TMHP and HHSC Contact Information

CSHCN Services Program Provider Manual

DECEMBER 2019



TMHP AND HHSC CONTACT INFORMATION

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1.1 TMHP-CSHCN Services Program Contact Information

1.1.1 * CSHCN Services Program Telephone and Fax Communication

Contact	Telephone and Fax Number
TMHP-CSHCN Prior Authorization and Authorization Fax	1-512-514-4222
Provider Enrollment Fax	1-512-514-4214
Provider Enrollment Phone	1-800-568-2413, Option 2
CSHCN Services Program Helpline	1-800-252-8023, Option 2
TMHP Electronic Data Interchange (EDI) Help Desk	1-888-863-3638, Option 4
TMHP EDI Help Desk Fax	1-512-514-4228
Third-Party Resource (TPR) Phone	1-800-846-7307
TPR Fax	1-512-514-4225
Appeal Submission through AIS Line	1-800-568-2413, Option 1
CSHCN Services Program Complaints Unit Fax	1-512-776-7238 or
	1-512-776-7417

1.1.2 Written Communication with CSHCN Services Program

Correspondence	Address
First-Time Claims (Resubmit all "Zero Allowed, Zero Paid" claims. Resubmit claims originally denied as an "Incomplete Claim" on an R&S Report)	Texas Medicaid & Healthcare Partnership Attn: CSHCN Services Program Claims PO Box 200855 Austin, TX 78720-0855
Appeals and Adjustments	Texas Medicaid & Healthcare Partnership Attn: CSHCN Services Program Appeals, MC-A11 12357-B Riata Trace Parkway, Suite 100 Austin, TX 78727
Provider Complaints	CSHCN Services Program
	ATTN: Complaints
	MC-1938
	PO Box 149347
	Austin, TX 78714-9347
Prior Authorization and Authorization	Texas Medicaid & Healthcare Partnership Attn: TMHP-CSHCN Services Program Authorizations Department, MC-A11 12357-B Riata Trace Parkway, Suite 100 Austin, TX 78727
Enrollment	Texas Medicaid & Healthcare Partnership Attn: Provider Enrollment PO Box 200795 Austin, TX 78720-0795
Third-Party Resource	Texas Medicaid & Healthcare Partnership Third-Party Resource Unit PO Box 202948 Austin, TX 78720-9981

Correspondence	Address	
Electronic Claims and Rejected Reports (Past the 95-day filing deadline)	Texas Medicaid & Healthcare Partnership PO Box 200645 Austin, TX 78720-0645	
Other Correspondence (Must be directed to a specific department or individual)	Texas Medicaid & Healthcare Partnership Attn: CSHCN Services Program Appeals, MC-A11 12357-B Riata Trace Parkway, Suite 100 Austin, TX 78727	

1.1.3 TMHP-CSHCN Services Program Contact Center

The TMHP-CSHCN Services Program Contact Center at 1-800-568-2413 is available Monday through Friday from 7 a.m. to 7 p.m., Central Time, and is the main point of contact for the CSHCN Services Program provider community.

1.1.4 TMHP-CSHCN Services Program Automated Inquiry System (AIS)

Dial 1-800-568-2413 (toll-free) to access the TMHP-CSHCN Services Program AIS. The call is answered automatically. Providers should follow the directions to access AIS and use the automated features to obtain information and services.

The TMHP-CSHCN Services Program AIS provides the following information and services through the use of a touch-tone telephone: claim status, client eligibility, current weekly payment amount, faxed forms, and claim appeals.

The TMHP-CSHCN Services Program AIS eligibility and claim status information is available 23 hours a day, 7 days a week with scheduled down time between 3 a.m. and 4 a.m., Central Time. All other AIS information is available Monday through Friday from 7 a.m. until 7 p.m., Central Time. AIS offers 15 transactions per call.

Note: Pressing Star then Pound (*#) repeats any information given. Pressing Star then Star (**) begins again if an error was made. Pressing Zero then Pound (0#) at any time repeats the main menu.

