

Creating/Terming Non-Medicaid Contracts and Rates in Diamond after Fee Schedule Implementation

In the past the recommendation has always been to use an **OH** Price Region on your Non-Medicaid contracts and PROCPs if you were providing the same range of services at the same rate with the same withholds to both Medicaid and Non-Medicaid eligible clients. This meant rates only needed to be entered one time with the **OH** Price Region. With the implementation of **Fee Schedules**, the process has now changed.

All Medicaid rates will continue to be entered by the State with an OH price region. Boards will continue to be required to manage their Non-Medicaid contracts and their Non-Medicaid rates (PROCPs) with the following changes.

1. All Non-Medicaid contracts must have a local price region.
2. PROCPs for any Medicaid reimbursable service paid to a Non-Medicaid eligible client must be entered by the board with a local price region.
3. Boards must enter rates for Non-Medicaid reimbursable services twice; once with an OH Price Region and once with a local Price Region.

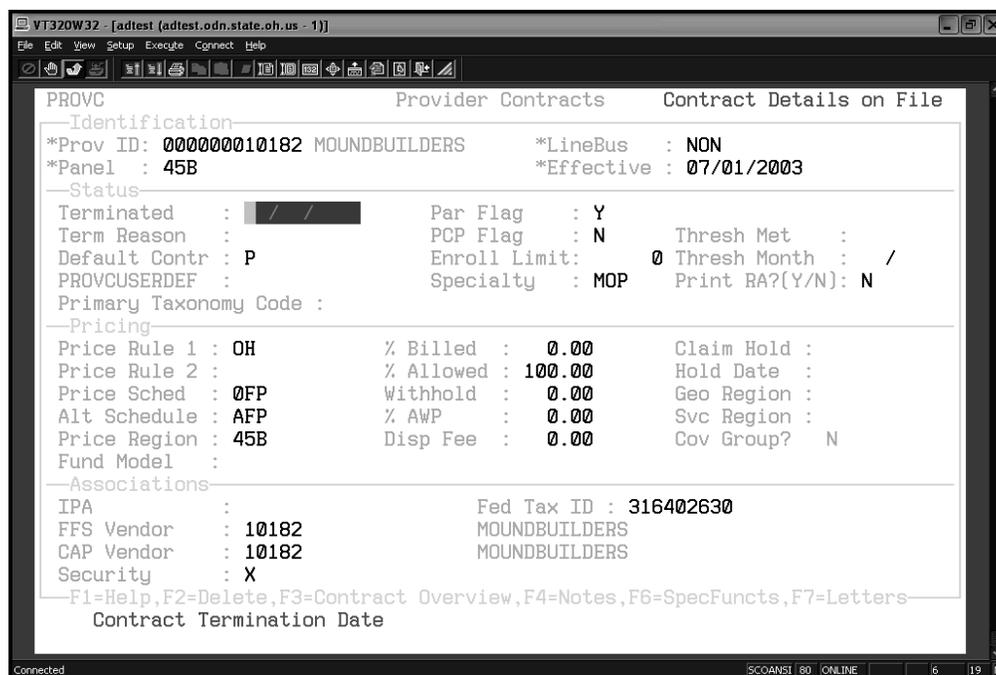
In preparing to move to **Fee Schedules** we noticed there were quite a few PROCPs that were not connected to any contracts, un-termed PROVD records, incorrectly entered PROVD records, PROVD records with no Pricing Determinants, missing PROVD records and PROVD records not associated with any PROVC records.

Note: PROCPs are connected to a contract via the values in the Price Region and Price Schedule field.

Termining a Contract

When termining a contract you must also term the corresponding **PROVD** records. The **Detail EFF** date and the **Term Date** on the **PROVD** (Provider Contract Detail) record should be the same as the **Effective** date and the **Terminated** date on the **PROVC** record.

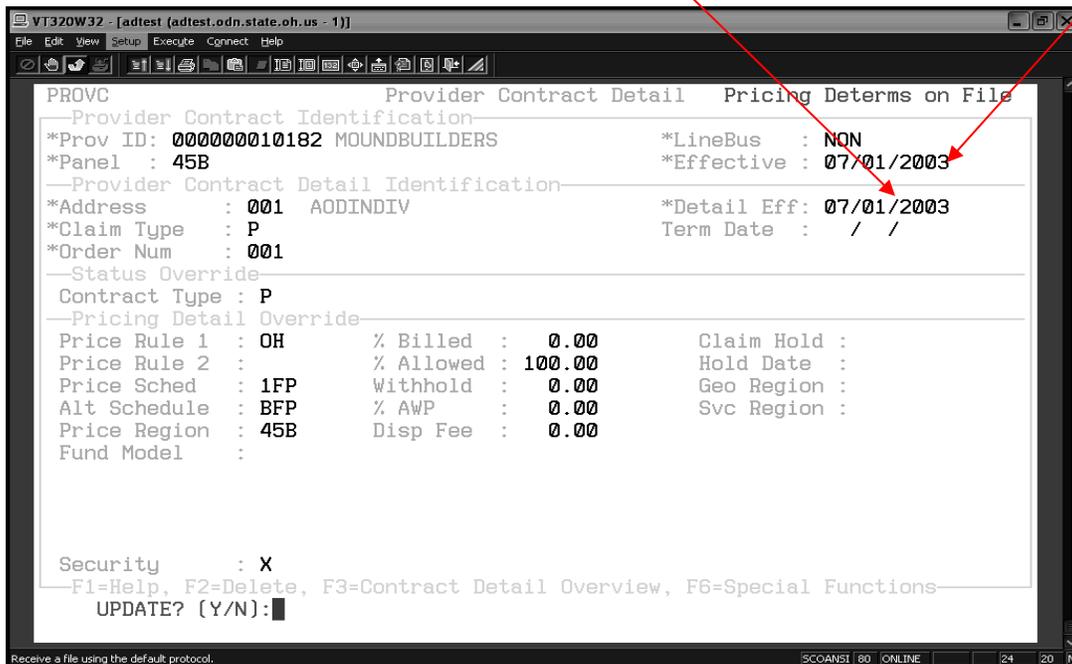
1. Access the contract you want to term using the keyword **PROVC**.
2. Enter the UPI number in the **Prov ID** field, **NON** in the **LineBus** field, your **Panel** and the **Effective** date of the contract you wish to term and hit <Enter> to bring up the desired contract.



