LTC User Guide for General Information, Online Portal Basics, and Program Resources
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Learning Objectives

After reading this Long Term Care (LTC) User Guide, you will be able to:

• Understand the Medicaid team roles.
• Identify National Provider Identifier (NPI) requirements.
• Obtain an LTC Online Portal administrator account.
• Understand basic LTC Online Portal features.
• Understand how to properly request prior authorization for nonemergency ambulance transport.
• Recognize how to prevent Medicaid waste, abuse, and fraud.
• Understand that complying with Health Insurance Portability and Accountability Act (HIPAA) is YOUR responsibility. You should seek legal representation when needed, and consult the manuals or speak to your Texas Medicaid & Healthcare Partnership (TMHP) Provider Representative when you have questions.
• Identify additional resources to assist you.
Medicaid Team

The following groups and individuals make up the Medicaid Team. Together, they make it possible to deliver Medicaid services to Texans.

- **Centers for Medicare & Medicaid Services (CMS)** – The agency in the Department of Health and Human Services that is responsible for federal administration of the Medicare, Medicaid, and State Children’s Health Insurance Program (CHIP).

- **Individuals** – A person enrolled in a program. Individuals are those served by Texas Medicaid.

- **Managed Care Organization (MCO)** – State-contracted entity that has been given delegated authority to provide acute and long-term services to support enrolled managed care members.

- **Program Provider** – An entity that provides services under a contract with Texas Health and Human Services (HHS). Program provider is the preferred term for “provider agency.” Program providers are the crucial players in a quality health-care program. The focus is on providing the best care possible while being reimbursed for allowed services rendered.

- **Texas Health and Human Services (HHS)** – Provides administrative oversight of Texas health and human services programs including: the Medicaid acute care program, Children’s Health Insurance Plan (CHIP), State of Texas Access Reform (STAR), State of Texas Access Reform PLUS (STAR+PLUS), long-term services and support to older persons and individuals with physical, intellectual, and developmental disabilities. Also regulates providers of long-term services and supports, and administers the state’s guardianship program and provides direct administration of some programs. Texas HHS’s Office of Eligibility Services (OES) determines eligibility for Medicaid.

- **Texas Medicaid & Healthcare Partnership (TMHP)** – Contracted by the state as the claims administrator to process claims for providers under traditional Medicaid. TMHP processes and approves claims for traditional Long Term Care (LTC). TMHP does not pay LTC claims; this is done by the comptroller. Responsibilities also include the following:
  - Determination of Medical Necessity (MN)
  - Provider Education
  - Provide timely processing of claims (except for services covered by the STAR+PLUS premium) and represents HHS at Fair Hearings
  - Produce provider procedure manuals - updated monthly, quarterly LTC Provider Bulletins, and Remittance and Status (R&S) Reports
  - Maintain the TMHP Call Center/Help Desk, Monday through Friday, 7:00 a.m.–7:00 p.m., Central Time, excluding holidays
  - Conduct training sessions for providers, which includes technical assistance on the TexMedConnect online application

- **Texas State Legislature** – The state legislature allocates budgetary dollars for Texas Medicaid.
National Provider Identifier (NPI)/Atypical Provider Identifier (API) Requirements

The Health Insurance Portability and Accountability Act (HIPAA) established the National Provider Identifier (NPI) as the 10-digit standard unique identifier for health-care providers and requires covered health-care providers, clearinghouses, and health plans to use this identifier in HIPAA-covered transactions.

NPI is required on all claims submitted electronically, through third party software, or through TexMedConnect. On the LTC Online Portal, NPI is used for security purposes, and links providers to their assessments so that only those associated with that NPI are viewable. Without an NPI, providers would not be able to locate their assessments on the LTC Online Portal.

Note: HHS Medically Dependant Children Program (MDCP) nurses are not required to apply for an NPI. They enter an Atypical Provider Identifier (API) which is assigned by the appropriate region. To view a map of the HHS Community Services regions, go to https://hhs.texas.gov/about-hhs/find-us/community-services-regional-contacts.

To obtain an NPI, go to https://nppes.cms.hhs.gov/NPPES.

NPI or API is required on claims and assessment submissions using the following methods:

- LTC Online Portal
- TexMedConnect
- Third party software vendor
The LTC Online Portal

Providers must use the LTC Online Portal to submit forms, screenings, evaluations, the LTCMI section of the MDS Assessment, and the 3071/3074 Hospice forms.

Benefits of Using the LTC Online Portal

- Web-based application.
- 24/7 system availability.
- TMHP provides LTC Online Portal technical support by telephone at 1-800-626-4117, Option 3, from 7:00 a.m.–7:00 p.m., Central Time, Monday through Friday–excluding holidays.
- Edits are in place to verify the validity of data entered.
- Provides error messages that must be resolved before submission.
- Providers have the ability to monitor the status of forms, assessments, screenings, and evaluations by using Form Status Inquiry (FSI) or Current Activity.
- Allows providers to submit additional information.

LTC Online Portal Security

To use the LTC Online Portal, providers must request access to the LTC Online Portal. Your facility may already have an account. You may need to contact your facility’s administrator for user access. An administrator account is required for LTC Online Portal access, but it is strongly recommended to have multiple administrator accounts, in case one administrator is unavailable.

The administrator account is the primary user account for a provider number.

The administrator account provides the ability to add/remove permissions (access to LTC Online Portal features) for other user accounts on the same provider number.

A user account can be created by an administrator. User account permissions and limitations are set by the holder of an administrator account. This allows administrators to set the level of access according to employees’ responsibilities.

If you already have either an administrator or user account, go to www.tmhp.com/Pages/LTC/ltc_home.aspx. Click the “Log In to LTC Online Portal” button.

Third-party vendors are allowed to submit the LTCMI section of an MDS assessment directly on the LTC Online Portal on behalf of a provider. Providers using a third-party software vendor are still required to obtain LTC Online Portal access for rights to submit the LTCMI section of the assessment. For questions related to this functionality, providers are directed to contact their third-party software vendors.
If you do not have an account, you can create one by following the steps below. To do so, you will need to have:

- **Provider number** - assigned by HHS when the provider signs the contract to provide Medicaid services.
- **Vendor number** - four-digit number assigned by HHS when the provider signs the contract to submit forms on the LTC Online Portal.
- **Vendor password** - providers must call the Electronic Data Interchange (EDI) Help Desk at **1-888-863-3638** to obtain their vendor password. Please note that it may take three to five business days to receive the password, which is randomly generated by TMHP.

### How to Create an LTC Online Portal Administrator Account

1. Go to [www.tmhp.com](http://www.tmhp.com).
2. Click “providers” in the green bar located at the top of the screen.
3. Click “Long Term Care” in the yellow bar.
4. Click “I would like to...” in the blue bar located at the top of the screen.
5. Click the **Activate my account** link.

6. From here you have a few options:

   a. If you are not currently a Texas Medicaid provider, you will be prompted to enroll in Texas Medicaid. To enroll as a Texas Medicaid Provider, visit the Doing Business with HHS section of the [HHS.texas.gov](http://HHS.texas.gov) website for more information.

   b. To create a new TMHP User Account with an existing provider/vendor account, click the **Create Account and link to a Nursing Facility/Waiver Program provider** link. This option will allow you to submit 3618s, 3619s, MDS, MDS Quarterly, MN/LOC, 8578s, Individual Movements, PASRR Level 1 Screenings, or PASRR Evaluations.

   c. To create a new TMHP User Account with an existing provider/vendor account, click the **Create Account and link to a Long Term Care** provider link. This option will allow you to view R&S Reports or Submit 3071s and 3074s on behalf of the Long Term Care provider.
7. Enter your Provider Number and then click the **Look-up** button.

8. To create a New Account, you will fill in all the required fields as indicated by the red dots.

9. Check the **I agree to these terms** box at the bottom of the screen under the General Terms and Conditions section, to indicate agreement. You won’t be able to agree to these terms until you have scrolled through all of the General Terms and Conditions.

10. In the I’m not a robot box, click the white check box on the left side of the screen. You will be required to authenticate your status before moving forward in the process.
11. Click the **Submit** button to create your account and link it to a Nursing Facility/Waiver provider. Click the **My Account** button to be directed to your account.

![Success!](image)

**Note:** The user name and password are used for future log ins to your account. Make a copy for your records

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### My Account

My Account is used to perform various maintenance activities for your account, such as: setting up user accounts, changing passwords, and other administrative tasks.

To access **My Account**:

1. Go to [www.tmhp.com](http://www.tmhp.com).
2. Click “providers” in the green bar located at the top of the screen.

![TMHP Home](image)

3. Click the “Log in to My Account” button in the blue bar located at the top right-hand side of the screen.

**Note:** You may be prompted to enter your LTC Online Portal User ID and password.
4. The “My Account” page will appear.

Log In to the LTC Online Portal

1. Go to [www.tmhp.com](http://www.tmhp.com).

2. Click “providers” in the green bar located at the top of the screen.

3. Click “Long Term Care” in the yellow bar.
4. Click the “Log In to LTC Online Portal” button.

5. Enter your User name and Password.

6. Click the “OK” button. After log in, Form Status Inquiry (FSI) will display by default:
LTC Online Portal Basics

Blue Navigational Bar Links

Portal features based on your security permissions can be found on the blue navigational bar located at the top of the portal screen.

Depending on your security permissions, the options found on the blue navigational bar may include: Submit Form, Search (with drop-down options Form Status Inquiry, Letters, Vendors), Worklist (with drop-down options for Current Activity and Drafts), Printable Forms, Alerts, and Help.

Home

The Home link in the light-blue navigational bar will take you to the Long Term Care Homepage.

Using the TMHP home page providers may:

- Access the LTC Online Portal.
- Access TexMedConnect.
- Submit a prior authorization.
- Access provider manuals and guides.
- Access bulletins and banner messages.
Submit Form

The Submit Form feature allows providers to submit forms.

To submit a form or screening:

1. Log in to the LTC Online Portal.
2. Click the Submit Form link located on the blue navigational bar.
3. Type of Form: Choose from the drop-down box. The type of forms available will vary depending on the user's security permissions.
4. If desired, enter additional information about an existing recipient. This will auto populate the form or screening with the recipient's demographical information (except gender).
5. Click the “Enter Form” button and the form will display for data entry.
6. Enter all required information as indicated by the red dots.
7. From here you have two choices:
   a. Click the “Save as Draft” button, in the yellow Form Actions bar, to save the form or screening until you are ready to submit. The form or screening does not have to be complete to save the draft.
   Or
   b. Click the “Submit Form” button, located at the bottom of the screen, to submit the form or screening.
**Form Status Inquiry (FSI)**

The FSI feature provides a query tool for monitoring the status of documents that have been successfully submitted. FSI allows you to retrieve submissions to:

- Research and review statuses.
- Retrieve a document.
- Provide additional information on certain documents.
- When allowed, make updates to a document.
- Export search results to Microsoft Excel®.

**Note:** FSI can retrieve information from the previous seven years. The search is based on the TMHP Received Date.

1. Click the **Search** link on the blue navigational bar.
2. Choose **Form Status Inquiry** from the drop-down menu.
3. Type of Form: Choose the appropriate document from the drop-down box.
   - This choice will determine the type of document that will display in the FSI results page. For example, if a provider chooses Type of Form: MDS 3.0: Minimum Data Set (Comprehensive), the results will only display MDS 3.0: Minimum Data Set (Comprehensive) assessments. No MDS 3.0 Quarterly assessments will display in the search results.
   - You may omit the Type of Form field if you are the original submitter and enter the Document Locator Number (DLN) of the document you need to retrieve. If you are not the original submitter, you must choose the Type of Form even if you enter a DLN.

4. Enter “To” and “From” Dates. These are required fields. Dates are searched against the TMHP Received Date (date of successful submission).

5. Searches can be performed by DLN only, by Form Type, or Across Form Types. For Form Type and Across Form Types searches, you can narrow results by entering specific criteria in the additional fields: “DLN,” “Last Name,” “First Name,” “SSN,” “Medicaid Number,” “Form Status,” “Purpose Code,” and “Reason for Assessment.”
   - The narrowing search criteria fields that display when performing a Form Status Inquiry will vary based on the Type of Form chosen.
   - Example: When performing a Form Status Inquiry on Type of Form 3618, 3619, 3071, or 3074, or on PL1 Screening Form or PE, the Purpose Code and Reason for Assessment fields will not display because they are only applicable when performing a Form Status Inquiry on MDS assessments.

6. Click the “Search” button, and the LTC Online Portal will return any matching submissions (records). Only 50 records will display at a time. To view the next set of records, you must choose another page from the Select a page drop-down box. You may also export the search results to Microsoft Excel results.
7. Click the **View Detail** link at the left of the DLN to display the details of the assessment.

## Current Activity

The Current Activity feature allows those with the proper permissions to view submitted documents for status changes that have occurred within the last 14 calendar days. After 14 days, the information is deleted, and you must utilize FSI to locate documents.

**Note:** *The initial Current Activity page will display a list of all vendor/provider numbers to which the user is linked.*

1. Click the **Worklist** link on the blue navigational bar.

2. Choose **Current Activity** from the drop-down menu.

3. Click the desired Vendor/Provider Number combination. This will display the Current Activity for that Vendor/Provider Number.
4. The results page will display document submissions and status changes that have occurred within the last 14 calendar days. The search results columns are:

- Document Locator Number (DLN)
- TMHP Received Date
- Medicaid Number
- Social Security Number (SSN)
- Medicare Number
- Name
- Status

5. The numbers in the first column are the DLNs associated with a the particular vendor number that was selected in step 1. Click the **DLN** link to display the details of the document you wish to view.

You may sort the Current Activity results by clicking the heading of any column: DLN, Received, Medicaid Number, Medicare Number, Name, or Status. The first time you click a heading, it is sorted in ascending order. By clicking the column heading a second time, the sort will change to descending order.

**Drafts**

Drafts are documents that have not been submitted on the LTC Online Portal but have been started and saved. Documents saved as drafts will not have a DLN. However, once submitted, a document will be assigned a DLN and will no longer be accessible under Drafts. Access to drafts is allowed for users within the same facility with security permissions of a Local Authority (LA) or a Nursing Facility.

When you save a document as a draft, it will be saved under the vendor number which you selected when you entered the document. Drafts are saved for 60 days and will then be deleted.

To access a saved draft:

1. Click the **Worklist** link on the blue navigational bar.
2. Choose **Drafts** from the drop-down menu.

![Drafts page](image)

**Note:** *The initial Drafts page will display a list of all vendor/provider numbers to which the user is linked.*

3. Click the appropriate vendor number hyperlink under Vendor Numbers. The Vendor/Provider number combinations show any documents associated with the Vendor/Provider number combination used to sign into the LTC Online Portal.

![Vendor Numbers](image)

4. A list of drafts saved for the selected vendor/provider number will display.

![Drafts list](image)
5. From here you have two choices:

   a. Click the Open link to open the draft to edit and submit.

      Or

   b. Click the Remove link to permanently delete the draft. If you choose the Remove link the following confirmation message will appear:

   › Click the “OK” button to delete the draft.

      Or

   › Click the “Cancel” button to keep the draft.

   **Note:** Once a draft has been deleted, it cannot be retrieved.

**Printable Forms**

The Printable Forms feature allows you to view, print, interactively fill out, or save some, but not all, documents to your desktop for your records. Documents saved to your desktop cannot be submitted to the LTC Online Portal, but can be printed. Each version of Adobe Acrobat® is different. Below are general instructions for printing the Portable Document Format (PDF). Please refer to your printer documentation and the help file for your version of Adobe Acrobat for exact instructions.

1. Click the **Printable Forms** link on the blue navigational bar.
2. Choose for example, PASRR Level 1 Screening by clicking the corresponding link.

3. A new window and application called Adobe Reader® will open and display the blank document in PDF.

**Note:** Once open, and depending on what type and version of Adobe is installed, you may be able to enter information into the document and save it to your desktop.

4. Click the “Print” icon located at the top left of the PDF document.

5. To print the entire document:
   a. Printer: Choose the appropriate printer name from the drop-down box.
   b. Print Range: Click the “All” radio button.
   c. Click the “OK” button.
6. To print only certain pages instead of the entire document:
   a. Printer: Choose the appropriate printer name from the drop-down box.
   b. Print Range: Click the “Pages” radio button.
   c. Enter the particular pages you want to print. (Example: entering 1-5 will print all pages 1 through 5; and if you enter 1, 3, 7 the printer will print only pages 1, 3, and 7.)
   d. Click the “OK” button.

Note: The print screen varies based on the version of Adobe you are using and the printer you have installed. Please refer to your printer’s manual and the Adobe Help Files for specific instructions.
Help

The Help feature at the far right on the blue navigational bar will display a Help page with links to online guides that will assist with questions you may have about the LTC Online Portal.

Help

Information regarding claims submissions via TexMedConnect can be found in the TexMedConnect User Guide. All user guides and manuals can be found on the TMHP website (www.tmhp.com).

The following are links to online guides to be used in conjunction with TMHP’s LTC Online Portal:

- **Long Term Care Nursing Facility/Hospice Workshop User Guide**
  The Long Term Care (LTC) Nursing Facility/Hospice Workshop User Guide provides step-by-step instructions for how to use the various features of the portal, each form type, when to submit the various forms and assessments and managing forms and assessments set to status “Provider Action Required”.

- **LTCHI - Nursing Facility 3.0 Instructions**
  The entry of 3.0 LTCHI (Long Term Care Medicaid Information) can ONLY occur after the submission of the Federal MDS 3.0 Assessments and retrieval on TMHP’s LTC Online Portal. This document covers only the LTCHI portion of the MDS 3.0 Assessments. All other 3.0 Assessment field information can be found on the Federal CMS website (www.cms.hhs.gov).

- **PASRR Screening Instructions**
  PASRR Level I Screening Form
  The PASRR Level I screening form is designed to identify persons who may have indicators of mental illness, intellectual disabilities, or developmental disabilities to determine if a PASRR Evaluation is required. The PASRR Level I Screening form must be completed and submitted in the Long Term Care Portal prior to a NF admission.

Yellow Form Actions Bar

Options found in the yellow Form Actions bar may include: Print, Use as template, Correct this form, Update Form, Add Note, Check MN on PE, Able to Serve the Individual, and Inactivate Form. Options will vary depending on your security, the type of document (e.g., PL1 Screening Form, PE, MDS assessment, or Form 3618, 3619, 3071, or 3074), as well as document status.

Print

The Print feature is applicable to all document types. Click the “Print” button to print completed documents.

Use as Template

The Use as template feature is only available for a PL1 Screening Form, as well as for Forms 3071, 3074, 3618, and 3619. It allows a provider to complete a new form or screening by using the information on a completed form or screening as a template. Various fields will auto populate; be sure to check for accuracy.

**Note:** Be careful not to confuse this feature with a similarly named feature in TexMedConnect.

Once you have found and are displaying the form or screening using FSI or Current Activity:

1. Click the “Use as template” button; the data in the document will be used to create a new document.
2. Enter data into remaining fields not auto populated.

3. From here you have two choices:
   a. Click the “Submit Form” button located at the bottom right of the screen, if you are ready to submit for processing.

   or

   b. Click the “Save as Draft” button located in the yellow Form Actions bar to save the document until you are ready to submit.

The Save as Draft button will only display in the yellow Form Actions bar in the following circumstances:

› If the provider is entering any form except for the MDS.
› If the provider is creating a new form or screening from a template of a previously submitted form or screening using the Use as template button.
› If the provider opens a draft form or assessment from the Drafts link.

