

MBCHP

(Maine CDC Breast and Cervical Health Program)

Diagnostic Provider Policy Manual

2017

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TABLE OF CONTENTS

TABLE OF CONTENTS2

INTRODUCTION4

 Purpose of MBCHP Diagnostic Provider Manual4

MBCHP CLIENT ENROLLMENT5

 MBCHP Client Enrollment Eligibility Criteria5

 Age:5

 Residency:5

 Income:5

 Insurance status:5

 Client Enrollment via MBCHP Toll-Free Line.....6

 Client Enrollment at PCP site6

 If a client received MBCHP covered services at participating site prior to Enrollment Start Date7

 MBCHP ID Card7

 Verification of Client Enrollment Status7

DIAGNOSTIC REFERRAL PROVIDER DELIVERY OF SERVICES8

SERVICES MBCHP WILL REIMBURSE.....9

 MBCHP Covered Screening Services9

SERVICES MBCHP CAN NOT REIMBURSE9

 Non-Covered Services9

INTERPRETER SERVICES10

 Interpretation/Translation Services10

TRANSPORTATION10

MBCHP SCREENING AND FOLLOW-UP.....11

 MBCHP Screening and Follow-Up11

 Enrolled women with symptoms11

 Enrolled women with Hysterectomy11

 Office Screening Visits.....11

 Notification of screening test results11

FOLLOW-UP OF WOMEN WITH ABNORMAL RESULTS12

 Follow-up of women with abnormal results12

 Abnormal cervical cancer screening tests that MBCHP requires diagnostic work-up12

 Abnormal breast cancer screening tests that MBCHP requires diagnostic work-up.....12

DIAGNOSTIC SERVICES MBCHP WILL REIMBURSE.....12

 MBCHP Covered Diagnostic Services12

 Breast Diagnostic Procedures12

 Cervical Diagnostic Procedures.....13

DIAGNOSTIC SERVICES MBCHP CAN NOT REIMBURSE.....13

 Non-Covered Services13

REPORTING REQUIREMENTS14

 Diagnostic referral providers14

 Mammography Facilities14

 Cytology14

 Pathology.....14

REPORTING REQUIREMENTS (ABNORMAL RESULTS).....14

 Reporting requirements following abnormal screening result14

 Case Management.....14

 If Final Diagnosis confirms Cancer15

MBCHP SCREENING SERVICES DOCUMENTATION15

 Reporting Forms15

MBCHP TRACKING AND FOLLOW-UP16

 Tracking and Follow-Up.....16

 Missing Data Report (Report #231).....17

 MBCHP Screening Capacity (Cap) at PCP site.....17

 Re-Enrollment Reminders17

 Rescreening Reminders17

 Quality Assurance.....18

 Medical Record Requirements.....18

 Confidentiality18

REIMBURSEMENT OF MBCHP COVERED SERVICES 19

 Submitting Claims for Services 19

 Reimbursement 19

 Health Centers/Rural Health Clinic (RHC) and Federally Qualified Health Center (FQHC) 19

 Family Planning Clinics 19

THIRD PARTY LIABILITY 20

 MBCHP is the payer of last resort. 20

 MaineCare or Medicare Part B 20

 Billing Instructions 20

TIMELY FILING OF MBCHP CLAIMS..... 20

 Allowable Procedure Codes/Diagnostic Codes/Revenue Codes 21

SCREENING HPV AND EMB BILLING ISSUES..... 21

 Special Billing Notes: 21

 HPV Procedure Code 87621 21

 Endometrial Biopsy (EMB) Procedure Code 58100..... 21

MISC. BILLING INFORMATION 21

 Claims Mailing 21

 Links to MBCHP Reference Documents 22

 ⌘ 10-144 Chapter 707: RULES RELATING TO THE NATIONAL BREAST AND CERVICAL CANCER
EARLY DETECTION PROGRAM (NBCCEDP) IN MAINE

<http://www.maine.gov/sos/cec/rules/10/144/144c707.doc> 22

<http://www.maine.gov/sos/cec/rules/10/144/144c708.doc> 22

 Reference Information (MaineCare Services Website): 22

 MBCHP Toll-Free Telephone Number (In state only) 22

INTRODUCTION

The Maine CDC Breast and Cervical Health Program (MBCHP) is a program managed by the Maine Department of Health and Human Services (DHHS), Maine Center for Disease Control and Prevention. MBCHP receives funding from the U.S. Centers for Disease Control and Prevention (CDC)/ National Breast and Cervical Cancer Early Detection Program (NBCCEDP). Maine is one of over 68 states, territories and tribal organizations receiving funding from NBCCEDP to support a comprehensive breast and cervical cancer early detection program.

Purpose of MBCHP Diagnostic Provider Manual

When a woman enrolls in the Maine CDC Breast and Cervical Health Program (MBCHP), she is required to select a MBCHP participating Primary Care Provider (PCP) site at which she will receive her breast and cervical cancer screening examination and a referral for a mammogram.

The purpose of this *Manual* is to summarize the various components of the MBCHP screening program, and provide assistance to the following providers who are participating in MBCHP:

- ⌘ Providers of colposcopy, breast biopsy, and fine needle aspiration
- ⌘ Mammography facilities
- ⌘ Laboratories
- ⌘ Pathologists
- ⌘ Anesthesiologists

The goal of the MBCHP is to reduce breast and cervical cancer morbidity and mortality through:

- ⌘ Early detection
- ⌘ Public and professional education
- ⌘ Quality assurance &
- ⌘ Surveillance

The priority population includes women whose income and insurance coverage act as barriers to obtaining regular screening. Special emphasis is on women age 50 to 64, as well as uninsured and underinsured women, lesbians, Native Americans, and other racial and ethnic minorities; and women never or rarely screened for cervical or breast cancer.

