

Audiology

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Audiology

Providers must be enrolled as a Health First Colorado provider in order to:

- Treat a Health First Colorado member
- Submit claims for payment to the Health First Colorado
- Providers should refer to the Code of Colorado Regulations, Program Rules (10 CCR 2505-10 8.2.3.D.2), for specific information when providing audiology care.

Billing Information

National Provider Identifier (NPI)

The Health Insurance Portability and Accountability Act (HIPAA) requires that covered entities (i.e., health plans, health care clearinghouses, and those health care providers who transmit any health information electronically in connection with a transaction for which the Secretary of Health and Human Services has adopted a standard) use NPIs in standard transactions. Certain Provider Types are not able to obtain an NPI. Those providers will be assigned a Health First Colorado provider number.

Paper Claims

Electronic claims format shall be required unless hard copy claims submittals are specifically prior authorized by the Department of Health Care Policy and Financing (the Department). Requests for paper claim submission may be sent to the fiscal agent, Hewlett Packard Enterprise (HPE), P.O. Box 30, Denver, CO 80201-0090. The following claims can be submitted on paper and processed for payment:

- Claims from providers who consistently submit 5 claims or fewer per month (requires prior approval)
- Claims that, by policy, require attachments
 - Note: Attachments may be submitted electronically
- Reconsideration claims

Paper claims require a NPI for those provider types that can obtain one. Providers that cannot obtain a NPI are required to use an assigned Health First Colorado provider number on their claims. In addition, the UB-04 Certification document must be completed and attached to all claims submitted on the paper UB-04. Electronically mandated claims submitted on paper are processed, denied, and marked with the message "Electronic Filing Required".

Electronic Claims

Instructions for completing and submitting electronic claims are available through the following:

- X12N Technical Report 3 (TR3) for the 837P, 837I, or 837D

(wpc-edi.com)

- Companion Guides for the 837P, 837I, or 837D in the EDI support section of the Department's website ([edi-support](#)).
- Online Portal User Guide (via within the Online Portal)

The Health First Colorado collects electronic claim information interactively through the Health First Colorado Secure Online Portal ([Online Portal](#)) or via batch submission through a host system. Please refer to the [Colorado General Provider Information Manual](#) for additional electronic information.

Interactive Claim Submission and Processing

Interactive claim submission through the Online Portal is a real-time exchange of information between the provider and the Health First Colorado. Health First Colorado providers may create and transmit HIPAA compliant 837P (Professional), 837I (Institutional), and 837D (Dental) claims electronically one at a time. These claims are transmitted through the Health First Colorado Online Portal (OP).

The Online Portal contains training, user guides and help that describe claim completion requirements, edits that verify the format and validity of the entered information, and edits that assure that required fields are completed.

The Health First Colorado OP reviews the claim information for compliance with Health First Colorado billing policy and passes the claim to the Colorado interChange system for adjudication and reporting on the Health First Colorado Provider Remittance Advice (RA).

The OP immediately returns a response to the provider about that single transaction indicating whether the claim will be rejected, suspended or paid.

- If the claim is rejected, the OP sends a rejection response that identifies the rejection reason. The rejected claim can immediately be resubmitted.
- If the claim is suspended then it needs additional manual review by the Fiscal Agent.
- If the claim is accepted, the provider receives a message indicating that the claim will be paid.

The Online Portal provides immediate feedback directly to the submitter. All claims are processed to provide a weekly Health Care Claim Payment/Advice (Accredited Standards Committee [ASC] X12N 835) transaction and/or Remittance Advice to providers. The Online Portal also provides access to reports and transactions generated from claims submitted via paper and through electronic data submission methods other than the Online Portal. The reports and transactions include:

- Accept/Reject Report
- Remittance Advice
- Health Care Claim Payment/Advice (ASC X12N 835)
- Managed Care Reports such as Primary Care Physician Rosters
- Eligibility Inquiry (interactive and batch)
- Claim Status Inquiry

Claims may be adjusted, edited and resubmitted, and voided in real time through the Online Portal. Access the Online Portal through Secured Site at colorado.gov/hcpf. For help with claim submission via the Online Portal, please choose the *User Guide* option available for each Online Portal transaction.

For additional electronic billing information, please refer to the appropriate Companion Guide located in the Provider Services [Specifications](#) section of the Department's website.

Batch Electronic Claim Submission

Batch billing refers to the electronic creation and transmission of several claims in a group. Batch billing systems usually extract information from an automated accounting or patient billing system to create a group of claim transactions. Claims may be transmitted from the provider's office or sent through a billing vendor or clearinghouse.

All batch claim submission software must be tested and approved by the Health First Colorado fiscal agent.

For additional electronic billing information, please refer to the appropriate Companion Guide located in the Provider Services [Specifications](#) section of the Department's website.

Eligible Providers

- Physicians may provide audiology services, but first must contact the fiscal agent to confirm their enrollment with an otolaryngology specialty.
- Certified audiologists are eligible to become Medical Assistance Program providers.
 - Audiologists must be registered with the Department of Regulatory Agencies in order to dispense hearing aids.
- Colorado Home Intervention Program (CHIP) facilitators must be credentialed by Health Care Programs for Children with Special Needs (HCP) administered by the Colorado Department of Public Health and Environment. CHIP facilitators are eligible to become Medical Assistance Program providers and need to enroll in the Health First Colorado.

Covered Audiology Benefits

Hearing benefits are limited to the minimum services required to meet the member's medical needs. As stated in Volume 8.280.06, medically necessary, or medical necessity, shall be defined as a Medical Assistance Program service that will, or is reasonably expected to prevent, diagnose, cure, correct, reduce or ameliorate the pain and suffering, or the physical, mental, cognitive or developmental effects of an illness, injury, or disability; and for which there is no other equally effective or substantially less costly course of treatment suitable for the child's needs. Hearing exams, speech therapy, diagnostic testing, surgeries, and related hospitalizations are regular benefits of the Medical Assistance Program. Claims must meet all requirements outlined in this manual.

Newborn Hearing Screening

The Colorado legislature passed House Bill 97-1095, which establishes hearing screenings for newborn infants [25-4-1004.7(VI)(b)]. Appropriate testing and identification of newborn infants with hearing loss makes early intervention and treatment possible and promotes the healthy development of children.

Hearing Conservation Program (HCP) Audiology Regional Coordinators provide consultation information, technical assistance, and referral services to families of children with special health care needs.

Newborn Hearing Screening Reimbursement Policy

1. For inpatient hospital deliveries, reimbursement for newborn hearing screening is included in the hospital DRG for the delivery. CPT/HCPCS codes for hearing screening cannot be billed for dates on or during the date span of the delivery hospital stay.
 - a. Hospitals have been given responsibility for newborn hearing testing; therefore, Health First Colorado (Colorado's Medicaid Program) will not provide reimbursement in addition to that included in the DRG rate for services rendered in the inpatient hospital setting, including newborn nurseries or NICU.
2. For freestanding birth center deliveries or home births, reimbursement for newborn hearing screening may be billed using CPT/HCPCS codes for hearing screening. These codes may be billed for dates on or during the same date span of the delivery.
3. Follow-up screening for newborns who fail their initial hearing screening may be billed using CPT/HCPCS codes. Follow-up screens may be billed only if they occur on dates of service outside of the date span for the delivery hospital admission.

Newborn hearing screenings are a Preventive Service, but that designation does not supersede the reimbursement policies listed above.