4. To print the submitted document for your records, open the document and click the “Print” button located in the yellow Form Actions bar if you want a hard copy for your records.
Correct this form

The Correct this form feature is available for the LTCMI section of the MDS, as well as for Forms 3071, 3074, 3618, and 3619. Corrections are not allowed if a document is set to status **Form Inactivated, Invalid/Complete, SAS Request Pending, or Corrected**. Click the “Correct this form” button to correct a previously submitted LTCMI or form.

**Note:** The steps to correct a form or an LTCMI are covered in the “Corrections” section of this User Guide.

Add Note

The Add Note feature is available for every form except for Form 3071 and Form 3074.

Add Note, located in the yellow Form Actions bar, may be used to add additional information not captured at original submission, and is not used in system processing. Information is added to the History trail of the document, not to the document itself (e.g., not added to Comments in the LTCMI section of the assessment).

To add a note to a submitted document:

1. Locate the submission using FSI or Current Activity.
2. Click the “Add Note” button. A text box will open.
3. Enter additional information (up to 500 characters).
4. Click the “Save” button to save your note or “Cancel” button to erase your note, located under the text box.
Form Actions Available When Assessment is Set to Status Awaiting LTC Medicaid Information

Save LTCMI

The Save LTCMI feature allows providers to save the LTCMI section so that any entered LTCMI data is not lost until ready to submit. To save information entered onto an LTCMI, click the “Save LTCMI” button located in the yellow Form Actions bar. Once an LTCMI is saved, a message will display at the top of the screen with a date and time indicating that the LTCMI has been saved, and it will automatically unlock the assessment, allowing other users to access it. The assessment will remain in Awaiting LTC Medicaid Information status until it is successfully submitted. The assessment can then be accessed by all users who have the same vendor/provider number access as the person who originally saved the information by using FSI. The LTCMI will not be saved to Drafts.

Populate LTCMI

The Populate LTCMI feature allows providers to use an individual’s previously submitted assessment to populate information on a new LTCMI. However, it will only populate information from an assessment with the same vendor/provider number, and it will only populate information if the previous LTCMI was submitted within the last six months. The following error will be displayed if there is not a previous assessment available:

Two important reminders:

1. If information has been entered onto the LTCMI and saved prior to clicking the “Populate LTCMI” button, the Populate LTCMI button will not be available.

2. All information will populate into the current LTCMI except for fields S1e (Purpose Code), S1f (Missed Assessment or Prior Start Date), S1g (Missed Assessment or Prior End Date), and S10 (Comments).

To populate information on a new LTCMI, click the “Populate LTCMI” button located in the yellow Form Actions bar. Be sure to review the auto populated information for accuracy, and add any new information if needed. Once the LTCMI is complete and accurate, the provider may choose to save the information by clicking the “Save LTCMI” button, or the assessment may be submitted to TMHP by clicking the “Submit Form” button.
Other Basic Information

Required Fields

On the LTC Online Portal, red dots indicate required fields. Fields without red dots are optional.

Field Description

If you are uncertain as to what a certain field is for, you can hover over the field with your mouse pointer and a description of the field will display.
History Trail

Every document will have a History trail of statuses. After opening a form or assessment, scroll to the bottom. The History trail will display a list of every processing status that has been held by the document along with any appropriate details. Any notes added by the provider or any comments from TMHP or HHS will also be located in the History trail.

![History Trail Example](image)

UnLock Form

Upon opening, the document becomes automatically locked by the viewer and will remain locked for 20 minutes if there is no activity or until the viewer clicks the “UnLock Form” button. The UnLock Form button will unlock the document so that a different user can make changes. If a document is locked, others will not be able to make changes or add additional information. You may be asked to unlock a document if you are seeking assistance from TMHP or HHS.

To unlock a document, click the “UnLock Form” button located at the top right corner of the screen.
Error Messages

Upon submission, if required information is missing or information is invalid, error message(s) will display and you will not be able to continue to the next step until resolved. You may need to scroll to the top of the screen since any error message(s) will be displayed at the top. You may click the error message hyperlink to automatically go to the field(s) containing the error.

The following errors must be fixed before the form will submit:

- **Other Type of Entity is a required field.**
- **Current Location Name is a required field.**
- **Current Location Street Address is a required field.**
- **Current Location City is a required field.**
- **Current Location State is required field.**
- **Current Location ZIP Code is a required field.**
- **Current Location Phone Number is a required field.**
- **Date of Last Physical Examination is a required field.**
- **Certification of Signature is a required field.**
- **Referring Entity Signature Date is a required field.**

If the document was not submitted successfully, a submission error message will appear and the document will not move forward in the workflow. However, some error messages are simply warning messages and do allow the document to proceed in the workflow.

The error message you may receive upon submission will be specific to the error that caused it, and will be fairly self-explanatory as to how to correct the error. Unlike field validation error messages, submission errors are not hyperlinked.

The following errors must be fixed before the form will submit:

- **Other Type of Entity is a required field.**
- **Current Location Name is a required field.**
- **Current Location Street Address is a required field.**

Warning Messages

Certain error messages are simply warning messages and do allow the document to proceed in the workflow by selecting OK. Examples include:

“Requests for CMWC/DME specialized services must be initiated within 30 calendar days of IDT date per §19.2704.”

The following warnings were identified:

- Requests for CMWC/DME specialized services must be initiated within 30 calendar days of IDT date per §19.2704.

Click ‘OK’ to continue with submission or ‘Cancel’ to return to the form.
"IDT not found."

**Entering Dates**

To enter dates, you have the option to click on the calendar icon next to any of the date fields to activate the dynamic calendar. Choose the date desired. Or, you may enter in the date using the mm/dd/yyyy format.

**Timeout**

The LTC Online Portal will timeout after 20 minutes of no activity. Any information that has been entered will be lost. To prevent this timeout from occurring when completing the “Section LTCMI” tab of an MDS assessment, complete and submit within 20 minutes or click on a different tab (e.g., Section A) to reset the timer, then click the “Section LTCMI” tab to return to and complete the LTCMI.
Provider Workflow Process

Provider workflow allows providers to independently manage their documents when errors in the system’s processing occur. The system sends the form and assessment information to HHS and updates the MESAV. The functionality of provider workflow allows providers to directly manage their rejections, which occurred during the nightly processing. The benefit to this process is shorter time in resolution.

In summary, documents are sent to the provider workflow if they are set to status Provider Action Required.

Documents reach this status if:

- The form or assessment has not been successfully processed.
- An error occurred during the nightly batch processing.

Note: Rejection error messages can be found within the form and assessment History trail. Ownership for resolution belongs to the provider.

The provider workflow is the responsibility of the provider to monitor and manage. On the NFSS form, the NF will need to monitor the Provider Action Required status of an individual PTID within a DLN (form). Documents end up in the provider workflow as a result of the system discovering an error while attempting to process the form or assessment. System processing errors, including rejection messages, are found within the Form or PTID History trail when the form or PTID is set to status Provider Action Required. Once a form or PTID is set to status Provider Action Required, provider action is required before processing on that particular form or PTID continues.

Type of Forms being sent to the provider workflow include: 3618, 3619, NFSS (PTID), MDS 3.0, and MDSQTR 3.0.

Finding Documents Set to Status Provider Action Required

Using FSI

To find the items in your provider workflow (i.e., those items with system processing errors to be resolved by the provider):

1. Click the Search link on the blue navigational bar.
2. Choose **Form Status Inquiry** link from the drop-down menu.

3. Type of form: Choose **Type of Form** (e.g., 3618) from the drop-down box.

**Note:** Form 3618 or 3619, MDS 3.0: Minimum Data Set (Comprehensive), MDSQTR 3.0: Minimum Data Set (Quarterly), and NFSS: Authorization Request for PASRR NF Specialized Services “Type of Form” in the drop-down box could result in status **Provider Action Required**. Therefore, each of these “Type of Form” options must be reviewed individually. These examples will include Form 3618 and the NFSS form. Providers will need to review all the other applicable Type of Forms as well.

4. Enter the “From Date” and “To Date” range in the fields allocated.

5. Form Status: Choose **Provider Action Required** from the drop-down box.

6. Click the “Search” button found on the bottom right of the screen to submit the Inquiry.
7. Those 3618 forms with status **Provider Action Required** will display.

**Note:** For confidentiality purposes, the form details (Medicaid #, etc.) have been hidden in this document.

8. Click the **View Detail** link to open the form.

9. Scroll to the bottom of the page to view the History trail.

10. Find **Provider Action Required** status on the far left. It should be the last line in the History trail.

11. Find the rejection message in the white line just below the “Provider Action Required.”
12. Perform the necessary research to resolve the error. See the provider workflow rejection messages in the “Provider Workflow Rejection Messages” section of this User Guide for more information.

13. Depending on the provider research, providers have one of three options to move the form or assessment out of the provider workflow. Based on the reason for rejection, there are situations where the Provider Action is to contact HHS Provider Claims Services.

- **Correct this form.** Correct this form allows providers to submit a correction. The original form or assessment with status **Provider Action Required** will be set to status **Corrected** and will have a parent DLN to the new/child form. The new form or assessment replaces the original form or assessment. Review the correctable fields covered in the “Form 3618 and 3619 Corrections” section of this User Guide to know when to choose correct vs. inactivate. Remember, correcting an LTCMI to include a Purpose Code E or M will void any prior service dates and change the MDS to be valid for the start to end date only. If payment has been made, recoupment will occur.

- **Inactivate Form.** Inactivate Form will inactivate the form. Forms will set to status **Form Inactivated** and cannot be corrected or re-submitted. An example of when this Inactivate Form button would be used is when the provider research indicates the form being submitted is a duplicate.

- **Resubmit Form.** Resubmit Form will set the form or assessment status to **SAS Request Pending.** The form or assessment will process during the nightly batch processing. Check the status of the form or assessment within two to four days to determine if the form or assessment processed successfully. Status will be set to **Processed/Complete** if successfully processed.

14. If the provider clicks the “Correct this form” button, a parent/child DLN relationship will be created.
15. If the provider clicks the “Inactivate Form” button, the provider will receive the following confirmation window. From here you have two choices:

a. Click the “OK” button to inactivate and the form or assessment status will be set to status **Form Inactivated**.

or

b. Click the “Cancel” button to cancel the Inactivation request keeping the form or assessment set to status **Provider Action Required**.

16. If the provider clicks the “Resubmit Form” button, the following screen will appear allowing the provider to add any comments.

There is an option to select “2-System” or “1-ProviderFacing.”

– **2-System**: will allow comments entered by the provider to be seen only by internal state staff. The comments will not be seen by the provider.

– **1-ProviderFacing**: will allow comments entered to be seen by both state staff and the provider.

In either case, the comments will be seen in the History trail of the form or assessment and are for informational purposes only. These comments will NOT be used in the system processing of the forms.
The provider may choose to enter comments. Entering comments is optional.

a. Click the “Cancel” button to cancel the request keeping the form or assessment set to status **Provider Action Required**.

or

b. Click the “Change Status” button; form or assessment is then set to status **SAS Request Pending**.

17. Once one of the actions have been completed—Correct this form, Inactivate form, or Resubmit Form—the status of the form or assessment will no longer be set to status **Provider Action Required**. Processing will continue based upon action chosen.

18. The provider should repeat all the steps for each particular “Type of Form” until there are no more results found. Our example was using Form 3618.

**NFSS Form Example:**

1. Click the **Search** link on the blue navigational bar.

2. Choose **Form Status Inquiry** link from the drop-down menu.

3. Type of form: Choose **Type of Form** (e.g., NFSS: Authorization Request for PASRR NF Specialized Services) from the drop-down box.

4. Enter the “From Date” and “To Date” range in the fields allocated.

5. Form Status: Choose **Provider Action Required** from the drop-down box.

6. Click the “Search” button found on the bottom right of the screen to submit the Inquiry.
7. Those NFSS forms with a PTID in status *Provider Action Required* will display.

8. Click the **View Detail** link to open the form.

9. Select the “Auth Summary” tab and locate the PTID in PAR.

10. Go to the applicable tab, which for this example is Gait Trainer, and scroll down to the “Authorization” section.
11. Select “Submit to SAS” from the Action drop-down menu.

12. Make the change to the “Therapist’s Certification Date” (for DMEs/CMWC) or “Date of Assessment” (for Assessments) and then select “Confirm”.

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Upon receipt of the DME, the authorizing therapist must verify that the DME meets the needs of the individual and that the specifications are as intended in accordance with HHSC rules and policies. This section to be filled out for each item requested and received.

**Therapist Certification of Delivered Gait Trainer**
By signing the attachment, the therapist is certifying that the DME meets the needs of the individual and that the specifications are as intended in accordance with HHSC rules and policies. An attachment must be completed for each item requested and received.

**NF Administrator Certification of Delivered Gait Trainer**
By signing the attachment, the NF Administrator is attesting that the DME has been delivered as prescribed in the assessment to an individual who is a resident in the facility.
13. Enter text to be added to the PTID history and select “Change Status.”

14. The updated status will display in the PTID History.

**Note:** Don’t forget, there are several “Type of Forms” that can end up in the provider workflow: Form 3618 or 3619, MDS 3.0: Minimum Data Set (Comprehensive), MDSQTR 3.0: Minimum Data Set (Quarterly), and NFSS: Authorization Request for PASRR NF Specialized Services (PTID statuses). Once one “Type of Form” is chosen with “No Results Found,” continue with the next “Type of Form” repeating all the steps to clear those set to status **Provider Action Required**.

**Using Current Activity**

An alternate method for working documents recently set to status **Provider Action Required** is to use Current Activity.

Current Activity will show all documents that have been set to a different status in the last 14 calendar days. Once the form or assessment has been set to status **Provider Action Required** for over 14 calendar days, it must be located using Form Status Inquiry.

Once a form or assessment is being considered for **Provider Action Required**, you may want to perform a resident search to see if the resident has any other forms or assessments are set to status **Provider Action Required**.

Current Activity is in the blue navigational bar next to Form Status Inquiry.
Provider Workflow Rejection Messages

Below are the rejection messages providers will receive as a result of an error occurring during the nightly batch processing. The messages are in order of message number.

The table contains three columns:

1. **Provider Message.** This is the system message that will be displayed in form and assessment History trail.

2. **Form/Assessment.** What form and assessment can receive this message? Some messages only apply to certain types of assessments. When only specific types are affected, they are shown. Otherwise, MDS would indicate all types.
   - Admission assessment: A0310A=01.
   - Annual assessment: A0310A=03.
   - Significant change in status assessment: A0310A=04.
   - Significant correction to prior comprehensive assessment: A0310A=05.
   - Quarterly review assessment: A0310A=02.
   - Significant correction to prior quarterly assessment: A0310A=06.

3. **Suggested Action.** The messages and suggested action button is written assuming that the rejected form or assessment is correct in Form Type, Transaction, and Date of Above Transaction. First, verify that the rejected form is a valid submission. If the Form Type or Transaction is incorrect, submit an inactivation of that form and submit the correct type or transaction. If the Date of Above Transaction is incorrect, submit a correction for the correct date and resolve any missing form issues. If the MDS Reason for Assessment is incorrect or the MDS is invalid, submit an inactivation to CMS. If the Entry Date (MDS 3.0 field A1600) submitted is incorrect, submit a modification to CMS in accordance with the *RAI User's Manual*.

**General Instructions**

1. Review the effective date on the form or assessment to ensure it is correct. For Forms 3618 and 3619, the effective date is the Date of Above Transaction. For Minimum Data Set (MDS) Admission assessments, the effective date is A1600. Entry Date. For all other MDS assessments, the effective date is Z0500B. Date RN Assessment Coordinator signed assessment as complete. For NFSS forms, the effective date of a PTID is the Date of Assessment (for Assessments) or the Therapist’s Certification Date (for DMEs/CMWC item PTIDs).
   - If the effective date is incorrect, take the appropriate action to correct the form or assessment.
     - Form 3618 or 3619: Correct the form on the LTC Online Portal and submit changes.
     - MDS: Correct the assessment by following the guidelines in the *RAI User's Manual* and submit the modified MDS to the federal CMS database, then complete the LTCMI section on the LTC Online Portal.
     - NFSS Form: Correct the effective date by viewing the Auth Summary page to determine which of the PTIDs has the PAR status, then clicking on the appropriate tab, scrolling to the Authorization section on that tab, selecting the ‘Submit to SAS’ option in the Action field, making the change to the Date of Assessment (for Assessments) or Therapist Certification Date (for DMEs/CMWC).
   - If the effective date is correct, continue to step 2.

2. If a Form 3619 (admission or discharge) is rejected, and the Date of Above Transaction is prior to the most recent Service Authorization begin date on the recipient’s MESAV, contact HHS LTC Provider Claims Services to request manual processing.
3. If the steps above do not resolve the error message, continue on to the Specific Instructions section for the specific Provider Message displayed in the History trail of the form or assessment and its Suggested Action to correct the error.

