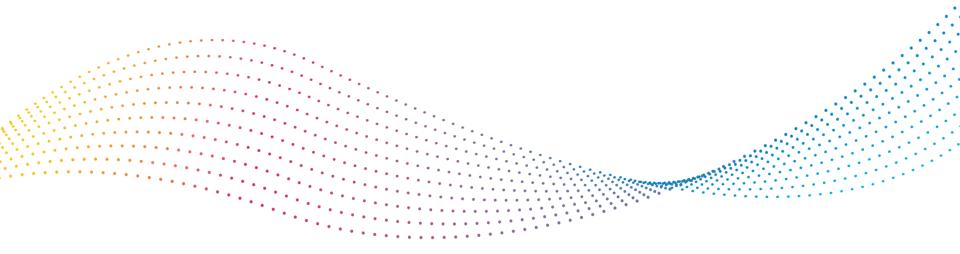




## NEW Provider Training Health Net Medi-Cal



Transforming the health of the community, one person at a time.

### **Welcome to Health Net!**

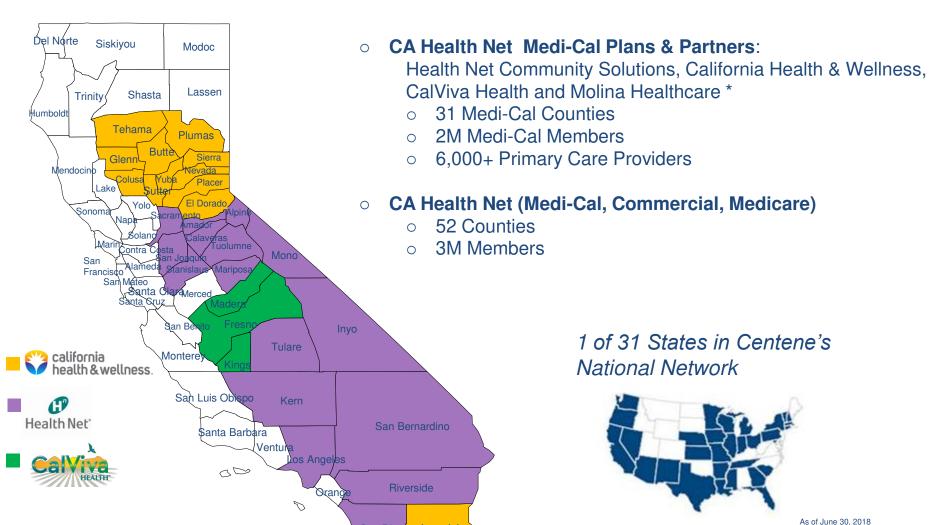


Health Net is pleased to provide this orientation that includes tools and resources to assist you and your staff in caring for our Medi-Cal members.

### Topics Included:

- About Health Net & Centene
- Provider Relations Team
- Provider and Member Support Services
- Medi-Cal Operations Guide, Provider Toolkit, Provider Communications
- Medi-Cal Enrollment and Eligibility Process
- Medi-Cal Sample ID Card
- Request for PCP/PPG Change
- Staying Healthy Assessment
- Medi-Cal Benefits
- Transportation Benefits
- Recommended Drug List
- HEDIS Incentives
- Health Education and Cultural and Linguistic Services
- Care Management support for your complex or challenging patients
- Member Grievances
- Medi-Cal Claims Submission
- Resources and Contacts

# Health Net and Our Partners Local Accountability with National Capability



\* Health Net is a contracted partner to Molina Healthcare and San Bernardino and Riverside counties

Imperial

San Diego

V

## **Health Net's Provider Relations Team**



Our goal is to deliver personalized and effective training, tools and other support to assist you in providing care to our members in the most efficient and satisfying manner possible.

A vital part of our Provider Relations service philosophy centers on direct personal communication with Providers, and we welcome your feedback.

