



Dental Provider Manual

UnitedHealthcare Community Plan of Mississippi

Mississippi Coordinated Access Network (CAN)

Mississippi Children's Health Insurance Program (CHIP)

Provider Services: 1-800-508-4862

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Contents

Section 1: Introduction—who we are.	1	Section 6: Quality management	12
Provider Online Academy	1	6.1 Quality Improvement Program (QIP) description	12
Section 2: Patient eligibility verification procedures	2	6.2 Credentialing	12
2.1 Member eligibility	2	6.3 Site visits	14
2.2 Identification card	2	6.4 Preventive health guideline	14
2.3 Eligibility verification	2	6.5 Addressing the opioid epidemic	15
2.4 Quick reference guide	2	6.6 COVID-19 information and resources	16
2.5 Provider Portal / Dental Hub	3	Section 7: Fraud, waste, and abuse training	17
2.6 Integrated Voice Response (IVR) system—1-800-508-4862	3	Section 8: Governance	18
Section 3: Office administration	4	8.1 Provider rights bulletin	18
3.1 Office site quality	4	8.2 Quality of care issues	18
3.2 Office conditions	4	8.3 Appeals process	19
3.3 Sterilization and infection control fees	4	8.4 Cultural competency	19
3.4 Recall system	4	Section 9: Claim submission procedures	21
3.5 Transfer of dental records	4	9.1 Claim submission options	21
3.6 Office hours	5	9.1.a Paper claims	21
3.7 Protect confidentiality of member data	5	9.1.b Electronic claims	21
3.8 Provide access to your records	5	9.1.c Electronic payments	21
3.9 Inform members of advance directives	5	9.2 Claim submission requirements and best practices	22
3.10 Participate in quality initiatives	5	9.2.a Dental claim form required information	22
3.11 New associates	6	9.2.b Coordination of Benefits (COB)	25
3.12 Change of address, phone number, email address, fax or tax identification number	6	9.2.c Timely submission (Timely filing)	25
3.13 Translation/interpretation services	6	9.3 Timely payment	25
Section 4: Patient access	7	9.4 Provider remittance advice	25
4.1 Appointment scheduling standards	7	9.4.a Explanation of dental plan reimbursement (remittance advice)	25
4.2 Emergency coverage	7	9.4.b Provider Remittance Advice sample (page 1)	27
4.3 Specialist referral process	7	9.4.c Provider Remittance Advice sample (page 2)	28
4.4 Missed appointments	8	9.4.d Provider Remittance Advice sample (page 3)	29
4.5 Nondiscrimination	8	9.5 Overpayment	30
Section 5: Utilization Management program	9	9.6 Tips for successful claims resolution	30
5.1 Utilization Management	9	9.7 Payment for non-covered services	30
5.2 Community practice patterns	9	9.8 Radiology requirements	31
5.3 Evaluation of utilization management data	9	9.9 Corrected Claim submission guidelines	31
5.4 Utilization Management analysis results	9	Appendices for the State of Mississippi.33	
5.5 Utilization review	9	Appendix A: Resources and services—how we help you . . 34	
5.6 Evidence-Based Dentistry and the Dental Clinical Policy and Technology Committee (DCPTC)	10	Addresses and phone numbers	34



Appendix B: Member benefits/exclusions and limitations . 35

B.1 Covered services for UnitedHealthcare Community Plan of Mississippi36
B.1.a Covered services for UnitedHealthcare Community Plan of Mississippi—Mississippi CAN 36
B.2 Exclusions & limitations 47

Appendix C: Authorization for treatment. 48

C.1 Dental treatment requiring authorization 48
C.2 Authorization timelines 48
C.3 Clinical criteria and documentation requirements for services requiring authorization. 49
C.4 Appealing a denied authorization. 60
C.5 Appeal determination timeframe: 61
C.6 State Fair Hearing 61
C.7 Member grievances, appeals, state fair hearings, and independent external reviews 61
Independent External Review – MS CHIP ONLY 64
Important terms 65
C.8 Provider complaints, grievances, and appeals 67

Appendix D: Member rights and responsibilities. 68

D.1 Member rights 68
D.2 Member responsibilities 68



Section 1: Introduction — who we are

Welcome to UnitedHealthcare Community Plan

UnitedHealthcare welcomes you as a participating Dental Provider in providing dental services to our members.

We are committed to providing accessible, quality, comprehensive dental services in the most cost-effective and efficient manner possible. We realize that to do so, strong partnerships with our providers are critical, and we value you as an important part of our program.

We offer a portfolio of products including, but not limited to, Medicaid and Medicare Special Needs plans, as well as Commercial products such as Preferred Provider Organization (PPO) plans.

This Provider Manual (the “Manual”) is designed as a comprehensive reference guide for the dental plans in your area, primarily UnitedHealthcare Community Plan Medicaid and Medicare plans. Here you will find the tools and information needed to successfully administer UnitedHealthcare plans. As changes and new information arise, it will be uploaded on the portal at UHCdental.com/medicaid under State specific alerts and resources.

Our Commercial program plan requirements are contained in a separate Provider Manual. If you support one of our Commercial plans and need that Manual, please contact Provider Services at **1-800-822-5353**.

If you have any questions or concerns about the information contained within this Manual, please contact the UnitedHealthcare Community Plan Provider Services team at the telephone number listed on the cover of this document.

Unless otherwise specified herein, this Manual is effective the date found of the cover of this document for dental providers currently participating in the UnitedHealthcare Community Plan’s network, and effective immediately for newly contracted dental providers.

Please note: “Member” is used in this Manual to refer to a person eligible and enrolled to receive coverage for covered services in connection with your agreement with us. “You” or “your” refers to any provider subject to this Manual. “Us”, “we” or “our” refers to UnitedHealthcare Community Plan on behalf of itself and its other affiliates for those products and services subject to this Manual.

The codes and code ranges listed in this Manual were current at the time this Manual was published. Codes and coding requirements, as established by the organizations that create the codes, may periodically change. Please refer to the applicable coding guide for appropriate codes.

Thank you for your continued support as we serve the Medicaid and Medicare beneficiaries in your community.

Provider Online Academy

Provider Online Academy is a resource for 24/7, on-demand, interactive, and self-paced courses for providers that cover the following topics:

- Dental provider portal training guide and digital solutions
- Dental plans and products overview
- Up-to-date dental operational tools and processes
- State-specific training requirements

To access Provider Online Academy, visit UHCdental.com and go to Resources > Dental Provider Online Academy.



Section 2: Patient eligibility verification procedures

2.1 Member eligibility

Member eligibility or dental benefits may be verified online or via phone.

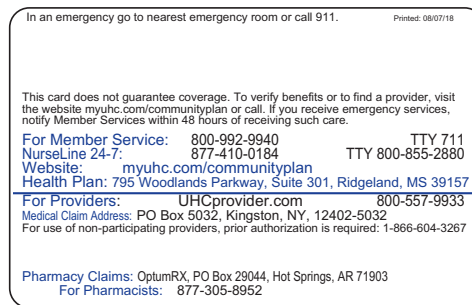
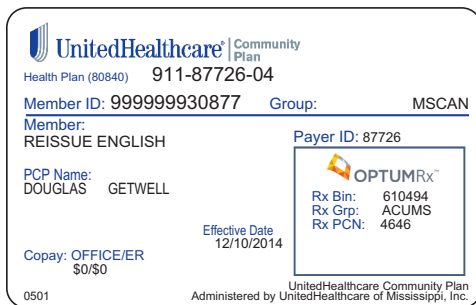
We receive daily updates on member eligibility and can provide the most up-to-date information available.

Important Note: Eligibility should be verified on the date of service. Verification of eligibility is not a guarantee of payment. Payment can only be made after the claim has been received and reviewed in light of eligibility, dental necessity and other limitations and/or exclusions. **Additional rules may apply to some benefit plans.**

2.2 Identification card

Members are issued an identification (ID) card by UnitedHealthcare Community Plan. There will not be separate dental cards for UnitedHealthcare Community Plan members. The ID cards are customized with the UnitedHealthcare Community Plan logo and include the toll-free customer service number for the health plan.

A member ID card is not a guarantee of payment. It is the responsibility of the provider to verify eligibility at the time of service. To verify a member's dental coverage, go to UHCdental.com/medicaid or contact the dental Provider Services line at the telephone number listed on the cover of this document. A sample ID card is provided below. The member's actual ID card may look slightly different.



2.3 Eligibility verification

Eligibility can be verified on our website at UHCdental.com/medicaid 24 hours a day, 7 days a week. In addition to current eligibility verification, our website offers other functionality for your convenience, such as claim status. Once you have registered on our provider website, you can verify your patients' eligibility online with just a few clicks.

The username and password that are established during the registration process will be used to access the website. One username and password are granted for each payee ID number.

UnitedHealthcare Community Plan also offers an Interactive Voice Response (IVR) system for eligibility verification. The IVR is available 24 hours a day, 7 days a week.

2.4 Quick reference guide

UnitedHealthcare Community Plan is committed to providing your office accurate and timely information about our programs, products and policies.

Our **Provider Services Line** (noted on the cover of this manual) and Provider Services teams are available to assist you with any questions you may have. Our toll-free provider services number is available during normal business hours and is staffed with knowledgeable specialists. They are trained to handle specific dentist issues such as **eligibility, claims, benefits information and contractual questions.**



The following is a quick reference table to guide you to the best resource(s) available to meet your needs when questions arise:

You want to:	Provider Services Line— 1-800-508-4862 Dedicated Service Representatives Hours: 8 a.m.-6 p.m. (EST) Monday-Friday	Online UHCdental.com/ medicaid	Interactive Voice Response (IVR) System and Voicemail Hours: 24 hours a day, 7 days a week
Ask a Benefit/Plan Question (including prior authorization requirements)	✓	✓	
Ask a question about your contract	✓		
Changes to practice information (e.g., associate updates, address changes, adding or deleting addresses, Tax Identification Number change, specialty designation)	✓	✓	
Inquire about a claim	✓	✓	✓
Inquire about eligibility	✓	✓	✓
Inquire about the In-Network Practitioner Listing	✓	✓	✓
Nominate a provider for participation	✓	✓	
Request a copy of your contract	✓		
Request a Fee Schedule	✓	✓	
Request an EOB	✓	✓	
Request an office visit (e.g., staff training)	✓		
Request benefit information	✓	✓	
Request documents	✓	✓	
Request participation status change	✓		

2.5 Provider Portal / Dental Hub

The UnitedHealthcare Community Plan website at UHCdental.com/medicaid offers many time-saving features including **eligibility verification, benefits, claims submission and status, print remittance information, claim receipt acknowledgment and network specialist locations**. The portal is also a helpful content library for **standard forms, provider manuals, quick reference guides, training resources**, and more.

To use the website, go to UHCdental.com/medicaid and register or log-in for Dental Hub as a participating user. Online access requires only an internet browser, a valid user ID, and a password once registered. There is no need to download or purchase software.

To register on the site, you will need information on a prior paid claim or a Registration code. To receive your Registration code and for other Dental Hub assistance, call Provider Services.

2.6 Integrated Voice Response (IVR) system — 1-800-508-4862

We have a toll-free Integrated Voice Response (IVR) system that enables you to access information 24 hours a day, 7 days a week, by responding to the system's voice prompts.

Through this system, network dental offices can obtain immediate **eligibility information**, validate **practitioner participation status** and perform member **claim history** search (by surfaced code and tooth number).



Section 3: Office administration

3.1 Office site quality

UnitedHealthcare Community Plan and affiliates monitor complaints for quality of services (QOS) concerning participating care providers and facilities. Complaints about you or your site are recorded and investigated. We conduct appropriate follow-up to assure that members receive care in a safe, clean and accessible environment. For this reason, UnitedHealthcare Community Plan has set Clinical Site Standards for all primary care provider office sites to help ensure facility quality.

UnitedHealthcare Community Plan requires you and your facilities meet the following site standards:

- Clean and orderly overall appearance.
- Available handicapped parking and handicapped accessible facilities.
- Available adequate waiting room space and dental operatories for providing member care.
- Privacy in the operatory.
- Clearly marked exits.
- Accessible fire extinguishers.

3.2 Office conditions

Your dental office must meet applicable Occupational Safety & Health Administration (OSHA), CDC infection control guidelines and American Dental Association (ADA) standards.

An attestation is required for each dental office location that the physical office meets ADA standards or describes how accommodation for ADA standards is made, and that medical recordkeeping practices conform with our standards.

3.3 Sterilization and infection control fees

Dental office infection control programs must meet the minimum requirements based on the Centers for Disease Control & Prevention's (CDC) guiding principles of infection control. All instruments should be sterilized where possible. Masks and eye protection should be worn by clinical staff where indicated; gloves should be worn during every clinical procedure. The dental office should have a sharps container for proper disposal of sharps. Disposal of medical waste should be handled per OSHA and state guidelines.

Sterilization and infection control fees are to be included within office procedure charges and should not be billed to members or the plan as a separate fee.

3.4 Recall system

It is expected that offices will have an active and definable recall system to make sure that the practice maintains preventive services, including patient education and appropriate access. Examples of an active recall system include, but are not limited to: postcards, letters, phone calls, emails and advance appointment scheduling.

3.5 Transfer of dental records

Your office shall copy all requested member dental records to another participating dentist as designated by UnitedHealthcare Community Plan or as requested by the member. The member is responsible for the cost of copying the patient dental records if the member is transferring to another provider. If your office terminates from UnitedHealthcare Community Plan, dismisses the member from your practice or is terminated by UnitedHealthcare Community Plan, the cost of copying records shall be borne by your office. Your office shall cooperate with UnitedHealthcare Community Plan in maintaining the confidentiality of such member dental records at all times, in accordance with state and federal law.



3.6 Office hours

Provide the same office hours of operation to UnitedHealthcare Community Plan members as those offered to commercial members.

3.7 Protect confidentiality of member data

UnitedHealthcare Community Plan members have a right to privacy and confidentiality of all health care data. We only give confidential information to business associates and affiliates who need that information to improve our members' health care experience. We require our associates to protect privacy and abide by privacy law. If a member requests specific medical record information, we will refer the member to you. You agree to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and associated regulations. In addition, you will comply with applicable state laws and regulations.

UnitedHealthcare Community Plan uses member information for treatment, operations and payment. UnitedHealthcare Community Plan has safeguards to stop unintentional disclosure of protected health information (PHI). This includes passwords, screen savers, firewalls and other computer protection. It also includes shredding information with PHI and all confidential conversations. All staff is trained on HIPAA and confidentiality requirements.

3.8 Provide access to your records

You shall provide access to any medical, financial or administrative records related to services you provide to UnitedHealthcare Community Plan members within 14 calendar days of our request. We may request you respond sooner for cases involving alleged fraud and abuse, a member grievance/appeal, or a regulatory or accreditation agency requirement. Maintain these records for six years or longer if required by applicable statutes or regulations.

3.9 Inform members of advance directives

Members have the right to make their own health care decisions. This includes accepting or refusing treatment. They may execute an advance directive at any time. An advance directive is a document in which the member makes rules around their health care decisions if they later cannot make those decisions.

Several types of advance directives are available. You must comply with all applicable state law requirements about advance directives.

Members are not required to have an advance directive. You cannot provide care or otherwise discriminate against a member based on whether they have executed one. Document in a member's medical record whether they have executed or refused to have an advance directive.

If a member has one, keep a copy in their medical record. Or provide a copy to the member's PCP. Do not send a copy of a member's advance directive to UnitedHealthcare Community Plan.

If a member has a complaint about non-compliance with an advance directive requirement, they may file a complaint with the UnitedHealthcare Community Plan medical director, the physician reviewer, and/or the state survey and certification agency.

3.10 Participate in quality initiatives

You shall help our quality assessment and improvement activities. You shall also follow our clinical guidelines, member safety (risk reduction) efforts and data confidentiality procedures.

UnitedHealthcare Community Plan clinical quality initiatives are based on optimal delivery of health care for particular diseases and conditions. This is determined by United States government agencies and professional specialty societies.



3.11 New associates

As your practice expands and changes and new associates are added, you must contact us within 10 calendar days to request an application so that we may get them credentialed and set up as a participating provider.

It is important to remember that associates may not see members as a participating provider until they've been credentialed by our organization.

If you have any questions or need to receive a copy of our provider application packet, please contact Provider Services at the telephone number listed on the cover of this document.

3.12 Change of address, phone number, email address, fax or tax identification number

When there are demographic changes within your office, you must notify us at least 10 calendar days prior to the effective date of the change. This supports accurate claims processing as well as helps to make sure that member directories are up-to-date.

Changes should be submitted to:

UnitedHealthcare – RMO
 ATTN: 224-Prov Misc Mail WPN
 PO BOX 30567
 SALT LAKE CITY, UT 84130
 Fax: 1-855-363-9691
 Email: dbpprvfx@uhc.com

Credentialing updates should be sent to:

2300 Clayton Road
 Suite 1000
 Concord, CA 94520

Requests must be made in writing with corresponding and/or backup documentation. For example, a tax identification number (TIN) change would require submission of a copy of the new W9, versus an office closing notice where we'd need the notice submitted in writing on office letterhead.

When changes need to be made to your practice, we will need an outline of the old information as well as the changes that are being requested. This should include the name(s), TIN(s) and/or Practitioner ID(s) for all associates to whom that the changes apply.

UnitedHealthcare reserves the right to conduct an onsite inspection of any new facilities and will do so based on state and plan requirements.

If you have any questions, don't hesitate to contact Provider Services at the telephone number listed on the cover of this document for guidance.

3.13 Translation/interpretation services

Providers are expected to provide family-centered care. As such, interpretive and language assistance services may be necessary. If you provide necessary services, UnitedHealthcare's Member Services can help at no cost to members.

For interpretation assistance, at least 72 hours before a scheduled appointment, please call **877-743-8731**, TTY: **711**. Sign language services require a two-week notice.



Section 4: Patient access

4.1 Appointment scheduling standards

We are committed to ensuring that providers are accessible and available to members for the full range of services specified in the UnitedHealthcare Community Plan provider agreement and this manual. Participating providers must meet or exceed the following state mandated or plan requirements:

- **Urgent care appointments** Within 48 hours
- **Routine care appointments** Offered within 30 calendar days of the request

We may monitor compliance with these access and availability standards through a variety of methods including member feedback, a review of appointment books, spot checks of waiting room activity, investigation of member complaints and random calls to provider offices. If necessary, the findings may be presented to UnitedHealthcare Community Plan's Quality Committee for further discussion and development of a corrective action plan.

Urgent care appointments would be needed if a patient is experiencing excessive bleeding, pain or trauma.

Providers are encouraged to schedule members appropriately to avoid inconveniencing the members with long wait times. Members should be notified of anticipated wait times and given the option to reschedule their appointment.

4.2 Emergency coverage

All network dental providers must be available to members during normal business hours. Practitioners will provide members access to emergency care 24 hours a day, 7 days a week through their practice or through other resources (such as another practice or a local emergency care facility). The out-of-office greeting must instruct callers what to do to obtain services after business hours and on weekends, particularly in the case of an emergency.

UnitedHealthcare Community Plan conducts periodic surveys to make sure our network providers' emergency coverage practices meet these standards.

When a provider treats a patient outside of the normal business hours of 8 a.m. to 6 p.m., Monday through Friday, providers should:

- Confirm patient eligibility on the date of service through our website, or our Interactive Voice Response system.
- Consult the benefit guide included in this Manual to determine if services are covered under the plan and if prior authorization is required for the service.
- Provide covered services that do not require prior authorization.
- If prior authorization is required for a needed service, the provider should relieve the patient's immediate pain with covered services that do not require prior authorization (e.g., palliative treatment or sedative filling). The provider will submit a written request for prior authorization, and may call the provider call center on the next business day to request information for submitting an expedited prior authorization request.

Please note: Prior authorization requirements are not waived for emergency appointments. Prior authorization requests and supporting documents must be received in writing via paper, electronic or website submission, and the request must be approved prior to rendering service. Claims will be denied for services that require prior authorization, when prior authorization has not been obtained.

4.3 Specialist referral process

If a member needs specialty care, a general dentist may recommend a network specialty dentist, or the member can self-select a participating network specialist. Referrals must be made to qualified specialists who are participating within the provider network. No written referrals are needed for specialty dental care.



To obtain a list of participating dental network specialists, go to our website at [UHCdental.com](https://www.uhc.com/dental). Click “Find a Dentist” on the top right and then choose “Medicaid Plans” to search by location. You may also contact Provider services on the telephone number listed on the cover of this document.

4.4 Missed appointments

Enrolled Participating Providers are not allowed to charge Members for missed appointments.