## Specific Instructions

<table>
<thead>
<tr>
<th>Provider Message (Displayed in History)</th>
<th>Form/Assessment</th>
<th>Suggested Action</th>
</tr>
</thead>
</table>
| GN-9101 – GN-9105: This form cannot be processed because the individual’s Applied Income is not available to the authorization system. Contact the HHS Eligibility Worker to update the individual’s Applied Income. Once the Applied Income has been updated, this form can be resubmitted. | 3618, 3619, MDS, NFSS | The recipient’s applied income is not available to the authorization system.  
• Pull a MESAV for the recipient covering the date requested on the form or assessment.  
  Note: If the recipient does not already have Service Authorizations for your contract, this information will not be available on the MESAV.  
• If the MESAV does not show an Applied Income for the dates of the form or assessment, contact the Texas Health and Human Services Commission (HHS) Eligibility Worker to update the Applied Income records.  
  – Once the Applied Income has been updated, resubmit the rejected form or assessment. If the recipient is already established in your facility, you may monitor the MESAV for updated Applied Income.  
• If the MESAV does show an Applied Income for the dates of the form or assessment, resubmit the rejected form or assessment. |
| GN-9106: This form cannot be processed because HHS does not have Long Term Care Financial Eligibility for this individual and timeframe. Contact the HHS Eligibility Worker or SSI office. | 3618, 3619, MDS, NFSS | The recipient’s Medicaid eligibility is not available to the authorization system.  
• Pull a MESAV for the recipient covering the date requested on the form or assessment.  
  Note: If the recipient does not already have Service Authorizations for your contract, this information will not be available on the MESAV.  
• If the MESAV does not show Long Term Care Financial Eligibility for the dates of the form or assessment, contact the HHS Eligibility Worker or Supplemental Security Income (SSI) office to update the Financial Eligibility records.  
  – Once the Financial Eligibility has been updated, resubmit the rejected form or assessment. If the recipient is already established in your facility, you may monitor the MESAV for updated Financial Eligibility.  
• If the MESAV does show Financial Eligibility for the dates of the form or assessment, resubmit the rejected form or assessment. |
| GN-9248: This form cannot be processed due to one or more invalid Diagnosis Codes. Correct the Diagnosis Codes and resubmit. | MDS, NFSS | The submitted Primary International Classification of Diseases (ICD) Diagnosis Code is not valid.  
• Modify the Primary Diagnosis Code on the LTCMI section as needed and resubmit the rejected assessment.  
• If the Primary Diagnosis Code on the LTCMI section is valid, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance. |
<table>
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| GN-9254: This form cannot be processed because the provider is not authorized to provide services on the effective date of the form. Correct the effective date as needed. For 3619 admissions, resubmit once the Medicare contract is effective in the system. | All | The provider’s contract is either not in effect as of the effective date of the form or assessment, or the provider is not authorized to bill for the type of services covered by the form or assessment.  
  • Review the facility contract to determine if the contract is in effect and authorizes the type of services covered by the form or assessment.  
  • If the effective date of the form or assessment is wrong, modify the form or assessment and resubmit the rejected form or assessment.  
  • If the contract is not yet in effect, resubmit the rejected form or assessment once the service code is effective in the system. For 3619 admissions, resubmit the rejected form once the Medicare contract is effective in the system. |
| NF-0001: This form cannot be processed because the individual’s Applied Income is not available to the authorization system. Contact the HHS Eligibility Worker to update the individual’s Applied Income. Once the Applied Income has been updated, this form can be resubmitted. | MDS, 3619 (Admit) | The recipient’s Applied Income is not available to the authorization system.  
  • Pull a MESA for the recipient covering the date requested on the form or assessment.  
  *Note: If the recipient does not already have Service Authorizations for your contract, this information will not be available on the MESA.*  
  • If the MESA does not show an Applied Income for the dates of the form or assessment, contact the HHS Eligibility Worker to update the Applied Income records.  
  – Once the Applied Income has been updated, resubmit the rejected form or assessment. If the recipient is already established in your facility, you may monitor the MESA for updated Applied Income.  
  • If the MESA does show an Applied Income for the dates of the form or assessment, resubmit the rejected form or assessment. |
| NF-0002: This assessment cannot be processed because there is no gap in the Level records for this individual, for the Purpose Code timeframe on the assessment. | MDS (Admit, Annual, Quarterly) | There is no gap in Level records for the resident during the Purpose Code timeframe.  
  • Pull a MESA for the Purpose Code timeframe requested on this assessment, and determine if the dates are reflected in the Level section of the resident’s MESA. Validate whether a gap in coverage exists.  
  • If there is a Level record with valid continuous coverage on file, a Purpose Code is not needed. Inactivate the assessment on the federal CMS database.  
  • If the expected gap is not reflected on the Level record, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance.  
  • If the Purpose Code dates are wrong, modify the Purpose Code dates on the LTCMI and resubmit the rejected assessment. |
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<tbody>
<tr>
<td>NF-0003: This assessment cannot be processed because the individual does not have 3 month prior Medicaid or SSI eligibility. Contact the HHS Eligibility Worker or SSI office.</td>
<td>MDS (Admit, Annual, Quarterly)</td>
<td>There is no “3 month prior Nursing Facility” or “prior month SSI” eligibility for the resident during the Purpose Code timeframe. One of these two specific “flavors” of eligibility is required to process an assessment with Purpose Code M. • Pull a MESAV for the Purpose Code timeframe requested on this assessment, and determine if a Level record is needed for the dates requested on the LTCMI. If a Level record is needed, continue with the steps below. If not, inactivate the MDS. • Determine if the MESAV reflects either Prior Coverage (P) or Type Program 11 in the Medicaid section of the MESAV for the dates requested on the LTCMI. • If the Prior Coverage (P) or Type Program 11 verified through the resident’s MESAV matches the dates requested on the LTCMI, resubmit the rejected assessment. • If the Prior Coverage (P) or Type Program 11 dates on the recipient’s MESAV differ from the dates requested on the LTCMI, modify the dates on the LTCMI and resubmit the rejected assessment. • If the resident’s MESAV does not reflect Prior Coverage (P) or Type Program 11 eligibility for the period requested, contact the HHS Eligibility Worker or SSI office. If the resident is ineligible, change the purpose code to “E,” if a Level record is needed.</td>
</tr>
<tr>
<td>NF-0004: This assessment cannot be processed because the individual does not have a corresponding Nursing Facility admission (missing 3618/3619). Verify that the admission 3618/3619 has been processed.</td>
<td>MDS</td>
<td>There is no 3618/3619 admission for the resident that covers one or more days of the assessment period (If the resident is a Hospice resident, a Hospice provider number should be entered on the LTCMI). • Review the facility’s records to determine whether the resident is considered Medicare or Medicaid and what is the admission date to your facility. • Review the LTC Online Portal to determine the status of the admission (3618/3619). • If the 3618/3619 is not processed, determine why the form rejected. Correct the current 3618/3619 admission, or inactivate the rejected form and submit a new 3618/3619 admission. • If the 3618/3619 is processed, compare the processed date to the rejection date of the MDS. If the admission was processed after the MDS rejected, resubmit the rejected MDS. • If a 3618/3619 admission has not been submitted because the resident is Hospice, review the LTCMI to verify that a Hospice provider number has been entered. If not, modify the LTCMI on the LTC Online Portal to include the Hospice provider number. • If the processed date on the admission is prior to the MDS rejection, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance.</td>
</tr>
<tr>
<td>NF-0008: This assessment cannot be processed because an assessment with the same effective date but different Reason for Assessment has already been processed. Continue to submit assessments based on the individual’s MDS assessment schedule.</td>
<td>MDS (Quarterly)</td>
<td>An assessment with the same effective date and a different Assessment Reason is already on file. A Quarterly assessment cannot replace it. • Verify if the MDS Assessment Complete Date on the rejected assessment is correct. If not, submit a modification to the federal CMS database to correct it. • If the MDS Assessment Completion Date is correct, determine which Reason for Assessment is appropriate and inactivate the other MDS. • If the processed assessment is inactivated, the rejected assessment can be resubmitted once the inactivation is processed. If the rejected assessment is inactivated, no further actions are needed.</td>
</tr>
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<td>Provider Message (Displayed in History)</td>
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</table>
| NF-0010: This assessment cannot be processed because an assessment with the same effective date has already been processed and is not a Quarterly Review Assessment. Continue to submit assessments based on the individual’s MDS assessment schedule. | MDS (Significant Correction to a Prior Quarterly) | An assessment other than a Quarterly with the same effective date is already on file. A Significant Correction to a Prior Quarterly cannot replace it.  
• Verify if the MDS Assessment Completion Date on the rejected assessment is correct. If not, submit a modification to the federal CMS database to correct it.  
• If the MDS Assessment Complete Date is correct, determine which Reason for Assessment is appropriate and inactivate the other MDS. If the processed assessment is inactivated, the rejected assessment can be resubmitted once the inactivation is processed. If the rejected assessment is inactivated, no further actions are needed. |
| NF-0011: This admission cannot be processed because you have reached the limit of Swing Bed days for this individual for a 12 month period. Submit an admission if the individual becomes eligible to receive additional Swing Bed services. | 3618 (Admit) | The provider has reached the limit of Swing Bed days allowed for the recipient during a 12-month period.  
• Medicaid Swing Bed services are limited to 30 days per stay. Verify dates and, if the submitted date is wrong, correct the rejected admission and resubmit. |
| NF-0012: This form cannot be processed because the individual is currently in Hospice. If the individual is no longer enrolled in the Hospice program, contact the Hospice provider and request that they discharge the individual from the program. Once the Hospice discharge is processed, resubmit your form. If the individual is a Hospice recipient, inactivate your form. | 3618, 3619 | The recipient has a Service Authorization for Hospice as of the effective date of the submitted form.  
• Review the facility’s records to determine if the recipient is Hospice.  
• If the recipient is Hospice, inactivate the Nursing Facility form.  
  Note: 3618/3619s should not be submitted on Hospice recipients.  
• If the recipient has requested to terminate the Hospice program, contact the Hospice provider and request that the provider submit a discharge Form 3071.  
  – If the Form 3071 has already been submitted, allow 10 days for processing before resubmitting the rejected admission.  
  Note: If the form rejects again, the Hospice provider needs to follow up with HHS LTC Provider Claims Services.  
  – If the Form 3071 has not yet been submitted, allow the time requested by the Hospice provider for processing of the Hospice discharge before resubmitting the rejected admission. |
| NF-0013: This admission cannot be processed because it is effective during a Service Authorization for a different provider. Correct the admission date or contact the other provider to determine proper dates. | 3618 (Admit) | The recipient has a Service Authorization for a different facility (processed admission and discharge for a different provider cover the submitted admission date).  
• Contact the prior facility to request that a correcting discharge be submitted for their discharge. If the other facility’s discharge is incorrect, allow seven days for processing time and resubmit the rejected admission.  
• If the recipient was in the other provider’s facility before and after being in your facility, the other facility must submit a retroactive discharge and admission creating a gap during which the recipient was in your facility. An admission and discharge pair will also need to process for your facility to fill the gap. Two pairs will need to be processed. Coordinate with the other facility. |
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| NF-0014: This admission cannot be processed because an earlier admission into your facility has already been processed. Verify the discharges and admissions for this individual and submit the missing discharge. Resubmit this admission once the previous discharge is submitted. | 3618 (Admit) | The recipient has a Service Authorization for the same facility (processed admission for the same provider covers the submitted admission date).  
• Review the recipient’s records to find the discharge date between the begin date of the current Service Authorization and this admission form.  
• Pull a MESAV to verify the begin date of the most recent Service Authorization.  
• Determine through the LTC Online Portal whether that discharge form has been submitted or not. Correct the discharge if it was rejected, or submit a discharge, if it was missing.  
• Resubmit the rejected admission. |
| NF-0017: This admission cannot be processed because a later admission has already been processed. This admission occurs in the past and must be one of a pair, which will create a separate Service Authorization. If the discharge following this admission is missing or rejected, both forms must be submitted on the same day. | 3618/3619 (Admit) | A later admission is already in the recipient’s file. This admission will have to be submitted with a matching discharge to process as a retroactive pair.  
• Review the facility’s records to determine which discharge follows this admission.  
• Pull a MESAV and review the Service Authorizations to see if a gap exists for the period that will be created by the admission and discharge pair.  
• If a gap exists, resubmit the rejected admission, then submit the following discharge. Both forms must be submitted on the same day. The system will process both forms as a pair.  
• If a gap does not exist, review the facility’s records to determine if a discharge prior to the rejected admission is reflected on the recipient’s MESAV.  
  – If the discharge is not reflected on the recipient’s MESAV, submit the missing or rejected discharge, followed by the admission and discharge pair.  
  – If the discharge is reflected on the recipient’s MESAV, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance. |
| NF-0018: This discharge cannot be processed because the individual is currently admitted to Medicare Part A Coinsurance and does not have a corresponding Nursing Facility admission (missing 3618). Verify that the admission 3618 has been processed. | 3618 (Discharge) | The recipient has a Service Authorization for Medicare Part A Coinsurance as of the submitted discharge date.  
• Review the facility’s records to determine which admission is prior to this discharge.  
• Pull a MESAV and review the Service Authorizations to determine if Coinsurance is authorized for your facility. If so, submit a 3619 discharge to close the Coinsurance.  
• Review the LTC Online Portal to determine the status of the prior 3618 admission. If it is rejected, verify if the issue still exists and take the necessary actions to process the admission.  
• Once the admission has been processed, resubmit the rejected discharge.  
• If the rejected discharge is reflected on the recipient’s MESAV, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance. |
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| NF-0019: This discharge cannot be processed because the individual is not admitted into your facility. If an admission prior to this discharge is rejected, the rejected admission must be processed first. This discharge can then be resubmitted. | 3618 (Discharge) | This admission and discharge pair is either retroactive to the current authorizations or the recipient is currently authorized at a prior facility.  
• Review the facility records to identify the admission prior to this discharge.  
• If the pair is retroactive, the admission and discharge must be submitted at the same time. A gap in the Service Authorizations must exist for this time period to fill. If the recipient has been in your facility previously, you may be able confirm this gap by pulling a MESAV and verifying dates.  
• If the prior admission form was rejected, correct that form and resubmit. The admission must be processed before the discharge can process.  
• If the prior admission form is missing, submit that missing form, then resubmit the rejected discharge. |
| NF-0020: This discharge cannot be processed because a later discharge has already been processed. This discharge appears to be one of a retroactive pair. If an admission after this discharge is missing or rejected, resubmit the admission and this discharge on the same day. | 3618 (Discharge) | This discharge is part of a retroactive pair.  
• Review the facility records to identify the admission prior to this discharge.  
• Pull a MESAV and review the Service Authorizations. The discharge and admission should split one of the authorizations when these forms process.  
• The discharge and admission pair must be submitted at the same time.  
• If the form is not part of a pair, it should be a correcting discharge, not a new discharge. Inactivate the rejected discharge and correct the transaction date of the later discharge. |
| NF-0021: This discharge cannot be processed because a later admission to another provider has already been processed. This discharge appears to be one of a retroactive pair. If an admission prior to this discharge is missing or rejected, resubmit the admission and this discharge on the same day. | 3618 (Discharge) | This discharge is part of a retroactive pair.  
• Review the facility records to identify the admission prior to this discharge.  
• Pull a MESAV and review the Service Authorizations. There should be no other authorization during the admission and discharge timeframe when these forms process.  
• The admission and discharge pair must be submitted at the same time.  
• If the form is not part of a pair, it should be a correcting discharge, not a new discharge. Inactivate the rejected discharge and correct the transaction date of the earlier discharge. |
| NF-0022: This discharge cannot be processed because the individual does not have a corresponding Nursing Facility admission (missing 3618). Verify that the admission 3618 has been processed. | 3618 (Discharge) | The corresponding Nursing Facility admission is not in the recipient’s file.  
• Review the facility’s records to determine the admission prior to this discharge.  
• Pull a MESAV and review the Service Authorizations to determine if the prior admission has processed and authorized services. If the MDS for the admission has not processed, you will not have services authorized.  
• If the MESAV reflects that the recipient is currently in the facility per an admission prior to the admission that corresponds with this discharge, research the recipient’s records to identify the discharge between those two admissions. – Submit that missing or rejected discharge, followed by the admission that corresponds with this rejected discharge.  
– Resubmit this rejected discharge.  
• If this rejected discharge is reflected on the recipient’s MESAV, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance. |

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| NF-0023: This admission cannot be processed because it is effective during a Service Authorization for a different provider. Correct the admission date or contact the other provider to determine proper dates. | 3619 (Admit) | The recipient has a Service Authorization for a different facility (processed admission and discharge for a different provider cover the submitted admission date).  
- Contact the prior facility to request that a correcting discharge be submitted for their discharge. If the other facility's discharge is incorrect, allow seven days for processing time and resubmit the rejected admission.  
- If the recipient was in the other provider's facility before and after being in your facility, the other facility must submit a retroactive discharge and admission creating a gap during which the recipient was in your facility. An admission and discharge pair will also need to process for your facility to fill the gap. Two pairs will need to be processed. Coordinate with the other facility. |
| NF-0024: This admission cannot be processed alone because a later admission has already been processed. This admission is part of a retroactive pair. Identify the discharge following this admission and submit as a pair. | 3619 (Admit) | The recipient has an existing Service Authorization for your facility (processed admission and discharge for your facility cover the submitted admission date). This admission is missing one of a pair.  
- Review the facility's records to determine which discharge is prior to this admission.  
- Pull a MESAV and review the Service Authorizations to determine the authorized services.  
- If the recipient has a closed Service Authorization for Code 3 with an end date after the rejected 3619 admission, the rejected 3619 is part of a retroactive pair. Determine the discharge prior to this admission and submit that discharge and the rejected admission as a pair to create a gap in the Service Authorization on file.  
- If the recipient has a closed Service Authorization for Code 1 with an end date after the rejected 3619 admission, determine if the end date is correct.  
  - If the end date is wrong, submit a correcting 3618 discharge to change the end date to be prior to the rejected 3619 admission. Once the Service Authorization ends prior to the 3619 Admission, resubmit the rejected 3619 admission.  
  - If the end date is correct, there is a 3618 retroactive pair that needs to be processed to create a gap for the rejected 3619 admission and corresponding discharge.  
  - Identify the 3618 discharge prior to the rejected 3619 admission and the 3618 admission prior to the current end date and submit as a retroactive pair.  
  - Once the gap has been created within the Code 1, resubmit the rejected 3619 admission with the corresponding 3619 discharge. |
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| NF-0026: This admission cannot be processed because the individual is admitted to Full Medicaid as of the submitted admission date. Verify the Medicaid dates and submit the needed 3618s. Resubmit the rejected Medicare Coinsurance admission once the individual is discharged from Medicaid. | 3619 (Admit) | The recipient has an existing Service Authorization for Full Medicaid.  
- Review the facility’s records to determine which discharge is prior to this admission.  
- Pull a MESAV and review the Service Authorizations to determine the authorized services. If the MDS for the recipient has not processed you will not have services authorized.  
- If the recipient has an ongoing Service Authorization with a begin date prior to the rejected admission and the current Service Authorization is for Full Medicaid (Code 1), a 3618 discharge must be processed prior to resubmitting the rejected 3619 admission.  
- If the recipient has a closed Service Authorization for Code 1 with an end date after the rejected 3619 admission.  
  - Verify that the 3618 discharge was submitted for the correct date.  
  - If not, correct the discharge. If the discharge is now prior to the rejected 3619 admission, it can be resubmitted.  
  - If the 3618 discharge is correct, there are quite a few 3618/3619s that need to process between the begin and end dates of the Service Authorization. Verify all dates and submit the needed forms.  
- If the recipient does not have Service Authorizations on the MESAV, use the statuses on the LTC Online Portal to determine the forms that have processed. Remember, authorizations will only display if the MDS has also processed.  
  - If the most recent processed form is a 3618 admission prior to the rejected 3619 admission, a 3618 discharge must be processed prior to resubmitting the rejected 3619 admission.  
  - If the most recent processed form is a 3618 discharge after the rejected 3619 admission, verify that the 3618 discharge was submitted for the correct date. If the date is wrong, correct the 3618 discharge and resubmit. If the 3618 discharge is now prior to the rejected 3619 admission, resubmit the rejected 3619 admission. |
| NF-0028: This admission cannot be processed because the Qualifying Stay days, plus any Full Medicare days already documented, add up to more than the 20 days allowed for this Spell of Illness. | 3619 (Admit, Admit Mod) | For each Medicare Spell of Illness, only 20 days of Full Medicare coverage are allowed between one or more providers. The recipient will exceed the 20-day limit if the form is processed as submitted.  
- Review the recipient's Medicare remittance to determine the Full Medicare Qualifying Stay dates for this Spell of Illness.  
- Check the Dates of Qualifying Stay on the form. The number of days on the form, plus any Full Medicare days already documented for that Spell of Illness, cannot exceed 20 days.  
- If the Dates of Qualifying Stay on the form are wrong, correct the admission and resubmit.  
- To determine if the Qualifying Stay dates from the Medicare remittance advice are on file, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance.  
- If a different 3619 admission was submitted with incorrect Dates of Qualifying Stay, submit a correction for that form prior to resubmitting this rejected admission.  
- If this form cannot be corrected, inactivate the form. |

Note: If this is not traditional Medicare, document this in the comment section and call 512-438-2200, Option 3, or fax the Medicare Replacement’s explanation of benefits (EOB) with a copy of the 3619 to 512-438-3400, attention: Medicare Advantage Plan.
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| **NF-0029:** The days of Qualifying Stay have been recorded. However, the admission for Medicare Part A Coinsurance cannot be processed because the Qualifying Stay days, plus any Full Medicare days already documented, are less than the 20 days required for this Spell of Illness. | 3619 (Admit, Admit Mod) | For each Medicare Spell of Illness, 20 days of Full Medicare coverage are required, between one or more providers. The recipient has not yet met the 20-day requirement, so a Medicare Part A Coinsurance Service Authorization was not created.  
- Review the recipient’s Medicare remittance to determine the Full Medicare Qualifying Stay dates for this Spell of Illness.  
- Check the Dates of Qualifying Stay on the form. The dates entered must add up to the 20-day requirement, or an additional form must document the remainder of the 20 days of Qualifying Stay (Some Full Medicare dates may have already been recorded from previous 3619 admissions).  
- If the Dates of Qualifying Stay on the form are wrong, correct the admission and resubmit.  
- If the Dates of Qualifying Stay on the form are correct, submit another form to document the remaining days of Qualifying Stay once that information becomes available.  
- To determine if the Qualifying Stay dates from the Medicare remittance advice are on file, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance.  
- If a different 3619 admission was submitted with incorrect Dates of Qualifying Stay, submit a correction for that form prior to resubmitting this rejected admission.  
- If this form cannot be corrected, inactivate the form.  

