How to Create & Submit CM RFFS claims for ONA Assessment Billing

(v2; 6/29/2018)

As of July 1, 2018, CDDPs, Brokerages & CIIS staff may submit claims to bill for ONA Assessments completed for an individual against the individual’s SE48, SE148 or SE248 CM CPA.

While there are 2 options/methods for submitting Regular CM RFFS claims to bill for regular Service Coordination/Personal Agent delivered services, ONA Assessment billing is allowed using only one option/method – the Enter RFFS Claims for single date page.

• **Enter RFFS Claims for single date**: this page now allows CME staff to enter:
  - **Regular CM RFFS claims** (processed with claim modifier REG) for multiple individuals at one time for the same claim date & for the same Service Coordinator/Personal Agent, and/or
  - **ONA Assessment billing RFFS claims** (processed with claim modifier ONA) for multiple individuals at one time for the same **ASSESSMENT COMPLETION DATE**, selecting the applicable assessor for each individual.

Other things to note about ONA Assessment billing RFFS claims.

They will be:

• made against the individual’s existing CM CPA (SE48, SE148 or SE248), and
• paid at the same daily CM rate as regular CM RFFS claims, and
• will draw down on the CME’s monthly RFFS payment cap, and
• can be claimed for the same individual for the same date as a Regular CM RFFS claim.

➤ **HOWEVER, please note**: there is a current system restriction that will suspend the 2nd claim submitted for an individual if a REG + ONA RFFS claims are submitted on the same date. As a temporary work around if this suspension occurs, ODDS will periodically pull suspended RFFS claims data & override/process any ONA claims that are suspended as overlapping an REG claim for the same individual.

Users must have the appropriate **CM** or **PA Encounter Manager** role for their agency to submit ONA Assessment billing RFFS claims.
To Create & Submit ONA Assessment RFFS Claims:

1. Login to eXPRS. Users must be logged in under the **Case Management (Provider)** organization login option to do this work.

**CDDPs:**

![Login screen](image1)

**Brokerages:**

![Login screen](image2)

**CIIS Program:**

![Login screen](image3)
2. From the left-hand navigation menu, click on **CM/PA TCM Billing → RFFS Claims → Enter RFFS Claims for single date.**

3. In the **Enter RFFS Claims for CPA** page, enter the search criteria to return CM CPAs to bill ONA Assessments against. Information indicated by the red asterisk * is required.

- **RFFS Claim Date** = the date of the CM service was provided or **ONA Assessment was completed.**
- **Service Coordinator/Personal Agent** = the name of the Service Coordinator or Personal Agent who provided the qualifying CM service.
  - If billing for Regular CM services, this SC or PA will be the person who provided the regular CM service to ALL the clients you select for this date. The name selected here **does not apply** to ONA Assessment claims submitted.
You may select the applicable ONA Assessor from the dropdown activated on each individual claim.

- Click **FIND** to return a list of **ALL accepted** CM CPAs for your agency that have a date range which covers the claim date entered.

4. With the list of CPAs returned, click on the check box(es) next to the CPA(s) for the individual(s) to bill.
   - Checking the box under **RFFS** will create a Regular RFFS CM claim (with modifier **REG** for the SC/PA listed above.
   - Checking the box under **ONA** will activate the Assessor dropdown field. Select the name of the Assessor from your CME who completed the ONA Assessment for the individual on that date, to create the ONA Assessment billing claim (with modifier **ONA**).
5. With all the Regular CM RFFS and/or ONA Assessment billing claims selected for the date, scroll to the bottom of the page and click **SUBMIT** to create/submit the claims.

![Submit Button Image]

6. If you choose to wait for the claims are processed, you will be taken to the **RFFS Claims Entered** confirmation page listing the results when the claims are finished submitting. The **Claim Modifier Cd** will indicate the type of claim created/submitted.

- **REG** = Regular CM RFFS claim
- **ONA** = ONA Assessment billing RFFS claim

![RFFS Claims Entered Table]

- As with Regular CM RFFS claims, ONA Assessment billing claims will almost always initially **suspend** when submitted.
- You can click on the **blue hyperlink status** to open the claim to see the suspension reason. If the **Suspended Due To** reason on the claim is: “*Fails higher level prior auth: Insufficient funds rationed for Provider,*” that means the claim is awaiting the next RFFS payment cycle to be processed for payment.

**BUT ... you do not have to wait.** You have several options:

a. you can click **Previous** to return to the **Enter RFFS Claims for CPA** page, enter new criteria & submit additional RFFS or ONA claims, or
b. click **Home** at the top of the page to perform other work in eXPRS, or
c. you can log out & check on the claims submitted at a later time.

5. If you wish to submit more ONA Assessment billing claims (option a, above),
repeat steps #3 – 5 to enter more claims by single date for other individuals.

6. Additional information on RFFS claim suspension or other error messages can
be found in the **RFFS Claim Problem-Solving Matrix** guide available on the
**eXPRS Help Menu**.