# New Wisconsin Medicaid provider certification packets

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### New provider certification packets

Wisconsin Medicaid has redesigned all of the Wisconsin Medicaid provider certification packets to make it easier for providers to complete them. The new versions of the certification packets are available from Wisconsin Medicaid Provider Services.

Beginning September 1, 2001, Wisconsin Medicaid will only accept certification applications using the new packets. Certification packets received by Wisconsin Medicaid on and after September 1, 2001, must be in the new format. If an old certification packet is received on or after September 1, 2001, Wisconsin Medicaid will return it to the provider by mail along with a copy of the new packet.

Providers will be given a 30-day extension to respond to the request for new information. This extension will allow providers to maintain the earliest effective date of certification. Refer

to the Provider Certification section of the All-Provider Handbook for more information on provider certification and effective dates.

### Obtaining certification packets from Wisconsin Medicaid Provider Services

Providers may contact Wisconsin Medicaid Provider Services at (800) 947-9627 or (608) 221-9883 to request copies of new certification packets.

The effective date of a provider's Medicaid certification is the date the provider notifies Wisconsin Medicaid of the intent to provide services *if* the provider:

- Has met all applicable licensure/ certification requirements on the day of notification.

- Returns a properly completed certification packet to Wisconsin Medicaid within 30 days of the date the packet was mailed to the provider.

The notification date is considered the date Wisconsin Medicaid receives either a letter or a telephone call from a provider requesting a certification packet. Wisconsin Medicaid returns packets with missing and/or incorrect information to the provider to correct and return to Wisconsin Medicaid. In cases of returned

packets, the provider's certification effective date is the date on which Wisconsin Medicaid receives a *correctly* completed packet from the provider.

If a provider does not notify Wisconsin Medicaid of his or her intent to provide services, the certification effective date is the date on which Wisconsin Medicaid receives a completed certification packet. For example, if a provider photocopies a certification packet he or she has on hand and submits it to Wisconsin Medicaid, the effective date would be the date the completed packet was received by Wisconsin Medicaid.

In cases where the packet has missing or incorrect information, Wisconsin Medicaid returns the packet to the provider and gives the provider a 30-day extension to respond to Wisconsin Medicaid's request for additional information. If the provider returns a correctly completed packet within the 30 days, the effective date is the date Wisconsin Medicaid received the original, incomplete packet. ✦

# New Medicaid Web capabilities: Search engines

Additional search engines are now featured on the Wisconsin Medicaid Web site to enable users to perform more specialized searches.

## New search capabilities

The main search page located at *www.dhfs.state.wi.us/medicaid/search.htm* on the Wisconsin Medicaid Web site has a search engine which allows users to search the entire Medicaid Web site. In addition to searching the entire Medicaid Web site, several search

engines have been added to allow users the ability to search:

- All handbooks on the Web site at one time.

- A specific handbook.

  Handbooks that may be searched individually currently include:

  ✓ All-Provider.

  ✓ Child Care Coordination Services.

  ✓ Chiropractor.

  ✓ Personal Care.

  ✓ Physical Therapy.

  ✓ Physician Services.

  ✓ Prenatal Care Coordination Services.

- All *Wisconsin Medicaid and BadgerCare Updates* at one time.

Refer to the "What's new on the Medicaid Web site" section of the monthly *Update* to find out the latest release dates for handbooks and when they are available to be searched individually.

## Tips for searching

There are several common methods used to search the Internet. Wisconsin Medicaid has adopted some of these methods for use on its Web site.

### Quotation marks search

To search, put quotation marks around the keywords if you want the search engine to take them literally. For example, if you type the query "procedure codes," the search engine will literally look for the complete phrase "procedure codes." If you type the same phrase without quotation marks, the search engine will search all documents for the words "procedure" and "codes" separately.

The main search page located at *www.dhfs.state.wi.us/ medicaid/ search.htm* on the Wisconsin Medicaid Web site has a search engine which allows users to search the entire Medicaid Web site.

*Wild-card search*

This search may be conducted by typing the root of a word and an asterisk (*). The following examples illustrate how to use this search:

- Type the root or beginning of a word and an asterisk to search for words that begin with the prefix of the word. For example, in your query or search form, type 'key*' to find documents containing key, keying, keyhole, keyboard, and so on.

- Type the root of a word and two asterisks to search all forms of the word. For example, in the query form, type 'sink**' to find documents containing sink, sinking, sank, and sunk.

*Advanced methods and tips*

- The keywords AND, OR, and NOT may also be used separately to narrow the search. The following examples illustrate these keywords:

  ✓ Provider AND services — Finds documents containing both provider and services.

  ✓ Provider OR services — Finds documents containing provider or services.

