

Distribution: All Provider 04-02

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Subject: New Medicaid Provider Manual

Effective: Upon Receipt

Programs Affected: Medicaid, Children's Special Health Care Services, Adult Benefit Waiver I, MOMS

Michigan Department of Community Health (MDCH) is pleased to provide you the enclosed compact disc (CD) version of the new consolidated electronic Michigan Medicaid Provider Manual. The Manual contains policies related to Medicaid, Children's Special Health Care Services (CSHCS), Adult Benefit Waiver I (ABWI), Maternity Outpatient Medical Services (MOMS), and other health care insurance programs administered by MDCH.

For the first time, providers can easily access current information about a variety of provider types and programs from one document. It is no longer necessary to search through multiple paper documents and compare information to determine current policy. This manual has chapters that discuss programs and providers covered by MDCH, provides instructions for billing and reimbursement, provides copies of pertinent forms and gives contact information for applicable offices and agencies.

About The Manual

The new Manual replaces and obsoletes all the current paper Medicaid Provider Manuals except Nursing Facilities and Medicaid Health Plans. (Nursing Facilities and Medicaid Health Plans should retain and refer to the provider-specific chapters of their paper manuals until these chapters are added to the consolidated manual.) Although the MDCH will continue to issue paper policy bulletins as necessary, it will no longer issue paper manuals.

To acquaint yourself with this new manual, begin with the Medicaid Provider Manual Overview. The Overview describes how information is organized and how to navigate through the document. Using the Overview, you will be able to identify the chapters most relevant to you and your activities. We believe you will find the format and search capabilities of this Manual to be user-friendly, and having all policies in a single document very convenient.

In creating the consolidated Manual, several new chapters and appendices were developed to house policies and information that had previously been contained only in policy bulletins¹. Existing chapters were rewritten to incorporate policy bulletins or policy clarifications, and to format them in the common style used throughout the

¹ With the exception of those listed in the following table, Medicaid Policy Bulletins issued prior to January 1, 2004, have been incorporated in the manual, are no longer applicable, or the information they transmitted is available on the MDCH website (e.g. procedure code and fee screen information, DRG Grouper-specific information, etc.). Those bulletins should be considered obsolete, and be discarded or archived. Historic bulletins (from October 2000 forward) will continue to be available on the MDCH website.

Exception: Nursing Facilities and Medicaid Health Plans should retain all bulletins that contain information specific to their provider group.

Issue Date	Bulletin Number	Subject
November 1, 2003	All Provider 03-11	Sanctioned Providers (Monthly Update)
October 15, 2003	School Based Services 03-04	School Based Services Settlement Agreement; New SBS Outreach Policy and Special Monitoring Program
September 1, 2003	Medical Suppliers 03-02	Reduction of Fee Rates Higher than Medicare
July 1, 2003	All Provider 03-07	Sanctioned Provider List
April 1, 2003	All Provider 03-03	Explanation Codes Appendix

Manual. Where appropriate, information was moved from one chapter to another, examples were updated, and formulas modified to reflect generic values. None of the modifications resulted in policy changes.

A copy of the Manual will be maintained on the MDCH website at www.michigan.gov/mdch (click on Providers, Information for Medicaid Providers, Medicaid Policy). The web version will be updated quarterly to incorporate any policies transmitted via policy bulletins since the last Manual update. On an annual basis, an updated CD will be sent to you. This will alleviate the need to retain and review a large number of policy bulletins in addition to the Manual.

Using The Manual

The Manual was created in Adobe Acrobat portable document format (PDF). To view and utilize the link and search functions of the Manual, you will need to have Adobe Acrobat version 5.0 or higher. If you do not have this software, it is available for download free of charge at:

www.adobe.com/products/acrobat/readstep2.html

There is also a link to download the Adobe software on the MDCH website noted above.

We hope you find the format and automated features of the Manual helpful in locating information. After using the Manual, please take a few minutes to provide us feedback using the enclosed postage paid card. We want to hear from you so that we can improve the Manual in future versions.

QUESTIONS

If you have questions about the Manual, or problems locating information, you may contact Provider Inquiry at 1-800-292-2550 or providersupport@michigan.gov. If you submit an e-mail, be sure to include your name, affiliation, and a phone number so you may be contacted if necessary.

MANUAL MAINTENANCE

This bulletin may be discarded after review.

APPROVED



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Medical Services Administration