Cochlear Implants

1. Cochlear implants are covered for members aged 12 months through 20 years under the following criteria:
 - a. Limited benefit from appropriately fitted binaural hearing aids (with different definitions of "limited benefit" for children four (4) years of age or younger and those older than four (4) years) and a three (3) to six (6) month hearing aid trial.
 - b. Bilateral hearing loss with unaided pure tone average thresholds of 70 dB or greater.
 - c. Minimal speech perception measured using recorded standardized stimuli-speech discrimination scores of 50-60% or below with optimal amplification at 1000, 2000 and 4000 Hz.
 - d. Family support and motivation to participate in a post-cochlear aural, auditory and speech language rehabilitation program.
 - e. Assessment by an audiologist and otolaryngologist experienced in cochlear implants.
 - f. Bi lateral and hybrid/Electric Acoustic Stimulation cochlear implantation considered on a case by case basis.

- g. No medical contraindications.
 - h. Up-to-date-immunization status as determined by the Advisory Committee on Immunization Practices (ACIP)
2. Replacement component(s) of an existing cochlear implant is a benefit for all ages when the currently used component(s) is no longer functional and cannot be repaired.

Hearing Aids

Hearing aids are a covered benefit for members ages 20 and under and for adult members on the Supported Living Services (SLS) Waiver.

When billing for a pair of hearing aids, each individual hearing aid must be listed on a separate line on the claim form and must have the appropriate modifier noted to indicate the ear for which it is fitted. The "RT" modifier indicates the hearing aid is for the right ear, and the "LT" modifier indicates it is for the left ear. Billing for two (2) units of a hearing aid, on the same line, without the appropriate modifier will result in a denial.

Hearing Aid Trial Rental Period

The Trial Rental Period is included in the purchase reimbursement for the hearing aid(s). Use the last day of the rental period as the date of service.

Hearing Aid Replacement

Hearing aids are expected to last 3 – 5 years. Replacement of a hearing aid is covered for members ages 20 and under. Hearing aids may be replaced when they no longer fit, have been lost or stolen, or the current hearing aid is no longer medically appropriate for the child.

Ear Molds

Reimbursement for ear molds is included in the dispensing fee (procedure code V5090) charged in conjunction with the hearing aid code. Ear molds are not independently reimbursable, and are not a covered benefit for noise reduction or swimming.

Softbands (including Bone Anchored Hearing Aids - BAHAs)

Softband hearing devices (including BAHAs) are a covered benefit for members ages 20 and under. All softband purchases require a PAR and must be accompanied by a signed letter from a physician documenting medical necessity. In addition, claims must be submitted on the CMS 1500 paper claim form and include the invoice received for purchasing the item. The Health First Colorado reimburses softband devices using the following methodology: invoice cost + 10%. Please see the table below for a list of procedure codes covered for softband devices. All Audiology PARs and revisions processed by the ColoradoPAR Program must be submitted through eQSuite®. Clinical information is required for a PAR review. When submitting PARs, please answer the clinical questions in eQSuite®, attach the relevant clinical documentation needed for determinations, and select "Medical" type from the drop-down menu. If "DME" is selected this will result in non-payment of the device.

Procedure Code Table

Audiologists are indicated as a rendering provider for the following procedure codes. Whether the code is a Health First Colorado covered benefit is indicated. Reference the current [Fee Schedule](#) for rates.

Note: this table serves only as a reference guide for audiologists and not a guarantee of payment or coverage. Definitive coverage of a specific procedure code is found on the Fee Schedule.

Last table update: 07/15/2015

| CPT or HCPCS Procedure Code | Short Description | Covered Benefit | Prior Authorization Needed |
|------------------------------------|--|------------------------|-----------------------------------|
| 61596 | Transcochlear approach | Yes | No |
| 69210 | Removal impacted cerumen (separate diagnostic) | Yes | No |
| 76977 | Us bone density measure | Yes | No |
| 78020 | Thyroid met uptake | Yes | No |
| 78206 | Liver image (3d) with flow | Yes | No |
| 78494 | Heart image spect | Yes | No |
| 78496 | Heart first pass add-on | Yes | No |
| 78588 | Perfusion lung image | Yes | No |
| 92502 | Otolaryngologic examination under genera | Yes | No |
| 92504 | Binocular microscopy (separate diagnostic) | Yes | No |
| 92507 | Speech/hearing therapy | Yes | No |
| 92508 | Treat speech language - group | Yes | No |
| 92511 | Nasopharyngoscopy with endoscope (separate diagnostic) | Yes | No |
| 92512 | Nasal function studies, eg, rhinomanomet | Yes | No |
| 92516 | Facial nerve function studies | Yes | No |
| 92531 | Spontaneous nystagmus, including gaze | No | - |
| 92532 | Positional nystagmus test | No | - |
| 92533 | Caloric vestibular test, each irrigation | Yes | No |
| 92534 | Optokinetic nystagmus test | Yes | No |

| CPT or HCPCS Procedure Code | Short Description | Covered Benefit | Prior Authorization Needed |
|------------------------------------|---|------------------------|-----------------------------------|
| 92540 | Basic vestibular evaluation | Yes | No |
| 92541 | Spontaneous nystagmus test, including ga | Yes | No |
| 92542 | Positional nystagmus test, minimum of 4 | Yes | No |
| 92543 | Caloric vestibular test, each irrigation | Yes | No |
| 92544 | Optokinetic nystagmus test, bidirectional | Yes | No |
| 92545 | Oscillating tracking test, with recording | Yes | No |
| 92546 | Sinusoidal vert axis | Yes | No |
| 92547 | Supplemental electrical test | Yes | No |
| 92548 | Computerized dynamic posturography | Yes | No |
| 92550 | Tympanometry & reflex thresh | Yes | No |
| 92552 | Pure tone audiometry air | Yes | No |
| 92553 | Audiometry air & bone | Yes | No |
| 92555 | Speech audiometry-- threshold | Yes | No |
| 92556 | Speech audiometry complete | Yes | No |
| 92557 | Comp audiometry eval & speech | Yes | No |
| 92559 | Audiometric testing of groups | No | - |
| 92560 | Bekesy audiometry screen | Yes | No |
| 92561 | Bekesy audiometry diagnosis | Yes | No |
| 92562 | Loudness balance test, alternate binaural | Yes | No |
| 92563 | Tone decay test | Yes | No |
| 92564 | Short increment sensitivity index (sisi) | Yes | No |
| 92565 | Stenger test pure tone | Yes | No |
| 92567 | Tympanometry (impedance testing) | Yes | No |
| 92568 | Acoustic refl threshold test | Yes | No |
| 92570 | Acoustic immitance testing | Yes | No |
| 92571 | Filtered speech test | Yes | No |

