APPENDIX A: STATE, FEDERAL, AND TMHP CONTACT INFORMATION

TEXAS MEDICAID PROVIDER PROCEDURES MANUAL: Vol. 1

JANUARY 2022



APPENDIX A: STATE, FEDERAL, AND TMHP **CONTACT INFORMATION**

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A.1 Texas Health and Human Services Commission (HHSC) and Texas Department of State Health Services (DSHS) Office Addresses

Use the following address for general inquiries or for any group that is not listed in the following table:

Texas Health and Human Services Commission PO Box 13247 Austin, TX 78711-3247

Note: Remember to use the four-digit addition to the ZIP Code.

Use the following address for the HHSC Inspector General:

Texas Health and Human Services Commission Office of Inspector General PO Box 85200 Austin, TX 78708-5200

Note: Remember to use the four-digit addition to the ZIP Code.

For the following groups, use the corresponding address and include the group name on the second line of the address.

Address	Group Name
HHSC Medicaid CHIP–H-200 PO Box 85200 Austin, TX 78708	
HHSC Quality Review/Limited Program—1323 PO Box 85200 Austin, TX 78708	
HHSC Third Party Liability (TPL) PO Box 85200	
Mail Code 1354	
Austin, TX 78708-5200	
HHSC Medical & UR Appeals Mail Code H-230 PO Box 85200 Austin, TX 78708 or 4900 North Lamar (Express Mail Only) Austin, TX 78751	
HHSC Medicaid Vendor Drug H-630 PO Box 85200 Austin, TX 78708	
HHSC Family Planning PO Box 149347 Mail Code 0224 Austin, TX 78714-9347	

Address	Group Name
DSHS PO Box 149347	Children with Special Health Care Needs (CSHCN) Services Program (Mail Code 1938)
Austin, TX 78714-9347	Genetic Services (1918)
	Indigent Health Care (Mail Code 2831)
	Texas Health Steps (THSteps) (Mail Code 1938)
	Case Management for Children and Pregnant Women
	(Mail Code 1938)

A.2 HHSC Access and Eligibility Services (AES)

Region	Regional Director			Administrative Assistant
01 Lubbock	Beth Miller	Office:	1-806-783-6637	
	6302 Iola Avenue	FAX:	1-806-783-6630	1-806-783-6632
	Lubbock, TX 79424	Mail Code	e: 217-1	
	Amarillo: 1-806-356-3151	Toll Free:	211 1-877-541-7905	
02/09	Sandra McKinney	Office:	1-325-795-5526	
Abilene	4601 South First Street	FAX:	1-325-795-5523	1-325-795-5522
	Abilene, TX 79604	Mail Code	e: 001-1	
	PO Box 521	Toll Free:		
	Abilene, TX 79604		1-877-541-7905	
03	Tracy Hays	Office:	1-972-337-6171	
Grand Prairie	801 South State Hwy 161	FAX:	1-972-337-6298	1-972-337-6166
Tante	Grand Prairie, TX 75051	Mail Code	Mail Code: 012-5	
	PO Box 532089	Toll Free:		
	Grand Prairie, TX 75053-2089		1-877-541-7905	
04	Fay Booker	Office:	1-903-509-5142	
Tyler	302 East Rieck Road	FAX:	1-903-509-5133	1-903-509-5125
	Tyler, TX 75703	Mail Code	Mail Code: 313-5	
		Toll Free:	211 1-877-541-7905	
05	Stephanie Semien	Office:	1-409-951-3425	
Beaumont	350 Pine Street, 9th Floor	FAX:	1-409-951-3449	1-409-730-4027
	Beaumont, TX 77701	Mail Code	Mail Code: 028-1	
		Toll Free:	211 1-877-541-7905	
06	Gracie Perez	Office:	1-713-767-2417	
Houston	5425 Polk Street, Suite 230	FAX:	1-713-767-2323	1-713-767-3177
	Houston, TX 77023	Mail Code	e: 178-7	
	PO Box 16017 Houston, TX 77222-6017	Toll Free:	211 1-877-541-7905	

Region	Regional Director			Administrative Assistant
07	Sandra Dillett	Office:	1-512-832-7617	
Austin	4616-1 West Howard Lane, Suite 120	FAX:	1-512-832-7665	1-512-832-7692
	Austin, TX 78728	Mail Code	Mail Code: 016-1	
		Toll Free:	211 1-877-541-7905	
08	Teriann Lyons	Office:	1-210-619-8226	
San Antonio	11307 Roszell	FAX:	1-210-619-8293	1-210-619-8019
	San Antonio, TX 78217	Mail Code	e: 279-4	
	PO Box 23990 San Antonio, TX 78223	Toll Free:	211 1-877-541-7905	
10	Kate Hill	Office:	1-915-834-7580	
El Paso	401 East Franklin	FAX:	1-915-834-7582	1-915-834-7581
	El Paso, TX 79901	Mail Code	Mail Code: 111-1	
	PO Box 981017 El Paso, TX 79998-1017	Toll Free:	211 1-877-541-7905	
11	Cynthia Pena	Office:	1-956-316-8272	
Edinburg	2520 South Veterans Road	FAX:	1-956-316-8175	1-956-316-8277
	Edinburg, TX 78539	Mail Code	Mail Code: 108-1	
	PO Box 960 Edinburg, TX 78540-0960	Toll Free:	211 1-877-541-7905	1-956-316-8361
ART &	Debra Gault	Office:	1-713-696-2380	
Customer Care Center	1457 E 40th St	FAX:	1-956-316-8175	1-979-282-6519
	Houston, TX 77022	Mail Code	e: 945-1	
MEPD	Rachel Patton	Office:	1-512-908-9431	
	1601 Rutherford Lane	FAX:		1-903-927-0280
	Austin, TX 78754	Mail Code	e: 227-1	

For additional office information, visit the HHSC website at hhs.texas.gov.

Referto: subsection A.5, "DSHS Health Service Regions Map" in this section to identify the regional boundaries.

