

# **Administrative Examinations Program Rulebook**

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**DEPARTMENT OF HUMAN SERVICES**

**MEDICAL ASSISTANCE PROGRAMS**

**Administrative Examination and Billing Services Program**

**Division 150**

Update Information (most current Rulebook changes)

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# Administrative Examination Services Rulebook

## Update Information

February 1, 2007

The Department of Human Services (DHS) changed the name of **Office** of Medical Assistance Programs (**OMAP**) to **Division** of Medical Assistance Programs (**DMAP**). DMAP amended all rules in this Rulebook to reflect this name change, other DHS division name changes and other minor spelling and grammar corrections. Some “non-rule” pages in the Rulebook may have been adjusted for consistency.

If you have questions, contact a Provider Services Representative toll-free at 1-800-336-6016 or direct at 503-378-3697.

## Other Provider Resources

DMAP has developed the following additional materials to help you bill accurately and receive timely payment for your services.

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### ■ Supplemental Information

The Administrative Examination and Medical Reports (Admin Exam) Supplemental Information booklet contains important information not found in the rulebook, including:

- ✓ Procedure codes and fee schedule information
- ✓ Guidelines to filling out the OMAP 729
- ✓ Sample authorization forms
- ✓ Billing information for CMS 1500 and UB-92
- ✓ Electronic claims information
- ✓ Other helpful information not found in the rulebook

Be sure to download a copy of the Admin Exam Supplemental Information booklet at:

<http://www.dhs.state.or.us/policy/healthplan/guides/adminexam/main.html>

Note: DMAP revises the supplement booklet throughout the year, without notice. Check the Web page regularly for changes to this document.

### ■ Provider Contact Booklet

This booklet lists general information phone numbers, frequent contacts, phone numbers to use to request prior authorization, and mailing addresses.

Download the Provider Contact Booklet at:

[http://www.oregon.gov/DHS/healthplan/data\\_pubs/add\\_ph\\_conts.pdf](http://www.oregon.gov/DHS/healthplan/data_pubs/add_ph_conts.pdf)

### ■ Other Resources

We have posted other helpful information, including provider announcements, at:

[http://www.oregon.gov/DHS/healthplan/tools\\_prov/main.shtml](http://www.oregon.gov/DHS/healthplan/tools_prov/main.shtml)

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## **410-150-0000 Purpose**

The Administrative Examination and Report rules are provided to use in conjunction with the General Rules of the Division of Medical Assistance Programs (DMAP) to assist providers in completing examinations requested and in preparing claims for administrative evaluations and reports. These rules do not apply to managed care plans.

Stat. Auth.: ORS 409

Stats. Implemented: ORS 414.065

2-1-07

## **410-150-0020 Definitions**

(1) Administrative Medical Examination -- An evaluation required by the Department of Human Services (DHS) to assist in determining eligibility and for casework planning for various assistance programs. An evaluation must be written and must contain a diagnosis, prognosis, and supporting objective findings. Functional impairments and expected duration of impairment must be included.

(2) Administrative Medical Reports -- Copies of existing records from a specified date. Progress notes, laboratory tests, x-ray reports, special test results and copies of other pertinent records must be included.

Stat. Auth.: ORS 409

Stats. Implemented: ORS 414.065

2-1-07

## **410-150-0040 Request Requirements**

(1) A copy of a completed DMAP 729 Administrative Medical Examination/Report Authorization is the authorization needed to perform an administrative examination, complete a form, or send copies of records.

(a) Only an employee of the Department of Human Services (DHS) or Oregon Youth Authority (OYA), or the Division of Medical Assistance (DMAP) may complete a DMAP 729.

(b) Keep a copy of the DMAP 729 for seven years.

(2) There are a series of DMAP 729s that may or may not be requested to be completed. Always follow the instructions on the DMAP 729.

(3) Examinations are only to be completed by the provider type listed on the various Procedure Code Tables in these rules.

Stat. Auth.: ORS 409

Stats. Implemented: ORS 414.065

2-1-07

## **410-150-0060 Additional Testing**

If testing is needed for medical diagnosis, instruct the ancillary service provider to bill using diagnosis code V68.89 and the appropriate CPT or HCPCS procedure codes. For psychiatric/psychological testing, contact the branch office.