| CPT or HCPCS Procedure Code | Short Description | Covered Benefit | Prior Authorization Needed |
|------------------------------------|--|-----------------------------------|-----------------------------------|
| 92572 | Staggered spondaic word test | Yes | No |
| 92575 | Sensorineural acuity level test | Yes | No |
| 92576 | Synthetic sentence identification test | Yes | No |
| 92577 | Stenger test speech | Yes | No |
| 92579 | Visual reinforcement audiometry | Yes | No |
| 92582 | Conditioning play audiometry | Yes | No |
| 92583 | Select picture audiometry | Yes | No |
| 92584 | Electrocochleography | Yes | No |
| 92585 | Auditor evoke potent comprehensive (Newborn Hearing Screening) | Yes | No |
| 92586 | Auditor evoke potent limited (Newborn Hearing Screening) | Yes | No |
| 92587 | Evoked otoacoustic emissions | Yes | No |
| 92588 | Evoke oto emiss comp and diag | Yes | No |
| 92590 | Hearing aid exam one ear | No - See HCPCS codes for coverage | - |
| 92591 | Hearing aid exam both ears | No - See HCPCS codes for coverage | - |
| 92592 | Hearing aid check one ear | No - See HCPCS codes for coverage | - |
| 92593 | Hearing aid check both ears | No - See HCPCS codes for coverage | - |
| 92594 | Electro hearing aid test one | No - See HCPCS codes for coverage | - |
| 92595 | Electro hearing aid test both | No - See HCPCS codes for coverage | - |
| 92601 | Cochlear implt f/up exam < 7 | Yes | No |
| 92602 | Reprogram cochlear implt < 7 | Yes | No |
| 92603 | Cochlear implt f/up exam 7 > | Yes | No |
| 92604 | Reprogram cochlear implt 7 > | Yes | No |

| CPT or HCPCS Procedure Code | Short Description | Covered Benefit | Prior Authorization Needed |
|------------------------------------|---|------------------------|-----------------------------------|
| 92605 | Eval for nonspeech device rx | Yes | No |
| 92606 | Non-speech device service | Yes | No |
| 92620 | Auditory function 60 min | Yes | No |
| 92621 | Auditory function + 15 min | Yes | No |
| 92625 | Tinnitus assessment | Yes | No |
| 92626 | Eval aud rehab status | Yes | No |
| 92627 | Eval aud status rehab add-on | Yes | No |
| 92630 | Aud rehab pre-ling hear loss | Yes | No |
| 92633 | Aud rehab postling hear loss | Yes | No |
| 92640 | Aud brainstem implt programg | Yes | No |
| 95861 | Muscle test 2 limbs | Yes | No |
| 95920 | Intraop nerve test add-on | Yes | No |
| 95925 | Somatosensory evoked study - upper limbs | Yes | No |
| 95926 | Somatosensory study lower limbs | Yes | No |
| 95927 | Somatosensory study trunk/head | Yes | No |
| 95928 | C motor evoked uppr limbs | Yes | No |
| 95929 | C motor evoked lwr limbs | Yes | No |
| 95930 | Visual evoke potential - cns | Yes | No |
| 95934 | H-reflex test | Yes | No |
| 95936 | H-reflex test | Yes | No |
| 95937 | Neuromuscular junction testing (repetition) | Yes | No |
| 96111 | Developmental test extend | Yes | No |
| 97112 | Neuromuscular reeducation | Yes | No |
| 99201 | Office/outpatient visit new | Yes | No |
| 99202 | Office/outpatient visit new | Yes | No |
| 99203 | Office/outpatient visit new | Yes | No |
| 99204 | Office/outpatient visit new | Yes | No |
| 99205 | Office/outpatient visit new | Yes | No |
| 99211 | Office/outpatient visit est | Yes | No |

| CPT or HCPCS Procedure Code | Short Description | Covered Benefit | Prior Authorization Needed |
|------------------------------------|--|------------------------|-----------------------------------|
| 99212 | Office/outpatient visit est | Yes | No |
| 99213 | Office/outpatient visit est | Yes | No |
| 99214 | Office/outpatient visit est | Yes | No |
| 99215 | Office/outpatient visit est | Yes | No |
| 99241 | Office consultation | No | - |
| 99242 | Office consultation | No | - |
| 99243 | Office consultation | No | - |
| 99244 | Office consultation | No | - |
| 99245 | Office consultation | No | - |
| 99251 | Inpatient consultation | No | - |
| 99252 | Inpatient consultation | No | - |
| 99253 | Inpatient consultation | No | - |
| 99254 | Inpatient consultation | No | - |
| 99255 | Inpatient consultation | No | - |
| L7510 | Prosthetic device repair rep | Yes | No |
| L8515 | Gel cap app device for trach | Yes | No |
| L8615 | Headpiece for cochlear implant | Yes | No |
| L8616 | Microphone for cochlear implant | Yes | No |
| L8617 | Transmit coil cochlear implant | Yes | No |
| L8618 | Transmit cable cochlear impl | Yes | No |
| L8619 | Coch imp ext proc/contr rplc | Yes | No |
| L8621 | Zinc air battery cochlear impl | Yes | No |
| L8622 | Alkaline battery cochlear impl | Yes | No |
| L8623 | Lith ion batt CID, non-ear lvl | Yes | No |
| L8624 | Lith ion batt CID, ear level | Yes | No |
| L8691 | Auditory osseointegrated device, external sound processor, replacement | Yes | Yes |
| L8692 | Auditory osseointegrated device, external sound processor, used without osseointegration, body worn, includes headband or other means of external attachment | Yes | Yes |

| CPT or HCPCS Procedure Code | Short Description | Covered Benefit | Prior Authorization Needed |
|------------------------------------|---|------------------------|-----------------------------------|
| S0618 | Audiometry for hearing aid evaluation to determine the level and degree of hearing loss | Yes | No |
| S9152 | Speech therapy, re-eval | No | - |
| T1024 | Team evaluation & management | No | - |
| T1025 | Ped compr care pkg, per diem | No | - |
| V5010 | Hearing aid evaluation test | Yes | No |
| V5011 | Fitting/orientation/checking of hear aid | Yes | No |
| V5014 | Hearing aid repair/modifying | Yes | No |
| V5060 | Behind ear hearing aid | Yes | No |
| V5090 | Dispensing fee | Yes | No |
| V5095 | Implant mid ear hearing pros | No | - |
| V5140 | Behind ear binaur hearing ai | Yes | No |
| V5244 | Hearing aid, prog, mon, cic | Yes | No |
| V5245 | Hearing aid, prog, mon, itc | Yes | No |
| V5246 | Hearing aid, prog, mon, ite | Yes | No |
| V5247 | Hearing aid, prog, mon, bte | Yes | No |
| V5250 | Hearing aid, prog, bin, cic | Yes | No |
| V5251 | Hearing aid, prog, bin, itc | Yes | No |
| V5252 | Hearing aid, prog, bin, ite | Yes | No |
| V5253 | Hearing aid, prog, bin, bte | Yes | No |
| V5254 | Hearing id, digit, mon, cic | Yes | No |
| V5255 | Hearing aid, digit, mon, itc | Yes | No |
| V5256 | Hearing aid, digit, mon, ite | Yes | No |
| V5257 | Hearing aid, digit, mon, bte | Yes | No |
| V5258 | Hearing aid, digit, bin, cic | Yes | No |
| V5259 | Hearing aid, digit, bin, itc | Yes | No |
| V5260 | Hearing aid, digit, bin, ite | Yes | No |
| V5261 | Hearing aid, digit, bin, bte | Yes | No |
| V5262 | Hearing aid, disp, monaural | No | - |
| V5263 | Hearing aid, disp, binaural | No | - |

| CPT or HCPCS Procedure Code | Short Description | Covered Benefit | Prior Authorization Needed |
|-----------------------------|---|-----------------|----------------------------|
| V5264 | Ear mold/insert | No | - |
| V5265 | Ear mold/insert, disposable | No | - |
| V5266 | Battery for hearing device | Yes | No |
| V5267 | Hearing aid supply/accessory | Yes | No |
| V5275 | Ear impression | Yes | No |
| V5299 | Hearing service | Yes | No |
| V5336 | Repair/mod augmentative com sys/or device | No | - |
| V5362 | Speech screening | No | - |
| V5363 | Language screening | No | - |
| V5364 | Dysphagia screening | No | - |