A.2.1 Telephone Communication with HHSC and DSHS

Contact	Telephone Number
Assessment Utilization Services (limited program) (Option 4)	1-800-436-6184
HHSC Hearing Services for Children (HSC) (hearing aid, evaluations)	1-800-925-9126
DSHS Emergency Medical Services Division	1-512-834-6700
DSHS ImmTrac2 Help Desk	1-800-348-9158
DSHS Immunization Branch	1-800-252-9152
Medical Transportation Program (MTP) Hotline	1-877-633-8747
THSteps/EPSDT Hotline	1-877-847-8377
Medicaid Vendor Drug Program Pharmacy Provider Resolution Helpdesk (fee-for-service)	1-800-435-4165

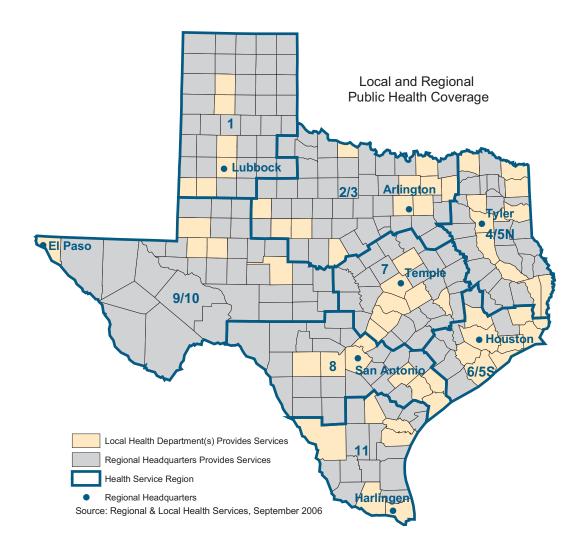
A.3 Client Telephone Communication with HHSC

Clients can call the client toll-free number at 1-800-252-8263.

Federal and State Telephone Numbers A.4

Telephone Number	Department/Program
1-800-CDC- INFO	AIDS Hotline (Nationwide, distributed by Centers for Disease Control and Prevention
1-800-232-4636)	[CDC], Atlanta, Georgia)
1-800-299-2437	HIV/STD InfoLine
1-800-255-1090	Texas HIV Medication Program
1-800-252-5400	Child/Elder Abuse Intake (Department of Family and Protective Services [DFPS])
1-512-776-7420	Vision and Hearing Screening Program (DSHS)
1-512-834-6650, Ext. 2601	Clinical Laboratory Improvement Amendments (CLIA) Certification Line
1-800-458-9858	Client Abuse Hotline for Long Term Care Services and Support— Nursing Facilities (HHSC)
1-800-252-8263	Client Inquiry Hotline (HHSC) (Medicaid questions from clients with Medicaid only)
1-512-776-7745	THSteps Program (DSHS)
1-888-963-7111 ext. 7318 or 1-512-776-7318 Fax: 1-512-776-7294	THSteps Laboratory Services (DSHS)
1-888-963-7111 ext. 7661 or 1-512-776-7661 Fax: 1-512-776-7672	Laboratory Supply Orders (DSHS)
1-888-963-7111 ext. 7578 or 1-512-776-7578	Report of Laboratory Test Results (DSHS)
1-512-776-7796	HHSC Family Planning
1-800-436-6184	Fraud or Abuse of Provider Services (HHSC Office of Inspector General)
1-800-436-6184	Fraud or Abuse/Long Term Care Services and Support—Nursing Facilities/HHSC
1-800-436-6184	Fraud or Abuse/Client/HHSC Office of the Inspector General
1-800-792-1109	Goal-Directed Therapy
1-512-438-3169 or 1-800-252-8010	Hospice Program (HHSC Policy Development division)
1-800-252-9152	Immunization Branch (DSHS)
1-800-925-9126	Medically Needy Spend Down Unit
1-800-MEDICARE or 1-800-633-4227	Medicare/Social Security Administration
1-800- 925-9126	Newborn Screening (DSHS)
1-800-925-9126	HHSC Hearing Services for Children (HSC)
1-877-787-8999	HHS Office of the Ombudsman (for information about ECI or to refer a child.)
1-800-436-6184	Recipient Utilization Control Unit (HHSC) (for limited status review and for referrals from providers for potential client overutilization, etc.)
1-512-776-7796	Breast and Cervical Cancer Services (DSHS)
1-713-526-2559	Snellen Letter (Tumbling E Wall Chart)
1-800-435-4165	Medicaid Vendor Drug Program (HHSC) (fee-for-service) (specifically for pharmacy use)
1-877-728-3927	Medicaid Vendor Drugs Prior Authorization Center (fee-for-service)
1-866-993-9972	Healthy Texas Women (HTW) program Eligibility
1-512-776-7796	Cervical Cancer Screening

A.5 DSHS Health Service Regions Map



A.6 DSHS Health Service Region Contacts

Health Service Region 1	Health Service Regions 2 & 3
Regional Office (Lubbock)	Regional Office (Arlington)
DSHS/PHR 1	DSHS/PHR 2 & 3
6302 Iola Ave.	1301 S. Bowen, Suite 200
Lubbock, TX 79424	Arlington, TX 76013
1-806-744-3577	1-817-264-4500
Fax: 1-806-783-6435	Fax: 1-817-264-4506
Regional Medical Director	Regional Medical Director
Peter W. Pendergrass, MD, MPH	James A. Zoretic, MD
Deputy Regional Director	Deputy Regional Director (acting)
Barry Wilson	Earlene Quinn
Manager of Social Work Services and Case Management	Manager of Social Work Services and Case Management
Judy Lara, LBSW	Lindsay Matousek, LMSW, CCM
Communicable Disease Manager	Director of Clinic Operations
Vacant	Dorothy Kuhlmann, RN
Immunization Program Manager	Immunization Program Manager
Keila Johnson	Sonna Sanders

