



# Provider Manual

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Kern Family Health Care

Last updated: August 5, 2020

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This manual is revised periodically. For the most recent version, please visit the KFHC website at: [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com) or call the **Provider Network Management Department at (661) 632-1590 or (800) 391-2000**. **Providers can dial 5**, a silent prompt created for Providers to bypass other queues.

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## QUICK REFERENCE

Visit our website to access the KFHC Provider Portal, search for a network provider, view and download KFHC Policies and Procedures, and many other helpful resources are available at [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com).

The image shows a screenshot of the Kern Family Health Care website. At the top, the logo for Kern Family Health Care is displayed, along with buttons for 'MEMBER PORTAL' and 'PROVIDER PORTAL'. Below the logo is a navigation menu with links for 'ABOUT US', 'BECOME A MEMBER', 'MEMBERS', 'PROVIDERS', 'CAREERS', 'CONTACT US', 'ESPAÑOL', and 'SEARCH Q'. The main banner features a photograph of a woman kissing a baby on the cheek, with the text 'Your health is our mission' and a link to 'Learn more about what we offer.' Below the banner are four circular icons: 'BECOME A MEMBER' (with a group of people icon), 'NEW MEMBERS' (with a plus sign icon), 'FIND A PROVIDER' (with a stethoscope icon), and 'HEALTH & WELLNESS' (with a heart icon).

The bottom portion of the image shows the 'Provider Portal' login page. It features the Kern Family Health Care logo with the tagline 'The Friendly Face Of Kern Health Systems'. The login section includes fields for 'Username' and 'Password', a 'SUBMIT' button, and a link for 'Forgot your username or password?'. Below the login fields are links for 'Contact Us' and 'Out of Network Providers'. To the right of the login section, a welcome message reads: 'Welcome to the Kern Family Health Care Provider Portal, a unique on-line tool for accessing benefit, eligibility, and claims data.' This is followed by a list of services available through the portal:

- Check member eligibility information
- Check the status of your claims
- Submit and check the status of your authorization and pharmacy requests
- Download various forms
- View and update your Provider demographic information
- Not a Kern Family Health Care Network provider?
- Please click "Out of Network Providers" to sign up.

At the bottom of the provider portal section, it states: 'To sign up, please contact your Provider Relations Representative at (661) 664-5000 to create your account.'

## KEY CONTACTS

Department	Contact Information
KFHC	2900 Buck Owens Blvd Bakersfield, CA 93308 Monday – Friday, 8:00 am - 5:00 pm 661-632-1590 (Bakersfield), 1-800-391-2000 (outside of Bakersfield). <b>Providers can dial 5</b> , a silent prompt created specifically for providers to bypass other queues.
KFHC Provider Relations Representative	
KFHC Advice Nurse Line	800-391-2000 Available 24 hours a day, 7 days a week
Claims	<p><b>Submit electronic claims to any of the following:</b></p> <ul style="list-style-type: none"> <li>• Change Health</li> <li>• Cognizant</li> <li>• Office Ally</li> <li>• SSI Group</li> </ul> Use KHS Payor ID: 77039  <p><b>Paper Claims:</b>                      Kern Family Health Care – Claims Department                      P.O. Box 85000                      Bakersfield, CA 93380-9998</p>
KFHC Transportation Department	661-632-1590 (Bakersfield), 800-391-2000 (outside of Bakersfield), choose option 3. Available 24 hours a day, 7 days a week for urgent or after hours assistance. Transportation should be requested at least 5 days in advance.
Interpreting Services Language Line In-Person interpreting	661-632-1590 (Bakersfield), 800-391-2000 (outside of Bakersfield)



