

TMHP AND HHSC CONTACT INFORMATION

CSHCN SERVICES PROGRAM PROVIDER MANUAL

JANUARY 2021



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 |

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 |
| Electronic Claims and Rejected Reports (Past the 95-day filing deadline) | Texas Medicaid & Healthcare Partnership PO Box 200645 Austin, TX 78720-0645 |

| Correspondence | Address |
|---|---|
| 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 <https://www.tmhp.com> 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.*

Referto: <https://www.ama-assn.org/practice-management/cpt/cpt-overview-and-code-approval>

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 <https://www.tmhp.com/resources/provider-support-services>.

1.2 TMHP Website Information

The TMHP website at <https://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 <https://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 <https://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.

- EDI reference and connectivity guides.
- Fee schedules.
- Provider manuals.

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

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
- Fax to CSHCN Services Program at 1-512-776-7162 or the Austin local number at 1-512-776-7238
- Send email to cshcn@dshs.texas.gov

Providers of Family Support Services (e.g., respite care, home and vehicle modification) are enrolled and reimbursed by the CSHCN Services Program. Enrollment applications are available on the CSHCN Services Program website at hhs.texas.gov/doing-business-hhs/provider-portals/health-services-providers/children-special-health-care-needs-services-program/family-support-services.

Mail completed enrollment applications to the following address:

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

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

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| <p>DSHS Health Service Region (HSR) 1 3407 Pony Express Way, Amarillo, TX 79118 Telephone: 1-806-655-7151 Fax: 1-806-373-4757</p> | |
| <p>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</p> | |

1.3.2.2 Region 2

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| <p>2A - Abilene Office Health Services Region 2 4601 South First Street, Suite L Abilene, TX 79605-1466 Telephone: 1-325-795-5847 Fax: 1-325-795-5894</p> | |
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1.3.2.3 Region 3

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| <p>3 - Regional Office (Arlington) Health Services Region 3 1301 South Bowen Road, Suite 200 Arlington, TX 76013-2262 Telephone: 1-817-264-4634 or 1-817-264-4619 Fax: 1-817-264-4911</p> | |
| <p>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</p> | |
| <p>Granbury Office 214 North Travis Street Granbury, TX 79048 Telephone: 1-817-579-2117 Fax: 1-817-578-3310</p> | |
| <p>Denton Office 3612 East McKinney Denton, TX 76209 Telephone: 1-940-320-8275 Fax: 1-940-591-6254</p> | |

1.3.2.4 Region 4

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| <p>4/5N - Regional Office (Tyler) Health Service Region 4/5N 2521 West Front Street Tyler, TX 75702-7822 Telephone: 1-903-533-5269 Toll free: 1-877-340-8842 Fax: 1-903-535-7593</p> | |
| <p>Athens Office 708 East Corsicana Athens, TX 75751 Telephone: 1-903-675-9107 Fax: 1-903-675-3622</p> | |

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| <p>Carthage Office 1430 South Adams Carthage, TX 75633 Telephone: 1-903-693-9322 Toll Free: 1-800-306-0568 Fax: 1-903-694-2316</p> | |
| <p>Gilmer Office 324 Yapaco Gilmer, TX 75644 Telephone: 1-903-843-3030 Fax: 1-903-843-4264</p> | |
| <p>Henderson Office 700 Zeid Blvd. Henderson, TX 75652 Telephone: 1-903-655-6256 Toll Free: 1-800-306-0568 Fax: 1-903-655-0104</p> | |
| <p>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</p> | |
| <p>Longview Office 1750 North Eastman Road Longview, TX 75601-3347 Telephone: 1-903-232-3289 Toll Free: 1-866-327-1364 Fax: 1-903-232-3278</p> | |
| <p>Marshall Office 4105 Victory Drive Marshall, TX 75670 Telephone: 1-903-927-0218 Toll Free: 1-866-327-1364 Fax: 1-903-927-0290</p> | |
| <p>Mount Pleasant Office 1014 North Jefferson Mount Pleasant, TX 75455 Telephone: 1-903-577-1929 Toll Free: 1-866-268-6465 Fax: 1-903-577-8957</p> | |

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| <p>Palestine Office 320 E. Spring Street, Suite D Palestine, TX 75801 Telephone: 1-903-661-6089 Fax: 1-903-729-7034</p> | |
| <p>Paris Office 1460 19th Street NW Paris, TX 75460 Telephone: 1-903-737-0236 Fax: 1-903-737-0220</p> | |
| <p>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</p> | |
| <p>Texarkana Office 3101 Summerhill Road, Texarkana, TX 75703 Telephone: 1-903-791-3229 Fax: 1-903-791-3230</p> | |

1.3.2.5 Region 5 North

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| <p>Center Office 912 Nacogdoches Center, TX 75935 Telephone: 1-936-598-1231 Fax: 1-936-591-0162</p> | |
| <p>Crockett Office 1034 South Fourth Street Crockett, TX 75835 Telephone: 1-936-545-0360 Fax: 1-936-544-0280</p> | |
| <p>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</p> | |

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| <p>Kirbyville Office 314 North Herndon (physical location) PO Box 900 (mailing address) Kirbyville, TX 75956 Telephone: 1-409-423-4612 Fax: 1-409-423-4027</p> | |
| <p>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</p> | |
| <p>Lufkin Office 1210 South Chestnut Lufkin, TX 75901 Telephone: 1-936-633-3657 Toll Free: 1-877-340-8840 Fax: 1-936-633-3667</p> | |
| <p>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</p> | |