*Note: If this is not traditional Medicare, document this in the comment section and call 512-438-2200, Option 3 or fax the Medicare Replacement’s EOB with a copy of the 3619 to 512-438-3400, attention: Medicare Advantage Plan.* |
| **NF-0030:** This admission cannot be processed because it has not been more than 60 consecutive days since the individual was discharged from Medicare (cannot begin a new Spell of Illness). Review Medicare remittance to determine when Medicare Part A Coinsurance is due. Submit a new 3619 based on the individual’s Medicare remittance. | 3619 (Admit) | For each Medicare Spell of Illness, the state will pay a maximum of 80 days of Medicare Part A Coinsurance to one or more providers. The recipient will exceed the 80-day limit if the admission is processed as submitted.  
- Review the recipient’s Medicare remittance to determine the Medicare dates for the Spell of Illness for this admission.  
- Pull a MESAV and review the Service Authorizations to determine which authorizations are covered by the Spell of Illness for this admission.  
- Validate the dates of the Spell of Illness to see if this admission is part of the prior stay, or if it begins a new Spell of Illness (more than 60 days between Code 3 Service Authorizations). Submit corrections of any earlier 3619s, as needed, and resubmit this rejected admission accordingly.  
- If the prior Spell of Illness was not ended properly, submit a 3619 discharge or 3619 correction to adjust the Code 3 to reflect the proper end date of that Spell of Illness.  
- Now that the 60 days between Spells of Illness has been resolved, resubmit the rejected admission. |
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| NF-0032: This discharge cannot be processed because the individual does not have a Service Authorization for Medicare Part A Coinsurance for your facility. Either the 3619 admission for your facility has not processed, or the discharge date exceeds the individual’s maximum of 80 days of traditional Coinsurance (for all providers) for this Spell of Illness. | 3619 (Discharge) | The corresponding Medicare Part A Coinsurance admission has not processed on the recipient’s file.  
• Review the facility records to identify the Coinsurance admission date prior to this discharge and the Spell of Illness for this discharge.  
• Pull a MESAV and review the Service Authorizations to determine if the 3619 admission has processed and if the Spell of Illness has been authorized.  
• If Coinsurance is not authorized, use the LTC Online Portal to determine the status of the 3619 admission.  
  – If the 3619 admission was rejected, correct the 3619 admission and resubmit.  
  – If the 3619 admission was never entered, submit the missing 3619 admission.  
• If Coinsurance is authorized, compare the end date of the Service Authorization to the transaction date of the rejected discharge.  
  – If the transaction date of the rejected discharge is later than the Service Authorization end date by more than one day, the discharge exceeds the 80-day limit of Coinsurance. An earlier discharge and readmission may be needed prior to the rejected discharge, to allow for additional days before reaching 80 day limit. If so, submit the missing or rejected forms.  
  – If the transaction date of the rejected discharge is earlier than the Service Authorization end date, the forms may have attempted to process out of order. If the admission was processed after the 3619 rejected, resubmit the rejected discharge.  
• Once the missing or rejected forms are processed, resubmit the rejected discharge. |
| NF-0033: This discharge cannot be processed because a later discharge has already been processed. If an admission after this discharge is missing, resubmit with the submission of the matching admission. | 3619 (Discharge) | This discharge is part of a retroactive pair.  
• Review the facility’s records to determine which admission is after this discharge.  
• Pull a MESAV and review the Service Authorizations. The discharge and admission should split one of the authorizations when these forms process.  
• Once identified, the discharge and admission must be submitted on the same day as a pair.  
• If the form is not part of a pair, it should be a correcting discharge, not a new discharge. Inactivate this form and correct the transaction date of the later discharge. |
| NF-0044: This form cannot be processed because the other half of the pair of forms failed to process. Validate and submit both forms. | 3618/3619 (Pair) | This form is part of a retroactive pair. The other half of the pair failed to process, so this form could not be processed alone. Determine how to resolve the problem that caused the other half of this pair to be rejected.  
• Review the facility’s records to determine which transaction is the other half of the pair.  
• If the discharge date is before the admission date, the pair is creating a gap in a Service Authorization. Pull a MESAV and review the Service Authorizations. The discharge and admission should split one of the authorizations when these forms process.  
• If the admission date is before the discharge date, the pair is filling a gap between, or prior to, Service Authorizations. Pull a MESAV and review the Service Authorizations to see if a gap exists for the period that will be created by the admission and discharge pair.  
• Once resolved, resubmit the pair together on the same date. |
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| **NF-0046:** This admission modification cannot be processed because the new admission date of this modification is later than the existing enrollment end date. Modify the admission date and resubmit this form, or inactivate this form and modify the corresponding discharge form to make it a counteracting form, cancelling the admission timeframe. | 3618 (Admit Mod) | This admission modification is later than the end date of the Service Authorization it is trying to change.  
- Review the facility's records to determine the recipient's admission and discharge dates.  
- Pull a MESAV and review the Service Authorizations on file.  
- If the correction was not done on the right admission, adjust the admission date on this correction back to the original admission date and resubmit. Then correct the admission date on the appropriate admission form and submit.  
- If the end date of the Service Authorization being modified is not correct, submit a discharge correction to adjust the end date and resubmit the rejected admission correction the next day.  
- If the Service Authorization being changed should be cancelled, inactivate this correction and submit a correction to the corresponding discharge, making it a counteracting form to the admission form. |
| **NF-0047:** This assessment modification cannot be processed because it is an invalid change to an existing Purpose Code. | MDS Mod (Admit, Annual, Quarterly) | This is a modification of a processed MDS assessment that had a Purpose Code on the LTCMI. Once an MDS has been processed as either a PC E or M, the form must continue to have a Purpose Code on the LTCMI. A modification can change a PC M to a PC E, but a PC E cannot be changed to a PC M, and a PC E or M cannot be changed to no Purpose Code.  
- Review the LTCMI on the prior submission (parent form), noting the Purpose Code and the dates requested.  
- Modify the rejected assessment, entering the appropriate Purpose Code and proper dates, then resubmit the rejected admission. |
| **NF-0048:** This assessment cannot be processed because more than one assessment was submitted on the same day with the same assessment effective date. | MDS | Two assessments attempted to process on the same day using the same assessment effective date.  
- Validate the effective dates on the MDSs submitted.  
- If the assessment effective date is incorrect on one MDS, submit a modification to the federal CMS database for that assessment and resubmit the other rejected assessment.  
- If one of the assessments was submitted in error, inactivate the assessment that is not needed and resubmit the other rejected assessment. |
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| NF-0049: This assessment cannot be processed because an admission assessment is not appropriate, or the Date of Entry does not correspond with the correct admission. If an admission assessment is not appropriate, inactivate this assessment and submit the appropriate MDS assessment type. If the admission assessment is appropriate, modify the Date of Entry. | MDS (Admit) | An assessment that covers the Date of Entry is already on file for this resident and provider.  
• If the prior 3618 discharge was Return Not Anticipated, validate that Return Not Anticipated was correctly marked on the discharge form. If it was not, correct the discharge and submit. Once the correction to Return Not Anticipated is processed ending the Levels per that discharge, the rejected MDS can be resubmitted. If the discharge was Return Not Anticipated and the form was marked correctly, verify that the MDS Entry Date corresponds to the admission following that discharge. If the MDS Entry Date corresponds to an earlier admission, submit a modification to the federal CMS database to correct the Entry Date.  
• If this MDS was only submitted because a current resident admitted from the hospital as Medicare and a dually-coded MDS was being submitted, there are three options.  
  – Inactivate the MDS at the federal CMS database and resubmit it as a dually-coded form using an appropriate Medicaid Reason for Assessment (typically a Quarterly, Annual or SCSA). This will allow Medicaid to use the MDS for payment.  
  – Inactivate the MDS at the federal CMS database and resubmit it as Medicare only (no Medicaid Reason for Assessment). The resubmitted form will not appear on the LTC Online Portal.  
  – Contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, and request that the MDS be moved to Invalid/Complete status because an admission assessment was not appropriate.  
• If neither situation above applies, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance. |
| NF-0050: This form cannot be processed as a retroactive pair because the effective date on the discharge of pair is later then the Qualifying Stay begin date on the admission of pair. The discharge prior to the Qualifying Stay begin date and a subsequent admission are needed along with this pair to process automatically. | 3619 (Pair) | This 3619 has been identified as part of a retroactive pair attempting to process together. The Qualifying Stay dates fall between the admission and discharge dates submitted, which is not allowed. Full Medicare (Qualifying Stay) days cannot split a single admission and discharge pair. Two pairs of retroactive 3619s must be submitted instead.  
• Verify the Medicare Part A Coinsurance dates through the Medicare Remittance advice.  
• Resubmit the rejected 3619 admission for the first day of Coinsurance, paired with a discharge matching the first day of Full Medicare, which will end the Coinsurance Service Authorization the day before the Qualifying Stay (included on the admission of the pair).  
• Then resubmit the rejected 3619 discharge from Coinsurance, paired with an admission beginning after the Full Medicare (Qualifying Stay) ends. |
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| **NF-0051:** This form cannot be processed as a retroactive pair because the discharge of pair is marked as a death and a subsequent admission has already been processed. Verify that the individual was discharged and correct the form as needed. If the individual is deceased, contact Provider Claims Services for assistance. | 3618/3619 (Pair) | This form has been identified as part of a retroactive pair attempting to process together. However, a discharge marked Deceased cannot be processed as part of a retroactive pair, since there is a subsequent admission on file.  
- Review the facility’s records to determine the recipient’s admission and discharge dates.  
- Pull a MESAV and review the Service Authorizations for this recipient. Compare those dates to the dates that the recipient was in your facility.  
- If the discharge of the pair was submitted as a Death in error, inactivate the form then resubmit it as a Discharge.  
- If the form was correctly used to report the recipient’s death, validate the transaction date and correct the form as needed.  
- If the transaction type (Death) and transaction date are correct, identify the admission form that was submitted with an effective date after the death and correct the transaction date on that admission. It may be necessary to contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance. |
| **NF-0052:** This admission modification cannot be processed because the new admission date would create an overlap with an existing Service Authorization. Verify the Service Authorizations already established and submit any additional modifications. | 3618/3619 (Admit Mod) | The earlier admission date on this correction will create an overlap with an existing Service Authorization if this correction is processed.  
- Review the facility’s records to determine the recipient’s admission and discharge dates and identify the Spell of Illness.  
- Pull a MESAV and compare the Service Authorizations to the earlier admission date that would be created by the rejected admission. Consider the Qualifying Stays reported on any processed 3619s. These dates create Full Medicare periods, which do not appear on the MESAV.  
- If the end date of an existing Service Authorization needs to be changed, submit a correction to that discharge.  
- If the submitted admission date would overlap with a reported Qualifying Stay period, submit a correction to adjust the Qualifying Stay dates.  
  - To determine if the Qualifying Stay dates from the Medicare remittance advice correspond with those on file, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance.  
- If the recipient was previously receiving Hospice services, verify the dates of service with the Hospice Provider and make corrections as needed.  
- This rejected admission should be resubmitted once the file has been adjusted. |
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| NF-0055: This admission modification cannot be processed because the new admission date would result in more than 80 days of Medicare Part A Coinsurance for this Spell of Illness. Confirm the 80 days of Coinsurance and submit any additional modifications. | 3619 (Admit Mod) | For each Medicare Spell of Illness, the state will pay a maximum of 80 days of Medicare Part A Coinsurance to one or more providers. The recipient will exceed the 80-day limit if this correction is processed as submitted.  
- Review the facility’s records to determine the recipient’s admission and discharge dates and identify the Spell of Illness.  
- Pull a MESAV and review the Service Authorizations to determine the number of Coinsurance days on file, plus the number of new days that would be added by the rejected earlier admission date. Verify the begin and end dates of the Service Authorizations on file based on the actual admissions and discharges that have occurred. Remember that the discharge date results in a Service Authorization end date one day earlier than the transaction date.  
- Submit any corrections needed because of incorrect begin or end dates. If these corrections will reduce the total number of Coinsurance days to 80 days or less, the rejected admission should be resubmitted once the new correction forms have processed.  
- If the begin and end dates on file are correct and the recipient has a Medicare Replacement policy that allows more than 80 days of Coinsurance, state this in the comment section of the 3619 and call 512-438-2200, Option 3, or fax the Medicare Replacement EOBs with a copy for the 3619 to 512-438-3400, attention: Medicare Advantage Plan.  
- If the Spell of Illness involved another facility and your facility’s begin and end dates are right except for the correction, review your Medicare Remittance. If the Medicare Remittance advice validates that Coinsurance is due for the time period that your 3619s indicate, fax them with a copy of the 3619s to 512-438-3400, attention: ECF Form Processing, or call 512-438-2200, Option 3.  
- If all the begin and end dates on the MESAV are correct (except for the admission the rejected form is attempting to correct), the last discharge date will need to be adjusted so the total of the new days added plus the adjusted existing dates equal 80 or less days. The rejected admission should then be resubmitted. |
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| **NF-0056:** This modification cannot be processed because the corresponding adjustment based on the 80-day limit would cancel a later admission that has already been processed. Verify the Service Authorizations already established and submit any additional modifications. | 3619 (Mod) | For each Medicare Spell of Illness, the state will pay a maximum of 80 days of Medicare Part A Coinsurance to one or more providers. The recipient will exceed the 80-day limit if this correction is processed as submitted. In order to reduce the total to 80 days, the system would have to cancel a processed admission.  
- Review the facility's records to determine the recipient's admission and discharge dates and identify the Spell of Illness.  
- Pull a MESAV and review the Service Authorizations to determine the number of Coinsurance days on file, plus the number of new days that would be added by the rejected form. Verify the begin and end dates of the Service Authorizations on file based on the actual admissions and discharges that have occurred. Remember that the discharge date results in a Service Authorization end date one day earlier than the transaction date.  
- Submit any corrections needed because of incorrect begin or end dates. If these corrections will reduce the total number of Coinsurance days to 80 days or less, the rejected form should be resubmitted once the new correction forms have processed.  
- If the begin and end dates on file are correct and the recipient has a Medicare Replacement policy that allows more than 80 days, state this in the comment section of the 3619 and call 512-438-2200, Option 3, or fax the Medicare Replacement EOBs with a copy for the 3619 to 512-438-3400, attention: Medicare Advantage Plan.  
- If the Spell of Illness involved another facility and your facility's begin and end dates are right except for the correction, review your Medicare Remittance. If the Medicare Remittance advice validates that Coinsurance is due for the time period that your 3619s indicate, fax them with a copy of the 3619s to 512-438-3400, attention: ECF Form Processing, or call 512-438-3400, Option 3.  
- If all the begin and end dates on the MESAV are correct, the rejected form will need to be corrected so the total of the new days added plus the existing dates equal 80 or less days. |
| **NF-0057:** This discharge modification cannot be processed because the new discharge date would cancel the Medicare Part A Coinsurance record being modified. If the new discharge date is incorrect, modify and resubmit. | 3619 (Discharge Mod) | The effective date of the discharge correction is prior to the Service Authorization it is attempting to close.  
- Review the facility's records to determine the recipient's admission and discharge dates and identify the Spell of Illness.  
- Pull a MESAV and review the Service Authorizations to determine which Service Authorization ended based on the original discharge date. The system has determined that the new discharge date is prior to that begin date.  
- Verify the begin and end dates of the Service Authorizations on file based on the actual admissions and discharges that have occurred. Also, compare the time periods for Medicare Part A Coinsurance to your Medicare remittance indicating what days should be Coinsurance. Remember that the discharge date results in a Service Authorization end date one day earlier than the transaction date.  
- Verify if the new discharge date is actually part of a retroactive pair rather than a correction. If so:  
  - Correct the discharge date back to the original date.  
  - Identify the admission that would complete the retroactive pair.  
  - Submit the rejected discharge and new admission on the same day. |
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| NF-0058: This discharge modification cannot be processed because the new discharge date would result in more than 80 days of Medicare Part A Coinsurance for this Spell of Illness. Confirm the 80 days of Coinsurance and submit any additional modifications. | 3619 (Discharge Mod) | For each Medicare Spell of Illness, the state will pay a maximum of 80 days of Medicare Part A Coinsurance to one or more providers. The recipient will exceed the 80-day limit if this correction is processed as submitted.  
• Review the facility’s records to determine the recipient’s admission and discharge dates and identify the Spell of Illness.  
• Pull a MESAV and review the Service Authorizations to determine the number of Coinsurance days on file plus the number of new days that would be added by the rejected later discharge date. Verify the begin and end dates of the Service Authorizations on file based on the actual admissions and discharges that have occurred. Remember that the discharge date results in a Service Authorization end date one day earlier than the transaction date.  
• Submit any corrections needed because of incorrect begin or end dates. If these corrections will reduce the total number of Coinsurance days to 80 days or less, the rejected discharge should be resubmitted once the new correction forms have processed.  
• If the begin and ends on file are correct and the recipient has a Medicare Replacement policy that allows more than 80 days, state this in the comment section of the 3619 and call 512-438-2200, Option 3, or fax the Medicare Replacement EOBs with a copy for the 3619 to 512-438-3400, attention: Medicare Advantage Plan.  
• If the Spell of Illness involved another facility and your facility’s begin and end dates are correct except for the correction, review your Medicare Remittance. If the Medicare Remittance advice validates that Coinsurance is due for the time period that your 3619s indicate, fax them with a copy of the 3619s to 512-438-3400, attention: ECF Form Processing, or call 512-438-3400, Option 3.  
• If all the begin and end dates on the MESAV are correct (except for the discharge the rejected form is attempting to correct), the last discharge date will need to be adjusted so the total of the new days added plus the adjusted existing dates equal 80 or less days. The rejected discharge should then be resubmitted. |
| NF-0059: This discharge modification cannot be processed because the new discharge would create an overlap with an existing Service Authorization. Verify the Service Authorizations already established and submit any additional modifications. | 3618/3619 (Discharge Mod) | The later discharge date on this correction will create an overlap with existing Service Authorizations if this correction is processed as submitted.  
• Review the facility’s records to determine the recipient’s admission and discharge dates and identify the Spell of Illness.  
• Pull a MESAV and compare the Service Authorizations to the later discharge date that would be created by the rejected discharge. Consider the Qualifying Stays reported on the processed 3619s. These dates create Full Medicare periods, which do not appear on the MESAV.  
• If the begin date of an existing Service Authorization needs to be changed, submit a correction to that admission.  
• If the submitted discharge date would overlap with a reported Qualifying Stay period, submit a correction to adjust the Qualifying Stay dates.  
  – To determine if the Qualifying Stay dates from the Medicare remittance advice correspond with those on file, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance.  
• If the recipient is currently receiving Hospice services, verify the dates of service with the Hospice Provider and make corrections as needed.  
• This rejected discharge should be resubmitted once the file has been adjusted. |
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| **NF-0061:** This admission cannot be processed because a Nursing Facility admission is not appropriate for a PACE individual. Contact the individual’s PACE organization. | 3618/3619 (Admit) | The recipient has a Service Authorization for PACE (the Program for All Inclusive Care for the Elderly) as of the admission date.  
- Review the facility’s records to verify that the transaction date on the rejected admission is correct.  
- If the submitted admission date is wrong, correct the rejected admission and resubmit.  
- If the admission date is correct, contact the recipient’s PACE organization. |
| **NF-0062:** This discharge cannot be processed because the individual is currently authorized for Full Medicaid. A prior 3618 discharge and a 3619 admission need to be processed prior to this discharge. If the Full Medicaid authorization is for this provider, submit the 3618 discharge prior to the Medicare stay. A 3619 admission must be processed prior to this discharge. | 3619 (Discharge) | The recipient has a Service Authorization for Full Medicaid (Code 1) as of the Medicare Part A Coinsurance discharge date.  
- Review the facility’s records to determine the recipient’s admission and discharge dates.  
- If the recipient is Full Medicaid in your facility, pull a MESAV and compare the Service Authorizations to the facility’s records.  
- If the recipient should be classified as Medicare on this discharge date:  
  - Determine if the 3618 discharge to the hospital prior to the Medicare Stay has been submitted. If not, submit that 3618 discharge. If it was rejected, resolve the issue and resubmit the 3618 discharge.  
  - Determine if the 3619 admission to begin Medicare Part A Coinsurance has been submitted. If not, submit that 3619 admission. If it was rejected, resolve the issue and resubmit that 3619 admission.  
  - Once the 3618 discharge and 3619 admission are processed and reflected on the MESAV, resubmit the rejected discharge.  
- If the recipient should not be classified as Medicare on this discharge date:  