Covered Softband/BAHA Procedure Code Details

| Code | Description | PAR | Required PAR and Claim Modifier | Allowed Billing Provider Types | Allowed Rendering Provider Types |
|-------|---|--------|---------------------------------|---|-----------------------------------|
| L8692 | New. Auditory osseointegrated device, external sound processor, used without osseointegration, body worn, includes headband or other means of external attachment. | Always | UB | Physician, Pharmacy, Supply, Clinics, Osteopath, Audiologist. | Physician, Osteopath, Audiologist |
| L8691 | Replacement. Auditory osseointegrated device, external sound processor. | Always | UB | | |

Specific Non-Covered Benefits

- Training or consultation provided by an Audiologist to an agency, facility, or other institution is not covered.
- The upgrading of an existing cochlear implant system or component if the existing unit is properly functioning is not covered.
- Hearing aids for adults (Hearing exams and evaluations are a benefit for adults only when a concurrent medical condition exists) are not covered.
- Hearing aid insurance is not covered.
- Any service not documented in the member's plan of care is not covered.
- Ear molds for the purpose of noise reduction or swimming are not covered.
- Any audiological services rendered by a non-licensed audiologist (except for licensed otolaryngologists and enrolled CHIP providers, are not covered.

Prior Authorization Requests (PARs)

Although many procedures can be processed without prior review and approval, certain procedures require prior authorization. A list of authorizing agencies, addresses, and telephone numbers is located in Appendices C and D in the Appendices of the Provider Services Billing Manuals section of Department's website. Selected surgical procedures and all services provided outside of Colorado, with the exception of emergency services, require prior authorization. Providers must complete, submit, and receive approval of the Prior Authorization Request (PAR) before rendering the service or supply. Surgical procedure codes requiring prior authorization are listed in Appendix M.

Providers are required to submit PARs electronically using the ColoradoPAR program's PAR portal, eQSuite®. Exceptions will only be made if: the provider submits, on average, five or fewer PARs per month and would prefer to submit a PAR by telephone or facsimile; the provider is out-of-state, or the request is for an out-of-state service; or the provider is visually impaired. For more information on signing up for the portal and how to submit PARs, please visit the [ColoradoPAR](#) website. Submitted PARs without the required information will be rejected.

PARs submitted to the ColoradoPAR Program must be submitted using the national Centers for Medicare and Medicaid Services (CMS) and Current Procedural Terminology (CPT) codes described in this manual. PARs submitted without utilizing the Healthcare Common Procedural Coding System (HCPCS) codes will not be accepted.

Approval of a PAR does not guarantee Health First Colorado Program payment and does not serve as a timely filing waiver. Prior authorization only assures that the service is considered a benefit of the Health First Colorado Program. All claims, including those for prior authorized services, must meet eligibility and claim submission requirements (e.g. timely filing, Primary Care Physician (PCP) information completed appropriately, third party resources payments pursued, required attachments included, etc.) before payment can be made.

After a PAR has been reviewed, a PAR letter is sent to the provider and the member. For approved services, allow sufficient time for the fiscal agent to enter the PAR data into the Health First Colorado processing system before submitting a claim for the authorized service.

The authorizing agent reviews all completed PARs. The authorizing agency approves or denies, by individual line item, each requested service or supply listed on the PAR. The results of the PAR review are available through the Web Portal and included in PAR letters. **Read the response carefully as some line items may be approved and others denied.**

Do not render or bill for services until the PAR has been processed. The claim **must** contain the PAR number for payment. If the PAR is denied, direct inquiries to the authorizing agency listed in Appendix D of the Appendices section in Provider Services [Billing Manuals](#).

PAR Revisions

Providers are required to submit revisions to existing PARs through the PAR portal as well, with the noted exceptions above. For instructions on submitting revisions in the PAR portal, please visit the [ColoradoPAR](#) website.

Paper PAR Instructional Reference

Should a provider be granted an exception to submitting PARs electronically and complete a paper PAR form, please reference the following information.

| Field Label | Completion Format | Instructions |
|---|--|---|
| The upper margin of the PAR form must be left blank. This area is for the authorizing agent's use only. | | |
| Invoice/Pat Account Number | Text | Optional Enter up to 12 characters (numbers, letters, hyphens) to identify the claim or member. |
| 1. Member Name | Text | Required Enter the member's last name, first name and middle initial. Example: Adams, Mary A. |
| 2. Identification Number | 7 characters, a letter prefix followed by six numbers | Required Enter the member's state identification number. This number consists of a letter prefix followed by six numbers. Example: A123456. |
| 3. Sex | Check box <input type="checkbox"/> M <input type="checkbox"/> F | Required Enter an "X" in the appropriate box. |

| Field Label | Completion Format | Instructions |
|---|---|--|
| 4. Date of Birth | 6 numbers (MMDDYY) | Required Enter the member's birth date using MMDDYY format. Example: January 1, 2009 = 010109. |
| 5. Member Address | Characters: numbers and letters | Required Enter the member's full address: Street, city, state, and zip code. |
| 6. Member Telephone Number | 10 numbers ###-###-#### | Optional Enter the member's telephone number. |
| 7. Prior Authorization Number | None | System assigned Do not write in this area. The authorizing agent reviews the PAR, and approves or denies the services. Enter the assigned PAR number in the appropriate field on the claim form when billing for prior authorized services. |
| 8. Dates Covered by This Request | 6 numbers for from date and 6 numbers for through date (MMDDYY) | Required Enter the date(s) for the requested service(s). If left blank, dates are entered by the authorizing agency. Authorized services must be provided within these dates. If retroactive authorization is requested, enter the date(s) of service and provide justification in field 11 (Diagnosis). |
| 9. Does Member Reside in a Nursing Home? | Check box <input type="checkbox"/> Yes <input type="checkbox"/> No | Required Enter an "X" in the appropriate box. |
| 10. Group Home Name if Patient Resides in a Group Home | Text | Conditional Enter the name of the Group Home if the member lives in a group home. |

| Field Label | Completion Format | Instructions |
|---|--|--|
| 11. Diagnosis | Text | <p>Required</p> <p>Enter the diagnosis and sufficient relevant diagnostic information to justify the request and include the prognosis. Provide relevant clinical information, other drugs or alternative therapies tried in treating the condition, results of tests, etc., to justify a Health First Colorado determination of medical necessity. If diagnosis codes are used, the narrative is also required. Approval of the PAR is based on documented medical necessity. Attach documents as required.</p> |
| 12. Requesting Authorization for Repairs | None | Not required. |
| 13. Indicate Length of Necessity | None | Not required. |
| 14. Estimated Cost of Equipment | None | Not required. |
| 15. Services to be Authorized Line Number | None | <p>Preprinted</p> <p>Do not alter preprinted line numbers. No more than five services or items can be requested on one form.</p> |
| 16. Describe Procedure, Supply, or Drug to be Provided | Text | <p>Required</p> <p>Enter a description of the service(s) that will be provided.</p> |
| 17. Procedure, Supply or Drug Code | <p>Revenue codes - 3 numbers</p> <p>CMS codes - 5 Characters</p> | <p>Required</p> <p>Enter the revenue and/or CMS code(s) for each service that will be billed on the claim form. The code(s) indicated on the PAR form must be used for billing.</p> |