Note: All users who access <u>www.tmhp.com</u> are required to accept the American Medical Association (AMA) End-user Agreement on the use of Current Procedural Terminology (CPT). For each computer that accesses the TMHP website, the agreement must be accepted every 30 days from the last date on which the agreement was accepted by the user. If the end-user agreement is not accepted on a particular computer every 30 days, no user will be able to enter the website from that computer. For additional information about the AMA and CPT, refer to <u>www.ama-assn.org/ama/pub/category/3113.html</u>.

1.1.5 TMHP Regional Representatives

The TMHP Provider Relations Department comprises a staff of Austin-based and field-based provider relations representatives who serve the health-care community by furnishing a variety of services and activities designed to inform and educate health-care providers about the CSHCN Services Program policies and claims filing procedures.

Provider Relations activities include the following:

• Provider education through planned events. Provider representatives conduct a planned program of educational workshops, webinars, computer-based training (CBT), in-services, and training sessions designed to keep all actively-enrolled providers informed of the latest policies, claim processing procedures, and federal and state regulations affecting CSHCN Services Program. Technical support and training are also provided to TexMedConnect software users.

- Problem identification and resolution. A staff of research coordinators is available to assist providers with clarification of Medicaid policies and assist with in-depth problem claim submission issues after initial inquiries are made with the CSHCN Contact Center. Coordinators work closely with field-based regional representatives to coordinate the educational needs of the community.
- Relationship with professional health-care organizations. To ensure that Texas associations that represent health-care professions have up-to-date information about the requirements for participation in the CSHCN Services Program, the Provider Relations Department maintains a working relationship with these organizations. Also, the Provider Relations Department participates in several events sponsored by Texas health-care associations, such as conventions and conferences.

Providers must call the TMHP-CSHCN Services Program Contact Center at 1-800-568-2413 to speak to a representative who can answer questions.

If the Contact Center representative determines that an inquiry can best be handled by the TMHP Provider Relations department, the inquiry will be forwarded to Provider Relations. For example, providers who want to talk to their Provider Relations representative about a visit, in-service, or training, can call the Contact Center, and the Contact Center will forward the request to Provider Relations.

Provider relations representatives, the area they serve and additional information, including a regional listing by county and workshop information, is available on the TMHP website at www.tmhp.com/Pages/SupportServices/PSS Reg Support.aspx.

1.2 TMHP Website Information

The TMHP website at www.tmhp.com is a valuable resource that provides:

- Information and registration for upcoming provider education and training sessions.
- A file library of publications, such as bulletins, banner messages, and provider manuals.
- Announcements of current and upcoming program changes and other important information.

Additional advanced features are available for providers that create an account. There is no charge for creating an account on the TMHP website. All enrolled providers are eligible for this service. Once an account has been created, providers have access to:

- Texas Medicaid and the CSHCN Services Program enrollment information.
- Claim Status Inquiry (CSI).
- Eligibility verification (EV).
- Electronic Remittance and Status (ER&S) Report download option.
- Complete instructions for setting up a Provider Administrator account and the use of online CSI, EV, and ER&S Reports.
- E-mail the TMHP-CSHCN Services Program Contact Center.
- Workshop registration.
- Claim submission.
- Claim appeals.
- View the new provider welcome.

New services continue to be added to the website. Visit the TMHP website at www.tmhp.com or call the Electronic Data Interchange (EDI) Help Desk at 1-888-863-3638 for the latest information about online services.

Referto: The TMHP website at www.tmhp.com for further details and instructions on how to submit claims on the website.

1.2.1 Publications

All providers have access to the publications available on the TMHP website, including:

- Banner messages—a weekly history of banner messages.
- CSHCN Services Program Newsletter for Families.
- EDI reference and connectivity guides.
- · Fee schedules.
- Provider manuals.