  - Determine if the discharge should be a 3618 discharge instead. If so, inactivate the rejected form and submit a 3618 discharge to close the recipient’s file.  
  - If the recipient is Full Medicaid in a different facility, determine if the 3619 admission to begin Coinsurance has been submitted. If not, submit the 3619 admission. If it was rejected, resolve the issue and resubmit the 3619 admission. Then resubmit the rejected 3619 discharge. |
| **NF-0063:** This discharge cannot be processed because the individual is admitted to Medicare Part A Coinsurance for a different provider. If an admission prior to this discharge is missing or rejected, that admission must be processed prior to this discharge. | 3619 (Discharge) | The recipient has a Service Authorization with a different provider as of the submitted discharge date.  
- Review the facility’s records to identify the Medicare Part A Coinsurance admission date prior to this discharge.  
- Determine if the 3619 admission prior to this discharge has been submitted. If not, submit that 3619 admission. If it was rejected, resolve the issue and resubmit that 3619 admission.  
- Resubmit the rejected 3619 discharge after the missing or corrected admission has been processed. |
| **NF-0064:** This discharge cannot be processed because an admission to Medicare Part A Coinsurance for a different provider has already been processed for the same day. This discharge appears to be one of a retroactive pair. If an admission prior to this discharge is missing or rejected, resubmit the admission and this discharge on the same day. | 3619 (Discharge) | The recipient has a Service Authorization with a different provider that begins after the submitted discharge date. The rejected discharge and matching admission must be submitted as a retroactive pair.  
- Review the facility records to identify the Medicare Part A Coinsurance admission date prior to this discharge.  
- Determine if the 3619 admission prior to this discharge has been submitted. If not, submit that 3619 admission. If it was rejected, resolve the issue and resubmit that 3619 admission.  
- Resubmit the rejected 3619 discharge on the same day as the missing or corrected admission. |
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| **NF-0065:** This discharge cannot be processed because the individual is currently authorized for Full Medicaid for this provider. If a 3618 discharge prior to the Medicare stay and a 3619 admission are missing or rejected, resubmit those forms and this discharge on the same day. | 3619 (Discharge) | The recipient has a Service Authorization for Full Medicaid (Code 1) with the same provider as of the submitted discharge date.  
- Review the facility records to determine the recipient’s admission and discharge dates.  
- Pull a MESAV and verify the begin date and type of service currently authorized for the recipient.  
- If the recipient should be classified as Medicare on this discharge date:  
  - Determine if the 3618 discharge to the hospital prior to the Medicare stay has been submitted. If not, submit that 3618 discharge. If it was rejected, resolve the issue and resubmit that 3618 discharge.  
  - Determine if the 3619 admission to begin Medicare Part A Coinsurance has been submitted. If not, submit that 3619 admission. If it was rejected, resolve the issue and resubmit that 3619 admission.  
  - Resubmit the rejected 3619 discharge after the missing or corrected forms have been processed.  
- If the recipient should not be classified as Medicare on this discharge date:  
  - Determine if the discharge should be a 3618 discharge instead. If so, inactivate the rejected form and submit a 3618 discharge to close the recipient’s file. |
| **NF-0066:** This discharge cannot be processed because the individual is admitted by a different provider. If an admission prior to this discharge is missing or rejected, the admission must be processed prior to this discharge. | 3619 (Discharge) | The recipient has a Service Authorization with a different provider as of the submitted discharge date.  
- Review the facility’s records to identify the Medicare Part A Coinsurance admission date prior to this discharge.  
- Determine if the 3619 admission prior to this discharge has been submitted. If not, submit that 3619 admission. If it was rejected, resolve the issue and resubmit that 3619 admission.  
- Resubmit the rejected 3619 discharge after the missing or corrected admission has been processed. |
| **NF-0067:** This discharge cannot be processed because an admission for a different provider has already been processed for the same day. This discharge appears to be one of a retroactive pair. If an admission prior to this discharge is missing or rejected, resubmit the admission and this discharge on the same day. | 3619 (Discharge) | The recipient has a Service Authorization with a different provider that begins after the submitted discharge date. The rejected discharge and matching admission and must be submitted as a retroactive pair.  
- Review the facility records to identify the Medicare Part A Coinsurance admission date prior to this discharge.  
- Determine if the 3619 admission prior to this discharge has been submitted. If not, submit that 3619 admission. If it was rejected, resolve the issue and resubmit that 3619 admission.  
- Resubmit the rejected 3619 discharge on the same day as the missing or corrected admission. |
| **NF-0068:** This discharge cannot be processed because the individual already has a subsequent authorization. This discharge appears to be one of a retroactive pair. If an admission prior to this discharge is missing or rejected, resubmit the admission and this discharge on the same day. | 3619 (Discharge) | The recipient has a Service Authorization that begins after the submitted discharge date. The rejected discharge and matching admission and must be submitted as a retroactive pair.  
- Review the facility records to identify the Medicare Part A Coinsurance admission date prior to this discharge.  
- Determine if the 3619 admission prior to this discharge has been submitted. If not, submit that 3619 admission. If it was rejected, resolve the issue and resubmit that 3619 admission.  
- Resubmit the rejected 3619 discharge on the same day as the missing or corrected admission. |
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| NF-0069: This discharge cannot be processed because the individual is admitted by a different provider. If an admission prior to this discharge is missing or rejected, the admission must be processed prior to this discharge. | 3618 (Discharge) | The recipient has a Service Authorization with a different provider as of the submitted discharge date.  
- Review the facility's records to verify that the transaction date on the rejected discharge is correct.  
- Determine if the 3618 admission prior to this discharge has been submitted. If not, submit that 3618 admission. If it was rejected, resolve the issue and resubmit that 3618 admission.  
- Resubmit the rejected 3618 discharge after the missing or corrected admission has been processed. |
| NF-0070: This admission cannot be processed because it would cancel the individual's Enrollment with a different provider. Verify the effective date as well as the Qualifying Stay date ranges and correct them as needed. | 3619 (Admit) | The Qualifying Stay dates or transaction date on this admission would cancel the previous provider's Service Authorization rather than “auto discharge” the recipient from the previous provider.  
- Review the facility's records to determine the recipient's admission and discharge dates and identify the Spell of Illness.  
- Verify the begin and end dates of Qualifying Stay and submit corrections as needed.  
- Verify the begin date of Medicare Part A Coinsurance and submit a correction as needed.  
- If the dates are correct and the Medicare remittance advice validates that Coinsurance is due for the time period that your 3619s indicate, fax the remittance advice with a copy of the 3619s to 512-438-3400, attention: ECF Form Processing or call 512-438-3400, Option 3. If the Medicare remittance Advice does not correspond to the 3619s submitted, the forms will not be processed. |
| NF-0073: This discharge modification cannot be processed because the new discharge would create an overlap with an existing Full Medicare period. Verify the Full Medicare periods and Service Authorizations already established and submit any additional modifications. | 3619 (Discharge Mod) | The additional days of Medicare Part A Coinsurance on this correction would create an overlap with Full Medicare dates already on the recipient’s file if this correction is processed as submitted.  
- Review the Medicare Remittances for this Spell of Illness to determine the Full Medicare and Coinsurance dates.  
- Pull a MESAV and compare the Service Authorizations on file and the additional Coinsurance to the remittance dates. The system has determined that the additional Coinsurance dates would create an overlap with existing Service Authorizations. Also, consider the Qualifying Stays reported on the processed 3619s. These dates create Full Medicare periods, which do not appear on the MESAV.  
- Submit any additional 3619 corrections to adjust begin or end dates to allow this discharge correction to process. |
| NF-0074: This form cannot be processed because the submitted Provider Number is not valid as of the form effective date. Adjust the effective date or resubmit with the correct Provider Number. | 3618, 3619 | The effective date of this form is outside the provider’s contract dates. Note: The effective date of a discharge is the Date of Above Transaction minus one day. Exception: For a 3618 discharge marked Deceased, use Date of Above Transaction instead, because HHS pays for the date of death.  
- Confirm the transaction date for the rejected form and submit a correction of the date as needed.  
- If the date is correct, but the form is under the incorrect contract, inactivate the form and resubmit with the proper contract.  
- If there is not an active contract for the transaction date, the submission will have to be held until the contract has been approved. |
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<td>NF-0075: This discharge cannot be processed because a different Provider Number for the same Vendor Number is valid as of the form effective date. Adjust the effective date or inactivate this discharge and submit for the correct Provider Number.</td>
<td>3618 (Discharge)</td>
<td>This discharge has been submitted using the incorrect Provider Number. The facility has had a Change of Ownership and the discharge needs to be submitted using the Provider Number that was active on the effective date of the discharge. Note: The effective date of a discharge is the Date of Above Transaction minus one day. Exception: For a 3618 discharge marked Deceased, use Date of Above Transaction instead, because HHS pays for the date of death. - Confirm the transaction date for the rejected form and submit a correction of the date as needed. - If the date is correct, but the form is under the incorrect contract, inactivate the form and resubmit with the proper contract. - If there is not an active contract for the transaction date, the submission will have to be held until the contract has been approved.</td>
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<td>NF-0076: This admission assessment cannot be processed because the Entry Date is earlier than the Service Authorization begin date. Verify the Entry Date and correct it as needed, or submit an earlier 3618/3619 admission. If the 3618/3619 admission and MDS Entry Date are correct, contact Provider Claims Services for assistance.</td>
<td>MDS (Admit)</td>
<td>The submitted MDS admission Entry Date is earlier than the Service Authorization begin date on the recipient’s file. - Verify the Entry Date and submit a modification to the federal CMS database as needed. - If an earlier 3618 or 3619 admission is needed, submit a matching admission and discharge pair, then resubmit the rejected MDS admission. - If the 3618 or 3619 admission date and the MDS Entry Date are correct, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance.</td>
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<td>NF-0077: This admission modification cannot be processed because the new Full Medicare period would create an overlap with an existing Service Authorization. Verify the Full Medicare periods and Service Authorizations already established and submit any additional modifications.</td>
<td>3619 (Admit Mod)</td>
<td>The adjusted days of Full Medicare on this correction would create an overlap with Service Authorizations already in the recipient’s file. - Review the Medicare Remittances for this Spell of Illness to determine the Full Medicare and Medicare Part A Coinsurance dates. - Pull a MESAV and compare the Service Authorizations on file and the Full Medicare Qualifying Stay dates to the remittance dates. The system has determined that the additional Qualifying Stay dates would create an overlap with existing Service Authorizations. Also, consider the Qualifying Stays reported on the processed 3619s. These dates create Full Medicare periods, which do not appear on the MESAV. - Submit any additional 3619 corrections to adjust begin or end dates to allow this admission correction to process.</td>
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<td>NF-0078: This admission cannot be processed because the earliest Qualifying Stay date is too old, compared to the transaction date. Verify the Qualifying Stay dates and correct them as needed. If the Qualifying Stay dates are correct, contact Provider Claims Services for assistance.</td>
<td>3619 (Admit)</td>
<td>The difference between the earliest Qualifying Stay date and the transaction date is too great for this admission to be processed automatically. - Review the Medicare Remittances for this Spell of Illness to determine the Full Medicare and Medicare Part A Coinsurance dates. - If the dates on the form are correct, contact Provider Claims Services and request that the form be processed manually. Confirmation will be made that the Spell of Illness does not exceed 80 days.</td>
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| NF-0080: This admission cannot be processed because it would cancel the individual’s Enrollment with a different provider. Verify the effective date and correct it as needed. If the date is correct, contact Provider Claims Services for assistance. | 3618 (Admit) | This 3618 admission would cancel the previous provider’s Service Authorization rather than “auto discharge” the recipient from the previous provider.  
- Review the facility’s records to determine the recipient’s admission and discharge dates.  
- If the 3618 admission’s transaction date is correct, contact the prior facility and request that they review their admissions and discharges.  
  - If the prior facility agrees to make adjustments, allow processing time and resubmit your rejected admission. |
| NF-0081: This admission cannot be processed because the individual is already admitted into your facility as of the submitted admission date. Verify current Service Authorizations on file and submit the needed 3618/3619 discharge prior to the submitted admission date, to allow this 3619 admission to process. | 3619 (Admit) | The recipient has an ongoing Service Authorization for your facility (processed 3618 or 3619 admission).  
- Review the facility’s records to determine which discharge is prior to this admission.  
- Pull a MESAV and review the Service Authorizations to determine the authorized services. If the MDS for the recipient has not processed you will not have services authorized.  
- If the recipient has an ongoing Service Authorization with a begin date prior to the rejected admission;  
  - If the current Service Authorization is for Full Medicaid (Code 1), a 3618 discharge must be processed prior to resubmitting the rejected 3619 admission.  
  - If the current Service Authorization is for Medicare Part A Coincurrence (Code 3), a 3619 discharge must be processed prior to resubmitting the rejected 3619 admission.  
- If the recipient does not have Service Authorizations on the MESAV, use the statuses on the LTC Online Portal to determine the forms that have processed. Remember, authorizations will only display if the MDS has also processed.  
  - If the most recent processed form is a 3618 admission prior to the rejected 3619 admission, a 3618 discharge must be processed prior to resubmitting the rejected 3619 admission. |
| NF-0082: This form cannot be processed because the submitted Provider Number is not valid for the requested service as of the form effective date. Adjust the effective date or resubmit once the requested service has been added to the contract. | 3618, 3619 | The effective date of this form is outside the provider’s contract dates for the requested service.  
**Note:** The effective date of a discharge is the Date of Above Transaction minus one day. Exception: For a 3618 discharge marked Deceased, use Date of Above Transaction instead, because HHS pays for the date of death.  
- Confirm the transaction date for the rejected form and submit a correction of the date as needed.  
- If the requested service is not active on the contract for the transaction date, contact HHS IDD PASRR Unit at 855-435-7180 and leave a message requesting assistance. The submission will have to be held until the contract has been updated to include the requested service. |
| PS-3001: This therapy assessment cannot be processed because the submitted Provider No. is not valid as of the Date of Assessment. Correct the therapy Date of Assessment or contact the HHS IDD PASRR Unit to inactivate this assessment, then submit a new NFSS form with the correct Provider No. | NFSS (Therapy Assessment) | The Therapy Date of Assessment is outside the provider’s contract dates.  
- Confirm the Date of Assessment for the rejected therapy assessment and submit a correction of the date as needed.  
- If the date is correct, but the form is under the incorrect contract, contact HHS IDD PASRR Unit at 855-435-7180 and leave a message requesting to inactivate the form. Then submit a new NFSS form with the proper contract.  
- If there is not an active contract for the Date of Assessment, the submission will have to be held until the contract has been approved. |
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| **PS-3003:** This CMWC/DME assessment cannot be processed because the submitted Provider No. is not valid as of the Date of Assessment. Correct the CMWC/DME Date of Assessment or contact the HHS IDD PASRR Unit to inactivate this assessment, then submit a new NFSS form with the correct Provider No. | NFSS (CMWC/DME Assessment) | The CMWC/DME Date of Assessment is outside the provider’s contract dates.  
• Confirm the Date of Assessment for the rejected CMWC/DME assessment and submit a correction of the date as needed.  
• If the date is correct, but the form is under the incorrect contract, contact HHS IDD PASRR Unit at 855-435-7180 and leave a message requesting to inactivate the form. Then submit a new NFSS form with the proper contract.  
• If there is not an active contract for the Date of Assessment, the submission will have to be held until the contract has been approved. |
| **PS-3004:** This CMWC/DME item cannot be processed because the submitted Provider No. is not valid as of the Therapist’s Certification Date. Correct the CMWC/DME Therapist’s Certification Date or contact the HHS IDD PASRR Unit to inactivate this service, then submit a new NFSS form with the correct Provider No. | NFSS (CMWC/DME item) | The CMWC/DME Therapist’s Certification Date is outside the provider’s contract dates.  
• Confirm the Therapist’s Certification Date for the rejected CMWC/DME item and submit a correction of the date as needed.  
• If the date is correct, but the form is under the incorrect contract, contact HHS IDD PASRR Unit at 855-435-7180 and leave a message requesting to inactivate the form. Then submit a new NFSS form with the proper contract.  
• If there is not an active contract for the Therapist’s Certification Date, the submission will have to be held until the contract has been approved. |
| **PS-3005:** This therapy assessment cannot be processed because the submitted Provider No. is not valid for the requested service as of the Date of Assessment. Correct the therapy Date of Assessment or submit when the service becomes effective for the Provider No. | NFSS (Therapy Assessment) | The therapy Date of Assessment is outside the provider’s contract dates for the requested service.  
• Confirm the therapy Date of Assessment and submit a correction of the date as needed.  
• If the requested service is not active on the contract for the Date of Assessment, contact HHS IDD PASRR Unit at 855-435-7180 and leave a message requesting assistance. The submission will have to be held until the contract has been updated to include the requested service. |
| **PS-3007:** This CMWC/DME assessment cannot be processed because the submitted Provider No. is not valid for the requested service as of the Date of Assessment. Correct the CMWC/DME Date of Assessment or submit when the service becomes effective for the Provider No. | NFSS (CMWC/DME Assessment) | The CMWC/DME Date of Assessment is outside the provider’s contract dates for the requested service.  
• Confirm the CMWC/DME Date of Assessment and submit a correction of the date as needed.  
• If the requested service is not active on the contract for the Date of Assessment, contact HHS IDD PASRR Unit at 855-435-7180 and leave a message requesting assistance. The submission will have to be held until the contract has been updated to include the requested service. |
| **PS-3008:** This CMWC/DME item cannot be processed because the submitted Provider No. is not valid for the requested item as of the Therapist’s Certification Date. Correct the CMWC/DME Therapist’s Certification Date or submit when the item becomes effective for the Provider No. | NFSS (CMWC/DME item) | The CMWC/DME Therapist’s Certification Date is outside the provider’s contract dates for the requested item.  
• Confirm the CMWC/DME Therapist’s Certification Date and submit a correction of the date as needed.  
• If the requested item is not active on the contract for the Therapist’s Certification Date, contact HHS IDD PASRR Unit at 855-435-7180 and leave a message requesting assistance. The submission will have to be held until the contract has been updated to include the requested item. |
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| **PS-3009**: This therapy assessment cannot be processed because the individual does not have a Daily Care Service Authorization for the submitted Provider No. as of the Date of Assessment. Correct the therapy Date of Assessment or submit the necessary 3618 admission form and/or MDS assessment. | NFSS (Therapy Assessment) | There is no Daily Care Service Authorization that covers the therapy Date of Assessment.  
- Pull a MESAV and review the Service Authorizations to determine if the recipient has a Daily Care Service Authorization that covers the therapy Date of Assessment. If the 3618 admission and MDS assessment for the recipient have not processed you will not have services authorized.  
- If a covering Daily Care Service Authorization is found and the Date of Assessment is incorrect, update it and resubmit.  
- If a covering Daily Care Service Authorization is not found, review the LTC Online Portal to determine the status of the 3618 admission and MDS assessment.  
  - If the 3618 admission is not processed, determine why the form rejected. Correct the current 3618 admission, or inactivate the rejected 3618 and submit a new 3618 admission.  
  - If the 3618 is processed, determine if there is an associated MDS assessment. If the MDS failed to process, compare the 3618 processed date to the rejection date of the MDS. If the 3618 admission was processed after the MDS was rejected, resubmit the rejected MDS. If the MDS was never submitted, complete the LTCMI and submit it.  
  - Once the covering 3618 admission and MDS assessment have processed, resubmit the therapy assessment.  
- If the 3618 admission and MDS assessment both processed but there is no covering Daily Care Service Authorization, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance. |
| **PS-3011**: This CMWC/DME assessment cannot be processed because the individual does not have a Daily Care Service Authorization for the submitted Provider No. as of the Date of Assessment. Correct the CMWC/DME Date of Assessment or submit the necessary 3618 admission form and/or MDS assessment. | NFSS (CMWC/DME Assessment) | There is no Daily Care Service Authorization that covers the CMWC/DME Date of Assessment.  
- Pull a MESAV and review the Service Authorizations to determine if the recipient has a Daily Care Service Authorization that covers the CMWC/DME Date of Assessment. If the 3618 admission and MDS assessment for the recipient have not processed you will not have services authorized.  
- If a covering Daily Care Service Authorization is found and the Date of Assessment is incorrect, update it and resubmit.  
- If a covering Daily Care Service Authorization is not found, review the LTC Online Portal to determine the status of the 3618 admission and MDS assessment.  
  - If the 3618 admission is not processed, determine why the form rejected. Correct the current 3618 admission, or inactivate the rejected 3618 and submit a new 3618 admission.  
  - If the 3618 is processed, determine if there is an associated MDS assessment. If the MDS failed to process, compare the 3618 processed date to the rejection date of the MDS. If the 3618 admission was processed after the MDS was rejected, resubmit the rejected MDS. If the MDS was never submitted, complete the LTCMI and submit it.  
  - Once the covering 3618 admission and MDS assessment have processed, resubmit the CMWC/DME assessment.  
- If the 3618 admission and MDS assessment both processed but there is no covering Daily Care Service Authorization, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance. |
### Provider Message (Displayed in History)

