

Dental Billing Requirements and Additional Prior Authorization Information

The initial message related to the discontinuance of dental prior authorization due to Hurricane Katrina is addressed on this website under the following title: *Dental Prior Authorization Temporarily Discontinued*. The additional information which follows relates to special billing requirements and prior authorization procedures that are necessary as a result of the temporary discontinuance of dental prior authorization. Should you have any questions, you may contact Terri Norwood, Dental Program Specialist, by calling 225-342-9403.

Billing Requirement 1

If a prior authorization number was issued for a dental procedure, the prior authorization number must be entered on the claim for payment regardless of the date of service.

Billing Requirement 2

A prior authorization number must not be entered on a claim for payment when billing for a dental procedure in which:

- the prior authorization was temporarily discontinued; and
- the date of service is between August 29, 2005 and September 30, 2005; and
- a prior authorization number was not previously issued for that procedure.

If a prior authorization number is entered on a claim for payment in this instance, the claim will deny.

If the two billing requirements referenced above apply to the same patient, two separate claims for payment should be submitted as follows: One claim for the services in which a prior authorization number was issued (enter PA number on the claim); and a separate claim for services in which the prior authorization was temporarily discontinued and a PA number was not previously issued (no PA number on the claim). In these instances, if dental services that never require prior authorization are also rendered, they can be listed on either claim form.

Additional Prior Authorization Information

Dental prior authorization requests that are received by LSU School of Dentistry, Dental Medicaid Unit prior to October 1, 2005 that have not already been issued a prior authorization number will not be processed. All radiographs that were submitted with these requests that are recovered from the LSU School of Dentistry will be returned to the provider as soon as possible.

If a post authorization is required for a date of service prior to August 29, 2005, a post authorization request that includes the date of service must be submitted on or after October 1, 2005 to the following address: LSU SCHOOL OF DENTISTRY, DENTAL MEDICAID UNIT, 1100 FLORIDA AVENUE, BOX F5-510, NEW ORLEANS, LA

70119. Although the New Orleans location may not be back in operation at that time, the mail will be re-routed to their temporary location.

Effective October 1, 2005, requests for prior authorization of dental services which are to be rendered on or after October 1, 2005 should be submitted to the above-referenced address.

Dental providers should not submit a “post” authorization request for dental procedures in which the prior authorization was temporarily discontinued when the procedures were rendered for dates of service August 29, 2005 through September 30, 2005. Providers should submit the claim for payment for these dates of service directly to Unisys.