These publications are available in the TMHP File Library. Use the following steps to access the TMHP File Library:

- 1) Access the homepage of the TMHP website at <u>www.tmhp.com</u>.
- 2) Click on the "Providers" tab at the top of the homepage. Click on "CSHCN" on the tabs at the top of the provider homepage.
- 3) Click on "Reference Material" on the left-hand side navigation bar to access provider manuals, bulletins, and other important reference materials.

1.2.1.1 Search Capabilities for the CSHCN Services Program Provider Manual

The online version of the CSHCN Services Program Provider Manual is available in portable document format (PDF), which can be viewed in Adobe® Acrobat® or Reader®. The Bookmarks window located on the left side of the screen provides a link to each heading within the manual. Click on the heading or link to quickly access the topic of interest.

Providers can use the following instructions to search the online version of the manual by a keyword or phrase:

- 1) Click the **Search** icon (binoculars) in the toolbar located at the top of the page. The Acrobat Find window opens.
- 2) In the Find What window, enter a keyword or phrase. Choose one of the following options, if applicable to the search:
 - Whole word only
 - Case-Sensitive
 - Include Bookmarks
 - Include Comments
- 3) Click **Search**. The cursor moves to the first place within the manual where the word or phrase appears. Instances found are listed in the Results window.
- 4) To search for a different keyword or term, click the **New Search** icon and type in the keyword or term and click **Search**.

1.3 CSHCN Services Program Central and Regional Offices

1.3.1 * Central Office

[Revised] The central offices of the CSHCN Services Program are administratively located within the Office of Primary and Specialty Health, Health & Developmental Services section of the division for Health, Developmental & Independence Services, at the Health and Human Services Commission (HHSC).

TMHP is the claims administrator, and questions concerning provider enrollment, benefits or coverage, claims processing, and authorizations or prior authorizations should be directed to TMHP. DSHS-CSHCN Services Program welcomes provider comments and suggestions.

Providers can contact the CSHCN Services Program using the following information:

- Telephone toll-free at 1-800-252-8023 (may be used only in Texas) or the Austin local number at 1-512-776-7355
- [Revised] Fax to CSHCN Services Program at 1-512-776-7238 or the Austin local number at 1-512-776-7565
- Send e-mail to cshcn@dshs.state.tx.us

Mail to the following address:

[Revised] CSHCN Services Program—Provider Enrollment
MC-1938
PO Box 149347
Austin, TX 78714–9347
Fax: 1-512-776-7238

Deliveries and overnight mail to the following address:

CSHCN Services Program—Provider Enrollment
MC-1938
Health and Human Services Commission-Moreton Building
1100 West 49th Street
Austin, TX 78756-3179
Fax: 1-800-441-5133

[Revised] Additional information about the CSHCN Services Program is available online at https://hhs.texas.gov/doing-business-hhs/provider-portals/health-services-providers/children-special-health-care-needs-services-program.

1.3.2 Regional Offices

Case management and client eligibility services are provided by a statewide network of regionally-based social service program consultants and include the following activities:

- Coordination of medical services
- Linkage to available resources
- Acting as a liaison among the client, family, and caregivers
- Management of institutional services, insurance carriers, and other services required for the improved well-being of the client and family

Referto: "Appendix A: Acronyms and Initialisms Dictionary" for definitions of the abbreviated academic degrees listed in the following tables.

1.3.2.1 Region 1

1C - Canyon Regional Sub-Office (Canyon)	
Health Services Region 1	
300 Victory Dr. WTAMU Station (physical address)	
PO Box 60968	
WTAMU Station (mailing address)	
Canyon, TX 79016	
Telephone: 1-806-477-1103 or 1-806-655-7151	
Fax: 1-806-655-6448	
1L - Lubbock Regional Office	
Health Services Region 1 6302 Iola Ave. Lubbock, TX 79424–2721	
Telephone: 1-806-744-3577 or 1-806-783-6452	
Fax: 1-806-783-6455	