If your office mails letters to Members who miss appointments, the following language may be helpful to include:

- “We missed you when you did not come for your dental appointment on month/date. Regular check-ups are needed to keep your teeth healthy.”
- “Please call to reschedule another appointment. Call us ahead of time if you cannot keep the appointment. Missed appointments are very costly to us. Thank you for your help.”

Contacting the Member by phone or postcard prior to the appointment to remind the individual of the time and place of the appointment may help to decrease the number of missed appointments.

The Centers for Medicare and Medicaid Services (CMS) interpret federal law to prohibit a Provider from billing Medicaid and CHIP Members for missed appointments. In addition, your missed appointment policy for UnitedHealthcare members cannot be stricter than that of your private or commercial patients.

4.5 Nondiscrimination

The Practice shall accept members as new patients and provide Covered Services in the same manner as such services are provided to other patients of your practice. The Practice shall not discriminate against any member on the basis of source of payment or in any manner in regards to access to, and the provision of, Covered Services. The Practice shall not unlawfully discriminate against any member, employee or applicant for employment on the basis of race, ethnicity, religion, national origin, ancestry, disability, medical condition, claims experience, evidence of insurability, source of payment, marital status, age, sexual orientation or gender.



Section 5: Utilization Management program

5.1 Utilization Management

Through Utilization Management practices, UnitedHealthcare aims to provide members with cost-effective, quality dental care through participating providers. By integrating data from a variety of sources, including provider analytics, utilization review, prior authorization, claims data and audits, UnitedHealthcare can evaluate group and individual practice patterns and identify those patterns that demonstrate significant variation from norms.

By identifying and remediating providers who demonstrate unwarranted variation, we can reduce the overall impact of such variation on cost of care, and improve the quality of dental care delivered.

5.2 Community practice patterns

Utilization analysis is completed using data from a variety of sources. The process compares group performance across a variety of procedure categories and subcategories including diagnostic, preventive, minor restorative (fillings), major restorative (crowns), endodontics, periodontics, fixed prosthetics (bridges), removable prosthetics (dentures), oral surgery and adjunctive procedures. The quantity and distribution of procedures performed in each category are compared with benchmarks such as similarly designed UnitedHealthcare plans and peers to determine if utilization for each category and overall are within expected levels.

Significant variation might suggest either overutilization or underutilization. Variables which might influence utilization, such as plan design and/or population demographics, are taken into account. Additional analysis can determine whether the results are common throughout the group or caused by outliers.

5.3 Evaluation of utilization management data

Once the initial Utilization Management data is analyzed, if a dentist is identified as having practice patterns demonstrating significant variation, his or her utilization may be reviewed further. For each specific dentist, a Peer Comparison Report may be generated and analysis may be performed that identifies all procedures performed on all patients for a specified time period. Potential causes of significant variation include upcoding, unbundling, miscoding, excessive treatment, under-treatment, duplicate billing, or duplicate payments. Providers demonstrating significant variation may be selected for counseling or other corrective actions.

5.4 Utilization Management analysis results

Utilization analysis findings may be shared with individual providers in order to present feedback about their performance relative to their peers.

Feedback and recommended follow-up may also be communicated to the provider network as a whole. This is done by using a variety of currently available communication tools including:

- Provider Manual/Standards of Care
- Provider Training
- Continuing Education
- Provider News Bulletins

5.5 Utilization review

UnitedHealthcare shall perform utilization review on all submitted claims. Utilization review (UR) is a clinical analysis performed to confirm that the services in question are or were necessary dental services as defined in the member's certificate of coverage. UR may occur after the dental services have been rendered and a claim has been submitted (retrospective review).



Utilization review may also occur prior to dental services being rendered. This is known as prior authorization, pre-authorization, or a request for a pre-treatment estimate. UnitedHealthcare does not require prior authorization or pre-treatment estimates (although we encourage these before costly procedures are undertaken).

Retrospective reviews and prior authorization reviews are performed by licensed dentists.

Utilization review is completed based on the following:

- To ascertain that the procedure meets our clinical criteria for necessary dental services, which is approved by the Dental Clinical Policy and Technology Committee, and state regulatory agencies where required.
- To determine whether an alternate benefit should be provided.
- To determine whether the documentation supports the submitted procedure.
- To appropriately apply the benefits according to the member's specific plan design.

5.6 Evidence-Based Dentistry and the Dental Clinical Policy and Technology Committee (DCPTC)

According to the American Dental Association (ADA), Evidence-Based Dentistry is defined as:

“An approach to oral health care that requires the judicious integration of systematic assessments of clinically relevant scientific evidence, relating to the patient's oral and medical condition and history, with the dentist's clinical expertise and the patient's treatment needs and preferences.” Evidence-based dentistry is a methodology to help reduce variation and determine proven treatments and technologies. It can be used to support or refute treatment for the individual patient, practice, plan or population levels. At UnitedHealthcare Community Plan, it ensures that our clinical programs and policies are grounded in science. This can result in new products or enhanced benefits for members. Recent examples include: our current medical-dental outreach program which focuses on identifying those with medical conditions thought to be impacted by dental health, early childhood caries programs, oral cancer screening benefit, implant benefit, enhanced benefits for periodontal maintenance and pregnant members, and delivery of locally placed antibiotics.

Evidence is gathered from published studies, typically from peer reviewed journals. However, not all evidence is created equal, and in the absence of high-quality evidence, the “best available” evidence may be used. The hierarchy of evidence used at United Healthcare is as follows:

- Systematic review and meta-analysis
- Randomized controlled trials (RCT)
- Retrospective studies
- Case series
- Case studies

Anecdotal/expert opinion (including professional society statements, white papers and practice guidelines) Evidence is found in a variety of sources including:

- Electronic database searches such as Medline®, PubMed®, and the Cochrane Library.
- Hand search of the scientific literature
- Recognized dental school textbooks
- Evidence based dentistry can be used clinically to guide treatment decisions, and aid health plans in the development of benefits. At UnitedHealthcare Community Plan, we use evidence as the foundation of our efforts, including:
- Practice guidelines, parameters and algorithms based on evidence and consensus.
- Comparing dentist quality and utilization data
- Conducting audits and site visits
- Development of dental policies and coverage guidelines

The Dental Clinical Policy and Technology Committee (DCPTC) is responsible for developing and evaluating the inclusion of evidence-based practice guidelines, new technology and the new application of existing technology in the UnitedHealthcare Community Plan dental policies, benefits, clinical programs, and business functions; to include, but not limited to dental procedures, pharmaceuticals as utilized in the practice of dentistry, equipment, and dental services. The DCPTC convenes



every other month and no less frequently than four times per year. The DCPTC is comprised of Dental Policy Development and Implementation Staff Members, Non-Voting Members, and Voting Members. Voting Members are UnitedHealth Group Dentists with diverse dental experience and business background including but not limited to members from Utilization Management and Quality Management.



Section 6: Quality management

6.1 Quality Improvement Program (QIP) description

UnitedHealthcare Community Plan has established and continues to maintain an ongoing program of quality management and quality improvement to facilitate, enhance and improve member care and services while meeting or exceeding customer needs, expectations, accreditation and regulatory standards.

The objective of the QIP is to make sure that quality of care is being assessed; that problems are being identified; and that follow up is completed where indicated. The QIP is directed by all state, federal and client requirements. The QIP addresses various service elements including accessibility, availability and continuity of care. It also monitors the provisions and utilization of services to make sure they meet professionally recognized standards of care.

The QIP description is reviewed and updated annually:

- To measure, monitor, trend and analyze the quality of patient care delivery against performance goals and/or recognized benchmarks.
- To foster continuous quality improvement in the delivery of patient care by identifying aberrant practice patterns and opportunities for improvement.
- To evaluate the effectiveness of implemented changes to the QIP.
- To reduce or minimize opportunity for adverse impact to members.
- To improve efficiency, cost effectiveness, value and productivity in the delivery of oral health services.
- To promote effective communications, awareness and cooperation between members, participating providers and the Plan.
- To comply with all pertinent legal, professional and regulatory standards.
- To foster the provision of appropriate dental care according to professionally recognized standards.
- To make sure that written policies and procedures are established and maintained by the Plan to make sure that quality dental care is provided to the members.

As a participating practitioner, any requests from the QIP or any of its committee members must be responded to as outlined in the request.

6.2 Credentialing

To become a participating provider in UnitedHealthcare's network, all applicants must be fully credentialed and approved by our Credentialing Committee. In addition, to remain a participating provider, all practitioners must go through periodic recredentialing approval (typically every 3 years unless otherwise mandated by the state in which you practice).

Depending on the state in which you practice, UnitedHealthcare will review all current information relative to your license, sanctions, malpractice insurance coverage, etc. UnitedHealthcare will request a written explanation regarding any adverse incident and its resolution and will request corrective action be taken to prevent future occurrences.

Before an applicant dentist is accepted as a participating provider, the dentist's credentials are evaluated. Initial facility site visits are required for each location specified by the state requirements for some plans and/or markets. Offices must pass the facility review prior to activation. Your Professional Networks Representative will inform you of any facility visits needed during the recruiting process.

Dental Benefit Providers Credentialing Committee reviews adverse incidents based on the information provided by the applicant. Dental Benefit Providers will request a resolution of any discrepancy in credentialing forms submitted. Providers have the right to review and correct erroneous information and to be informed of the status of their application. Credentialing criteria is reviewed/ approved by the Credentialing Committee, which include input from practicing network providers to make sure that criteria are within generally accepted guidelines.



Dental Benefit Providers contracts with an external Credentialing Verification Organization (CVO) to assist with collecting the data required for the recredentialing process. The CVO will occasionally contact our contracted providers to collect outstanding credentialing information.

It is important to note that the recredentialing process is a requirement for your continued participation with UnitedHealthcare Community Plan. Any failure to comply with the recredentialing process constitutes termination for cause under your provider agreement.

So that a thorough review can be completed at the time of recredentialing, in addition to the items verified during the initial credentialing process, Dental Benefit Providers may review provider performance measures such as, but not limited to:

- Utilization Reports
- Current Facility Review Scores
- Current Member Chart Review Score
- Grievance and Appeals Data

Recredentialing requests are sent months prior to the recredentialing due date. The CVO will make 3 attempts to procure a completed recredentialing application from the provider, and if they are unsuccessful, Dental Benefit Providers will also make an additional 3 attempts, at which time if there is no response, a termination letter will be sent to the provider as per their provider agreement.

A list of the documents required for Initial Credentialing and Recredentialing is as follows (unless otherwise specified by state law):

Initial credentialing

- Completed application
- Signed and dated Attestation
- Current copy of their state license
- Current copy of their Drug Enforcement Agency (DEA) certificate
- Current copy of their Controlled Dangerous Substance (CDS) certificate, if applicable
- Current copy of their Sedation and/or General Anesthesia certificates, if applicable
- Copy of their Sedation and/or General Anesthesia training certificate/diploma, if applicable
- Signed and dated Sedation and/or General Anesthesia Attestation, if applicable
- Malpractice face sheet which shows their name on the certificate, expiration dates and limits – limits \$1/3m
- Explanation of any adverse information, if applicable
- Five years' work in month/date format with no gaps of 6 months or more; if there are, an explanation of the gap should be submitted
- Education (which is incorporated in the application)
- Current Medicaid ID (as required by state)
- Disclosure of Ownership form (as required by the Federal Government), only if applicable

Recredentialing

- Completed Recredentialing application
- Signed and dated Attestation
- Current copy of their state license
- Current copy of their Drug Enforcement Agency (DEA) certificate
- Current copy of their Controlled Dangerous Substance (CDS) certificate, if applicable
- Current copy of their Sedation and/or General Anesthesia certificates, if applicable
- Copy of their Sedation and/or General Anesthesia training certificate/diploma, if applicable
- Signed and dated Sedation and/or General Anesthesia Attestation, if applicable



- Malpractice face sheet which shows their name on the certificate, expiration dates and limits— limits \$1/3m
- Explanation of any adverse information, if applicable
- Current Medicaid ID (as required by state)

Any questions regarding your initial or recredentialing status can be directed to Provider Services.

6.3 Site visits

With appropriate notice, provider locations may receive an in-office site visit as part of our quality management oversight processes. All surveyed offices are expected to perform quality dental work and maintain appropriate dental records.

The site visit focuses primarily on: dental record keeping, patient accessibility, infection control, and emergency preparedness and radiation safety. Results of site reviews will be shared with the dental office. Any significant failures may result in a review by the Peer Review Committee, leading to a corrective action plan or possible termination. If terminated, the dentist can reapply for network participation once a second review has been completed and a passing score has been achieved.

UnitedHealthcare Dental, Dental Benefit Providers, reserves the right to conduct an on-site inspection prior to and any time during the effectuation of the contract of any Mobile Dental Facility or Portable Dental Operation bound by the “Mobile Dental Facilities Standard of Care Addendum.”

6.4 Preventive health guideline

The UnitedHealthcare Community Plan approach to preventive health is a multi-focused strategy which includes several integrated areas. The following guidelines are for informational purposes for the dental provider, and will be referred to in a general way, in judging clinical appropriateness and competence.

UnitedHealthcare Community Plan’s National Clinical Policy and Technology Committee reviews current professional guidelines and processes while consulting the latest literature, including, but not limited to, current ADA Current Dental Terminology (CDT), and specialty guidelines as suggested by organizations such as the American Academy of Pediatric Dentistry, American Academy of Periodontology, American Association of Endodontists, American Association of Oral and Maxillofacial Surgeons, and the American Association of Dental Consultants. Additional resources include publications such as the Journal of Evidence-Based Dental Practice, online resources obtained via the Library of Medicine, and evidence-based clearinghouses such as the Cochrane Oral Health Group and Centre for Evidence Based Dentistry as well as respected public health benchmarks such as the Surgeon General’s Report on Oral Health in America. Preventive health focuses primarily on the prevention, assessment for risk, and early treatment of caries and periodontal diseases, but also encompasses areas including prevention of malocclusion, oral cancer prevention and detection, injury prevention, avoidance of harmful habits and the impact of oral disease on overall health. Preventive health recommendations for children are intended to be consistent with American Academy of Pediatric Dentistry periodicity recommendations.

Caries Management – Begins with a complete evaluation including an assessment for risk.

- X-ray periodicity – X-ray examination should be tailored to the individual patient and should follow current professionally accepted dental guidelines necessary for appropriate diagnosis and monitoring.
- Recall periodicity – Frequency of recall examination should also be tailored to the individual patient based on clinical assessment and risk assessment.
- Preventive interventions – Interventions to prevent caries should consider AAPD periodicity guidelines while remaining tailored to the needs of the individual patient and based on age, results of a clinical assessment and risk, including application of prophylaxis, fluoride application, placement of sealants and adjunctive therapies where appropriate.
- Consideration should be given to conservative nonsurgical approaches to early caries, such as Caries Management by Risk Assessment (CAMBRA), where the lesion is non-cavitating, slowing progressing or restricted to the enamel or just the dentin; or alternatively, where appropriate, to minimally invasive approaches, conserving tooth structure whenever possible.

Periodontal management – Screening, and as appropriate, complete evaluation for periodontal diseases should be performed on all adults, and children in late adolescence and younger, if that patient exhibits signs and symptoms or a history of periodontal disease.



- A periodontal evaluation should be conducted at the initial examination and periodically thereafter, as appropriate, based on American Academy of Periodontology guidelines.
- Periodontal evaluation and measures to maintain periodontal health after active periodontal treatment should be performed as appropriate.
- Special consideration should be given to those patients with periodontal disease, a previous history of periodontal disease and/or those at risk for future periodontal disease if they concurrently have systemic conditions reported to be linked to periodontal disease such as diabetes, cardiovascular disease and/or pregnancy complications.

Oral cancer screening should be performed for all adults and children in late adolescence or younger if there is a personal or family history, if the patient uses tobacco products, or if there are additional factors in the patient history, which in the judgment of the practitioner elevate their risk. Screening should be done at the initial evaluation and again at each recall. Screening should include, at a minimum, a manual/visual exam, but may include newer screening procedures, such as light contrast or brush biopsy, for the appropriate patient.

Additional areas for prevention evaluation and intervention include malocclusion, prevention of sports injuries and harmful habits (including, but not limited to, digit- and pacifier-sucking, tongue thrusting, mouth breathing, intraoral and perioral piercing, and the use of tobacco products). Other preventive concerns may include preservation of primary teeth, space maintenance and eruption of permanent dentition. UnitedHealthcare Community Plan may perform clinical studies and conduct interventions in the following target areas:

- Access
- Preventive services, including topical fluoride and sealant application
- Procedure utilization patterns

Multiple channels of communication will be used to share information with providers and members via manuals, websites, newsletters, training sessions, individual contact, health fairs, in-service programs and educational materials. It is the mission of UnitedHealthcare Community Plan to educate providers and members on maintaining oral health, specifically in the areas of prevention, caries, periodontal disease and oral cancer screening.

6.5 Addressing the opioid epidemic

Combating the opioid epidemic must include prevention, treatment, recovery and harm reduction. We engage in strategic community relationships and approaches for special populations with unique risks, such as pregnant women and infants. We use our robust data infrastructure to identify needs, drive targeted actions, and measure progress. Finally, we help ensure our approaches are trauma-informed and reduce harm where possible.

Brief summary of framework

Prevention: Prevent Opioid-Use Disorders before they occur through pharmacy management, provider practices, and education.

Treatment: Access and reduce barriers to evidence-based and integrated treatment.

Recovery: Support care management and referral to person-centered recovery resources.

Harm Reduction: Access to Naloxone and facilitating safe use, storage, and disposal of opioids.

Strategic community relationships and approaches: Tailor solutions to local needs.

Enhanced solutions for pregnant mom and child: Prevent neonatal abstinence syndrome and supporting moms in recovery.

Enhanced data infrastructure and analytics: Identify needs early and measure progress.

Increasing education & awareness of opioids

It is critical you are up-to-date on the cutting edge research and evidence-based clinical practice guidelines. We keep Opioid Use Disorders (OUD) related trainings and resources available on our provider portal to help ensure you have the information you need, when you need it. For example, state-specific Behavioral Health Toolkits are developed to provide access to clinical practice guidelines, free substance use disorders/OUD assessments and screening resources, and other important



state-specific resources. Additionally, Pain Management Toolkits are available and provide resources to help you identify our members who present with chronic physical pain and may also be in need of behavioral health services to address the psychological aspects of pain. Continuing education is available and includes webinars such as, “The Role of the Health Care Team in Solving the Opioid Epidemic,” and “The Fight Against the Prescription Opioid Abuse Epidemic.” While resources are available, we also work to help ensure you have the educational resources you need. For example, our Drug Utilization Review Provider Newsletter includes opioid trends, prescribing, and key resources.

Access these resources at [UHCprovider.com](https://www.uhcprovider.com). Click “Resources” on the top right. Then click “Drug Lists and Pharmacy”. There you will see an Opioid Programs and Resources - Community Plan (Medicaid) link which provides tools and education.

Prevention

We are invested in reducing the abuse of opioids, while facilitating the safe and effective treatment of pain. Preventing OUD before they occur through improved pharmacy management solutions, improved care provider prescribing patterns, and member and care provider education is central to our strategy.

UnitedHealthcare Community Plan has implemented a 90 MED supply limit for the long-acting opioid class. The prior authorization criteria coincide with the CDC’s recommendations for the treatment of chronic non-cancer pain. Prior authorization applies to all long-acting opioids. The CDC guidelines for opioid prevention and overdose can be found at this link, <https://www.cdc.gov/drugoverdose/prevention/index.html>.

6.6 COVID-19 information and resources

UnitedHealthcare’s goal is to provide current information and resources related to the COVID-19 pandemic. A broad range of information and resources may be found at this link <https://www.uhcprovider.com/en/resource-library/news/Novel-Coronavirus-COVID-19.html>.



Section 7: Fraud, waste, and abuse training

Providers are required to establish written policies for their employees, contractors or agents and to provide training to their staff on the following policies and procedures:

- Provide detailed information about the Federal False Claims Act,
- Cite administrative remedies for false claims and statements,
- Reference state laws pertaining to civil or criminal penalties for false claims and statements, and
- With respect to the role of such laws in preventing and detecting fraud, waste and abuse in federal health care programs, include as part of such written policies, detailed provisions regarding care providers policies and procedures for detecting and preventing fraud, waste and abuse.