## KEY CONTACTS

Department	Contact Information
Verify Eligibility	<ul style="list-style-type: none"> <li>• <a href="#">KFHC Provider Portal</a></li> <li>• KFHC DIVA (661) 664-5185</li> <li>• AEVS 800-456-2387</li> </ul> <p>If above options unavailable:</p> <ul style="list-style-type: none"> <li>• KFHC Member Services Dept. 661-632-1590 (Bakersfield), 800-391-2000 (outside of Bakersfield), <b>Providers can dial 5</b>, a silent prompt created specifically for providers to bypass other queues.</li> </ul>
California Relay Services	Call 800-735-2922, if you <b>do not</b> have a TTY device in your office or call 800-735-2929 if you <b>do</b> have a TTY device in your office.
Denti-Cal	800-322-6284 <a href="http://smilecalifornia.org">smilecalifornia.org</a>
California Children's Services (CCS)	Kern County Public Health Services Dept. 2 <sup>nd</sup> Floor, Bakersfield, CA 93306 661-868-0504, fax 661-868-0280 <a href="http://kernpublichealth.com">kernpublichealth.com</a>
Behavioral Health & Recovery Services (BHRS)	Mental Health Administration 661-868-6600 Non-crisis Adult Care 661-868-8080 Crisis Line Toll Free 800-991-5272 Crisis Line 661-868-8000 <a href="http://kernbhers.org">kernbhers.org</a>
Vision Services Plan (VSP)	800-877-7195 or <a href="http://www.vsp.com">www.vsp.com</a>
Submit Authorizations	<ul style="list-style-type: none"> <li>• <a href="#">KFHC Provider Portal</a></li> <li>• Fax Requests: 661-664-5190</li> </ul>
Submit Pharmacy TAR	<ul style="list-style-type: none"> <li>• <a href="#">KFHC Provider Portal</a></li> </ul>

## SECTION 1: INTRODUCTION

### About Kern Health Systems

Kern Health Systems (KHS) was established by the Kern County Board of Supervisors in April 1993 as the County’s Local Initiative. In Kern County, Medi-Cal is operated through a Two-Plan Model consisting of a “local initiative” health plan and a commercial plan. Kern Health Systems (KHS) is the local initiative managed care plan in Kern County. Currently, Health Net is the commercial plan.

KHS is a Knox-Keene licensed Health Plan and is regulated by the California Department of Managed Health Care (DMHC), the California Department of Health Care Services (DHCS), and the federal government’s Centers for Medicare and Medicaid Services (CMS).

### KFHC Provider Network

KFHC Members have access to a comprehensive network of providers that includes primary care providers, specialists, pharmacies, hospitals, and urgent care facilities.



### Our Mission

Kern Health Systems is dedicated to improving the health status of our members through an integrated managed health care delivery system for Kern County.

## KFHC Employee Code of Conduct

The Code of Conduct articulates the standards of behavior that each employee is expected to observe while performing their jobs.



## Governing Board & Committees

The KHS Board of Directors are appointed by the Kern County Board of Supervisors; it includes physicians, safety-net providers, hospitals, pharmacies and community representatives. For more information regarding the Board & Committees or to view past agendas, visit [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com). The following is a list and description of the KHS Advisory Committees:

### Finance Committee

The Finance Committee reviews, approves, and makes recommendations to KHS' Board of Directors on all financial and contractual matters that are presented by KHS' staff in support of administrative and management operations. It ensures KHS' financial stability by providing oversight on its budget.

### Physician Advisory Committee (PAC)

The PAC serves as an advisor to the Board of Directors on health care issues, peer review, provider discipline and credentialing/re-credentialing decisions. The committee is responsible for reviewing provider grievances and/or appeals, provider quality issues, and other peer review matters as directed by the KHS Chief Medical Officer or designee.

### Quality Improvement / Utilization Management Committee (QI/UM)

The QI/UM Committee oversees all covered health care services delivered to members by systematic methods that develop, implement, assess and improve the integrated health delivery systems of KHS.

## **Pharmacy & Therapeutic Committee (P&T)**

The P&T Committee monitors the KFHC Formulary, oversees medication prescribing practices by providers, assesses usage patterns by members and assists with study design and clinical guidelines development. The committee is composed of Physician and Pharmacist providers as well as internal staff. If you would like to serve on the committee, please contact the Director of Pharmacy or Medical Director.