3. Enter the date you wish to term the contract in the **Terminated** field and hit <Enter>.
4. Enter a term reason in the **Term Reason** field if applicable and hit <Enter>.
 - a. For a list of valid term reasons hit <F5> and then <Enter> to bring up a list of term reasons.
 - b. Use the down-arrow to select the appropriate term reason and then hit <Enter>. This will enter the value in the Term Reason field and take you back to the PROVC screen.
 - c. Once you have been taken back to the PROVC screen hit <Enter> again (this saves the value in the Term Reason field).
5. Hit the <End> key which takes you to the prompt at the bottom of the screen.
6. At the prompt select **D** for **save->Detail** and hit <Enter>. This will save the PROVC record and bring up the Provider Contract Detail screen.

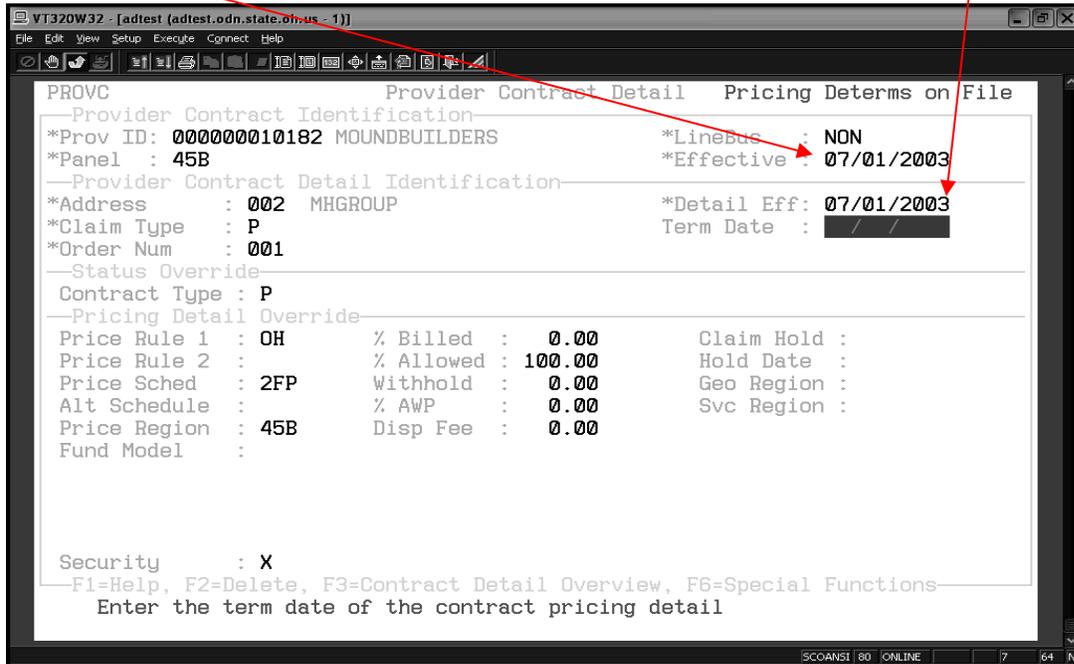
Save, save->Detail, or Abandon (S,D,A): D

7. When the Provider Contract Detail screen appears hit the <Page Down> key and the **001 AODINDIV** PROVD record appears. (If you entered your contracts correctly the **Detail Eff** date should be the same as the **Effective** date on the PROVC record.



8. Enter the same date in the **Term Date** field as you entered in the **Terminated** field on the **PROVC** record and hit <Enter>, then <End>. If everything is correct, enter a **Y** in the **Update? [Y/N]:** field and hit <Enter>.
 - a. If you select **N** at the **Update? [Y/N]:** field, all changes will be abandoned and you will be taken back to a blank PROVD screen.
 - b. Use the <Page Down> key to locate the PROVD record you wish to term.

- The Provider Contract Detail screen appears and you will need to hit the <Page Down> key twice to get to the **002 MHGROUP PROVD** record. (Again, if you entered your contracts correctly the **Detail Eff** date should be the same as the **Effective** date on the PROVC record.)



- Enter the same date in the **Term Date** field as you entered in the **Terminated** field on the **PROVC** record and hit <Enter>, then <End>. If everything is correct, enter a **Y** in the **Update? [Y/N]:** field and hit <Enter>.
 - If you select **N** at the **Update? [Y/N]:** field, all changes will be abandoned and you will be taken back to a blank PROVD screen.
 - Use the <Page Down> key to locate the PROVD record you wish to term.
- Hit the <Home> key twice to return to the PROVC record.

Adding a Contract

There are two ways to add a contract in Diamond. You can either enter the contract manually or use the copy feature to copy the previously termed contract.