Primary care sites, under contract with MBCHP, may determine eligibility, enroll women in the MBCHP, and will refer the women for*:

- ⌘ Screening and diagnostic mammograms
- ⌘ Surgical consults for diagnosis of breast and cervical cancer
- ⌘ Fine needle aspiration of breast cysts
- ⌘ Breast biopsies, excisional and non-excisional (note: hospital charges are not covered)
- ⌘ Colposcopy with or without biopsy
- ⌘ Cytology and/or pathology services for the examination and reporting of Pap smear, cervical biopsy specimens, fine needle aspiration specimens, and breast biopsy specimens
- ⌘ Anesthesia for breast biopsies

MBCHP staff will provide ongoing assistance to all providers in the form of reports, telephone consultation, technical assistance and problem solving as needed. MBCHP staff telephone numbers and e-mail addresses are listed on our website <http://www.maine.gov/dhhs/mecdc/population-health/bcp/contact.htm>. Please feel free to call any time.

The remainder of this manual describes MBCHP services and eligibility requirements, and outlines procedures to be followed by diagnostic providers.

MBCHP CLIENT ENROLLMENT

MBCHP Client Enrollment Eligibility Criteria

The following is a summary of the eligibility criteria used by the MBCHP staff when processing an enrollment application:

Age:

- 35 to 64 years of age (women older than age 64 may apply if they do not have Medicare Part B)

OR

- 35 to 39 years of age AND meet the following criteria:
 - Currently experiencing breast symptoms, and the symptoms have been confirmed by a health care provider who has recommended further testing; and/or
 - Recently had an abnormal Pap test result and the health care provider has recommended further testing; and/or
 - Have not had a Pap test in five (5) or more years.

Residency:

- Resident of Maine, or;
- Resident of New Hampshire whose primary residence is located less than 15 miles from Maine border

Income:

- At or below 250% of the most currently available Federal Poverty Level (FPL) determined by income and the applicant's family size.

Insurance status:

Must be uninsured or underinsured

- Uninsured means no health insurance coverage
 - Women who have MaineCare are not eligible.
 - Women who have Medicare Part B are not eligible.
- Underinsured means health insurance coverage that:
 - Does not cover services offered by MBCHP; or
 - Has co-pays, co-insurance or deductibles that are considered financial barriers and the client meets the income guidelines listed below:
 - Countable income is less than 100% FPL, and the applicant reports co-payments, deductibles or co-insurance greater than \$50;

- Countable income is greater than or equal to 100% FPL and less than 150% FPL, and the applicant reports co-payments, deductibles or co-insurance greater than \$100;
- Countable income is greater than or equal to 150% FPL and less than 200% FPL, and the applicant reports co-payments, deductibles or co-insurance greater than \$250.
- Countable income is greater than or equal to 200% FPL and less than or equal to 250% FPL, and the applicant reports co-payments, deductibles or co-insurance greater than \$500.

Client Enrollment via MBCHP Toll-Free Line

Women interested in enrolling in the screening program are encouraged to call MBCHP's toll-free number. While on the phone, MBCHP staff collects information from the woman while completing an electronic *Initial Enrollment* application. In the majority of cases, eligibility is immediately determined upon completion of the application (intake process takes approximately 10 minutes.) For eligible women, the completed application is printed and mailed to her for review and signature. Enrollment start date is the day the signed application is received at the MBCHP office. Once enrolled, each client is assigned a unique MBCHP ID number that will serve as the client's billing number. A copy of the signed application will be mailed to the selected PCP site.

Client Enrollment at PCP site

A client may also enroll at a PCP site, in which case office staff is responsible for assisting the client in completing and signing the *MBCHP Initial Enrollment* application (<http://www.maine.gov/dhhs/mecdc/population-health/bcp/forms.htm>) Fax or mail the signed form to MBCHP. Enrollment start date is the day the signed application is received at the MBCHP office.

- ⌘ All requested information on the application must be completed for processing: incomplete applications will be returned to the PCP site.
- ⌘ Women do not need to provide documentation of their income: this information is self-declaration and should be based on current or projected income. Household income should only include the income of related wage earners and dependents (under age 21) who are not full or part-time students. MBCHP reserves the right to require official documentation to prove the amount, timing and/or source of the self-reported income.
- ⌘ In cases of questionable eligibility, staff should call MBCHP for clarification.
- ⌘ If the client receives a MBCHP covered service the same day she is enrolled, the Initial Enrollment application must be immediately faxed to the MBCHP to expedite the assignment of a MBCHP billing number to the enrolled client.

It is very important that the *MBCHP Initial Enrollment Form* be sent or faxed to MBCHP before submitting claim forms for new clients. The MBCHP toll-free line (1-800-350-5180, press 5) is available to connect to the MaineCare “**Voice Response**” system to obtain the client's MBCHP ID number. (Details of navigating the MaineCare Voice Response are not being published here as they are frequently changed and updated).

If a client received MBCHP covered services at participating site prior to Enrollment Start Date

If a newly enrolled client received a MBCHP covered service prior to her Enrollment Start Date, MBCHP may be able to backdate enrollment up to 90 days prior to the date the signed Initial Enrollment application was received at the MBCHP office. PCP sites should contact the MBCHP or indicate on the enrollment form if requesting that eligibility be backdated.

MBCHP ID Card

All enrolled women are sent an MBCHP ID card within two to three weeks of their enrollment Start Date. The MBCHP ID number found on the card represents the women's billing number. (This is an 8-digit number followed by the letter "A", sometimes referred to as an "A" number or eligibility number.)

Verification of Client Enrollment Status

A PCP site may always check on the enrollment status of a patient. This information is readily available through the MaineCare "Hotline":

For dates of service AFTER 9/1/2010 (MIHMS):

- ⌘ Call MaineCare Provider Services 1-866-690-5585
- ⌘ Enter your National Provider Identification (NPI) number
- ⌘ Select the option for client Eligibility
- ⌘ Enter the client's MaineCare number or Social Security Number
- ⌘ The system will confirm the client's ID number and eligibility dates

Providers may also call MBCHP's Toll Free Line 1-800-350-5180.