Health Service Region 1	Health Service Regions 2 & 3
Regional Office (Lubbock)	Regional Office (Arlington)
Tuberculosis Team Leader	Communicable Disease Program Manager
Melanie Lee	Gary Willett
THSteps Operations Lead	Tuberculosis Team Leader
Elizabeth Stanford	Jeff Ralston
6302 Iola Ave Lubbock, TX 79424 Mail Code: 1899 1-806-783-6445 Fax: 1-806-783-6455	Emergency Preparedness Bryan Flow, DVM
	THSteps Operations Lead Grady Asher 1301 S. Bowen Road #200, Mail Code 1905 Arlington, TX 76013 1-817-264-4918 Fax: 1-817-264-4910
	HIV/STD Program Manager Vacant

Health Service Regions 4 & 5 (North)	Health Service Regions 6 & 5 (South)
Regional Office (Tyler)	Regional Office (Houston)
DSHS/PHR 4 & 5 North	DSHS 6 & 5 South
2521 West Front Street	5425 Polk Avenue, Suite J
Tyler, TX 75702	Houston, TX 77023
1-903-595-3585	1-713-767-3000
Fax: 1-903-593-4187	Fax: 1-713-767-3049
Regional Medical Director	Regional Medical Director (Acting)
Dr. Paul K. McGaha, DO, MPH	John G. Jordan, M.D., MPH
Deputy Regional Director	Deputy Regional Director
Vacant	Greta Etnyre, MS, RD
Manager of Social Work Services and Case Management Caleb Rackley, LMSW	Manager of Social Work Services and Case Management Vacant
Director of Nursing	Director of Nursing
Barbara Lay, RN, MSN	Melinda Denson, RN, MPH
Immunization Program Manager	Immunization Program Manager
Toni Wright	Angel H. Angco, MBA, RN
HIV/STD Program Manager	HIV/STD Program Manager
Charles O'Brien	Linda Hollins
Tuberculosis Program Manager	Tuberculosis Program Manager
Teresa Santiago, RN	Lewis Gonzalez, MD
THSteps Operations Lead	THSteps Operations Lead
Sherrylynn Adams, LBSW	Shannon Jones
2521 W. Front, Mail Code 1358	5425 Polk Avenue, Suite J, Mail Code 1906
Tyler, TX 75702	Houston, TX 77023-1497
1-903-533-5357	1-713-767-3105
Fax: 1-903-595-4706	Fax: 1-713-767-3125

* Health Service Region 7	Health Service Region 8
Regional Office (Temple)	Regional Office (San Antonio)
DSHS/PHR 7	DSHS/PHR 8
2408 S 37th Street	7430 Louis Pasteur Drive
Temple, TX 76504-7168	San Antonio, TX 78229
1-254-778-6744	1-210-949-2000
Fax: 1-254-778-4066	Fax: 1-210-949-2015
Regional Medical Director	Regional Medical Director
Lisa Cornelius, MD, MPH	Sandra Guerra-Cantu, MD, MPH
Deputy Regional Director	Deputy Regional Director
Jon Huss	Gail Morrow, MPH
Manager of Social Work Services and Case Management	Manager of Social Work Services and Case Management
Leesa Ferrero, LMSW	Leticia Guerra, LBSW
Director of Nursing	Director of Nursing
Pauline Culbert, MSN, RN	Sandra Jones, MSN, CNS
Immunization Program Manager	Immunization Program Manager
Diane Romnes	Laurie Henefey
HIV/STD Program Manager	Communicable Disease Program Manager
Al Gonzales	Cherise Rohr-Allegrini, PhD
Tuberculosis Program Manager/Nurse Consultant	HIV/STD Program Manager
Dana Schoepf, RN	Joanna Nichols, MPH
THSteps Operations Co-Leads	THSteps Operations Lead
Kimberly Langley	Velma Stille
1-254-760-1176	7430 Louis Pasteur Drive, Mail Code 5716
2408 S. 37th Street, Mail Code 1902	San Antonio, TX 78229
Temple, TX 76504	1-210-949-2159
Fax: 1-254-778-5490	Fax: 1-210-949-2041
THSteps Operations Co-Leads Suzan Hutchison 1-254-231-9195 2408 S. 37th Street, Mail Code 1902 Temple, TX 76504 Fax: 1-254-778-5490	

Health Service Regions 9 & 10	Health Service Region 11
Regional Office (El Paso)	Regional Office (Harlingen)
DSHS/PHR 9 & 10	DSHS/PHR 11
401 E. Franklin, Suite 210	601 W. Sesame Drive
El Paso, TX 79901	Harlingen, TX 78550
1-915-834-7682	1-956-423-0130
Fax: 1-915-834-7808	Fax: 1-956-444-3293
Regional Medical Director James A. Zoretic, M.D., M.P.H., Interim Regional Medical Director	Regional Medical Director Brian Smith, MD, MPH
Deputy Regional Director	Deputy Regional Director
Blanca Serrano, MPH, RS	Sylvia Garces-Hobbs
Manager of Social Work Services and Case Management	Manager of Social Work Services and Case Management
Patrice Loge, LMSW	Angelica Martinez, MS, LBSW
Director of Nursing	Director of Nursing
Sharon Lindsey, RN	Darlene Farias, RN
Immunization Program Manager	Immunization Program Manager
Jose Padilla	Ivette Nunez

Health Service Regions 9 & 10	Health Service Region 11
Regional Office (El Paso)	Regional Office (Harlingen)
HIV/STD Program Manager	HIV/STD Program Manager
Oscar Hernandez	Richard Anguiano
Communicable Disease Manager	Tuberculosis Program Manager
Gale Morrow, MPH, CHES	Maria San Pedro, MSPHN, RN
THSteps Operations Lead Patrice Loge, LMSW 401 E. Franklin, Suite 200, Mail Code 1903 El Paso, TX 79901 1-915-834-7733 Fax: 1-915-834-7802	THSteps Operations Lead Ray Garza 601 W. Sesame Drive, Mail Code 1907 Harlingen, TX 78550 1-956-421-5563 Fax: 1-956-444-3293