## **Public Policy / Community Advisory Committee (PP/CAC)**

Provides a mechanism for structured input from KFHC members regarding how our operations impact the delivery of their care. The role of the PP/CAC is to implement and maintain community linkages.

\*If you are interested in becoming a member of any of the above listed committees, please contact KHS Quality Improvement Department at 661-664-5000.

## **Intent of the Provider Manual**

Our provider network is a critical component in serving our mission. We want this manual to be a useful guide which will offer a general overview of information, tools, and guidance needed for you and your staff to facilitate care and services for KFHC Members. If you have any questions, need assistance, or have suggestions for improving the manual, please contact the Provider Network Management Department at (800) 391-2000. **Providers can dial 5**, a silent prompt created specifically for providers to bypass other queues.

If the terms of your Agreement differ from the information in this Provider Manual, the Agreement will supersede. In addition, if there are conflicts between the Manual and current State or federal laws and regulations governing the provision of health care services, those laws and regulations will supersede this Manual.

## **How to Use the Provider Manual**

Providers can search particular topics by reviewing the table of contents or by using the Adobe/PDF search function. For more detailed information, please refer to Kern Health System policies, procedures located at [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com), if you do not have internet access a hard copy will be provided.

 **Search tip: To search for a specific topic, hit Ctrl + F on your keyboard to activate the "Find" function, if you are using a PC. If you are using a Mac, hit Command + F.**

## SECTION 2: ELIGIBILITY

### Eligibility

- Eligibility needs to be checked every visit and can be checked in multiple ways:
  - **Provider Portal**
  - **DIVA** (661-664-5185)
  - **AEVS** (800-456-2387)

### If above options unavailable:

- **KFHC Member Service Department** (800-391-2000) **Option 5**
- Kern Family Health Care (KFHC) members can switch PCP's anytime they choose
- KFHC members can switch health plans (KFHC to Health Net & vice versa) month to month

### Termination of PCP/Member Relationship

- PCPs can discharge a member by providing a letter requesting member reassignment to their Provider Relations Representative
- PCP is required to provide care to the member for 30 days after notification sent to KFHC

### Medi-Cal Enrollment

Individuals who wish to enroll in KFHC must have been determined eligible for the Medi-Cal program through the Kern County Department of Human Services, or the Social Security Administration.

Medi-Cal recipients must re-certify their eligibility periodically. It is not uncommon for individuals or families to lose Medi-Cal eligibility and then regain it at a later date. Eligibility for Medi-Cal can also be effective retroactively in some cases. Please note that a member's eligibility must be verified *before delivery of services* and that the KFHC Member Identification (ID card) *alone* is not a guarantee of eligibility.

The state of California issues a plastic Medi-Cal ID card known as the Benefits Identification Card, or BIC. The BIC shows the member's name, date of birth, 14-digit identification number and the card issue date.

The Kern County Department of Human Services may issue a temporary, emergency "paper card" when the Member cannot wait for the state to issue the BIC.

The new "Poppy" BIC design will be provided to newly eligible recipients and recipients requesting replacement cards. Providers are responsible for verifying the recipient is eligible for services and is the recipient to whom the card was issued. Both BIC designs should be accepted by providers.



"Poppy" design



"Blue and White" design

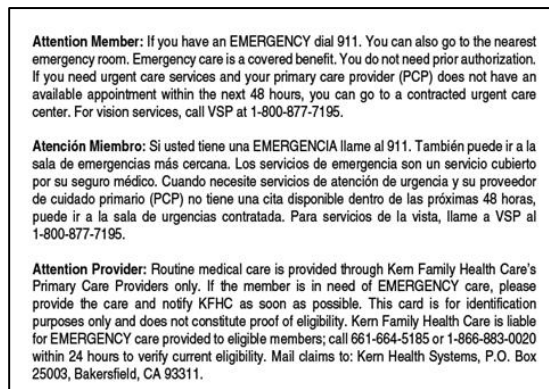
## KFHC Member Identification Card

KFHC issues all new Members an Identification Card to be presented to Providers at the time Covered Services are requested. Please note that the KFHC ID card alone should not be considered verification of Member eligibility. The KFHC ID card is issued for identification purposes only and does not guarantee eligibility.