It is very important when creating PROVC and PROVD records to put the correct price schedules on the correct record.

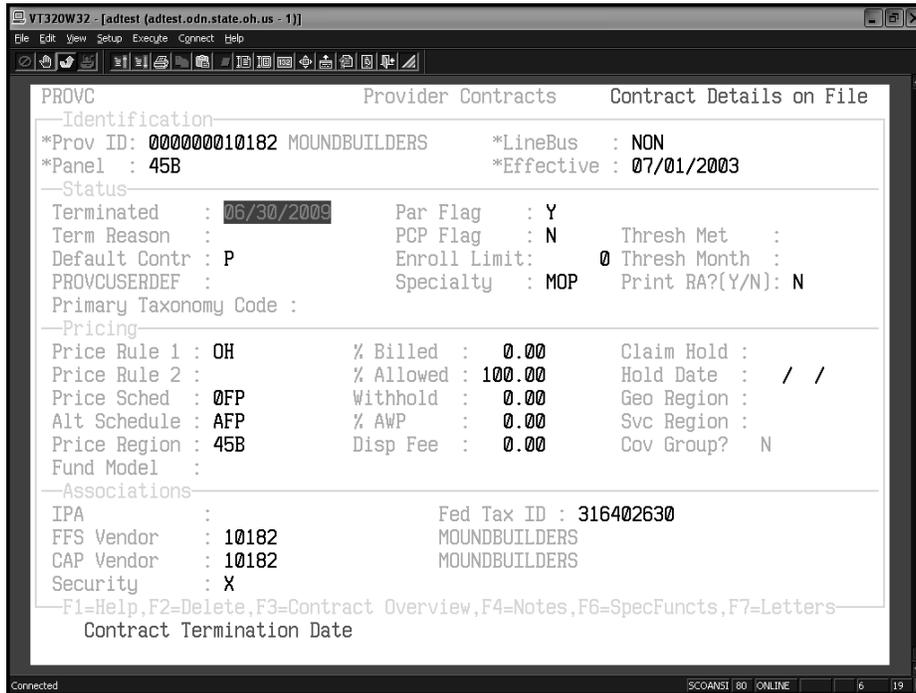
- PROVC record: **Price Sched** begins with **0** (i.e. **0FP**); the **Alt Schedule** begins with **A** (i.e. **AFP**).
- 001 AODINDIV PROVD record: **Price Sched** begins with **1** (i.e. **1FP**); the **Alt Schedule** begins with **B** (i.e. **BFP**).
- 002 MHGROUP PROVD record: **Price Sched** begins with **2** (i.e. **2FP**); there is no **Alt Schedule**.

Putting the wrong price schedules on the PROVC and PROVD records will cause claims to price incorrectly.

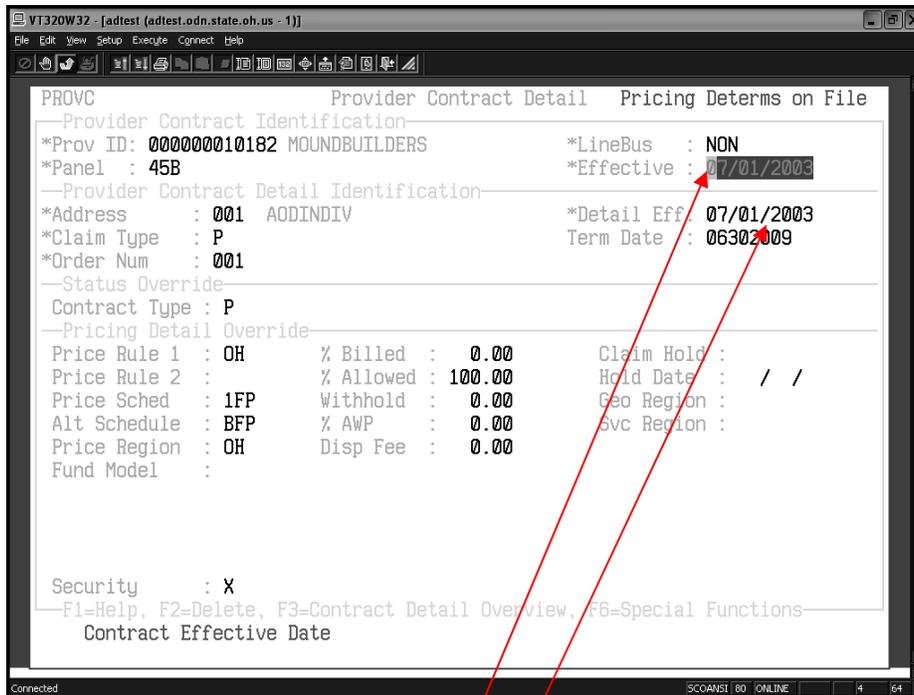
A. Adding a Contract using the Copy Method

- Access the contract you want to copy.
 - From PROVC enter the UPI number in the **Prov ID** field, **NON** in the **LineBus** field, your **Panel** and the **Effective** date of the contract you wish to copy and hit <Enter>.
 - You may also enter the UPI number in the **Prov ID** field and hit <Page Down> until you find the correct contract.

