Unisys Prior Authorization Unit at (225) 929-6803 for consideration and approval of services. Whether authorization requests are submitted via e-PA or the PA-15 form, a unique, 9-digit prior authorization number will be assigned and must be used on the claim for services.

Transition to CMS-1500 Claim Form:

Ambulance providers who submit paper claims to LA Medicaid will transition from using the Unisys 105 claim form to the CMS-1500 (08-05) claim form. This transition to a standard claim form will align Louisiana Medicaid billing more closely with Medicare and other carriers.

Beginning Monday, May 4, 2009, and for the entire month of May, Unisys will accept paper claims on either the Unisys 105 form or the CMS-1500 form. **Effective with processing date Monday, June 1, 2009, all paper claims must be submitted on the CMS-1500 claim form, regardless of date of service.** Any Unisys 105 claim forms received on or after Monday, June 1, 2009, will be rejected back to you unprocessed.

Enclosed is a copy of the CMS-1500 billing instructions and a sample claim form. Please review these instructions/sample carefully, and use this information to assist you in completing your claim forms correctly.

Please remember that whenever possible, **billing claims electronically (EDI) is always the preferred method.** EDI billing eliminates claims processing errors and expedites payments. The EDI 837P Companion Guide is posted on our web site mentioned above, link HIPAA Billing Instructions and Companion Guides. If you do not currently bill electronically and are interested in pursuing EDI billing, the list of acceptable vendors/billing agents/clearinghouses is posted on the web site under the link, HIPAA Information Center, sub-link VBC List.

Transition Of Paper Claim Adjustments/Voids:

Effective with the transition to the CMS-1500 claim form, ambulance providers will also use this form to file any necessary claim adjustments/voids, regardless of date of service. This eliminates the use of a separate form for this purpose. Information on the placement of information for adjustments/voids is also included in the enclosed billing instructions.

Providers that bill claims electronically may submit claim adjustments/voids electronically, also. If you do not have this capability, please contact your EDI vendor to have them make the necessary changes to ensure that you have this capability.

Transitioning Paper TPL Claims To The New Payment Methodology:

In April 2008, most providers were transitioned to a new payment methodology for processing Third Party Liability (TPL) claims. The new methodology was instituted for both paper and EDI claims with some exceptions. Paper claims submitted by ambulance providers using the Unisys 105 claim form were an exception. EDI claims for ambulance services made this transition last year with other providers.

With the transition to the CMS-1500 claim form, the transition to the new TPL payment methodology is being implemented for paper claims submitted for ambulance services. **This transition will become effective with processing date May 4, 2009 for claim dates of service March 1, 2008 forward.**

Please review the TPL training materials on our web site, link Training, sub-link 2008 Training Materials, TPL/LAHIPP/Baby Bill Training, for more information concerning this transition. A list of the Unisys Field Analysts and their territories in enclosed should you need assistance with any areas of this transition. We hope these changes will assist you with streamlining certain areas of your Medicaid practice and expedite claims processing and payment.