### Products we support:

Medi-Cal, Medicare, Commercial (On and Off Exchange)

### Services we offer:

- In person Support
- Operational Support to resolve process or other issues
- Liaison to Internal Departments (ex. Claims, Eligibility)
- Training and Education In person or webinar
- Reference Materials and Tools

Thank you for allowing us the opportunity to assist in making your experience with Health Net a positive one

You can reach our team @ HN\_Provider\_Relations@healthnet.com



### **Provider and Member Services**





Customer Service Center (800) 675-6110

Available 24 hrs. per day, 7 days a week Providers and Members can call



We encourage you to register on our Provider Portal <a href="https://healthnet.com/portal/provider/home.ndo">https://healthnet.com/portal/provider/home.ndo</a>

Most operational needs can be handled on-line

- Verify eligibility
- Check claims status
- Access the Medi-Cal Recommended Drug List
- Access our Provider Library:
  - Provider Operations Manual
  - Network Updates
  - Training Materials
- Medical Contact and Resources

We are here to help answer your questions

### Care Support

- Care Management Support (Chronic Disease/Case Management)
- Transportation
- Interpreter Services
- Gateway to Nurse Advice Line

### Administrative Support

- Eligibility
- Benefits
- Claims
- PCP Change
- Grievances
- Disputes/Appeals

Provider Web support 1-866-458-1047

## Keeping You Informed ....



### **Medi-Cal Operations Guide**

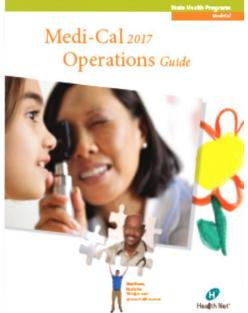
- Hard Copy distributed upon contracting with Health Net or by request
- Electronic version accessible through the Health Net portal

### **Medi-Cal Provider Toolkit**

- Education and Operational Tools
- Medi-Cal Contacts and Resources

### **Provider Communications**

 Provider Updates are sent via fax or mail to inform you of important operational changes, regulatory legislative or contractual information



All Provider Communications, Tools and Resources can be found on our Provider Portal at

https://healthnet.com/portal/provider/home.ndo

## Medi-Cal Enrollment and Eligibility Process Health Net\*



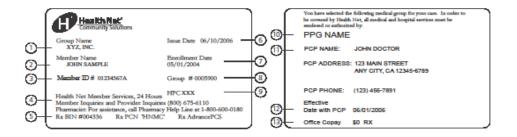
- People who meet Medi-Cal eligibility requirements typically fall into two categories:
  - Mandatory Enrollment Aid Categories (No Share of Cost)
  - Voluntary Enrollment Aid Categories
- Health Care Options (HCO) is the enrollment contractor that works with DHCS to manage the enrollment process. HCO helps people understand Medi-Cal benefits and the different managed care options available to them.
  - Beneficiaries who do not choose a health plan on the Medi-Cal Choice Form are assigned to Health Plans by the HCO based on DHCS criteria ("default" membership)
  - Beneficiaries who have selected or are assigned by DHCS to Health Net, but neglected to select a PCP will be assigned a PCP (auto-assignment). Health Net uses member's zip code, language preferences and other criteria to try and make the best selection on behalf of the member.
- The process to determine eligibility and complete assignments typically takes between 15-45 days for those patients wanting to enroll in Health Net please call our **enrollment service line 800-327-0502**

### There are multiple ways to check a members' eligibility status:

- o www.provider.healthnet.com
- o www.medi-cal.ca.gov
- o Health Net Provider Services (800) 675-6110
- o Medi-Cal AEVS (800) 456-2387
- EDS Point of Service Device

