

## SECTION 2

### POLICIES AND PROCEDURES

## TABLE OF CONTENTS

<b>PROGRAM REQUIREMENTS</b>	<b>1</b>
REQUIREMENTS FOR PARTICIPATION .....	1
PRE- AND POST-PAYMENT REVIEW .....	2
MEDICAL RECORDS.....	2
TREATMENT RENDERED OUTSIDE THE SCMSA.....	2
INJECTIONS .....	3
Orphan Drugs .....	3
Unlisted Injections.....	4
SPECIAL COVERAGE GROUPS .....	4
Family Planning Waiver .....	4
Hospice.....	5
<i>Services Not Related to the Terminal Illness</i> .....	6
Medicaid Managed Care.....	7
Qualified Medicare Beneficiary (QMB).....	8
<b>END STAGE RENAL DISEASE PROGRAM</b>	<b>9</b>
COVERAGE GUIDELINES .....	9
PATIENT ENROLLMENT .....	10
REIMBURSEMENT POLICY .....	10
THE COMPOSITE RATE – MEDICAID ONLY .....	10
Laboratory Services Included Under Composite Rate .....	11
Hospital Outpatient Dialysis .....	13
Hospital Inpatient Dialysis.....	13
Guidelines for Hepatitis B Vaccine.....	13
Blood Products and Transfusion.....	14
Vitamins and Supplements .....	14
Nephrology Services.....	14
<b>AMBULATORY SURGICAL CENTERS</b>	<b>15</b>
INTRODUCTION .....	15
COVERAGE GUIDELINES .....	16
REIMBURSEMENT POLICY .....	16

## SECTION 2

### POLICIES AND PROCEDURES

## TABLE OF CONTENTS

FACILITY SERVICES .....	17
Nursing Services, Services of Technical Personnel, and Other Related Services .....	18
Use by the Patient of the ASC's Facilities.....	18
Drugs, Biologicals, Surgical Dressings, Supplies, Casts, Appliances, and Equipment .....	18
Blood and Blood Products .....	18
Diagnostic or Therapeutic Items and Services.....	18
Administrative, Record Keeping, and Housekeeping Items and Services ....	19
Material for Anesthesia .....	19
Intraocular Lenses (IOLs) .....	19
LABORATORY AND X-RAY SERVICES.....	19
EXCLUDED SERVICES .....	20
PROSTHETICS.....	20
MULTIPLE SURGERY GUIDELINES .....	21
Payment Guidelines.....	22
Modifiers .....	22
Billing Guidelines .....	23
Separate Procedures Performed on the Same Date of Service.....	24
BILATERAL SURGERY .....	24
ELECTIVE STERILIZATION .....	24
<b>OUTPATIENT PEDIATRIC AIDS CLINICS .....</b>	<b>27</b>
INTRODUCTION .....	27
COVERAGE GUIDELINES .....	27
REIMBURSEMENT POLICY .....	28
PROVISION OF PERSONNEL.....	28
Pediatric Infectious Disease Specialist .....	28
Case Coordinator.....	29
Nutritionist.....	29
Social Worker .....	29
Child Life Specialist .....	30
ZIDOVUDINE (AZT).....	30

## SECTION 2

### POLICIES AND PROCEDURES

## TABLE OF CONTENTS

<b>INFUSION CENTERS</b>	<b>31</b>
INTRODUCTION AND QUALIFICATIONS.....	31
GENERAL GUIDELINES.....	32
Medical Record Documentation Requirements.....	32
Drugs and/or Blood Service Sponsored or Donated .....	32
COVERAGE/ REIMBURSEMENT GUIDELINES .....	33
THERAPY ADMINISTRATION GUIDELINES.....	33
Chemotherapy Infusion Therapy.....	33
Inhalation Therapy (94640).....	34
Antibiotic Infusion Therapy (96365, 96366, 96367, and 96368).....	34
Blood/Blood Products Infusion Therapy (36430) .....	34
Hydration Therapy (96360 and 96361) .....	35
IGIV Infusion Therapy (96365, 96366, 96367, and 96368).....	36
ADDITIONAL CODES THAT MAY BE BILLED AS INFUSION CENTER SERVICES.....	36
Therapeutic Phlebotomy (99195).....	36
Routine Maintenance/Declotting.....	36
Unclassified/Unlisted Drug Injections (J9990, J3490).....	36
Synagis® (90378) .....	37
PHYSICIANS BILLING FOR ADDITIONAL SERVICES .....	37
Prolonged Services (CPT 99354–99356).....	37
Critical Care Services (CPT 99291–99292) .....	38

## SECTION 2 POLICIES AND PROCEDURES

### PROGRAM REQUIREMENTS

The South Carolina Medicaid Program recognizes all medical services that are medically necessary, unless limitations are noted within the policy restrictions of this manual. The South Carolina Medicaid Program is restricted to services for eligible beneficiaries provided by enrolled or contracted providers and rendered within the South Carolina service area. The South Carolina service area is usually defined as within 25 miles of the state line. Services rendered outside the service area are subject to the outlined prior approval guidelines. All services are subject to the guidelines and limitations established in this manual. The South Carolina Medicaid Program recognizes the services outlined in this manual and will reimburse providers according to the following definitions of appropriate Medicaid providers. All other services are considered non-covered within the South Carolina Medicaid Program.

### REQUIREMENTS FOR PARTICIPATION

Clinic services are described as preventive, rehabilitative, or palliative services that are furnished by a facility that is not part of a hospital, but is organized and operated to provide medical care to outpatients. If a facility is owned by or affiliated with a hospital, it must work independently from the hospital. Clinic services include those services furnished at the clinic by or under the direction of a physician or dentist.

The South Carolina Medicaid Program will reimburse for services that are medically necessary and provided in a clinic that is certified by the Centers for Medicare and Medicaid Services (CMS) and licensed by the state licensing authority. Clinics are required to contract with the South Carolina Department of Health and Human Services (SCDHHS) and must be enrolled as Medicaid providers in order to receive reimbursement for services, unless otherwise specified (see Infusion Centers).

The South Carolina Medicaid Program will reimburse for services provided in the following clinics/centers: End Stage Renal Disease (ESRD) Clinics, Ambulatory Surgery Centers (ASC), Outpatient Pediatric AIDS Clinics

## SECTION 2 POLICIES AND PROCEDURES

### PROGRAM REQUIREMENTS

#### REQUIREMENTS FOR PARTICIPATION (CONT'D.)

(OPAC), and Infusion Centers. Policies and procedures that govern reimbursement for services provided in these facilities are outlined in this section.

#### PRE- AND POST-PAYMENT REVIEW

All Medicaid claims are paid through an automated claims processing system. These claims are subject to pre-payment edits that may require documentation. Additionally, post-payment reviews are conducted regarding utilization, appropriateness, medical necessity, and other factors. All claims and reimbursements are subject to post-payment monitoring and recoupment if review indicates the claim was paid inappropriately or incorrectly. Providers are required to maintain and disclose their records in a manner consistent with Section 1 of this manual. SCDHHS reserves the right to request medical records at any time for purposes of medical justification and/or review of billing practices.

#### MEDICAL RECORDS

Patient records must indicate medical necessity. Documentation in the record must indicate the treatment process, which includes the service(s) to be provided, diagnostic procedures, and treatment goals. Goals should be specific according to patient needs and services to be rendered.

Medicaid requires providers to obtain authorization from each patient to release to SCDHHS any medical information necessary for processing Medicaid claims. Compliance with this requirement is part of the enrollment process.

#### TREATMENT RENDERED OUTSIDE THE SCMSA

The term “South Carolina Medical Service Area” (SCMSA) refers to the state of South Carolina and areas in North Carolina and Georgia within 25 miles of the South Carolina state border. Clinics in Charlotte, Augusta, and Savannah are also considered within the service area and would not require prior authorization.

The South Carolina Medicaid Program will compensate medical providers outside the SCMSA in the following situations:

- A beneficiary traveling outside the SCMSA needs emergency medical services, and the beneficiary’s health would be endangered if necessary care were postponed until his or her return to South Carolina.