| Field Label | Completion Format | Instructions |
|---|-------------------|--|
| 18. Requested Number of Services | 3 numbers | Required Enter the number of visits, services, procedures requested. If this field is blank, the authorizing agency will complete it. |
| 19. Authorized No. Of Services | None | Leave Blank The authorizing agency indicates the number of services authorized. This number may or may not equal the number requested in field 18 (Number of Services). |
| 20. Approved Denied | None | Leave Blank No longer used. Refer to the PAR letter or check the PAR online. |
| 21. Primary Care Physician (PCP) Name Telephone Number | Text | Conditional If the member has a primary care physician, enter the name of the primary care physician in this field. Optional Enter the primary care physician's phone number. |
| 22. Primary Care Physician Address | Text | Optional Enter the address of the primary care physician. |
| 23. PCP Provider Number | 10 numbers | Conditional If the member has a primary care physician, enter the primary care physician's NPI number in this field. |
| 24. Name and Address of Physician Requesting Prior Authorization | Text | Required Enter the complete name and address of the provider requesting the PAR. If the clinic is requesting a PAR, enter the audiologist's complete name and address. |

| Field Label | Completion Format | Instructions |
|---|--|---|
| <p>25. Name and address of Provider Who Will Render Service</p> <p>Telephone Number</p> | <p>Text</p> <p>10 numbers ###-###-####</p> | <p>Required</p> <p>If the clinic is requesting a PAR, enter the clinic's name and address.</p> <p>If an independent audiologist is requesting a PAR, enter the audiologist's name and address.</p> <p>Required</p> <p>Enter the telephone number of the rendering provider.</p> |
| <p>26. Requesting Physician Signature</p> | <p>Text</p> | <p>Required</p> <p>The audiologist requesting the service must sign the PAR.</p> <p>A rubber stamp facsimile signature is not acceptable on the PAR.</p> |
| <p>27. Date Signed</p> | <p>6 numbers (MM/DD/YY)</p> | <p>Required</p> <p>Enter the date the PAR form is signed by the requesting provider.</p> |
| <p>Telephone Number</p> | <p>10 numbers ###-###-####</p> | <p>Optional</p> <p>Enter the requesting provider's telephone number.</p> |
| <p>28. Requesting Physician Provider Number</p> | <p>10 numbers</p> | <p>Required</p> <p>Enter the ten-digit NPI number of the audiologist requesting the service (the audiologist must be enrolled).</p> |
| <p>Telephone Number</p> | <p>10 numbers ###-###-####</p> | <p>Optional</p> <p>Enter the telephone number of the rendering provider.</p> |
| <p>29. Service Provider Number</p> | <p>10 numbers</p> | <p>Required</p> <p>If the clinic is requesting a PAR, enter the clinic's ten-digit NPI number.</p> <p>If an independent audiologist is requesting a PAR, enter the audiologist's ten-digit NPI number.</p> <p>The rendering provider must be enrolled with the Health First Colorado.</p> |

| Field Label | Completion Format | Instructions |
|------------------------------------|--------------------------|--|
| 30. Comments | Text | This field is completed by the authorizing agency. Refer to the PAR response for comments submitted by the authorizing agency. |
| 31. PA Number Being Revised | Text | This field is completed by the authorizing agency. |

Prior Authorization Request (PAR) Form

STATE OF COLORADO
DEPARTMENT OF
HEALTH CARE POLICY AND FINANCING

INVOICE/PAT. ACCOUNT NUMBER

MEDICAID PRIOR AUTHORIZATION REQUEST (PAR)

To avoid delay, please answer all questions completely.

| | | | | | | | |
|---|--|---|--|--|--|--|--|
| 1. CLIENT NAME (Last, First, Middle Initial) | | 2. CLIENT IDENTIFICATION NUMBER | | 3. SEX <input type="checkbox"/> M <input type="checkbox"/> F | | 4. DATE OF BIRTH (MMDDYY) | |
| 5. CLIENT ADDRESS (Street, City, State, ZIP Code) | | | | | | 6. CLIENT TELEPHONE NUMBER () | |
| 7. PRIOR AUTHORIZATION NUMBER * SYSTEM ASSIGNED | | 8. DATES COVERED BY THIS REQUEST FROM (MMDDYY) THROUGH (MMDDYY) | | 9. DOES CLIENT RESIDE IN A NURSING FACILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO | | 10. GROUP HOME NAME - IF PATIENT RESIDES IN A GROUP HOME | |
| 11. ICD-9-CM DIAGNOSIS CODE and DESCRIPTION (Must include Diagnosis Code and Description, Prognosis, Clinical Information and Other Medications presently prescribed) | | | | | | 12. REQUESTING AUTHORIZATION FOR REPAIRS EQUIPMENT MUST BE OWNED BY THE CLIENT - THE SERIAL NUMBER MUST BE ENTERED | |
| 13. INDICATE LENGTH OF NECESSITY (IN MONTHS AND YEARS) I.E. HOW LONG WILL THIS EQUIPMENT BE NEEDED? | | | | | | 14. ESTIMATED COST OF EQUIPMENT | |
| | | | | | | | |

SERVICES TO BE AUTHORIZED

| 15. LINE NO. | 16. DESCRIBE THE PROCEDURE OR SUPPLY TO BE PROVIDED — INCLUDE MODEL NUMBER FOR DME PURCHASE OR SERIAL NUMBER FOR REPAIR | 17. PROCEDURE OR SUPPLY CODE | 18. REQUESTED NUMBER OF SERVICES | 19. AUTHORIZED NO. OF SERVICES (LEAVE BLANK **) | 20. APPROVED/DENIED (LEAVE BLANK **) |
|--------------|---|------------------------------|----------------------------------|---|--------------------------------------|
| 01 | | | | | |
| 02 | | | | | |
| 03 | | | | | |
| 04 | | | | | |
| 05 | | | | | |

| | | | | | |
|--|--|--|--|-----------------------------|--|
| 21. PRIMARY CARE PHYSICIAN (PCP) NAME | | 22. PRIMARY CARE PHYSICIAN ADDRESS (Street, City, State, ZIP code) | | | |
| TELEPHONE NUMBER () | | 23. PCP PROVIDER NUMBER | | | |
| 24. NAME AND ADDRESS OF PHYSICIAN REQUESTING PRIOR AUTHORIZATION | | | 25. NAME AND ADDRESS OF PROVIDER WHO WILL RENDER SERVICE | | |
| 26. REQUESTING PHYSICIAN SIGNATURE | | 27. DATE SIGNED | | | |
| TELEPHONE NUMBER () | | 28. REQUESTING PHYSICIAN PROVIDER NUMBER | | TELEPHONE NUMBER () | |
| | | | | 29. SERVICE PROVIDER NUMBER | |

If services are provided according to the manner prescribed by State of Colorado Laws and Regulations, reimbursement will be provided for authorized services following submission of an appropriately completed Medicaid claim.

30. COMMENTS **

ATTACH COPY OF THIS PAR TO CLAIM(S) **

| | | | | | |
|---|--|---------|--|--------------------------------|--|
| SIGNATURE OF STATE AGENCY REPRESENTATIVE ** | | DATE ** | | 31. PA NUMBER BEING REVISED ** | |
|---|--|---------|--|--------------------------------|--|

* THE ASSIGNED PAR NUMBER APPEARS ON THE PAR LETTER. ENTER THE PAR NUMBER FROM THE LETTER ON THE CLAIM WHEN BILLING FOR THE SERVICES. ** THESE FIELDS ARE COMPLETED BY THE AUTHORIZING AGENT

Procedure/HCPCS Codes Overview

The codes used for submitting claims for services provided to Health First Colorado members represent services that are approved by the Centers for Medicare and Medicaid Services (CMS) and services that may be provided by an enrolled Health First Colorado provider.

