

Department of Health and Human Services
Office of MaineCare Services

PLEASE READ AND DISTRIBUTE TO CLAIMS STAFF
IMPORTANT CLAIMS INFORMATION FOR
Section 100- Psychological Services

Please review the following suggestions to avoid common billing errors when completing the CMS-1500 Claim Form:

1. DATES OF SERVICE

All dates of service indicated on the claim must be within the Prior Authorization (PA) date range of the authorization.

2. PA NUMBER

The PA number must be included on the claim form in Box 23. If you do not have a PA number for the service that has been authorized, please submit the PA Review to APS Healthcare via CareConnection. If you are unable to access CareConnection, the PA Review may be submitted by phone (1-866-521-0027) or fax (1-866-521-0184).

Note: Services listed in this Billing Advisory, delivered **prior to March 1, 2008**, do not require a MECMS PA Number to be submitted with claims. Services listed in this Billing Advisory, delivered **on March 1, 2008 and after** do require a MECMS PA Number to be submitted with claims.

3. PROCEDURE CODE

The procedure code must be listed in Box 24D of the CMS 1500 claim form.

PROCEDURE CODES that require PA

Z6057 3/4 Hr Group Psychotherapy by a Psychologist
Z6058 1/2 Hr Group Psychotherapy by a Psychologist
Z6059 1/4 Hr Group Psychotherapy by a Psychologist
Z6060 1 Hr Group Therapy by a Psychologist Co-Therapist
Z6061 3/4 Hr Group Therapy by a Psychologist Co-Therapist
Z6062 1/2 Hr Group Therapy by a Psychologist Co-Therapist
Z6063 1/4 Hr Group Therapy by a Psychologist Co-Therapist
Z9057 1Hr Individual Psychotherapy by a Psychologist
Z9058 3/4 Hr Individual Psychotherapy by a Psychologist
Z9059 1/2 Hr Individual Psychotherapy by a Psychologist
Z9061 1/4 Hr Individual Psychotherapy by a Psychologist
Z9063 1 Hr Group Psychotherapy by a Psychologist
Z9075 1 Hr Family Psychotherapy by a Psychologist
Z9076 3/4 Hr Family Psychotherapy by a Psychologist
Z9077 1/2 Hr Family Psychotherapy by a Psychologist
Z9078 1/4 Hr Family Psychotherapy by a Psychologist

4. SERVICING PROVIDER ID NUMBER

The above codes all require a Servicing Provider Number. Enter the Servicing Provider ID in Box 24K if you are using the CMS1500 (12/90) version of the claim form. Enter the servicing provider ID in Box 24J if you are using the CMS1500 (08/05) version of the claim form.

5. CONTRACT AND PROVIDER NUMBER

Please make sure your agency has a contract with DHHS and a MaineCare Provider Number to provide Psychological Services before billing for these services. The Department will not be able to issue a PA to provide services until the appropriate specialties are added to your MaineCare Provider Number. You will not be able to bill for these services without a PA number.

6. MEMBER ELIGIBILITY

The provider is responsible to verify member eligibility prior to providing the service. Since the PA's are issued for future dates of service, if the member's eligibility for the authorized service ends during the PA period, the provider will not be reimbursed by MaineCare for services provided after the member's eligibility has ended.

7. BILLING QUESTIONS

All billing questions should be directed to the MaineCare Billing and Information Unit at 1-800-321-5557, Option 8. This Unit will assist providers with billing resolution. If it is determined that the issue needs a higher level of intervention, the caller will be referred to the appropriate Provider Relations Specialist.