## SECTION 2 POLICIES AND PROCEDURES

### PROGRAM REQUIREMENTS

#### TREATMENT RENDERED OUTSIDE THE SCMSA (CONT'D.)

- A physician makes an out-of-state referral because needed services are not available within the SCMSA.

Out-of-state providers must be licensed by their state's licensing authority and must sign an agreement to accept Medicaid's reimbursement as payment in full.

#### INJECTIONS

Injectable drugs are covered if the following criteria are met:

- They are of the type that cannot be self-administered. The usual method of administration and the form of the drug given to the patient are two factors in determining whether a drug should be considered self-administered. If a form of the drug given to the patient is usually self-injected (*e.g.*, insulin), the drug is excluded from coverage unless administered to the patient in an emergency situation (*e.g.*, diabetic coma).
- The medical record must substantiate medical necessity. When both an acceptable oral and parenteral preparation exist for necessary treatment, the oral preparation should be used. If parenteral administration is necessary, the record should document the reason.
- Use of the drug or biological must be safe and effective and otherwise reasonable and necessary. Drugs or biologicals approved for marketing by the Food and Drug Administration (FDA) are considered safe and effective for purposes of this requirement when used for indications specified on the labeling. FDA-approved drugs are, on occasion, used for indications other than those specified on the labeling. Provided the FDA has not specified such drug use as non-approved, coverage is determined by considering the generally accepted medical practice in the community.

Drugs and biologicals that have not received final marketing approval by the FDA are not covered unless CMS advises otherwise. For a list of injectable drugs, see the procedure code list in Section 4.

#### Orphan Drugs

An orphan drug is a drug or biological product used for the treatment or prevention of a rare disease or condition. Prior approval is required for orphan drugs that are not listed on the injection code list.

## SECTION 2 POLICIES AND PROCEDURES

### PROGRAM REQUIREMENTS

#### Unlisted Injections

If an injection is not listed, procedure code J9999 for chemo drugs or J3490 for other drugs should be used. The name of the drug (including the dosage given and the NDC number) must be attached to the claim with an invoice indicating the cost of the drug. Medical necessity must also be documented; the provider should attach a copy of the physician's order and the flow sheet to the claim or the Edit Correction Form.

Claims billed using J9999 or J3490 without documentation will be rejected. Procedure code 90772 is billed per injection for administration.

A list of injection codes for each program is provided in Section 4. Separate reimbursement for supplies is not allowed.

#### SPECIAL COVERAGE GROUPS

#### Family Planning Waiver

The Family Planning Waiver (FPW) provides coverage to women for services directly related to family planning. This waiver targets Optional Coverage for Women and Infants (OCWI) eligible women who normally lose their Medicaid coverage 60 days after delivery of a baby or conclusion of the pregnancy, and women of child-bearing age who have gross income up to 185% of the federal poverty level.

OCWI women will automatically be transitioned into the FPW program following the 60-day postpartum OCWI coverage period. No separate application process is necessary. Applications for women who do not qualify through OCWI will be processed at the county Department of Health and Environmental Control (DHEC) clinics. The waiver provides coverage for 22 months for services directly related to family planning. If the card is lost or stolen, beneficiaries may request a replacement card by calling 1-888-549-0820 and asking for their assigned caseworker.

Covered services include preventive contraceptive methods such as IUDs, sterilizations, diaphragms, condoms, sponges, Depo-Provera® injections, etc.

In addition, family planning prescriptions, lab work,

## SECTION 2 POLICIES AND PROCEDURES

### PROGRAM REQUIREMENTS

#### Family Planning Waiver (Cont'd.)

counseling, office visits, exams, and other services related to family planning are covered under this waiver. The FPW does not cover treatment for routine side effects or complications associated with the various types of family planning methods. Treatment costs in such situations are the responsibility of the patient. Pregnancy services are non-covered under the FPW. If a woman becomes pregnant while she is covered under the FPW she must reapply with SCDHHS for full Medicaid benefits.

#### Hospice

Hospice services provide palliative care (relief of pain and uncomfortable symptoms) as opposed to curative care for terminally ill individuals. In addition to meeting the patient's medical needs, hospice care addresses the physical and psychosocial needs of the patient's family and caregiver.

Hospice services are available to Medicaid beneficiaries who choose to elect the benefit and who have been certified to be terminally ill with a life expectancy of six months or less by their attending physician and the medical director of hospice.

Hospice services are provided to the beneficiary according to a plan of care developed by an interdisciplinary staff of the hospice. The services below are covered hospice services:

- Nursing care provided by or under the supervision of a registered nurse
- Medical social services provided by a social worker who has at least a bachelor's degree and is working under the direction of a physician
- Physicians' services provided by the hospice medical director or physician member of the interdisciplinary group
- Short-term inpatient care provided in either a participating hospice inpatient unit or a participating hospital or nursing home that additionally meets the special hospice standards regarding staffing and patient care
- Medical appliances and supplies, including drugs and biologicals. Only those supplies used for the relief of pain and symptom control related to the terminal illness are covered.

## SECTION 2 POLICIES AND PROCEDURES

### PROGRAM REQUIREMENTS

#### Hospice (Cont'd.)

- Home health aide services and homemaker services
- Physical therapy, occupational therapy, and speech-language pathology services
- Counseling services provided to the terminally ill individual and the family members or other persons caring for the individual at home

A beneficiary who elects the hospice benefit must waive all rights to other Medicaid benefits for services related to treatment of the terminal condition for the duration of the election of hospice care. Specific services that must be waived include:

- Hospice care provided by a hospice other than the hospice designated by the individual (unless provided under arrangements made by the designated hospice)
- Any Medicaid services that are related to the treatment of the terminal condition for which hospice care was elected or a related condition, or services that are equivalent to hospice care, except for services:
  - o Provided (either directly or under arrangement) by the designated hospice
  - o Provided by another hospice under arrangements made by the designated hospice
  - o Provided by the individual's attending physician if that physician is not an employee of the designated hospice or receiving compensation from the hospice for the services

#### *Services Not Related to the Terminal Illness*

Services provided for care not related to the terminal illness must be pre-approved by the hospice provider. The hospice provider must be contacted for confirmation that the service does not relate to the terminal illness, and for a prior authorization number to be included on the claim form. The hospice prior authorization number on the claim certifies that the services provided are not related to the terminal illness or are not included in the hospice plan of care. If the authorization number is not included on the claim form, the claim will be rejected and returned to the provider.

## SECTION 2 POLICIES AND PROCEDURES

### PROGRAM REQUIREMENTS

#### *Services Not Related to the Terminal Illness (Cont'd.)*

Services that require prior authorization are:

- Ambulatory Surgical Centers
- Audiology
- County Health Departments
- Drug, Alcohol, and Substance Abuse Services
- Durable Medical Equipment
- Emergency Room
- Health Clinics
- Home- and Community-Based Services
- Home Health
- Hospital
- Medical Rehabilitation Services
- Mental Health
- Occupational Therapy
- Pharmacy
- Physical Therapy
- Podiatry
- Private Duty Nursing
- Psychologist Services
- School-Based Services
- Speech Therapy

If billing issues cannot be resolved with the hospice, contact Medicaid Hospice Services at (803) 898-2590.

#### **Medicaid Managed Care**

SCDHHS offers two voluntary managed care options to Medicaid beneficiaries. The purpose of these options is to link the Medicaid member to a medical home and manage the member's health care service from the primary care level. For detailed information concerning Medicaid Managed Care, please review the information contained in the Managed Care Supplement (in this manual), or the MCO and MHN Policy and Procedure Guides. This information is located in the Managed Care section on the SCDHHS Web site: <http://www.scdhhs.gov>.

## SECTION 2 POLICIES AND PROCEDURES

### PROGRAM REQUIREMENTS

#### **Qualified Medicare Beneficiary (QMB)**

Medicaid beneficiaries who are also Qualified Medicare beneficiaries (QMBs) are eligible for payment of the Medicare cost sharing for services that are covered by Medicare without regard to whether the service is covered by SC Medicaid. Reimbursement for these services will be consistent with the SC State Medicaid Plan.

Please refer to Section 3 of this manual for instructions regarding billing procedures for dually eligible beneficiaries.

Please refer to the Medicaid Interactive Voice Response System (IVRS) and the Medicaid Web-Based Claims Submission Tool, in Section 1, for instructions on how to access beneficiary information, including QMB status.