1.3.2.2 Region 2

2A - Abilene Office
Health Services Region 2 4601 South First Street, Suite L Abilene, TX 79605–1466
Telephone: 1-325-795-5869
Fax: 1-325-795-5894

1.3.2.3 Region 3

3 - Regional Office (Arlington)	Manager of Specialized Health & Social Work
Health Services Region 3 1301 South Bowen Road, Suite 200 Arlington, TX 76013–2262	Services: Lindsay Matousek, LMSW, CCM
Telephone: 1-817-264-4634 or 1-817-264-4619	
Fax: 1-817-264-4911	
Bonham Office	
PO Box 605 (mailing address) 1205-A East Sam Rayburn (physical address) Bonham, TX 75418	
Telephone: 1-903-486-9258	
Fax: 1-903-486-9286	
Granbury Office	
214 North Travis Street Granbury, TX 79048	
Telephone: 1-817-579-2117	
Fax: 1-817-578-3310	

Denton Office	
3612 East McKinney Denton, TX 76209	
Telephone: 1-940-320-8275 or 1-888-456-2770, Ext. 287	
Fax: 1-940-591-6254	
Mockingbird Office	
1545 West Mockingbird Lane, Suite 3001 Dallas, TX 75235	
Telephone: 1-214-819-6749	
Fax: 1-214-819-6796	
Rockwall Office	
1101 Ridge Road, Suite 106 Rockwall, TX 75087	
Telephone: 1-972-772-6180	
Fax: 1-972-771-3080	

1.3.2.4 Region 4

4/5N - Regional Office (Tyler)	Manager of Specialized Health & Social Work
Health Service Region 4/5N	Services:
1517 West Front Street Tyler, TX 75702–7822	Peggy Wooten, LCSW, ACSW
Telephone: 1-903-533-5269	
Toll free: 1-877-340-8842	
Fax: 1-903-535-7593	
Athens Office	
708 East Corsicana Athens, TX 75751	
Telephone: 1-903-675-9107	
Fax: 1-903-675-3622	
Carthage Office	
1412 South Adams Carthage, TX 75633	
Telephone: 1-903-693-9322	
Toll Free: 1-800-306-0568	
Fax: 1-903-694-2316	
Gilmer Office	
324 Yapaco Gilmer, TX 75644	
Telephone: 1-903-843-3030	
Fax: 1-903-843-4264	

Henderson Office	
700 Zeid Blvd.	
Henderson, TX 75652	
Telephone: 1-903-655-6256	
Toll Free: 1-800-306-0568	
Fax: 1-903-655-0104	
Linden Office	
213 Hwy 8 N (physical address)	
123 Kaufman (mailing address)	
PO Box 300 Linden, TX 75563	
Telephone: 1-903-756-4807	
Fax: 1-903-756-5146	
Longview Office	
1750 North Eastman Road	
Longview, TX 75601–3347	
Telephone: 1-903-232-3221 or 1-903-232-3289	
Toll Free: 1-866-327-1364	
Fax: 1-903-232-3278	
Marshall Office	
4105 Victory Drive Marshall, TX 75670	
Telephone: 1-903-927-0218	
Toll Free: 1-866-327-1364	
Fax: 1-903-927-0290	
Mount Pleasant Office	
1014 North Jefferson Mount Pleasant, TX 75455	
Telephone: 1-903-577-1929 or 1-903-575-1138	
Toll Free: 1-866-268-6465	
Fax: 1-903-577-8957	
Palestine Office	
320 E. Spring Street, Suite D Palestine, TX 75801	
Telephone: 1-903-661-6089	
Fax: 1-903-729-7034	
Paris Office	
1460 19th Street NW Paris, TX 75460	
Telephone: 1-903-737-0236	
Fax: 1-903-737-0220	