  ✓ Provider NOT services — Finds documents containing provider but not services.

- The AND and NOT keywords may also be used together to exclude certain text from the search illustrated in the following example.

  Surfing AND Internet NOT board — Finds all instances of surfing and the Internet but not surfing and board.

> The keywords AND, OR, and NOT may be used separately to narrow the search.

- Search with the keyword NEAR, rather than AND, for words close to each other in proximity. For example, both of these queries, system AND manager and system NEAR manager, look for the words system and manager on the same page. But with NEAR, the returned pages are ranked in order of proximity: The closer together the words are, the higher the rank on the page. ✦

# What's new on the Medicaid Web site

The Wisconsin Medicaid Web site includes provider and recipient publications, Medicaid contacts and statistics, and eligibility and benefit information. You may visit the Medicaid Web site at *www.dhfs.state.wi.us/medicaid/.*

The following is a list of what has recently been added to the Medicaid Web site:

- July 2001 *Wisconsin Medicaid and BadgerCare Update*.

- Maximum allowable fee schedules for some providers.

- Updated Medicaid and BadgerCare caseload statistics.

- Prenatal Care Coordination Guidance Manual.

Keep in mind that if you do not have a computer with Internet access, many libraries have access available. ✦

# New Medicaid Web capabilities: Fee schedules available in Portable Document Format and text file formats

Many fee schedules are now available in Portable Document Format (PDF) and text file formats to make it easier for providers to download and print these documents from the Wisconsin Medicaid Web site.

**Fee schedules available in Portable Document Format, text file, and executable file formats**

For the convenience of Medicaid providers, the Wisconsin Medicaid Web site now includes many fee schedules in Portable Document Format (PDF) and text (TXT) file formats. Fee schedules continue to be available in executable (EXE) file format. The Medicaid Web site address is *www.dhfs.state.wi.us/medicaid/*.

*Portable Document Format*

Portable Document Format files are designed to look exactly like the original document and are comparable to taking a photograph of the document. These pages are viewable only in Adobe Acrobat7 Reader which is available at no charge from the Adobe7 Web site at *www.adobe.com/*. Adobe Acrobat7 Reader enables you to download, view, and print PDF files on all major computer platforms (e.g., Macintosh, IBM compatible).

Portable Document Format-formatted publications have the following characteristics:
- Are downloadable to your computer and viewable in Adobe Acrobat7 Reader.
- Are presented in original print format, including all original graphics and fonts.
- Print out exactly like the original printed (paper copy) document.
- Are formatted for use on all computer platforms.

*Text file format*

Text files are documents which can preserve the columns in the original document and can be opened and viewed in any type of word-processing program on any computer platform including:
- Microsoft7 Notepad.
- Microsoft7 WordPad.
- Microsoft7 Word.
- Corel7 WordPerfect.

*Executable file formats*

Information on how to download, open, and view EXE files is available on the Medicaid Web site at *www.dhfs.state.wi.us/medicaid/*. Providers may view this information by accessing the provider publications page and by clicking on the fee schedule link at the top of the page.

**Available formats for fee schedules**

Refer to the Attachment of this *Update* for the file name, description of each of the fee schedules available for downloading, file size, and formats available for each fee schedule. For information about purchasing fee schedules not listed in the table, refer to the Claims Submission section of the All-Provider Handbook.

**Download time**

To better estimate the amount of time it will take to download a fee schedule, refer to the

For the convenience of Medicaid providers, the Wisconsin Medicaid Web site now includes many fee schedules in Portable Document Format (PDF) and text (TXT) file formats.

tables below. These tables list the larger file sizes along with estimates of the time it will take to download these files. The estimates are an average for users downloading the product with a 28.8KB or 56KB modem. The speed of the modem and the number of people viewing the Medicaid Web site at any given time affects download time. ✦

The *Wisconsin Medicaid and BadgerCare Update* is the first source of program policy and billing information for providers.

Although the *Update* refers to Medicaid recipients, all information applies to BadgerCare recipients also.

Wisconsin Medicaid and BadgerCare are administered by the Division of Health Care Financing, Wisconsin Department of Health and Family Services, P.O. Box 309, Madison, WI 53701-0309.

For questions, call Provider Services at (800) 947-9627 or (608) 221-9883 or visit our Web site at *www.dhfs.state.wi.us/medicaid/*.