**PS-3012:** This CMWC/DME item cannot be processed because the individual does not have a Daily Care Service Authorization for the submitted Provider No. as of the Therapist's Certification Date. Correct the CMWC/DME item Therapist's Certification Date or submit the necessary 3618 admission form and/or MDS assessment.

**Form/Assessment:** NFSS (CMWC/DME item)

**Suggested Action:** There is no Daily Care Service Authorization that covers the CMWC/DME item Therapist's Certification Date.
- Pull a MESAV and review the Service Authorizations to determine if the recipient has a Daily Care Service Authorization that covers the CMWC/DME item Therapist's Certification Date. If the 3618 admission and MDS assessment for the recipient have not processed you will not have services authorized.
- If a covering Daily Care Service Authorization is found and the Therapist's Certification Date is incorrect, update it and resubmit.
- If a covering Daily Care Service Authorization is not found, review the LTC Online Portal to determine the status of the 3618 admission and MDS assessment.
  - If the 3618 admission is not processed, determine why the form rejected. Correct the current 3618 admission, or inactivate the rejected 3618 and submit a new 3618 admission.
  - If the 3618 is processed, determine if there is an associated MDS assessment. If the MDS failed to process, compare the 3618 processed date to the rejection date of the MDS. If the 3618 admission was processed after the MDS was rejected, resubmit the rejected MDS. If the MDS was never submitted, complete the LTCMI and submit it.
  - Once the covering 3618 admission and MDS assessment have processed, resubmit the CMWC/DME item.
- If the 3618 admission and MDS assessment both processed but there is no covering Daily Care Service Authorization, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance.

**PS-3013:** This therapy assessment cannot be processed because a different Provider No. for the same Vendor No. has a Daily Care Service Authorization as of the Date of Assessment. Adjust the therapy Date of Assessment or contact the HHS IDD PASRR Unit to inactivate this assessment, then submit a new NFSS form with the correct Provider No.

**Form/Assessment:** NFSS (Therapy Assessment)

**Suggested Action:** This therapy assessment has been submitted using the incorrect Provider Number. The facility has had a Change of Ownership and the therapy assessment needs to be submitted using the Provider No. that was active on the therapy Date of Assessment.
- Confirm the Date of Assessment for the rejected therapy assessment and submit a correction of the date as needed.
- If the date is correct, but the form is under the incorrect contract, contact HHS IDD PASRR Unit at 855-435-7180 and leave a message requesting to inactivate the form. Then submit a new NFSS form with the proper contract.
- If there is not an active contract for the Date of Assessment, the therapy assessment will have to be held until the contract has been approved.

**PS-3015:** This CMWC/DME assessment cannot be processed because a different Provider No. for the same Vendor No. has a Daily Care Service Authorization as of the Date of Assessment. Adjust the CMWC/DME Date of Assessment or contact the HHS IDD PASRR Unit to inactivate this assessment, then submit a new NFSS form with the correct Provider No.

**Form/Assessment:** NFSS (CMWC/DME Assessment)

**Suggested Action:** This therapy assessment has been submitted using the incorrect Provider Number. The facility has had a Change of Ownership and the therapy assessment needs to be submitted using the Provider No. that was active on the therapy Date of Assessment.
- Confirm the Date of Assessment for the rejected therapy assessment and submit a correction of the date as needed.
- If the date is correct, but the form is under the incorrect contract, contact HHS IDD PASRR Unit at 855-435-7180 and leave a message requesting to inactivate the form. Then submit a new NFSS form with the proper contract.
- If there is not an active contract for the Date of Assessment, the therapy assessment will have to be held until the contract has been approved.
<table>
<thead>
<tr>
<th>Provider Message (Displayed in History)</th>
<th>Form/Assessment</th>
<th>Suggested Action</th>
</tr>
</thead>
</table>
| PS-3017: This therapy assessment cannot be processed because the individual is enrolled with a different provider as of the Date of Assessment. Correct the therapy Date of Assessment or submit the necessary 3618 admission form and/or MDS assessment. | NFSS (Therapy Assessment) | There is a Daily Care Service Authorization for a different provider that covers the therapy Date of Assessment.  
• Pull a MESAV and review the Service Authorizations to determine if the recipient has a Daily Care Service Authorization that covers the therapy Date of Assessment. If the 3618 admission and MDS assessment for the recipient have not processed you will not have services authorized.  
• If a covering Daily Care Service Authorization is found and the Date of Assessment is incorrect, update it and resubmit.  
• If a covering Daily Care Service Authorization is not found, review the LTC Online Portal to determine the status of the 3618 admission and MDS assessment.  
  – If the 3618 admission is not processed, determine why the form rejected. Correct the current 3618 admission, or inactivate the rejected 3618 and submit a new 3618 admission.  
  – If the 3618 is processed, determine if there is an associated MDS assessment. If the MDS failed to process, compare the 3618 processed date to the rejection date of the MDS. If the 3618 admission was processed after the MDS was rejected, resubmit the rejected MDS. If the MDS was never submitted, complete the LTCMI and submit it.  
  – Once the covering 3618 admission and MDS assessment have processed, resubmit the therapy assessment.  
• If the 3618 admission and MDS assessment both processed but there is no covering Daily Care Service Authorization, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance. |
| PS-3019: This CMWC/DME assessment cannot be processed because the individual is enrolled with a different provider as of the Date of Assessment. Correct the CMWC/DME Date of Assessment or submit the necessary 3618 admission form and/or MDS assessment. | NFSS (CMWC/DME Assessment) | There is a Daily Care Service Authorization for a different provider that covers the CMWC/DME Date of Assessment.  
• Pull a MESAV and review the Service Authorizations to determine if the recipient has a Daily Care Service Authorization that covers the CMWC/DME Date of Assessment. If the 3618 admission and MDS assessment for the recipient have not processed you will not have services authorized.  
• If a covering Daily Care Service Authorization is found and the Date of Assessment is incorrect, update it and resubmit.  
• If a covering Daily Care Service Authorization is not found, review the LTC Online Portal to determine the status of the 3618 admission and MDS assessment.  
  – If the 3618 admission is not processed, determine why the form rejected. Correct the current 3618 admission, or inactivate the rejected 3618 and submit a new 3618 admission.  
  – If the 3618 is processed, determine if there is an associated MDS assessment. If the MDS failed to process, compare the 3618 processed date to the rejection date of the MDS. If the 3618 admission was processed after the MDS was rejected, resubmit the rejected MDS. If the MDS was never submitted, complete the LTCMI and submit it.  
  – Once the covering 3618 admission and MDS assessment have processed, resubmit the CMWC/DME assessment.  
• If the 3618 admission and MDS assessment both processed but there is no covering Daily Care Service Authorization, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance. |
<table>
<thead>
<tr>
<th>Provider Message (Displayed in History)</th>
<th>Form/Assessment</th>
<th>Suggested Action</th>
</tr>
</thead>
</table>
| PS-3020: This CMWC/DME item cannot be processed because the individual is enrolled with a different provider as of the Therapist’s Certification Date. Correct the Therapist’s Certification Date or submit the necessary 3618 admission form and/or MDS assessment. | NFSS (CMWC/DME item) | There is a Daily Care Service Authorization for a different provider that covers the CMWC/DME Therapist’s Certification Date.  
- Pull a MESAV and review the Service Authorizations to determine if the recipient has a Daily Care Service Authorization that covers the CMWC/DME Therapist’s Certification Date. If the 3618 admission and MDS assessment for the recipient have not processed you will not have services authorized.  
- If a covering Daily Care Service Authorization is found and the Therapist’s Certification Date is incorrect, update it and resubmit.  
- If a covering Daily Care Service Authorization is not found, review the LTC Online Portal to determine the status of the 3618 admission and MDS assessment.  
  - If the 3618 admission is not processed, determine why the form rejected. Correct the current 3618 admission, or inactivate the rejected 3618 and submit a new 3618 admission.  
  - If the 3618 is processed, determine if there is an associated MDS assessment. If the MDS failed to process, compare the 3618 processed date to the rejection date of the MDS. If the 3618 admission was processed after the MDS was rejected, resubmit the rejected MDS. If the MDS was never submitted, complete the LTCMI and submit it.  
  - Once the covering 3618 admission and MDS assessment have processed, resubmit the CMWC/DME item.  
- If the 3618 admission and MDS assessment both processed but there is no covering Daily Care Service Authorization, contact HHS LTC Provider Claims Services at 512-438-2200, Option 1, for assistance. |
| PS-3022: This CMWC/DME item cannot be processed because the individual was not at least 21 years of age as of the Therapist’s Certification Date. Correct the Therapist’s Certification Date or contact HHS MEPD for assistance correcting the individual’s Birth Date in their records. | NFSS (CMWC/DME item) | The recipient was not at least 21 years of age as of the Therapist’s Certification Date.  
- If the Birth Date is incorrect on the form, contact the individual or their Legally Authorized Representative (LAR) and ask them to contact HHS MEPD to request that the error be corrected in the system. Resubmit the CMWC/DME item after the individual or LAR has confirmed that the information has been corrected by HHS. |
<p>| PS-3044: This therapy assessment cannot be processed because the individual does not have a successfully processed MDS assessment for the submitted Provider No. as of the Date of Assessment. | NFSS (Therapy Assessment) | Correct the therapy Date of Assessment or submit the necessary MDS Assessment. |
| PS-3045: This therapy service must be manually processed by HHSC. | NFSS (Therapy Assessment) | Email the IDD PASRR Unit: <a href="mailto:PASRR.Support@hhsc.state.tx.us">PASRR.Support@hhsc.state.tx.us</a>) for assistance. |
| PS-3046: This CMWC/DME assessment cannot be processed because the individual does not have a successfully processed MDS assessment for the submitted Provider No. as of the CMWC/DME Date of Assessment. | NFSS (CMWC/DME Assessment) | Correct the CMWC/DME Date of Assessment or submit the necessary MDS assessment. |</p>
<table>
<thead>
<tr>
<th>Provider Message (Displayed in History)</th>
<th>Form/Assessment</th>
<th>Suggested Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS-3047: This CMWC/DME item cannot be processed because the individual does not have a successfully processed MDS assessment for the submitted Provider No. as of the Therapist’s Certification Date.</td>
<td>NFSS (CMWC/DME Item)</td>
<td>- Correct the CMWC/DME item Therapist’s Certification Date or submit the necessary MDS assessment.</td>
</tr>
</tbody>
</table>

**Note:** For Response Codes PS-3044, PS-3046 and PS-3047, contact provider claims services for additional assistance.
Form 3618, 3619, and NFSS Submission Validation Rules and Edits

Based on information entered in certain fields and on the sequence in which the form is being submitted, validation, or front-end edits, will occur and may result in an error. The form will not be accepted until all errors are resolved. The system messages will display at the top of the LTC Online Portal submission page. If you do not receive the DLN number-assigned page after clicking the “Submit Form” button, there are errors that need to be resolved. The errors will be displayed at the top of the page, and you may need to scroll to the top of the page to see the errors.

An example of a validation, or front-end edit, occurs when the Date of Above Transaction is greater than one year old or greater than or equal to five years old. A front-end edit may also require the provider to enter additional information depending upon the message received.

Sequencing validation edits are based on three levels: Form Type, Transaction, and Date of Above Transaction.

- Form type – admission 3618 must be discharged with a 3618 before submitting a 3619 and the reverse.
- Transactions must alternate between admission and discharge.
- Date of above transaction should be chronological unless submitting a form effective retroactive.
- Retroactive forms should be submitted in pairs creating or filling a gap of time.

Forms set to the following statuses are excluded from consideration in meeting form sequencing requirements: Corrected, Invalid/Complete, Invalid Form Sequence, ID Invalid, Form Inactivated, Med ID Check Inactive, ME Check Inactive, or AI Check Inactive.

The errors will display at the time of a 3618 or 3619 form submission. There are different errors dependent upon the form type, therefore, the error messages below have been categorized by form type.

1. **System Message**. This is the specific error message that will be displayed in the LTC Online Portal at time of submission.

2. **System Message Clarification**. Further clarification of the LTC Online Portal error message including basic example of the situation.

3. **System Message Resolution**. Assistance with resolving the error.

For those situations where a form is missing, providers will need to submit the missing form for the erroring form to pass validations.

The provider has two options regarding the submissions:

- If a submission displays a message that a form is missing, the provider can save the form as a draft. Submit the missing form, and then retrieve the draft and submit to complete both transactions.
• If the submission displays that a form is missing, that form can be adjusted to submit the missing form and then, using Use as template, the original form can be submitted now that the edit has been resolved.

The submission of the missing form and the erroring form can occur the same day. The missing form will need to be submitted and then the erroring form. Providers do not need to wait for the missing form to process overnight.

Form 3618 Resident Transaction Notice Edits

<table>
<thead>
<tr>
<th>Edit Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Message (displayed at time of submission)</td>
</tr>
<tr>
<td>Last form submitted was an admission. Please supply discharge form prior to this admission.</td>
</tr>
<tr>
<td>Edit Description</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>Last form submitted was a discharge. Please supply admission form prior to this new discharge.</td>
</tr>
<tr>
<td>Same contract: An admission has already been received for the Date of Above Transaction. OR Different contract: An admission from another provider has already been received for the Date of Above Transaction.</td>
</tr>
<tr>
<td>Same contract: A discharge has already been received for the Date of Above Transaction. OR Different contract: A discharge from another provider has already been received for the Date of Above Transaction.</td>
</tr>
<tr>
<td>Date of Above Transaction is over one year old, do you want to continue?</td>
</tr>
</tbody>
</table>
### LTC User Guide for General Information, Online Portal Basics, and Program Resources

#### Form 3619 Medicare/SNF Patient Transaction Notice Edits

<table>
<thead>
<tr>
<th>Edit Description</th>
<th>System Message Clarification</th>
<th>System Message Resolution (assistance for resolving error)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last form submitted was a discharge… Please supply admission form prior to this new discharge.</td>
<td>Rejection of New Discharge for missing Previous Admission. New discharge follows a discharge for same contract i.e., 11-1-2008 discharge (no admission) 12-1-2008 discharge submitted.</td>
<td>Submit a discharge form prior to this admission. Attempting to submit two 3619 discharges in a row, missing a 3619 discharge. Submit the missing discharge then submit the 3619 admission.</td>
</tr>
<tr>
<td>Last form submitted was an admission. Please supply discharge form prior to this new admission.</td>
<td>Rejection of New Admission for missing Previous Discharge. New admission follows an admission for same contract i.e., 11-1-2008 admission (no discharge) 12-1-2008 admission submitted.</td>
<td>Submit a discharge form prior to this admission. Attempting to submit two 3619 admissions in a row, missing a 3619 discharge. Submit the missing admission then submit the 3619 admission.</td>
</tr>
</tbody>
</table>

### Previous form was a 3619. A 3619 discharge or 3618 admission (as appropriate) must be submitted before a 3618 discharge can be submitted. Applicable for same or different contract.

