

Process for New Hospitals

1. The hospital will contact Access Center (AC) to obtain authorization. AC will put in a temporary PID (provider ID) allowing AC to complete the authorization process as well as complete CON's and CSR's.
2. Adding the PID in FOCUS will prompt an email to go to the necessary staff (via FOCUS email) to inform staff that a new hospital has been added. If a new staff is hired the IT department must be notified to add them to the email list.
3. Once informed, keep record of the hospital. Nothing will be done until MCCMH receives a bill from this new hospital.
4. Email CSI Designee and request the addition of a new Vendor in FOCUS. In the email, provide the hospital PID, name, address and phone number. Also, provide a copy of the bill and highlight the necessary information.
5. Email CSI Designee and request the addition of the CPT code (example: 0124) to PID (provide the PID number) the effective date and the rate.
6. When a bill is received, the contract manager must input the necessary information in FOCUS under the Provider PID. This includes:
 - a. Confirming the address of the hospital (There may be a main location which shows up on the bill however we want the address of the location the consumer was treated at. Need to have the full zip code as well i.e. last 4 digests)
 - b. Phone and Fax Numbers
 - c. Federal ID (Should be on the bill)
 - d. Medicaid Provider ID (this number may not fit if it is an out of state hospital. This number can be found when using the NIP registry)
 - e. Medicare Provider ID Number;
(<https://nppes.cms.hhs.gov/NPPES/NPIRegistryHome.do>)
 - f. Medicaid Provider Type (68 for free standing Psychiatric Hospital, 73 for Psychiatric unit in a medical hospital. General Acute Care means a general hospital with a psychiatric unit in it. Google the hospital by name to find out what type of hospital it is.)
 - g. NPI Number (<https://nppes.cms.hhs.gov/NPPES/NPIRegistryHome.do> or <http://www.npinumberlookup.org/>)
 - h. If possible, Taxonomy Code
 - i. Complete the section titled, Authorization Category (Psy-Hospital)
 - j. Complete the section titled Consumers Served
 - k. Request a W-9 from the hospital which is required for billing
 - l. Next to the name of the hospital put (*non-contact*)
7. Once the Vendor is in FOCUS, double check all of the information for accuracy.
8. Hand write the authorization number on the bill (if it is not already there) and make a copy of the bill and the W-9 keeping the copies for my records.
9. Provide the original W-9 and bill to the claims processor in the Finance and Budget Division indicating the bill is ready to be processed.
10. The GL Vendor ID is a provider ID utilized by the county in order to pay a new vendor. What will occur is an email will go to Michelle with the GL Vendor ID and she will put that information in FOCUS.