#### Sample Health Net Medi-Cal Mainstream Member ID Card









#### Identification (ID) Card Components

- Group Name "Mainstream" for Kern, Los Angeles, Stanislaus, and Tulare counties; "GMC" for Sacramento and San Diego counties
- 2 Member Name Name of the member
- 3 Member ID State-assigned Client Index Number (CIN)
- 4 Important Telephone Numbers Health Net contact telephone numbers
- 5 Pharmacy Information Contact and claims information for prescription medication processing vendor
- 6 Issue Date Date the ID card was issued
- 7 Enrollment Date Date the member was enrolled with Health Net Medi-Cal
- 8 Group # Group number under which the member is enrolled. For Medi-Cal members, this number is always 0005900
- 9 Health Plan Code Also known as the prepaid project code, used for PM 160 INF form completion
- 10 PPG Name Name and telephone number of the participating physician group (PPG) to which the member is assigned, if applicable

- 11 PCP Information Name, address and telephone number of the member's assigned primary care physician (PCP) or federally qualified health center (FQHC)/rural health clinic (RHC), if applicable
- 12 Effective Date with PCP Date the member was assigned to the PCP or FQHC/RHC, if applicable
- 13 Copayments Out-of-pocket expense the member is required to pay for covered services (vary by plan)
- 14 Emergency Information Instructions to members on what to do for an urgent or emergency health problem
- 15 Eligibility Verification Contact information for member eligibility verification
- 16 Out-of-Area/Emergency Contacts Provider contact and daims information for out-of-area and emergency services
- 17 Prior Authorization Important information regarding prior authorization requirements





Standard practice is for all members being seen at your practice to have eligibility reviewed at each visit. Verifying eligibility on both <a href="https://www.dhcs.ca.gov">www.dhcs.ca.gov</a> and <a href="https://www.provider.healthnet.com">www.provider.healthnet.com</a> will result in proper and timely payment.

Eligibility can also be verified by calling our:

Customer Service line at 1-800-675-6110

## Request for PCP/PPG Change



Members have the right to change PCP's every 30 days, though it is not encouraged. If a PCP is affiliated with a participating provider group (PPG), then the PCP should follow the PPG policies as well

If a member presents in your office and your name does not appear on their ID Card, you can have a member complete a Request Form to have the member re-assigned to your practice. Members must complete and sign a Request for PCP/PPG Change Form. If all responses are "NO", then the PCP change can be made. If member has received services by another provider, then the PCP change may not become effective the following month.

### Request for PCP Change Form

If faxed on Date of Service:

- Requires Member Signature
- o Requires Member ID#
- Member must answer NO to all questions regarding prior services rendered
- Takes up to six days to update in the Health
   Net system

Members can request PCP change prior to their visit by calling:

Health Net Member Services (800) 675-6110



#### Request for PCP/PPG Change Form

☐ Health Net ☐ Molina ☐ BND					
New PCP Name:					
Location:					
License/ Clinic#:					
PPG Name:					
Reason For request:					
Mem	ber's Name	Date of Birth	CIN	#	
1					
2					
3					
Please check Yes or No:	ı			Yes	No
Is the member currently hospit	alized?				
Is the member in her 3rd trime	ster of pregnancy?				
Did the member receive any se	ervices with the assigned PCP/PPG?				
Is the member currently receiv	ing treatment?				
Is the member scheduled to rec	ceive future treatment (surgery, special	ist care, etc.)?			
Has the member recently deliv	ered a baby within the past 60 days?				
Does the member have an infa	nt less than 60 days old who is current	ly in the hospital?			
Did the member receive any services in the emergency room?					
Please read Disclaimer: Any prior authorizations: submitted to or approved by the existing PCP/PPG will no longer be valid with the new PCP/PPG.  If a member becomes hospitalized prior to the effective date of change, the member will be changed back to existing PCP/PPG until the episode of care is complete.  If the mother of a newborn request a PCP/PPG change prior to her first post-partum visit, (which usually occurs within 40 days of delivery), the change cannot be processed. (Only exception is if the requested PCP is in the same PPG).					
Member's Signature:					
Member's Address:	Member's Address:				
Member's Phone #:					
Name of Staff Member Con	npleting Transfer:				
Staff Member's Phone #:	Ext. #.	Fax #	t		
Additional Information:	(Please ci	heck gone)			
Today's Date:		-	Date: / /		
Today's Date:/ OFFICE USE:		_	Date//		
Date change entered:/		Rep's Name:			_

