NC Billing Set-Up – AlphaMCS Direct EDI Billing
Alliance, Eastpointe, Partners, Sandhills, and Vaya Health

Setting up Funding Source

Link Funding Source to Payer, see below linking Vaya Health to ‘AlphaMCS – Vaya Health’, as Payer. Alliance, Eastpointe, Partners and Sandhills are available on the Payer drop down menu for linking to the Funding Source.
Create two Billing Providers for Institutional claims for 837I.

1. Create a Billing Provider for Billing and Pay to Information. The EIN, NPI Number and Taxonomy Code must be entered.
2. The Billing Provider address must be a street address as it is listed in Alpha and should have a nine digit Zip Code. Please add contact persons for receipt of communications from Therap Billing Support.
3. Create another Billing Provider to be used as the Attending Provider. This Billing Provider should be a physician or Person, with an NPI number and Taxonomy Code (Non-Person is not acceptable and Taxonomy Code should not be for ICF Services, but rather a Medical Specialty). However the Tax number can be that of the Agency EIN number. Please note that a NPI number and Taxonomy Code is must be entered (Do not use the ICF Taxonomy Code).
Revenue Code

List of Revenue Codes that must be created as they are needed.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0100</td>
<td>All Inclusive Room and Board</td>
</tr>
<tr>
<td>0163</td>
<td>Therapeutic Leave</td>
</tr>
<tr>
<td>0165</td>
<td>Hospital Leave</td>
</tr>
<tr>
<td>0009</td>
<td>Non-Billable Day</td>
</tr>
</tbody>
</table>

Showing 1 to 4 of 4 entries
Create a **Service Description Code** with **Unit of Electronic Submission**, changed from ‘Unit’ to ‘Day’. It is recommended that Unit Rate History be enabled.
Leave Rules and Attendance Type

1. Create Leave Rules

<table>
<thead>
<tr>
<th>Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule Name</td>
<td>Therapeutic Leave</td>
</tr>
<tr>
<td>Monthly Maximum Leave Days</td>
<td></td>
</tr>
<tr>
<td>Yearly Maximum Leave Days</td>
<td>60</td>
</tr>
<tr>
<td>Maximum Consecutive Leave Days Per Year</td>
<td></td>
</tr>
<tr>
<td>Calculate Leave Days using</td>
<td>Calendar Year, Fiscal Year</td>
</tr>
<tr>
<td>Rate Source</td>
<td>Service Rate, Unit Rate History</td>
</tr>
</tbody>
</table>

Note: Rate History defined in Service Form or Service Description/Code will be used to generate billing data. If no Rate History is found, then ‘Default Unit Rate ($)’ of the Service form will be used.

Billing Data Grouping Type

- Per Day
- Group Per Continuous Option

Note: Consecutive Attendance data having the same option will be grouped in a single billing data.

- Group Per Option
- Group Per Revenue Code
- Group Per Continuous Revenue Code

Billing for Non Covered Days

- No Billing Data

Note: No Billing Data will be generated.

- Billing data with non billable units
- Billing data with non billable units and Revenue Code
List of **Leave Rules** to be applied for Attendance Option Codes.

<table>
<thead>
<tr>
<th>Name</th>
<th>Monthly Maximum Leave Days</th>
<th>Yearly Maximum Leave Days</th>
<th>Maximum Consecutive Leave Days Per Year</th>
<th>Rule Source</th>
<th>Billing Data Grouping Type</th>
<th>Billing for Non Covered Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present</td>
<td>15</td>
<td>30</td>
<td>2</td>
<td>Unit Data History</td>
<td>Group Per Continues Option</td>
<td>No Billing Data</td>
</tr>
<tr>
<td>Therapeutic Leave</td>
<td>60</td>
<td></td>
<td>2</td>
<td>Unit Data History</td>
<td>Group Per Continues Option</td>
<td>No Billing Data</td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries

2. Create **Attendance Type** with ‘No’ selected for *Use Time In/Out* and ‘Use Leave Rule’ selected under the Advanced section. Attendance will have Present, Therapeutic Leave, Hospital and Non-Billable (Discharge Date or other Medicaid Facility -LTC, Psych, etc) as Attendance Options.
Institutional Claim Template

Create a Institutional Claim Template for the individual. Select the Billing Provider with Entity Type ‘Non Person’ as the ‘Billing Provider’ and ‘Pay-to Provider’. Select the Billing Provider with Entity Type ‘Person’ as the ‘Attending Provider’.
Trading Partner

1. Provider may be required to complete an **EDI Trading Partner Exchange Agreement** to identify Therap Services as an Authorized Billing Agent for each NPI used for Claims with the Payer.

Example of an EDI Trading Partner Exchange Agreement for Vaya Health MCO is given below:

- **For ALLIANCE - 23071 (Prof & Inst):**
  - Claim submission is automated.
  - No Trading Partner information is needed for enrollment.
  - Provider retrieves 835 Files on Alliance AlphaMCS Portal.
- **For Cardinal Innovations Healthcare - 06607 (Prof & Inst):**
  - Provider uses a sFTP claim file Upload method.
  - Provider Trading Partner information is needed.
  - Provider retrieves their 835 Files on Cardinal Portal Account.
- **For Eastpointe - 08044 (Prof):**
  - Claim submission is automated.
  - No Trading Partner information is needed.
  - Provider retrieves their 835 Files on Eastpointe’s AlphaMCS Portal.
- **For Partners BHM - 13141 (Prof & Inst):**
Claims submission is automated.
Provider Trading Partner information is needed.
Provider retrieves 835 Files on Partners AlphaMCS Portal.

- **For Sandhills - SHC30 (Prof & Inst):**
  - Claim submission is automated. Test file was emailed on 11/2/17, status email sent on 11/14/17 (Submission information is forthcoming).

- **For Trillium - 43071:**
  - Provider uses a sFTP claim automated Upload method.
  - Provider Trading Partner information is needed.
  - Provider retrieves 835 Trillium Portal.

- **For Vaya Health - 13010 (Prof & Inst):**
  - Claim submission is automated.
  - No Trading Partner information is needed.
  - Provider retrieves 835 Files on Vaya AlphaMCS Portal.

2. **Cardinal Innovations** and **Trillium MCO's**, all will require linking the provider's Trading Partner Account number to the Payer.

3. Add the Trading Partner number in the **ID Number**, **Interchange Sender ID**, **App Sender Code** fields and enter your agency **Contact Information**.