## SECTION 2 POLICIES AND PROCEDURES

### END STAGE RENAL DISEASE PROGRAM

The End Stage Renal Disease (ESRD) program provides dialysis (removal of toxic wastes from the blood) to sustain life for patients who are in renal failure. There are two reimbursable elements of this program:

**Technical Component** — Policies and procedures are outlined in this section.

**Professional Services (Nephrology)** — Policies and procedures can be found in the *Physicians, Laboratories, and Other Medical Professionals Medicaid Provider Manual*.

Procedure codes for ESRD services can be found in Section 4 of this manual.

### COVERAGE GUIDELINES

Medicaid will reimburse as primary sponsor of ESRD services during the 90-day waiting period required by Medicare for eligibility determinations and when an individual has been denied Medicare coverage. ESRD services include hemodialysis, intermittent peritoneal dialysis (IPD), continuous cycling peritoneal dialysis (CCPD), and continuous ambulatory positioned dialysis (CAPD).

Medicaid will not reimburse as primary sponsor for any Medicare-covered services once a determination of eligibility is received from the Social Security Administration. This would include any services provided after the 90-day waiting period even if the Medicare determination is pending.

The ESRD facility, as primary provider, is responsible for ensuring that a Medicare application is made on behalf of the beneficiary. If an individual is denied Medicare coverage, a copy of the Medicare denial letter must be sent to the ESRD program manager at the Department of Health and Human Services immediately.

## SECTION 2 POLICIES AND PROCEDURES

### END STAGE RENAL DISEASE PROGRAM

#### **PATIENT ENROLLMENT**

Each patient must be enrolled in the ESRD program. This includes those patients who have Medicaid only as well as those patients who have Medicare as their primary payer. The enrollment form (DHHS Form 218) must be completed for each patient and submitted along with the first claim form. See the Forms section for a copy of Form 218.

The completed enrollment form, along with the first claim form, should be sent to:

SCDHHS  
ESRD Program Manager  
Post Office Box 8206  
Columbia, SC 29202-8206

This will expedite the processing of claims and ensure that SCDHHS has enrolled all eligible ESRD beneficiaries.

#### **REIMBURSEMENT POLICY**

South Carolina requires ESRD services for beneficiaries covered by Medicaid to be submitted only on a CMS-1500 claim form. For dually eligible (Medicare/Medicaid) beneficiaries, vitamins and supplements that are not covered by Medicare but are covered by Medicaid must also be billed on the CMS-1500 claim form.

#### **THE COMPOSITE RATE – MEDICAID ONLY**

The composite rate is used to reimburse for dialysis services provided in centers, as well as for persons receiving treatments at home. Items and services included in the composite rate are identified below. Services that are not listed in the composite rate are eligible for separate reimbursement as long as the service is medically necessary and is a covered Medicaid service.

- All equipment, items, and services necessary to provide a dialysis treatment
- Laboratory tests (see Laboratory Services)
- Oral vitamins
- Antacids/phosphate binders
- Oral iron supplements
- Nutritional supplements
- Staff time required to provide treatment

The facility receiving the composite rate is responsible for

## SECTION 2 POLICIES AND PROCEDURES

### END STAGE RENAL DISEASE PROGRAM

#### THE COMPOSITE RATE – MEDICAID ONLY (CONT'D.)

ensuring that all component services included in the composite rate are delivered without additional claims being submitted to the Medicaid agency or billed to the beneficiary. Medicaid-only patients who receive dialysis treatments at home must contract with an ESRD clinic for supplies. These supplies will be reimbursed at the same rate paid for in-center dialysis.

When an unusual circumstance exists and uncommon supplies are deemed medically necessary, a request for prior approval, along with documentation to support medical necessity, must accompany the claim before payment is made.

#### Laboratory Services Included Under Composite Rate

**ESRD laboratory services performed by either clinic staff or an independent laboratory are included in the composite rate calculations.** Therefore, payment for all tests is included in the composite rate and **may not be billed separately to the Medicaid program.** These tests may be performed either by the provider, in which case payment is included in the composite rate, or by an outside laboratory for the provider, in which case **the laboratory bills the provider who then bills Medicaid and receives the composite rate for these lab charges.**

#### **1. Laboratory Tests for Hemodialysis, Intermittent Peritoneal Dialysis (IPD), and Continuous Cycling Peritoneal Dialysis (CCPD)**

The tests listed below are usually performed for dialysis patients and are routinely covered, *i.e.*, no additional documentation of medical necessity is required, at the frequency specified. When any of these tests are performed at a frequency greater than what is specified, the additional tests are separately billable and are covered only if they are medically justified by accompanying diagnosis and support documentation. A diagnosis of ESRD alone is not sufficient medical evidence to warrant coverage of the additional tests. The nature of the illness or injury (diagnosis, complaint, or symptom) requiring the performance of the test(s) must be present on the claim.

#### **Included in the composite rate:**

- **Per treatment:** All hematocrit, hemoglobin, and clotting time tests furnished incident to dialysis treatments;

## SECTION 2 POLICIES AND PROCEDURES

### END STAGE RENAL DISEASE PROGRAM

#### Laboratory Services Included Under Composite Rate (Cont'd.)

- **Weekly:** (1) Prothrombin time for patients on anticoagulant therapy, and (2) Serum Creatinine;
- **Weekly or Thirteen Per Quarter:** BUN;
- **Monthly:** Serum Calcium, Serum Potassium, Serum Chloride, CBC, Serum Bicarbonate, Serum Phosphorous, Total Protein, Serum Albumin, Alkaline Phosphatase, aspartate amino transferase (AST) (SGOT) and LDH; and
- **Automated battery of tests:** If an automated battery of tests such as the SMA-12 is performed, and contains most of the tests listed in monthly category, it is not necessary to separately identify any tests in the battery that are not listed above.

The following identifies certain separately billable laboratory tests that are covered routinely (*i.e.*, without additional documentation of medical necessity) when furnished at the specified frequencies.

- **Separately billable laboratory tests:**
  - Serum Aluminum and Serum Ferritin once every three months
  - Hepatitis B Surface Antibody or Hepatitis B Core Antibody once every year, but not both per year

If these tests are performed at a frequency greater than what is specified, they are covered only if they are medically justified by accompanying diagnosis and support documentation. A diagnosis of ESRD alone is not sufficient to justify additional payment. The nature of the illness or injury (diagnosis, complaint, or symptom) requiring the performance of the test(s) must be present on the claim.

#### 2. Laboratory Tests for CAPD

The following lab tests are covered routinely at the frequencies specified below if furnished to a CAPD patient in a certified setting. Any tests furnished in excess of this frequency or any tests furnished that are not listed here are covered only if there is a diagnosis code on the claim that supports a medical justification for the service. A diagnosis of ESRD alone is not sufficient to justify payments for the

## SECTION 2 POLICIES AND PROCEDURES

### END STAGE RENAL DISEASE PROGRAM

#### Laboratory Services Included Under Composite Rate (Cont'd.)

service outside of the composite rate. The nature of the illness or injury (diagnosis, complaint, or symptom) requiring performance of any other tests not listed here must also be present on the form.

- **Monthly:** Potassium, CO<sub>2</sub>, Calcium, Chloride, Total Protein, Albumin, Alkaline Phosphatase, Phosphorus, LDH, AST (SGOT), Creatinine, Sodium, and Urea Nitrogen (BUN)
- **Separately billable laboratory tests:**
  - o WBC, RBC, and Platelet Count every three months
  - o Residual Renal Function and 24-hour Urine Volume every six months

#### Hospital Outpatient Dialysis

Medicaid will sponsor outpatient services related to ESRD treatment under the same guidelines outlined for ESRD clinics and if the hospital is certified as a hospital-based ESRD clinic. Hospitals presently certified are Palmetto Richland Memorial Hospital, St. Francis Hospital, the Medical University of South Carolina, Hampton Regional Medical Center, Charlotte Memorial Hospital, Medical College of Georgia, and Carolinas Hospital System. Hospital outpatient dialysis services are billed on the UB claim form and reimbursed under the OP fee schedule.

