

# **ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

## **ADMINISTRATIVE PROCEDURE**

Date Issued **11/23**

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### **I. APPLICATION:**

- ☐ SCCCMHA Board
- ☒ SCCCMHA Providers & Subcontractors
- ☒ Direct Operated Programs
- ☒ Community Agency Contractors
- ☒ Residential Programs
- ☐ Specialized Foster Care

### **II. PURPOSE STATEMENT:**

St. Clair Community Mental Health Authority (SCCCMHA) shall ensure to define a standard set of procedure codes to be used throughout the entire region. These codes will be compliant with state and federal regulations.

### **III. DEFINITIONS:**

- A. CPT Current Procedural Terminology (CPT): A list by the American Medical Association of descriptive terms, five-digit numeric identifying codes and two-digit modifiers. These codes may be used to report services performed by health care providers.
- B. Healthcare / Common Procedure Coding System (HCPCS): A list of codes and modifiers to report professional services, procedures and supplies.
- C. HIPAA: Health Insurance Portability and Accountability Act (HIPAA).

### **IV. STANDARDS:**

- A. The Health Insurance Portability and Accountability Act (HIPAA) requires standardized procedure coding.
- B. CPT and HCPCS codes will be utilized for billing and encounter reporting which requires standardized units of measure.
- C. Definitions will be found within the Medicaid Provider Manual.
- D. Acceptable codes and relevant specification will be found on the PIHP/CMHSP Reporting HCPCS and Revenue Code List.

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V. PROCEDURES:

**Supports Services Director**

1. Reviews communication from MDHHS regarding acceptable codes and utilization.
2. Coordinates information with Medical Director and/or Program Director for inclusion into clinical protocols.
3. Distributes the listing of acceptable procedure codes for billing and reporting services.

**Data Management/SCCCMHA/ Designee (s)**

4. Updates respective software regarding changes in procedure codes.

**SCCCMHA / SCCCMA Subcontractors**

5. Documents services, procedures, and supplies accurately and timely using appropriate procedure codes.

**SCCCMHA / Provider Staff**

6. Utilizes the current Procedure Code List. The following Procedure Code Lists are available: Mental Health Procedure Code List and Modifier List.

VI. REFERENCES:

- A. HCPCS – American Medical Association
- B. CPT – American Medical Association
- C. MDHHS - PIHP / CMHSP Encounter Reporting: HCPCS and Revenue Codes

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 02/02, 11/04, 3/07, 09/07, 01/10, 01/12, 05/14, 07/15, 09/16, 09/17, 09/18, 09/19, 11/20, 11/21, 11/22.