DIAGNOSTIC REFERRAL PROVIDER DELIVERY OF SERVICES**PATIENT CARE**

Diagnostic referral providers will see women only upon referral from a MBCHP PCP site. Covered services include an exam/consultation; colposcopy with or without biopsy; fine needle aspiration of a breast cyst; and breast biopsy. Upon referral, the PCP will include the patient's billing ID number. Enrolled women will also have an MBCHP ID card with their billing ID number on it.

Participating providers who perform colposcopy, fine needle aspiration, and breast biopsy are included on the MBCHP website <http://www.maine.gov/dhhs/mecdc/population-health/bcp/diagnosticlist.htm#Diagnostic>. After consult and/or diagnostic services are provided, the results should be reported to the referring PCP, as well as MBCHP. **Clients must return to their MBCHP PCP site for regular breast and cervical screening exams.**

Mammography facilities and Radiologists will provide screening and/or diagnostic mammograms and the interpretation of the mammograms to women enrolled in MBCHP upon referral from a MBCHP PCP site. Radiologists may determine a diagnostic mammogram and/or breast ultrasound is necessary immediately following a screening mammogram, without additional referrals from the PCP.

Ultrasound will be considered a reimbursable service when it is used as an adjunct to mammography. Ultrasound will be approved for payment when an abnormality detected on mammography is not palpable, or when a palpable mass is partially or poorly seen mammographically.

MBCHP expects diagnostic mammograms will be scheduled within two weeks, and screening mammograms within one month. If an individual facility generally has longer waiting times due to its geographic location, or other unavoidable situations, a longer waiting time for screening mammography might be acceptable. MBCHP clients must not be made to wait longer for a screening mammogram than any other client of the facility. Diagnostic mammograms must not be delayed. A list of mammography providers enrolled with MBCHP are listed on our website <http://www.maine.gov/dhhs/mecdc/population-health/bcp/diagnosticlist.htm#Diagnostic>.

Hospital charges for breast biopsies are not covered by MBCHP. MBCHP has waiver agreements with 30 Maine hospitals.

Laboratories and Pathologists will provide cytology and/or pathology services for the examination and reporting of Pap smear, cervical biopsy specimens, HPV results, fine needle aspiration specimens, and breast biopsy specimens for eligible clients referred by MBCHP diagnostic referral providers and/or PCP's under contract with MBCHP. A list of laboratories enrolled with MBCHP are listed on our website <http://www.maine.gov/dhhs/mecdc/population-health/bcp/diagnosticlist.htm#Diagnostic>.

Anesthesiologists will provide anesthesia, when necessary, for breast biopsies, performed by an MBCHP diagnostic referral provider. Billing will be done in accordance with the MaineCare Benefits Manual, Chapter II, Section 90, Physician Services.

SERVICES MBCHP WILL REIMBURSE

MBCHP Covered Screening Services

Per the conditions of the federal grant award under which MBCHP operates, the Program is only allowed to reimburse participating providers for specific screening and diagnostic procedures received by women enrolled in the program. These procedures are updated annually for the Program's fiscal year (July through June). In general, the MBCHP will cover the following screening services; however, the provider must be familiar with the MBCHP listing of specific CPT procedure codes that correspond to these procedures. The current listing of MBCHP approved CPT procedure codes can be found on the MBCHP website (<http://www.maine.gov/dhhs/mecdc/population-health/bcp/billing-information.htm>).

MBCHP will cover the following services related specifically to breast and cervical cancer:

- ⌘ Mammography (screening and diagnostic); (if CAD images are used, they may not be billed separately)
- ⌘ Breast diagnostic services:
 - Ultrasound (when it is used as an adjunct to mammography)
 - Fine needle aspirations
 - Biopsies (excisional, incisional, Stereotactic, and needle core)
 - Hospital charges for breast biopsies are not covered; however, physician charges are covered.
- ⌘ Cervical diagnostic services:
 - Colposcopy directed biopsy
 - Colposcopy without biopsy
 - Endometrial biopsy:

Covered only when screening Pap test identifies Abnormal Glandular Cells (AGC), or; Adenocarcinoma In-Situ (AIS), or; Negative Pap result, with Endometrial cells present AND the client is post-menopausal.

 - Endocervical curettage (not part of a D&C)
 - HPV (high-risk viral types, not low-risk viral types) **ONLY** following an ASC-US Pap result or LSIL for low-risk, post menopausal women
- ⌘ Surgical consults for a possible breast or cervical cancer **only for clients referred by an MBCHP PCP site**
- ⌘ Pathology charges for breast and cervical biopsies
- ⌘ Anesthesia for breast biopsies (physician charges only, hospital charges are not covered)
- ⌘ Interpretation/translation services for MBCHP covered services at a non-hospital MBCHP provider site

SERVICES MBCHP CAN NOT REIMBURSE

Non-Covered Services

All other services are not covered including, but not limited to, the following:

- ⌘ “facility charges” for overhead expenses (these are included in the office visit reimbursement rate)
- ⌘ Services not related to breast or cervical cancer screening or diagnostics
- ⌘ Services provided by non-MBCHP participating providers

- ⌘ Computer Aided Detection (CAD) in breast cancer screening or diagnostics
- ⌘ Computerized Tomography (CT) in breast cancer screening or diagnostics
- ⌘ Magnetic Resonance Imaging (MRI) in breast cancer screening or diagnostics
- ⌘ Hospital charges for breast biopsies
- ⌘ In-patient services
- ⌘ Treatment of breast cancer, cervical intraepithelial neoplasia and cervical cancer

INTERPRETER SERVICES

Interpretation/Translation Services

MBCHP may reimburse interpreters for non-English and limited English speaking clients and/or deaf/hard of hearing clients when these services are necessary to communicate effectively regarding breast or cervical health care needs. Interpreter services can be covered only in conjunction with a covered MBCHP service (screening or diagnostic, not treatment) at a non-hospital MBCHP provider site. If providers have a client who requires these services, please call MBCHP. Providers are responsible for ensuring that interpreters protect client confidentiality.