#### Hospital Inpatient Dialysis

Medicaid will sponsor all medically necessary services related to renal disease care according to the regular hospital billing guidelines on the UB form.

#### Guidelines for Hepatitis B Vaccine

Hepatitis B vaccine may be administered upon the order of a doctor of medicine or osteopathy, three doses of 2 milliliters each. The physician will determine the actual schedules based on medical necessity. Below is a standard schedule for the vaccine:

##### **First dose**

**Second dose** — One month after first dose

**Third dose** — Six months after first dose

One month after the third dose the patient should be tested for Hepatitis B Surface Antibody to determine whether he or she has responded to the vaccine. If the vaccine was successful, the patient should be tested annually for

## SECTION 2 POLICIES AND PROCEDURES

### END STAGE RENAL DISEASE PROGRAM

#### **Guidelines for Hepatitis B Vaccine (Cont'd.)**

Hepatitis B Surface Antibody to confirm immunity.

Patients who received the Hepatitis B vaccine but did not develop an immunity to Hepatitis B should be tested (Hepatitis B Surface Antigen Test) once a month.

#### **Blood Products and Transfusion**

The South Carolina Medicaid Program will only reimburse the actual supplier of packed cells. If blood is supplied by the local Red Cross, then the provider who prepares and washes the packed cells may bill for the unit of blood.

ESRD clinics may bill for the blood transfusion only. The type and cross match should be performed by the provider supplying the blood plasma. If the ESRD clinic is performing this service, documentation must be submitted with the claim.

#### **Vitamins and Supplements**

For dually eligible beneficiaries, the Medicaid program is the primary sponsor for payment of the following list of vitamins and supplements. ESRD clinics may be reimbursed for the actual cost of distributing these vitamins and supplements by using the codes identified.

**X6661** Multivitamins

**X6711** Vitamin D

**B4150, B4152, B4154** Nutritional Supplements

**X6717** Calcium

**X6704** Calcium Acetate

**X6718** Antacids (Phosphate Binders)

**X6719** Iron Salts

**X6720** Iron with Vitamins

**X6721** Iron Complex

#### **Nephrology Services**

See the *Physicians, Laboratories, and Other Medical Professionals Medicaid Provider Manual* for billing information and covered services.

## SECTION 2 POLICIES AND PROCEDURES

### AMBULATORY SURGICAL CENTERS

#### INTRODUCTION

An Ambulatory Surgery Center (ASC) is a distinct entity that operates exclusively for the purpose of providing surgical services to patients who are scheduled to arrive, receive surgery, and be discharged on the same day. There are two reimbursable elements of this program:

**Facility Services** — Policies and procedures are outlined in this section.

**Physician's Professional Fee** — Reimbursement for professional services can be found in the *Physicians, Laboratories, and Other Medical Professionals Medicaid Provider Manual*.

In order to participate in the South Carolina Medicaid Program, the ASC must have met all conditions prescribed in the Medicare guidelines for reimbursement and be licensed by the South Carolina Department of Health and Environmental Control (DHEC) or, if out of state, a comparable health department or other state/city licensing agency in that state. Once these conditions are met, the ASC may submit a written request to the SCDHHS program manager with copies of the CMS certification and DHEC license. The request must include the date on which services are to be effective (usually the same date as the CMS certification).

The program manager will review this documentation to verify that appropriate information was received and will then forward it to the Division of Contracts. The Division of Contracts will send the provider the appropriate enrollment forms and two copies of the contract. The provider will sign the contracts, complete the enrollment forms, and return all documents to the Division of Contracts. The contracts will then be signed by the director of SCDHHS, and one copy will be returned to the provider along with a unique six-character provider number. The provider number should be used on all claim forms, inquiries, and adjustment requests.

## SECTION 2 POLICIES AND PROCEDURES

### AMBULATORY SURGICAL CENTERS

#### COVERAGE GUIDELINES

South Carolina Medicaid has adopted Medicare's guidelines to determine which surgical procedures are covered and at which level they will be assigned. Accordingly, Medicaid will update the list of covered procedures as Medicare updates its list.

Surgical procedures that are not routinely covered by Medicare in an ASC may be considered for reimbursement by Medicaid pending review. Dental procedures, for example, some of which are not covered by Medicare, are included on the Medicaid list of covered services in the ASC setting. Also included are procedures that are not routinely performed for Medicare patients, *e.g.*, pediatric and gynecological procedures. These exceptions are reviewed on a case-by-case basis and must meet the Code of Federal Regulations standards at 416.65 and 416.75 and Medicaid's criteria of medical necessity. These requests must be submitted to SCDHHS before services are rendered. **Requests submitted after the surgery has been performed will be denied.**

If a procedure is not on the list of approved ASC services and prior approval has not been received to perform the service in an ASC, it is the responsibility of the facility to inform the beneficiary that the surgery is not reimbursable by Medicaid. Beneficiaries should be informed that if they choose to have the surgery performed at the ASC, they are responsible for all charges.

A complete list of approved procedure codes, including supplemental codes for dental services, appears in Section 4 of this manual.

#### REIMBURSEMENT POLICY

ASCs are reimbursed an all-inclusive facility fee based on payment groups. There are nine payment groups categorized according to the surgical procedure performed. Following are the payment groups with current rates:

Group 1	\$218.40	Group 6	\$549.50
Group 2	\$293.30	Group 7	\$654.50
Group 3	\$335.30	Group 8	\$646.10
Group 4	\$413.70	Group 9	\$937.30
Group 5	\$471.80		

## SECTION 2 POLICIES AND PROCEDURES

### AMBULATORY SURGICAL CENTERS

#### REIMBURSEMENT POLICY (CONT'D.)

Claims for facility fees will be paid at 100% of the established Medicaid rate for the primary surgical procedure or the charged rate, whichever is lower, and the second surgical procedure will be paid at 50% of the established Medicaid rate (per operative session). See Section 3 for complete billing instructions for multiple surgeries.

Certain codes covered in the ASC are considered medical and will pay at 100% of the allowed rate or the charged rate, whichever is lower. The codes that are considered medical are 64410, 64415, 64417, 64420, 64430, 64470-64476, 64479-64484, 64510, 64520, 64530, 92018, 99322, 99323, G0105, and G0121.

#### FACILITY SERVICES

ASC facility services include those services that would otherwise be covered under South Carolina Medicaid if furnished in an inpatient or outpatient hospital in connection with a surgical procedure. The ASC facility services include, but are not limited to:

- Nursing services, services of technical personnel, and related services
- The use by the patient of the ASC facility
- Drugs, biologicals, surgical dressings, supplies, splints, casts, appliances, and equipment directly related to the provision of surgical procedures
- Blood and blood products
- Diagnostic or therapeutic services or items directly related to the provision of a surgical procedure (*e.g.*, Hematocrit, Hemoglobin)
- Administrative, recordkeeping, and housekeeping items and services
- Materials for anesthesia
- Intraocular lenses (IOLs)
- Cornea for transplant (reimbursement included under procedure code 65730)

These items are considered an integral part of the facility fee connected with the performance of a surgical procedure, and may not be billed separately.

**SECTION 2 POLICIES AND PROCEDURES****AMBULATORY SURGICAL CENTERS****Nursing Services, Services of Technical Personnel, and Other Related Services**

These include all services in connection with covered procedures furnished by nurses and technical personnel who are employees of the ASC. In addition to the nursing staff, this category includes orderlies, technical personnel, and others involved in patient care.

**Use by the Patient of the ASC's Facilities**

This category includes operating and recovery rooms, patient preparation areas, waiting rooms, and other areas used by the patient or offered for use by the patient's relatives in connection with surgical services.

**Drugs, Biologicals, Surgical Dressings, Supplies, Casts, Appliances, and Equipment**

This category includes all supplies and equipment commonly furnished by the ASC in connection with surgical procedures. Drugs and biologicals are limited to those that cannot be self-administered.

The term "supplies" includes those items required for both the patient and ASC personnel in connection with the performance of a surgical procedure, *i.e.*, gowns, masks, gloves, instruments, etc., whether disposable or reusable. Surgical dressings include those dressings that are considered primary dressings, *i.e.*, therapeutic and protective coverings applied directly to the wound as a result of a surgical procedure.