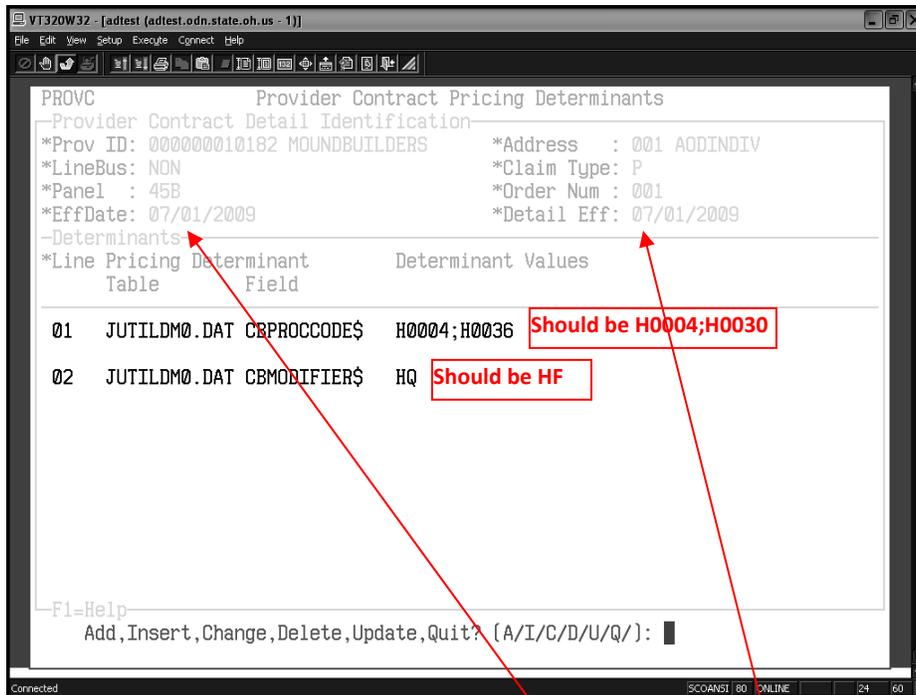
2. Once the desired contract appears hit the <F6> (SpecFuncs) key and the Special Functions pop-up will appear. Select **C – Copy Record** and hit <Enter>.
 - a. An exact copy of the record will appear.



3. Verify that the **Prov ID** is correct and enter through the fields until you come to the **Effective** date field and enter the desired effective date (usually the day after the **Terminated** date, ex. 07/01/2009) and hit <Enter>.
 - a. If the **Prov ID** on the copied record is not the same as the **Prov ID** for the new contract you want to create, hit <Home>.
 - b. No changes will be saved and you will be taken back to a blank PROVC screen where you can either copy the correct contract again or follow the steps in the section **B. Adding a Contract from Scratch (not using copy)**.
4. Remove the **Terminated** date by hitting the space bar and then hit <Enter>.
 - a. If there was a term reason it will automatically be removed.
5. Hit the <End> key and select **D to save->Detail** and hit <Enter>. This will save the PROVC record and take you to the Provider Contract Detail Screen.
6. The Provider Contract Detail Screen will appear. Hit <Page Down> until you see the terminated AODINDIV record you wish to copy. Hit <F6> (SpecFuncs) key and the Special Functions pop-up will appear. Select **C – Copy Record** and hit <Enter>.
 - a. An exact copy of the record will appear and a reminder message at the bottom of the screen will appear: **Reminder – Validate pricing determinants**. Hit <Enter> to clear the message.



7. Enter through the fields until you come to the **Effective** date field under the **Provider Contract Identification** section and enter the same effective date as on the new PROVC record (07/01/2009) and hit <Enter>.
8. Enter through the fields until you come to the **Detail Eff** date field under the **Provider Contract Detail Identification** section and enter the same effective date as you entered above and hit <Enter>.
9. The cursor is now in the **Term Date** field. Remove the **Term Date** by hitting the space bar and then hit <Enter> then <End>.
10. At the **UPDATE? [Y/N]:** prompt enter a **Y** and and hit<Enter> to update the record.
11. Once you update the record you will need to check the **Pricing Determinants** for the AODINDIV **PROVD** record.
12. Page down until you reach the AODINDIV PROVD record you just created (locate by **Detail Eff** date).
13. Hit <F6> (SpecFuncts) key and the Special Functions pop-up will appear. Select **D – Provider Contract Pricing Determinants** and hit <Enter>.

