



# MENTAL HEALTH BULLETIN

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF PUBLIC WELFARE

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Immediately

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OMH-94-09

SUBJECT

180 Day Exception Requests of MA Invoices

BY

  
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**SCOPE:** Medicaid Funded Mental Health Providers Enrolled in the Medical Assistance Program

**PURPOSE:**

The purpose of this Bulletin is to expand the options available to providers in the submission of Medical Assistance invoices.

**BACKGROUND:**

Mental Health Bulletin OMH-94-07 explains the proper procedure for the submission of invoices to the Office of Medical Assistance Programs for reimbursement of services when the 180 day timeframe from the date of service has lapsed. Since that time, it has come to our attention that we can now accept these exceptional requests via tape or diskette billing. Therefore, we have established the following guidelines for the submission of 180 day exception invoices in the future.

**DISCUSSION:**

Providers who experience the need to request a 180 day exception request should do so in accordance with Bulletin OMH-94-07. If one of the three outlined criteria are met and the claim is less than 365 days from the date of service, prepare a detail page as instructed. The invoices may be prepared in either hard copy or diskette/tape format (provided an Electronic Media Contract has been executed), For claims submitted on diskette or tape, follow these procedures.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

**Mental Health Services Hotline 800-433-4459**

**PROCEDURE:**

Assure there is an Electronic media Contract on file for the service provider who is billing. Prepare the diskette/tape for submission. Prepare an extract of the data contained on the disk indicating the individuals for whom you are billing, the dates of service and corresponding units of service and costs.

Submit the diskette along with the extract and a 180 Day Exception Request Detail page to:

Department of Public Welfare  
Office of Mental health  
Division of Medicaid & Program Operations  
P.O. Box 2675  
Harrisburg, PA 17105

**ATTENTION: MA OPERATIONS SECTION**

Processing of the exception will be in accordance with Bulletin OMH-94-07, still subject to normal processing edits.