

**San Mateo County MHP
Procedure Manual**

Procedure: MHP 2011-04 Attachment I	TITLE: Procedure for Setting up provider profile and updating rates	Effective Date: April 2011
Revision: 1	Dept: Claims	Page 1 of 2

Approval By:	Date:
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Purpose

To document San Mateo County Mental Health’s (MHP) procedure for setting up provider profiles and updating rates in MSO.

Scope

This procedure has been developed in accordance with all applicable federal and state statutory, regulatory, and contract requirements. This procedure applies to claims for Care Advantage, Cal Medi Connect and Medi-Cal lines of business.

Responsibility and Authority

The Billing Manager is responsible for overseeing the claims activity of HPSM.

The Claims Supervisor is responsible for ensuring that each provider profile is set up correctly in MSO and that claims are paid at the correct Medicare rate.

1.0 Setting up the Provider Profile in MSO

- 1.1 The Claims Supervisor is responsible for setting up Contractor and Noncontractor profiles in MSO
- 1.2 Contractors: BHRS Contracts staff give a copy of the Provider Contract to the Claims Supervisor and then the Supervisor sets up the Provider in MSO based on the terms of the Contract
- 1.3 Noncontractors: Claims Specialist gives a copy of the non-contractor claim to the Claims Supervisor so that the non-contractor profile can be set up in MSO

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2.0 Installing Medicare Rates in MSO

1.1 In January or July of each year, the Claims Supervisor will go to the CMS website and create a file of all psychiatric reimbursable cpt codes

1.2 Claims Supervisor will import the CPT codes and rates into MSO