

## **Tufts Medicare Preferred HMO and Tufts Health Plan Senior Care Options Provider Payment Dispute Policy**

Applies to the following Tufts Health Plan products:

- Tufts Health Plan Commercial (including Tufts Health Freedom Plan)<sup>1</sup>
- Tufts Medicare Preferred HMO (a Medicare Advantage product)
- Tufts Health Plan Senior Care Options (SCO) (a dual-eligible product)

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The following payment policy applies to Tufts Health Plan contracting providers. For information on Commercial products, [click here](#).

In addition to the specific information contained in this policy, providers must adhere to the information outlined in the [Professional Services and Facilities Payment Policy](#).

**Note:** Audit and disclaimer information is located at the end of this document.

### **OVERVIEW**

A provider has the right to file a payment dispute if he or she disagrees with a claim decision regarding the denial or compensation of a claim. Disputes and corrected claims may not be submitted for claims that have not previously been adjudicated.

Providers who disagree with the compensation, adjudication or denial of a claim may submit a payment dispute. Payment disputes must include a copy of the EOP, appropriate documentation and a completed [Request for Claim Review Form \(v1.1\)](#). A separate dispute form must be submitted for each adjustment, along with any supporting documentation.

Forms must be submitted with all required information, as denoted by asterisks (\*). Incomplete forms will be returned to the submitting provider for completion and resubmission. Processing the request will be delayed until all the information is returned to Tufts Health Plan.

### **Limitation of Dispute Process**

Tufts Medicare Preferred HMO and Tufts Health Plan SCO will consider payment disputes and adjustment requests for claims with dates of service within the current year and the two previous calendar years. Corrected claims and duplicate claim denial disputes received after that time will not be considered.

**Note:** Cloned documentation (i.e., information that is duplicated across patient documentation that is not specific to the encounter and/or member) does not meet medical necessity requirements and will not be accepted as evidence of the service billed.

### **CORRECTED CLAIMS AND LATE CHARGES**

Tufts Medicare Preferred HMO and Tufts Health Plan SCO accept electronic, online and paper corrected claims, in accordance with guidelines of the National Uniform Claim Committee (NUCC), the Medicare Managed Care Manual, and HIPAA EDI standards.

**Note:** Provider payment disputes that require additional documentation must be submitted on paper.

### **Electronic Submissions**

To submit a corrected facility or professional claim electronically, enter the frequency code (third digit of the bill type for institutional claims; separate code for professional claims) in Loop 2300, CLM05-3 as one of the following:

- **7** (corrected claim)
- **5** (late charges)
- **8** (void or cancel a prior claim)

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<sup>1</sup> Commercial products include HMO, POS, PPO, Tufts Health Freedom Plan, and CareLink<sup>SM</sup> when Tufts Health Plan is the primary administrator.

Enter the last 8 digits of the original claim number in Loop 2300, REF segment with an F8 qualifier. For example, for claim #000123456789, enter **REF\*F8\*23456789**.

### **Online Claim Adjustments**

Registered providers may submit claim adjustments using the secure Provider [website](#). Providers who are not registered users of the website may register via the Provider [login](#) page.

Follow the instructions when submitting online claim adjustments. After the transaction has been completed, providers will receive a tracking number as confirmation. Providers submitting paper documentation that corresponds to an online claim adjustment must submit the online tracking sheet so that the claim is processed accurately.

**Note:** Some claims may not be adjustable online. If a claim cannot be adjusted online, a message will appear indicating the claim is not adjustable. Refer to the section below regarding submitting claim adjustments via mail.

### **Paper Submissions**

Refer to the [Request for Claim Review Mailing Information](#) document for the correct mailing address to submit disputes to Tufts Health Plan.

Tufts Health Plan requires the [Request for Claim Review Form \(v1.1\)](#) for Commercial provider payment disputes submitted by mail. This form can be found in the [Forms](#) section of the Provider Resource Center and on the HCAS [website](#).

- Forms must be submitted with all required information, as denoted by asterisks (\*). Incomplete forms will be returned to the submitting provider for completion and resubmission.
- If the original claim was denied, enter the Tufts Health Plan denial code in the 'Denial Code' field (do not use HIPPA message codes)
- Supporting documentation must be single-sided
- Disputes submitted without the [Request for Claim Review Form \(v1.1\)](#) will be rejected and returned to the submitter.

