

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

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I. APPLICATION:

- SCCCMH Board
- SCCCMH Providers & Subcontractors
- Direct Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair Community Mental Health (SCCCMH) shall ensure to define a standard set of procedure codes to be used throughout the entire region. These codes will be compliant with state and federal regulations.

III. DEFINITIONS:

- A. CPT Current Procedural Terminology (CPT): A list by the American Medical Association of descriptive terms, five-digit numeric identifying codes and two-digit modifiers. These codes may be used to report services performed by health care providers.
- B. Healthcare / Common Procedure Coding System (HCPCS): A list of codes and modifiers to report professional services, procedures, and supplies.
- C. HIPAA: Health Insurance Portability and Accountability Act (HIPAA).

IV. STANDARDS:

- A. The Health Insurance Portability and Accountability Act (HIPAA) requires standardized procedure coding.
- B. CPT and HCPCS codes will be utilized for billing and encounter reporting which requires standardized units of measure.
- C. Definitions will be found within the Medicaid Provider Manual.
- D. Acceptable codes and relevant specification will be found on the PIHP/CMHSP Reporting HCPCS and Revenue Code List.

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V. PROCEDURES:

Supports Services Director

1. Reviews communication from MDHHS regarding acceptable codes and utilization.
2. Coordinates information with Medical Director and/or Program Director for inclusion into clinical protocols.
3. Distributes the listing of acceptable procedure codes for billing and reporting services.

Data Management/SCCCMH/ Designee(s)

4. Updates respective software regarding changes in procedure codes.

SCCCMH / SCCCMMH Subcontractors

5. Documents services, procedures, and supplies accurately and timely using appropriate procedure codes.

SCCCMH / Provider Staff

6. Utilizes the current MDHHS Procedure Code List.

VI. REFERENCES:

- A. Healthcare/Common Procedure Coding System (HCPCS) – American Medical Association
- B. CPT – American Medical Association
- C. MDHHS - PIHP / CMHSP Encounter Reporting: HCPCS and Revenue Codes

VII. EXHIBITS:

N/A

VIII. REVISION HISTORY:

Dates issued 02/02, 11/04, 3/07, 09/07, 01/10, 01/12, 05/14, 07/15, 09/16, 09/17, 09/18, 09/19, 11/20, 11/21, 11/22, 11/23.