# Download Time

| 28.8KB Modem | |
|---|---|
| **File Size** | **Download Time** |
| 2100KB | 10 minutes |
| 1600KB | 7.5 minutes |
| 730KB | 3.5 minutes |
| 410KB | 2 minutes |
| 215KB | 1 minute |
| 100KB | 30 seconds |

| 56KB Modem | |
|---|---|
| **File Size** | **Download Time** |
| 2100KB | 5 minutes |
| 1600KB | 4 minutes |
| 730KB | 2 minutes |
| 410KB | 1 minute |
| 215KB | 30 seconds |
| 100KB | 14 seconds |

# ATTACHMENT

# Fee schedules in Portable Document Format, Text, or Executable format

| Description | Fee Schedule Dated | Text File Format (TXT) | Portable Document Format (PDF) | Executable File Format (EXE) |
|---|---|---|---|---|
| Ambulatory Surgical Centers | 3/30/01 | TXT (2113KB) | PDF (2634KB) | EXE (135KB) |
| Case Management Services | 7/1/00 | TXT (2KB) | PDF (11KB) | N/A* |
| Child Care Coordination | 7/1/00 | TXT (1KB) | PDF (337KB) | N/A* |
| Chiropractor | 3/30/01 | TXT (40KB) | PDF (53KB) | EXE (19KB) |
| Community Support Programs | 7/1/00 | TXT (3KB) | PDF (12KB) | N/A* |
| Crisis Intervention | 7/1/00 | TXT (3KB) | PDF (13KB) | N/A* |
| Dental | 3/30/01 | TXT (246KB) | PDF (308KB) | EXE (35KB) |
| Disposable Medical Supplies Index Part 1 | 10/1/00 | N/A* | PDF (2373KB) | N/A* |
| Durable Medical Equipment (DME) (complete list) | 8/1/00 | TXT (1933KB) | PDF (206KB) | EXE (77KB) |
| Family Planning | 3/30/01 | TXT (48KB) | PDF (62KB) | EXE (19KB) |
| HealthCheck | 3/30/01 | TXT (77KB) | PDF (98KB) | EXE (20KB) |
| Hearing Aid Supplies | 3/30/01 | TXT (44KB) | PDF (57KB) | EXE (19KB) |
| Home Health/Personal Care | 3/30/01 | TXT (47KB) | PDF (36KB) | EXE (18KB) |
| Lab & X-Ray | 3/30/01 | TXT (2025KB) | PDF (1624KB) | EXE (92KB) |
| Mental Health/AODA | 3/30/01 | TXT (68KB) | PDF (87KB) | EXE (20KB) |
| Mental Health/Substance Abuse Outpatient Services in the Home or Community | 7/1/00 | TXT (4KB) | PDF (18KB) | N/A* |
| Occupational Therapy DME | 8/1/00 | TXT (625KB) | PDF (69KB) | EXE (38KB) |
| Podiatry | 3/30/01 | TXT (306KB) | PDF (383KB) | EXE (35KB) |

* Not available

| Description | Fee Schedule Dated | Text File Format (TXT) | Portable Document Format (PDF) | Executable File Format (EXE) |
|---|---|---|---|---|
| Physician | 3/30/01 | TXT (1379KB)<br>For codes J0120-J9999; P9000-P9001; W6000-W6276; 10004-25999.<br><br>TXT (1706KB)<br>For codes 26010-33999.<br><br>TXT (1884KB)<br>For codes 34001-49999.<br><br>TXT (1764KB)<br>For codes 50010-66999.<br><br>TXT (1931KB)<br>For codes 67005-79999.<br><br>TXT (1924KB)<br>For codes 80002-99499. | PDF (677KB)<br>For codes J0120-J9999; P9000-P9001; W6000-W6276; 10004-25999.<br><br>PDF (692KB)<br>For codes 26010-33999.<br><br>PDF (634KB)<br>For codes 34001-49999.<br><br>PDF (676KB)<br>For codes 50010-66999.<br><br>PDF (625KB)<br>For codes 67005-79999.<br><br>PDF (497KB)<br>For codes 80002-99499. | EXE (418KB) |
| Physical Therapy DME | 8/1/00 | TXT (701KB) | PDF (77KB) | EXE (40KB) |
| Prenatal Care Coordination Services | 7/1/00 | TXT (1KB) | PDF (337KB) | N/A* |
| Rehab, MR & Nursing Home DME | 8/1/00 | TXT (791KB) | PDF (87KB) | EXE (43KB) |
| School-based Services | 7/1/98 & 10/1/98 | TXT (4KB) | PDF (238KB) | N/A* |
| Speech Therapy DME | 8/1/00 | TXT (125KB) | PDF (17KB) | EXE (22KB) |
| Therapy | 12/29/00 | TXT (44KB) | PDF (57KB) | EXE (19KB) |
| Transportation | 12/29/00 | TXT (36KB) | PDF (47KB) | EXE (18KB) |
| Vision | 12/29/00 | TXT (127KB) | PDF (160KB) | EXE (24KB) |

* Not available