Front KFHC Member Card



Back KFHC Member Card





## Verifying Member Eligibility

All providers should verify eligibility on the date that the service is rendered. A Referral or Authorization is not sufficient to guarantee that the patient is eligible on the date of service.

### Eligibility can be checked in various ways:

#### KFHC Provider Portal

To check eligibility via the KFHC Provider Portal, select *Members* on the banner or use the *Member Quick Search* option on the portal home page.

#### Automated Eligibility Verification System (AEVS)

AEVS, the State Medi-Cal automated eligibility verification system, is a tool that is available 24/7 to verify a Member's eligibility. To use AEVS please call (800) 456-2387 and have your Provider Identification Number (PIN) ready. A confirmation number will be provided which should be maintained to document the verification of eligibility.

#### KFHC DIVA Automated Eligibility Line

DIVA is another automated tool that is available 24/7 to verify a Member's eligibility. To use DIVA, please call (661) 664-5185 and provide the Member's KFHC identification number or Medi-Cal identification number. A confirmation number will be provided which should be maintained to document the verification of eligibility.

#### KFHC Member Services Department

Eligibility can also be verified by calling the KFHC Member Services Department. Representatives are available to assist with eligibility verification inquiries Monday through Friday from 8:00 a.m. to 5:00 p.m. To contact the Member Services Department, call (800) 391-2000. **Providers can dial 5**, a silent prompt created specifically for providers to bypass other queues.

## Primary Care Provider (PCP) Assignment

PCPs are the primary provider of covered services for Members and play a crucial role in coordinating care. For this reason, the selection or assignment of each Member to a PCP is of critical importance.

### PCP Selection & Change

Members can find available PCP's using the KFHC Provider Directory or the online "Find a Provider" search tool located on the [kernfamilyhealthcare.com](http://kernfamilyhealthcare.com) home page. Members can change their PCP by logging onto the Member Portal located at [kernfamilyhealthcare.com](http://kernfamilyhealthcare.com) or by downloading the free KFHC mobile application, LINK. Members can also make a PCP

change by calling Member Services at 661-632-1590 (Bakersfield) or 800-391-2000 (outside of Bakersfield).

### **Clinic Assignment**

Every Medi-Cal enrollee has a right by law to access medical services through a Federally Qualified Health Center (FQHC). If a member chooses a FQHC, it must be contracted with KFHC. The enrollee may either choose a FQHC provider or a FQHC clinic.

### **PCP Auto Assignment**

KFHC members are assigned a Primary Care Provider (PCP) upon enrollment. If KFHC does not receive a PCP selection for a new Medi-Cal member one will be assigned by KFHC through a default, automatic method of assignment. Every effort will be made to provide new members the opportunity to change a PCP assignment provided through the automatic assignment process to the PCP of their choice. This action is part of the New Member Entry (NME) process where the Member Services Department will make two attempts by phone to contact every new member within the first thirty days of enrollment.

All members receive an enrollment packet with their PCP identified in the welcome letter. This packet is mailed within seven days of enrollment.

**For more information, see KHS Policy & Procedures: [5.06-P Assignment of Primary Care Provider](#)**



**To allow better access to care, Members can change their PCP at any time via Member Portal, KFHC Mobile Link App or by calling the Member Services Department.**

### **Termination of PCP/Member Relationship – Policy 5.18-P**

Primary Care Providers can discharge a member from their practice for the following reasons:

- Documented Communication Problems
- Inappropriate Behavior
- Multiple Missed Appointments
- Non-Compliance, Etc.

PCPs may initiate this process if they have demonstrated efforts to establish a good patient/provider relationship and ultimately feel the member would be better served by another PCP.



Process:

- PCP will send their Provider Relations Representative a letter requesting a member be reassigned and will include a detailed description of the reason for discharge.
- The Provider Relations Representative will send the PCP a letter acknowledging receipt of the request to discharge the member.
- The KHS Member Services Department will contact the member and assist in selection of new PCP.

