

**San Mateo County MHP  
Procedure Manual**

<b>Procedure: MHP 07-04 Attachment I</b>	<b>TITLE: Setting Up Providers and Fee Schedules</b>	<b>Effective Date: April 2011</b>
<b>Revision: 1</b>	<b>Dept: Claims</b>	<b>Page 1 of 2</b>

<b>Approval By:</b>	<b>Date:</b>
<b>Scott Gruendl, Assistant Director</b>	<b>July 2018</b>
<b>Doreen Avery, Billing Manager</b>	<b>July 2018</b>
<b>Next Annual Review Date:</b>	<b>December 2018</b>

**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 MediConnect 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

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- 1.3 Non-Contractors: Claims Specialist gives a copy of the non-contractor claim to the Claims Supervisor so that the NonContractor profile can be set up in MSO

**2.0 Installing Medicare Rates in MSO**

- 1.1 In January and 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