1.3.2.6 Regions 5 South and 6

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| <p>6/5S - Regional Office (Houston) 5425 Polk Avenue, Suite 460 Houston, TX 77023-1497 Telephone: 1-713-767-3111 Fax: 1-713-767-3125</p> | |
| <p>Beaumont Office 3105 Executive Blvd. Beaumont, TX 77701 Telephone: 1-409-730-1837 Fax: 1-409-730-1845</p> | |
| <p>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</p> | |

1.3.2.7 Region 7

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| <p>7T - Temple Office Health Service Region 7 2408 South 37th Street Temple, TX 76504-7168 Telephone: 1-254-771-6791 or 1-800-789-2865 Fax: 1-254-750-9372</p> | |
| <p>7A - Austin Office Health Services Region 7 1601 Rutherford Lane, Suite C-3 Austin, TX 78754-5119 Telephone: 1-512-873-6308 Toll Free: 1-800-789-2865 Fax: 1-512-873-6345</p> | |
| <p>Bastrop Office 104 Loop 150 West, Suite 102 Bastrop, TX 78602 Telephone: 1-512-321-2465 Fax: 1-512-321-4861</p> | |
| <p>Bryan Office 3000 Villa Maria Bryan, TX 77803 Telephone: 1-979-776-7489 Fax: 1-979-731-0191</p> | |
| <p>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</p> | |
| <p>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</p> | |
| <p>San Saba Office 421 E. Wallace San Saba, TX 76877 Telephone: 1-325-372-5188 or 1-325-372-5191 Fax: 1-325-372-3297</p> | |

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| <p>Waco Office 801 Austin Avenue, Suite 820F Waco, TX 76701 Telephone: 1-254-750-9339 or 1-254-750-9248 Fax: 1-254-753-0879</p> | |
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1.3.2.8 Region 8

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| <p>8 - San Antonio Office Health Service Region 8 7430 Louis Pasteur Drive San Antonio, TX 78229-4507 Telephone: 1-210-949-2142 or 1-210-949-2155 Fax: 1-210-949-2047</p> | |
| <p>Uvalde Office 112 Joe Carper Drive Uvalde, TX 78801 Phone: 1-830-591-4388 or 1-830- 591-4384 Fax: 1-830-278-1831</p> | |
| <p>Eagle Pass Office 1593 Veterans Boulevard Eagle Pass, TX 78852 Telephone: 1-830-758-4252 Fax: 1-830-773-4688</p> | |
| <p>Victoria Office 2306 Leary Lane Victoria, TX 77901 Telephone: 1-361-574-7421 Fax: 1-361-574-7396</p> | |

1.3.2.9 Regions 9 and 10

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| <p>9/10 - El Paso Office Health Services Region 9/10 401 East Franklin, Suite 210 El Paso, TX 79901-1206 Telephone: 1-915-834-7675 Fax: 1-915-834-7808</p> | |
| <p>Midland Office 2301 N Big Spring Street, Suite 300 Midland, TX 79705 Telephone: 1-432-683-9492 Fax: 1-432-684-3932</p> | |

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| <p>San Angelo Office</p> <p>622 South Oakes, Suite H San Angelo, TX 76903</p> <p>Telephone: 1-325-659-7853</p> <p>Fax: 1-915-655-6798</p> | |
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1.3.2.10 Region 11

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| <p>11H - Harlingen Office</p> <p>Health Service Region 11 601 West Sesame Drive Harlingen, TX 78550-4040</p> <p>Telephone: 1-956-423-0130</p> <p>Fax: 1-956-444-3293</p> | |
| <p>Alice Office</p> <p>408 N. Flournoy, Suite C Alice, TX 78332</p> <p>Telephone: 1-361-660-2263</p> <p>Fax: 1-361-668-4000</p> | |
| <p>11C - Corpus Christi Office</p> <p>Health Services Region 11 5155 Flynn Pkwy., 4th floor Corpus Christi, TX 78401</p> <p>Telephone: 1-361-878-3450</p> <p>Fax: 1-361-883-9942</p> | |
| <p>11L - Laredo Office</p> <p>1500 Arkansas Avenue, Suite 3 Laredo, TX 78043-3049</p> <p>Telephone: 1-956-794-6385</p> <p>Fax: 1-956-729-8600</p> | |
| <p>11M - McAllen Office</p> <p>Health Services Region 11 4501 West Business Hwy 83 McAllen, TX 78501-9907</p> <p>Telephone: 1-956-971-1312</p> <p>Fax: 1-956-971-1275</p> | |
| <p>Mercedes Office</p> <p>Health Services Region 11 202 West 2nd Street Mercedes, TX 78570</p> <p>Telephone: 1-956-825-5300</p> <p>Fax: 1-956-825-5320</p> | |

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|---|--|
| <p>Brownsville Office 1000 W. Price Road Brownsville, TX 78520 Telephone: 1-956-554-5500 Fax: 1-956-554-5581</p> | |
| <p>Rio Grande City Office 608 N. Garza Rio Grande City, TX 78582 Telephone: 1-956-487-5556 Fax: 1-956-487-8865</p> | |

1.4 DSHS Health Service Regions Map

