



# PROVIDER QUICK TIPS

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## ACCESS PLUS REFERRAL REQUIREMENTS EFFECTIVE NOVEMBER 1, 2006

MA Bulletin 99-06-11, <http://services.dpw.state.pa.us/olddpw/bulletinsearch.aspx?BulletinId=1533>

was issued to specify the provider specialties designated as PCPs in the ACCESS Plus Program and to describe the referral and billing processes for PCP and specialty services provided to ACCESS Plus enrollees. Important claim submission information follows:

### Professional Claims:

- **CMS-1500 Claim Form (paper)** – If a referral was obtained from the recipient's PCP, enter the PCPs 13-digit MAID in Block 17a (ID Number of Referring Physician.)
- **Internet Professional Claim** – If a referral was obtained from the recipient's PCP, enter the PCPs NPI number in the field entitled "Referring Physician" in the Service Information section of the claim.
- **837 Professional Claim (electronic format)** – If submitting the referring at the header, enter the PCPs NPI number in Loop 2310A. If submitting the referring at the detail, the referring physician should be entered in Loop 2420F.

### Outpatient Hospitals:

- **UB-04 Claim Form (paper)** – If a referral was obtained from the recipient's PCP, enter the PCPs NPI number in Form Locator 79, second Other Phys ID field.
- **8371 for Outpatient Claims (electronic format)** – If a referral was obtained from the recipient's PCP, enter the PCPs NPI number in Loop 2310A, Other Provider Name.
- **Internet Outpatient Claim** – If a referral was obtained from the recipient's PCP, enter the PCPs NPI number in Other Provider ID field in the Service Information Section.

### How Do You Know a Recipient is Enrolled in ACCESS Plus?

- ✓ Each recipient receives a plastic ACCESS or Electronic Benefits Transfer (EBT) card, and is responsible for presenting the card to the PCP at each medical visit. The possession of an ACCESS or EBT card does *NOT* guarantee Medical Assistance (MA) eligibility.
- ✓ Each ACCESS Plus enrollee also receives an ACCESS Plus Member ID card. This card is for informational purposes *ONLY*. The possession of an ACCESS Plus Member ID card *SHOULD NOT* be used as proof of MA eligibility or current ACCESS Plus enrollment.

*Before providing services to any MA recipient providers should verify eligibility, ACCESS Plus enrollment and the recipient's benefit package using the Eligibility Verification System (EVS.) EVS will identify:*

- If the recipient is enrolled in MA on the date of service
- The MA delivery system in which the recipient is enrolled, including ACCESS Plus
- The ACCESS Plus PCP to which the recipient is enrolled

For additional information, go to the PROMISe™ Web site: <http://promise.dpw.state.pa.us/>

Thank you for your service to our Medical Assistance Recipients. We value your participation.  
Check the Department of Public Welfare's Web site often at [www.dpw.state.pa.us](http://www.dpw.state.pa.us)



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