The required training materials can be found at the website listed below. The website provides information on the following topics:

- FWA in the Medicare Program
- The major laws and regulations pertaining to FWA
- Potential consequences and penalties associated with violations
- Methods of preventing FWA
- How to report FWA
- How to correct FWA

<https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/MLN4649244>



Section 8: Governance

8.1 Provider rights bulletin

If you elect to participate/continue to participate with the plan, please complete the application in its entirety; sign and date the Attestation Form and provide current copies of the requested documents. You also have the following rights:

To review your information

You may review any information the plan has utilized to evaluate your credentialing application, including information received from any outside source (e.g., malpractice insurance carriers; state license boards), with the exception of references or other peer-review protected information.

To correct erroneous information

If the credentialing information you provided varies substantially from information obtained from other sources, we will notify you in writing within 15 business days of receipt of the information. You will have an additional 15 business days to submit your reply in writing. Within two business days, the plan will send a written notification acknowledging receipt of the information.

To be informed of status of your application

You may submit your application status questions in writing or telephonically.

To appeal adverse committee decisions

In the event you are denied participation or continued participation, you have the right to appeal the decision in writing within 30 days of the date of receipt of the rejection/denial letter and is applicable to certain states.

UnitedHealthcare Dental
Credentialing Department
2300 Clayton Road
Suite 1000
Concord, CA 94520
Phone: **1-855-918-2265**
Fax: **1-844-881-4963**

8.2 Quality of care issues

A provider who has demonstrated behavior inconsistent with the provision of quality of care is subject to review, corrective action, and/or termination. Questions of quality-of-care may arise for, but are not limited to, the following reasons:

- Chart audit reveals clear and convincing evidence of under- or over utilization, fraud, upcoding, overcharging, or other inappropriate billing practices.
- Multiple quality-of-care related complaints or complaints of an egregious nature for which investigation confirms quality concerns.
- Malpractice or disciplinary history that elicits risk management concerns.

Note: A provider cannot be prohibited from the following actions, nor may a provider be refused a contract solely for the following:

- Advocating on behalf of an enrollee
- Filing a complaint against the MCO
- Appealing a decision of the MCO
- Providing information or filing a report pursuant to PHL4406-c regarding prohibition of plans
- Requesting a hearing or review



We may not terminate a contract unless we provide the practitioner with a written explanation of the reasons for the proposed contract termination and an opportunity for a review or hearing as described below.

- Cases which meet disciplinary or malpractice criteria are initially reviewed by the Credentialing Committee. Other quality-of-care cases are reviewed by the Peer Review Committee.
- The Committees make every effort to obtain a provider narrative and appropriate documents prior to making any determination.
- The Committees may elect to accept, suspend, unpublish, place a provider on probation, require corrective action or terminate the provider.
- The provider will be allowed to continue to provide services to members for a period of up to sixty (60) days from the date of the provider's notice of termination.
- The Hearing Committee will immediately remove from our network any provider who is unable to provide health care services due to a final disciplinary action. In such cases, the provider must cease treating members upon receipt of this determination.

8.3 Appeals process

You have the right to appeal any credentialing decision if your practice is in a state that allows for credentialing Appeals which is based on information received during the credentialing process. If you practice in a state that allows for Appeals, to initiate an appeal of a recredentialing decision, follow the instructions provided in the determination letter received from the Credentialing Committee Coordinator.

- Providers are notified in writing of their appeal rights within fifteen (15) calendar days of the Committee's determination. The letter will include the reason for denial/termination; notice that the provider has the right to request a hearing or review, at the provider's discretion, before a panel appointed by UnitedHealthcare; notice of a thirty (30)-day time frame for the request; and, a time limit for the hearing date, which must be held within thirty (30) days after the receipt of a request for a hearing.
- The Hearing will be scheduled within thirty (30) days of the request for a hearing.
- The Hearing Committee includes at least three members appointed by UnitedHealthcare, who are not in direct economic competition with the provider, and who have not acted as accuser, investigator, fact-finder, or initial decision-maker in the matter. At least one person on the panel will be the same discipline or same specialty as the person under review. The panel can consist of more than three members, provided the number of clinical peers constitute one-third or more of the total membership.
- The Hearing Committee may uphold, overturn, or modify the original determination. Modifications may include, but are not limited to, placing the provider on probation, requiring completion of specific continuing education courses, requiring site or chart audits, or other corrective actions.
- The decision of the Hearing Committee is sent to the provider by certified letter within thirty (30) calendar days.
- Decisions of terminations shall be effective not less than thirty (30) days after the receipt by the provider of the Hearing Panel's decision.
- In no event shall determination be effective earlier than sixty (60) days from receipt of the notice of termination.

Note: A provider terminated due to a case involving imminent harm to patient care, a determination of fraud, or a final disciplinary action by a state licensing board or other governmental agency that impairs the health care professional's ability to practice is not eligible for a hearing or review.

8.4 Cultural competency

Cultural competence is of great importance to the field of dentistry. In an increasingly diverse society, it is necessary for dental professionals to be culturally competent health care providers. Cultural competence includes awareness and understanding of the many factors that influence culture and how that awareness translates into providing dental services within clients' cultural parameters.

UnitedHealthcare Community Plan recognizes that the diversity of American society has long been reflected in our member population. UnitedHealthcare Community Plan acknowledges the impact of race and ethnicity and the need to address varying risk conditions and dental care disparities. Understanding diverse cultures, their values, traditions, history and institutions is



integral to eliminating dental care disparities and providing high-quality care. A culturally proficient health care system can help improve dental outcomes, quality of care and contribute to the elimination of racial and ethnic health disparities.

UnitedHealthcare Community Plan is committed to providing a diverse provider network that supports the achievement of the best possible clinical outcomes through culturally proficient care for our members.

The website listed below contains valuable materials that will assist dental providers and their staff to become culturally competent.

<http://www.hrsa.gov/culturalcompetence/index.html>



Section 9: Claim submission procedures

9.1 Claim submission options

9.1.a Paper claims

To receive payment for services, practices must submit claims via paper or electronically. When submitting a paper claim, dentists are required to submit an American Dental Association (ADA) Dental Claim Form (2012 version or later). If an incorrect claim form is used, the claim cannot be processed and will be returned.

All dental claims must be legible. Computer-generated forms are recommended. Additional documentation and radiographs should be attached, when applicable. Such attachments are required for pre-treatment estimates and for the submission of claims for complex clinical procedures. Refer to the Exclusions, Limitations and Benefits section of this Manual to find the recommendations for dental services.

Refer to Section 9.2 for more information on claims submission best practices and required information. Appendix A will provide you with the appropriate claims address information to ensure your claims are routed to the correct resource for payment.

9.1.b Electronic claims

Electronic Claims Submission refers to the ability to submit claims electronically versus paper. This expedites the claim adjudication process and can improve overall claim payment turnaround time (especially when combined with Electronic Payments, which is the ability to be paid electronically directly into your bank account).

If you wish to submit claims electronically, please contact your clearinghouse to initiate this process. If you do not currently work with a clearinghouse, you may either sign up with one to initiate this process. The UnitedHealthcare Community Plan website (uhcdental.com/medicaid) also offers the feature to directly submit your claims online through the provider portal / Dental Hub. Refer to Section 2.5 for more information on how to register as a participating user.

9.1.c Electronic payments

ePayment Center replaced the current electronic payment and statement process for UnitedHealthcare Dental Government Program Plans.

The ePayment center is an online portal which will allow you to enroll in electronic delivery of payments and electronic remittance advice (ERA).

Through the ePayment Center, we will continue to offer a no-fee Automated Clearing House (ACH) delivery of claim payments with access to remittance files via download. Delivery of 835 files to clearinghouses is available directly through the ePayment Center enrollment portal.

ePayment Center allows you to:

- Improve cash flow with faster primary payments and speed up secondary filing/patient collections
- Access your electronic remittance advice (ERA) remotely and securely 24/7
- Streamline reconciliation with automated payment posting capabilities
- Download remittances in various formats (835, CSV, XLS, PDF)
- Search payments history up to 7 years

To register:

1. Visit UHCdental.epayment.center/register
2. Follow the instructions to obtain a registration code
3. Your registration will be reviewed by a customer service representative and a link will be sent to your email once confirmed



4. Follow the link to complete your registration and setup your account
 5. Log into [UHCdental.epayment.center](#)
 6. Enter your bank account information
 7. Select remittance data delivery options
 8. Review and accept ACH Agreement
 9. Click “Submit”
 10. Upon completion of the registration process, your bank account will undergo a prenotification process to validate the account prior to commencing the electronic fund transfer delivery. This process may take up to 6 business days to complete
- Need additional help? Call **1-855-774-4392** or email help@epayment.center.

In addition to a no-fee ACH option, other electronic payment methods are available through Zelis Payments.

The Zelis Payments advantage:

- Access all payers in the Zelis Payments network through one single portal
- Experience award winning customer service
- Receive funds weeks faster than mailed checks and improve the accuracy of your claim payments
- Streamline your operations and improve revenue stability with virtual card and ACH
- Protect your account with 24/7 Office of Foreign Assets Control (OFAC) fraud monitoring
- Reduce costs and boost efficiency by simplifying administrative work from processing payments
- Gain visibility and insights from your payment data with a secure provider portal. Download files (10 years of storage) in various formats (XLS, PDF, CSV or 835)

Each Zelis Payments product gives you multiple options to access data and customize notifications. You will have access to several features via the secure web portal.

All remittance information is available 24/7 via provider.zelispayments.com and can be downloaded into a PDF, CSV, or standard 835 file format. For any additional information or questions, please contact Zelis Payments Client Service Department at **1-877-828-8770**.

9.2 Claim submission requirements and best practices

9.2.a Dental claim form required information

A Dental ADA claim form (2012 or later) must be submitted for payment of services rendered.

One claim form should be used for each patient and the claim should reflect only 1 treating dentist for services rendered. The claims must also have all necessary fields populated as outlined in the following:

Header information

Indicate the type of transaction by checking the appropriate box: Statement of Actual Services.

Subscriber information

- Name (last, first and middle initial)
- Address (street, city, state, ZIP code)
- Date of birth
- Gender
- Subscriber ID number

Patient information

- Name (last, first and middle initial)
- Address (street, city, state, ZIP code)



- Date of birth
- Gender
- Patient ID number

Primary payer information

Record the name, address, city, state and ZIP code of the carrier.

Other coverage

If the patient has other insurance coverage, completing the “Other Coverage” section of the form with the name, address, city, state and ZIP code of the carrier is required. You will need to indicate if the “other insurance” is the primary insurance. You may need to provide documentation from the primary insurance carrier, including amounts paid for specific services.

Other insured’s information (only if other coverage exists)

If the patient has other coverage, provide the following information:

- Name of subscriber/policy holder (last, first and middle initial)
- Date of birth
- Gender
- Subscriber ID number
- Relationship to the member

Billing dentist or dental entity

Indicate the provider or entity responsible for billing, including the following:

- Name
- Address (street, city, state, ZIP code)
- License number
- Social Security number (SSN) or tax identification number (TIN)
- Phone number
- National provider identifier (NPI)

Treating dentist and treatment location

List the following information regarding the dentist that provided treatment:

- Certification – Signature of dentist and the date the form was signed
- Name (use name provided on the Practitioner Application)
- License number
- TIN (or SSN)
- Address (street, city, state, ZIP code)
- Phone number
- NPI

Record of services provided

Most claim forms have 10 fields for recording procedures. Each procedure must be listed separately and must include the following information, if applicable. If the number of procedures exceeds the number of available lines, the remaining procedures must be listed on a separate, fully completed claim form.

Missing teeth information

When submitting for periodontal or prosthodontal procedures, this area should be completed. An “X” can be placed on any missing tooth number or letter when missing.



Remarks section

Some procedures require a narrative. If space allows, you may record your narrative in this field. Otherwise, a narrative attached to the claim form, preferably on practice letterhead with all pertinent member information, is acceptable.

ICD-10 instructions

RECORD OF SERVICES PROVIDED																			
24. Procedure Date (MM/DD/CCYY)	25. Area of Oral Cavity	26. Tooth System	27. Tooth Number(s) or Letter(s)		28. Tooth Surface	29. Procedure Code	29a. Diag. Pointer	29b. Qty.	30. Description			31. Fee							
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
33. Missing Teeth Information (Place an "X" on each missing tooth.)						34. Diagnosis Code List Qualifier			(ICD-10 = AB)			31a. Other Fee(s)							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	34a. Diagnosis Code(s)	A _____	C _____	32. Total Fee
32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	(Primary diagnosis in "A")	B _____	D _____	
35. Remarks																			

29a **Diagnosis Code Pointer:** Enter the letter(s) from Item 34 that identifies the diagnosis code(s) applicable to the dental procedure. List the primary diagnosis pointer first.

29b **Quantity:** Enter the number of times (01-99) the procedure identified in Item 29 is delivered to the patient on the date of service shown in Item 24. The default value is "01".

34 **Diagnosis Code List Qualifier:** Enter the appropriate code to identify the diagnosis code source:
B = ICD-9-CM **AB** = ICD-10-CM (as of Oct. 1, 2013)

This information is required when the diagnosis may have an impact on the adjudication of the claim in cases where specific dental procedures may minimize the risks associated with the connection between the patient’s oral and systemic health conditions.

34a **Diagnosis Code(s):** Enter up to 4 applicable diagnosis codes after each letter (A.-D.). The primary diagnosis code is entered adjacent to the letter "A."

This information is required when the diagnosis may have an impact on the adjudication of the claim in cases where specific dental procedures may minimize the risks associated with the connection between the patient’s oral and systemic health conditions.

By Report procedures

All "By Report" procedures require a narrative along with the submitted claim form. The narrative should explain the need for the procedure and any other pertinent information.

Using current ADA codes

It is expected that providers use Current Dental Terminology (CDT). For the latest dental procedure codes and descriptions, you may order a current CDT book by calling the ADA or visiting the catalog website at adacatalog.org.

Supernumerary teeth

UnitedHealthcare recognizes tooth letters "A" through "T" for primary teeth and tooth numbers "1" to "32" for permanent teeth. Supernumerary teeth should be designated by using codes AS through TS or 51 through 82. Designation of the tooth can be determined by using the nearest erupted tooth. If the tooth closest to the supernumerary tooth is # 1 then the supernumerary tooth should be charted as #51, likewise if the nearest tooth is A the supernumerary tooth should be charted as. These procedure codes must be referenced in the patient’s file for record retention and review. Patient records must be kept for a minimum of 7 years.



Insurance fraud

All insurance claims must reflect truthful and accurate information to avoid committing insurance fraud. Examples of fraud are falsification of records and using incorrect charges or codes. Falsification of records includes errors that have been corrected using “white-out,” pre- or post-dating claim forms, and insurance billing before completion of service. Incorrect charges and codes include billing for services not performed, billing for more expensive services than performed, or adding unnecessary charges or services.

Any person who knowingly files a claim containing any misrepresentation or any false, incomplete or misleading information may be guilty of a criminal act punishable under law and may be subject to civil penalties. By signing a claim for services, the practitioner certifies that the services shown on the claim were medically indicated and necessary for the health of the patient and were personally furnished by the practitioner or an employee under the practitioner’s direction. The practitioner certifies that the information contained on the claim is true and accurate.

Invalid or incomplete claims:

If claims are submitted with missing information, incomplete or outdated claim forms, the claim will be rejected or returned to the provider and a request for the missing information will be sent to the provider. For example, if the claim is missing a tooth number or surface, a letter will be generated to the provider requesting this information.

9.2.b Coordination of Benefits (COB)

Our benefits contracts are subject to coordination of benefits (COB) rules. We coordinate benefits based on the member’s benefit contract and applicable regulations.

UnitedHealthcare Community Plan is the payer of last resort. Other coverage should be billed as the primary carrier. When billing UnitedHealthcare Community Plan as a secondary payer, submit the primary payer’s Explanation of Benefits or remittance advice with the claim.

9.2.c Timely submission (Timely filing)

All claims should be submitted within 180 calendar days from the date of service.

All adjustments or requests for reprocessing must be made within 365 days from date of service, or date of eligibility posting, only if the initial submission time period has been met. An adjustment can be requested in writing or telephonically.

Secondary claims must be received within 180 calendar days of the primary payer’s determination (see section 9.2.b).

Refer to the Quick Reference Guide for address and phone number information.

9.3 Timely payment

- 90% of all clean claims will be paid or denied within 30 calendar days of receipt.
- 99% of all clean claims will be paid or denied within 45 calendar days of receipt.

Quality Assurance (QA) audits are performed to ensure the accuracy and effectiveness of our claim adjudication procedures. Any identified discrepancies are resolved within established timelines. The QA process is based on an established methodology but as a general overview, on a daily basis various samples of claims are selected for quality assurance reviews. QA samples include center-specific claims, adjustments, claims adjudicated by newly hired claims processors, and high-dollar claims. In addition, management selects other areas for review, including customer-specific and processor-specific audits. Management reviews the summarized results and correction is implemented, if necessary.

9.4 Provider remittance advice**9.4.a Explanation of dental plan reimbursement (remittance advice)**

The Provider Remittance Advice is a claim detail of each patient and each procedure considered for payment. Use these as a guide to reconcile member payments. As a best practice, it is recommended that remittance advice is kept for future reference and reconciliation.



Below is a list and description of each field:

PROVIDER NAME AND ID NUMBER- Provider Name and ID number – Treating dentists name, Practitioner ID number (NPI National Provider Identifier, TIN Tax Identification Number)

PROVIDER LOCATION AND ID - Treating location as identified on submitted claim and location ID number

AMOUNT BILLED - Amount submitted by provider

AMOUNT PAYABLE - Amount payable after benefits have been applied

PATIENT PAY - Any amounts owed by the patient after benefits have been applied

OTHER INSURANCE - Amount payable by another carrier

PRIOR MONTH ADJUSTMENT - Adjustment amount(s) applied to prior overpayments

NET AMOUNT (Summary Page) - Total amount paid

PATIENT NAME

SUBSCRIBER/MEMBER NO - Identifying number on the subscriber's ID card

PATIENT DOB

PLAN - Health plan through which the member receives benefits (i.e., UnitedHealthcare Community Plan)

PRODUCT - Benefit plan that the member is under (i.e., Medicaid or Family Care)

ENCOUNTER NUMBER - Claim reference number

BENEFIT LEVEL - In or out-of-network coverage

LINE ITEM NUMBER - Reference number for item number within a claim

DOS - Dates of Service: Dates that services are rendered/performed

CODE - Current Dental Terminology - Procedure code of service performed

TOOTH NO. - Tooth Number procedure code of service performed (if applicable)

SURFACE(S) - Tooth Surface of service performed (if applicable)

PLACE OF SERVICE - Treating location (office, hospital, other)

QTY OR NO. OF UNITS

PAYMENT PERCENTAGE - Reflects benefit coverage level in terms of percentage to be paid by plan

PAYABLE AMOUNT - Contracted amount

COPAY AMOUNT - Member responsibility

COINSURANCE AMOUNT - Member responsibility of total payment amount

DEDUCTIBLE AMOUNT - Member responsibility before benefits begin

PATIENT PAY - Amount to be paid by the member

OTHER INSURANCE AMOUNT - Amount paid by other carriers


NET AMOUNT (Services Detail) - Final amount to be paid

EXCEPTION CODES - Codes that explain how the claim was adjudicated



9.4.b Provider Remittance Advice sample (page 1)

UnitedHealthcare MS Medicaid		
Payee ID: 55555	Payee Name: Dental Office Name	Remittance Date: 10/20/2017



Please address questions to:

UnitedHealthcare MS Medicaid
PO Box 1427
Milwaukee, WI 53201

Contact: UnitedHealthcare Community Plan -
Provider Services

Phone: (855)934-9818

Fax:

Dental Office Name	Current Period: 10/20/2017
Street Address	Payee ID: 55555
City, State ZIP	Phone: (555)555-5555
	Fax: (555)555-5555
	Tax ID: 55555555

Remittance Summary

Fee For Service:	\$2,164.33
Budget Allocation:	\$0.00
Capitation:	\$0.00
Case Fees:	\$0.00
Additional Compensation:	\$0.00
Prior Period Recovery and other Payee Adjustments:	\$0.00
Total:	\$2,164.33

What if I do not agree with this decision?
 If you do not agree with the denial, you may appeal. You may appeal within 90 calendar days after the payment, denial or recoupment of a timely claim submission. Administrative appeals should be sent to the address below.
 UnitedHealthcare Community Plan
 P.O. Box 1427
 Milwaukee, WI 53201
 If you have any questions, please call Provider Customer Services at 855-934-9818

Ref #: 34143 / 169
Page 1



9.4.c Provider Remittance Advice sample (page 2)

UnitedHealthcare MS Medicaid		Payee ID: 55555			Payee Name: Dental Office Name		Remittance Date: 10/20/2017	
<u>Fee For Service Summary</u>								
Dental Office Name Street Address City, State ZIP								
Provider / ID	Location / ID	Amount Billed	Amount Payable	Patient Pay	Other Insurance	Prior Mo. Adj	Net Amount	
Provider Name / 55555	Dental Office Name / 55555	\$4,785.00	\$1,870.84	\$0.00	\$0.00	\$0.00	\$1,870.84	
Provider Name / 55555	Dental Office Name / 55555	\$1,110.00	\$109.37	\$0.00	\$0.00	\$0.00	\$109.37	
Provider Name / 55555	Dental Office Name / 55555	\$450.00	\$184.12	\$0.00	\$0.00	\$0.00	\$184.12	
Totals:		\$6,345.00	\$2,164.33	\$0.00	\$0.00	\$0.00	\$2,164.33	
Ref #: 34143 / 170							Page 2	



9.4.d Provider Remittance Advice sample (page 3)

UnitedHealthcare MS Medicaid

Payee ID: 55555

Payee Name: Dental Office Name

Remittance Date: 10/20/2017

Services Detail

FFS - Fee For Service GBA - Global Budget Allocation
 CAP - Capitation CASE - Case Fee
 ENC - Encounter Payment

Patient Name: Last, First Name Provider Name: Last, First Name Encounter #: 555555555555
 Subscriber/Member: 55555555 / 00 Provider NPI: 555555555 Referral #:
 DOB: 00/00/0000 Plan: UnitedHealthcare Mississippi Referral Date:
 Office Reference No: 55555555 Product: UHC MS Medicaid Benefit Level: In Network

ITM	DOS	CODE	POS	QTY	BILLED		ALLOWED		PAY %	PAYABLE AMOUNT	COPAY AMOUNT	COINS AMOUNT	DEDUCT AMOUNT	PATIENT PAY	OTHER INSUR	NET AMOUNT	PAY CODE
					AMOUNT	QTY	AMOUNT	AMOUNT									
1	10/16/17	D2740 4	11	1	\$885.00	0	\$0.00	100.00 %	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	FFS
2	10/16/17	D2954 4	11	1	\$225.00	1	\$109.37	100.00 %	\$109.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$109.37	FFS
					\$1,110.00		\$109.37		\$109.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$109.37	

ITEM: 1 Exception Code: 1096 Service Authorization not Found.