Similarly, the phrase "other supplies, splints, and casts" includes only those furnished by the ASC at the time of the surgery.

**Blood and Blood Products**

While covered procedures are limited to those not expected to result in extensive loss of blood, in some cases blood or blood products are required and are considered ASC facility services; in such cases, no separate charge is permitted to the program.

**Diagnostic or Therapeutic Items and Services**

These are items and services furnished by ASC staff in connection with covered surgical procedures. With respect to diagnostic tests, many ASCs perform simple tests just before surgery, primarily urinalysis and blood hemoglobin or hematocrit, which are generally included in their facility charges.

## SECTION 2 POLICIES AND PROCEDURES

### AMBULATORY SURGICAL CENTERS

#### **Administrative, Record Keeping, and Housekeeping Items and Services**

These include the general administrative functions necessary to run the facility, such as scheduling, cleaning, utilities, and rent.

#### **Material for Anesthesia**

These include the anesthetic itself and any materials, whether disposable or reusable, necessary for its administration.

#### **Intraocular Lenses (IOLs)**

ASC facility services include intraocular lenses approved by the Food and Drug Administration (FDA) for insertion during or subsequent to cataract surgery.

FDA has classified IOLs into the following four categories, any of which are included:

1. Anterior chamber angle fixation lenses
2. Iris fixation lenses
3. Irido-capsular fixation lenses
4. Posterior chamber lenses

#### **LABORATORY AND X-RAY SERVICES**

**All diagnostic tests related to the surgical procedure to be performed in the ASC are considered an integral part of the facility charge and may not be billed separately.** The ASC may make arrangements with an independent laboratory or other laboratory (such as a hospital laboratory) to perform diagnostic tests it requires prior to surgery. In general, however, the necessary laboratory tests are done outside the ASC prior to scheduling of surgery, since the test results often determine whether the beneficiary should have the surgery done in the first place.

If a laboratory is within the ASC, the lab may choose to enroll as an independent provider, as long as it meets the regulatory conditions and requirements to participate in the South Carolina Medicaid Program. The clinic or lab must have its own provider number in order to receive reimbursement for services not related to the surgical procedure performed.

The South Carolina Medicaid Program requires that all independent laboratories meet Clinical Laboratory Improvement Amendments (CLIA) regulations and enroll

**SECTION 2 POLICIES AND PROCEDURES****AMBULATORY SURGICAL CENTERS****LABORATORY AND X-RAY SERVICES (CONT'D.)**

with SCDHHS. For enrollment information, call or write to Medicaid Provider Enrollment, Post Office Box 8809, Columbia, SC, 29202, (803) 788-7622, extension 41650.

**EXCLUDED SERVICES**

Facility services do not include items and services for which payment may be made under other provisions in the Medicaid program. These services include but are not limited to:

- Professional services provided by a physician (surgical procedure, preoperative and postoperative, administration of anesthesia)
- Laboratory and x-ray services which are not directly related to the performance of a surgical procedure
- Ambulance services
- Durable medical equipment for use in the patient's home
- Leg, arm, artificial limb, back, and neck braces
- Prosthetic devices (except IOLs)

These items and services should be billed to SCDHHS by the participating provider. The ASC will not receive separate reimbursement for these services. For example, items such as ace bandages, elastic stockings, and pressure garments are generally used as secondary coverings and would not be considered "primary" surgical dressings. Reimbursement for these items is available through the Medicaid Durable Medical Equipment program (DME) and should be obtained from a DME provider enrolled in the South Carolina Medicaid Program.

**PROSTHETICS**

Certain implantable prosthetic devices (*e.g.*, orthopedic joints, ocular prosthesis) that the ASC must obtain from an outside source in order to have available at the time of surgery may be covered and should be billed separately from the facility charge. Intraocular lenses (IOLs) are included in the facility group rate.

Reimbursement for these items will be determined on a case-by-case basis. Payment will be based on either the allowable Medicaid amount for the prosthesis or the invoice cost, whichever is lower. To avoid delay in payment of the facility fees, charges for prosthetic devices

## SECTION 2 POLICIES AND PROCEDURES

### AMBULATORY SURGICAL CENTERS

#### PROSTHETICS (CONT'D.)

should be reported on a separate claim form.

The ASC must provide sufficient documentation to justify reimbursement for the item, as well as the charged rate for the item (*i.e.*, the invoice). If Medicaid has knowledge that the device could have been purchased from another source at a more reasonable rate, then reimbursement may be considered on the basis of reasonable charge rather than actual cost.

#### MULTIPLE SURGERY GUIDELINES

South Carolina Medicaid will allow for the reimbursement of two surgical procedures performed on the same date of service. These multiple surgeries include separate procedures performed through a single incision, or separate procedures performed through second and subsequent incisions or approaches.

When more than two surgical procedures are performed at the same operative session, the 51 modifier must accompany the second procedure and any subsequent procedure(s). If the 51 modifier is not used in this fashion, the claim will be rejected.

The operative report must provide sufficient evidence that the additional surgical procedure resulted in additional cost to the facility (*i.e.*, an increase of operating room time and supplies). If documentation does not support justification to bill for the additional procedures, monies may be recouped in a post-payment audit of paid claims.

Examples of situations when it may be appropriate to bill two surgical facility fees on the same date of service are:

- Surgical procedure on two different anatomical sites
- Diagnostic laparoscopy followed by an open abdominal procedure
- Repair of multiple injuries of different anatomical sites (*i.e.*, repair of fracture of right leg and tendon repair of left leg)

Examples of situations when it may not be appropriate to bill for two surgical facility fees are:

- Tonsillectomy and adenoidectomy
- Two endoscopic surgical procedures on the same anatomical site, or two like procedures through the

## SECTION 2 POLICIES AND PROCEDURES

### AMBULATORY SURGICAL CENTERS

#### MULTIPLE SURGERY GUIDELINES (CONT'D.)

same incision. When a surgical procedure is performed through an endoscope, the diagnostic endoscopy is inclusive in the reimbursement. The facility may be reimbursed either for the endoscopic procedure or the diagnostic endoscopy, but not for both.

- Incidental procedures (*i.e.*, appendectomy, lysis of adhesions during other abdominal procedure). If a procedure is carried out through the laparotomy incision, the facility may choose to bill for the laparotomy or the actual procedure performed during the surgery. Most likely, it will be the code that reimburses the higher rate. In any case, Medicaid will sponsor payment for one or the other, but never for both.
- Bilateral procedures (through same incision)
- Application of a splint or cast following surgical fracture repair

#### Payment Guidelines

When multiple surgeries are performed at the same operative session, the procedure that reimburses the highest established rate will be considered the primary procedure and will be reimbursed at 100%. All second and subsequent surgeries performed at the same operative setting will be reimbursed at 50% of the established rate.

**No reimbursement will be made for subsequent procedures which do not add significantly to the complexity of the major surgery or are rendered incidentally and performed at the same time as the major surgery (*i.e.*, laparoscopy with lysis of adhesions and laparoscopy with fulguration of oviducts [with or without transection] or laparoscopy with occlusion of oviducts by device).**

#### Modifiers

Listed services and procedures may be modified under certain circumstances. When applicable, the modifying circumstance must be identified by the addition of the appropriate modifier code which must be reported by adding a two-digit number (modifier) after the procedure number. Modifiers commonly used in surgery are listed in the surgery section of the CPT-4 Coding Manual and in Section 3 of this manual. Only the first modifier indicated

## SECTION 2 POLICIES AND PROCEDURES

### AMBULATORY SURGICAL CENTERS

#### Modifiers (Cont'd.)

will be used to process the claim. (Medicaid will key the first modifier indicated for each procedure only.)

#### Billing Guidelines

Claims for surgery must be filed using the CPT code that most closely describes the surgical procedure that was performed.