## **Member Disenrollment**

Disenrollment of Medi-Cal members is processed by Health Care Options, an enrollment contractor approved by the California Department of Health Care Services (DHCS). KFHC does not enroll or disenroll members. Members requesting disenrollment or information about the disenrollment process are referred to the enrollment contractor, Health Care Options.

For cases requiring mandatory disenrollment, KFHC may request the disenrollment of a Member under specific guidelines set by DHCS such as: Out of Area, Incarceration, etc. Please note that final disenrollment decisions are handled entirely by DHCS.

## SECTION 3: UTILIZATION MANAGEMENT PROGRAM

### Initial Health Assessment (IHA):

- **The IHA must be completed within 120 day of enrollment with KFHC.**
- **If an IHA is not present in the medical record, the reason must be documented in the record (member's refusal, missed appointments, etc.)**
- **Access the KFHC Provider Portal for a list of patients who need an IHA**
- **Elements required include:**
  - **Complete history and physical**
  - **Individual health education**
  - **Behavioral assessment (staying healthy assessment)**
  - **Core set of preventative services**
  - **Test results must be documented in the members file even if the test was performed by an outside agency (pap smear, mammograms, etc.)**

KFHC Utilization Management Department (UM), policies and procedures support the provision of quality health care services. The goal of UM is to provide Members with the right care, in the right venue, within the most appropriate timeframe. The key objective of the Program is to improve access to care, maintain the highest quality, and create healthy outcomes while providing the most cost effective care possible.

### Preventative Care Services

PCPs are required to ensure that all age and risk appropriate preventive services are provided to assigned members. Members may schedule an appointment for preventive care (including an Initial Health Assessment) by calling their PCP.

**When a request is made for CHDP services (Child Health and Disability Prevention), an appointment should be offered for the member to be examined within 2 weeks of the request. If the member cannot be seen within the two week timeframe because the**

**member refused offered appointments, refusal should be documented. If the member encounters difficulty in scheduling an appointment, he/she may call KFHC Member Services at 661-632-1590 (Bakersfield) or 800-391-2000 (outside of Bakersfield) for assistance.**

## **Initial Health Assessment (IHA) Policy 3.05-P**

The Department of Health Care Services (DHCS) requires that each PCP complete an Initial Health Assessment (IHA) for all Medi-Cal members. The IHA is a comprehensive assessment that is completed during the member's initial visit(s) with his or her primary care provider, or mid-level providers that are qualified to perform patient history and physicals. The purpose of the IHA is to assess and set the baseline for managing the acute, chronic, and preventive health needs of the member.

All new KFHC Members must receive an Individual Health Assessment. For Medi-Cal members this must be completed within **120 days** of enrollment. PCP's compliance with this standard will be assessed during audits.

At a minimum, an IHA must include the following: comprehensive history, preventive services, comprehensive physical and mental status exam, diagnoses and plan of care, and Individual Health Education Behavioral Assessment (IHEBA) using the Staying Healthy Assessment (SHA) or other state-approved tool.

## **Exemption of the IHA Requirement**

If any member, including emancipated minors, or a member's parent or guardian, refuses an IHA, this should be documented in the member's medical record with a statement signed by the member. IHAs do not need to be performed if both of the following conditions are satisfied:

- A. The member's medical record contains complete information, updated within the previous 12 months, consistent with the KFHC assessment requirements for the member's age group and gender
- B. Based upon review of the prior medical record, the provider reviews and signs off in the medical record that the patient is current.

## **Scheduling IHAs**

As PCPs receive their assigned patient panels, the Providers' offices should contact members to schedule an IHA to be performed within the time limit. If the provider/staff is unable to contact the member, he/she should contact the KFHC Member Services Department for assistance.

In these cases, KFHC Member Services staff initiates attempts to contact the member via telephone and/or letter and coordinates with the PCP's office in an effort to secure a timely appointment. Contact attempts and results are documented by both the PCP and KFHC Member Services staff.