Quitman Office	
PO Box 1704 (mailing address) 213 West Bermuda (physical location) Quitman, TX 75783	
Telephone: 1-903-763-1238	
Toll Free: 1-866-518-0601	
Fax: 1-903-763-5449	
Sulphur Springs Office	
1400 College, Suite 167 Sulphur Springs, TX 75482	
Telephone: 1-903-439-9331	
Toll Free: 1-866-518-0601	
Fax: 1-903-439-9335	
Texarkana Office	
3115 South Lake Drive, Suite 120 Texarkana, TX 75501	
Telephone: 1-903-791-3229	
Fax: 1-903-791-3230	

1.3.2.5 Region 5 North

Center Office	
912 Nacogdoches Center, TX 75935	
Telephone: 1-936-598-1231	
Fax: 1-936-591-0162	
Crockett Office	
1034 South Fourth Street Crockett, TX 75835 Telephone: 1-936-544-4734	
Fax: 1-936-544-0280	
Jasper Office	
Jasper-Newton County Public Health District 130 West Lamar Jasper, TX 75951 Telephone: 1-409-384-6829, Ext. 231	
Fax: 1-409-384-7861	
Kirbyville Office	
314 North Herndon (physical location) PO Box 900 (mailing address) Kirbyville, TX 75956 Telephone: 1-409-423-7544	
Fax: 1-409-423-4027	

Livingston Office	
410 East Church Street, Suite B Livingston, TX 77351	
Telephone: 1-936-328-8240, Ext. 232	
Toll Free: 1-888-851-4748	
Fax: 1-936-328-8249	
Lufkin Office	
1210 South Chestnut Lufkin, TX 75901	
Telephone: 1-936-633-3657, 1- 936-633-3769, or 1-936-633- 3730	
Toll Free: 1-877-340-8840	
Fax: 1-936-633-3667	
Nacogdoches Office	
2614 N.W. Stallings Drive Nacogdoches, TX 75964-1255	
Telephone: 1-936-569-4982 or 1-936-569-4918	
Fax: 1-936-569-4989	
Woodville Office	
930 N. Magnolia Woodville, TX 75979	
Toll Free: 1-888-851-4748	
Fax: 1-409-283-7679	

1.3.2.6 Regions 5 South and 6

6/5S - Regional Office (Houston) 5425 Polk Avenue, Suite J Houston, TX 77023–1497 Telephone: 1-713-767-3111 Fax: 1-713-767-3125	Manager of Specialized Health & Social Work Services: Raymond Turner, MA, LMSW- AP
Beaumont Office	
3105 Executive Blvd. Beaumont, TX 77701	
Telephone: 1-409-730-1837	
Fax: 1-409-730-1845	

Conroe Office	
608 North Drive Loop 336 East Conroe, TX 77301	-
Telephone: 1-936-760-4704, 1- 936-760-4750, or 1-936-760- 4705	
Fax: 1-936-760-4707	

1.3.2.7 Region 7

7T - Temple Office	Manager of Specialized Health & Social Work
Health Service Region 7 2408 South 37th Street Temple, TX 76504–7168	Services: Leesa Ferrero, LMSW
Telephone: 1-254-771-6791 or 1-800-789-2865	
Fax: 1-254-773-2722	
7A - Austin Office	
Health Services Region 7 1601 Rutherford Lane, Suite C-3 Austin, TX 78754–5119	
Telephone: 1-254-771-6738 or 1-512-873-6315	
Toll Free: 1-800-789-2865	
Fax: 1-512-873-6345	
Bastrop Office	
104 Loop 150 West, Suite 102 Bastrop, TX 78602	
Telephone: 1-512-321-2465	
Fax: 1-512-321-4861	
Bryan Office	
3000 Villa Maria Bryan, TX 77803 Telephone: 1-979-776-7489	
Fax: 1-979-731-0191	
Copperas Cove Office	
312 South Main Copperas Cove, TX 76522	
Telephone: 1-800-789-2865	
State Cell Phone: 1-254-598-9352	
Fax: 1-254-547-9463	