Fax request to: Health Net Medi-Cal Member Services (800) 281-2999 (818) 676-5161 or (818) 676-5494 Email request to SHPPROVIDERREQUEST@healthnet.com

## **Staying Healthy Assessment**



Primary Care Physicians should reach out and establish a relationship with all newly assigned Members. All new members must receive an Initial Health Assessment within 120 days of enrollment per DHCS guidelines

- New members should receive an IHA (Initial Health Assessment) within 120 days of enrollment in Medi-Cal or upon assignment to your practice
- DHCS requires that Medi-Cal providers use the applicable Age-Group specific Staying Health Assessment (SHA) form (including senior members) to document annual visit assessments
- IHA and SHA forms can be downloaded at <u>https://healthnet.com/portal/provider/home.ndo</u> or at the DHCS website at :<u>https://www.dhcs.ca.gov</u>
- All forms must be placed in the member's medical record
- For any members with mild to moderate substance use disorders, the provider should also complete an SBIRT (Screening, Brief Intervention for Alcohol and Referral for Treatment) to address specific conditions and future treatment recommendations

### **Staying Healthy Assessment**

(Staying Healthy Assessment,

### 12 - 17 Years (12-17 Years)

Na	me (first & last)	Date of Birth	Female	Today	's Date	Grade	in School:
	Jane Doe	04-01-99	Male	9-10	-13		9
	son Completing Form	Parent Rela	tive 🗌 Friend	☐ Gua	ardian	Schoo	l Attendance
	Self	Other (Specify)				Regula	ar? 🛮 Yes 🗌 No
ans	ase answer all the questions on this wer or do not wish to answer. Be su thing on this form. Your answers w	ire to talk to the doci	tor if you have d	questio	ns about		Need Interpreter?  Yes No  Clinic Use Only:
1	Do you drink or eat 3 servings of ca milk, cheese, yogurt, soy milk, or to (Drinks/eats 3 servings of calcium-rich foods dat	ofu?	ly, such as	(Yes)	No	Skip	- Nutrition
2	Do you eat fruits and vegetables at (Eats fruits and vegetables at least 2 times per de		)	Yes	No	Skip	
3	Do you eat high fat foods, such as f pizza more than once per week? (Eats high fat foods more than once per week?)	ried foods, chips, ice	cream, or	No	(es)	Skip	
4	Do you drink more than 12 oz. (1 so sports drink, energy drink, or sweet (Drinks more than 12 oz. per day of juice/sports/	ened coffee drink?		No	(es)	Skip	
5	Do you exercise or play sports mos (Exercises or plays sports most days of the week.	153		(ES)	No	Skip	Physical Activity

## **Common Benefit Offerings**



### **Consult the Provider Operations Manual for more specifics**

•	•
Medical Services Offered by Health Net	Behavioral Health Services
Care Management Services	MHN is responsible for Mild to Moderate Services Call MHN 1-800-289-2040 for more details
Dental Services (limited to certain counties)	Attention Deficient Disorder and Autism testing
Durable Medical Equipment	Individual/group evaluations and treatment (psychotherapy)
Emergency Ambulance	Outpatient services (labs, medication and supplies)
Emergency Care	Outpatient services to monitor medication therapy
Family Planning, including therapeutic and elective pregnancy termination	Psychiatric services
Gender Alignment	Psychological testing
Health Education Material/Education	Moderate to Severe Services are provided by the County
Home Health Care/Hospice	Services Provided by County Agencies
Hospitalization	CCS-eligible conditions
Interpreter Services	Moderate to Severe Behavioral Health Services
Maternity and Newborn Care	Services provided at Regional Health Centers
Acupuncture	Non-Covered Services
Podiatry Services	Cosmetic Surgery
Prescription/over the counter drugs	Routine Circumcisions
Routine adult and pediatric examinations	Services to reverse surgically-induced infertility
Skilled Nursing Facility	Services provided outside of the United States, except for emergency services requiring hospitalization in Canada or Mexico
Specialist Consultations	
Transportation, Non-medical, authorized	
Vision services (exams every 2 years)	