Patient Name: Last, First Name Provider Name: Last, First Name Encounter #: 555555555555
 Subscriber/Member: 55555555 / 00 Provider NPI: 555555555 Referral #:
 DOB: 00/00/0000 Plan: UnitedHealthcare Mississippi Referral Date:
 Office Reference No: 55555555 Product: UHC MS Medicaid Adult Benefit Level: In Network

ITM	DOS	CODE	POS	QTY	BILLED		ALLOWED		PAY %	PAYABLE AMOUNT	COPAY AMOUNT	COINS AMOUNT	DEDUCT AMOUNT	PATIENT PAY	OTHER INSUR	NET AMOUNT	PAY CODE
					AMOUNT	QTY	AMOUNT	AMOUNT									
1	10/12/17	D2392 29 DO	11	1	\$135.00	1	\$71.84	100.00 %	\$71.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71.84	FFS
2	10/12/17	D7140 30	11	1	\$160.00	1	\$52.28	100.00 %	\$52.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52.28	FFS
					\$295.00		\$124.12		\$124.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$124.12	

Patient Name: Last, First Name Provider Name: Last, First Name Encounter #: 555555555555
 Subscriber/Member: 55555555 / 00 Provider NPI: 555555555 Referral #:
 DOB: 00/00/0000 Plan: UnitedHealthcare Mississippi Referral Date:
 Office Reference No: 55555555 Product: UHC MS Medicaid Adult Benefit Level: In Network

ITM	DOS	CODE	POS	QTY	BILLED		ALLOWED		PAY %	PAYABLE AMOUNT	COPAY AMOUNT	COINS AMOUNT	DEDUCT AMOUNT	PATIENT PAY	OTHER INSUR	NET AMOUNT	PAY CODE
					AMOUNT	QTY	AMOUNT	AMOUNT									
1	10/12/17	D0120 00	11	1	\$50.00	1	\$0.00	100.00 %	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	FFS
2	10/12/17	D0220 00	11	1	\$25.00	1	\$9.58	100.00 %	\$9.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.58	FFS
3	10/12/17	D0230 00	11	1	\$20.00	1	\$7.98	100.00 %	\$7.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.98	FFS
4	10/12/17	D0274 00	11	1	\$50.00	1	\$21.63	100.00 %	\$21.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.63	FFS
5	10/12/17	D2392 13 DO	11	1	\$135.00	1	\$71.84	100.00 %	\$71.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71.84	FFS
					\$280.00		\$111.03		\$111.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$111.03	

ITEM: 1 Exception Code: 1039 This service is not covered under the plan.

Patient Name: Last, First Name Provider Name: Last, First Name Encounter #: 555555555555
 Subscriber/Member: 55555555 / 00 Provider NPI: 555555555 Referral #:
 DOB: 00/00/0000 Plan: UnitedHealthcare Mississippi Referral Date:
 Office Reference No: 55555555 Product: UHC MS Medicaid Benefit Level: In Network

ITM	DOS	CODE	POS	QTY	BILLED		ALLOWED		PAY %	PAYABLE AMOUNT	COPAY AMOUNT	COINS AMOUNT	DEDUCT AMOUNT	PATIENT PAY	OTHER INSUR	NET AMOUNT	PAY CODE
					AMOUNT	QTY	AMOUNT	AMOUNT									
1	10/12/17	D0150 00	11	1	\$55.00	1	\$39.66	100.00 %	\$39.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39.66	FFS
2	10/12/17	D0210 00	11	1	\$125.00	1	\$40.72	100.00 %	\$40.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.72	FFS
3	10/12/17	D1120 00	11	1	\$60.00	1	\$21.95	100.00 %	\$21.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.95	FFS
4	10/12/17	D1208 00	11	1	\$25.00	1	\$11.98	100.00 %	\$11.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.98	FFS
					\$265.00		\$114.31		\$114.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$114.31	



9.5 Overpayment

If you find an overpaid claim, notify us of the overpayment immediately. Send us the overpayment within the time specified in your Agreement. If your payment is not received by that time, we may apply the overpayment against future claim payments in accordance with our Agreement and applicable law.

If you prefer us to recoup the funds from your next payment, call Provider Services.

If you prefer to mail a refund, send an Overpayment Return Check to:

Overpayment
P.O. Box 481
Milwaukee, WI 53201

Include the following information with the Overpayment Return Check:

- Name and contact information for the person authorized to sign checks or approve financial decisions.
- Member identification number (e.g., ACC, DD, ALTCS EPD).
- Date of service.
- Original claim number (if known).
- Date of payment.
- Amount paid.
- Amount of overpayment.
- Overpayment reason.
- Check number

9.6 Tips for successful claims resolution

- Do not let claim issues grow or go unresolved.
- Call Provider Services if you can't verify a claim is on file.
- Do not resubmit validated claims on file unless submitting a corrected claim with the required indicators.
- File adjustment requests and claims disputes within contractual time requirements.
- If you must exceed the maximum daily frequency for a procedure, submit the medical records justifying medical necessity. If you have questions, call Provider Services.
- UnitedHealthcare Community Plan is the payer of last resort. This means you must bill and get an EOB from other insurance or source of health care coverage before billing UnitedHealthcare Community Plan. Secondary claims must be received within 180 calendar days from the date of service, even if the primary carrier has not made payment.
- When submitting appeal or reconsiderations requests, provide the same information required for a clean claim. Explain the discrepancy, what should have been paid and why.

9.7 Payment for non-covered services

When non-covered services are provided for Medicaid members, providers shall hold members and UnitedHealthcare Community Plan harmless, except as outlined below.

In instances when non-covered services are recommended by the provider or requested by the member, an Informed Consent Form or similar waiver must be signed by the member confirming:

- That the member was informed and given written acknowledgement regarding proposed treatment plan and associated costs in advance of rendering treatment;
- That those specific services are not covered under the member's plan and that the member is financially liable for such services rendered.
- That the member was advised that they have the right to request a determination from the insurance company prior to services being rendered.



Please note: It is recommended that benefits and eligibility be confirmed by the provider before treatment is rendered. Members are held harmless and cannot be billed for services that are covered under the plan.

9.8 Radiology requirements

Guidelines for providing radiographs are as follows:

- Send a copy or duplicate radiograph instead of the original.
- Radiograph must be diagnostic for the condition or site.
- Radiographs should be mounted and labeled with the practice name, patient name and exposure date (not the duplication date).
- When a radiograph does not demonstrate a clinical condition well, an intra-oral photo and/or narrative are suggested as additional diagnostic aides.

X-rays submitted with Authorizations or Claims will not be returned. This includes original film radiographs, duplicate films, paper copies of x-rays and photographs.

Electronic submission, rather than paper copies of digital x-rays is preferred. Film copies are only accepted if labeled, mounted and paper clipped to the authorization. Please do not utilize staples.

Orthodontic and other models are not accepted forms of supporting documentation and will not be reviewed. Orthodontic models will be returned to you along with a copy of the paperwork submitted.

Please note: Authorizations, including attachments, can be submitted online at no additional cost by visiting our website:

UHCdental.com/medicaid.

9.9 Corrected Claim submission guidelines

A corrected claim should ONLY be submitted when an original claim or service was PAID based upon incorrect information. As part of the process, the original claim will be recouped, and a new claim processed in its place with any necessary changes.

Examples of correction(s) for a prior paid claim are:

- Incorrect Provider NPI or location
- Payee Tax ID
- Incorrect Member
- Procedure codes
- Services originally billed and paid at incorrect fees (including no fees)
- Services originally billed and paid without primary insurance

A corrected claim may be submitted using the methods below:

- Electronically through Clearing House
- Electronically through the Dental Hub if original claim was submitted on the Dental Hub. If original claim was not submitted on the Dental Hub, another method should be utilized.
- Paper to the mailing address below

UnitedHealthcare Community Plan Corrected Claims
P.O. Box 481
Milwaukee, WI 53201

Electronic submission is the most efficient and preferred method. If providers do not have access to electronic submissions, and need to submit on paper, the following steps are required.

- Must be submitted to the Corrected Claims P.O. Box for proper processing and include the following:
 - 2019 version or later of the ADA claim form and all required information
 - The ADA form must be clearly noted “Corrected Claim”



- In the remarks field (Box 35) on the ADA claim form indicate the original paid encounter number and record all corrections you are requesting to be made.

Note: If all information does not fit in Box 35, please attach an outline of corrections to the claim form.

If a claim or service originally DENIED due to incorrect or missing information/authorization, or was not previously processed for payment, DO NOT submit a corrected claim. Denied services have no impact on member tooth history or service accumulators, and, as such, do not require reprocessing. Submit a new claim with the updated information per your normal claim submission channels. Timely filing limitations apply when a denied claim is being resubmitted with additional information for processing.

If you received a claim or service denial which you do not agree with, including denials for no authorization, please refer to the appeals language on the Provider Remittance Advice for guidance with the appeals process applicable to the state plan.



Appendices for the State of Mississippi



Appendix A: Resources and services — how we help you

Addresses and phone numbers

Need:	Address:	Phone Number:	Payer I.D.:	Submission Guidelines:	Form(s) Required:
Claim Submission (initial)	Claims: UnitedHealthcare P.O. Box 781 Milwaukee, WI 53201	1-800-508-4862	GP133	Within 180 calendar days from the date of service For secondary claims, within 180 calendar days from the primary payer determination	ADA* Claim Form, 2012 version or later
Corrected Claims	Corrected Claims: P.O. Box 481 Milwaukee, WI 53201	1-800-508-4862	N/A	Within 90 days from date of service.	ADA Claim Form Reason for requesting adjustment or resubmission
Claim Appeals (Appeal of a denied or reduced payment)	Claim Appeals: UnitedHealthcare P.O. Box 1391 Milwaukee, WI 53201	1-800-508-4862	N/A	Within 30 days after the claim determination	Supporting documentation, including claim number is required for processing.
Prior Authorization Requests	Pre-authorizations: P.O. Box 1313 Milwaukee, WI 53201	1-800-508-4862	GP133	N/A	ADA Claim Form – check the box titled: Request for Predetermination / Preauthorization section of the ADA Dental Claim Form
Member Benefit Appeal for Service Authorization (Appeal of a denied or reduced service)	UnitedHealthcare Community Attn: Appeals and Grievances Unit P.O. Box 31364 Salt Lake City, UT 84131-0364	1-866-293-1796	N/A	Within 60 calendar days from the date of the adverse benefit determination	N/A
State Fair Hearing Requests - Mississippi CAN only	Division of Medicaid Office of the Governor Attn: Office of Appeals 550 High Street, Suite 1000 Jackson, MS 39201	1-601-359-6050 or 1-800-421-0488	N/A	Within 120 days from the date of notice of resolution	N/A
Member Independent External Review Requests – Mississippi CHIP only	N/A	1-800-992-9940	N/A	Within 30 calendar days of the date of denial	N/A
Provider Independent External Review Requests – Mississippi CHIP only	N/A	1-800-992-9940	N/A	Within 120 calendar days of the date of denial	N/A



Appendix B: Member benefits/exclusions and limitations

For the most updated member benefits, exclusions, and limitations please visit our website at UHCdental.com/medicaid. We align benefit design to meet all regulatory requirements by your state's Medicaid and legislature included in your state's Medicaid Provider Billing Manual.

In Mississippi, UnitedHealthcare Community Plan of Mississippi offers the following products for Mississippi Medicaid members:

Mississippi CAN

The dental benefit includes comprehensive coverage for children under 21 years of age and limited benefits for adults 21 years and older. Please see the benefit details starting on page 6 for a full list of Covered Services for both children and adults.

- \$2,500 maximum per year
- Certain dental procedures such as crowns, root canals, dentures, anesthesia, and orthodontics require prior authorization

Medicaid ID requirement

You must be enrolled in Mississippi Medicaid and have a state provider Medicaid ID to be reimbursed for services provided to a MississippiCAN member.

An enhanced claim denial edit helps ensure that no payments are made to care providers without a Mississippi Medicaid ID on file. If your claims have been denied due to missing Medicaid ID, and you have a current Mississippi Medicaid ID, please contact Provider Services hotline at **1-800-508-4862**.

If you do not have a current Mississippi Medicaid ID, a provider enrollment application can be found at:

<http://www.ms-medicaid.com/msenvision>

Mississippi CHIP

Covers children up to age 19. Please see the benefit details starting on page 15 for a full list of Covered Services.

- \$2,000 maximum per year
- Dental care, treatment, surgery and appliances needed due to an accidental injury to
- Anesthesia and facility charges when treatment needs general anesthesia supervised by a doctor in a hospital, surgical center or dental office. Prior authorization is needed.
- Bitewing X-rays as needed (not to exceed once every six months).
- Complete mouth X-rays and panoramic X-ray as needed (not to exceed once every 24 months).
- Amalgam, silicate, sedative and composite resin fillings. This includes the replacement of existing restorations.
- Stainless steel crowns to posterior and anterior teeth.
- Porcelain crowns to anterior teeth.
- Simple extractions and extractions of impacted teeth.
- Space maintainers on permanent teeth through age 15.
- Pulpotomy, pulpectomy and root canals.
- Fluoride treatments (limited to one every six months).
- Prophylaxis (one every six months).
- Gingivectomy, gingivoplasty and gingival curettage.

The following items are not covered:

Orthodontics, dentures, occlusional reconstruction, crowns, or inlays, unless they are related to an accidental injury or are recommended by your child's doctor or dentist to treat severe craniofacial anomalies or full-cusp Class III malocclusions.



B.1 Covered services for UnitedHealthcare Community Plan of Mississippi

Provider Quick Covered Services Reference Guide for the UnitedHealthcare Community Plan of Mississippi.

Covered services are paid at 100% of the provider fee schedule amount with no deductible or copay amount.

B.1.a Covered services for UnitedHealthcare Community Plan of Mississippi — Mississippi CAN

\$2,500 Per fiscal year maximum (July 1 – June 30). Procedures not listed are not a benefit of this plan. If you have a question regarding plan benefits, limitations and exclusions, please contact provider services for assistance.

Orthodontic benefit — children up to age 21 lifetime maximum per child—\$4,200

Medicaid will consider orthodontic authorization requests for beneficiaries under 21 who meet at least one of the following pre-qualifying criteria:

- Cleft lip, cleft palate and other craniofacial anomalies
- Overjet of 9 millimeters or more
- Reverse overjet of 2 millimeters or more
- Extensive hypodontia with restorative implications (more than one tooth per quadrant) requiring pre-prosthetic orthodontics
- Anterior openbites greater than 4 millimeters
- Upper anterior contact point displacement with greater than 4 millimeters
- Requiring pre-prosthetic orthodontics
- Individual anterior tooth crossbites with greater than a 2 millimeter discrepancy between retruded contact position and intercuspal position
- Impinging overbite with evidence of gingival or palatal trauma
- Impeded eruption of teeth (except third molars) due to crowding, displacement, presence of supernumerary teeth, retained primary teeth, and any pathologic cause; unless extraction of the displaced teeth or adjacent teeth, requiring no orthodontic treatment would be more expedient.

UnitedHealthcare Mississippi CAN dental benefit

Code	Description	Age Limits	Frequency/Limitation	Auth Required?	Required Documents
D0120	Periodic Oral Evaluation - Established Patient	0-20		No	N/A
D0140	Limited Oral Evaluation - Problem Focused		4 per fiscal year	No	N/A
D0145	Oral Evaluation, Patient Under Three	0-2	2 per fiscal year, at least 5 months apart	No	N/A
D0150	Comprehensive Oral Evaluation - New Or Established Patient	0-20	2 per fiscal year, at least 5 months apart	No	N/A
D0210	Intraoral - Complete Series of Radiographic Images		1 per 24 months	No	N/A
D0220	Intraoral - Periapical First Radiographic Image		7 per fiscal year	No	N/A
D0230	Intraoral - Periapical Each Additional Image		7 per fiscal year	No	N/A
D0270	Bitewing - Single Radiographic Image		1 per fiscal year, 1 exception allowed for documented trauma to head or mouth area, orthodontic evaluation, or rule out malignancy	No	N/A
D0272	Bitewings - Two Radiographic Images		1 per fiscal year, 1 exception allowed for documented trauma to head or mouth area, orthodontic evaluation, or rule out malignancy	No	N/A



UnitedHealthcare Mississippi CAN dental benefit

Code	Description	Age Limits	Frequency/Limitation	Auth Required?	Required Documents
D0273	Bitewings - Three Radiographic Images		1 per fiscal year, 1 exception allowed for documented trauma to head or mouth area, orthodontic evaluation, or rule out malignancy	No	N/A
D0274	Bitewings - Four Radiographic Images		1 per fiscal year, 1 exception allowed for documented trauma to head or mouth area, orthodontic evaluation, or rule out malignancy	No	N/A
D0321	Other Temporomandibular Joint Radiographic Images, By Report			Yes	Narrative of medical necessity with pre authorization
D0330	Panoramic Radiographic Image		1 per 24 months	No	N/A
D0340	2D Cephalometric Radiographic Image	0-20		No	N/A
D0350	Oral/Facial Photographic Images	0-20		No	N/A
D0411	Test For Diabetes		1 per day	No	N/A
D0470	Diagnostic Casts	0-20		No	N/A
D0999	FQHC Encounter Payment			No	N/A
D1120	Prophylaxis - Child	0-20	2 per fiscal year, at least 5 months apart	No	N/A
D1206	Topical Application Of Fluoride Varnish	0-20	2 per fiscal year, at least 5 months apart	No	N/A
D1208	Topical Application of Fluoride	0-20	2 per fiscal year, at least 5 months apart	No	N/A
D1351	Sealant - Per Tooth	0-20	1 per 5 years	No	N/A
D1510	Space Maintainer - Fixed - Unilateral	0-20		No	N/A
D1516	Space Maintainer - Fixed - Bilateral, maxillary	0-20		No	N/A
D1517	Space Maintainer - Fixed - Bilateral, mandibular	0-20		No	N/A
D1520	Space Maintainer - Removable - Unilateral	0-20		No	N/A
D1526	Space Maintainer - Removable - Bilateral, maxillary	0-20		No	N/A
D1527	Space Maintainer - Removable - Bilateral, mandibular	0-20		No	N/A
D1551	Re-Cement Or Re-Bond Space Maintainer - Maxillary	0-20		No	N/A
D1552	Re-Cement Or Re-Bond Space Maintainer - Mandibular	0-20		No	N/A
D1553	Re-Cement Or Re-Bond Unilateral Space Maintainer - Per quadrant	0-20		No	N/A
D1556	Removal Of Fixed Unilateral Space Maintainer - Per quadrant	0-20		No	N/A
D1557	Removal Of Fixed Bilateral Space Maintainer - Maxillary	0-20		No	N/A
D1558	Removal Of Fixed Bilateral Space Maintainer - Mandibular	0-20		No	N/A
D2140	Amalgam - One Surface, Primary Or Permanent	0-20		No	N/A
D2150	Amalgam - Two Surfaces, Primary Or Permanent	0-20		No	N/A
D2160	Amalgam - Three Surfaces, Primary Or Permanent	0-20		No	N/A
D2161	Amalgam - Four Or More Surfaces, Primary Or Permanent	0-20		No	N/A
D2330	Resin-Based Composite - One Surface, Anterior	0-20		No	N/A
D2331	Resin-Based Composite - Two Surfaces, Anterior	0-20		No	N/A
D2332	Resin-Based Composite - Three Surfaces, Anterior	0-20		No	N/A
D2335	Resin-Based Composite - Four Or More Surfaces Or Involving Incisal Angle	0-20		No	N/A
D2390	Resin-Based Composite Crown, Anterior	0-20		No	N/A