State Participating Local Health Departments and Public Health **A.7 Districts**

State Participating Local Health Departments and Public Health Districts		
Abilene Public Health Department Region 2/3 Larry Johnson, Administrator PO Box 6489 (79608-6489) 850 N. 6th Street Abilene, TX 79605 1-325-692-5600 Fax: 1-325-734-5370	Hidalgo County Health Department Region 11 Eduardo Olivarez, Administrator Omar Garza, MD, Director 1304 South 25th Street Edinburg, TX 78539-7205 1-956-383-6221 Fax: 1-956-444-3298	
Amarillo Bi-City-County Health District Department of Health Roger Smalligan, MD, Health Authority, Matt Richardson, Director for the City of Amarillo Department of Health 1000 Martin Road Amarillo, TX 79107 1-806-378-6300 Fax: 1-806-378-6306	Houston Health & Human Services Department Region 6/5 S Stephen L. Williams, MD, MPH, Director 8000 North Stadium Drive Houston, TX 77054 1-713-794-9311 Fax: 1-713-798-0862	
Andrews City-County Health Department Region 9/10 Robert Garcia, MD, Director 208 NW 2nd street Andrews, TX 79714 1-432-524-1434 Fax: 1-432-524-1461	Jackson County Health Department Region 8 Bain C. Cate, MD, Director 411 North Wells, Room 206 Edna, TX 77957 1-361-782-5221 Fax: 1-361-782-7312	
Angelina County & Cities Health District Region 4/5N Sharon Shaw, Administrator John Rudis, MD, Director Lufkin, TX 75904 1-936-632-1139 Fax: 1-936-632-2640	Jasper-Newton County Public Health District Region 4/5 N Danny Brackin 139 West Lamar Street Jasper, TX 75951 1-409-384-6829 Fax: 1-409-384-7861	
Atascosa County Health Department Region 8 Gerald B. Phillips, MD, Director 1102 Campbell Avenue Jourdanton, TX 78026 1-830-769-3451 Fax: 1-210-769-2349	Jefferson County Health Authority Cecil A. Walkes, MD 1295 Pearl Street Beaumont, TX 77701 1-409-835-8530 Fax: 1-409-839-2353	

State Participating Local Health Departments and Public I	Health Districts
Austin Department of Health & Human Services	Liberty County Health Authority
Region 7	Steven C. Ellerbe, DO
Health District	720 Travis
David Lurie, Director	Liberty, TX 77575
7201 Levander Loop, Bldg. E	1-936-336-6439
Austin, TX 78744	Fax: 1-936-336-6517
1-512-927-5010 Fax: 1-512-972-5016	
Beaumont City Health Department	Live Oak County Health Department
Region 5/6 S Ingrid West-Holmes, Director	Region 11 Alan Crouther, Director
PO Box 3827	Drawer 670 (78022)
950 Washington Blvd	Live Oak County Courthouse
Beaumont, TX 77704	George West, TX 78022
1-409-832-4000	1-361-449-2733
Fax: 1-409-832-4270	Fax: 1-361-449-1013
Bell County Public Health District	Lubbock City Health Department
Region 7	Region 1
Wayne Farrell, Director	Nancy Haney, Director
PO Box 3745 (76505)	PO Box 2548 (79408) 1902 Texas Avenue
South 9th Street Temple, TX 76501	Lubbock, TX 79405
1-254-773-4457	1-806-775-2899
Fax: 1-254-773-7535	Fax: 1-806-775-3209
	W 110 A H N D
Brazoria County Health Department Region 6/5 S	Maverick County Health Department
Leo D. O'Gorman, MD, MPH, Director	Region 8 Arturo Batres, MD, Director
432 East Mulberry	490 S. Bibb
Angleton, TX 77515	Eagle Pass, TX 78852
1-979-864-1484	1-830-773-9438
Fax: 1-979-756-1456	Fax: 1-830-773-6450
Brazos County Health Department	Marshall-Harrison County Health District
Region 7	Region 4/5 N
Ken Bost, Executive Director	Robert Palmer, MD, Director
201 North Texas Avenue	805 Lindsey Drive
Bryan, TX 77803-5317 1-979-361-4440	Marshall, TX 75670 1-903-938-8338
Fax: 1-409-823-6993	Fax: 1-903-938-8330
Brownwood-Brown County Health Department	
Region 2/3	Medina County Health Department Region 8
Russ Skinner, MD, Director	John W. Meyer, MD, Director
PO Box 1389	3103 Avenue G
Brownwood, TX 76804	Hondo, TX 78861
1-325-646-0554	1-830-741-6191
Fax: 1-325-643-8157	Fax: 1-830-426-4202
Calhoun County Health Department	Midland County Health Department
Region 8	Region 9/10
Bain C. Cate, Director 117 West Ash	Celestino Garcia, RS, Administrator James M. Humphreys, Jr., MD, Director
Port Lavaca, TX 77979	Mailing address:
1-361-552-9721	PO Box 4905
Fax: 1-361-552-9722	Midland, TX 79704
	Physical address:
	3303 West Illinois St., Space 22
	Midland, TX 79703
	1-432-681-7613 Fax: 1-432-681-7634
	Tax. 1-432-001-7034