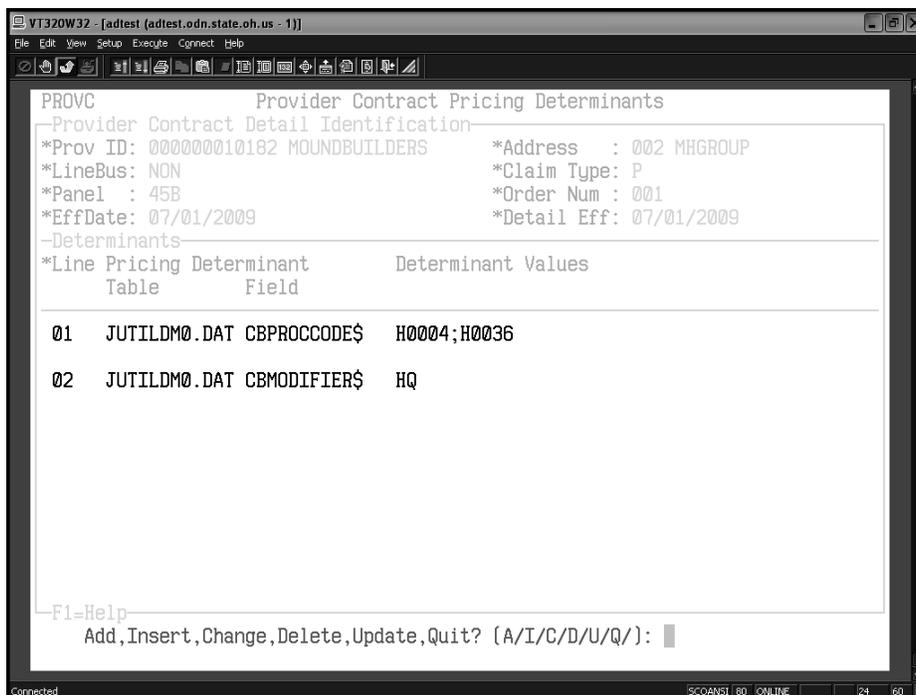


14. The Provider Contract Pricing Determinants screen will now appear. For some unknown reason when copying the AODINDIV PROVD record, the Pricing Determinants do not copy properly. You must correct these.
 - a. Verify that the Pricing Determinants carry the correct **EffDate** and **Detail EFF** date (these should be the same and should be the same effective date that is on the PROVC and PROVD record).
 - b. Select **C** to **Change** the Pricing Determinants and hit <Enter>.
 - c. At the prompt it will ask you to **Enter record number or <END>**: enter 01 and hit <Enter>.
 - d. Hit <Enter> which will take you to the **Determinant Values** column.
 - e. Enter **H0004;H0030** then hit <Enter>.
 - i. If the values have been entered correctly, at the prompt **OK?[Y/N]**: enter a **Y** and hit <Enter>.
 - ii. If the values have not been entered correctly, at the prompt **OK?[Y/N]**: enter an **N** and hit <Enter>. The changes will not be saved and you will need to start at 14.b. and enter the correct values.
 - f. Once the values for the 01 line have been entered correctly you will need to correct the 02 line.
 - g. Select **C** to **Change** the Pricing Determinants and hit <Enter>.
 - h. At the prompt it will ask you to **Enter record number or <END>**: enter 02 and hit <Enter>.
 - i. Hit <Enter> which will take you to the **Determinant Values** column.
 - j. Enter **HF** then hit <Enter>.
 - i. If the values have been entered correctly, at the prompt **OK?[Y/N]**: enter a **Y** and hit <Enter>.
 - ii. If the values have not been entered correctly, at the prompt **OK?[Y/N]**: enter an **N** and hit <Enter>. The changes will not be saved and you will need to start at 14.g. and enter the correct values.

- k. Once the values for the 01 and 02 line are correct enter **U** at the prompt and hit <Enter> to update the record. At the **Update? [Y/N]** prompt enter a **Y** and hit <Enter>.

Add, Insert, Change, Delete, Update, Quit? [A/I/C/D/U/Q/]:

- Once you update and save the corrected Pricing Determinants for the AODINDIV PROV D record, you will be taken back to the **PROVD** (Provider Contract Detail) screen.
- Page down until you come to the terminated MHGROUP PROV D record.
- Hit <F6> (SpecFuncs) key and the Special Functions pop-up will appear. Select **C – Copy Record** and hit <Enter>.
 - An exact copy of the record will appear and a reminder message at the bottom of the screen will appear: **Reminder – Validate pricing determinants.** Hit <Enter> to clear the message.
- Enter through the fields until you come to the **Effective** date field under the **Provider Contract Identification** section and enter the same effective date as on the new PROV C record and hit <Enter>.
- Enter through the fields until you come to the **Detail Eff** date field under the **Provider Contract Detail Identification** section and enter the same effective date as you entered above and hit <Enter>.
- The cursor is now in the **Term Date** field. Remove the **Term Date** by hitting the space bar and hit <Enter> then <End>. Enter a **Y at the UPDATE [Y/N]:** prompt then <Enter> to update the record.
- Once you update the record you will need to check the **Pricing Determinants** for the MHGROUP **PROVD** record.
- Page down until you reach the MHGROUP PROV D record you just created (locate by **Detail Eff** date).
- Hit <F6> (SpecFuncs) key and the Special Functions pop-up will appear. Select **D – Provider Contract Pricing Determinants** and hit <Enter>.



- The MHGROUP PROV D record seems to copy the Pricing Determinants correctly. However you should always check and, if they are incorrect, make the necessary corrections.
 - Follow the same procedure under 14.b. above except the 01 line for MHGROUP should be **H0004;H0036** and the 02 line for MHGROUP should be **HQ** (as seen above).

- b. Once you have either verified the Pricing Determinants are correct or the appropriate corrections have been made, enter **U** at the prompt and hit <Enter> to update the record. Enter a **Y** when asked **Update? [Y/N]** and hit <Enter>.

Add, Insert, Change, Delete, Update, Quit? (A/I/C/D/U/Q/):

- c. Once you update and save the corrected Pricing Determinants you will be taken back to the **PROVD** (Provider Contract Detail) screen. Hit <Home> twice to return to the PROVC (Provider Contracts) screen.