- Interpreters for Deaf/Hard of Hearing Client
The Registry of Interpreters must certify providers of interpreter services for the Deaf, Inc., or working under the supervision of an interpreter, who is certified by the Registry of Interpreters for the Deaf, Inc.
- Language Interpreters
Language interpreter services required for non-English speaking clients may be provided either through local resources, or through national language interpreter services such as the “Language Line” system or comparable services. Wherever feasible, local and more cost effective interpreter resources are to be utilized first. Interpreter language lines are to be used as a last option and when no other local resources are available.
- Exceptions
Hospitals cannot bill separately for either language or deaf/hard of hearing interpreter services. Family members may not be reimbursed for interpreter services.

TRANSPORTATION

Transportation

To assure access to screening services, the MBCHP can sometimes arrange for or reimburse transportation costs for enrolled women if transportation is a barrier to receiving covered screening services, i.e., attending a scheduled office visit or appointment. Please contact the MBCHP Case Manager to request assistance with arranging transportation for a woman in need.

MBCHP SCREENING AND FOLLOW-UP

MBCHP Screening and Follow-Up

MBCHP supports the recommendations of the U.S. Preventive Services Task Force (USPSTF), and the recommendations of the American Society for Colposcopy and Cervical Pathology (ASCCP) as well as the program implementation guidance issued by the MBCHP’s federal grantor, the National Breast and Cervical Cancer Early Detection Program (NBCCEDP). The following is a summary of the breast and cervical screening guidelines for an asymptomatic client enrolled in the MBCHP:

<u>Clinical Breast Exam:</u>	Annually	
<u>Mammogram:</u>	Enrolled women age 40+:	Annually
	Enrolled women age 35-39:	As determined to be medically needed by MBCHP PCP
<u>Pelvic exam:</u>	Annually for women with cervix	
	<i>See below: Enrolled women with Hysterectomy</i>	
<u>Pap test:</u>	Pap test alone:	Once every 3 years
	Pap test and high-risk HPV test (co-testing):	Once every 5 years

Enrolled women with symptoms

Symptomatic women should be clinically evaluated and scheduled for appropriate diagnostic procedures as quickly as possible.

Enrolled women with Hysterectomy

MBCHP will cover an initial pelvic examination with the PCP to assess the presence of a cervix.

If the enrolled client has a cervix, or a cervical stump, the MBCHP will cover:

- ⌘ Annual pelvic examination
- ⌘ Pap test (schedule based on cervical cytology method used)

If the enrolled client has no cervix resulting from a complete hysterectomy due to cervical neoplasia or invasive cervical cancer, the MBCHP will cover:

- ⌘ Annual pelvic examination
- ⌘ Pap test (schedule based on cervical cytology method used)

If the enrolled client has no cervix resulting from a complete hysterectomy due to benign conditions, the MBCHP will **NOT** cover any subsequent pelvic exams or Pap tests.

Office Screening Visits

It is expected that all eligible women will return to their PCP for screening exams (scheduled in accordance with screening guidelines) and be referred for a screening mammogram.

Notification of screening test results

The MBCHP PCP site is responsible for notifying all enrolled women of the results of their breast and cervical screening tests. If the screening results are abnormal, the PCP site must

communicate the abnormal screening findings to their client within 10 business days of receipt of the result (See below under Follow-up of women with abnormal results).

MBCHP will notify MBCHP enrolled women if the result of their Pap test is normal [*Bethesda 2001 Reporting System: Negative for intraepithelial lesion or malignancy.*] If the MBCHP receives the results of the Pap test more than three months after the MBCHP PCP visit, no notice of normal results will be issued by the Program.

FOLLOW-UP OF WOMEN WITH ABNORMAL RESULTS

Follow-up of women with abnormal results

When a client has an abnormal screening result, she should be notified as quickly as possible, and given a referral to a participating MBCHP Diagnostic Provider for recommended work-up procedures. MBCHP Diagnostic Providers can be found on the MBCHP website (<http://www.maine.gov/dhhs/mecdc/population-health/bcp/diagnosticlist.htm>). A MBCHP Case Manager is always available to assist a provider and client to arrange the necessary referral services.

Abnormal cervical cancer screening tests that MBCHP requires diagnostic work-up:

- ⌘ Abnormal pelvic examination, suspicious of cervical cancer
- ⌘ Pap test result:
 - Atypical Squamous cells of undetermined significance (ASC-US) with a Positive High-Risk HPV test result
 - Atypical Squamous cells cannot exclude HSIL (ASC-H)
 - High Grade SIL
 - Squamous Cell Cancer

Abnormal breast cancer screening tests that MBCHP requires diagnostic work-up:

- ⌘ Abnormal clinical breast examination (CBE), suspicious for cancer
- ⌘ Mammogram result:
 - Assessment Incomplete (BI-RADS 0)
 - Suspicious abnormality (BI-RADS 4)
 - Highly Suggestive of Malignancy (BI-RADS 5)

NOTE: A negative mammogram is not considered adequate work-up for a CBE finding of palpable lump that has not been previously evaluated and determined to be benign. All palpable lumps need to be evaluated beyond a negative mammogram, preferably with a referral to a breast specialist or a surgeon.

DIAGNOSTIC SERVICES MBCHP WILL REIMBURSE

MBCHP Covered Diagnostic Services

In general, the MBCHP will cover the following diagnostic services when performed by a participating MBCHP Diagnostic provider. The current listing of MBCHP approved CPT procedure codes can be found on the MBCHP website (<http://www.maine.gov/dhhs/mecdc/population-health/bcp/billing-information.htm>).

