OK TMAM Billing Guide

- WHAT IS OKLAHOMA TRIBAL MEDICAID ADMINISTRATIVE MATCH (OK TMAM)?

  OK TMAM is an opportunity to increase outreach and linkage of American Indians into the SoonerCare program through payment of a product. The product for purposes of this program is an approved SoonerCare application or renewal. The purpose of the OK TMAM plan is to allow tribal enrollment partners to receive reimbursement for accepting and processing new and renewed applications for the SoonerCare program. It is anticipated that the OK TMAM program will address a number of concerns including the relatively high rate of uninsured American Indian children. The rate for uninsured American Indian children in Oklahoma is 15% compared to the rest of the population at 10%. The overarching goal of OK TMAM program is to bridge the disparity by linking this population to SoonerCare and quality health care.

- WHO MAY PARTICIPATE in OK TMAM?

  o OK TMAM is intended for units of Tribal Governments. Therefore, any self-governance or direct service tribes may participate by contracting with Oklahoma Health Care Authority (OHCA). Unlike the typical SoonerCare ITU provider agreements, OK TMAM is limited to one contract per tribe.

  o OK TMAM can be administered in your tribe anywhere there is a connection to potential SoonerCare members. Areas of outreach are not limited to tribal health facilities.

- HOW TO PARTICIPATE in OK TMAM.
- Once a tribe has an approved contract they are eligible to receive payment for three products:
  (1) Approved SoonerCare online application; (2) approved Medicaid paper application*; (3) approved SoonerCare online renewal.

  o Approved SoonerCare online application:
    - Online applications can be achieved by utilizing the public home view application or the agency view application.
    - The public home-view application is located at www.mysoonercare.org and is used by individuals wanting to apply for themselves and household members. There is no contract needed to access the home view application, only access to the Internet. If you need assistance with the online application you can call the SoonerCare helpline at 1-800-987-7767. The online enrollment web application is only compatible with Microsoft Internet Explorer.

    - Only an approved agency-view contracted partner may access a secure agency portal and input a new application or retrieve an existing saved or submitted application. They can also make changes to an existing application.

- If a Health Insurance Marketplace (HIM) application results in a SoonerCare approval for an individual or family, this shall also be claimed for OK TMAM.

  - o Approved Medicaid paper application*
    - Paper applications are located at www.mysoonercare.org. Please follow instructions found on the application.
  - o Approved SoonerCare online renewal
      If the individual has had SoonerCare coverage within the last thirty days, it counts as a renewal.

  Although paper applications are accepted, OHCA strongly encourages OK TMAM contractors to utilize the online application system.

- HOW IS PAYMENT DETERMINED?

  Again, the intent of OK TMAM is for outreach and linkage to potential and existing SoonerCare members. Since the OK TMAM product is an approved application, payments are per application, not individual members. Therefore, while one SoonerCare application may be submitted for several household members, OHCA will only pay for the one approved application or renewal, and not each individual on the application.

- WHAT IS THE AMOUNT PAID FOR AN APPROVED SOONERCARE APPLICATION OR RENEWAL?

  - $40 per new approved online application.
  - $30 per approved paper application.
  - $15 per approved renewal application.

- HOW OFTEN CAN AN INVOICE BE SUBMITTED?
  - Only one invoice per tribe will be accepted by OHCA each quarter.
  - Please refer to the OK TMAM attachment A-invoice; modified or altered invoices will not be accepted.
  - Application dates need to be within the quarter claimed.
  - Attachments A & B are located on the OHCA Tribal Relations webpage.
  - Please submit invoices & attachments via email in a secure and encrypted format to:
    Purchasing@okhca.org (paper submissions will not be accepted)

- WHO SHOULD BE INCLUDED ON THE OK TMAM ATTACHMENT B – APPLICATION DETAIL?
  - The name and other required information, of one approved individual **on** the application. (e.g. Mary, Bobby and Sue appear on one application, Mary and Bobby are approved. Therefore, list Mary **OR** Bobby.)

- Only one attachment B will be accepted per invoice each claiming quarter.
- Modified or altered formats of attachment B will not be accepted.
- Attachment B is located on the OHCA Tribal Relations webpage.
- Attachment B must accompany attachment A in a secure and encrypted Microsoft Excel file in the format provided. PDF or other applications (i.e. word, outlook, etc.) will not be accepted.

- WHAT ARE THE ACCEPTED APPLICATION TYPES FOR PAYMENT?
  - NEW APPLICATION
    - If the individual has _not_ had SoonerCare coverage within the last 30 days, it counts as new.
    - Moving from one program with a separate application is considered a new application.
    - When new members are added to an existing application, the application will be considered new.

  - RENEWAL
    - If the individual has had SoonerCare coverage within the last 30 days, it counts as a renewal.
    - SoonerCare renewal applications will only be accepted via online.
    - Moving from one program to another with the same application is considered a renewal.

  - Passive Renewals Definition:

    317:35-6-61(b)
    (Revised 09-24-13)
    (b) Effective January 1, 2014, when the agency has sufficient information available electronically to redetermine eligibility, eligibility will be redetermined on that basis and a notice will be sent to the household explaining the action taken by the agency. The member is responsible for notifying the agency if any information used to redetermine eligibility is incorrect. If the agency does not have sufficient information to redetermine eligibility, the agency will send notice to that effect, and the member is responsible for providing the necessary information to redetermine eligibility.
    - The federal regulations are at 42 CFR 435.916(a) (2).

  - When an application is in the passive renewal process it cannot be counted for payment by the contractor.

- VERIFICATION OF INVOICE.
  - New or renewed applications will be verified by OHCA.
  - Applications that aren't verifiable by OHCA will be deducted from the total amount claimed on the invoice.
  - If changes to the invoice are necessary OHCA will contact the contractor by email requesting acceptance of changes. Invoice will not be paid until confirmation of acceptance is received by OHCA
  - Invoice numbers cannot be the same as a previously submitted invoice number. OHCA's fiscal year begins on July 1st here is an example of invoice numbering by the contractor: 2015-1, 2015-2, 2015-3, 2015-4, 2016-1, …

- 90 DAY INVOICE
  - Invoices submitted to OHCA more than **90** days past the last day of the claiming quarter will not be accepted, and will be returned as unpaid.