B. Adding a Contract from Scratch (not using copy)

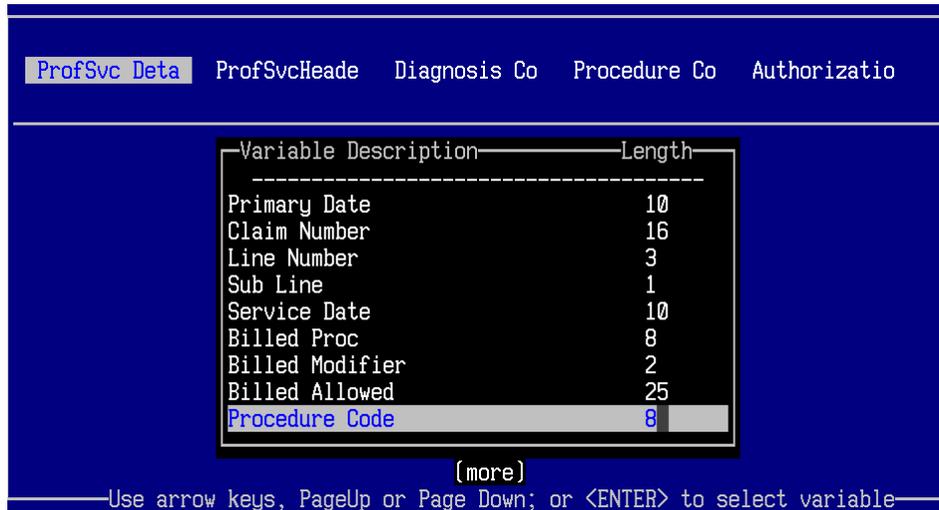
1. Before entering contracts from scratch make sure you know the **Price Schedules** (each provider should have 5 price schedules) that will need to be attached to the **PROVC** and **PROVD** records and the provider’s Federal tax ID (which can be located in the VENDR keyword by entering the vendor number).
2. If there is a contract already in the system for the Provider make sure the prior contract (PROVC) and PROVD records have been termed. Diamond does not allow overlapping contracts.
 - a. If the prior contract for the provider has not been termed, follow the procedure outlined under **Terminating a Contract** on page 1 of this document.
3. Access the Provider Contracts screen by entering the keyword **PROVC** and a blank PROVC screen will appear.



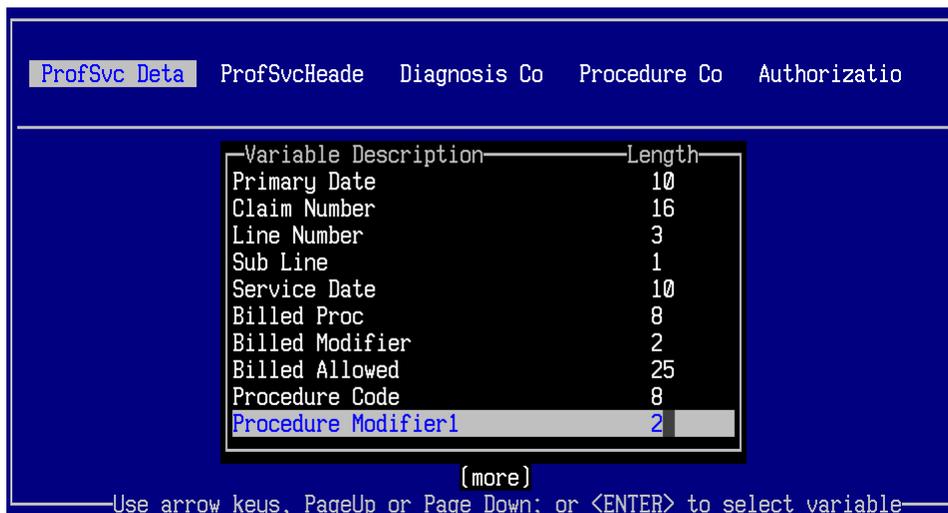
4. Enter values in the following fields:
 - a. UPI number in the **Prov ID** field and hit <Enter>.
 - b. **NON** in the **LineBus** field and hit <Enter>.
 - c. Your panel number in the **Panel** and hit <Enter>.
 - d. Effective date of the contract in the **Effective** field and hit <Enter>.
 - e. Hit <Enter> in the **Terminated** field to leave it blank and go to the next field.
 - f. Hit <Enter> in the **Default Contr** field. It is automatically populated with a **P**.
 - g. Hit <Enter> until you get to the **Par Flag** and enter a **Y** and hit <Enter>.

- h. Enter through the remainder of the fields in the **Status** section (they are automatically populated) until you get to the **Price Rule 1** field in the **Pricing** section.
 - i. Enter **OH** in the **Price Rule 1** field and hit <Enter> until you get to the **Price Sched** field.
 - j. Enter the primary price schedule (should begin with a 0) in the **Price Sched** field and hit <Enter>.
 - k. Enter the alternate price schedule (should begin with an A) in the **Alt Schedule** field and hit <Enter>.
 - l. Enter your local price region in the Price Region field (you should no longer be using **OH**) and hit <Enter>. Your local price region is the same as your Panel code.
 - m. In most cases you can enter through the remainder of the fields (they will either be automatically populated or should be left blank) until you get to the **Fed Tax ID** field. Enter the Federal tax ID in the **Fed Tax ID** field and hit <Enter>.
 - i. The **Fed Tax ID:** field is not a validated field so make sure you enter the correct value.
 - n. Enter your board's security code in the **Security** field and hit <Enter>.
5. You will now be presented with the choice to **Save, save->Detail, or Abandon [S,D,A]**; select **D** and hit <Enter>. This will save the PROVC record and take you to the Provider Contract Detail or **PROVD** screen.
6. You are presented with a blank PROVD screen where only the Provider Contract Identification information is populated. To add the AODINDIV PROVD record:
- a. Enter **001** in the **Address** field and hit <Enter>. You will notice it automatically adds the AODINDIV identification.
 - b. Enter a **P** for Professional in the **Claim Type** field and hit <Enter>.
 - c. The **Order Num** field automatically populates with **001** and should not be changed, hit <Enter>.
 - d. The **Detail Eff** date will automatically populate with the same date as the date above in the **Effective** date field of the Provider Contract Identification section. Hit <Enter>.
 - e. Enter through the **Term Date** field.
 - f. Enter through the **Contract Type** field, this is automatically populated with a **P** and should not be changed.
 - g. The **Price Rule 1** field is automatically populated with OH; do not change it just hit <Enter> twice.
 - h. The primary price schedule value from the PROVC record is automatically populated in the **Price Sched** field. **This is not the correct value.** You should enter the price schedule that begins with 1 and hit <Enter>.
 - i. The alternate price schedule value from the PROVC record is automatically populated in the **Alt Schedule** field. **This is not the correct value.** You should enter the price schedule that begins with B and hit <Enter>.
 - j. The price region that was entered on the PROVC record is automatically entered in the **Price Region** field. This should be your local price region as entered on the PROVC record and should not be **OH**. Hit <Enter>.
 - k. Enter through the remaining fields. They will be automatically populated or left blank. The **Security** field will have the same value as the PROVC record.
 - l. At the **UPDATE? [Y/N]:** prompt enter a **Y** and hit <Enter> to update the record.
7. At the blank PROVD screen, <Page Down> until you come to the newly created AODINDIV PROVD record.