Breast Diagnostic Procedures:

- ⌘ Ultrasound

- ⌘ Diagnostic Mammography
- ⌘ Fine-Needle Aspiration
- ⌘ Breast biopsy (non-excisional and excisional)
- ⌘ Pathology of breast biopsy
- ⌘ Surgical consult

Cervical Diagnostic Procedures

- ⌘ Colposcopy without biopsy
- ⌘ Colposcopy with biopsy and/or endocervical curettage
- ⌘ Endocervical curettage
- ⌘ Endometrial biopsy:
 - Covered only when:
 - *Screening Pap test identifies Abnormal Glandular Cells (AGC); -OR-*
 - *Adenocarcinoma In-Situ (AIS); -OR-*
 - *Negative Pap result, with Endometrial cells present AND the client is post-menopausal.*
- ⌘ Endocervical polyp removal and/or biopsy
- ⌘ HPV-DNA Test (Digene Hybrid Capture II, High Risk Typing or Cervista HPV HR):
- ⌘ Pathology of cervical biopsy
- ⌘ Surgical/GYN consult

DIAGNOSTIC SERVICES MBCHP CAN NOT REIMBURSE

Non-Covered Services

All other services are not covered including, but not limited to, the following:

- ⌘ Services not related to breast or cervical cancer screening or diagnostics
- ⌘ Services provided by non-MBCHP participating providers
- ⌘ EMB for excessive or post-menopausal bleeding only
- ⌘ HPV testing for screening purposes
- ⌘ Computer Aided Detection (CAD) in breast cancer screening or diagnostics
- ⌘ Computerized Tomography (CT) in breast cancer screening or diagnostics
- ⌘ Magnetic Resonance Imaging (MRI) in breast cancer screening or diagnostics
- ⌘ Hospital charges for breast biopsies
- ⌘ In-patient services
- ⌘ Treatment of breast cancer, cervical intraepithelial neoplasia and cervical cancer

When making the referral to a participating MBCHP diagnostic provider, the PCP should identify the woman as a MBCHP client, and provide her MBCHP ID number (A number). The Diagnostic provider is required to report the results of the diagnostic procedures performed directly to the PCP, and in turn, the PCP must report the results to MBCHP as soon as available. The MBCHP Case Manager may also contact the Diagnostic provider for diagnostic reports. A current listing of participating MBCHP Diagnostic providers can be found on the MBCHP website (<http://www.maine.gov/dhhs/mecdc/population-health/bcp/diagnosticlist.htm>).

If the PCP, and/or client, determines referral to a non-participating Diagnostic provider is needed, the PCP must notify MBCHP. MBCHP will contact the non-participating diagnostic provider to determine if they currently participate in the MaineCare program, and are willing to enroll with MBCHP. Only enrolled Diagnostic providers are reimbursed for MBCHP covered services. If the Diagnostic provider is not willing to enroll with MBCHP, the MBCHP Case Manager will assist the PCP and client to identify an alternate referral site.

REPORTING REQUIREMENTS

Diagnostic referral providers

Providers of diagnostic services will report the results of the exam and/or diagnostic tests to the patient and to the referring MBCHP primary care provider within 5 business days of receipt of the test results. The diagnostic referral provider will also send a report of the results to MBCHP or submit the *Abnormal Breast or Cervical Report* (<http://www.maine.gov/dhhs/mecdc/population-health/bcp/forms.htm>) to MBCHP.

Mammography Facilities

The mammography facility will report the results of all mammograms to the referring PCP and to MBCHP within 10 business days of the procedure. Results must be reported to MBCHP using American College of Radiology (ACR) lexicon. Mammography facilities may submit results on their own report if ACR lexicon language is used.

Cytology

The laboratory will report the results of all Pap tests to the referring primary care provider and to MBCHP within 10 business days of receipt of the specimen.

Pathology

The interpretation of cervical biopsy, fine needle aspiration, and breast biopsy will be reported directly to the referring MBCHP primary care or diagnostic referral provider, who will then provide the report to MBCHP. The lab must have a report available for the referring health care provider within 3 business days of receipt of the cervical biopsy specimen and the breast biopsy specimen and within 2 business days of receipt of the fine needle aspirate specimen.

REPORTING REQUIREMENTS (ABNORMAL RESULTS)

Reporting requirements following abnormal screening result

An MBCHP *Abnormal Screening Follow-up Report* must be completed whenever diagnostic services are ordered for a client by the PCP. It is the PCP's responsibility to obtain copies of the diagnostic test results from the referral provider(s) and ensure both the client and MBCHP are notified of the results. The MBCHP Case Manager is responsible for tracking all abnormal screening results to ensure that the diagnostic work-up is completed, and a final diagnosis is obtained in a quality and timely manner.

- ⌘ **MBCHP expectation is that the diagnostic workup shall be completed, and a final diagnosis obtained, within 60 days of when the screening test was performed.**

Case Management

MBCHP Primary Care sites are required to clinically manage follow-up services for their clients with abnormal screening results, assuring that they are appropriately referred and receive necessary diagnostic and treatment services. If assistance coordinating diagnostic and treatment services is needed, especially if the client refuses care or whom the provider deems lost to follow-up, the MBCHP Case Manager should be contacted immediately. The provider may initiate requests for case management by either checking the box in the Pap or Mammography results section on the *Visit Form Part 2*, or by calling the MBCHP.

The MBCHP Case Manager will help clients identify and overcome immediate barriers to care and will provide information to clients to enhance their skills in navigating the health care

system. Case management services may be requested by the client, the PCP, or may be identified by MBCHP staff. In those cases identified by MBCHP staff, the Case Manager will contact the PCP prior to contacting the client.

If Final Diagnosis confirms Cancer

When a client receives a final diagnosis of breast cancer (in situ or invasive) or cervical cancer (cervical neoplasia or invasive), MBCHP must be notified upon receipt of the diagnostic results. The MBCHP Case Manager will ensure the client will receive quality and timely treatment services within 60 days of when the cancer diagnosis was confirmed.

⌘ MBCHP expectation is that treatment services will start within 60 days of when the diagnostic tests confirmed a breast and/or cervical cancer.