Claims for more than one surgical procedure performed at the same time must be billed in the following manner:

- On a single CMS claim form

**Note:** If more than one surgical procedure is billed for the same date of service on different claims, the second claim that processes will reject. To avoid this rejection, **file all surgical procedures for the same date of service on one claim form.**

- Only subsequent procedures that add significantly to the major surgery (not services incidental to the major surgery, *e.g.*, incidental appendectomy, incidental scar excision, puncture of ovarian cyst, simple lysis of adhesions, simple repair of hiatal hernia)
- In order of complexity with the most complex procedure first
- Using the appropriate modifier (Medicaid will key the first modifier indicated for each procedure only.)
- With charges listed separately for each procedure
- With appropriate number of units, if applicable, according to procedure code description

When identical procedures (not bilateral) are billed for the same day, the first should be billed without a modifier, and the second with modifier LT or RT. If the same procedure is billed a third time, the claim must be filed hard copy with supporting documentation. Failure to include documentation will result in an 892 edit. The provider may resubmit an ECF with appropriate documentation indicating a repeat service; or, if there is no ECF but the line rejected, the provider may rebill for the procedure that did not pay with a copy of the original remittance advice.

## SECTION 2 POLICIES AND PROCEDURES

### AMBULATORY SURGICAL CENTERS

#### Separate Procedures Performed on the Same Date of Service

When two surgical procedures are performed on the same date of service at different operative sessions, both procedures will be allowed 100% of the Medicaid established rate. To report, submit the second procedure with the 78 or 79 modifier. This will assure that both procedures will be paid at 100% of the established rate. If not reported in this manner, the lower priced of the two procedures will be reimbursed at 50%. All surgical procedures performed on the same date of service should be filed on the same claim form whenever possible.

**78** — When a procedure related to the initial procedure requires a return to the operating room during the postoperative period of that initial procedure

**79** — When a procedure unrelated to the initial procedure is performed during the postoperative period by the same physician as the initial procedure

#### BILATERAL SURGERY

Bilateral surgeries are performed on both sides of the body during the same operative session or on the same day. The description for some procedure codes notes that the service is a “bilateral” or “unilateral or bilateral” procedure. Bill bilateral procedures as two line items.

If the description for a procedure notes the service is a “bilateral” or “unilateral or bilateral” procedure, do not report modifier 50 with the procedure code. Examples of bilateral procedures include CPT codes 27395 (Lengthening of hamstring tendon; multiple, bilateral) and 52290 (Cystourethroscopy; with ureteral meatotomy, unilateral or bilateral).

Bilateral procedures will be reimbursed at 100% for the first procedure, and 50% for the second procedure (same as multiple procedures). If the bilateral procedure is billed in conjunction with another procedure that is normally reimbursed at a higher rate than the bilateral procedure, then each of the bilateral procedures will be reimbursed at 50%.

#### ELECTIVE STERILIZATION

SCDHHS is required to have a completed DHHS Form 1723 (Consent for Sterilization) for all elective sterilizations. Sterilization claims and consent forms are reviewed for compliance with Federal Regulation 441.250 – 441.259. It is the physician’s responsibility to obtain the

**SECTION 2 POLICIES AND PROCEDURES****AMBULATORY SURGICAL CENTERS****ELECTIVE STERILIZATION  
(CONT'D.)**

consent and submit this form to SCDHHS. Photocopies are accepted if legible.

*Definitions*

The following definitions are from the Code of Federal Regulations, Section 441.250-441.259:

1. Sterilization means any medical procedure, treatment, or operation performed for the purpose of rendering an individual, male or female, permanently incapable of reproducing.
2. Institutionalized individual means an individual who is (a) involuntarily confined or detained, under a civil or criminal statute, in a correctional or rehabilitative facility, including a mental hospital or other facility for the care and treatment of mental illness, or (b) confined, under a voluntary commitment, in a mental hospital or other facility for the care and treatment of mental illness.
3. Mentally incompetent individual means an individual who has been declared mentally incompetent by a federal, state, or local court of competent jurisdiction for any purpose, unless the individual has been declared competent for purposes which include the ability to consent to sterilization.

*Sterilization Requirements*

For Medicaid financial coverage of an elective sterilization for male or female, the following requirements must be met:

1. The individual must be 21 years old at the time the consent form is signed.
2. The individual cannot be institutionalized or mentally incompetent. If the physician questions the mental competency of the individual, please call Physician Services at (803) 898-2660.
3. The individual must voluntarily give consent. All questions must be answered and all topics in the consent form discussed. A witness of the patient's choice may be present during the consent interview.
4. A copy of the consent form must be given to the patient after Parts I, II, and III are completed.

## SECTION 2 POLICIES AND PROCEDURES

### AMBULATORY SURGICAL CENTERS

#### *Sterilization Requirements (Cont'd.)*

5. At least 30 days, but no more than 180 days, must have passed between the signing of the consent form and the date of the sterilization procedure. The date of the beneficiary's signature is not included in the 30 days (*e.g.*, day one begins the day after the signature). Only the beneficiary may sign Part I (Consent to Sterilization) of the consent form.
6. Exceptions to the 30-day waiting period are:
  - a) Emergency abdominal surgery. The emergency does not include an operation to sterilize the patient. At least 72 hours must have elapsed since the informed consent to sterilize was given. An explanation must accompany the claim.
  - b) Premature delivery. The sterilization consent must have been signed at least 30 days before the expected date of delivery. In cases involving a Cesarean section, the scheduled date of the Cesarean is considered the expected date of delivery. For premature deliveries, at least 72 hours must have elapsed since the informed consent to sterilize was given.

Informed consent may not be obtained while the individual to be sterilized is:

- In labor or childbirth
- Seeking or obtaining an abortion
- Under the influence of alcohol or other substances which may affect the patient's judgment

Although surgery centers are not required to submit a sterilization consent form with their claim, payment will be recouped if no such documentation is present in SCDHHS records or if the documentation is inaccurate.

#### *Sterilization Consent Form Requirements*

All sections of the Consent for Sterilization form (DHHS Form 1723) must be completed. Consent forms are correctable, except for the beneficiary's signature and date and the signature and date in Part III (Statement of Person Obtaining Consent) of the person obtaining consent.

A consent form, along with instructions for its completion, can be found in the Forms section of this manual.

## SECTION 2 POLICIES AND PROCEDURES

### OUTPATIENT PEDIATRIC AIDS CLINICS

#### INTRODUCTION

An Outpatient Pediatric AIDS Clinic (OPAC) operates exclusively for the purpose of providing specialty care, consultation, and counseling services for HIV-infected and exposed Medicaid-eligible children and their families. The mission of the OPAC is to follow children who have been exposed to HIV perinatally as children born to women infected with HIV.

The clinic utilizes a multidisciplinary staff and clinical practices. Clinic personnel provide services that are medical, behavioral, psychological, and psychosocial in nature. All exposed children must be followed with frequent clinical and laboratory evaluations to allow early identification of infection.

#### COVERAGE GUIDELINES

Children born to HIV-positive mothers but who do not test positive receive services every three months in the clinic until they are two years old. Children who test positive are seen twice a week for eight weeks and then once a month until they are two years old.

Clinics must ensure that, at a minimum, the following services are provided:

- Clinics must provide proper care for infected infants and children, *i.e.*, pneumocystis carinii prophylaxis or specific treatment for HIV infection.
- Clinic personnel must coordinate primary care services with the family's primary care provider (when one is available and identified).
- Clinics must coordinate required laboratory evaluations when clinical evaluations are not needed. Laboratory evaluations may be arranged at local facilities if this is more convenient for the patient/family and if the tests are available locally. These evaluations may be coordinated with the primary care provider and often with the assistance of local health department personnel.

## SECTION 2 POLICIES AND PROCEDURES

### OUTPATIENT PEDIATRIC AIDS CLINICS

#### COVERAGE GUIDELINES (CONT'D.)

- Clinic personnel must provide management decisions and regularly see the children and parents when HIV-infected children are hospitalized at a Level III hospital. When HIV-infected children are hospitalized at regional or local hospitals with less severe illnesses, staff must provide consultation to assist in the management of their care.
- Clinic personnel must provide case coordination and social work services to the families to assure specialty and primary care follow-up and to assist in obtaining needed services for the child and family.

#### REIMBURSEMENT POLICY

OPACs are reimbursed two all-inclusive procedure codes whose rates are established in the contract. They are the Multidisciplinary Clinic Visit with Physician (T1025), which must include each member of the multidisciplinary team, and Lab Only Clinic Visit (T1015), which does not require the services of the pediatric infectious disease specialist and nutritionist. Each clinic must identify in its contract the role of each staff member required for the specified clinic visits. OPAC services must be submitted on the CMS-1500 claim form. Please see Section 3 for complete billing instructions.