UnitedHealthcare Mississippi CAN dental benefit

Code	Description	Age Limits	Frequency/Limitation	Auth Required?	Required Documents
D2391	Resin-Based Composite - One Surface, Posterior	0-20		No	N/A
D2392	Resin-Based Composite - Two Surfaces, Posterior	0-20		No	N/A
D2393	Resin-Based Composite - Three Surfaces, Posterior	0-20		No	N/A
D2394	Resin-Based Composite - Four Or More Surfaces, Posterior	0-20		No	N/A
D2750	Crown - Porcelain Fused To High Noble Metal	0-20		Yes	Pre-op x-rays of adjacent teeth and opposing teeth
D2751	Crown - Porcelain Fused To Predominantly Base Metal	0-20		Yes	Pre-op x-rays of adjacent teeth and opposing teeth
D2752	Crown - Porcelain Fused To Noble Metal	0-20		Yes	Pre-op x-rays of adjacent teeth and opposing teeth
D2930	Prefabricated Stainless Steel Crown - Primary Tooth	0-20		No	N/A
D2931	Prefabricated Stainless Steel Crown - Permanent Tooth	0-20		No	N/A
D2933	Prefabricated Stainless Steel Crown With Resin Window	0-20		No	N/A
D2934	Prefabricated Esthetic Coated Stainless Steel Crown - Primary Tooth	0-20		No	N/A
D2940	Protective Restoration	0-20		No	N/A
D2952	Post And Core In Addition To Crown, Indirectly Fabricated	0-20		Yes	Pre-op x-rays of adjacent teeth and opposing teeth
D2999	Unspecified Restorative Procedure, By Report	0-20		Yes	Description of procedure and narrative of medical necessity
D3220	Therapeutic Pulpotomy	0-20		No	N/A
D3222	Partial Pulpotomy For Apexogenesis - Permanent Tooth	0-20		No	N/A
D3310	Endodontic Therapy, Anterior Tooth (Excluding Final Restoration)	0-20	1 per lifetime per tooth	Yes	Pre-op x-rays (excluding BWX)
D3320	Endodontic Therapy Premolar Tooth (Excluding Final Restoration)	0-20	1 per lifetime per tooth	Yes	Pre-op x-rays (excluding BWX)
D3330	Endodontic Therapy, Molar tooth (Excluding Final Restoration)	0-20	1 per lifetime per tooth	Yes	Pre-op x-rays (excluding BWX)
D3346	Retreatment Of Previous Root Canal Therapy - Anterior	0-20		Yes	Pre-op x-rays (excluding BWX)
D3347	Retreatment Of Previous Root Canal Therapy - Premolar	0-20		Yes	Pre-op x-rays (excluding BWX)
D3348	Retreatment Of Previous Root Canal Therapy - Molar	0-20		Yes	Pre-op x-rays (excluding BWX)
D3999	Unspecified Endodontic Procedure, By Report	0-20		Yes	Description of procedure and narrative of medical necessity
D4210	Gingivectomy Or Gingivoplasty - Four Or More Contiguous Teeth		1 per quadrant per fiscal year, Ages 21+ must be on dilantin therapy	Yes	Pre-op x-rays, perio charting, narrative of medical necessity, photo (optional)
D4211	Gingivectomy Or Gingivoplasty - One To Three Contiguous Teeth		1 per quadrant per fiscal year, Ages 21+ must be on dilantin therapy	Yes	Pre-op x-rays, perio charting, narrative of medical necessity, photo (optional)
D4240	Gingival Flap Procedure, Including Root Planing - Four Or More Contiguous Teeth	10-20	1 per quadrant per fiscal year	Yes	Pre-op x-rays, perio charting, narrative of medical necessity, photo (optional)
D4241	Gingival Flap Procedure, Including Root Planing - One To Three Contiguous Teeth	10-20	1 per quadrant per fiscal year	Yes	Pre-op x-rays, perio charting, narrative of medical necessity, photo (optional)
D4260	Osseous Surgery (Including Flap And Closure) - Four Or More Teeth		1 per quadrant per fiscal year	Yes	Pre-op x-rays, perio charting, narrative of medical necessity, photo (optional)
D4261	Osseous Surgery (Including Flap And Closure) - One To Three Teeth		1 per quadrant per fiscal year	Yes	Pre-op x-rays, perio charting, narrative of medical necessity, photo (optional)



UnitedHealthcare Mississippi CAN dental benefit

Code	Description	Age Limits	Frequency/Limitation	Auth Required?	Required Documents
D4341	Periodontal Scaling And Root Planing - Four Or More Teeth Per Quadrant	10-20	1 per quadrant per fiscal year	Yes	Periodontal charting and pre-op x-rays
D4342	Periodontal Scaling And Root Planing - One To Three Teeth Per Quadrant	10-20	1 per quadrant per fiscal year	Yes	Periodontal charting and pre-op x-rays
D5110	Complete Denture - Maxillary	0-20		Yes	FMX or panorex x-rays
D5120	Complete Denture - Mandibular	0-20		Yes	FMX or panorex x-rays
D5211	Maxillary Partial Denture - Resin Base	0-20		Yes	FMX or panorex x-rays
D5212	Mandibular Partial Denture - Resin Base	0-20		Yes	FMX or panorex x-rays
D5221	Maxillary Partial Denture - Resin Base	0-20		Yes	FMX or panorex x-rays
D5222	Mandibular Partial Denture - Resin Base	0-20		Yes	FMX or panorex x-rays
D5955	Palatal Lift Prosthesis, Definitive	0-20		Yes	Narrative of medical necessity with pre authorization
D6999	Unspecified Fixed Prosthodontic Procedure, By Report	0-20		Yes	Description of procedure and narrative of medical necessity
D7140	Extraction, Erupted Tooth Or Exposed Root		1 per lifetime per tooth	No	N/A
D7210	Extraction, Erupted Tooth		1 per lifetime per tooth	No	N/A
D7220	Removal Of Impacted Tooth - Soft Tissue		1 per lifetime per tooth	Yes	Pre-op x-rays (excluding bitewings) and narrative of medical necessity
D7230	Removal Of Impacted Tooth - Partially Bony		1 per lifetime per tooth	Yes	Pre-op x-rays (excluding bitewings) and narrative of medical necessity
D7240	Removal Of Impacted Tooth - Completely Bony		1 per lifetime per tooth	Yes	Pre-op x-rays (excluding bitewings) and narrative of medical necessity
D7241	Removal Of Impacted Tooth - Completely Bony, Unusual Surgical Complications		1 per lifetime per tooth	Yes	Pre-op x-rays (excluding bitewings) and narrative of medical necessity
D7250	Removal Of Residual Tooth (Cutting Procedure)		1 per lifetime per tooth	Yes	Pre-op x-rays (excluding bitewings) and narrative of medical necessity
D7251	Coronectomy - Intentional Partial Tooth Removal			Yes	Narrative, films, treatment plan, clinical notes, panorex
D7260	Oroantral Fistula Closure			Yes	Narrative of medical necessity with pre authorization
D7270	Reimplantation And/Or Stabilization Of Accidentally Evulsed / Displaced Tooth	0-20		Yes	Narrative of medical necessity with pre authorization
D7272	Tooth Transplantation (Includes Reimplantation)	0-20		Yes	Narrative of medical necessity with pre authorization
D7280	Exposure of an Unerupted Tooth		1 per lifetime per tooth	Yes	Pre-op x-rays and narrative of medical necessity
D7285	Incisional Biopsy Of Oral Tissue - Hard (Bone, Tooth)			No	N/A
D7286	Incisional Biopsy Of Oral Tissue - Soft			No	N/A
D7288	Brush Biopsy - Transepithelial Sample Collection			No	N/A
D7290	Surgical Repositioning Of Teeth			No	N/A
D7296	Corticotomy - One To Three Teeth Or Tooth Spaces, Per Quadrant			Yes	Pre-operative radiographs of area and narrative of medical necessity
D7297	Corticotomy - Four Or More Teeth Or Tooth Spaces, Per Quadrant			Yes	Pre-operative radiographs of area and narrative of medical necessity
D7310	Alveoplasty In Conjunction With Extractions - Four Or More Teeth			Yes	Pre-op x-rays (excluding BWX)
D7311	Alveoplasty In Conjunction With Extractions - One To Three Teeth			Yes	Pre-op x-rays (excluding BWX)
D7320	Alveoplasty Not In Conjunction With Extractions - Four Or More Teeth			Yes	Pre-op x-rays (excluding bitewings) and narrative of medical necessity
D7321	Alveoplasty Not In Conjunction With Extractions - One To Three Teeth			Yes	Pre-op x-rays (excluding bitewings) and narrative of medical necessity



UnitedHealthcare Mississippi CAN dental benefit

Code	Description	Age Limits	Frequency/Limitation	Auth Required?	Required Documents
D7340	Vestibuloplasty - Ridge Extension (Secondary Epithelialization)			Yes	Pre-op x-rays (excluding bitewings) and narrative of medical necessity
D7350	Vesibuloplasty - Ridge Extension (Including Soft Tissue Grafts)			Yes	Pre-op x-rays (excluding bitewings) and narrative of medical necessity
D7410	Excision Of Benign Lesion Up To 1.25 Cm			Yes	Copy of pathology report with claim
D7411	Excision Of Benign Lesion Greater Than 1.25 Cm			Yes	Copy of pathology report
D7413	Excision Of Malignant Lesion Up To 1.25 Cm			Yes	Copy of pathology report
D7414	Excision Of Malignant Lesion Greater Than 1.25 Cm			Yes	Copy of pathology report
D7440	Excision Of Malignant Tumor - Lesion Diameter Up To 1.25 Cm			Yes	Copy of pathology report
D7441	Excision Of Malignant Tumor - Lesion Diameter Greater Than 1.25 Cm			Yes	Copy of pathology report
D7450	Removal Of Benign Odontogenic Cyst Or Tumor - Dia Up To 1.25 Cm			Yes	Copy of pathology report
D7451	Removal Of Benign Odontogenic Cyst Or Tumor - Dia Greater Than 1.25 Cm			Yes	Copy of pathology report
D7460	Removal Of Benign Nonodontogenic Cyst Or Tumor - Dia Up To 1.25 Cm			Yes	Copy of pathology report
D7461	Removal Of Benign Nonodontogenic Cyst Or Tumor - Dia Greater Than 1.25 Cm			Yes	Copy of pathology report
D7465	Destruction Of Lesion(S) By Physical Or Chemical Method, By Report			Yes	Copy of pathology report
D7471	Removal Of Lateral Exostosis (Maxilla Or Mandible)			Yes	Narrative of medical necessity, xrays or photos optional
D7490	Radical Resection Of Maxilla Or Mandible			Yes	Narrative of medical necessity, xrays or photos optional
D7510	Incision And Drainage Of Abscess - Intraoral Soft Tissue			Yes	Narrative of medical necessity, xrays or photos optional
D7520	Incision And Drainage Of Abscess - Extraoral Soft Tissue			Yes	Narrative of medical necessity, xrays or photos optional
D7530	Removal Of Foreign Body From Mucosa			Yes	Narrative of medical necessity, xrays or photos optional
D7540	Removal Of Reaction Producing Foreign Bodies			Yes	Narrative of medical necessity, xrays or photos optional
D7550	Partial Osteotomy/Sequestrectomy For Removal Of Non-Vital Bone			Yes	Narrative of medical necessity, xrays or photos optional
D7560	Maxillary Sinusotomy For Removal Of Tooth Fragment Or Foreign Body			Yes	Narrative of medical necessity, xrays or photos optional
D7610	Maxilla - Open Reduction (Teeth Immobilized, If Present)			Yes	Narrative of medical necessity, xrays or photos optional
D7620	Maxilla - Closed Reduction (Teeth Immobilized, If Present)			Yes	Narrative of medical necessity, xrays or photos optional
D7630	Mandible - Open Reduction (Teeth Immobilized, If Present)			Yes	Narrative of medical necessity, xrays or photos optional
D7640	Mandible - Closed Reduction (Teeth Immobilized, If Present)			Yes	Narrative of medical necessity, xrays or photos optional
D7650	Malar And/Or Zygomatic Arch - Open Reduction			Yes	Narrative of medical necessity, xrays or photos optional
D7660	Malar And/Or Zygomatic Arch - Closed Reduction			Yes	Narrative of medical necessity, xrays or photos optional
D7670	Alveolus - Closed Reduction, May Include Stabilization Of Teeth			Yes	Narrative of medical necessity, xrays or photos optional
D7671	Alveolus - Open Reduction, May Include Stabilization Of Teeth			Yes	Narrative of medical necessity, xrays or photos optional



UnitedHealthcare Mississippi CAN dental benefit

Code	Description	Age Limits	Frequency/Limitation	Auth Required?	Required Documents
D7680	Facial Bones - Complicated Reduction With Fixation And Multiple Surgical			Yes	Narrative of medical necessity, xrays or photos optional
D7710	Maxilla - Open Reduction			Yes	Narrative of medical necessity, xrays or photos optional
D7720	Maxilla - Closed Reduction			Yes	Narrative of medical necessity, xrays or photos optional
D7730	Mandible - Open Reduction			Yes	Narrative of medical necessity, xrays or photos optional
D7740	Mandible - Closed Reduction			Yes	Narrative of medical necessity, xrays or photos optional
D7750	Malar And/Or Zygomatic Arch - Open Reduction			Yes	Narrative of medical necessity, xrays or photos optional
D7760	Malar And/Or Zygomatic Arch - Closed Reduction			Yes	Narrative of medical necessity, xrays or photos optional
D7770	Alveolus - Open Reduction Stabilization Of Teeth			Yes	Narrative of medical necessity, xrays or photos optional
D7780	Facial Bones - Complicated Reduction With Fixation And Multiple Approaches			Yes	Narrative of medical necessity, xrays or photos optional
D7810	Open Reduction Of Dislocation			Yes	Narrative of medical necessity, xrays or photos optional
D7820	Closed Reduction Of Dislocation			Yes	Narrative of medical necessity, xrays or photos optional
D7830	Manipulation Under Anesthesia			Yes	Narrative of medical necessity, xrays or photos optional
D7840	Condylectomy			Yes	Narrative of medical necessity, xrays or photos optional
D7850	Surgical Discectomy, With/Without Implant			Yes	Narrative of medical necessity, xrays or photos optional
D7860	Arthrotomy			Yes	Narrative of medical necessity, xrays or photos optional
D7870	Arthrocentesis			Yes	Narrative of medical necessity, xrays or photos optional
D7910	Suture Of Recent Small Wounds Up To 5 Cm			Yes	Narrative of medical necessity, xrays or photos optional
D7911	Complicated Suture - Up To 5 Cm			Yes	Narrative of medical necessity, xrays or photos optional
D7912	Complicated Suture - Greater Than 5 Cm			Yes	Narrative of medical necessity, xrays or photos optional
D7920	Skin Graft (Identify Defect Covered, Location And Type Of Graft)			Yes	Narrative of medical necessity, xrays or photos optional
D7940	Osteoplasty - For Orthognathic Deformities			Yes	Narrative of medical necessity, xrays or photos optional
D7941	Osteotomy - Mandibular Rami			Yes	Narrative of medical necessity, xrays or photos optional
D7943	Osteotomy - Mandibular Rami With Bone Graft: Includes Obtaining The Graft			Yes	Narrative of medical necessity, xrays or photos optional
D7944	Osteotomy - Segmented Or Subapical			Yes	Narrative of medical necessity, xrays or photos optional
D7945	Osteotomy - Body Of Mandible			Yes	Narrative of medical necessity, xrays or photos optional
D7946	Lefort I - (Maxilla - Total)			Yes	Narrative of medical necessity, xrays or photos optional
D7947	Lefort I - (Maxilla - Segmented)			Yes	Narrative of medical necessity, xrays or photos optional
D7948	Lefort Ii Or Lefort Iii (Osteoplasty Of Facial Bones) - Without Bone Graft			Yes	Narrative of medical necessity, xrays or photos optional



UnitedHealthcare Mississippi CAN dental benefit

Code	Description	Age Limits	Frequency/Limitation	Auth Required?	Required Documents
D7949	Lefort Ii Or Lefort Iii - With Bone Graft			Yes	Narrative of medical necessity, xrays or photos optional
D7950	Osseous, Osteoperiosteal, Or Cartilage Graft Of The Mandible Or Maxilla			Yes	Narrative of medical necessity, xrays or photos optional
D7955	Repair Of Maxillofacial Soft And/Or Hard Tissue Defect			Yes	Narrative of medical necessity, xrays or photos optional
D7960	Frenulectomy - Also Known As Frenectomy Or Frenotomy - Separate Procedure			Yes	Narrative of medical necessity, xrays or photos optional
D7970	Excision Of Hyperplastic Tissue - Per Arch			Yes	Pre-op x-rays, narrative of medical necessity, photos optional
D7979	Non-Surgical Sialolithotomy		1 per day	Yes	Pre-operative radiographs of area and narrative of medical necessity
D7980	Surgical Sialolithotomy			Yes	Narrative of medical necessity, xrays or photos optional
D7981	Excision Of Salivary Gland, By Report			Yes	Narrative of medical necessity, xrays or photos optional
D7982	Sialodochoplasty			Yes	Narrative of medical necessity, xrays or photos optional
D7983	Closure Of Salivary Fistula			Yes	Narrative of medical necessity, xrays or photos optional
D7990	Emergency Tracheotomy			Yes	Narrative of medical necessity, xrays or photos optional
D7991	Coronoidectomy			Yes	Narrative of medical necessity, xrays or photos optional
D7999	Unspecified Oral Surgery Procedure, By Report			Yes	Description of procedure and narrative of medical necessity
D8050	Interceptive Orthodontic Treatment Of The Primary Dentition	0-20		Yes	Narrative, films, treatment plan, clinical notes, panorex
D8060	Interceptive Orthodontic Treatment Of The Transitional Dentition	0-20		Yes	Narrative, films, treatment plan, clinical notes, panorex
D8080	Comprehensive Orthodontic Treatment Of The Adolescent Dentition	0-20		Yes	Pan or fmx, ceph x-ray, diag quality photos, narrative of med necessity, tx plan
D8670	Periodic Orthodontic Treatment Visit	0-20		No	N/A
D8703	Replacement Of Lost Or Broken Retainer - Maxillary	0-20	1 per lifetime	Yes	Narrative of active orthodontic case
D8704	Replacement Of Lost Or Broken Retainer - Mandibular	0-20	1 per lifetime	Yes	Narrative of active orthodontic case
D8999	Unspecified Orthodontic Procedure, By Report	0-20		Yes	Copy of original approval, banding date, payment history
D9110	Palliative (Emergency) Treatment Of Dental Pain - Minor Procedure			Yes	Description of procedure and narrative of medical necessity
D9222	Deep Sedation/General Anesthesia - First 15 Minutes		1 per day	No	N/A
D9223	Deep Sedation / General Anesthesia - Each subsequent 15 Minute Increment		1 per day	Yes	Narrative of medical necessity and anesthesia log
D9230	Inhalation Of Nitrous/Analgesia, Anxiolysis		1 per day	Yes	Narrative of medical necessity
D9239	Intravenous Moderate (Conscious) Sedation/Analgesia - First 15 Minutes		1 per day	Yes	Narrative of medical necessity and anesthesia log
D9243	Intravenous Moderate (Conscious) Sedation/Analgesia - Each Subsequent 15 Minute		1 per day	Yes	Narrative of medical necessity and anesthesia log
D9248	Non-Intravenous Conscious Sedation		1 per day	Yes	Narrative of medical necessity
D9310	Consultation - Diagnostic Service Provided By Dentist Or Physician			No	N/A
D9944	Occlusal Guard-hard appliance, full arch	0-20		Yes	Narrative of medical necessity
D9945	Occlusal Guard-soft appliance, full arch	0-20		Yes	Narrative of medical necessity



UnitedHealthcare Mississippi CAN dental benefit

Code	Description	Age Limits	Frequency/Limitation	Auth Required?	Required Documents
D9946	Occlusal Guard-hard appliance, partial arch	0-20		Yes	Narrative of medical necessity
D9995	Teledentistry - Synchronous; Real-Time Encounter		1 per day	No	N/A
D9996	Teledentistry - Asynchronous; Information Stored And Forwarded To Dentist		1 per day	No	N/A
D9999	Unspecified Adjunctive Procedure, By Report			Yes	OR/ASC Scoring sheet, treatment plan and Physician's statement

B.1.b Covered services for UnitedHealthcare Community Plan of Mississippi —Mississippi CHIP

\$2,000 per calendar year maximum. Procedures not listed are not a benefit of this plan. If you have a question regarding plan benefits, limitations and exclusions, please contact provider services for assistance.