MBCHP does not cover treatment services for breast or cervical cancer. However, most women enrolled in the Program are eligible for the Maine Treatment Act [Breast & Cervical Cancer Prevention and Treatment Act of 2000 (Public Law 106-354)]. Under the Treatment Act, eligible women receive full MaineCare coverage while they are receiving treatment for breast and/or cervical cancers. The MBCHP Case Manager will assess each women applying for coverage under the Treatment Act to ensure she meets all of the required MaineCare eligibility criteria:

- ⌘ In need of treatment for breast or cervical cancer or pre-cancerous condition; and
- ⌘ Age 35 through 64; and
- ⌘ U.S. citizen or resident non-citizen; and
- ⌘ Uninsured, unless insurance does not pay any part of the cancer treatment; and
- ⌘ Income at or below 250% of the Federal Poverty Level for the applicant’s family size; and
- ⌘ Is a client, or has been seen by a MBCHP participating provider or mammography facility.

MBCHP SCREENING SERVICES DOCUMENTATION

Reporting Forms

Blank MBCHP reporting forms may be downloaded and/or printed from our website:
<http://www.maine.gov/dhhs/mecdc/population-health/bcp/forms.htm>

- *MBCHP Visit Form Parts 1 and 2*
- *Abnormal Cervical Screening Follow-up Report*
- *Abnormal Breast Screening Follow-up Report*

Fax forms to:

207-287-8944
 Or
 1-800-325-5760

Mail forms to:

Maine Breast and Cervical Health Program
 Department of Health and Human Services
 Maine Center for Disease Control & Prevention
 11 State House Station
 286 Water Street
 Augusta, ME 04333-0011

The PCP site uses visit form Part 1 and 2 to inform MBCHP of screening services performed:

MBCHP Form	Submitted by	Purpose	If screening outcome is NORMAL	If screening outcome is ABNORMAL
MBCHP Visit Form Part 1	PCP site	To document outcome of: <ul style="list-style-type: none"> ▪ Pelvic exam ▪ Clinical Breast Exam ▪ Date Pap performed To document schedule date for: <ul style="list-style-type: none"> ▪ Mammogram 	Mail or Fax Part 1 within 10 days of office visit	Fax Part 1 on day abnormal screening result identified with plan for diagnostic services
MBCHP Visit Form Part 2	PCP site	To document outcome of: <ul style="list-style-type: none"> ▪ Pap test ▪ Mammogram 	Mail or Fax Part 2 and/or results of Pap test/Mammogram within 10 days of receiving results	Fax Part 2 and/or abnormal Pap/Mamm report on day abnormality identified with plan for diagnostic services

MBCHP uses information from the submitted forms to document each of the four screening services and outcomes:

Screening Service	MBCHP Visit Form Part 1 is used to document:	MBCHP Visit Form Part 2 is used to document:	Alternate form of acceptable documentation:
Pelvic Exam	Screening performed, and outcome		
Clinical Breast Exam	Screening performed and outcome		
Pap test	Screening performed	Screening outcome	Cytology Report
Mammogram	Screening scheduled	Screening outcome	Mammogram Report
<ul style="list-style-type: none"> ▪ If screening outcome is NORMAL, report within 10 days. ▪ If screening outcome is ABNORMAL, report IMMEDIATELY upon learning result AND indicate your plan for diagnostic work-up. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>Mail:</u></p> <p>MBCHP 286 Water Street, Key Plaza – 4th Floor 11 State House Station Augusta, ME 04333-0011</p> </div> <div style="width: 45%;"> <p><u>Fax:</u></p> <p>207-287-4100 1-800-325-5760/287-8944</p> </div> </div>			

MBCHP TRACKING AND FOLLOW-UP

Tracking and Follow-Up

MBCHP maintains a centralized computerized Data Management and Reporting System (DMRS) that monitors the disposition of all women enrolled in the program statewide. Providers receive the following reports generated by the DMRS:

- ⌘ Weekly, individual member letters are mailed to PCP sites when a member is dis-enrolled in MBCHP
- ⌘ Monthly, a list of women enrolled, re-enrolled, and dis-enrolled at the PCP site (Report 305);
- ⌘ Monthly, a list of enrolled women due and overdue for rescreening or short-term follow-up (Report 1015);
- ⌘ Every other month, *MBCHP Missing Data Reports* summarizing:

- Required MBCHP Visit Form (Parts 1 and 2) that have not been received by the MBCHP (Report #231);
- MBCHP paid office visit claim for which a Visit Form – Part 1 has not been received (Report #240).

Missing Data Report (Report #231)

The Missing Data Report is generated from our DMRS and is designed to inform PCPs when MBCHP has received information from a provider on a service performed (Pap or Mamm) but we have no documented results in our database (Visit Form – Part 2), OR MBCHP has received a test result (Pap or Mamm) but we have no documented office visit in our database (Visit Form – Part 1); AND this missing information prevents us from completing our records. The missing data being requested is broken down into two categories as follows:

- ⌘ Missing information relating to the *office visit* (Visit Form – Part 1); -OR-
- ⌘ Missing results of *PAP/ Mamm* (Visit Form - Part 2)

Missing Claims Data Report (Report #240)

The Missing Claims Data Report is generated from our DMRS and is designed to inform PCPs that MBCHP has “PAID” claims in our claims processing system but we can not link the claim with an office visit (Visit Form – Part 1) in our database. The Missing Claims Data Report informs PCPs of:

- ⌘ “Paid” claims relating to an *office visit* but MBCHP has not received a Visit Form – Part 1

MBCHP Screening Capacity (Cap) at PCP site

When the PCP site signs the MBCHP contract to become a participating provider, the site agrees to provide services annually to a maximum number of enrolled women (maximum number is negotiated at the time of application). Accordingly, PCP sites must accept newly enrolled women as long as the site is currently serving fewer than the maximum number of enrolled women established for the site. Monthly, MBCHP will mail the site a report of all women enrolled with the Program that have designated the site to be their MBCHP Primary Care Provider. If a site requires any changes in the maximum number of enrolled women, office staff should contact MBCHP to discuss the needs of the site.