The Healthcare Common Procedural Coding System (HCPCS) is divided into two principal subsystems, referred to as level I and level II of the HCPCS. Level I of the HCPCS is comprised of Current Procedural Terminology (CPT), a numeric coding system maintained by the American Medical Association (AMA). The CPT is a uniform coding system consisting of descriptive terms and identifying codes that are used primarily to identify medical services and procedures furnished by physicians and other health care professionals. Level II of the HCPCS is a standardized coding system that is used primarily to identify products, supplies, and services not included in the CPT codes, such as ambulance services and durable medical equipment, prosthetics, orthotics, and supplies (DMEPOS) when used outside a physician's office. Level II codes are also referred to as alpha-numeric codes because they consist of a single alphabetical letter followed by 4 numeric digits, while CPT codes are identified using 5 numeric digits.

HIPAA requires providers to comply with the coding guidelines of the AMA CPT Procedure Codes and the International Classification of Disease, Clinical Modification Diagnosis Codes. If there is no time designated in the official descriptor, the code represents one unit or session. Providers should regularly consult monthly bulletins in the Provider Services [Bulletins](#) section. To receive electronic provider bulletin notifications, an email address can be entered into the Web Portal in the *(MMIS) Provider Data Maintenance* area or by filling out a publication preference form. Bulletins include updates on approved procedure codes as well as the maximum allowable units billed per procedure.

Paper Claim Reference Table

The following paper form reference table shows required, optional, and conditional fields and detailed field completion instructions for the CMS 1500 claim form.

| CMS Field # | Field Label | Field is? | Instructions |
|--------------------|--------------------------------------|------------------|--|
| 1 | Insurance Type | Required | Place an "X" in the box marked as Medicaid. |
| 1a | Insured's ID Number | Required | Enter the member's Health First Colorado seven-digit Medicaid ID number as it appears on the Medicaid Identification card. Example: A123456. |
| 2 | Patient's Name | Required | Enter the member's last name, first name, and middle initial. |
| 3 | Patient's Date of Birth / Sex | Required | Enter the member's birth date using two digits for the month, two digits for the |

| CMS Field # | Field Label | Field is? | Instructions |
|-------------|---|--------------|---|
| | | | date, and two digits for the year. Example: 070114 for July 1, 2014. Place an "X" in the appropriate box to indicate the sex of the member. |
| 4 | Insured's Name | Conditional | Complete if the member is covered by a Medicare health insurance policy. Enter the insured's full last name, first name, and middle initial. If the insured used a last name suffix (e.g., Jr, Sr), enter it after the last name and before the first name. |
| 5 | Patient's Address | Not Required | |
| 6 | Patient's Relationship to Insured | Conditional | Complete if the member is covered by a commercial health insurance policy. Place an "X" in the box that identifies the member's relationship to the policyholder. |
| 7 | Insured's Address | Not Required | |
| 8 | Reserved for NUCC Use | | |
| 9 | Other Insured's Name | Conditional | If field 11d is marked "YES", enter the insured's last name, first name and middle initial. |
| 9a | Other Insured's Policy or Group Number | Conditional | IF field 11d is marked "YES" enter the policy or group number. |
| 9b | Reserved for NUCC Use | | |
| 9c | Reserved for NUCC Use | | |

| CMS Field # | Field Label | Field is? | Instructions |
|--------------------|---|------------------|---|
| 9d | Insurance Plan or Program Name | Conditional | If field 11d is marked "YES", enter the insurance plan or program name. |
| 10a-c | Is Patient's Condition Related to? | Conditional | When appropriate, place an "X" in the correct box to indicate whether one or more of the services described in field 24 are for a condition or injury that occurred on the job, as a result of an auto accident or other. |
| 10d | Reserved for Local Use | | |
| 11 | Insured's Policy, Group or FECA Number | Conditional | Complete if the member is covered by a Medicare health insurance policy. Enter the insured's policy number as it appears on the ID card. Only complete if field 4 is completed. |
| 11a | Insured's Date of Birth, Sex | Conditional | Complete if the member is covered by a Medicare health insurance policy. Enter the insured's birth date using two digits for the month, two digits for the date and two digits for the year. Example: 070114 for July 1, 2014. Place an "X" in the appropriate box to indicate the sex of the insured. |
| 11b | Other Claim ID | Not Required | |
| 11c | Insurance Plan Name or Program Name | Not Required | |
| 11d | Is there another Health Benefit Plan? | Conditional | When appropriate, place an "X" in the correct box. If marked "YES", complete 9, 9a and 9d. |
| 12 | Patient's or Authorized Person's signature | Required | Enter "Signature on File", "SOF", or legal signature. If there is no signature on file, leave blank or enter "No Signature on File". Enter the date the claim form was signed. |

| CMS Field # | Field Label | Field is? | Instructions |
|--------------------|--|------------------|--|
| 13 | Insured's or Authorized Person's Signature | Not Required | |
| 14 | Date of Current Illness Injury or Pregnancy | Conditional | <p>Complete if information is known. Enter the date of illness, injury or pregnancy, (date of the last menstrual period) using two digits for the month, two digits for the date and two digits for the year. Example: 070114 for July 1, 2014.</p> <p>Enter the applicable qualifier to identify which date is being reported.</p> <p>431 Onset of Current Symptoms or Illness</p> <p>484 Last Menstrual Period</p> |
| 15 | Other Date | Not Required | |
| 16 | Date Patient Unable to Work in Current Occupation | Not Required | |
| 17 | Name of Referring Physician | Conditional | |
| 18 | Hospitalization Dates Related to Current Service | Conditional | <p>Complete for services provided in inpatient hospital setting. Enter the date of hospital admission and the date of discharge using two digits for the month, two digits for the date and two digits for the year.</p> <p>Example: 070114 for July 1, 2014. If the member is still hospitalized, the discharge date may be omitted. This information is not edited.</p> |
| 19 | Additional Claim Information | Conditional | |

| CMS Field # | Field Label | Field is? | Instructions |
|-------------|---|--------------|--|
| 20 | Outside Lab? \$ Charges | Conditional | <p>Complete if <u>all</u> laboratory work was referred to and performed by an outside laboratory. If this box is checked, no payment will be made to the physician for lab services. Do not complete this field if <u>any</u> laboratory work was performed in the office.</p> <p>Practitioners may not request payment for services performed by an independent or hospital laboratory.</p> |
| 21 | Diagnosis or Nature of Illness or Injury | Required | <p>Enter at least one but no more than twelve diagnosis codes based on the member's diagnosis/condition.</p> <p>Enter applicable ICD indicator to identify which version of ICD codes is being reported.</p> <p>0 ICD-10-CM (DOS 10/1/15 and after) 9 ICD-9-CM (DOS 9/30/15 and before)</p> |
| 22 | Medicaid Resubmission Code | Conditional | <p>List the original reference number for adjusted claims.</p> <p>When resubmitting a claim as a replacement or a void, enter the appropriate bill frequency code in the left-hand side of the field.</p> <p>7 Replacement of prior claim 8 Void/Cancel of prior claim</p> <p>This field is not intended for use for original claim submissions.</p> |
| 23 | Prior Authorization | Not Required | |
| 24 | Claim Line Detail | Information | <p>The paper claim form allows entry of up to six detailed billing lines. Fields 24A through 24J apply to each billed line.</p> <p>Do not enter more than six lines of information on the paper claim. If more than six lines of information are</p> |