1. Accidental injury benefit – the calendar year maximum does not apply to these services

Benefits are provided for dental care, treatment, dental surgery, and dental appliances made necessary by accidental bodily injury to sound and natural teeth (which are free from effects of impairment or disease) effected solely through external means occurring while the Member is covered under the plan. Injury to teeth as a result of chewing or biting is not considered accidental injury. **FOR ACCIDENTAL INJURY BENEFITS—SUBMIT A TREATMENT PLAN WITH PROCEDURE CODES FOR PRE-AUTHORIZATION APPROVAL.**

No benefits will be provided for orthodontics, dentures, occlusion reconstruction, or for inlays unless such services are provided pursuant to an accidental injury as described above or when such services are recommended by a physician or dentist for the treatment of severe craniofacial anomalies or full cusp Class III malocclusions. **FOR ORTHODONTIC BENEFITS—SUBMIT A TREATMENT PLAN WITH PROCEDURE CODES FOR PRE-AUTHORIZATION APPROVAL.**

2. Anesthesia benefits

Benefits are provided for anesthesia and for associated facility charges when the mental or physical condition of the Member requires dental treatment to be rendered under physician-supervised general anesthesia in a hospital setting, surgical center, or dental office.

3. TMJ coverage benefit

Benefits are provided for diagnosis and surgical treatment of temporomandibular joint (TMJ) disorder or syndrome and craniomandibular disorder, whether such treatment is rendered by a Practitioner or dentist, subject to a lifetime maximum benefit of five thousand dollars and zero cents (\$5,000.00) per Member. This lifetime maximum will apply regardless of whether the temporomandibular-cranio-mandibular joint disorder was caused by an accidental injury or was congenital in nature. **FOR TMJ BENEFITS—SUBMIT A TREATMENT PLAN WITH PROCEDURES FOR PRE-AUTHORIZATION APPROVAL.**

UnitedHealthcare Mississippi CHIP dental benefit

Code	Description	Age limits	Frequency/limitation	Auth required?	Required documents
D0120	Periodic Oral Evaluation - Established Patient	0 - 19	1 per 6 months	No	
D0140	Limited Oral Evaluation - Problem Focused	0 - 19		No	
D0145	Oral Evaluation, Patient Under Three	0 - 2	1 per 6 months	No	
D0150	Comprehensive Oral Evaluation - New Or Established Patient	0 - 19	1 per 6 months	No	
D0210	Intraoral - Complete Series of Radiographic Images	0 - 19	1 per 24 months	No	
D0220	Intraoral - Periapical First Radiographic Image	0 - 19		No	
D0230	Intraoral - Periapical Each Additional Image	0 - 19		No	
D0240	Intraoral - Occlusal Radiographic Image	0 - 19		No	
D0270	Bitewing - Single Radiographic Image	0 - 19	1 per 6 months	No	



UnitedHealthcare Mississippi CHIP dental benefit

Code	Description	Age limits	Frequency/limitation	Auth required?	Required documents
D0272	Bitewings - Two Radiographic Images	0 - 19	1 per 6 months	No	
D0273	Bitewings - Three Radiographic Images	0 - 19	1 per 6 months	No	
D0274	Bitewings - Four Radiographic Images	0 - 19	1 per 6 months	No	
D0320	Temporomandibular Joint Arthrogram, Including Injection	0 - 19	³ See TMJ disorder benefit	Yes	Date/desc of accident or congenital condition/tx plan/FMX or panorex/photos opt
D0321	Other Temporomandibular Joint Radiographic Images, By Report	0 - 19	³ See TMJ disorder benefit	Yes	Date/desc of accident or congenital condition/tx plan/FMX or panorex/photos opt
D0330	Panoramic Radiographic Image	0 - 19	1 per 24 months	No	
D0999	FQHC Encounter Payment	0 - 19		No	
D1110	Prophylaxis - Adult	14 - 19	1 per 6 months	No	
D1120	Prophylaxis - Child	0 - 13	1 per 6 months	No	
D1206	Topical Application Of Fluoride Varnish	0 - 6	1 per 6 months	No	
D1208	Topical Application of Fluoride	0 - 19	1 per 6 months	No	
D1351	Sealant - Per Tooth	0 - 14	1 per 36 months, molars only	No	
D1510	Space Maintainer - Fixed - Unilateral	0 - 15	permanent teeth only	No	
D1516	Space Maintainer - Fixed - Bilateral, maxillary	0 - 15	permanent teeth only	No	
D1517	Space Maintainer - Fixed - Bilateral, mandibular	0 - 15	permanent teeth only	No	
D1520	Space Maintainer - Removable - Unilateral	0 - 15	permanent teeth only	No	
D1526	Space Maintainer - Removable - Bilateral, maxillary	0 - 15	permanent teeth only	No	
D1527	Space Maintainer - Removable - Bilateral, mandibular	0 - 15	permanent teeth only	No	
D1551	Re-Cement Or Re-Bond Space Maintainer - Maxillary	0 - 15		No	N/A
D1552	Re-Cement Or Re-Bond Space Maintainer - Mandibular	0 - 15		No	N/A
D1553	Re-Cement Or Re-Bond Unilateral Space Maintainer - Per quadrant	0 - 15		No	N/A
D1556	Removal Of Fixed Unilateral Space Maintainer - Per quadrant	0 - 15		No	N/A
D1557	Removal Of Fixed Bilateral Space Maintainer - Maxillary	0 - 15		No	N/A
D1558	Removal Of Fixed Bilateral Space Maintainer - Mandibular	0 - 15		No	N/A
D2140	Amalgam - One Surface, Primary Or Permanent	0 - 19		No	
D2150	Amalgam - Two Surfaces, Primary Or Permanent	0 - 19		No	
D2160	Amalgam - Three Surfaces, Primary Or Permanent	0 - 19		No	
D2161	Amalgam - Four Or More Surfaces, Primary Or Permanent	0 - 19		No	
D2330	Resin-Based Composite - One Surface, Anterior	0 - 19		No	
D2331	Resin-Based Composite - Two Surfaces, Anterior	0 - 19		No	
D2332	Resin-Based Composite - Three Surfaces, Anterior	0 - 19		No	
D2335	Resin-Based Composite - Four Or More Surfaces Or Involving Incisal Angle	0 - 19		No	
D2391	Resin-Based Composite - One Surface, Posterior	0 - 19		No	
D2392	Resin-Based Composite - Two Surfaces, Posterior	0 - 19		No	
D2393	Resin-Based Composite - Three Surfaces, Posterior	0 - 19		No	
D2394	Resin-Based Composite - Four Or More Surfaces, Posterior	0 - 19		No	
D2740	Crown - Porcelain/Ceramic	0 - 19	1 per 5 years, anterior teeth only	Yes	Pre-op x-rays of adjacent teeth and opposing teeth
D2751	Crown - Porcelain Fused To Predominantly Base Metal	0 - 19	1 per 5 years, anterior teeth only	Yes	Pre-op x-rays of adjacent teeth and opposing teeth
D2930	Prefabricated Stainless Steel Crown - Primary Tooth	0 - 19		No	



UnitedHealthcare Mississippi CHIP dental benefit

Code	Description	Age limits	Frequency/limitation	Auth required?	Required documents
D2931	Prefabricated Stainless Steel Crown - Permanent Tooth	0 - 19		Yes	Pre-op x-rays of adjacent teeth and opposing teeth
D2933	Prefabricated Stainless Steel Crown With Resin Window	0 - 19	anterior teeth only	No	
D2940	Protective Restoration	0 - 19		No	
D2954	Prefabricated Post And Core In Addition To Crown	0 - 19		No	
D3220	Therapeutic Pulpotomy	0 - 19		No	
D3230	Pulpal Therapy (Resorbable Filling) - Anterior, Primary Tooth	0 - 6		No	
D3240	Pulpal Therapy (Resorbable Filling) - Posterior, Primary Tooth	0 - 10		No	
D3310	Endodontic Therapy, Anterior Tooth (Excluding Final Restoration)	0 - 19	1 per tooth per lifetime	Yes	Pre-op radiographs(excluding Bitewings), fill x-ray with claim
D3320	Endodontic Therapy Premolar Tooth (Excluding Final Restoration)	0 - 19	1 per tooth per lifetime	Yes	Pre-op radiographs(excluding Bitewings), fill x-ray with claim
D3330	Endodontic Therapy, Molar tooth (Excluding Final Restoration)	0 - 19	1 per tooth per lifetime	Yes	Pre-op radiographs(excluding Bitewings), fill x-ray with claim
D4210	Gingivectomy Or Gingivoplasty - Four Or More Contiguous Teeth	0 - 19	1 per 36 months	Yes	Pre-op x-rays, perio charting, narrative of medical necessity, photo (optional)
D4211	Gingivectomy Or Gingivoplasty - One To Three Contiguous Teeth	0 - 19	1 per 36 months	Yes	Pre-op x-rays, perio charting, narrative of medical necessity, photo (optional)
D4341	Periodontal Scaling And Root Planing - Four Or More Teeth Per Quadrant	10 - 19	2 quads per visit, 4 quads per year	Yes	Periodontal charting and pre-op x-rays
D4342	Periodontal Scaling And Root Planing - One To Three Teeth Per Quadrant	10 - 19	2 quads per visit, 4 quads per year	Yes	Periodontal charting and pre-op x-rays
D5110	Complete Denture - Maxillary	0 - 19	1 see accidental injury benefit	Yes	Narrative of medical necessity, FMX or panorex, photos optional
D5120	Complete Denture - Mandibular	0 - 19	1 see accidental injury benefit	Yes	Narrative of medical necessity, FMX or panorex, photos optional
D5211	Maxillary Partial Denture - Resin Base	0 - 19	1 see accidental injury benefit	Yes	Narrative of medical necessity, FMX or panorex, photos optional
D5212	Mandibular Partial Denture - Resin Base	0 - 19	1 see accidental injury benefit	Yes	Narrative of medical necessity, FMX or panorex, photos optional
D5213	Maxillary Partial Denture - Cast Metal Framework With Resin Denture Bases	0 - 19	1 see accidental injury benefit	Yes	Narrative of medical necessity, FMX or panorex, photos optional
D5214	Mandibular Partial Denture - Cast Metal Framework With Resin Denture Bases	0 - 19	1 see accidental injury benefit	Yes	Narrative of medical necessity, FMX or panorex, photos optional
D7140	Extraction, Erupted Tooth Or Exposed Root	0 - 19	1 per tooth per lifetime	No	
D7210	Extraction, Erupted Tooth	0 - 19	1 per tooth per lifetime	No	
D7220	Removal Of Impacted Tooth - Soft Tissue	0 - 19	1 per tooth per lifetime	Yes	Pre-op x-rays (excluding bitewings) and narrative of medical necessity
D7230	Removal Of Impacted Tooth - Partially Bony	0 - 19	1 per tooth per lifetime	Yes	Pre-op x-rays (excluding bitewings) and narrative of medical necessity
D7240	Removal Of Impacted Tooth - Completely Bony	0 - 19	1 per tooth per lifetime	Yes	Pre-op x-rays (excluding bitewings) and narrative of medical necessity
D7241	Removal Of Impacted Tooth - Completely Bony, Unusual Surgical Complications	0 - 19	1 per tooth per lifetime	Yes	Pre-op x-rays (excluding bitewings) and narrative of medical necessity
D7250	Removal Of Residual Tooth (Cutting Procedure)	0 - 19	1 per tooth per lifetime	Yes	Pre-op x-rays (excluding BWX)
D7270	Reimplantation And/Or Stabilization Of Accidentally Evulsed / Displaced Tooth	0 - 19	1 see accidental injury benefit	Yes	Date and description of accident, tx plan, FMX or Panorex, photos optional



UnitedHealthcare Mississippi CHIP dental benefit

Code	Description	Age limits	Frequency/limitation	Auth required?	Required documents
D7780	Facial Bones - Complicated Reduction With Fixation And Multiple Approaches	0 - 19	¹ see accidental injury benefit	Yes	Date and description of accident, tx plan, FMX or Panorex, photos optional
D7810	Open Reduction Of Dislocation	0 - 19	¹ see accidental injury benefit	Yes	Date/desc of accident or congenital condition/tx plan/FMX or panorex/photos opt
D7820	Closed Reduction Of Dislocation	0 - 19	¹ see accidental injury benefit	Yes	Date/desc of accident or congenital condition/tx plan/FMX or panorex/photos opt
D7830	Manipulation Under Anesthesia	0 - 19	¹ see accidental injury benefit	Yes	Date/desc of accident or congenital condition/tx plan/FMX or panorex/photos opt
D7840	Condylectomy	0 - 19	¹ see accidental injury benefit	Yes	Date/desc of accident or congenital condition/tx plan/FMX or panorex/photos opt
D7850	Surgical Discectomy, With/Without Implant	0 - 19	¹ see accidental injury benefit	Yes	Date/desc of accident or congenital condition/tx plan/FMX or panorex/photos opt
D7860	Arthrotomy	0 - 19	¹ see accidental injury benefit	Yes	Date/desc of accident or congenital condition/tx plan/FMX or panorex/photos opt
D7870	Arthrocentesis	0 - 19	¹ see accidental injury benefit	Yes	Date/desc of accident or congenital condition/tx plan/FMX or panorex/photos opt
D8080	Comprehensive Orthodontic Treatment Of The Adolescent Dentition	0 - 19	¹ see accidental injury benefit	Yes	Narr of med nec (or phys report of acc injury), fmx, pan, ceph, photos optional
D8670	Periodic Orthodontic Treatment Visit	0 - 19	¹ see accidental injury benefit	Yes	
D8999	Unspecified Orthodontic Procedure, By Report	0 - 19		Yes	Copy of original approval,banding date, payment history
D9110	Palliative (Emergency) Treatment Of Dental Pain - Minor Procedure	0 - 19		No	
D9222	Deep Sedation/General Anesthesia - First 15 Minutes	0 - 19	² when clinically necessary	Yes	Narrative of medical necessity,Tx plan if request for extensive treatment only
D9223	Deep Sedation / General Anesthesia - Each subsequent 15 Minute Increment	0 - 19	² when clinically necessary	Yes	Narrative of medical necessity,Tx plan if request for extensive treatment only
D9230	Inhalation Of Nitrous/Analgesia, Anxiolysis	0 - 7	1 per day, allowable with restorative procedures only, 1 per visit per day	No	
D9310	Consultation - Diagnostic Service Provided By Dentist Or Physician	0 - 19		No	
D9951	Occlusal Adjustment - Limited	0 - 19	¹ see accidental injury benefit	Yes	Date and description of accident, tx plan, FMX or Panorex, photos optional
D9952	Occlusal Adjustment - Complete	0 - 19	¹ see accidental injury benefit	Yes	Date and description of accident, tx plan, FMX or Panorex, photos optional
D9999	Unspecified Adjunctive Procedure, By Report	0 - 19		Yes	OR/ASC Scoring sheet, treatment plan and Physician's statement



B.2 Exclusions & limitations

Please refer to the benefits grid for applicable exclusions and limitations and covered services. Standard ADA coding guidelines are applied to all claims.

Any service not listed as a covered service in the benefit grids (Appendix XXX) is excluded.

Please call Provider Services if you have any questions regarding frequency limitations.

General exclusions

1. Unnecessary dental services.
2. Hospitalization or other facility charges.
3. Any dental procedure performed solely for cosmetic/aesthetic reasons.
4. Reconstructive surgery, regardless of whether or not the surgery is incidental to a dental disease, injury, or congenital anomaly when the primary purpose is to improve physiological functioning of the involved part of the body.
5. Any dental procedure not directly associated with dental disease.
6. Any procedure not performed in a dental setting that has not had prior authorization.
7. Procedures that are considered experimental, investigational or unproven. This includes pharmacological regimens not accepted by the American Dental Association Council on Dental Therapeutics. The fact that an experimental, investigational or unproven service, treatment, device or pharmacological regimen is the only available treatment for a particular condition will not result in coverage if the procedure is considered to be experimental, investigational or unproven in the treatment of that particular condition.
8. Service for injuries or conditions covered by workers' compensation or employer liability laws, and services that are provided without cost to the covered persons by any municipality, county or other political subdivision. This exclusion does not apply to any services covered by Medicaid or Medicare.
9. Expenses for dental procedures begun prior to the covered person's eligibility with the plan.
10. Dental services otherwise covered under the policy, but rendered after the date that an individual's coverage under the policy terminates, including dental services for dental conditions arising prior to the date that an individual's coverage under the policy terminates.
11. Services rendered by a provider with the same legal residence as a covered person or who is a member of a covered person's family, including a spouse, brother, sister, parent or child.
12. Charges for failure to keep a scheduled appointment without giving the dental office proper notification.



Appendix C: Authorization for treatment

C.1 Dental treatment requiring authorization

To make sure that desirable quality of care standards are achieved and to maintain the overall clinical effectiveness of the program, there are times when prior authorization is required prior to the delivery of clinical services. These services may include specific restorative, endodontic, periodontic, prosthodontic and oral surgery procedures. For a complete listing of procedures requiring authorization, refer to the benefit grid.

Prior authorization means the practitioner must submit those procedures for approval with clinical documentation supporting necessity before initiating treatment.

For questions concerning prior authorization, dental claim procedures, or to request clinical criteria, please call the Provider Services Line.

You can submit your authorization request electronically, by paper through mail, or online at UHCdental.com/medicaid. All documentation submitted should be accompanied with ADA Claim Form and by checking the box titled: "Request for Predetermination/Preauthorization" section of the ADA Dental Claim Form to the address referenced in the appendix of this manual.

Authorized services must be performed within 180 calendar days from the date of approval, with the exception of orthodontics. When submitting for prior authorization /retrospective review of these procedures, please note the documentation requirements when sending in the information.

Criteria utilized for medical necessity determination were developed from information collected from American Dental Association's Code Manuals, clinical articles and guidelines, as well as dental schools, practicing dentists, insurance companies, other dental related organizations, and local state or health plan requirements.

Medically necessary services are services, supplies or equipment provided by a licensed health care professional that are:

- Appropriate and consistent with the diagnosis or treatment of the member's condition, illness, or injury;
- In accordance with the standards of good medical practice consistent with the individual member's condition(s);
- Not primarily for the personal comfort or convenience of the member, family or care provider;
- The most appropriate services, supplies, equipment or levels of care that can be safely and efficiently provided to the member;
- Furnished in a setting appropriate to the member's medical need and condition and, when applied to the care of an inpatient, further mean that the member's medical symptoms or conditions require that the services cannot be safely provided to the member as an outpatient;
- Not experimental or investigational or for research or education;
- Provided by an appropriately licensed practitioner;

and

- Documented in the patient's record in a reasonable manner, including the relationship of the diagnosis to the service.

The criteria reviewers will look for in order to approve the request is listed below. Should the procedure need to be initiated under an emergency condition to relieve pain and suffering, you are to provide treatment to alleviate the patient's condition. However, to receive reimbursement for the treatment, the same criteria /documentation must be provided (with the claim for payment) and the same criteria must be met to receive payment for the treatment.

C.2 Authorization timelines

The following timelines will apply to requests for authorization:

- We will make a determination on standard authorizations within 2 days of receipt of the request. Written notification of denied determinations will be sent within 14 calendar days of receipt of the request.