<table>
<thead>
<tr>
<th>System Message (displayed at time of submission)</th>
<th>System Message Clarification</th>
<th>System Message Resolution (assistance for resolving error)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous form was a 3619. A 3619 discharge or 3618 admission (as appropriate) must be submitted before a 3618 discharge can be submitted. Applicable for same or different contract.</td>
<td>Rejection of 3618 Discharge following a 3619. 3618 discharge received following a 3619 regardless of contract.</td>
<td>Submit either a 3619 discharge or 3618 admission (as appropriate) prior to this 3618 Discharge. Scenarios: 3619 admit exists in Processed/Complete status for client A, provider A, transaction date = 10/20/08. 3618 admit submitted for client A, provider A, transaction date = 10/21/08. Submit not allowed. 3618 discharge submitted for client A, provider A, transaction date = 10/20/08. Submit not allowed. 3619 discharge exists in Processed/Complete status for client A, provider A, transaction date = 10/19/08. 3618 discharge submitted for client A, provider A, transaction date = 10/21/08. Submit not allowed. 3619 admit exists in Processed/Complete status for client A, provider A, transaction date = 10/19/08. 3619 discharge exists in Processed/Complete status for client A, provider A, transaction date = 10/19/08. 3618 discharge submitted for client A, provider A, transaction date = 10/21/08. Submit not allowed.</td>
</tr>
<tr>
<td>Edit Description</td>
<td>System Message Clarification</td>
<td>System Message Resolution (assistance for resolving error)</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Same contract:** An admission has already been received for the Date of Above Transaction.  
**OR**  
**Different contract:** An admission from another provider has already been received for the Date of Above Transaction. | Rejection of New Admission for Same Date of Above Transaction.  
New admission has same Date of Above Transaction as an admission already received  
i.e., 11-1-2008 admission 11-1-2008 admission. | Same contract: Possibly attempting to submit a duplicate form.  
**OR**  
Different contract: A different provider has previously submitted an admission for the same Date of Above Transaction date. One provider is in error. Contact other provider. |
| **Same contract:** A discharge has already been received for the Date of Above Transaction.  
**OR**  
**Different contract:** A discharge from another provider has already been received for the Date of Above Transaction. | Rejection of New Discharge for Same Date of Above Transaction.  
New discharge has same Date of Above Transaction as a discharge already received  
i.e., 11-1-2008 discharge 11-1-2008 discharge. | Same contract: Possibly attempting to submit a duplicate form.  
**OR**  
Different contract: A different provider has previously submitted a discharge for the same Date of Above Transaction date. One provider is in error. Contact other provider. |
| **Previous form was a 3618. A 3618 discharge or 3619 admission (as appropriate) must be submitted before a 3619 discharge can be submitted.** | Rejection of 3619 Discharge following a 3618.  
3619 discharge received following a 3618 (regardless of contract on form). | Submit either a 3618 discharge or 3619 admission (as appropriate) prior to this 3619 Discharge. |
| **Date of Above Transaction is over one year old, do you want to continue?** | When submitting a form that is between one and five years old, providers will receive this warning message. The provider will have an option to select “OK” or “Cancel” before the form will continue to process. | If a provider submits a Date of Above Transaction that is equal to or more than five years old, the form will not be accepted onto the LTC Online Portal. Additionally, forms with a future date in the Date of Above Transaction field will not be accepted onto the LTC Online Portal. |
| **Please provide a reason in the comments field why the Dates of Qualifying Stay for this client do not equal 20.** | The Dates of Qualifying Stay must add up to exactly 20 non-duplicative days.  
If the Dates of Qualifying Stay do not equal 20, a comment is required in the Comments field. | Correct the Dates of Qualifying Stay to equal 20.  
If the dates do not equal 20 days because additional space is needed, add a comment to the form indicating that additional forms are being submitted to capture the full 20 days.  
If the client has a Medicare replacement policy, indicate the following information in the comments:  
• Medicare replacement  
• Name of the insurance carrier  
• Number of co-pay days allowed  
• Daily co-pay amount |
# NFSS Form Edits

<table>
<thead>
<tr>
<th>Edit Description</th>
<th>System Message Clarification</th>
<th>System Message Resolution (assistance for resolving error)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid PL1 Validation.</td>
<td>PL1 from which this form was initiated is no longer valid. Request for Authorization of PASRR NF Specialized Services must be initiated from a valid PL1.</td>
<td>Submitter must validate the PASRR NF Specialized Service form is associated with a valid (PL1) form.</td>
</tr>
<tr>
<td>Valid PE Validation</td>
<td>PE associated to the PL1 from which this form was initiated no longer reflects the resident as having IDD or IDD/MI. Request for Authorization of PASRR NF Specialized Services must be initiated from a valid PL1 which has a supporting IDD or IDD/MI PE.</td>
<td>Submitter must validate the PASRR NF Specialized Service form is associated with a valid PE form which is ID or DD positive.</td>
</tr>
<tr>
<td>IDT Submitted Validation (Warning Only)</td>
<td>IDT not found.</td>
<td>The associated IDT was not found in the database linked to the Initiating PL1. Click OK to proceed with form submission or Cancel to return to the form. If you proceed with form submission, the system will insert the following internal note in the form history IDT no found.</td>
</tr>
<tr>
<td>IDT Date Validation (Warning Only)</td>
<td>Requests for specialized services must be initiated within 30 calendar days of IDT date per §19.2704.</td>
<td>Click OK to proceed with form submission or Cancel to return to the form. If you proceed with form submission, the system will insert the following internal and external note in the form history NFSS Form was submitted more than 30 calendar days of the IDT meeting.</td>
</tr>
<tr>
<td>Physician License Validation</td>
<td>Referring Physician’s License No. is not valid.</td>
<td>Submitter must validate Physician Licenses on the PASRR NF Specialized Service form. Submitter must verify the License No., Issuance Date, Signature Date, and Expiration date.</td>
</tr>
<tr>
<td>NF Contract Validation</td>
<td>NF Provider No. is not valid for the Date of Assessment.</td>
<td>Submitter must validate nursing facilities provider number on the PASRR NF Specialized Service form.</td>
</tr>
<tr>
<td>Recert Therapy NF Contract Validation</td>
<td>NF Provider No. is not valid for today’s date.</td>
<td>Submitter must validate nursing facilities provider number on the PASRR NF Specialized Service form.</td>
</tr>
<tr>
<td>Duplicate Assessment Validations</td>
<td>A previously approved assessment has been identified. Click OK to submit or Cancel to return to the form.</td>
<td>Click OK to proceed with form submission or Cancel to return to the form. Submitter must validate that Duplicate PASRR NF Specialized Service forms are not submitted.</td>
</tr>
<tr>
<td><strong>Edit Description</strong></td>
<td><strong>System Message Clarification</strong></td>
<td><strong>System Message Resolution</strong> (assistance for resolving error)</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Previous assessment for Recertification request | No previous Assessment for Recert Found  
No previous Service for Recert found  
(Occurs when using the Populate button.) | When Recertification is selected for any of the three therapies, the system tries to find a previously submitted form for the same client to populate data. If the system is unable to find a previous form, it displays a pop-up message (for both assessment and service). Click OK to proceed with form submission. |
Document Statuses

Providers can retrieve the status of their documents by using FSI or Current Activity on the LTC Online Portal. The following are statuses that a provider may see, and their definition:

- **AI Check Inactive**: Applied Income validation attempted nightly for up to six months and failed or the request was canceled. The provider may restart the assessment once the reason for the failed validation has been resolved by the Medicaid Eligibility Worker by clicking the “Reactivate Form” button.
- **AI Confirmed**: Applied Income is confirmed.
- **AI Pending**: Applied Income verification is pending.
- **Appealed**: An individual has appealed the MN determination and the provider has provided more information for consideration. Assessment is now awaiting TMHP doctor review or a fair hearing has been requested.
- **Approved**: PTID is Approved by HHS PASRR Reviewer.
- **Awaiting LTC Medicaid Information**: MDS has been retrieved by TMHP from CMS. If LTCMI is submitted, assessment will be processed by HHS.
- **Awaiting PE**: A PL1 Screening Form has been submitted but the PE for this individual has not been submitted.
- **Coach Pending More Info**: HHS Provider Claims Services is awaiting additional information from the NF. See the Form or PTID History trail for notes.
- **Coach Review**: HHS Provider Claims Services is reviewing.
- **Corrected**: Forms are moved into a corrected status when the form is corrected by another form. View the History trail to find the child DLN. No further actions are allowed on a form or assessment with status Corrected.
- **Denial Overturned**: Denial of the PTID has been overturned or PTID is approved at Fair Hearing.
- **Denial Upheld**: Denial of the PTID has been upheld or PTID is Denied at Fair Hearing.
- **Denied**: PTID has been denied by HHS PASRR Reviewer.
- **Denied No FH**: Request for specialized services is denied. The resident or LAR have the option of requesting a fair hearing.
- **Documented/Complete**: An assessment PTID is marked with this status if a previous assessment has been successfully processed at HHSC within 180 days. This status only applies to Assessment PTIDs and the Assessment is not billable.
- **FH Expired**: Time period for requesting a Fair Hearing has expired.
- **Form Complete**: A previous valid PASRR Screening has been located and MN has been approved.
- **Form Inactivated**: Assessment/form has been inactivated. No further actions allowed on the form or assessment.
- **Form Submitted**: A PSS or NFSS form has been successfully submitted.
- **ID Confirmed**: Medicaid ID is confirmed.
• **ID Invalid**: Medicaid ID validation failed. Cannot be processed until Medicaid ID is corrected. Contact Medicaid Eligibility Worker to verify individual’s name, Social Security number, and Medicaid ID. A new form or assessment must be submitted with correct information. The name entered must match the name shown on the individual’s Medicaid ID card.

• **Inactivated**: PTID is Inactivated by HHS PASRR Reviewer.

• **Incomplete**: Incomplete EDI form submission - after 5 days in Pending Submission, status is systematically set to Incomplete - X12 275 was not received within 5 days.

• **Invalid/Complete**: HHS processing deemed this form, assessment, or PTID invalid. See the Form or PTID History trail for details.

• **Invalid Form Sequence**: Only applies for Forms 3618 and 3619. Form 3618/3619 sequence is invalid. For example - Form 3618 needs to be submitted before the MDS can be accepted.

• **Item Not Received**: CMWC or DME item has not been certified by the NF in 365 days.

• **Item Transferred**: CMWC or DME Item has been transferred to another Nursing Facility.

• **Invalid/Complete**: PTID is marked Invalid for processing.

• **ME Check Inactive**: Medicaid Eligibility validation attempted nightly for six months and failed or the request was canceled. The provider may restart the assessment once the reason for the failed validation has been resolved by the Medicaid Eligibility Worker by clicking the “Reactivate Form” button.

• **ME Pending**: Medicaid Eligibility is pending verification.

• **Med ID Check Inactive**: Medicaid ID validation attempted nightly for six months and failed or the request was canceled. The provider may restart the assessment once the reason for the failed validation has been resolved by the Medicaid Eligibility Worker by clicking the “Reactivate Form” button.

• **Medicaid ID Pending**: Medicaid ID validation is pending. Validation attempts occur nightly until deemed valid, invalid, or until six months has expired, whichever comes first. Contact the Medicaid Eligibility Worker to verify individual’s name, Social Security number, and Medicaid ID. This status will also apply to private-pay residents whose assessments are successfully, but unnecessarily, submitted via LTC Online Portal. The assessment will suspend for six months; and, if the individual never applies for Medicaid, the status will be set to **Med ID Check Inactive**.

• **MN Approved**: Medical Necessity met.

• **MN Denied**: Medical Necessity has not been met on the PE. View the History trail for detailed status and information about the denial of MN.

• **MN Denied On PE**: Medical Necessity has not been met. View the History trail for detailed status and information about the denial of MN.

• **Negative PASRR Eligibility**: The PL1 Screening Form did not indicate that the individual has a diagnosis of Mental Illness, Intellectual Disability or Developmental Disability.

• **NF Placement Process Exhausted**: This is a PL1 Screening Form status which occurs when an individual has not been placed in an NF or alternate setting within 90 days of submitted PE.

• **Out of State MD/DO License Invalid**: Out of State MD/DO License is confirmed to be Invalid.

• **Out of State MD/DO License Valid**: Out of State MD/DO License is confirmed to be valid.

• **Out of State RN License Invalid**: The state issuing the compact license has indicated the compact RN license is invalid.

• **Out of State Therapist License Invalid**: Therapist on the PTID is not licensed in Texas.

• **Overturned Doctor Review**: Assessment was denied medical necessity, and then provider supplied more information. Assessment is pending.
• **PCS Documented / Complete:** PCS has successfully completed processing the Assessment PTID. An Assessment in this status is not billable.

• **PCS Processed / Complete:** Form, Assessment, or PTID has been successfully processed by PCS.

• **PE MN Denied:** Medical Necessity has not been met on the PE. View the History trail for detailed status and information about the denial of MN.

• **Pending Applied Income:** Applied Income validation is pending. Validation attempts occur nightly until applied income is found, request canceled, or until six months has expired, whichever comes first. Contact the Medicaid Eligibility Worker.

• **Pending Denial (needs more information):** TMHP nurse did not find the assessment to qualify for Medical Necessity. Provider has 21 calendar days to submit additional information for consideration.

• **Pending Denial:** PTID is Pending Additional Information for approval.

• **Pending Doctor Review:** MN determination is pending TMHP Doctor Review.

• **Pending Fair Hearing:** Fair Hearing has been requested by the resident/NF.

• **Pending MD/DO License Verification:** MD/DO credentials are pending verification.

• **Pending Medicaid Eligibility:** Medicaid Eligibility validation is pending. Validation attempts occur nightly until eligibility is found, the request is canceled, or until six months has expired, whichever comes first.

• **Pending More Info:** HHS Provider Claims Services needs more information before further processing can occur. See the Form History trail or PTID History for further details on information required.

• **Pending NF Receipt:** CMWC or DME is pending receipt and certification by the NF.

• **Pending Placement:** The individual has not been placed in a Nursing Facility. On the PL1 Screening Form NF Choices section, no NF has indicated “Admitted To” nor has the individual been placed in an alternate setting.

• **Pending Placement in NF - PE Confirmed:** When the PL1 Screening Form is in this status, the NF is required to review the associated PE (which identifies the Recommended Specialized Services for the individual) and certify if it is able or unable to serve the individual.

• **Pending Review:** MN determination is pending TMHP nurse review because the assessment was not approved through the automated MN determination process.

• **Pending RN License Verification:** RN License number is pending verification from the Texas Board of Nursing (BON) or the licensing state from which the compact license was issued.

• **Pending State Confirmation:** PTID is Pending Confirmation by HHS PASRR Reviewer.

• **Pending State Review:** PTID is Pending Review by HHS PASRR Reviewer.

• **Pending Submission:** Incomplete EDI submission - awaiting submission of X12 275 up to 5 calendar days in order to complete form submission in LTCOP.

• **PL1 Inactive:** This PL1 Screening Form status indicates that the individual is deceased or discharged.

• **Processed/Complete:** Form, assessment, or PTID on the NFSS form has been processed and complete. Please check MESAV.

• **Provider Action Required:** Form, assessment, or PTID needs to be reviewed by the provider due to being rejected by HHSC SAS Processing. Refer to the form or assessment History trail or PTID History for specific error message.

• **PTID Submitted:** NFSS PTID is successfully submitted on the LTC Online Portal.

• **Recert - Reference Only:** The assessment PTID for a therapy recertification has successfully completed processing.
• **SAS Request Pending:** Form or assessment has passed all validations (Medicaid ID, Medicaid Eligibility, Applied Income, etc.) and will be sent from TMHP to HHS for processing. For the NFSS, both the Form and the PTID has passed all workflow validations and will be sent to HHSC for processing. Please allow two to four business days for the next status change.

• **Submitted:** Form or assessment has been submitted.

• **Submitted to manual workflow:** Form or assessment needs to be reviewed by HHS Provider Claims Services due to the form or assessment being rejected by SAS. Refer to the form or assessment History trail for additional information.

• **Submitted to PASRR Unit:** PTID is submitted to DADS PASRR Unit for review and completion.

• **Submitted to PCS:** Form, Assessment, or PTID is submitted to HHS Provider Claims Services for review and completion.

• **Submit to SAS:** PTID information is submitted to HHSC SAS system.
Nonemergency Ambulance

If you need to transport a fee-for-service (FFS) Medicaid recipient by ambulance for a doctor appointment or other nonemergency reason, there are some important things to know. For the most up-to-date and detailed information, refer to the Texas Medicaid Provider Procedures Manual, Volume 1, Section 5 Prior Authorization.

Medicaid payment for ambulance transportation may be made only for those FFS individuals whose condition at the time of transport is such that ambulance transportation is medically necessary. For example, it is insufficient that an individual merely has a diagnosis such as pneumonia, stroke, or fracture to justify ambulance transportation. In each of those instances, the condition of the individual must be such that transportation by any other means is medically contraindicated.

Ambulance transports must be limited to those situations where the transportation of the individual is less costly than bringing the service to the individual.

Note: Authorization requests for services administered by an individual’s managed care organization (MCO) must be submitted to the individual’s MCO according to the guidelines that are specific to the plan under which the individual is covered.

Prior Authorization Requirements

Prior authorization is not a guarantee of payment. Even if a procedure has been prior authorized, reimbursement can be affected for a variety of reasons, e.g., the individual is ineligible on the date of service (DOS), or the claim is incomplete. Providers must verify individual eligibility status before providing services.

In most instances prior authorization must be approved before the service is provided. Prior Authorization for urgent services that are provided after business hours, on a weekend, or on a holiday may be requested on the next business day. TMHP considers providers’ business hours as Monday through Friday, from 8:00 a.m. to 5:00 p.m., Central Time. Prior authorization requests that do not meet these deadlines may be denied.

To avoid unnecessary denials, the request for prior authorization must contain correct and complete information, including documentation of medical necessity. The documentation of medical necessity must be maintained in the individual’s medical record. The requesting NF may be asked for additional information to clarify or complete a request for prior authorization.


According to 1 TAC §354.1111, nonemergency transport is defined as ambulance transport provided for a Medicaid individual to or from a scheduled medical appointment, to or from a licensed facility for treatment, or to the individual’s home after discharge from a hospital when the individual has a medical condition such that the use of an ambulance is the only appropriate means of transportation (i.e., alternate means of transportation are medically contraindicated).
According to Human Resource Code (HRC) §32.024 (t), a Medicaid-enrolled physician, Nursing Facility, health-care provider, or other responsible party is required to obtain authorization before an ambulance is used to transport an individual in circumstances not involving an emergency.

HRC states that a provider of nonemergency ambulance transport is entitled to payment from the Nursing Facility, health-care provider, or other responsible party that requested the service if payment under the Medical Assistance Program is denied because of lack of prior authorization and the ambulance provider submits a copy of the claim for which payment was denied.

If the individual’s medical condition is not appropriate for transport by ambulance, nonemergency ambulance services are not a benefit. Prior authorization is a condition for reimbursement but is not a guarantee of payment. The individual and provider must meet all of the Medicaid requirements, such as individual eligibility and claim filing deadlines.

Medicaid providers who participate in one of the Medicaid Managed Care Organization (MCO) plans must follow the MCOs prior authorization requirements.

The TMHP Ambulance Unit reviews the prior authorization request to determine whether the individual’s medical condition is appropriate for transport by ambulance. Incomplete information may cause the request to be suspended for additional medical information or be denied.

The following information assists TMHP in determining the appropriateness of the transport:

- An explanation of the individual’s physical condition that establishes the medical necessity for transport. The explanation must clearly state the individual’s conditions requiring transport by ambulance.
- The necessary equipment, treatment, or personnel used during the transport.
- The origination and destination points of the individual’s transport.

Prior authorization is required when an extra attendant is needed for any nonemergency transport. When an individual’s condition changes, such as a need for oxygen or additional monitoring during transport, the prior authorization request must be updated.

**Prior Authorization Types and Definitions**

**One-time, Non-repeating**

One-time, nonrepeating requests are reserved for those individuals who require a one-time transport. The request must be signed and dated by a physician, physician assistant (PA), nurse practitioner (NP), clinical nurse specialist (CNS), registered nurse (RN), or discharge planner with knowledge of the individual’s condition. Stamped or computerized signatures and dates are not accepted. Without a signature and date, the form is considered incomplete.

**Recurring**

Recurring requests, up to 60 days, are reserved for those individuals whose transportation needs are not anticipated to last longer than 60 days. The request must be signed and dated by a physician, PA, NP, or CNS. Stamped or computerized signatures and dates are not accepted. Without a signature and date, the form is considered incomplete. The request must include the approximate number of visits needed for the repetitive transport (e.g., dialysis, radiation therapy).

Nonemergency Prior Authorization Process

To obtain prior authorization, NFs must submit a completed Nonemergency Ambulance Prior Authorization Request Texas Medicaid and CSHCN Services Program form by fax to the TMHP Ambulance Unit at 512-514-4205. Prior authorization can also be requested through the TMHP website at www.tmhp.com.

The Nonemergency Ambulance Prior Authorization Form must not be modified. If the form is altered in any way, the request may be denied. The form must be filled out by the NF or the physician’s staff that is most familiar with the individual’s condition. The ambulance provider must not assist in completing any portion of this form.


A request for a one-day transport may be submitted on the next business day following the transport in some circumstances; however, every attempt should be made to obtain prior authorization before the transport takes place. Authorization requests for one-day transports submitted beyond the next business day will be denied.

A request for a recurring transport must be submitted before the individual is transported by ambulance. After a prior authorization request has been approved, if the individual’s condition deteriorates or the need for equipment changes so that additional procedure codes must be submitted for the transport, the requesting NF must submit a new Nonemergency Ambulance Prior Authorization Request form.