State Participating Local Health Departments and Public	Health Districts
Cameron County Health Department	Milam County Health Department
Region 11 Yvette Salinas, Administrator 1390 W. Ex. 83	Region 7 Patsy Gaines, Director PO Box 469 (76520)
San Benito, Tx. 78586 1-956-247-3685	209 South Houston Street Cameron, TX 76520
Fax: 1-956-361-8280	1-254-697-7039 Fax: 1-254-697-4809
Cass County Health Department Region 4/5 N R. Bruce LeGrow, MD, Director PO Box 310 (75563) South Kaufman and Rush Linden, TX 75563 1-903-756-7051 Fax: 1-214-796-3976	Montgomery County Health Department Region 6/5 S Vickie Modeland, Director 701 E. Davis, Ste. A Conroe, Tx. 77301 1-936-525-2800 Fax: 1-936-539-4668
Chambers County Health Department Region 6/5 S William Clay Brown, Director PO Box 670 (77514) 1222 Main Street Anahuac, TX 77514 1-409-267-8356 Fax: 1-409-267-4276 landres@ih2000.net	Orange County Health Department Region 6/5 Howard C. Williams, MD Sheila Cole, Director 2014 North 10th Street Orange, TX 77630 1-409-883-6119 Fax: 1-409-883-3147 Williams@pnx.com
Cherokee County Health Department Region 4/5 N Judy Beck, MD, Director 1209 N. Main Street Rusk, TX 75785 1-903-683-4688 Fax: 1-903-683-4899	Paris-Lamar County Health Department Region 4/5 N Anthony Bethel, Director PO Box 938 (75460) 740 South West 6th Street Paris, TX 75460 1-903-785-4561 Fax: 1-903-737-9924
City of Dallas Department of Environmental & Health Services/Region 2/3 Karen D. Rayzer, Director 1500 Marilla Street, Suite 7AN Dallas, TX 75201 1-214-670-5711 Fax: 1-214-670-3863	Plainview-Hale County Health District Region 1 John Castro, Director 111 East 10th Plainview, TX 79072 1-806-293-1359 Fax: 1-806-293-5741
City of Laredo Health Department Region 11 Hector Gonzalez, Director PO Box 2337 (78044) 2600 Cedar Street Laredo, TX 78040 1-956-723-2051 Fax: 1-956-726-2632	Port Arthur City Health Department Region 6/5 S Yoshi Alexander, Director 449 Austin Avenue Port Arthur, TX 77640 1-409-983-8800 Fax: 1-409-983-8870
Collin County Health Care Services Region 2/3 Candy Blair, Director 825 North McDonald Street, Suite 130 McKinney, TX 75069 1-972-548-5500 Fax: 1-972-548-7221	San Angelo-Tom Green County Health Department Region 9/10 Sandra Villarreal, Director Mailing address: PO Box 1751 (76902) Physical address: 106 S. Chadburne San Angelo, TX 76903 1-325-657-4493 Fax: 1-325-657-4553

State Participating Local Health Departments and Public I	Health Districts	
Colorado County Health Authority	San Antonio Metropolitan Health District	
Raymond R. Thomas, MD	Region 8	
610 S. Austin Road	Fernando Guerra, MD, MPH, Director 332 West Commerce, Suite 307	
Eagle Lake, TX 77434 1-979-234-2551	•	
Fax: 1-979-234-5994	San Antonio, TX 78205-2489	
Fax: 1-9/9-234-3994	1-210-207-8730 Fax: 1-210-207-8999	
Corpus Christi-Nueces County Public Health District/	San Patricio County Health Department	
Region W	Region 11	
Annette Rodriguez, Interim Director	Josie Michael, Director	
PO Box 9727 (78469)	James Mobley, MD, Director	
1702 Horne Road	313 North Rachal	
Corpus Christi, TX 78416	Sinton, TX 78387	
1-361-851-7200 Far: 1-361-851-7205	1-361-364-6208	
Fax: 1-361-851-7295	Fax: 1-361-364-6117	
Corsicana-Navarro County Public Health District	Scurry County Health Department	
Region 2/3	Region 2/3	
Kent Rogers, MD, Director	Cindy Wright, Director	
618 North Main	911 26th Street	
Corsicana, TX 75110	Snyder, TX 79549	
1-903-874-6731	1-325-573-3508	
Fax: 1-903-872-7215	Fax: 1-325-573-0380	
Cuero-DeWitt County Health Department	Smith County Public Health District	
Region 8	Region 4/5 N	
Bain C. Cate, MD, Director	George T. Roberts, Jr., F.A.C.H.E., Director	
106 North Gonzales Street	815 North Broadway	
Cuero, TX 77954	Tyler, TX 75702-4507	
1-361-275-3461	1-903-535-0036	
Fax: 1-361-275-5732	Fax: 1-903-535-0052	
Dallas County Health Department	South Plains Public Health District	
Region 2/3	Region 1	
Zachary S.Thompson, Director	Morris S. Knox, MD, Director	
2377 Stemmons Freeway	919 East Main Street	
Dallas, TX 75207-2710	Brownfield, TX 79316	
1-214-819-6070	1-806-637-2164	
Fax: 1-214-819-6022	Fax: 1-806-637-4295	
Del Rio-Val Verde County Health Department	Sweetwater-Nolan County Health Department	
Manuel A. Martinez, BS, MD, Director	Region 2/3	
400 Pecan Street (3rd Floor)	Don Ware, RS, Director	
Del Rio, TX 78840	PO Box 458 (79556)	
1-830-774-7570	301 East 12th Street	
Fax:1-830-774-7642	Sweetwater, TX 7z9556	
manuel_martinez@valverdecounty.org	1-915-235-5463	
	Fax: 1-915-236-6856	
Denton County Health Department	Texarkana-Bowie County Family Health Center	
Region 2/3	Region 4/5 N	
Bing Burton, Administrator	Kathy Moore, Administrator	
306 N. Loop 288, Suite 183	902 West 12th	
Denton, TX 76209	Texarkana, TX 75501	
1-940-349-2900	1-903-798-3255	
Fax: 1-940-349-2905	Fax: 1-903-793-2289	

