BRS MMIS & Authorizations

Behavior Rehabilitation Services

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Presenters

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Topics to be Covered

- Review changes required
- Options for staff to enter prior authorizations
- Overview on adding new staff to MMIS provider portal
- Walk through of current prior authorization guide
- Next Steps

What is the change and why it is required?

- All authorization requests will have to be entered into MMIS
- MMIS process will
  - Ensures providers are actively enrolled
  - Verifies a PA is on file when billing claims
  - Streamlines process electronically
  - Decreases administrative error associated with manual process
  - LPHA will have direct access to all information
  - Increases in security for PHI
- CMS requires this change as part of ongoing quality assurance efforts

Options for requestors

- **County/State Agency Structure**
  - Each county and state agency have chosen to develop their own process for submitting requests
  - Some streamline through one requestor
  - Some depend on each assigned JPPO/JC/JCC/CM to submit their own request

- **Brainstorm options**
  - Routing requests to the people that currently have access to MMIS
  - Adding people as clerks

Who can enter authorization requests

- The Provider Portal is only available to enrolled OHP providers

- Each county has an admin. person with MMIS full access who can submit PAs or assign clerk roles.

- Clerks can be assigned to submit PA requests on the web. They will need to be assigned Prior Authorization Submit and Prior Authorization Inquiry roles listed in the "Available Roles" section of the Clerk Maintenance screen.

- If you want staff to perform Web PA functions for your office, admin will need to review their clerk roles and add the PA roles to their list of Assigned Roles.

How to add a clerk in MMIS

- Individuals currently accessing MMIS for your BRS program can add staff to MMIS and assign clerk access

- Review how to add clerk:
  - https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/he3160.pdf

- PA Applicable Roles:
  - Eligibility Inquiry: allows clerk to check OHP eligibility and CCO enrollment
  - Prior authorization inquiry: can search prior authorizations submitted with your Medicaid BRS provider ID.
  - Prior authorization submit: Clerk can submit authorization requests
  - Renewal date (new): OHP renewal date

Provider Resources

- OHA's general prior authorization guide: https://www.oregon.gov/oha/HSD/OHP/Tools/Prior%20Authorization%20Handbook.pdf

- MMIS provider portal: https://www.or-medicaid.gov/ProdPortal/

Next Steps

- OHA
  - Complete MMIS configurations to require PA for BRS procedure codes
  - Develop training materials for requestors (clerks) and Comagine Health
  - Hold requestor training sessions

- Counties
  - Review resources as needed
  - Determine internal process changes
  - Add clerks if needed
  - Schedule 1:1 with OHA if need assistance
  - Attend training sessions

- Set Go Live Date
  - OHA contractors first, ODHS/OYA to follow
  - Pre-scheduled TA sessions vs 1:1 as needed

Questions?

Email Medicaid.Programs@odhsoha.Oregon.gov with any questions related to BRS Authorization MMIS changes

Additional Information

[OHA BRS Webpage](#)

[Oregon Medicaid Provider Portal Webpage](#)

[OHP Prior Authorization Webpage](#)

[How to Bill OHP Webpage](#)

Dialogue with collaborators and partners, including families and members, helps us center equity. Thank you for your ongoing participation, and for providing us with the partnership and insights that help us better serve Oregon's communities.

Thank you

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