TMHP responds to nonemergency transport prior authorization requests within 2 business days of receipt of requests for 60 days or less. NFs should submit all requests for a prior authorization number (PAN) in sufficient time to allow TMHP to issue the PAN before the date of the intended transport. The requesting NF must contact the transporting ambulance provider with the PAN and the dates of service that were approved.

TMHP reviews all of the documentation it receives. An online prior authorization request submitted through the TMHP website is responded to with an online approval or denial. Alternately, a letter of approval or denial is faxed to the requesting NF. The individual is notified by mail if the authorization request is denied or downgraded. Reasons for denial include documentation that does not meet the criteria of a medical condition that is appropriate for transport by ambulance, or the individual is not Medicaid-eligible for the dates of services requested. Clients may appeal prior authorization request denials by contacting TMHP Client Notification at 1-800-414-3406. Providers may not appeal prior authorization request denials.

A nonemergency transport will be denied when a claim is submitted with a prior authorization request form that is completed and signed after the service is rendered. In addition, a prior authorization request form that is completed and signed after the service is rendered will not be accepted on appeal of the denial.

Nonemergency Prior Authorization and Retroactive Eligibility

Retroactive eligibility occurs when the effective date of an individual’s Medicaid coverage is before the eligibility “add date,” which is the date the individual’s Medicaid eligibility is added to TMHP’s eligibility file.

For individuals with retroactive eligibility, prior authorization requests must be submitted after the individual’s add date and before a claim is submitted to TMHP.

For services that are provided to fee-for-service Medicaid individuals during an individual’s retroactive eligibility period (i.e., the period from the effective date to the add date), providers must obtain prior authorization within 95 days of the individual’s add date and before a claim is submitted for those services to TMHP.

If an individual’s Medicaid eligibility is pending, a PAN must be requested before a nonemergency transport. Initially this request will be denied for Medicaid eligibility. When Medicaid eligibility is established, the NF requestor
has 95 days from the date on which the eligibility was added to TMHP’s files to contact the TMHP Ambulance Unit and request that authorization be considered

**Documentation of Medical Necessity**

Retrospective review may be performed to ensure documentation supports the medical necessity of the transport.

Documentation to support medical necessity must include one of the following:

- The individual is bed-confined before, during and after the trip and alternate means of transport is medically contraindicated and would endanger the individual’s health (i.e., injury, surgery, or the use of respiratory equipment). The functional, physical, and mental limitations that have rendered the individual bed-confined must be documented.

**Note:** Bed-confined is defined as an individual who is unable to stand, ambulate, and sit in a chair or wheelchair.

- The individual’s medical or mental health condition is such that alternate means of the transport is medically contraindicated and would endanger the individual’s health (e.g., injury, surgery, or the use of respiratory equipment).

- The individual is a direct threat to himself or herself or others, which requires the use of restraints (chemical or physical) or trained medical personnel during transport for individual and staff safety (e.g., suicidal).

- When physical restraints are needed, documentation must include, but is not limited to, the following:
  - Type of restraint
  - Time frame of the use of the restraint
  - Individual’s condition

**Note:** The standard straps used in an ambulance transport are not considered a restraint.

**Medicare and Medicaid Individuals**

NFs should simultaneously request prior authorization for the nonemergency transport from TMHP for a Medicaid Qualified Medicare Beneficiary (MQMB) individual in the event the service requested is denied by Medicare as a non-covered service.

**Note:** MQB individuals are not eligible for Medicaid benefits. NFs can contact Medicare for the Medicare prior authorization guidelines.
Reminders

• LTC Online Portal has 24/7 availability to submit and track documents.
• Monitor document statuses regularly on the LTC Online Portal.
• Access your documents using Form Status Inquiry or Current Activity.
• Print and sign documents prior to submission.
• Use the TMHP website to access training materials and other resources. The TMHP website is available at: www.tmhp.com/Pages/LTC/ltc_home.aspx.
• This User Guide can be found under the Help link located on the blue navigational bar within the LTC Online Portal.
Preventing Medicaid Waste, Abuse, and Fraud

Medicaid fraud: “An intentional deceit or misrepresentation made by a person with the knowledge that deception could result in some unauthorized benefit to himself or some other person. It includes any act that constitutes fraud under applicable federal or state law.”

How to Report Waste, Abuse, and Fraud

Reports may be made through the following website: https://oig.hhsc.texas.gov/report-fraud. This website also gives instructions on how to submit a report, as well as how to submit additional documentation that cannot be transmitted over the Internet. The website also provides information on the types of waste, abuse, and fraud to report to OIG.

If you are not sure if an action is waste, abuse, or fraud of Texas Medicaid, report it to OIG and let the investigators decide. If you are uncomfortable about submitting a report online, there is a telephone number for Recipient Fraud and Abuse reporting 1-800-436-6184.
HIPAA Guidelines and Provider Responsibilities

Providers must comply with the Health Insurance Portability and Accountability Act (HIPAA). It is YOUR responsibility to comply with HIPAA, to seek legal representation when needed, and to consult the manuals or speak to your TMHP Provider Representative when you have questions.
Resource Information

Types of Calls to Refer to TMHP

Call TMHP at 1-800-626-4117, Option 1, about the following:

- NF forms completion – including PASRR Level 1 Screening Form and NFSS form
- Rejection codes on the forms and PTIDs
- Management of the Provider Action Required status
- If the Medicaid, Social Security, or Medicare number and the name match the individual’s Medicaid ID card and the form is set to status ID Invalid, call TMHP to have the form restarted through the system.
- PASRR Level 1 Screening Form submission error messages and the NFSS Form and PTID error messages.
- PASRR Level 1 Screening Form and PASRR Evaluation status questions

Call TMHP at 1-800-626-4117, Option 2, about the following:

- MN Determination on MDS
- MN Determination on PE

Call TMHP at 1-800-626-4117, Option 3, about the following:

- TMHP LTC Online Portal and TexMedConnect account setup

Types of Calls to Refer to HHS IDD PASRR Unit

Call HHS PASRR Unit at 1-855-435-7180 or email PASRR.Support@hhsc.state.tx.us about the following:

- Assistance or cooperation from an NF or LIDDA
- Assistance with locating information to perform and submit the PL1 Screening Form and NFSS form.
- Assistance with locating screenings and evaluations, individuals, or additional training resources
- Policy guidance on specialized services and therapist assessments
Types of Calls to Refer to HHS MI PASRR

Message HHS MI PASRR at PASRR@dshs.texas.gov about the following:

- Assistance or cooperation from a Hospital RE or LMHA/LBHA.

Types of Calls to Refer to HHS PCS

Call HHS PCS at (512) 438-2200, Option 1, about the following:

- Denials or pending denials of individuals who have established prior permanent medical necessity, after verifying MDS 3.0: A0700, Medicaid Number, contains a nine-digit numeric rather than “+” or “N.”
- A 3618/3619 admission submitted under the wrong contract -- that process must have a counteracting discharge submitted and the provider must call to request that HHS PCS set the incorrect form to status Invalid/Complete. A third form for the same Date of Above Transaction cannot be submitted until the forms with the incorrect contract have been set to status Invalid/Complete.
- Resolution of forms in Manual Workflow.
- Assistance with Processed/Complete forms which do not appear on MESAV.

Types of Calls to Refer to a Local Authority

- For a true preadmission when an individual just arrives without paperwork at the NF when not Expedited Admission or Exempted Hospital Discharge.
- For an individual who just arrives at the NF with a PASRR Negative Letter from the PE and needs help calling the LA.
- When the NF needs to follow up after an alert was sent to the LA to perform and submit a PE for a Resident Review.
- To invite the LA to participate in the Interdisciplinary Team (IDT) Meeting.
Helpful Contact Information

Texas Medicaid & Healthcare Partnership (TMHP)

General Customer Service ........................................................................................................ 1-800-925-9126
Long Term Care (LTC) Department .......................................................................................... 1-800-727-5436 / 1-800-626-4117
  General Inquiries, MDS not in the LTC Online Portal, LTCMI questions, Claim Forms,
  Claim Submission, R&S Report, PL1 Screening Form, and PASRR Evaluation (PE) .......... Option 1
  Medical Necessity .................................................................................................................... Option 2
  Technical Support .................................................................................................................. Option 3
  Fair Hearing ............................................................................................................................ Option 5
  LTC Other Insurance Information and Updates ...................................................................... Option 6
LTC Department (fax) ................................................................................................................ (512) 514-4223
Medicaid Hotline ....................................................................................................................... 1-800-252-8263

Health and Human Services (HHS) ......................................................................................... (512) 438-3011
Consumer Rights & Services Hotline ....................................................................................... 1-800-458-9858
  Complaint for LTC Facility/Agency ......................................................................................... Option 2
  Information About a Facility .................................................................................................... Option 4
  Provider Self-Reported Incidents .............................................................................................. Option 5
  Survey Documents/HHS literature ........................................................................................ Option 6
Community Services Contracts Unit Support .......................................................................... (512) 438-3550
Community Services Contracts Voice Mail (Contract Applications,
Reenrollments and Reporting Changes, such as address and telephone number) ............... (512) 438-3550
Criminal History Checks ........................................................................................................... (512) 438-2363
Facility Licensure/Certification (Reporting Changes, such as Service Area and Medical Director) .... (512) 438-2630
Home and Community Support Services Unit (Hospice Regulatory Requirements) ............... (512) 438-3161
Hospice Policy (Medicaid, Program Support, and Special Services Unit) .................. hospice@hhs.state.tx.us
Institutional Services Contracting .................................................................................................. (512) 438-2546
Medication Aide Program ......................................................................................................... (512) 231-5800
Nurse Aide Registry .................................................................................................................. 1-800-452-3934
Nurse Aide Training .................................................................................................................. (512) 231-5800
NF Administrator Program ....................................................................................................... (512) 231-5800
NF Policy ..................................................................................................................................... (512) 438-3161
Regulatory Services ................................................................................................................ (512) 438-2625
  PASRR Unit Policy Questions ................................................................................................. (855) 435-7180
Provider Claims Services Hotline ........................................................................................... (512) 438-2200
  NF and Hospice (Client Service authorizations, MESAV updates, and unable
to determine Rate Key issues) ................................................................................................. Option 1
  Personal Needs Allowance Payments (PNA) ........................................................................ Option 2
  Deductions and Holds .......................................................................................................... Option 3
  Provider Recoupment and Holds, including torts and trusts and/or annuities ................. Option 4
  Home Community Services ................................................................................................ Option 5
  TX Home Living ..................................................................................................................... Option 5
  Rehabilitation Therapy and Specialized Services ................................................................. Option 6

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Option 1
Option 2
Option 3
Option 4
Option 5
Option 6
Informational Websites

Texas Medicaid & Healthcare Partnership (TMHP): [www.tmhp.com](http://www.tmhp.com)
- HIPAA information: [www.tmhp.com/Pages/TMHP/TMHP_HIPAA.aspx](http://www.tmhp.com/Pages/TMHP/TMHP_HIPAA.aspx)
- Long Term Care Division: [www.tmhp.com/Pages/LTC/ltc_home.aspx](http://www.tmhp.com/Pages/LTC/ltc_home.aspx)
- NF LTCMI and PASRR information is also available at: [www.tmhp.com/Pages/LTC/ltc_home.aspx](http://www.tmhp.com/Pages/LTC/ltc_home.aspx)
- Long Term Care Provider News Archives [www.tmhp.com/Pages/LTC/LTC_news_archives.aspx](http://www.tmhp.com/Pages/LTC/LTC_news_archives.aspx)

Health and Human Services (HHS): [https://hhs.texas.gov/](https://hhs.texas.gov/)
All HHS provider information can be found at [https://hhs.texas.gov/doing-business-hhs/provider-portals](https://hhs.texas.gov/doing-business-hhs/provider-portals).
Please choose your particular provider type for available online resources:
- Consumer Rights and Services (includes information about how to make a complaint): [https://hhs.texas.gov/about-hhs/your-rights/consumer-rights-services](https://hhs.texas.gov/about-hhs/your-rights/consumer-rights-services)
- Provider Letters: [www.dads.state.tx.us/providers/communications/letters.cfm](http://www.dads.state.tx.us/providers/communications/letters.cfm)
- Resources for HHS Service Providers: [https://hhs.texas.gov/doing-business-hhs/provider-portals](https://hhs.texas.gov/doing-business-hhs/provider-portals)
- HHS Regions: [https://hhs.texas.gov/about-hhs/find-us/community-services-regional-contacts](https://hhs.texas.gov/about-hhs/find-us/community-services-regional-contacts)

Department of State Health Services (DSHS): [www.dshs.state.tx.us/](http://www.dshs.state.tx.us/)
- DSHS Local Mental Health Authority Search: [www.dshs.state.tx.us/mhservices-search](http://www.dshs.state.tx.us/mhservices-search)
- DSHS PASRR Information: [www.dshs.state.tx.us/mhsa/pasrr/](http://www.dshs.state.tx.us/mhsa/pasrr/)
Other

• Centers for Medicare & Medicaid Services: [www.cms.gov](http://www.cms.gov)
• Department of State Health Services: [www.dshs.state.tx.us](http://www.dshs.state.tx.us)
• National Provider Identifier (NPI):
  – To obtain: [https://nppes.cms.hhs.gov/NPPES](https://nppes.cms.hhs.gov/NPPES)
• Texas Administrative Code: [www.sos.state.tx.us/tac/index.shtml](http://www.sos.state.tx.us/tac/index.shtml)
• Texas State RUG Training: [www.txstate.edu/continuinged/CE-Online/RUG-Training](http://www.txstate.edu/continuinged/CE-Online/RUG-Training)
Acronyms

- **A0310A.**: Reason for Assessment (MDS 3.0)
- **A1600.**: Admission or Entry Date (MDS 3.0)
- **A2300**: Assessment Reference Date
- **BON**: Texas Board of Nursing
- **CHOW**: Change of Ownership
- **CMS**: Centers for Medicare & Medicaid Services
- **CPR**: Cardiopulmonary Resuscitation
- **CVC**: Central Venous Catheter
- **DLN**: Document Locator Number
- **DON**: Director of Nurses
- **DOS**: Date of Service
- **DSHS**: Department of State Health Services
- **EDI**: Electronic Data Interchange
- **EMS**: Emergency Medical Services
- **ER**: Emergency Room
- **FSI**: Form Status Inquiry
- **HHS**: Texas Health and Human Services
- **HIPAA**: The Health Insurance Portability and Accountability Act
- **HMO**: Health Maintenance Organization
- **HRC**: Human Resource Code
- **ICF/IID**: Intermediate Care Facility for Individuals with Intellectual Disability
- **IDD**: Intellectual and Developmental Disabilities
- **IDT**: Interdisciplinary Team
- **IG**: HHS Inspector General
- **LA**: Local Authority (This is a general term that can include the LIDDA, LMHA, and/or LBHA)
- **LAR**: Legally Authorized Representative
- **Late Assessment**: An assessment received on day 123 is considered late. The previous RUG for that individual has expired as of day 123.
- **LBHA**: Local Behavioral Health Authority
- **LIDDA**: Local Intellectual and Developmental Disability Authority
• **LMHA**: Local Mental Health Authority
• **LTC**: Long Term Care
• **LTCMI**: Long Term Care Medicaid Information. The LTCMI is the replacement for the federal MDS Section S and contains items for Medicaid state payment. Once your MDS assessments have been transmitted to CMS, TMHP will retrieve all assessments that meet the retrieval criteria and assign a DLN. The assessment will be set to *Awaiting LTC Medicaid Information* status.
• **MCO**: Managed Care Organization
• **MDS**: Minimum Data Set
• **MEPD**: Medicaid for the Elderly and People with Disabilities
• **MESAV**: Medicaid Eligibility Service Authorization Verifications
• **Missed Assessment**: Missed assessment is an assessment not submitted within the Anticipated Quarter or within 92 days of the dates that the assessment covers. The Anticipated Quarter is defined as the 92-day anticipated MDS assessment quarter following the 92-day span of the current MDS assessment.
• **MN**: Medical Necessity
• **MQMB**: Medicaid Qualified Medicare Beneficiary
• **NFSS**: Authorization Request for PASRR Nursing Facility Specialized Services
• **NP**: Nurse Practitioner
• **NPI**: National Provider Identifier
• **OES**: Office of Eligibility Services
• **PA**: Physicians Assistant
• **PAN**: Prior Authorization Number
• **PC**: Purpose Code
• **PDF**: Portable Document Format
• **PE**: PASRR Evaluation (Level II)
• **PL1**: PASRR Level 1 Screening
• **Preadmission Screening and Resident Review (PASRR)**: PASRR is a federal mandate that requires the State of Texas to screen all persons suspected of having Mental Illness (MI), Intellectual Disabilities (ID), or Developmental Disabilities (DD) prior to admission into a certified Nursing Facility. The screening must be submitted to TMHP via the LTC Online Portal.
• **PICC**: Peripherally Inserted Central Catheter
• **PMN**: Permanent MN
• **PNA**: Personal Needs Allowance Payments
• **PRN**: Pro Re Nada or “as needed”
• **PSS**: PASRR Specialized Services
• **PTID**: PASRR Transaction Id
• **QTSO**: QIES Technical Support Office
• **RA**: Route of Administration
• **RAI**: Resident Assessment Instrument - includes instructions as to how to complete the MDS assessment
• **RE**: Referring Entity
• **Resident Assessment Validation and Entry (RAVEN):** Free MDS data entry software that offers users the ability to enter and transmit assessments to CMS. CMS provides this free MDS data entry software. Providers can download the free software at the federal CMS website indicated on the slide.

• **RN:** Registered Nurse

• **RUG:** Resource Utilization Group

• **SCSA:** Significant Change in Status Assessment

• **SNF:** Skilled Nursing Facility

• **SSI:** Supplemental Security Income

• **TMHP:** Texas Medicaid & Healthcare Partnership

• **TAC:** Texas Administrative Code

• **Z0500B.:** Date RN Assessment Coordinator signed as complete (MDS 3.0)
Appendix A: Medicaid Eligibility Verification – Resident with Medicaid Eligibility
Medicaid Eligibility Verification – Resident with Medicaid Eligibility

Does not apply to PASRR

- Assessment Reviewed for Medical Necessity (MN)
  - MN Approved
  - ID Invalid
  - ID Confirmed

- Request/Validate Medicaid ID
  - ID Confirmed
  - Medicaid ID Pending

- Medicaid ID Pending
  - Medicaid ID Check Inactive

- Provider Reactivates

- Medicaid ID

- Request/Validate Medicaid Eligibility (ME)
  - ME Confirmed
  - Pending ME

- Pending ME
  - ME Check Inactive
  - Provider Reactivates

- Applied Income Check
  - Pending AI

- Pending AI
  - AI Check Inactive
  - Provider Reactivates

- Provider Reactivates

If resident is ME certified after 6 months, NF can reactivate assessment by clicking on the “Reactivate form” button.

NF confirms SSN/Medicaid/Medicare #s and first four letters of last name match. If yes, contact TMHP to restart form. If no, NF submits correction.

Resident may not have correct NF coverage. If no, new application needs to be filed.

ID Invalid

ID Pending

SAS Request Pending

AI Confirmed

AI Check Inactive
Appendix B: Medicaid Eligibility Verification – Resident with Pending Medicaid Eligibility
Medicaid Eligibility Verification – Resident with Pending Medicaid Eligibility

Does not apply to PASRR

**Non-TIERS: If no AI, contact ME worker**

**TIERS: If no AI, contact PCS. If in SAS but not MESAV, contact TMHP to restart form.**

(Note: If resident does not have correct NF coverage, AI will not be available, new application needs to be filed.)

**If resident is ME certified after 6 months, NF can reactivate assessment by clicking on the “Reactivate form” button.**
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