## Free Transportation for Health Net Members Health Net\*



### Benefits available:

- Rides to and from medical appointments
- Picking up drug prescriptions, medical supplies, prosthetics and orthotics
- No trip limits
- Curb to curb services
- Unlimited miles
- Travel by car, van, taxi, mass transit, and more

### To request call 1-855-253-6863

- At least 5 days in advance
- Provide member ID#, name, address, appointment date/time and pick-up time/place
- Request can be made by providers and members



## **Health Net's Recommended Drug List**



- Accessible in full version online
- Updated quarterly
- Select over the counter medications may be covered with prescription
- Certain prescriptions may require authorization
- Refer to the Provider Operations Manual for more specifics

HN Pharmacist & Physician Services (800) 548-5524

Prior Authorization Envolve Pharmacy Services (800) 867-6564 option 2

Prior Authorization Fax Form (800) 977-8226

After-hours urgent request (800) 600-0180

### **Medication Prior Authorization Form**

PRESCRIPTION DRUG PRIOR AUTHORIZATION REQUEST FORM

Plan/Medical Group Name:			Plan/Medical Group Phone#: () Plan/Medical Group Fax#: ()				
Instructions: Please fill out all important for the review, e.g. cl	applicable sec hart notes or la	ctions on both p ab data, to supp	oages com port the pri	npletely and legibly ior authorization re	Attach a quest.	ny additional	documentation that is
Patier	nt Information	: This must b	e filled ou	ut completely to e	nsure HIP	AA complia	nce
First Name:		Last Name:			MI:	Phone Nur	nber:
Address:			City:			State:	Zip Code:
Date of Birth:	☐ Male ☐ Female	Circle unit of Height (in/or		Weight (lb/kg):	A	llergies:	•
Patient's Authorized Represent	tative (if applic	-		Authorized Repre	sentative	Phone Numb	er:
		In	surance l	Information			
Primary Insurance Name:				Patient ID Number	er.		
Secondary Insurance Name:				Patient ID Number	er:		
		Pr	rescriber	Information			
First Name:		Last Name:				Specialty:	
Address:			City:			State:	Zip Code:
Requestor (if different than pre	scriber):		•	Office Contact Pe	erson:	•	
NPI Number (individual):				Phone Number:			
DEA Number (if required):				Fax Number (in HIPAA compliant area):			
Email Address:							
	M	ledication / Me	edical and	d Dispensing Infor	mation		
Medication Name:							
☐ New Therapy ☐ Renewa If Renewal: Date Therapy Initi.				Duration of Therap	v (specific	c dates):	
How did the patient receive the medication?  Paid under Insurance Name: Prior Auth Number (if known):							
Other (explain):							
Dose/Strength:	Freque	ency:		Length of Therap	y/#Refills:	Quar	ntity:
Administration: Oral/SL Topical	☐ Injecti	ion 🔲 IV		Other:		•	
Administration Location:  Physician's Office	Physician's Office Home Care Agency Other (explain):						
■ Ambulatory Infusion Center	Out	tpatient Hospita	al Care				

New 08/13

## **HEDIS Incentive Programs**



Health Net believes in improving the health of our members, one person at a time We offer supplemental payments to providers in recognition for their efforts to improve quality outcomes of our members.