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State Participating Local Health Departments and Public I		
Ector County Health Department	Uvalde City-County Health Department	
Region 9/10	Region 8	
Gino Solla, Director	Liz Barrett, RN, Director	
Nathan Galloway, MD, Director	1021 Garnerfield Road	
221 North Texas	Uvalde, TX 78801	
Odessa, TX 79761	1-830-278-1705	
1-432-498-4141	Fax: 1-830-278-1881	
Fax: 1-432-498-4143		
El Paso City-County Health and Environmental District/	Victoria County Health Department	
Region 9/10	Region 8	
Jorge Magaña, MD, Director	Bain C. Cate, MD, Director	
1148 Airway Blvd	PO Box 2350 (77902)	
El Paso, TX 79925-3692	2805 N. Navarro	
1-915-771-5701	Victoria, Tx 77901	
Fax: 1-915-543-3541	1-361-578-6281	
	Fax: 1-361-578-7046	
Fort Rand County Health Danastment		
Fort Bend County Health Department Region 6/5 S	Waco-McLennan County Public Health District Region 7	
Jean Galloway, MD, Director	Roger Barker, MBA, Director	
PO Box 668 (77471)	225 West Waco Drive	
4520 Reading Road, Suite A	Waco, TX 76707	
Rosenberg, TX 77471	1-254-750-5450	
1-281-342-6414	Fax: 1-254-750-5452	
Fax: 1-281-342-7371	1 dx. 1-254-750-5452	
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Fort Worth-Tarrant County Department of Public Health	Walker County Health Authority	
Region 2/3	Region 6/5 S	
Daniel B. Reimer, Director	M. Gebre-Selassie, MD	
Nick Curry, MD, Director	2804 Lake Road, #4	
1800 University Drive	Huntsville, TX 77340	
Fort Worth, TX 76107	1-936-291-9600	
1-817-871-7201	Fax: 1-936-291-1625	
Fax: 1-817-871-7335		
Galveston County Health District	Wichita Falls-Wichita County Public Health District	
Region 6/5 S	Region 2/3	
H. Mark Guidry, MD, MPH, Director	Lou Franklin, RN, BSN, Director	
PO Box 939 (77568)	Tom Edmonson, Administrator	
1207 Oak Street	1700 Third Street	
La Marque, TX 77568	Wichita Falls, TX 76301	
1-409-938-2401	1-940-761-7805	
Fax: 1-409-938-2243	Fax: 1-940-767-5242	
rmorris@gchd.org		
Grayson County Health Department	Williamson County and Cities Public Health District	
Region 2/3	Region 7	
Wayne Bell	W.S. Riggins, Jr., MD, MPH, Director	
515 North Walnut	PO Box 570 (78627)	
Sherman, TX 75090	100 W. 3rd Street	
1-903-893-0131	Georgetown, TX 78626	
Fax: 1-903-892-3776	1-512-943-3600	
	Fax: 1-512-943-1499	
Greenville-Hunt County Health Department	Wilson County Health Department	
Region 2/3	Region 8	
Mark Memahan, DO, Director	Edwin Baker, Director	
Henry Underwood, DO, Director	PO Box 396 (78114)	
4815 King Street, Ste. B	Wilson County Courthouse	
Greenville, TX 75401	Floresville, TX 78114	
1-903-455-4433	1-830-393-8503	
Fax: 1-903-455-4956	Fax: 1-830-393-6031	
1 444 1 700 100 1700	1 WAR I 000 070 0001	

State Participating Local Health Departments and Public Health Districts		
Hardin County Health Department Region 6/5 S Mary Pastor, Director PO Box 820 (77625) 440 W. Monroe Kountze, TX 77625 1-409-246-5188 Fax: 1-409-246-4373	Wood County Health Department Region 4/5 N David C. Murley, MD, Director Wood County Courthouse PO Box 596 (75783) Quitman, TX 75783 1-903-763-5406 Fax: 1-903-763-2902	
Harris County Health Department Region 6/5 S 2223 W. Loop South Houston, TX 77027 1-713-439-6016 Fax: 1-713-439-6080 thyslop@hc.co.harris.tx.us	Zavala County Health Department Region 8 Antonio Rivera, MD, Director 600 North John F. Kennedy Drive Crystal City, TX 78839 1-210-374-3010 Fax: 1-210-374-3007	
Hays County Health Department Region N Larry Birdwell, DO, Director 401-A Broadway Drive San Marcos, TX 78666 1-512-353-4353 Fax: 1-512-396-4656		

Texas Health and Human Services Commission Blind Children's **A.8 Vocational Discovery and Development Program (BCVDDP)**

Abilene 4601 S. 1st Street, Suite M Abilene, TX 79605-1463 PO BOX 521 MC: 6846 Abilene, TX 79604-0521 1-325-795-5845	Irving 440 S. Nursery Rd. MC: 1469 Irving, TX 75060 1-972-721-6580
Amarillo 28 Western Plaza Dr. MC: 0052 Amarillo, TX 79109 1-806-351-3881	Laredo 1500 N. Arkansas MC: 2031 Laredo, TX 78043 1-956-764-6284
Austin 7701 Metropolis Dr., BLDG 12, Ste. 100 MC: 0172 Austin, TX 78744 1-512-416-5263	Lubbock 6302 Iola St. MC: 2171 Lubbock, TX 79424 1-806-783-6630
Beaumont 3105 Executive Blvd. MC: 0291 Beaumont, TX 77708 1-409-730-1098	McAllen 4501 West Business 83 MC: 2222 McAllen, TX 78501 1-956-971-1281
Bryan College Station 3000 East Villa Maria Rd MC: 7331 Bryan, TX 77803 1-979-776-7492	Odessa 3016 Kermit Hwy. MC: 2503 Odessa, TX 79764 1-432-334-5624

HHSC, BCVDDP	
Corpus Christi	San Angelo
4410 Dillon Ln.	622 South Oakes, Suite D
MC: 0734	MC: 6979
Corpus Christi, TX 78415	San Angelo, TX 76903
1-361-878-7707	1-325-659-7653
Dallas	San Antonio
1545 W. Mockingbird Ln.	11307 Roszell
MC: 0889	MC: 2794
Dallas, TX 75235	San Antonio, TX 78217
1-214-638-7575	1-210-619-8147
El Paso	Tyler
401 E. Franklin, Suite #240	3303 Mineola Highway
MC: 6900	MC: 3137
El Paso, TX 79901	Tyler, TX 75702
1-915-834-7072	1-903-595-4841
Fort Worth	Victoria
4733 E. Lancaster Ave.	2306 Leary Ln.
MC: 1469	MC: 3192
Fort Worth, TX 76103	Victoria, TX 77901
1-817-535-3893	1-361-574-7342
Harlingen	Waco
3625 W. Business 83	801 Austin Street, Suite 710
MC: 1606	MC: 6820
Harlingen, TX 78552	Waco, TX 76701
1-956-365-0129	1-254-750-9623
Houston	Wichita Falls
1459 E. 45th St.	1328 Oakhurst Dr.
MC: 1737	MC: 3323
Houston, TX 77022	Wichita Falls, TX 76302
1-713-696-3669	1-940-720-8446
Houston-Southeast 10060 Fuqua MC: 6949 Houston, TX 77089 1-713-948-7957	