We encourage PCP sites to review their current patient load to determine if any female patient would be eligible for the breast and cervical screening program.

Re-Enrollment Reminders

MBCHP sends active clients a *Re-Enrollment Form* on an annual basis to determine on-going eligibility for MBCHP services. Members re-enrolled will appear on Report 305 sent to providers monthly. Providers will also receive individual member dis-enrollment letters when a member is dis-enrolled in the MBCHP. These letters are sent out weekly.

Rescreening Reminders

Monthly, we send PCPs a list of clients due for rescreening in 60 days, as well as clients 3 and 5 months overdue. We also encourage providers to remind clients due for rescreening. To support providers in sending their own reminders, a set of self-adhesive mailing labels for each client listed is included with the rescreening reminder mailing. MBCHP also sends clients a reminder

letter to schedule the screening appointment, as well as a letter with notification that a rescreening test is 3 and 5 months over due.

Quality Assurance

MBCHP will periodically monitor the performance of PCP sites meeting Program expectations for the delivery of care to clients, as well as several administrative areas. The following areas will be periodically reviewed:

- ⌘ Tracking and data reporting (e.g. number and percent missing data, billing for services for which no data has been submitted, and abnormal screening results with no or incomplete diagnostic work-up)
- ⌘ Clinical services and follow-up (e.g. time from abnormal screening result to final diagnosis, time from diagnosis of cancer to start of treatment, adherence to rescreening guidelines for mammography and Pap tests)
- ⌘ Enrollment (e.g. percent of Enrollment Capacity (Cap) reached, age distribution of enrolled women)
- ⌘ Billing (e.g. billing clients for covered services, over-billing MBCHP for covered services; billing MBCHP for non-covered services)

Medical Record Requirements

Medical records for each client must be maintained at each PCP site for five years.

Entries are required for each date of service billed and must include the full name, title, and signature of the service provider.

The provider must ensure that safeguards and security measures are in place to ensure that only authorized people can enter information into electronic records. Passwords or other secure means of authorization must be used that will identify the individual and date/time of entry. Such identification will be accepted as an electronic “signature.” With security measures in place, limited access may be allowed for certain individuals for changes such as client demographic information. There shall be a signature of record on file.

Upon a client’s written request, the PCP site will transfer medical records and other pertinent information, to other physicians or clinicians. Similarly, upon the receipt of a properly-signed release of information form, MBCHP must release all MBCHP case records to the client, including medical records received from all MBCHP providers, which are used for tracking, and follow-up of the client.

Upon request, the PCP site must furnish to MBCHP, the medical records, or copies thereof, corresponding to and substantiating services billed, without additional charge.

Confidentiality

The use or disclosure by the provider of any information concerning clients for any purposes not directly concerned with the administration of the MBCHP is prohibited. Providers shall maintain the confidentiality of information regarding these individuals in accordance with 42 CFR §431 et seq. and other applicable sections of state and federal law and regulation. All program participants sign a *Consent for Release of Information* on the *MBCHP Initial Enrollment Form* and annually thereafter upon re-enrollment.

REIMBURSEMENT OF MBCHP COVERED SERVICES

Submitting Claims for Services

MBCHP providers must be enrolled MaineCare providers. This is a requirement because claims for services, reimbursement payments, and Remittance Advices are processed through the MaineCare claims processing system. MBCHP does not have its own claims processing system. To insure claims are processed correctly, providers must submit claims following the published MaineCare billing instructions (see below under Billing Instructions).

Reimbursement

Reimbursement for covered services will be the lowest of the following:

- The provider's usual and customary charge, or;
- The MBCHP current rate for the procedure. (See current rate charts here: <http://www.maine.gov/dhhs/mecdc/population-health/bcp/billing-information.htm>).

NOTE:

Providers participating in MBCHP are required to accept as payment in full, the allowances established by MBCHP for covered services. Therefore, clients cannot be directly billed for these services. Providers may not submit unpaid claims to collections for MBCHP covered services. Any provider or billing agencies with questions should call MBCHP directly before processing bills.

Women enrolled with MBCHP must receive annual screening examinations at participating primary care sites (<http://www.maine.gov/dhhs/mecdc/population-health/bcp/pcplist.htm>). Covered services may be provided as often as is clinically indicated for an individual. Payment for services may be held if reporting forms are not submitted in a timely manner. (<http://www.maine.gov/dhhs/mecdc/population-health/bcp/forms.htm>).

Clients may be charged for non-covered services. Before providing any non-covered services to clients, providers must explain to clients that they will be financially responsible for those specific non-covered services. This ensures that clients are aware that they may receive a bill for the non-covered service provided and prevent any misunderstanding as to who is paying. If you have any questions about a particular service and whether or not it is covered, please contact MBCHP.

Health Centers/Rural Health Clinic (RHC) and Federally Qualified Health Center (FQHC)

Health centers may bill MBCHP according to their current fee schedule for covered MBCHP screening services in accordance with MBCHP's list of approved diagnosis/procedure/revenue codes that are posted on our website <http://www.maine.gov/dhhs/mecdc/population-health/bcp/billing-information.htm>. Health centers may bill the MBCHP their usual and customary charge, without a fee discount, per The Health Center Program: Section 330 of the Public Health Service Act (42 USCS § 254b) <http://bphc.hrsa.gov/policiesregulations/legislation/index.html> and will be reimbursed at the current MBCHP rate for the covered service provided.

Family Planning Clinics

Family Planning Clinics may bill the MBCHP according to their current fee schedule for MBCHP covered screening services as explained above. Family Planning Clinics may bill MBCHP their usual and customary charge, without a fee discount and will be reimbursed at the current MBCHP rate for the covered service provided.

THIRD PARTY LIABILITY

MBCHP is the payer of last resort.