Stat. Auth.: ORS 409

Stats. Implemented: ORS 414.065

2-1-07

**410-150-0080 Billing Instructions for Administrative Examinations:**

- (1) Medical and ancillary services providers must bill on a CMS – 1500.
- (2) Hospital services must be billed on a UB-92.
- (3) Copies of records by a copy service provider must be billed on a CMS -1500.
- (4) Do not attach the DMAP 729 or any documents to the CMS -1500. Send the examination or copies of the reports to the branch office shown on the DMAP 729.
- (5) For Administrative Examination billing, the following are required on the appropriate billing form:
  - (a) The procedure code specified on the DMAP 729;
  - (b) The description as it appears on the DMAP 729;
  - (c) The correct type of service (TOS) per Procedure Code Tables; and
  - (d) The diagnosis V68.89.

Stat. Auth.: ORS 409

Stats. Implemented: ORS 414.065

2-1-07

## **410-150-0120 Procedure Code Table - Medical and Ancillary Services Providers**

Table - 150-0120 identifies the codes available for Administrative Examinations and Reports.

Stat. Auth.: ORS 409

Stats. Implemented: ORS 414.065

2-1-07

**Table 150-0120 Procedure Code Table—Medical & Ancillary Services Providers**

Procedure Code	Procedure Name	Provider	TOS	POS
97750	Physical performance test or measurement (e.g. musculo-skeletal, functional capacity), with written report, each 15 minutes. Limited to 1 hour.	Physical Therapist  American Indian/ Alaska Native	S	3
		Occupational 3 Therapist  American Indian/ Alaska Native	S	3
99172	Visual function screening, automated or semi-automated bilateral quantitative determination of visual acuity, ocular alignment, color vision by pseudoisochromatic plates, and field of vision. Complete Report on Eye Examination (DMAP 729C). See current CPT for details.	MD, DO American Indian/ Alaska Native	1	3
		Optometrist	F	3
96101	Psychological testing with interpretation and report, per hour. See current CPT for details. Limited to 6 hours per day	MD, DO  American Indian/ Alaska Native  Psychologist  Mental Health Clinic	R	3

90801	<p>Psychiatric diagnostic interview, examination. See Current CPT for details. See CPT assist Volume II, Issue 3, March 2001 for details. Narrative report per recommended outline in Comprehensive Psychiatric or Psychological Evaluation (DMAP 729A)</p> <p>OR</p> <p>Use for psychosexual evaluation including assessment of history and degree of offending behavior, cognitive distortions, empathy, hostility, compulsivity and impulsivity. Only for Child Welfare, OYA, and DD Services clients.</p>	<p>MD, DO</p> <p>American Indian/ Alaska Native</p> <p>Psychologist</p> <p>Mental Health Clinic</p>	R	3
S9981	<p>Medical records copying fee, administrative. Include progress notes, laboratory reports, X-ray reports, special study reports beginning with the date requested. Include recent hospital admission records, if available</p>	<p>MD, DO</p> <p>American Indian/ Alaska Native</p>	1	3

99455  OR  99456	Work related or medical disability examination by the treating physician. See current CPT for details. May be paid in addition to 99080	Psychologist	S	3
		Mental Health Clinic	S	3
		Optometrist	F	3
		MD, DO  American Indian/ Alaska Native	1	3
99080	Special reports. See current CPT for details. Use for Physical Residual Function Capacity Report (DMAP 729E). Use for Mental Residual Function Capacity Report (DMAP 729F). Use for Rating of Impairment Severity Report (DMAP 729G). Used during examinations or based on existing records.	MD, DO  American Indian/ Alaska Native  Psychologist	R	3
96118	Neuropsychological testing battery with interpretation and report, per hour. See current CPT for details. To be used in combination with 90801 if required. Limited to 3 hours.	MD, DO American Indian/ Alaska Native	R	3
		Psychologist  Mental Health Clinic	S	3

90889	Preparation of report of patient's psychiatric status, history, treatment or progress. See current CPT for details. Use in conjunction with 90801 only.	Psychologist MD, DO American Indian/ Alaska Native Mental Health Clinic	R	3
96111	Developmental testing, extended with interpretation and report, per hour. See current CPT for details. Only for DD Services clients. Not paid in addition to 90889, 96117. May be combined with 96100 only if needed to determine mental retardation, and combined testing request approved by worker's supervisor or program policies. Limited to 5 hours.	Psychologist	S	3
54240	Penile Plethysmography. Only for Child Welfare, OYA, and DD Services clients.	MD, DO	R	3
80100	Drug screen, qualitative; multiple drug classes chromatographic method, each procedure. Only for Child Welfare and OYA clients.	Lab	R	3