| CMS Field # | Field Label | Field is? | Instructions | | | | | | | | | | | | | | | | | | |
|-------------|-------------------------|-------------|--|----|----|----|--|--|--|----|----|----|----|----|----|----|----|----|----|----|----|
| | | | <p>entered, the additional lines will not be entered for processing.</p> <p>Each claim form must be fully completed (totaled).</p> <p>Do not file continuation claims (e.g., Page 1 of 2).</p> | | | | | | | | | | | | | | | | | | |
| 24A | Dates of Service | Required | <p>The field accommodates the entry of two dates: a "From" date of services and a "To" date of service. Enter the date of service using two digits for the month, two digits for the date and two digits for the year. Example: 010116 for January 1, 2016</p> <p style="text-align: center;">From To</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 20px;">01</td> <td style="width: 20px;">01</td> <td style="width: 20px;">16</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table> <p style="text-align: center;">Or</p> <p style="text-align: center;">From To</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 20px;">01</td> <td style="width: 20px;">01</td> <td style="width: 20px;">16</td> <td style="width: 20px;">01</td> <td style="width: 20px;">01</td> <td style="width: 20px;">16</td> </tr> </table> <p style="text-align: center;">Span dates of service</p> <p style="text-align: center;">From To</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 20px;">01</td> <td style="width: 20px;">01</td> <td style="width: 20px;">16</td> <td style="width: 20px;">01</td> <td style="width: 20px;">31</td> <td style="width: 20px;">16</td> </tr> </table> <p><u>Single Date of Service</u>: Enter the six digit date of service in the "From" field. Completion of the "To" field is not required. Do not spread the date entry across the two fields.</p> <p><u>Span billing</u>: permissible if the same service (same procedure code) is provided on consecutive dates.</p> | 01 | 01 | 16 | | | | 01 | 01 | 16 | 01 | 01 | 16 | 01 | 01 | 16 | 01 | 31 | 16 |
| 01 | 01 | 16 | | | | | | | | | | | | | | | | | | | |
| 01 | 01 | 16 | 01 | 01 | 16 | | | | | | | | | | | | | | | | |
| 01 | 01 | 16 | 01 | 31 | 16 | | | | | | | | | | | | | | | | |
| 24B | Place of Service | Required | <p>Enter the Place of Service (POS) code that describes the location where services were rendered. The Health First Colorado accepts the CMS place of service codes.</p> <p style="margin-left: 40px;">11 Office</p> | | | | | | | | | | | | | | | | | | |
| 24C | EMG | Conditional | <p>Enter a "Y" for YES or leave blank for NO in the bottom, unshaded area of the field to indicate the service is rendered for a</p> | | | | | | | | | | | | | | | | | | |

| CMS Field # | Field Label | Field is? | Instructions |
|-------------|--|--------------|---|
| | | | life-threatening condition or one that requires immediate medical intervention. If a "Y" for YES is entered, the service on this detail line is exempt from co-payment requirements. |
| 24D | Procedures, Services, or Supplies | Required | Enter the SCI procedure code that specifically describes the service for which payment is requested. |
| 24D | Modifier | Not Required | |
| 24E | Diagnosis Pointer | Required | <p>Enter the diagnosis code reference letter (A-L) that relates the date of service and the procedures performed to the primary diagnosis.</p> <p>At least one diagnosis code reference letter must be entered.</p> <p>When multiple services are performed, the primary reference letter for each service should be listed first, other applicable services should follow.</p> <p>This field allows for the entry of 4 characters in the unshaded area.</p> |
| 24F | \$ Charges | Required | <p>Enter the usual and customary charge for the service represented by the procedure code on the detail line. Do not use commas when reporting dollar amounts. Enter 00 in the cents area if the amount is a whole number.</p> <p>Some CPT procedure codes are grouped with other related CPT procedure codes. When more than one procedure from the same group is billed, special multiple pricing rules apply.</p> <p>The base procedure is the procedure with the highest allowable amount. The base code is used to determine the allowable amounts for additional CPT surgical procedures when more than one</p> |

| CMS Field # | Field Label | Field is? | Instructions |
|-------------|--------------------------------|--------------|--|
| | | | <p>procedure from the same grouping is performed.</p> <p>Submitted charges cannot be more than charges made to non-Health First Colorado covered individuals for the same service.</p> <p>Do not deduct Health First Colorado co-payment or commercial insurance payments from the usual and customary charges.</p> |
| 24G | Days or Units | Required | <p>Enter the number of services provided for each procedure code.</p> <p>Enter whole numbers only- do not enter fractions or decimals.</p> |
| 24H | EPSDT/Family Plan | Conditional | <p>EPSDT (shaded area)</p> <p>For Early & Periodic Screening, Diagnosis, and Treatment related services, enter the response in the shaded portion of the field as follows:</p> <p>AV Available- Not Used S2 Under Treatment ST New Service Requested NU Not Used</p> <p>Family Planning (unshaded area) Not Required</p> |
| 24I | ID Qualifier | Not Required | |
| 24J | Rendering Provider ID # | Required | <p>In the shaded portion of the field, enter the ten-digit NPI number assigned to the <u>individual</u> who actually performed or rendered the billed service. This number cannot be assigned to a group or clinic.</p> <p>NOTE: When billing a paper claim form, do not use the individual's NPI.</p> |
| 25 | Federal Tax ID Number | Not Required | |

| CMS Field # | Field Label | Field is? | Instructions |
|-------------|--|-------------|--|
| 26 | Patient's Account Number | Optional | Enter information that identifies the member or claim in the provider's billing system. Submitted information appears on the Remittance Advice (RA). |
| 27 | Accept Assignment? | Required | The accept assignment indicates that the provider agrees to accept assignment under the terms of the payer's program. |
| 28 | Total Charge | Required | Enter the sum of all charges listed in field 24F. Do not use commas when reporting dollar amounts. Enter 00 in the cents area if the amount is a whole number. |
| 29 | Amount Paid | Conditional | Enter the total amount paid by Medicare or any other commercial health insurance that has made payment on the billed services. Do not use commas when reporting dollar amounts. Enter 00 in the cents area if the amount is a whole number. |
| 30 | Reserved for NUCC Use | | |
| 31 | Signature of Physician or Supplier Including Degrees or Credentials | Required | Each claim must bear the signature of the enrolled provider or the signature of a registered authorized agent. A holographic signature stamp may be used <u>if</u> authorization for the stamp is on file with the fiscal agent. An authorized agent or representative may sign the claim for the enrolled provider <u>if</u> the name and signature of the agent is on file with the fiscal agent. Each claim must have the date the enrolled provider or registered authorized agent signed the claim form. Enter the date the claim was signed using two digits for the month, two digits for the date and two digits for the year. Example: 070114 for July 1, 2014. |

| CMS Field # | Field Label | Field is? | Instructions |
|-------------|---|------------------------|--|
| | | | <p>Unacceptable signature alternatives:</p> <p>Claim preparation personnel may not sign the enrolled provider's name.</p> <p>Initials are not acceptable as a signature.</p> <p>Typed or computer printed names are not acceptable as a signature.</p> <p>"Signature on file" notation is not acceptable in place of an authorized signature.</p> |
| 32 | <p>32- Service Facility Location Information</p> <p>32a- NPI Number</p> <p>32b- Other ID #</p> | Required if applicable | <p>Complete for services provided in a hospital or nursing facility in the following format:</p> <p>1st Line Name</p> <p>2nd Line Address</p> <p>3rd Line City, State and ZIP Code</p> <p>32a- NPI Number</p> <p>Enter the NPI of the service facility (if known).</p> |
| 33 | <p>33- Billing Provider Info & Phone #</p> <p>33a- NPI Number</p> <p>33b- Other ID #</p> | Required | <p>Enter the name of the individual or organization that will receive payment for the billed services in the following format:</p> <p>1st Line Name</p> <p>2nd Line Address</p> <p>3rd Line City, State and ZIP Code</p> <p>33a- NPI Number</p> <p>Required</p> <p>33b- Other ID #</p> <p>Enter the ten-digit NPI number of the individual or organization.</p> |