- We will make a determination on expedited authorizations within 24 hours of receipt of the request. Written notification denied determinations will be sent within 2 business days of receipt of the request.
- Authorization approvals will expire 180 days from the date of determination.

C.3 Clinical criteria and documentation requirements for services requiring authorization

Dental services performed in an outpatient hospital/ambulatory surgical center (ASC) setting.

Prior authorization is required for all dental services rendering in an outpatient hospital setting.

The dentist must obtain prior authorization from UnitedHealthcare before performing services in an outpatient hospital setting.

Prior authorization requests can be submitted on the provider web portal or through regular mail.

- Provider web portal—UHCdental.com/medicaid

- Select *Authorizations*
- Select *Submit Authorizations*

- Regular mail

- **UnitedHealthcare**
P.O. Box 1313
Milwaukee, WI 53201

Required documentation

- Criteria Scoring Form
 - To obtain the current version, please visit UHCdental.com/medicaid
 - Select *Policies and Protocols* at the bottom of the page
 - Under *Additional Resources*, select *Dental Clinical Policies and Coverage Guidelines*
 - Select *Dental Care Services in an Operating Room or Ambulatory Surgery Center—Dental Coverage Guideline*
 - Select *Dental Care Services in an Operating Room or Ambulatory Surgery Center: Criteria Scoring*
 - Cases with fewer than **24** total points will be denied.
 - All sections of the form must be completed. Missing information may result in a denied authorization.
- ADA Dental Claim Form
- Provider Narrative of the Planned Treatment
- Physician Letter/Consult
 - Only required if documenting 15 points on the Criteria Scoring Form for a medically compromising condition or behavioral health/disability/special needs condition (see screenshot below). This must originate from a licensed physician, not the requesting dentist.

Co-Morbidities ^{2,3}	Points	Co-Morbidities
Medically compromising condition - documented by a physician	15	
Behavioral health/disability/special needs condition - documented by a physician	15	

Submitting the prior authorization

- Code D9999 must be included for all outpatient dental authorization requests. Code D9999 is a “trigger code” that UnitedHealthcare uses to identify outpatient dental authorizations. D9999 must be approved for UnitedHealthcare to pay the associated claims. Note: Dental anesthesia codes are not necessary. Those services should be billed with the facility charges



using the appropriate CPT/medical codes.

- **Provider Web Portal authorization requests** – Type D9999 and all planned dental codes into the **Services** section on the Provider Web Portal (see screenshot below).

Services		Surfaces					DiagPtr			
Code	Description	Tooth					Oral Cavity			
		1	2	3	4	5	1	2	3	4
1										
2										

- **Mailed Paper Authorization Requests** – Enter D9999 and all planned dental codes into the **Record of Services Provider** section on an ADA Dental Claim Form (see screenshot below).

RECORD OF SERVICES PROVIDED						
	24. Procedure Date (MM/DD/CCYY)	25. Area of Oral Cavity	26. Tooth System	27. Tooth Number(s) or Letter(s)	28. Tooth Surface	29. Procedure Code
1						
2						

- The facility name and address must be documented as outlined below. This information is required for the facility to receive payment.

- **Provider Web Portal Authorization Requests** – Type the facility name and address in the **Remarks** section on the Provider Web Portal (see screenshot below). This information must be entered in the Provider Web Portal, not in an attached document.

Remarks

Clear All
Skip Review and Submit
Review Requirements and Submit

- **Mailed Paper Authorization Requests** – Enter the facility name and address into box **35. Remarks** on an ADA Dental Claim Form (see screenshot below).

35. Remarks	
AUTHORIZATIONS	ANCILLARY CLAIM/TREATMENT INFORMATION
36. I have been informed of the treatment plan and associated fees. I agree to be responsible for all	38. Place of Treatment (Check applicable box)

Continuity of Care

Providers may submit Continuity of Care (CoC) requests using three (3) methods of submission:

13. Online via the provider web portal at UHCdental.com/medicaid.

14. Electronic submission via payer ID GP133

15. By mail to:

UnitedHealthcare Community Plan of Mississippi

P.O. Box 1391

Milwaukee, WI 53201



Requirements for all methods of submission:

- All CoC requests must contain:
 - Code D8999 and Code D8670
 - Code D8670 must include the number of adjustments requested.
- CoC requests received without the required code will result in incorrect processing.
- D8999 must be submitted for CoC requests only.
- Claims should be submitted with the actual services rendered.
- Select the applicable box when submitting a CoC request. Selecting the incorrect box will result in a claim denial.
 - For Continuation of Care requests select “Request for Pre-Determination/Pre Authorization”.
 - For claim submissions select “Actual Services” which indicates that the submission is specifically for a claim.

Continuity of Care—submission options and instructions

Mail submission

1. Submit a prior authorization request on a current ADA form
2. List Codes D8999 and D8670
3. Include the number of adjustments requested for Code D8670 to successfully complete the orthodontic case.
4. Mail to: **UnitedHealthcare Community Plan of Mississippi**
P.O. Box 1391
Milwaukee, WI 53201

Required documentation

1. A copy of the initial orthodontic case approval, if applicable
2. Attestation from the referring or treating primary care dentist that preventive and dental treatment services have been completed;
3. A copy of the orthodontic treatment notes if available from provider that started the case;
4. Recent diagnostic photographs and/or panoramic radiographs and, if available, pre-treatment ones (comprehensive and exceptions only);
5. The date when active treatment was started and the expected number of months for active treatment and retention with a maximum of 24 visits to be expected to treat a case; and, (If applicable) a new treatment plan and documentation to support the treatment change if re-banding is planned.
6. Payment history for all previous services.

Provider web portal submission

1. Submit a prior authorization request on a current ADA form
2. List two codes: D8999 and D8670
3. Include the number of adjustments requested for D8670 to successfully complete the orthodontic case.
4. Submit online via the provider web portal at UHCdental.com/medicaid

Required documentation

1. A copy of the initial orthodontic case approval, if applicable;
2. Attestation from the referring or treating primary care dentist that preventive and dental treatment services have been completed;
3. A copy of the orthodontic treatment notes if available from provider that started the case;
4. Recent diagnostic photographs and/or panoramic radiographs and, if available pre-treatment ones (comprehensive and exceptions only);
5. The date when active treatment was started and the expected number of months for active treatment and retention with a maximum of 24 visits to be expected to treat a case; and, (If applicable) a new treatment plan and documentation to support the treatment change if re-banding is planned.
6. Payment history for all previous services.



Electronic submission

1. Submit a prior authorization request via electronic ADA via payer ID GP133
2. List two codes: D8999 and D8670
3. Include the number of adjustments requested for D8670 to successfully complete the orthodontic case.
4. Submit via electronic claim submission method via payer ID GP133

Required documentation

1. A copy of the initial orthodontic case approval if applicable;
2. Attestation from the referring or treating primary care dentist that preventive and dental treatment services have been completed;
3. A copy of the orthodontic treatment notes if available from provider that started the case;
4. Recent diagnostic photographs and/or panoramic radiographs and if available pre-treatment ones (comprehensive and exceptions only);
5. The date when active treatment was started and the expected number of months for active treatment and retention with a maximum of 24 visits to be expected to treat a case; and, (if applicable) a new treatment plan and documentation to support the treatment change if re-banding is planned.
6. Payment history for all previous services.

CoC submission guidelines specific to transitioned MSCAN and CHIP members with open cases ONLY

For members banded under MS Medicaid fee-for-service, a different MSCAN program, or any Medicaid vendor other than UnitedHealthcare, and has now transitioned to United, the **provider MUST submit the request for CoC before submitting claims for D8670.**

In addition, if the member is changing providers, then the entire payment history from the original treating provider must be submitted. The new provider will only be paid their case fee minus what was paid to the previous provider. Refer to the example below.

Required documentation

- ADA Form with codes D8999 and 8670
- D8670 must include the number of adjustments requested.
- Copy of EOB/remit showing paid banding (D8080)
- Copy of original approval from prior Medicaid Vendor
- Payment history from prior vendor(s)

MS CAN Medicaid clinical criteria

Other temporomandibular joint films, by report

- Documentation describes medical necessity

Sealants – Primary teeth only

- Congenitally missing permanent bicuspid
- Documentation describes medical necessity

Cast crowns

- Minimum 50% bone support
- No periodontal furcation
- No subcrestal caries
- Clinically acceptable RCT if present
- Planned RCT if necessary
- Anterior - 50% incisal edge / 4+ surfaces involved



- Bicuspid – 1 cusp / 3+ surfaces involved
- Molar – 2 cusps / 4+ surfaces involved

Cast or pre-fab posts and cores

- Minimum 50% bone support
- No periodontal furcation
- No subcrestal caries
- Clinically acceptable RCT if present
- Planned RCT if necessary

Root canals

- Minimum 50% bone support
- No periodontal furcation
- No subcrestal caries
- Evidence of apical pathology/fistula
- Pain from percussion / temp
- Closed apex

Root canal retreatment

- Minimum 50% bone support
- No periodontal furcation
- No subcrestal caries
- Evidence of apical pathology/fistula
- Pain from percussion / temp

Gingivectomy or gingivoplasty

- Hyperplasia or hypertrophy from drug therapy, hormonal disturbances or congenital defects
- Generalized 5 mm or more pocketing indicated on the perio charting
- Dilantin therapy for adults

Gingival flap procedure

- Perio classification of Type III or IV
- Lack of attached gingiva

Osseous surgery

- History of periodontal scaling and root planning
- No previous recent history of osseous surgery
- Perio classification of Type III or IV

Scaling and root planning

- D4341
 1. Four or more teeth in the quadrant
 2. 5 mm or more pocketing on 2 or more teeth indicated on the perio charting
 3. Presence of root surface calculus and/or noticeable loss of bone support on x-rays
- D4342
 1. One to three teeth in the quadrant
 2. 5 mm or more pocketing on 1 or more teeth indicated on the perio charting



3. Presence of root surface calculus and/or noticeable loss of bone support on x-rays

Full dentures

- Existing denture greater than 5 years old
- Remaining teeth do not have adequate bone support or are restorable

Partial dentures

- Replacing one or more anterior teeth
- Replacing three or more posterior teeth (excluding 3rd molars)
- Existing partial denture greater than 5 years old
- Remaining teeth have greater than 50% bone support and are restorable

Immediate partial dentures

- Replacing one or more anterior teeth
- Replacing three or more posterior teeth (excluding 3rd molars)
- Existing partial denture greater than 5 years old and unserviceable
- Remaining teeth have greater than 50% bone support and are restorable

Maxillofacial prosthetics

- Documentation describes accident, facial trauma, disease, facial reconstruction or other medical necessity need

Impacted teeth

- Documentation describes pain, swelling, etc. around tooth (must be symptomatic) and documentation noted in patient record. (all ages)
- Tooth impinges on the root of an adjacent tooth, is horizontal impacted, or shows a documented enlarged tooth follicle or potential cystic formation. (all ages)
- Documentation supports procedure for unusual surgical complications (all ages)
- Documentation shows / describes asymptomatic impaction showing current / future eruption malposition which would result in pericoronitis, traumatize buccal mucosa, cause caries or periodontal disease. (under 21 only)
- Documentation shows / describes orthodontist recommendation of removal of asymptomatic impaction to facilitate orthodontic treatment. (under 21 only)
- Documentation shows / describes medically compromised patient requiring treatment in OR facility for removal of symptomatic / asymptomatic impaction. (under 21 only)
- X-rays matches type of impaction code described

Surgical removal of residual tooth roots

- Tooth root is completely covered by tissue on x-ray
- Documentation describes pain, swelling, etc. around tooth (must be symptomatic) and documentation noted in patient record

Coronectomy

- Documentation describes neurovascular complication if entire impacted tooth is removed

Oroantral fistula closure

- Due to extraction, oral infection or sinus infection

Tooth reimplantation and / or stabilization

- Documentation describes accident and medical necessity



Tooth transplantation

- Documentation describes accident and medical necessity

Surgical access of an unerupted tooth

- Documentation supports impacted/unerupted tooth
- Tooth is beyond one year of normal eruption pattern

Biopsy

- Copy of pathology report with claim

Alveoloplasty with extractions

- Appropriate number of teeth being extracted for code

Alveoloplasty without extractions

- Necessary for fabrication of a prosthesis

Vestibuloplasty

- Documentation supports lack of ridge for denture placement

Excision of lesion / tumor

- Copy of pathology report with claim

Excision of bone tissue

- Necessary for fabrication of a prosthesis

Incision / drain abscess

- Documentation describes non-vital tooth or foreign body for intraoral
- Documentation describes periapical or periodontal abscess for extraoral

Removal of foreign body

- Documentation describes presence or description of foreign body

Removal of reaction – producing foreign bodies

- Documentation describes presence or description of foreign body

Partial ostectomy

- Documentation describes presence or description of non-vital bone or foreign body

Maxillary sinusotomy

- Documentation describes presence or description of root fracture of foreign body in maxillary antrum

Fractures – simple / compound

- Documentation describes accident, operative report and medical necessity

Reduction and dislocation and management of TMJ dysfunctions

- Documentation describes medical necessity for procedure with claim

Suture repairs

- Documentation describes accident
- Not for tooth extraction or to close surgical incision



Frenulectomy

- Documentation describes tongue tied, diastema or tissue pull condition

Skin graft

- Documentation describes location and type of graft

Osteoplasty / osteotomy

- Documentation describes and supports congenital defect condition

Other repair procedures

- Documentation describes medical necessity for procedure with claim

Frenulectomy

- Documentation describes tongue tied, diastema or tissue pull condition

Excision of hyperplastic tissue

- Documentation describes medical necessity due to ill fitting denture

Sialolithotomy

- Documentation describes evidence of salivary blockage

Excision of salivary gland

- Documentation describes evidence of salivary blockage and inability to open

Palliative (emergency) treatment

- Documentation describes medical necessity for procedure with claim

General anesthesia / IV sedation (Dental Office Setting)

- Extractions of impacted teeth or surgical exposure of unerupted cuspids
- 2 or more extractions in 2 or more quadrants
- 4 or more extractions in 1 quadrant
- Excision of lesions greater than 1.25 cm
- Surgical recovery from the maxillary antrum
- Documentation that patient is less than 9 years old with extensive treatment (described)
- Documentation of failed local anesthesia and documentation noted in patient record
- Documentation of situational anxiety and documentation noted in patient record
- Documentation and narrative of medical necessity supported by submitted medical records (cardiac, cerebral palsy, epilepsy or condition that would render patient noncompliant)

Inhalation of nitrous oxide / analgesia

- Documentation (treatment history) supports indication of non-cooperative patient under age 9
- Documentation supports indication of patient with a medical condition (cardiac, cerebral palsy, epilepsy, or other condition that would render the patient non-compliant)
- Documentation describes extensive treatment for patient under age 9
- Documentation describes situational anxiety

Non – intravenous conscious sedation (Dental Office Setting)

- Extractions of impacted teeth or surgical exposure of unerupted cuspids
- 2 or more extractions in 2 or more quadrants



- 4 or more extractions in 1 quadrant
- Excision of lesions greater than 1.25 cm
- Surgical recovery from the maxillary antrum
- Documentation that patient is less than 9 years old with extensive treatment (described)
- Documentation of failed local anesthesia and documentation noted in patient record
- Documentation of situational anxiety and documentation noted in patient record
- Documentation and narrative of medical necessity supported by submitted medical records (cardiac, cerebral palsy, epilepsy or condition that would render patient noncompliant)

Occlusal guard

- Medically necessary for temporomandibular dysfunction (TMD)

Unspecified procedures, by report

- Procedure cannot be adequately described by an existing code

OR (Hospital Operating Room or Outpatient Facility) request

- When prior authorization is required for dental care under general anesthesia in a hospital operating room or ambulatory surgery center, the following must be included with requests:
 - The Dental Coverage Form; and
 - The appropriate treatment narrative; and
 - Supporting documentation, as indicated in the Dental Coverage Guideline titled Dental Care Services in an Operating Room or Ambulatory Surgery Center.
- ≥ 24 points on the UnitedHealthcare Dental Coverage Form
 - Age of Individual (range of 2-10 points)
 - Behavior Assessment (range of 0-10 points)
 - Definitely negative (10 points) - requires comments or narrative
 - Co-Morbidities (range of 0-15 points)
 - Medical and behavioral health (15 points) – requires documentation from physician
 - Failure of office based conscious sedation (15 points) – brief description
 - Oral or perioral pathology (15 points) - narrative or radiographs
 - Treatment Complexity (range of 2-12 points) – requires treatment plan
 - Total score required = 24 points

Orthodontics

Comprehensive orthodontic services

- Documentation shows cleft lip, cleft palate and other craniofacial anomalies
- Documentation shows overjet of 9 mm or more
- Documentation shows reverse overjet of 2 mm or more
- Documentation shows extensive hypodontia with restorative implications (more than one teeth per quadrant) requiring pre-prosthetic orthodontics
- Documentation shows anterior open bites greater than 4 mm
- Documentation shows upper anterior contact point displacements greater than 4 mm
- Documentation shows individual tooth crossbites with greater than 2 mm discrepancy between retruded contact position and intercuspal position
- Documentation shows impinging overbite with evidence of gingival or palatal trauma
- Documentation shows impeded eruption of teeth (except third molars) due to crowding, displacement, presence of



supernumerary teeth, retained primary teeth, and any pathologic cause; unless extraction of the displaced teeth or adjacent teeth, requiring no orthodontic treatment would be more expedient

Orthodontic repair / replacement of lost or broken retainer

- Narrative of active ortho case

MS CHIP Medicaid Clinical Criteria

Images – TMJ

- Treatment caused by accidental injury or congenital condition
- Documentation describes medical necessity

Crowns

- Minimum 50% bone support
- No periodontal furcation
- No subcrestal caries
- Clinically acceptable RCT
- Anterior - 50% incisal edge / 4+ surfaces involved
- Bicuspid – 1 cusp / 3+ surfaces involved
- Molar – 2 cusps / 4+ surfaces involved

Root canal treatment

- Minimum 50% bone support
- No periodontal furcation
- No subcrestal caries
- Evidence of apical pathology/fistula
- Pain from percussion / temp
- Closed apex

Gingivectomy or gingivoplasty

- Hyperplasia or hypertrophy from drug therapy, hormonal disturbances or congenital defects
- Generalized 5 mm or more pocketing indicated on the perio charting

Scaling and root planning

- D4341
 1. Four or more teeth in the quadrant
 2. 5 mm or more pocketing on 2 or more teeth indicated on the perio charting and
 3. Presence of root surface calculus and/or noticeable loss of bone support on x-rays
- D4342
 1. One to three teeth in the quadrant
 2. 5 mm or more pocketing on 1 or more teeth indicated on the perio charting and
 3. Presence of root surface calculus and/or noticeable loss of bone support on x-rays

Full dentures

- Treatment caused by accidental injury
- Remaining teeth do not have adequate bone support or are restorable



Partial dentures

- Treatment caused by accidental injury
- Remaining teeth have greater than 50% bone support and are restorable

Impacted teeth

- Documentation describes pain, swelling, etc. around tooth (must be symptomatic) and documentation noted in patient record. (all ages)
- Tooth impinges on the root of an adjacent tooth, is horizontal impacted, or shows a documented enlarged tooth follicle or potential cystic formation. (all ages)
- Documentation supports procedure for unusual surgical complications (all ages)
- Documentation shows / describes asymptomatic impaction showing current / future eruption malposition which would result in pericoronitis, traumatize buccal mucosa, cause caries or periodontal disease. (under 21 only)
- Documentation shows / describes orthodontist recommendation of removal of asymptomatic impaction to facilitate orthodontic treatment. (under 21 only)
- Documentation shows / describes medically compromised patient requiring treatment in OR facility for removal of symptomatic / asymptomatic impaction. (under 21 only)
- X-rays matches type of impaction code described

Surgical removal of residual tooth roots

- Tooth root is completely covered by tissue on x-ray
- Documentation describes pain, swelling, etc around tooth (must be symptomatic) and documentation noted in patient record

Tooth reimplantation

- Treatment is caused by accidental injury

Fractures – compound

- Treatment is caused by accidental injury

Dislocation and management of TMJ dysfunctions

- Treatment is caused by accidental injury or congenital condition

Comprehensive orthodontic treatment

- Treatment is caused by accidental injury or
- Documentation shows a history of cleft lip or palate condition
- Documentation shows a severe craniofacial condition where oral and maxillofacial surgery procedure is necessary to correct the condition
- Documentation shows a full cusp Class III malocclusion where minimally, the mesial cusp of the maxillary first molar is located in the interproximal space between the mandibular first and second molar on at least one side.

