

OK TMAM Billing Guide

- 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 OK TMAM is to contract with 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 overarching goal of OK TMAM program is to bridge the disparity by linking this population to SoonerCare and quality health care.

- PARTICIPATION

- OK TMAM is intended for Tribal Governments. Therefore, any self-governance or direct service tribes may participate by contracting with the Oklahoma Health Care Authority (OHCA). Unlike the typical SoonerCare I/T/U provider agreements, OK TMAM is limited to one contract per tribe.
- OK TMAM can be administered anywhere there is a connection to potential SoonerCare members. Areas of outreach are not limited to tribal health facilities.

- TMAM PRODUCT

Once a tribe has an approved contract they are eligible to receive payment for the following: (1) Approved SoonerCare online application; (2) approved Medicaid paper application; or (3) approved SoonerCare online renewal.

- Approved SoonerCare online application:
 - Online applications can be achieved by utilizing the public website application or the agency view application.
 - The public website application is located at www.mysooner.org. There is no contract needed to access the website application, only access to the Internet. Call the SoonerCare helpline at 1-800-987-7767 for application assistance. 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 previously submitted application.
 - Health Insurance Marketplace (HIM) application(s) resulting in a SoonerCare approval for an individual or family, this shall also be claimed for OK TMAM.
- Approved Medicaid paper application
 - Paper applications are located at www.mysooner.org. Please follow instructions found on the application.

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

- Approved SoonerCare online renewal

Renewals are eligible only if the individual has had SoonerCare coverage within the last thirty days.

- PAYMENT

Payments are **based on the 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.

- 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.

- INVOICE SUBMISSION

- Only one invoice per tribe will be accepted by OHCA each quarter.

OK TMAM invoice submission dates and deadlines

July thru September

- 1st quarter (Deadline December 31st)

October thru December

- 2nd quarter (Deadline March 31st)

January thru March

- 3rd quarter (Deadline June 30th)

April thru June

- 4th quarter (Deadline September 30th)

Please note that OHCA operates on the State Fiscal Year, July 1 through June 30;

- Application dates must be within the quarter claimed;
- 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 invalid.

- INVOICE ATTACHMENTS

- Attachment “A” & “B” examples are located in the OK TMAM Agreement on the OHCA Tribal Government Relations webpage under Tribal Government Partners. www.okhca.org/tribalrelations

- Attachment A
 - Fill in the blanks only; modified or altered invoices will not be accepted.
 - Submit Attachment A via email to: Contracts@okhca.org (paper submissions will not be accepted).

- Attachment B
 - Must be submitted in a secure and encrypted Microsoft Excel file.
 - PDF or other applications (i.e. word, outlook, etc.) will not be accepted.
 - All fields must be correctly populated in the correct format; submissions not properly formatted will be invalid. Transposed numbers, typos and other errors will render the entry as invalid.
 - Submit attachment B via email in a secure and encrypted format to: janet.byas@okhca.org (non-encrypted emails will not be accepted).
 - HIPPA compliance applies to TMAM.

- NEW APPLICATION
 - The individual has not had SoonerCare coverage within the last 30 days;
 - Moving from one program to another with a separate application;
 - Individuals being added to an existing application.

- RENEWAL
 - The individual has had SoonerCare coverage within the last 30 days;
 - SoonerCare renewal applications will only be accepted via online;
 - The individual moving from one program to another with the same application.

- Passive Renewals Definition:

Per Oklahoma Health Care Authority policy 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 located at 42 CFR 435.916(a) (2).
 - Applications in the passive renewal process are not eligible for payment.

- VERIFICATION OF INVOICE
 - New or renewed applications will be verified by OHCA;
 - Applications that are not verifiable by OHCA will be deducted by OHCA 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 sent by the contractor to OHCA;
 - Contractor will assign the invoice number. Invoice numbers cannot be the same as a previously submitted invoice number. An example of appropriate invoice numbers us as follows: 2018-1, 2018-2, 2018-3, 2018-4, 2019-1, etc....
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- STATE SHARE BILL BACK FOR ADMINISTRATIVE SERVICIES
 - OHCA's Finance Department will email the contractor a quarterly for the state share bill back;
 - The bill is for 25 percent state share paid by contractor to OHCA 25% if payment as of July 1, 2017;
 - The bill must be paid within 30 days of receipt of the invoice or no further payments will be rendered to the contractor;
 - If TMAM point of contact changes, contractor must notify OHCA immediately