### **Corrected Facility Claims**

1. On the UB-04 form, enter either 7 (corrected claim), 5 (late charges), or 8 (void or cancel a prior claim) as the third digit in Box 4 (Bill Type).
2. Enter the original claim number in Box 64 (Document Control Number)

### **Corrected Professional Claims**

1. In Box 22 (Medicaid Resubmission Code) on the CMS-1500 form, enter the frequency code 7 under Code.
2. Enter the original claim number under "Original Ref No"

### **Late Charges**

Services submitted after initial submission of the claim are considered late charges. Late charges applied to claims must be submitted within 60 days of the date of service (for outpatient claims) or date of discharge (for inpatient or institutional claims).

### **FILING DEADLINE**

The filing deadline is 60 days from the date of service for outpatient claims or 60 days from the date of hospital discharge for inpatient or institutional claims. If a member has multiple insurance plans, the filing deadline for claims submission is 60 days from the date of the primary insurer's EOP.

To be considered for review, requests for review and adjustment for a claim received over the filing deadline must be submitted within 120 days of the EOP date on which the claim originally denied. Disputes received after 120 days will not be considered

For additional information, refer to the [Senior Products Provider Manual](#).

### **Proof of Timely Filing**

Documented proof of timely submission must be submitted with any request for review and payment of a claim that was previously denied due to the filing deadline.

The following are considered acceptable proof of timely submission for paper claims submissions:

- Copy of EOB/EOP from the primary insurer that shows timely submission from the date that carrier processed the claim

- Printout of patient account ledger that shows the date that the member was billed, when insurance information is not made available by the member
- Copy of EOP from another carrier if the member did not identify him/herself as a Tufts Health Plan member at the time of service
- Copy of a personal injury protection (PIP) letter received by Tufts Health Plan within 90 days of the date on the letter
- Copy of a workers' compensation denial received by Tufts Health Plan within 90 days of the date of the denial

The following are considered acceptable proof of timely submission for electronic claims submissions:

- Providers who submit their claims electronically through a clearinghouse, MD On-Line or directly to Tufts Health Plan must send:
  - A copy of the report that shows the claim was accepted at Tufts Health Plan with a claim number
  - The corresponding EDI vendor or clearinghouse claim acknowledgement report or SHIPAA 277CA showing that the claim was received by Tufts Health Plan, as evidenced by a Tufts Health Plan claim number.

If a report indicates a rejection at the clearinghouse, the claim will not be considered for reprocessing. It is the provider's responsibility to review all reports from the clearinghouse and/or Tufts Health Plan and review any rejected claims at that time. Rejected claims must be corrected and received by Tufts Health Plan within the previously stated timely filing limits.

Circle the claim that is disputed on both the report(s) and the EOP. Details on the report requirements are listed below:

<b>EDI Through</b>	<b>Reports Required for Proof of Timely Submission</b>	<b>Report Detail</b>
<b>Direct to Tufts Health Plan</b> One or the other required	Claims Acceptance Summary Report <b>or</b> Claims Acceptance Detail Report	Claims accepted at Tufts Health Plan by claim number
<b>Change Healthcare™/ WebMD/Envoy</b> One or the other required	Provider Claim Status Report (RPT-10) <b>or</b> Special Handling/Unprocessed Claims Report (RPT-11)	Claims accepted at Tufts Health Plan by claim number
<b>Change Healthcare™/ WebMD/Healthwire</b> One or the other required	Provider Claim Status Report (RPT-10) <b>or</b> Special Handling/Unprocessed Claims Report (RPT-11)	Claims accepted at Tufts Health Plan by claim number
<b>Capario</b>	INS (insurance) Response Report	Claims accepted at Tufts Health Plan by claim number
<b>MD On-line</b>	Acceptance Report in your <b>LinkMail Box</b>	Claims accepted at Tufts Health Plan by claim number

**Note:** If acceptable proof of timely submission is received, the claim will be reprocessed. When the disputed claim is reprocessed, a subsequent denial may be generated. In this instance, a new dispute must be submitted with the appropriate proof since each denial is based on the current message code on the claim.