**Note:** Services rendered and paid through grants to the provider should not be billed to Medicaid.

#### PROVISION OF PERSONNEL

Each OPAC must be staffed with personnel who would be responsible for each task outlined below. Specific personnel assigned to tasks may vary by titles and must be approved by SCDHHS. Responsibilities outlined are core requirements for participation.

#### Pediatric Infectious Disease Specialist

The pediatric infectious disease specialist will see all patients. His or her role is to perform a medical assessment by history and physical examination and to assess the results of all laboratory studies. The physician makes all decisions regarding therapeutic intervention and communicates results of the clinic assessments and therapeutic plan to the primary care physician. The pediatric infectious disease specialist consults with clinic staff regarding appropriate interval follow-up care, consults with the primary care provider regarding both the

**SECTION 2 POLICIES AND PROCEDURES****OUTPATIENT PEDIATRIC AIDS CLINICS****Pediatric Infectious  
Disease Specialist  
(Cont'd.)**

ongoing care of the children and management of acute problems, and maintains current knowledge related to HIV care through medical literature and continuing medical education.

**Case Coordinator**

The case coordinator is responsible for scheduling the patient for clinic appointments, taking into account both the medical needs of the patient and the scheduling concerns of the parents. The case coordinator coordinates and facilitates patient flow among various providers, meets individually with each family to provide counseling and education regarding HIV infection and the health and social issues related to the infection, follows up all laboratory studies performed during the clinic visits, conducts and chairs staff meetings for the multidisciplinary clinic providers, serves as liaison to all community-based services involved in the care of the patient/family, and assesses the ability of the family to meet the health care needs of the child and to comply with the recommended treatment plan.

**Nutritionist**

The nutritionist reviews the chart of each child who has enrolled in the clinic, specifically assessing the results of a formal nutritional questionnaire and the growth of the child. The nutritionist must meet with the parents of children who have been identified by the nutritional assessment as being nutritionally high-risk patients to establish a nutritional care plan and make recommendations for nutritional supplementation to the medical care team when appropriate.

**Social Worker**

The social worker meets with all families during the multidisciplinary clinic visit to identify non-medical problems such as financial and housing concerns associated with the care of the child, and to arrange appropriate intervention or support for these problems. The social worker seeks to identify all family- and patient-related psychosocial needs, provides counseling or arranges intervention to meet these needs, conducts parent support groups for all interested parents in the clinic on each clinic day, and is involved in responding to both emergent and ongoing medical and psychosocial problems.

**SECTION 2 POLICIES AND PROCEDURES****OUTPATIENT PEDIATRIC AIDS CLINICS****Child Life Specialist**

The child life specialist is available to assist with child care for all parents during the parents' support group. The child life specialist involves the child in therapeutic play and reports any unfavorable observations to the clinic staff. This is predominantly individualized play therapy and attempts to address the child's perception of his or her illness, that of the parents, and grieving issues.

In addition to the above key personnel requirements, optional staff may include but are not limited to a child psychologist, registered nurse, and others as approved by SCDHHS to carry out the required services to the patient.

**ZIDOVUDINE (AZT)**

Any newborn who is at risk of perinatal transmission of HIV/AIDS may receive a six-week supply of AZT syrup. SCDHHS will allow the pharmacy or outpatient hospital provider to bill Medicaid for the six-week AZT syrup home supply under the mother's Medicaid ID number. Only the AZT syrup should be billed under the mother's number when the newborn does not have an assigned Medicaid number at the time of discharge.

## SECTION 2 POLICIES AND PROCEDURES

### INFUSION CENTERS

#### INTRODUCTION AND QUALIFICATIONS

Infusion centers were developed by the Department of Health and Human Services (SCDHHS) to allow Medicaid beneficiaries to receive various types of infusion therapy in a facility setting other than a physician's office or outpatient hospital. The following criteria qualify participants to become infusion centers:

- Centers must be enrolled by SCDHHS and provide cost report information upon request.
- Centers must be freestanding and have a non-physician-type office setting.
- Centers owned by or affiliated with a hospital must work independently from the hospital, and costs associated with the center must not be included in the hospital's inpatient or outpatient cost reporting.
- Professional staff must be licensed and meet South Carolina state laws governing the practice for the services they provide.
- Centers must have the ability to perform the following therapy services:
  - Chemotherapy
  - Hydration
  - IGIV
  - Blood and blood products
  - Antibiotics
  - Intrathecal/lumbar puncture
  - Inhalation
  - Therapeutic phlebotomy

A physician must be on the premises and available to provide services in the event of an adverse reaction or other medical emergency.

## SECTION 2 POLICIES AND PROCEDURES

### INFUSION CENTERS

#### GENERAL GUIDELINES

All medical activities provided by an infusion center must be directed by a qualified physician. Infusion center services are only considered reimbursable when performed under the specific order of a physician. Professional staff must be licensed and meet South Carolina state laws governing the practice of the services they provide. Since federal, state, and local laws and regulations require licensing of physicians, pharmacists, and nurses, it is the center's responsibility to keep a copy of a current license for professional staff members on file and available to SCDHHS. In addition, infusion centers must have protocols for a medical emergency and management of complications. These must include, at a minimum, a crash cart, emergency drugs, and access to nursing/ physician services. Cost reports must be submitted to SCDHHS annually at the end of the provider's fiscal year. This will enable SCDHHS to review the services provided and rates in order to update pricing information, when necessary.

#### Medical Record Documentation Requirements

Medical documentation must clearly substantiate the need for services, must include all findings and information supporting medical necessity, and must detail all treatment provided. Each description of treatment in the medical record must include the beneficiary's name, diagnosis, date of treatment, and amount given. A standardized flow sheet to record infusion services is recommended.

#### Drugs and/or Blood Service Sponsored or Donated

The use of a drug or biological must be safe and effective and otherwise reasonable and necessary. Drugs and biologicals that have not received final marketing approval by the FDA are not covered unless CMS advises otherwise. The use of experimental drugs at any stage is not covered.

Drugs and services sponsored, donated, or otherwise paid for by outside sources are not reimbursed by Medicaid and should not be billed. Billing these services to SCDHHS will result in recoupment. It is recommended that the infusion center have internal measures to identify which services are provided at no expense to the center. This information must be available to SCDHHS upon request.

**SECTION 2 POLICIES AND PROCEDURES****INFUSION CENTERS****COVERAGE/  
REIMBURSEMENT  
GUIDELINES**

Infusion therapies must be ordered by a physician and administered by a licensed physician or licensed nurse acting within the scope of laws governing his or her professional practice limits. Each infusion therapy code is reimbursed at an all-inclusive rate that includes but is not limited to:

- All items and services necessary to provide therapy treatment
- Supplies
- Equipment
- Professional and ancillary personnel

Injectable drugs may be billed in addition to the therapy codes. A complete list of these drug codes can be found in Section 4.

Additional services that may also be billed along with the therapy codes are identified under Therapy Administration Guidelines.

**THERAPY ADMINISTRATION  
GUIDELINES****Chemotherapy Infusion  
Therapy**

Chemotherapy infusion refers to the administration and management of a patient who is receiving a regimen of chemotherapy agents. Regardless of the number of agents and/or medications administered either simultaneously or sequentially, only charges for one method of chemotherapy infusion (regardless if more than one method is administered) should be billed per session.

The appropriate codes to bill are CPT codes 96413, 96422, and 96415 for the intravenous chemotherapy administration, codes 96423 and 96425 for the intra-arterial chemotherapy administration, and codes 96416, 96417, and 96425 for chemotherapy administration requiring use of a portable or implantable pump.

Routine maintenance of an access device is considered part of the service and is not to be billed separately.

1. **Chemotherapy Administration IV Push Technique (CPT 96409 and 96411) and Chemotherapy Administration Intra-Arterial**

## SECTION 2 POLICIES AND PROCEDURES

### INFUSION CENTERS

#### Chemotherapy Infusion Therapy (Cont'd.)

**Push Technique (CPT 96420)** — An IV push is defined as the administration of a chemotherapy agent via the port nearest to the point of vascular or arterial access. This technique is performed by a provider using a syringe.