HHSC Open Records Requests A.9

Providers who would like to make open records requests should visit the Open Records page of the HHSC website. For general inquiries, such as claim status inquiries, eligibility verification, and prior authorization requests, refer to subsection A.10, "TMHP Telephone and Fax Communication" in this section for contact information.

TMHP Telephone and Fax Communication A.10

Contact	PA Request Telephone Number	General Inquiry Telephone Number	Fax Number
General Information			
TMHP Contact Center	N/A	1-800-925-9126 or 1-512- 335-5986	
Automated Inquiry System (AIS)	N/A	1-800-925-9126 or 1-512- 335-5986	
Provider Enrollment	N/A	TMHP Contact Center	1-512-514-4214
Telephone appeals	N/A	1-800-745-4452	

Contact	PA Request Telephone Number	General Inquiry Telephone Number	Fax Number	
TMHP Electronic Data Inter-	N/A	1-888-863-3638	1-512-514-4228	
change (EDI) Help Desk			1-512-514-4230	
Program and Prior Authoriz	ation Information			
Ambulance (Medicaid and	1-800-540-0694	TMHP Contact Center	1-512-514-4205	
CSHCN Services Program)			Prior Authorization Only	
Children with Special Health Care Needs (CSHCN) Services Program	N/A	1-800-568-2413	1-512-514-4222 Prior Authorization Only	
Comprehensive Care Program (CCP) (for CCP prior authorization status and general CCP and Home Health Services information)	N/A	1-800-846-7470	1-512-514-4212 Prior Authorization Only	
CCP personal care services (PCS)	N/A	1-888-648-1517	N/A	
[Revised]Inpatient Psychiatric Services Option 1 – CCP Option 2 – Substance use	N/A	1-800-213-8877	1-512-514-4211 Prior Authorization Only	
Home Health Services	Requests for new prior authorization or extensions cannot be made over the telephone.	TMHP Contact Center	1-512-514-4209 Prior Authorization Only	
Obstetric ultrasound	1-800-302-6167	TMHP Contact Center	1-512-302-5039 Prior Authorization Only	
Special Medical Prior Autho-	N/A	TMHP Contact Center	1-512-514-4213)	
rization (SMPA)			Prior Authorization Only	
Texas Health Steps (THSteps) dental inquiries	N/A	1-800-568-2460	N/A	
THSteps medical inquiries	N/A	1-800-757-5691	N/A	
Family Planning (tubal ligation and vasectomy consent forms)	N/A	TMHP Contact Center	1-512-514-4229	
Hysterectomy acknowl- edgment statements	N/A	TMHP Contact Center	1-512-514-4218	
Other Program and Reimbur	Other Program and Reimbursement Information			
Health Insurance Premium Payment (HIPP)	N/A	1-800-440-0493		
Long Term Care (LTC) operations	N/A	1-800-626-4117		
LTC—Nursing Facilities	N/A	1-800-727-5436		
Medicaid Audit/Cost Reports	N/A	1-512-506-6117	1-512-506-7811	
Third Party Liability (TPL) (Option 2)	N/A	1-800-846-7307	1-512-514-4225	
Tort (Option 3)	N/A	1-800-846-7307	1-512-514-4225	

Written Communication With TMHP A.11

All CMS-1500 forms (excluding ambulance, radiology/laboratory, immunization services, rural health, and mental health rehabilitation) sent to TMHP for the first time, as well as claims being resubmitted because they were initially denied as incomplete claims, must be sent to the following address:

> Texas Medicaid & Healthcare Partnership Claims PO Box 200555 Austin, TX 78720-0555

The post office box addresses must be used for the specific items listed in the following table:

Correspondence	Address
Appeals/adjustments of claims (except zero paid/zero allowed on Remittance & Status [R&S] Reports) Electronically rejected claims past the 95-day filing deadline and within 120 days of electronic rejection report	Texas Medicaid & Healthcare Partnership Appeals/Adjustments PO Box 200645 Austin, TX 78720-0645
All first-time claims	Texas Medicaid & Healthcare Partnership Claims PO Box 200555 Austin, TX 78720-0555
Ambulance Authorization (includes out-of-state transfers)	Texas Medicaid & Healthcare Partnership Ambulance Prior Authorizations P O Box 200735 Austin, TX 78720-0735
CCP requests (prior authorization and appeals)	Texas Medicaid & Healthcare Partnership Comprehensive Care Program (CCP) PO Box 200735 Austin, TX 78720-0735
CSHCN Services Program claims	Texas Medicaid & Healthcare Partnership CSHCN Services Program Claims PO Box 200855 Austin, TX 78720-0855
Home Health Services prior authorizations	Texas Medicaid & Healthcare Partnership Home Health Services PO Box 202977 Austin, TX 78720-2977
Medicaid audit correspondence	Texas Medicaid & Healthcare Partnership Medicaid Audit PO Box 200345 Austin, TX 78720-0345
Medically Needy Clearinghouse (MNC) or Spend Down Unit correspondence	Texas Medicaid & Healthcare Partnership Medically Needy Clearinghouse PO Box 202947 Austin, TX 78720-2947
Provider Enrollment correspondence	Texas Medicaid & Healthcare Partnership Provider Enrollment PO Box 200795 Austin, TX 78720-0795