#### **PROVIDER DISPUTES AND APPEALS**

Providers who disagree with the compensation, adjudication or denial of a claim can submit a payment dispute. Payment disputes must include a copy of the EOP, appropriate documentation and a completed Provider [Request for Claim Review Form \(v1.1\)](#). Registered providers may submit disputes and appeals using the secure provider [website](#). Providers who are not registered users of the website may register via the Provider [login](#) page.

Follow the instructions when submitting online claim adjustments.

### **Compensation/Reimbursement Appeals**

- Submit a typed letter of medical necessity (LOMN) explaining why the service was necessary.
- Attach the EOP and circle the claim to be reviewed.
- Submit all supporting documentation in the form of invoices, operative notes, office notes, radiology/pathology report(s) or any necessary medical record information for a fee adjustment request.

### **Appeals for Unlisted Procedure Code Denials**

Appeals for denials resulting from the billing of an unlisted procedure code must include operative notes that identify the service(s) performed associated with the unlisted code.

**Note:** The portion of the operative notes that identifies the unlisted service must be underlined. Operative notes that are not underlined to indicate the service performed may delay consideration of payment.

### **Appeals for Lack of Information, Prior Authorization, Inpatient Notification, or Level of Care**

- Submit a typed, case-specific letter of appeal, including the rationale for disputing the denial along with the necessary supporting clinical documentation.
- Attach a copy of the claim and the EOP.
- Lack of prior authorization denials may only be appealed with evidence the proper procedure was followed, or with a valid reason the proper procedure to obtain the appropriate authorization was not followed.
- Lack of Information denials should include the pertinent clinical information as well as an explanation of the reason clinical information was not communicated concurrently, or evidence that the information was transmitted.
- Level of care appeals should include clinical information to justify an inpatient level of care, including Interqual acute criteria and records supporting the contention that these criteria were met concurrently, or a justification for an exception to those criteria.

Tufts Health Plan considers relevant supporting documentation to be a copy of the provider's original information faxed/submitted to Tufts Health Plan and relevant medical records. If authorization is applicable, please include the authorization number received verbally or in writing from Tufts Health Plan.

### **DOCUMENT HISTORY**

- May 2019: Clarified 'Denial Code' field on Request for Claim Review Form must contain Tufts Health Plan denial codes; removed reference to Claims Submission Policy (retired)
- January 2019: Clarified online dispute and appeals submission process
- December 2018: Clarified paper submission instructions
- June 2018: Template updates
- March 2018: Added cloning language
- February 2018: Clarified secure Provider portal claim adjustments language
- May 2017: Clarified existing required information regarding lack of information denial appeals
- January 2017: Template updates
- November 2016: Emdeon name updated to Change Healthcare™
- July 2016: Created separate policy for Tufts Medicare Preferred HMO and Tufts Health Plan SCO. Updated language to reflect current language in Provider Manual.

### **AUDIT AND DISCLAIMER INFORMATION**

Tufts Health Plan reserves the right to conduct audits on any provider and/or facility to ensure compliance with the guidelines stated in this payment policy. If such an audit determines that a provider/facility did not comply with this payment policy, Tufts Health Plan will expect the provider/facility to refund all payments related to noncompliance. For more information about Tufts Health Plan's [audit policies](#), refer to the Provider website.

This policy provides information on Tufts Health Plan claims adjudication processes. As every claim is unique, this policy is neither a guarantee of payment, nor a final indication of how specific claim(s) will be adjudicated. Claims payment is subject to member eligibility and benefits on the date of service, coordination of benefits, referral/authorization and utilization management requirements (when applicable), adherence to plan policies and procedures, and claims editing logic. An authorization is not a guarantee of payment. Claims for services subject to authorization may be reviewed for accuracy and compliance with payment policies.

This policy applies to the Tufts Health Plan products, as identified in the checkboxes on the first page, and to CareLink<sup>SM</sup> for providers in Massachusetts and Rhode Island service areas. Providers in the New Hampshire service area are subject to Cigna's provider agreements with respect to CareLink members. This policy does not apply to the Private Health Care Systems (PHCS) network (also known as Multiplan). Tufts Health Plan reserves the right to amend a payment policy at its discretion.