General anesthesia / IV sedation (Dental Office Setting)

- Extractions of impacted teeth or surgical exposure of unerupted cuspids
- 2 or more extractions in 2 or more quadrants
- 4 or more extractions in 1 quadrant
- Excision of lesions greater than 1.25 cm
- Surgical recovery from the maxillary antrum
- Documentation that patient is less than 9 years old with extensive treatment (described)
- Documentation of failed local anesthesia and documentation noted in patient record
- Documentation of situational anxiety and documentation noted in patient record



- Documentation and narrative of medical necessity supported by submitted medical records (cardiac, cerebral palsy, epilepsy or condition that would render patient noncompliant)

Occlusal adjustment

- Treatment is caused by accidental injury

OR (Hospital Operating Room or Outpatient Facility) request (D9999 on claim form)

- When prior authorization is required for dental care under general anesthesia in a hospital operating room or ambulatory surgery center, the following must be included with requests:
 - The Dental Coverage Form; and
 - The appropriate treatment narrative; and
 - Supporting documentation, as indicated in the Dental Coverage Guideline titled Dental Care Services in an Operating Room or Ambulatory Surgery Center.
- ≥ 24 points on the UnitedHealthcare Dental Coverage Form
 - Age of Individual (range of 2-10 points)
 - Behavior Assessment (range of 0-10 points)
 - Definitely negative (10 points) - requires comments or narrative
 - Co-Morbidities (range of 0-15 points)
 - Medical and behavioral health (15 points) – requires documentation from physician
 - Failure of office based conscious sedation (15 points) – brief description
 - Oral or perioral pathology (15 points) - narrative or radiographs
 - Treatment Complexity (range of 2-12 points) – requires treatment plan
 - Total score required = 24 points

C.4 Appealing a denied authorization

Members have the right to appeal any fully or partially denied authorization determination. Denied requests for authorization are also known as “adverse benefit determinations.” An appeal is a formal way to share dissatisfaction with an adverse benefit determination.

As a treating provider, you may advocate for your patient and assist with their appeal. If you wish to file an appeal on the member’s behalf, you will need their consent to do so.

You or the member may call or mail the information relevant to the appeal within 60 calendar days from the date of the adverse benefit determination.

Member Denied Authorization Appeal Mailing Address:

UnitedHealthcare Community
Attn: Appeals and Grievances Unit
 P.O. Box 31364
 Salt Lake City, UT 84131-0364
 Toll-free: 866-293-1796 (TTY 711)

For standard appeals, if you appeal by phone, you must follow up in writing, ask the member to sign the written appeal, and mail it to UnitedHealthcare Community Plan. Expedited appeals do not need to be in writing.

The member has the right to:

- Receive a copy of the rule used to make the decision.
- Ask someone (a family member, friend, lawyer, health care provider, etc.) to help. The member may present evidence, and allegations of fact or law, in person and in writing.
- Review the case file before and during the appeal process. The file includes medical records and any other documents.
- Send written comments or documents considered for the appeal.



- Ask for an expedited appeal if waiting for this health service could harm the member's health.
- Ask for continuation of services during the appeal. However, the member may have to pay for the health service if it is continued or if the member should not have received the service. As the provider, you cannot ask for a continuation. Only the member may do so.

C.5 Appeal determination timeframe:

- We resolve a standard appeal 30 calendar days from the day we receive it.
- We resolve an expedited appeal 72 hours from when we receive it.

C.6 State Fair Hearing

If you disagree with an adverse benefit determination by UnitedHealthcare Community Plan, you or someone acting on your behalf (provider, family member, etc.) can also appeal directly to the Mississippi Division of Medicaid (DOM) by filing a request for a State Fair Hearing. You can appeal to DOM:

- After you have exhausted your appeal rights with UnitedHealthcare Community Plan.

Members have 120 days from the date on UnitedHealthcare Community Plan's adverse appeal determination letter.

The UnitedHealthcare Community Plan member may ask for a state fair hearing by writing a letter to:

Division of Medicaid Office of the Governor

Attn: Office of Appeals
550 High Street, Suite 1000
Jackson, MS 39201

Phone: 1-601-359-6050 or 1-800-421-0488

The member may ask UnitedHealthcare Community Plan Customer Service for help writing the letter.

The member may have someone attend with them. This may be a family member, friend, care provider or lawyer. Written consent is required.

Processes related to reversal of our initial decision

If the state fair hearing outcome is to not deny, limit, or delay services while the member is waiting on an appeal, then we provide the services:

- As quickly as the member's health condition requires or
- No later than 72 hours from the date UnitedHealthcare Community Plan receives the determination reversal.

If the State Fair Hearing decides UnitedHealthcare Community Plan must approve appealed services, we pay for the services as specified in the policy and/or regulation.

C.7 Member grievances, appeals, state fair hearings, and independent external reviews

What is a grievance?

A grievance is an expression of dissatisfaction about any matter other than an Adverse Benefit Determination.

A grievance might be about:

- Access to Service/Providers.
- Provider Care and Treatment.
- Coordinated Care Organization Customer Service.
- Payment and Reimbursement Issues.
- Administrative Issues.

Examples of grievances include but are not limited to:



- You are unhappy with the quality of care or services you are getting.
- The doctor you want to see is not a UnitedHealthcare Community Plan doctor.

What should I do if I have a grievance?

You or someone acting on your behalf (provider, family member, etc.) can file a grievance by calling or writing to UnitedHealthcare Community Plan. Call **1-877-743-8731**, TTY **711** or write to:

Grievance and Appeals
P.O. Box 5032
Kingston, NY 12402-5032

If someone else is going to file a grievance for you, we must have your written permission for that person to file your grievance. There is a form you can use at the end of this Handbook.

You can file a grievance by calling or writing to UnitedHealthcare Community Plan. When you call we will let you know at the time of your call we've received your grievance unless you ask us to confirm receipt in writing. If you write to us we will send you a letter within five (5) calendar days telling you we received your grievance. We will review your grievance and send notice of our decision within thirty (30) calendar days of receiving your grievance or expeditiously as your health condition requires.

If you ask for more time or we show there is a need for more information and the delay is in your interest, the time frame may be extended by up to 14 days. If we ask for more time, we make a reasonable attempt to call you and we send you a letter to let you know why we need more time.

What is the time period a member can file a grievance?

A member may file a grievance at any time.

What can I do if I need a fast decision?

If you or someone acting on your behalf (provider, family member, etc.) wants a fast decision because your health is at risk, call Member Services at **1-877-743-8731**, TTY **711**. You may file an Expedited Grievance. UnitedHealthcare Community Plan will call you with our decision within 72 hours of you asking for a fast decision. This time frame may be extended up to 14 days. If you ask for more time or we show that there is need for additional information and the delay is in your interest, the time frame may be extended. If we ask for an extension, we will give you written notice of the reason. You will receive a letter in writing. The letter will let you know the reason for our decision and what to do if you don't like the decision.

If we decide that your grievance does not need a fast decision based on the rules, we will call you to let you know. Your grievance will be handled within 30 calendar days. We will also send you a letter telling you this within two days of calling you.

After your grievance is reviewed, we will send you a letter letting you know our decision.

What is an adverse benefit determination?

For a resident of a rural area with only one MCO, the denial of a member's request to exercise his or her right, under § 438.52(b)(2) (ii), to obtain services outside the network.

The denial of a member's request to dispute a financial liability, including cost sharing, copayments, premiums, deductibles, coinsurance, and other member financial liabilities. 42 CFR 438.400(b)

Determinations by skilled nursing facilities and nursing facilities to transfer or discharge residents and adverse determinations made by a State with regard to the preadmission screening and annual resident review requirements of Section 1919(e)(7) of the Act, if applicable. Contract Amendment 8 Section 2. A. 3.

An Adverse Benefit Determination occurs when UnitedHealthcare:

- Denies or limits authorization of a service you want;
- Reduces, suspends or terminates payment for a service you are already getting;
- Fails to authorize a service in the required time frame; or
- Fails to decide a Grievance or Appeal in the required time frame.



What is an appeal?

An appeal means a review by UnitedHealthcare Community Plan of an Adverse Benefit Determination.

If any of the above occurs, UnitedHealthcare Community Plan will send you a Adverse Benefit Determination. An appeal is when you tell us you believe our Adverse Benefit Determination was made in error.

How do I file an appeal with UnitedHealthcare Community Plan?

Members have a right to request appeal of a grievance decision. You or someone acting on your behalf (provider, family member, etc.) with your written permission can file an appeal by calling or writing to UnitedHealthcare Community Plan. Call **1-877-743-8731**, TTY **711** or write to:

Grievance and Appeals
P.O. Box 5032
Kingston, NY 12402-5032

You must file your appeal within 60 calendar days of receiving UnitedHealthcare's Notice of Adverse Benefit Determination. If you need help writing or filing an appeal, call Member Services at **1-877-743-8731**, TTY **711**.

If you file your appeal by calling us, we will put your appeal in writing and send it to you for your signature. You must sign and return the appeal.

If someone else is going to file an appeal for you, we must have your written permission for that person to file your appeal.

You will receive a letter telling the reason for our decision and what to do if you don't like the decision. When you file an appeal, we will send you a letter within ten (10) calendar days telling you we received your appeal. We will review your appeal and send you our decision within thirty (30) calendar days. If you ask for more time or we show there is a need for more information and the delay is in your interest, the time frame may be extended up to 14 days. If we ask for more time, we make a reasonable attempt to call you and we send you a letter to let you know why we need more time.

UnitedHealthcare will resolve an appeal and provide written notice of the resolution within 30 calendar days. UnitedHealthcare may extend this time frame by up to 14 calendar days upon a member's request or if UnitedHealthcare demonstrates the need for more information and that a delay in rendering the decision is in the member's best interest. For any extension not requested by the member, UnitedHealthcare will give the member written notice of the reason for delay.

What can I do if I need immediate care?

If you or your doctor wants a fast decision because your health is at risk, call Member Services at

1-877-743-8731, TTY **711** for an expedited review of a Notice of Adverse Benefit Determination. You do not have to send a letter for a fast decision once you call Member Services. UnitedHealthcare Community Plan will call you with our decision within 72 hours of getting your request for an expedited review. This time frame may be extended up to 14 days if you ask for the extension or we show that there is need for additional information and the delay is in your interest. If we ask for an extension, we will make a reasonable attempt to call you and we send you a letter to let you know why we need more time.

If we decide that your appeal does not need a fast decision based on the rules, we will call you. Your appeal will be handled within 30 calendar days. We will also send you a letter telling you this within two days of calling you.

You will receive a letter telling the reason for our decision and what to do if you don't like the decision.

How do I file a State Fair Hearing request?

If you disagree with an adverse benefit determination by UnitedHealthcare Community Plan, you or someone acting on your behalf (provider, family member, etc.) can also appeal directly to the Mississippi Division of Medicaid (DOM) by filing a request for a State Fair Hearing. You can appeal to DOM:

- After you have exhausted your appeal rights with UnitedHealthcare Community Plan.

You must file for a State Fair Hearing within one hundred and twenty (120) calendar days of your receipt of the final decision from UnitedHealthcare Community Plan. For information on requesting a State Fair Hearing, call **1-601-359-6050** or **1-800-421-0488** or write to:



Division of Medicaid Office of the Governor
 Attn: Office of Appeals
 550 High Street, Suite 1000
 Jackson, MS 39201

Independent External Review – MS CHIP ONLY

An Independent External Review is defined as an independent review conducted by an external party following a UnitedHealthcare appeal determination. Appeals that are not resolved wholly in favor of the member by UnitedHealthcare may be appealed by the member or the member's authorized representative to the Independent Reviewer. The member must exhaust all UnitedHealthcare appeal procedures prior to requesting an impartial review with an Independent External Review. Members must file a request for an Independent External Review within one hundred and twenty (120) calendar days of your receipt of the final decision from UnitedHealthcare Community Plan.

How do I file an Independent External Review request?

To file a request for an Independent External Review, please contact Member Services at **1-800-992-9940**, TTY **711**.

Continuation of benefits

If you have been getting an ongoing service or item that is being reduced, changed or stopped, you may continue with it if:

1. Your appeal is received within 10 days from the date you receive UnitedHealthcare Community Plan's Notice of Adverse Benefit Determination.
2. You request that the service be continued.

The service may be continued through the appeal, State Fair Hearing, or Independent External Review unless you discontinue your appeal, fail to request a State Fair Hearing and continuation of benefits, or the prescription for your service ends. If you request a State Fair Hearing and want your benefits to continue, you must file your request within 10 days from the date you receive our decision. If the State Fair Hearing finds that UnitedHealthcare Community Plan's decision was right, you may be responsible for the cost of the continued benefits.

Additional protections for Mississippi Medicaid beneficiaries

Pursuant to federal law, state law and agency policy, the Mississippi Division of Medicaid further protects PHI that pertains to alcohol and drug abuse, HIV/AIDS, sexually transmitted diseases (STDs), mental health, genetic test results and family planning. Information in these categories requires written authorization before disclosure to someone outside Medicaid unless it is:

- For treatment for medical emergency.
- Deidentified or the disclosure does not identify the beneficiary as possessing a sensitive data category.
- For scientific research in certain circumstances.
- For management and financial audits in certain circumstances.
- For program evaluations in certain circumstances.
- By court order, if appropriate.
- If otherwise required by law.
- To a personal representative (except in cases of minors — consent must be obtained from the minor before disclosing to parent, guardian or other legal representative).
- Internal agency communications for the purpose of the provision of diagnosis, treatment or referral for treatment.
- To law enforcement regarding crimes or threats to commit crimes on premises or against personnel.
- To entities that provide services to the agency (e.g., contractors and business associates).



Important terms

Abuse: Harming someone on purpose. (Includes yelling, ignoring a person's need and inappropriate touching).

Adverse benefit determination: An adverse benefit determination occurs when UnitedHealthcare:

- Denies or limits authorization of a service you want;
- Reduces, suspends or terminates payment for a service you are already getting;
- Fails to authorize a service in the required time frame; or
- Fails to decide a Grievance or Appeal in the required time frame.

Appeal: A formal request for UnitedHealthcare to review an adverse benefit determination.

Durable Medical Equipment (DME): Things such as wheelchairs, walkers, glucose meter, IV poles. Also disposable supplies such as bandages, catheters and needles.

Emergency: A sudden and unexpected change in physical or mental health which, if not treated right away, could result in (1) loss of life or limb, (2) harm to a bodily function, or (3) permanent damage to a body part.

FQHC: Federally Qualified Health Care Center

Grievance: An expression of dissatisfaction about any matter other than an adverse benefit determination.

Health information: Facts about your health and care. This may come from UnitedHealthcare or a provider. It includes physical and mental health and payments for care.

Immunization: A shot that protects from a disease. Children should get a variety at specific ages. Shots are often given during regular doctor visits.

In-network: Doctors, specialists, hospitals, pharmacies and other providers who have an arrangement with UnitedHealthcare to offer services to members.

Medical home: A doctor or medical practice that you go to all the time.

Medically necessary: (1) a service that prevents, diagnoses or treats a physical or mental illness or injury; ensures age-appropriate growth and development; minimizes the worsening of a disability; or attains, maintains, or regains functional capacity per accepted standards of practice. (2) It cannot be omitted without affecting the member's condition or quality of care. (3) It is given in the best setting.

Member: A person enrolled in UnitedHealthcare through MississippiCAN or MississippiCHIP.

Out-of-network: Doctors, specialists, hospitals, pharmacies and other providers who do not have an arrangement with UnitedHealthcare to offer services to members.

Prescription: A doctor's written instructions that authorizes drugs or treatment.

Prior authorization: Approval for services not normally covered by UnitedHealthcare.

Provider or Practitioner: A person or facility that provides health care (doctors, pharmacies, dentists, clinics, hospitals, etc.).

RHC: Rural Health Care Center

Specialist: Any doctor who has special training for a specific condition or illness.

SSI: Social Security Insurance



C.8 Provider complaints, grievances, and appeals

A provider complaint is defined as an expression of dissatisfaction that is of a less serious or formal nature that is resolved within 1 business day. A complaint includes, but is not limited to inquiries, matters, misunderstandings, or misinformation that can be promptly resolved by clearing up the misunderstanding, or providing accurate information. Any complaint not resolved in 1 business day will be treated as a Grievance.

To file a complaint, please contact Provider Services at **1-800-508-4862**.

A provider grievance is defined as an expression of dissatisfaction about any matter other than an Adverse Benefit Determination. Providers must file a grievance within 30 calendar days of the date of the event causing the dissatisfaction. UnitedHealthcare will confirm receipt of a grievance within 5 calendar days of receipt. UnitedHealthcare will resolve grievances within 30 calendar days of the date the grievance was received.

To file a grievance, please contact Provider Services at **1-800-508-4862**.

A provider appeal is defined as a request to review an Adverse Benefit Determination related to a provider. An Adverse Benefit Determination may include, but is not limited to, credentialing and recredentialing decisions, for cause termination by the Contractor, or delay or non-payment for covered services. Providers must file an appeal within 30 calendar days of receiving the notice of Adverse Benefit Determination. UnitedHealthcare will confirm receipt of an appeal within 10 calendar days of receipt. UnitedHealthcare will resolve appeals within 30 calendar days of the date the appeal was received.

To file an appeal, please contact Provider Services at **1-800-508-4862** or mail written requests to the address below. Please include an ADA Claim Form and a narrative supporting the appeal.

UnitedHealthcare

P.O. Box 1391
Milwaukee, WI 53201

Provider State Administrative Hearing - MS CAN ONLY

A Provider State Administrative Hearing is defined as a hearing conducted by the Division of Medicaid or its Subcontractor. Appeal that is not resolved wholly in favor of the provider may be appealed by the provider or the provider's authorized representative to the Division for a State Administrative Hearing. Providers must exhaust all UnitedHealthcare appeal procedures prior to requesting a State Administrative Hearing with the Division of Medicaid. Providers must file a request for a State Administrative Hearing within 30 calendar days of the final decision by UnitedHealthcare.

To file a request for a State Administrative Hearing, please mail written requests to the address below.

Division of Medicaid, Office of the Governor

Attn: Office of Appeals
550 High Street, Suite 1000
Jackson, MS 39201

Independent External Review - MS CHIP ONLY

An Independent External Review is defined as an independent review conducted by an external party following a UnitedHealthcare appeal determination. Appeals that are not resolved wholly in favor of the provider by UnitedHealthcare may be appealed by the provider or the provider's authorized representative to the Independent Reviewer. The Provider must exhaust all UnitedHealthcare appeal procedures prior to requesting an impartial review with an Independent External Review. Providers must file a request for an Independent External Review within 30 calendar days of the final decision by UnitedHealthcare.

To file a request for an Independent External Review, please contact Member Services at **1-800-992-9940, TTY 711**.



Appendix D: Member rights and responsibilities

For the most updated information regarding Member Rights and Responsibilities, please review the Member Handbook.

D.1 Member rights

Members of UnitedHealthcare Community Plan of Mississippi have a right to:

- Respect, dignity, privacy, confidentiality, accessibility and nondiscrimination.
- A reasonable opportunity to choose a PCP and to change to another provider in a reasonable manner.
- Consent for or refusal of treatment and active participation in decision choices.
- Ask questions and receive complete information relating to your medical condition and treatment options, including specialty care.
- Voice grievances and receive access to the grievance process, receive assistance in filing an appeal, and request a State Fair Hearing from UnitedHealthcare Community Plan of Mississippi and/or the Department.
- Timely access to care that does not have any communication or physical access barriers.
- Prepare Advance Medical Directives.
- Assistance with requesting and receiving a copy of your medical records.
- Timely referral and access to medically indicated specialty care.
- Be free from any form of restraint or seclusion used as a means of coercion, discipline, convenience, or retaliation.
- Be furnished health care services in accordance with federal and state regulations.

D.2 Member responsibilities

Members of UnitedHealthcare Community Plan of Mississippi agree to:

- Work with their PCP to protect and improve their health.
- Find out how their health plan coverage works.
- Listen to their PCP's advice and ask questions when in doubt.
- Call or go back to their PCP if they do not get better or ask to see another provider.
- Treat health care staff with the respect they expect themselves.
- Tell us if they have problems with any health care staff by calling Member Services.
- Keep their appointments, calling as soon as they can if they must cancel.
- Use the emergency department only for real emergencies.
- Call their PCP when you need medical care, even if it is after-hours.





**Dental Benefit
Providers®**

All documents regarding the recruitment and contracting of providers, payment arrangements, and detailed product information are confidential proprietary information that may not be disclosed to any third party without the express written consent of Dental Benefit Providers, Inc.

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