Regardless of the number of chemotherapy agents administered by the IV push technique, only one IV push technique code will be allowed per day. **The IV push technique code may not be billed when a code for chemotherapy administration has been billed.** Any volume of IV fluids under 250 milliliters used in conjunction with IV push technique is considered part of the service and is not a separate billable item.

2. **Pump Refills/Maintenance (CPT 96521 and CPT 96522)** — These codes should be used when refilling portable and implanted pumps or reservoirs with chemotherapy agents. They are not to be used for the routine maintenance of an access device.

#### Inhalation Therapy (94640)

Inhalation therapy services include the administration of gases or drugs in gaseous, vapor, or aerosol form by drawing them into the lungs along with inhaled air for local or systemic effect. The cost of the inhalation agent is included in the 94640 reimbursement. No additional “J” code should be billed.

#### Antibiotic Infusion Therapy (96365, 96366, 96367, and 96368)

Antibiotic infusion therapy services include the intravenous administration of antibiotics for systemic effect. It is correct to bill the appropriate drug “J” code in addition to this administration code. **Codes 96365, 96366, 96367, and 96368 are to be billed for antibiotics administered via the infusion method only.** This code may also be billed for infusions of Amphotericin B.

Antibiotics administered via an IV push technique **when infusion services are not rendered** should be billed using the appropriate drug “J” code only.

#### Blood/Blood Products Infusion Therapy (36430)

Blood and blood product infusion therapies include the cost of the type and antibody and A, B, O, or Rh typing tests that **are inclusive** charges per patient per blood transfusion **treatment session. Code 36430 may be billed**

**SECTION 2 POLICIES AND PROCEDURES****INFUSION CENTERS****Blood/Blood Products  
Infusion Therapy (36430)  
(Cont'd.)**

**one time per session regardless of the number of blood products infused. The appropriate blood product code and number of units should be billed with the infusion therapy code.**

Code P9010 is used to bill for whole blood. For each unit of whole blood transfused, the appropriate unit(s) should be placed in the column for units. Other blood products should be billed accordingly: P9012 — Cryoprecipitate, each unit; P9016 — Red blood cells, leukocytes reduced, each unit; P9019 — Platelets, each unit; P9021 — Red blood cells, each unit; P9034 — Platelets, pheresis, each unit; P9035 — Platelets, pheresis, leukocytes reduced, each unit; P9036 — Platelets, pheresis, irradiated, each unit; P9037 — Platelets, pheresis, leukocytes reduced, irradiated, each unit; P9045 — Infusion, Albumin (Human), 5%, 250 ml; P9046 — Infusion, Albumin (Human), 25%, 20 ml and P9047 — Infusion, Albumin (Human), 25%, 50 ml. Code 36430 may also be used when therapeutic phlebotomy is performed in the course of exchange transfusions.

**Note:** Medicaid does not reimburse for certain factor products (Factor VIII and IX) supplied by DHEC. Medicaid beneficiaries with hemophilia must be enrolled in the state's hemophilia program, which is administered by DHEC. The hemophilia program furnishes clotting factor to enrolled Medicaid beneficiaries. If a Medicaid beneficiary chooses to have this factor product administered by an infusion center, the infusion center may bill Medicaid for the infusion using 36430. It is incorrect to bill for the factor drug using any code.

**Hydration Therapy (96360  
and 96361)**

Hydration therapy is the administration of replacement solutions alone or in conjunction with other drugs to maintain fluid and electrolyte balance in a patient. Hydration therapy is only allowed when the services are administered as a separate procedure. The medical record should clearly indicate the medical necessity for hydration therapy. The appropriate drug "J" code should also be billed.

Payment of hydration therapy is considered bundled into the payment for Chemotherapy Infusion Therapy (96413, 96415, 96416, 96417, 96422, 96423, and 96425) when

## SECTION 2 POLICIES AND PROCEDURES

### INFUSION CENTERS

#### Hydration Therapy (96360 and 96361) (Cont'd.)

administered simultaneously as part of the chemotherapy treatment regimen and cannot be separately billed.

#### IGIV Infusion Therapy (96365, 96366, 96367, and 96368)

IGIV infusion refers to the administration of antibodies that are responsible for the humoral aspects of immunity. It is correct to bill the appropriate drug “J” code in addition to this administration code. However, when administering Synagis® no administration code is billed, as Synagis® is given intramuscularly.

#### ADDITIONAL CODES THAT MAY BE BILLED AS INFUSION CENTER SERVICES

#### Therapeutic Phlebotomy (99195)

Therapeutic phlebotomy is the removal of blood for purposes of treating certain diseases such as polycythemia and disorders of iron metabolism, etc. Code 99195 may be billed with code 36430 when therapeutic phlebotomy is performed in the course of an exchange transfusion. Code 99195 should not be billed for phlebotomies when blood is withdrawn and a reciprocal replacement blood transfusion exchange does not occur during the session.

**Routine venipuncture is not a covered infusion center service and should not be billed using code 99195.**

#### Routine Maintenance/Declotting

Routine maintenance (flushing with heparin or saline) of an access device is included in the infusion therapy service and cannot be billed separately. If this is the only service rendered, CPT code J1642 (Heparin Sodium, Heparin Lock Flush) may be billed. When declotting an access device with Urokinase and this is the only service provided, bill J3364.

#### Unclassified/Unlisted Drug Injections (J9990, J3490)

For any unclassified chemotherapy drug, use procedure code J9999. For any other unlisted drug, use procedure code J3490. In both cases, indicate the name of the drug along with a description, the NDC number, and total dosage given on the claim form (field 24D). Also, attach a copy of the physician’s order, flow sheet, and FDA approval (if available) when submitting documentation for the review and reimbursement of unlisted drugs.

**SECTION 2 POLICIES AND PROCEDURES****INFUSION CENTERS****Synagis® (90378)**

Palivizumab (trade name Synagis®) or respiratory syncytial virus immune globulin intravenous (RSV-IGIV) prophylaxis is indicated for the prevention of serious lower respiratory tract infection caused by RSV in children under 24 months of age with chronic lung disease (CLD) or a history of premature birth (<35 weeks gestation).

RSV prophylaxis should be initiated at the onset of the RSV season and terminated at the end of the RSV season. Payment for Synagis® administration will be limited to five doses per season given on or after October 15<sup>th</sup> and no later than March 31<sup>st</sup>. Prior approval will not be required for up to six doses as long as they are given at least 30 days apart and meet the guidelines of the American Academy of Pediatrics (AAP) for Synagis® administration. Any dose over the limit of six or administered after the RSV season (October–March) will require prior approval.

Providers must dose appropriately for each child according to his or her weight. Payment for doses in infants six months to two years of age must be in accordance with AAP guidelines. Providers using more than 50 mg of Synagis® must bill multiple units of the 50 mg vial, not to exceed four units.

SCDHHS will continue to conduct post-payment reviews of medical records relating to Synagis® administration and will recover funds for doses given outside the guidelines noted above.

**PHYSICIANS BILLING FOR  
ADDITIONAL SERVICES**

When it is necessary for a physician to render services in an infusion center, *e.g.*, in the event of an adverse reaction or other medical emergency, the physician may bill for the appropriate evaluation and management service using his or her individual provider number. Documentation should reflect the nature of the emergency and necessity for physician intervention. The medical record must also describe the services rendered by the physician and the time spent in treating the patient.

**Prolonged Services (CPT  
99354–99356)**

These codes may be used in addition to the E/M visit code when there is more than 30 minutes of actual face-to-face physician time required beyond the usual service for the level of the E/M code billed. This code should only be used when the physician's expertise is medically necessary in

**SECTION 2 POLICIES AND PROCEDURES****INFUSION CENTERS****Prolonged Services (CPT  
99354–99356) (Cont'd.)**

evaluating and managing the patient over a prolonged period and specific documentation describes the content and duration of the service.

**Critical Care Services (CPT  
99291–99292)**

These codes should only be used in situations requiring constant physician attendance of critically ill or unstable patients for a total of 30 minutes to one hour on a given day. These codes should only be used in situations significantly more complex than other chemotherapy situations.