Lockhart Office	
1403F Blackjack Street (physical location) PO Box 43 (mailing address) Lockhart, TX 78744	
Telephone: 1-512-376-1078	
Fax: 1-512-398-0022	
Navasota Office	
425 N. Lasalle (physical address) PO Box 1287 (mailing address) Navasota, TX 77868	
Telephone: 1-936-825-7586	
Fax: 1-936-825-0380	
San Saba Office	
423 E. Wallace San Saba, TX 76877	
Telephone: 1-325-372-5188 or 1-325-372-5191	
Fax: 1-325-372-3297	
Waco Office	
801 Austin Avenue, Suite 820F Waco, TX 76701	
Telephone: 1-254-750-9339, 1-254-750-9337, 1-254-750-9248, or 1-254-750-9353	
Fax: 1-254-753-0879	

1.3.2.8 Region 8

8 - San Antonio Office	Manager of Specialized Health & Social Work
Health Service Region 8 7430 Louis Pasteur Drive San Antonio, TX 78229–4507	Services: Katherine Velasquez, PhD, RN
Telephone: 1-210-949-2142 or 1-210-949-2155	
Fax: 1-210-949-2047	
Uvalde Office	
112 Joe Carper Drive Uvalde, TX 78801	
Phone: 1-830-591-4388 or 1-830-591-4384	
Fax: 1-830-278-1831	

Eagle Pass Office	
1593 Veterans Boulevard Eagle Pass, TX 78852	
Telephone: 1-830-758-4254 or 1-830-758-4252	
Fax: 1-830-773-4688	
Victoria Office	
2306 Leary Lane Victoria, TX 77901	
Telephone: 1-361-574-7421	
Fax: 1-361-574-7396	

1.3.2.9 Regions 9 and 10

9/10 - El Paso Office	Manager of Specialized Health & Social Work
Health Services Region 9/10 401 East Franklin, Suite 210 El Paso, TX 79901-1206	Services: Patrice Loge, LMSW
Telephone: 1-915-834-7675	
Fax: 1-915-834-7808	
Midland Office	
2301 N Big Spring Street, Suite 300 Midland, TX 79705	
Telephone: 1-432-683-9492	
Fax: 1-432-684-3932	
San Angelo Office	
622 South Oakes, Suite H San Angelo, TX 76903	
Telephone: 1-325-659-7853	
Fax: 1-915-655-6798	

1.3.2.10 Region 11

11H - Harlingen Office	Manager of Specialized Health & Social Work Services:
Health Service Region 11 601 West Sesame Drive Harlingen, TX 78550–4040	Angelica Martinez, LBSW
Telephone: 1-956-423-0130	
Fax: 1-956-444-3293	
Alice Office	
408 N. Flournoy, Suite C Alice, TX 78332	
Telephone: 1-361-660-2263	
Fax: 1-361-668-4000	

11C - Corpus Christi Office	
Health Services Region 11 5155 Flynn Pkwy. Corpus Christi, TX 78401	
Telephone: 1-361-878-3450	
Fax: 1-361-883-4414	
11L - Laredo Office	
1500 Arkansas Avenue, Suite 3 Laredo, TX 78043–3049	
Telephone: 1-956-794-6385	
Fax: 1-956-729-8600	
11M - McAllen Office	
Health Services Region 11 4501 West Business Hwy 83 McAllen, TX 78501–9907	
Telephone: 1-956-971-1373	
Fax: 1-956-971-1275	
Mercedes Office	
Health Services Region 11 202 West 2nd Street Mercedes, TX 78570	
Telephone: 1-956-825-5310	
Fax: 1-956-825-5320	
Brownsville Office	
1000 W. Price Road Brownsville, TX 78520	
Telephone: 1-956-554-5500	
Fax: 1-956-554-5581	
Rio Grande City Office	
608 N. Garza Rio Grande City, TX 78582	
Telephone: 1-956-487-5556	
Fax: 1-956-487-8865	

1.4 DSHS Health Service Regions Map