Correspondence	Address
Other provider correspondence	Texas Medicaid & Healthcare Partnership Provider Relations PO Box 202978 Austin, TX 78720-0978
Send all other written communication to TMHP	Texas Medicaid & Healthcare Partnership (Department) 12357-B Riata Trace Parkway, Suite 100 Austin, TX 78727
TMHP Fee-for-Service and ICF-IID Dental prior authorization requests	Texas Medicaid & Healthcare Partnership Fee-for-Service and ICF-IID Dental PO Box 204206 Austin, TX 78720-4206
TPL/Tort correspondence	Texas Medicaid & Healthcare Partnership Third Party Liability/Tort PO Box 202948 Austin, TX 78720-2948

Other TMHP Information A.12

A.12.1 **TMHP Website**

The TMHP website at <u>www.tmhp.com</u> is a valuable resource that provides:

- Provider education information and training.
- Publications, such as bulletins, banner messages, and provider manuals.
- A TMHP News section with announcements of program changes and other important information.
- Real-time and static fee schedules.
- Online provider enrollment.
- Complete instructions for setting up a Provider Administrator account and the use of online claims status inquiries (CSI), eligibility verification, and Electronic Remittance and Status (ER&S) Reports.

Additional advanced features are available for those providers who create an account. All enrolled providers are eligible for this free account. Once an account is activated, providers will have access to:

- Texas Medicaid enrollment information.
- CSIs.
- Eligibility verification.
- ER&S Report download option.
- Claims submission.
- Claims appeals.
- Online provider lookup.
- Online fee lookup (OFL) to obtain real-time fee information for an individual or a range of procedure codes. Benefits and limitations for certain services and history up to 2-years is also available.
- Payment amounts search, view, and print capabilities.
- Notification of an invalid address on file for any Texas Provider Identifier (TPI) associated with a provider's National Provider Identifier (NPI).

- Notification of pending payments because of inaccurate or incomplete provider information.
- Manage hospital admission and discharge information on clients residing in an institution for mental diseases (IMD)

Important: Natural disasters, such as floods or hurricanes, can impact the delivery of health care to Texas Medicaid clients. When disaster strikes, providers should monitor the TMHP website for special instructions.

New services are always being added to the website. Please visit www.tmhp.com for the latest information on TMHP online services.

A.12.2 **TMHP Contact Center**

The TMHP Contact Center is available from 7 a.m. to 7 p.m., Central Time, Monday through Friday.

The TMHP Contact Center assists with questions such as:

- Provider enrollment procedures
- Claims filing procedures
- Policy information

The TMHP Contact Center is available to assist providers and clients. Please review the telephone and fax communication guides in this section for a list of contact telephone and fax numbers.

Provider calls, including those that were previously made to the Provider Relations territory representatives, are now handled first by the Contact Center. The Contact Center is well equipped to handle most inquiries about benefits and claims.

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.

Resolution of more complex issues that are referred to Provider Relations for further analysis can take up to 30 days from the date of the referral. For these issues, Provider Relations will contact the provider by telephone or e-mail when the issue has been resolved.

For questions or information about Medicaid eligibility, clients are referred to their caseworker or the local HHSC office.

A.12.3 **Automated Inquiry System (AIS)**

AIS provides the following information and services through the use of a touch-tone telephone:

- Claim status
- Patient eligibility
- Benefit limitations
- Medically Needy case status
- Family Planning
- Current weekly payment amount
- Claim appeals.

Eligibility and claim status information is available on AIS 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 from 7 a.m. until 7 p.m., Central Time, Monday through Friday. AIS offers 15 transactions per call.

A.12.4 TMHP Provider Relations

The TMHP Provider Relations Department comprises a staff of Austin- and field-based provider relations representatives whose goal is to serve the health-care community by furnishing a variety of services and activities designed to inform and educate health-care providers about Texas Medicaid activities and claim submission procedures.

Provider Relations activities include the following:

- Provider education through planned events. Provider Relations representatives conduct a planned program of educational workshops, in-services, webinars, computer-based training (CBT), and other training sessions designed to keep all actively-enrolled providers informed of the latest policies, claim processing procedures, and federal and state regulations affecting Texas Medicaid. Details of all available provider training can be found in the Provider Education section of the TMHP website at www.tmhp.com.
- 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 TMHP 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 Texas Medicaid, the Provider Relations Department maintains a work relationship with these organizations. Also, the Provider Relations Department participates in several events sponsored by Texas health-care associations, such as conventions and conferences.

Call the TMHP Contact Center at 1-800-925-9126 for assistance.

A.12.5 Reporting a Complaint to TMHP

Providers can report complaints by calling the TMHP Contact Center at 1-800-925-9126 or by submitting a written complaint to:

TMHP Complaints Resolution Department PO Box 2014270 Austin, TX 778720-4270

A complaint is defined as any dissatisfaction concerning any aspect of Texas Medicaid. The term "complaint" does not include a misunderstanding or a problem with misinformation that is resolved promptly by clearing up the misunderstanding or supplying the appropriate information to the provider's satisfaction.

Providers should submit the following information when reporting the complaint:

- Point of contact name and phone number or email address
- Provider name
- Provider TPI, if available
- Description of the complaint situation
- Client name
- · Client PCN
- · Date of service

A.12.6 TMHP Electronic Data Interchange (EDI) Help Desk

The TMHP EDI Help Desk assists Medicaid providers with EDI transactions. The TMHP EDI Help Desk is available at 1-888-863-3638 from 7 a.m. to 7 p.m., Central Time, Monday through Friday.

TMHP EDI Help Desk activities and responsibilities include, but are not limited to, the following:

- Enrolling providers for electronic billing
- Qualifying vendors for TMHP EDI production through testing
- Diagnosing claim transmission problems through research
- Consulting with provider billing personnel, billing services, and software vendors regarding TMHP

TMHP EDI Help Desk staff assists with questions about TMHP EDI, TexMedConnect, and electronic transmissions at 1-888-863-3638.

Providers who employ hardware or software vendors should contact those vendors for the resolution of technical problems.