8. Hit <F6> (SpecFuncs) key and the Special Functions pop-up will appear. Select **D – Provider Contract Pricing Determinants** and hit <Enter>.
9. A Provider Contract Pricing Determinants screen will appear and the Provider Contract Detail Identification Information will already be populated.
 - a. Your cursor will be at the 01 line position under the **Determinant Field** column. You can either enter the following manually: **CBPROCCODE\$** or hit <F5> for a list. Hit the down arrow and select **Procedure Code** (see below) and hit <Enter>. The correct value will be entered in the Determinant Field column; hit <Enter>.



- b. The cursor is now in the **Determinant Values** field. Type in the following values: **H0004;H0030**. Hit <Enter>.
- c. If everything is correct, at the **OK?[Y/N]:** prompt enter a **Y** and hit <Enter>.
 - i. If the values have not been entered correctly, at the prompt **OK?[Y/N]:** enter an **N** and hit <Enter>. The changes will not be saved and you will need to re-enter the correct values.
- d. Your cursor will be at the 02 line position under the **Determinant Field** column. You can either enter the following manually: **CBMODIFIER\$** or hit <F5> for a list (see above). Hit the down arrow and select



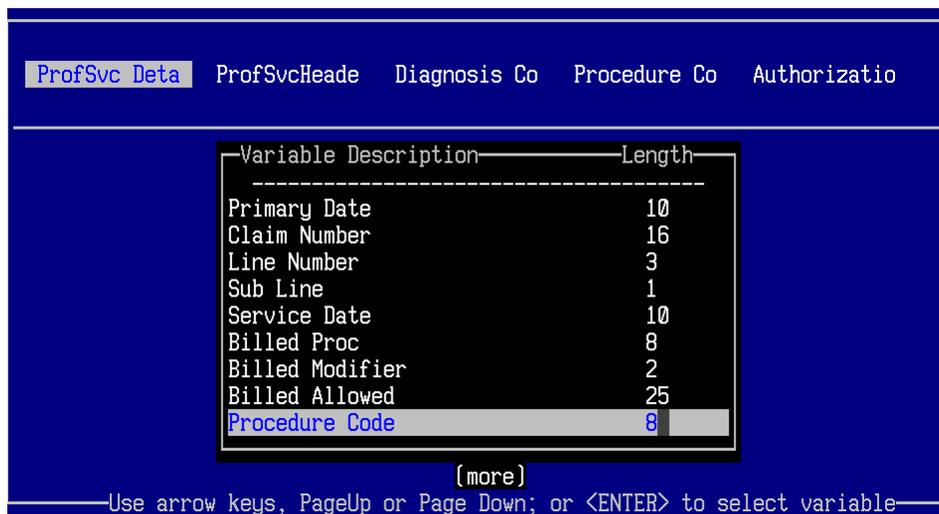
Procedure Modifier1 and hit <Enter>. The correct value will be entered in the Determinant Field column; hit <Enter>.

- e. The cursor is now in the **Determinant Values** field. Type in the following value: **HF**. Hit <Enter>.
- f. If everything is correct, at the **OK?[Y/N]:** prompt enter a **Y** and hit <Enter>.
 - i. If the values have not been entered correctly, at the prompt **OK?[Y/N]:** enter an **N** and hit <Enter>. The changes will not be saved and you will need to re-enter the correct values.
- g. You are now at the 03 line; hit <End>.
- h. Once you have verified the pricing determinants are correct enter **U** at the prompt and hit <Enter> to update the record. Then enter **Y** when it asks **Update? [Y/N]** and hit <Enter>.

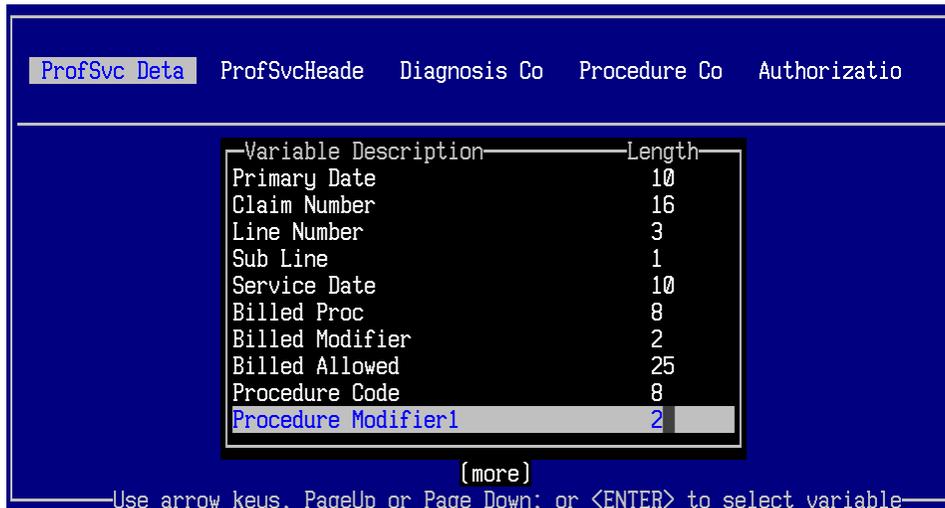
Add, Insert, Change, Delete, Update, Quit? (A/I/C/D/U/Q/): █

