

# BHSO Guidelines

January 2015

Passport Behavioral Health welcomes you as a newly licensed Behavioral Health Service Organization. To ensure a smooth transition to this new DMS type, please review and follow this information.



Questions may be submitted to the Passport Behavioral Health email address:  
[PassportBehavioralHealth@passporthealthplan.com](mailto:PassportBehavioralHealth@passporthealthplan.com)

**Pre-contracting:** All BHSOs must be licensed by the state and receive a Medicaid ID number (MAID). Contracting and enrollment can be concurrently processed while awaiting the MAID. Claims cannot be paid without a MAID. Multi-specialty groups (MSG) will receive a new BHSO MAID and DMS will terminate the MSG MAID. Claims will be paid either with the MSG MAID or the BHSO MAID, not both.

All BHSOs must be accredited within **one year** of licensure.

If your organization is already accredited:

- Furnish proof of the accreditation with your contract and enrollment documents.
- All Kentucky Medicaid eligible BHSO clinicians are required to enroll with Passport. However, accredited BHSO eligible clinicians DO NOT have to be credentialed.
- Accredited BHSOs will be listed as a facility in the Passport directory, not as individual clinicians.

## **CONTRACTING:**

- Complete all attached documents and return to: [Trevor.Bales@passporthealthplan.com](mailto:Trevor.Bales@passporthealthplan.com)
- If this is your first BHSO enrollment with Passport, turn in the approved roster template with all required fields completed both for the group, individuals and facility information.
- Subsequent additions and changes must be turned in on the "Adding Practitioner" form available on the Passport website.
- Once the contract is executed, the BHSO will receive a copy of the contract.



## **ENROLLMENT:**

- Once the contract process is completed, the clinicians who are part of a non-accredited BHSO should expect to receive requests for credentialing verifications from Passport and Aperture Credentialing, Inc., our third party vendor assisting with this process. Please return these requests timely and completely.
- Average completion time is 60-90 days.



## **WELCOME LETTER:**

- The letter will be sent with the Passport ID after credentialing and enrollment is completed.
- Claims can be submitted once you have received the welcome letter.
- Effective date will be determined by the DMS license date IF contracted and enrolled by April 1, 2015. All enrollees after April 1, 2015, will receive a "clean application" date as the effective date. This is the date all enrollment paperwork is received and deemed complete with all required information.

## **IMPORTANT CONTACTS and links:**

- DMS BHSO VS MSG: <http://chfs.ky.gov/nr/ronlyres/d1a3a3e0-b186-48b9-8fd7-0bc9c27a409f/0/msgvbhso092314v22.pdf>
- BHSO FEE SCHEDULE: [http://chfs.ky.gov/nr/ronlyres/d86b94de-5083-40bc-b3e1-e8e31bf956a1/0/bhsononmedicarefeeschedulejuly7214\\_crs.pdf](http://chfs.ky.gov/nr/ronlyres/d86b94de-5083-40bc-b3e1-e8e31bf956a1/0/bhsononmedicarefeeschedulejuly7214_crs.pdf)
- Passport Behavioral Health Hotline: 1-855-834-5651 Behavioral Health Claims Hotline: 1-888-249-0478
- Authorization information: [www.passporthealthplan.com/pdf/provider/communications/behavioral%20health/2014/beacon-provider-overview-presentation.pdf](http://www.passporthealthplan.com/pdf/provider/communications/behavioral%20health/2014/beacon-provider-overview-presentation.pdf)
- Electronic Data Interchange set-up for electronic filing: [www.beaconhealthstrategies.com/private/pdfs/forms/EDI\\_Trading\\_Partner\\_Setup.pdf](http://www.beaconhealthstrategies.com/private/pdfs/forms/EDI_Trading_Partner_Setup.pdf).