Timely Filing

The Health First Colorado allows providers to document compliance with timely filing requirements when the initial timely filing period has expired. Health First Colorado providers have 120 days from the date of service to submit their claim. For information on the 60-day

resubmission rule for denied/rejected claims, please see the General Provider Information manual in the Provider Services [Billing Manuals](#) section.

Making false statements about timely filing compliance is a misrepresentation and falsification that, upon conviction, makes the individual who prepares the claim and the enrolled provider subject to a fine and imprisonment under state and/or federal law.

Audiology Claim Example



HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12

| | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|----------------------------|--|
| PICA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | | | | | | | | | |
| 1. MEDICARE <input type="checkbox"/> MEDICAID <input checked="" type="checkbox"/> TRICARE <input type="checkbox"/> CHAMPVA <input type="checkbox"/> GROUP HEALTH PLAN (ID#) <input type="checkbox"/> FECA BLK LUNG (ID#) <input type="checkbox"/> OTHER (ID#) <input type="checkbox"/> | | | | | | | | | | |
| 2. PATIENT'S NAME (Last Name, First Name, Middle Initial) Client, Ima A | | | | | 3. PATIENT'S BIRTH DATE MM DD YY 10 16 45 M F <input checked="" type="checkbox"/> | | | | | |
| 4. INSURED'S I.D. NUMBER D444444 | | | | | 4. INSURED'S NAME (Last Name, First Name, Middle Initial) | | | | | |
| 5. PATIENT'S ADDRESS (No., Street) CITY STATE ZIP CODE TELEPHONE (Include Area Code) | | | | | 6. PATIENT RELATIONSHIP TO INSURED Self <input checked="" type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/> | | | | | |
| 7. INSURED'S ADDRESS (No., Street) CITY STATE ZIP CODE TELEPHONE (Include Area Code) | | | | | 8. RESERVED FOR NUCC USE | | | | | |
| 9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial) a. OTHER INSURED'S POLICY OR GROUP NUMBER b. RESERVED FOR NUCC USE c. RESERVED FOR NUCC USE d. INSURANCE PLAN NAME OR PROGRAM NAME | | | | | 10. IS PATIENT'S CONDITION RELATED TO: a. EMPLOYMENT? (Current or Previous) YES <input type="checkbox"/> NO <input type="checkbox"/> b. AUTO ACCIDENT? PLACE (State) YES <input type="checkbox"/> NO <input type="checkbox"/> c. OTHER ACCIDENT? YES <input type="checkbox"/> NO <input type="checkbox"/> 10d. RESERVED FOR LOCAL USE | | | | | |
| 11. INSURED'S POLICY GROUP OR FECA NUMBER a. INSURED'S DATE OF BIRTH MM DD YY M SEX F <input type="checkbox"/> b. OTHER CLAIM ID (Designated by NUCC) c. INSURANCE PLAN NAME OR PROGRAM NAME d. IS THERE ANOTHER HEALTH BENEFIT PLAN? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, complete items 9, 9a and 9d. | | | | | 12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below. SIGNED Signature on File DATE 10/1/16 | | | | | |
| 13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below. SIGNED | | | | | 14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP) MM DD YY QUAL 15. OTHER DATE MM DD YY QUAL 16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY 17. NAME OF REFERRING PROVIDER OR OTHER SOURCE 17a. NPI 18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY 19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC) 20. OUTSIDE LAB? \$ CHARGES YES <input type="checkbox"/> NO <input type="checkbox"/> 21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY (Relate A-L to service line below (2RE) ICD Int. 0 A. L05.01 B. C. D. E. F. G. H. I. J. K. L. 22. RESUBMISSION CODE ORIGINAL REF. NO. 23. PRIOR AUTHORIZATION NUMBER | | | | | |
| 24. A. DATE(S) OF SERVICE From MM DD YY To MM DD YY B. PLACE OF SERVICE C. EMG D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS MODIFIER E. DIAGNOSIS POINTER F. \$ CHARGES G. DAYS OR UNITS H. ICD Int. I. ID. QUAL. J. RENDERING PROVIDER ID. # | | | | | | | | | | |
| 1 10 01 16 10 01 16 11 11770 A 517 00 1 NPI 0123456789 | | | | | | | | | | |
| 2 NPI | | | | | | | | | | |
| 3 NPI | | | | | | | | | | |
| 4 NPI | | | | | | | | | | |
| 5 NPI | | | | | | | | | | |
| 6 NPI | | | | | | | | | | |
| 25. FEDERAL TAX I.D. NUMBER SSN EIN | | | | | 26. PATIENT'S ACCOUNT NO. Optional | | 27. ACCEPT ASSIGNMENT? (For gov. claims, see back) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | 28. TOTAL CHARGE \$ 517 00 | |
| 29. AMOUNT PAID \$ | | | | | 30. Rev'd for NUCC Use | | | | | |
| 31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.) SIGNED Signature DATE 10/16 | | | | | 32. SERVICE FACILITY LOCATION INFORMATION ABC Dialysis Clinic 100 Any Street Any City | | | | | |
| a. 1234567890 | | | | | b. 1234567890 | | | | | |

NUCC Instruction Manual available at: www.nucc.org

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APPROVED OMB-0938-1197 FORM CMS-1500 (02-12)

CARRIER
PATIENT AND INSURED INFORMATION
PHYSICIAN OR SUPPLIER INFORMATION

Audiology Revisions Log

| Revision Date | Additions/Changes | Pages | Made by |
|----------------------|--|--|----------------|
| <i>12/1/2016</i> | <i>Manual revised for interChange implementation. For manual revisions prior to 12/1/2016 Please refer to Archive.</i> | <i>All</i> | <i>HPE</i> |
| <i>12/27/2016</i> | <i>Updates based on Colorado iC Stage Provider Billing Manual Comment Log v0_2.xlsx</i> | <i>Multiple</i> | <i>HPE</i> |
| <i>1/10/2017</i> | <i>Updates based on Colorado iC Stage Provider Billing Manual Comment Log v0_3.xlsx</i> | <i>Multiple</i> | <i>HPE</i> |
| <i>1/19/2017</i> | <i>Updates based on Colorado iC Stage Provider Billing Manual Comment Log v0_4.xlsx</i> | <i>25</i> | <i>HPE</i> |
| <i>1/26/2017</i> | <i>Updates based on Department 1/20/2017 approval email</i> | <i>Accepted tracked changes throughout</i> | <i>HPE</i> |

Note: In many instances when specific pages are updated, the page numbers change for the entire section. Page numbers listed above are the page numbers on which the updates/changes occur.