- i. If the pricing determinants are not correct, follow the steps outlined on page 6 under 14.b. for changing a pricing determinant.
 - i. Once you update and save the Pricing Determinants you will be taken back to the **PROVD** (Provider Contract Detail) screen.
- 10. An MHGROUP PROVD record will now need to be entered. In order to get to a blank PROVD screen hit <Home> once.
- 11. You are presented with a blank PROVD screen.
 - a. Enter the UPI number in the **Prov ID** field and hit <Enter>.
 - b. Enter **NON** in the **LineBus** field and hit <Enter>.
 - c. Enter your panel code in the **Panel** field and hit <Enter>.
 - d. Enter the same **Effective** date that was entered on the PROVC record and hit <Enter>.
 - e. Enter 002 in the **Address** field and hit <Enter>. You will notice it automatically adds the MHGROUP identification.
 - f. Enter a **P** for Professional in the **Claim Type** field and hit <Enter>.
 - g. The **Order Num** field auto fills with **001** and should not be changed, hit <Enter>.
 - h. The **Detail Eff** date will automatically populate with the same date as the date above in the **Effective** date field of the Provider Contract Identification section. Hit <Enter>.
 - i. Enter through the **Term Date** field.
 - j. Enter through the **Contract Type** field, this is automatically populated with a **P** and should not be changed.
 - k. The **Price Rule 1** field is automatically populated with OH; do not change it just hit <Enter> twice.
 - l. The primary price schedule value from the PROVC record is automatically populated in the **Price Sched** field. **This is not the correct value.** You should enter the price schedule that begins with 2 and hit <Enter>.
 - m. The alternate price schedule value from the PROVC record is automatically populated in the **Alt Schedule** field. **This is not the correct value.** There is no alternate price schedule for MHGROUP, hit the space bar and then <Enter> to remove the value.
 - n. The price region that was entered on the PROVC record is automatically entered in the **Price Region** field. This should be your local price region as entered on the PROVC record and should not be **OH**. Hit <Enter>.

- o. Enter through the remaining fields. They will be automatically populated or left blank. The **Security** field will have the same value as the PROVC record.
 - p. At the **UPDATE? [Y/N]:** prompt enter a **Y** and hit <Enter> to update the record.
 - q. <Page Down> until you come to the newly created MHGROUP PROVD record.
12. Hit <F6> (SpecFuncs) key and the Special Functions pop-up will appear. Select **D – Provider Contract Pricing Determinants** and hit <Enter>.
13. A Provider Contract Pricing Determinants screen will appear and the Provider Contract Detail Identification information will already be populated.
- a. Your cursor will be at the 01 line position under the **Determinant Field** column. You can either enter the following manually: **CBPROCCODE\$** or hit <F5> for a list. Hit the down arrow and select **Procedure Code** and hit <Enter>. The correct value will be populated in the Field column; hit <Enter>.



- b. The cursor is now in the **Determinant Values** field. Type in the following values **H0004;H0036** and hit <Enter>.
- c. If everything is correct, at the **OK?[Y/N]:** prompt enter a **Y** and hit <Enter>.
 - i. If the values have not been entered correctly, at the prompt **OK?[Y/N]:** enter an **N** and hit <Enter>. The changes will not be saved and you will need to re-enter the correct values.
- d. Your cursor will be at the 02 line position under the **Determinant Field** column. You can either enter the following manually: **CBMODIFIER\$** or hit <F5> for a list (see above). Hit the down arrow and select **Procedure Modifier1** and hit <Enter>. The correct value will be populated in the Determinant Field column; hit <Enter>.



- e. The cursor is now in the **Determinant Values** field. Type in the following value: **HQ**. Hit <Enter>.
- f. If everything is correct, at the **OK?[Y/N]:** prompt enter a **Y** and hit <Enter>.
 - i. If the values have not been entered correctly, at the prompt **OK?[Y/N]:** enter an **N** and hit <Enter>. The changes will not be saved and you will need to re-enter the correct values.
- g. If the values have not been entered correctly, at the prompt **OK?[Y/N]:** enter an **N** and hit <Enter>. The changes will not be saved and you will need to re-enter the correct values (13.d).
- h. You are now at the 03 line; hit <End>.
- i. Once you have either verified the pricing determinants are correct enter **U** at the prompt and hit <Enter> to update the record and then a **Y** when it asks **Update? [Y/N]** and hit <Enter>.

Add, Insert, Change, Delete, Update, Quit? {A/I/C/D/U/Q/}: █

- i. If the pricing determinants are not correct, follow the steps outlined on page 6 under 14.b. for changing a pricing determinant.
- j. Once you update and save the Pricing Determinants you will be taken back to the **PROVD** (Provider Contract Detail) screen.

14. Hit <Home> twice to return to the PROVC screen.