### Perinatal Notification Incentive Program (PCPs and OBs eligible)

- \$50 for each prenatal and/or postpartum form submitted
- Forms provided by Health Net and submitted to Health Net via fax (1-877-783-0287)
- o Prenatal service must be completed within the 1st trimester or within 42 days of enrollment
- Postpartum service must be completed 21-56 days after delivery

### HEDIS Incentive Program (PCPs eligible)

- o \$50-\$150 for completion of certain HEDIS services, as evidenced by claim or encounter submission
- Measures must be completed within the applicable measurement year
- o Services must follow HEDIS measurement guidelines and requirements
- Care Gap reports showing members in need of services are delivered to providers on a routine basis

Please contact Provider Relations at @HN\_Provider\_Relations@healthnet.com for more information, request training, or have questions about forms or Care Gap Reports

\*\*\*Incentive Programs may vary by county and product, and additional eligibility requirements may apply.

# Health Education & Cultural and Linguistic Services



### Health Education

Health Education department has free programs, services and resources for members and providers

- Free health education classes to provider groups, schools, hospitals and community based organizations
- Free health screenings at health fairs
- Member Newsletter
- Pregnancy Matters
- Preventative Screening Guidelines
- Quit for life Program
- Fit Families for Life-Be in Charge
- My Strength Program-Online Mental Wellness
- 2TX- Health texting reminders for teens and young adults

### **Cultural & Linguistic Services**

Helps ensure that materials and interpreter services are available in member's language

### Interpreter Services

- Free health education material in threshold languages
- Request interpreter service 1-800-675-6110
- 24-hour access at no cost
- 72-hour notice for in person interpreter service request
- Qualified interpreters trained on health care terminology

Order forms for education materials are available on the Health Net provider portal or by calling our *Cultural & Linguistic Services Department 1-800-977-6750* 

## Health Net offers support for your members with complex or serious chronic conditions



### Care Management Services

Any provider as well as a member or caregiver can request assistance

Our Care Management team can assist with specific health conditions as well as provide resources for support, such as:

- Pre-natal education and service directories
- Member education: disease specific, prescription compliance, etc.
- Referrals for housing, food or other needs
- Assistance to coordinate referrals, transportation, ancillary support services (such as DME or Home Health)
- Coordinate needs for frequent Inpatient or Emergency Dept. patients
- Coordinate needs for high acuity patients

Providers submit referrals via: FAX CCM Referrals to 1-866-581-0450 or email CASHP.ACM.CMA@healthnet.com

Members can request assistance: 1-800-675-6110

### Care Management Referral Form



DIRECTIONS: To refer a Health Net Community Solutions Member to any of our care management programs or services (case management or disease management), please fax this completed form to 1-866-581-0540 or email the completed form to CASHP.ACM.CMA@healthnet.com. If you have questions about how to complete this form, please call the Health Net State Health Program's Care Management Department at 1-866-801-6294.

Member Diagnosis/ Health Condition: (Check all that apply)	□ Asthma □ Back pain □ Behavioral health □ Depression □ Anxiety □ Autism □ Other (specify) □ Congestive heart failure □ COPD □ Cystic fibrosis □ Diabetes □ Hemophilia □ Cancer □ HIV/AIDS □ Hypertension	Kidney disease Obesity-weight management High-risk pregnancy Prematurity and/or developmental delays Sickle cell disease Smoking cessation Hepatitis Transplant Traumatic brain injury Other:
_	ne following referral reasons atal care education and sup	
■ Member needs disea	ase management/health coa	ching for his/her illness or condition.
	ral for: $\square$ housing/shelter, $\square$	
	cation on prescriptions and c	-
_		n or frequent hospitalizations.
	sportation to medical appoint	
	stance with medical equipme	
☐ Member needs assis☐ Other (specify)	stance with behavioral health	n services.