OR 80101	Drug screen, qualitative; single drug class method, each drug class. Only for Child Welfare and OYA clients. See current CPT for details.	Independent lab	R	A
80102	Drug confirmation, each procedure. Only for Child Welfare and OYA clients.	Lab	R	3
		Independent lab	R	A
H0048	Alcohol and/or drug testing: collection and handling only, specimen other than blood. Only for Child Welfare and OYA clients.	Lab	R	3
		Independent lab	R	A
H1011	Family assessment by licensed behavioral health professional for state defined purposes. Use in combination with 96100 if needed. Only for Child Welfare and OYA clients.	MD, DO American Indian/ Alaska Native Psychologist Mental Health Clinic	R	3

## **410-150-0160 Procedure Code Table - Hospital Providers**

Table - 150-0160

Stat. Auth.: ORS 409

Stats. Implemented: ORS 414.065

2-1-07

**Table 150-0160 Procedure Code Table - Hospital Providers**

Revenue Code	Procedure Code	Procedure Name	Provider
229	N/A	Medical records copying fee, administrative	Hospital
309	80100 or 80101	Drug screen, qualitative; multiple drug classes, chromatographic method, each procedure. <i>Only for Child Welfare and OYA clients.</i>  Drug screen, qualitative; single drug class method, each drug class. <i>Only for Child Welfare and OYA clients.</i>	Outpatient hospital
309	80102	Drug confirmation, each procedure. <i>Only for Child Welfare and OYA clients.</i>	Outpatient hospital
309	H0048	Alcohol and/or other drug testing; collection and handling only, specimens other than blood. <i>Only for Child Welfare and OYA clients.</i>	Outpatient hospital

424	97750	Physical performance test or measurement (e.g., musculoskeletal, functional capacity), with written report, each 15 minutes.	Outpatient hospital
434	97750	Physical performance test or measurement (e.g., musculoskeletal, functional capacity), with written report, each 15 minutes.	Outpatient hospital
500	N/A	Work-related or medical disability examination by a treating physician, or other than treating physician. <i>May be paid in addition to 99080. See current CPT for details.</i>	Outpatient hospital
918	96117 96111 96100	Psychological testing with interpretation and report, per hour. (See description of service on DMAP 729.)	Outpatient hospital
919	90801 H1011	Evaluation by a psychologist or psychiatrist employed by a hospital (see description of service on DMAP 729).	Outpatient hospital

April 1, 2003

## **410-150-0200 Billing Instructions - Licensed Polygrapher**

(1) Billing for licensed polygrapher services must be in writing on a CMS-1500.

(2) A polygraph does not qualify as a health care service and is therefore not subject to Health Insurance Portability and Accountability Act (HIPAA) regulations.

(3) Do not attach the DMAP 729 or any documents to the CMS-1500. Send the test results to the requesting branch office address shown on the DMAP 729.

(4) Send completed CMS - 1500 claim form to the Division of Medical Assistance Programs (DMAP).

Stat. Auth.: ORS 409

Stats. Implemented: ORS 414.065

2-1-07

**410-150-0240 Procedure Code Table -- Licensed Polygrapher**

Table -- 0240

Stat. Auth.: ORS 409

Stats. Implemented: ORS 414.065

2-1-07

**Table 0240 Licensed Polygrapher**

Procedure Code	Procedure Name	TOS	POS
PIN02	Polygraph testing by licensed polygrapher with narrative report	S	3

## **410-150-0300 Procedure Code Table -- Copy Services**

Table -- 150-0300. (Table rewritten)

Stat. Auth.: ORS 409

Stats. Implemented: ORS 414.065

2-1-07

**Table 0300 Procedure Code Table – Copy Services**

Procedure Code	Procedure Name	TOS	POS
S9981	Medical records, copying fee, administrative. Include progress notes, laboratory reports, X-rays reports, special study reports beginning with the date requested. Include recent hospital admission records, if available.	S, 1	3
S9982	Medical records, copying fee, per page. Include progress notes, laboratory reports, X-rays reports, special study reports beginning with the date requested. Include recent hospital admission records, if available.	S	3