It is the responsibility of the provider to determine from each client whether there are any other resources (private or group insurance benefits, etc.) that are available for payment of the service, and to seek payment from such resource prior to billing MBCHP. MBCHP will cover co-payments and deductibles up to 100% of the program's reimbursement fee schedule for covered services. If both MBCHP and the insurer pay reimbursement, the provider must refund to the MBCHP within 60 days of receipt, the amount reimbursed by MBCHP or the insurer, whichever is less. Preferred method of reimbursement is for you to do a Provider Initiated Adjustment through the MaineCare Services claims processing system MeCMS for all dates of service **prior** to September 1, 2010, and MIHMS for dates of service September 1, 2010 and later. Another option is to contact MBCHP and have us do a State Initiated "Void" or "Reversal" of your claim.

MBCHP will cover co-payments and deductibles up to 100% of the program reimbursement fee for women who have other third party coverage (e.g. private insurance), if they meet the MBCHP eligibility criteria as explained in Chapter I. Women who have a health plan with minimal co-pay **may be considered underinsured, depending on their income** (page 3).

If the client has any type of third party coverage (insurance, etc.) a claim to that policy must be submitted first. MBCHP should be billed the difference between the amount allowed by that alternate source and the amount paid by the alternate source. An EOB or remittance statement must be submitted with all claims where there is a primary payer even if zero dollars was paid.

MaineCare or Medicare Part B

If a woman is currently enrolled in the **MaineCare program or has Medicare Part B coverage**, she is **not eligible** for services under MBCHP. If a client applies for MaineCare while on MBCHP and receives retroactive coverage, providers will be paid with MaineCare funds. MBCHP will need to be reimbursed if services were paid for during a period of retroactive eligibility. Providers may coordinate through MBCHP to have these claims "re-adjudicated" in the claims processing system as State Initiated adjustments to correct the funding source for the payment of the claim. This process will allow MBCHP to recoup funding for screening claims and allow MaineCare to pay the claims.

Billing Instructions

MBCHP uses the MaineCare claims processing system for processing claims so submission must follow MaineCare rules. Claims submitted must comply with MaineCare Services billing requirements located at the following link: <https://mainecare.maine.gov/Billing%20Instructions/Forms/AllItems.aspx>. The site is the best place for up to date billing instructions and changes as MaineCare Services transitions to the new claims processing system "MIHMS" from the old processing system "MeCMS".

TIMELY FILING OF MBCHP CLAIMS

Claims for MBCHP covered services must enter the MIHMS claims processing system within 180 days of the date of service or the system will deny payment as untimely. A claim denied for being untimely may not be billed to the client.

Allowable Procedure Codes/Diagnostic Codes/Revenue Codes

Lists of MBCHP allowable CPT codes and fees, as well as MBCHP allowable diagnosis (ICD-9) codes are available on the MBCHP website: <http://www.maine.gov/dhhs/mecdc/population-health/bcp/billing-information.htm>.

Please note that **only** three levels of Office Evaluation and Management codes are allowed. The Preventive Medicine codes are also allowed for both established and new clients. The time and complexity of the visit must match the description in the CPT manual.

SCREENING HPV AND EMB BILLING ISSUES

Special Billing Notes:

HPV and EMB procedure codes continue to cause billing issues for PCPs, diagnostic providers, and clients. Before performing either a screening HPV test or an Endometrial Biopsy for a MBCHP client, PCPs must inform the client that MBCHP **only covers these procedures in the below circumstances. If performed under any other circumstance, the claim will be denied payment; providers must explain to clients that they will be financially responsible for the non-covered service.** This in no way implies that a needed service as determined by the PCP should not be performed; only that the client needs to be informed that MBCHP will not cover the payment for the service.

HPV Procedure Code 87621

MBCHP will cover HPV testing when performed in conjunction with a Pap (co-testing).

Endometrial Biopsy (EMB) Procedure Code 58100

MBCHP can only cover an EMB (Proc Code 58100) if performed after receiving the following Pap test result:

- ⌘ Pap test result = Abnormal Glandular Cells (AGC), **or**;
- ⌘ Pap test result = Adenocarcinoma In-Situ (AIS), **or**;
- ⌘ Pap test result = Negative, with endometrial cells present **AND** the client is post-menopausal

MISC. BILLING INFORMATION

Claims Mailing

Information below is from the MaineCare Services MECMS to MIHMS Transition Guide (<https://mainecare.maine.gov/Billing%20Instructions/Forms/Publication.aspx>).

Old & New Contact Information

Claims Mailing Address	MIHMS
Common mailing address for MaineCare claims effective 9/1 with mailstops for each type of claim form.	MaineCare Claims Processing 11 State House Station, M-500 (CMS1500) M-100 (for UB-04) M-600 (ADA Dental) Augusta, ME 04332

Links to MBCHP Reference Documents

- ⌘ 10-144 Chapter 707: RULES RELATING TO THE NATIONAL BREAST AND CERVICAL CANCER EARLY DETECTION PROGRAM (NBCCEDP) IN MAINE
<http://www.maine.gov/sos/cec/rules/10/144/144c707.doc>
- ⌘ 10-144 Chapter 708: Rules relating to the Breast & Cervical Cancer Prevention and Treatment Act (BCCPTA) in Maine
<http://www.maine.gov/sos/cec/rules/10/144/144c708.doc>

Reference Information (MaineCare Services Website):

- ⌘ MIHMS Billing Instructions
<https://mainecare.maine.gov/Billing%20Instructions/Forms/AllItems.aspx>
- ⌘ EDI Companion Guides
<https://mainecare.maine.gov/Claim%20Submission%20Manuals/Forms/Publication.aspx>

MBCHP Toll-Free Telephone Number (In state only)

The toll-free line (1-800-350-5180) is available for assistance with program procedures, information concerning clients' follow-up, or billing information. Potential program participants may call this same number to obtain information about the program, eligibility guidelines, and names of primary care providers in their area.