### **Member Grievances**

Health Net®

In the event a member has a complaint and wishes to take action, members can:

- Ask to complete a Grievance
  Complaint Form while in your office.
  Providers must have these forms
  readily available
- □ Call Member Services and file a verbal grievance at 1-800-675-6110
- □ Call the California Department of Social Services- Fair Hearing Dept. 1-800-952-5253 or 1-800-952-8349 TDD
- ☐ Contact the Ombudsman Program 1-888-452-8609

Health Net has 30 calendar days from the receipt of the grievance to investigate and respond to the member

Please print all information. Complainant information:  (		MEMBER GRIEVANCE/COM	PLAINT FORM
Please print all information:  (			
Complainant information:	Date:		
Complainant information:	Please print all inform:	ation.	
Name Work Telephone Number Home Telephone Number  Address City State Zip Code  Name of person(s) related to complainant:  #: Name DD Number  #: Name ID Number  #: Name ID Number  Marketing Difficulty disenrolling Member billing  Quality Transportation Accessibility to care  Emergency care Staff attitude Authorization  Other:  Problem statement: Date of Occurrence: Location: Provider Name  Describe the problem/complaint in detail:  Use the back of this form if additional space is needed.			
Name Work Telephone Number Home Telephone Number  Address City State Zip Code  Name of person(s) related to complainant:  #: Name ID Number #: Name ID Number #: Name ID Number  Marketing Difficulty disenrolling Member billing  Quality Transportation Accessibility to care  Emergency care Staff attitude Authorization  Other:  Problem statement: Date of Occurrence: Location: Provider Name  Describe the problem/complaint in detail:  Use the back of this form if additional space is needed.			
Address City State Zip Code  Name of person(s) related to complainant:  #:  Name ID Number  #:  Other:  Marketing Difficulty disenrolling Member billing Accessibility to care Emergency care Staff attitude Authorization  Other:  Problem statement: Date of Occurrence: Location:  Provider Name  Describe the problem/complaint in detail:  Use the back of this form if additional space is needed.	Mama		Home Telephone Number
Name of person(s) related to complainant:  #: Name ID Number #: Name ID Number #: Name ID Number  Marketing Difficulty disenrolling Member billing Quality Transportation Accessibility to care Emergency care Staff attitude Authorization  Other:  Problem statement: Date of Occurrence: Location: Provider Name Describe the problem/complaint in detail:  Use the back of this form if additional space is needed.	Twitte	Work Telephone Ivanioes	Trome Telephone Ivanioei
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Name ID Number #:  Name ID Number #:  Name ID Number  #:  Name ID Number  #:  Nature of complaint: [Check appropriate box(es))  Marketing Difficulty disenrolling Member billing  Quality Transportation Accessibility to care  Emergency care Staff attitude Authorization  Other:  Problem statement: Date of Occurrence: Location:  Provider Name  Describe the problem/complaint in detail:  Use the back of this form if additional space is needed.			
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<u> </u>	Describe the problem/co	emplaint in detail:	
<u> </u>			
<u> </u>	Use the back of this for	m if additional space is needed	
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Disease of Manches			
	6:		

### **Medi-Cal Claims Submission**





### Paper claims submission

Claims, tracers, adjustment request, and denial reconsideration

Medi-Cal Claims

P.O. Box 9020

Farmington, MO 63640-9020

### Electronic claims submission information

Electronic Data Interchange (EDI) 1-800-977-3568 Clearinghouse: Caprio, HERAE and MD on-line

- Claims must be submitted within 180 days
- Claims processed within 30-45 days
- Providers have 1 year from date of payment/denial to appeal, contest or resubmit

## Resources





### **Telephone Services**

- Health Net Provider Services 1-800-675-6110
- Web Portal Support: 1-866-458-1047
- Enrollment Service Line: 1-800-327-0502
- Cultural & Linguistic Services: 1-800-977-6750
- Pharmacist/Physician Services: 1-800- 548-5524
- Transportation:1-855-253-6863
- Care Management Services 1-866-801-6291
- MHN 1-800-289-2040



### **Internet Access:**

All forms, tools and resources can be found on the Health Net Provider Portal at:

- https://healthnet.com/portal/provider/home.ndo
- All state Medi-Cal specific information can be found at www.medi-cal.ca.gov
- Provider Relations:HN Provider Relations@healthnet.com
- CASHP.ACM.CMA@healthnet.com