## Staying Healthy Assessments

The initial Staying Healthy Assessment should be performed during the IHA. A Staying Healthy Assessment must be re-administered at the Member's appropriate age intervals. DHCS requires PCPs to administer an Individual Health Education Behavioral Assessment (IHEBA) as part of the IHA for new Members and for subsequent well care visits for current Members. Forms are available on the KFHC website [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com) under the "For Providers" tab as well as the DHCS website [dhcs.ca.gov](http://dhcs.ca.gov). PCPs may also contact KFHC Provider Relations Representative for technical assistance on using the form.

For more information see KHS Policy and Procedure: [3.05-P Preventative Medical Care](#)



If an IHA is not present in the medical record, the reason must be documented in the record (member's refusal, missed appointments, etc.).

## Referral Process – Policy 3.22

### Referral Process

- Requests for referral are submitted via the KFHC portal. Requesting provider must include pertinent medical records, diagnosis, and treatment codes, and member data which support the referral request and will assist the specialty provider in the assessment and delivery of services.
- Urgent referrals may be submitted via the KFHC portal.
- After hours urgent authorization may be obtained by telephone from the 24 hour nurse on call, or administrator on call (if warranted) at KFHC.
- All requests for scheduled hospital/facility admissions must be approved by KFHC
- Admissions will be to contracted facilities unless an exception occurs and special authorization has been granted by KFHC.
- A retro authorization may be requested within 60 days of services being rendered

**\*If on-line submission is unavailable, please submit referral via fax to our Utilization Management Department at 661-664-5190. (Effective 1/1/2021, only on-line submission will be allowed)**

- It is the responsibility of the PCP to follow-up with the specialist for the results of care and fulfill the responsibilities of a primary care physician.

#### **Time Requirement**

- **The PCP initiates referrals to qualified contracted providers for specialty care within 1 working day of the decision to refer the member.**

#### **Paper Referrals**

- Submitted via fax must include:
  - The signature of the referring PCP must appear on the Referral/Prior Authorization Form.
  - A signature stamp is acceptable if KFHC is in receipt of certification that the use of such a signature stamp is authorized by the PCP.

#### **Notification**

- When a referral is authorized the referral is forwarded to the rendering/requested provider along with any pertinent medical records and data within 24 hours of KFHC decision.
- The PCP and member are notified of the referral authorization within 24 hours of the decision.
- The referral disposition form and criteria used to deny any referral are returned to the referring provider within 24 hours of the denial.
- A denial letter stating the reason for the denial is sent to the member within 48 hours.

A routine request by the PCP for referral authorization is initiated by submitting a Referral/Prior Authorization Form via the KFHC Provider Portal. The request must include pertinent medical records, diagnoses and treatment codes, and member data which support the referral and will assist the specialty provider in the assessment and delivery of services.

Prescribing physicians may request authorization by completing the Prior Authorization Request form, attaching clinical documentation to support the request, and submitting it by one of the following ways:

- KFHC Provider Portal, [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com)
- Utilization Management Department Fax: (661) 664-5190
- Mail:  
Utilization Management Department  
Kern Health Systems

2900 Buck Owens Blvd.  
 Bakersfield, CA 93308  
 (mailing will delay process due to postal delivery time)

### Provider and Member Notification

Results of the utilization review for non-urgent referrals are communicated by Utilization Management Staff (UM), to the Provider and Member as outlined in the following table. Notification to provider is provided via KHS Provider Portal or fax.

Result of Review	Provider Notice	Member Notice
<b>Approved</b>	<p><b>Referring:</b> Approved  <i>Referral/Prior Authorization Form</i>            (within 24 hours of the decision).</p> <p><b>Specialist:</b> Approved  <i>Referral/Prior Authorization Form</i>            and any pertinent medical records            and diagnostics (within 24 hours            of the decision).</p> <p><b>OR</b></p> <p><b>Hospital:</b> <i>Hospital Notification            Letter</i> (within 24 hours of the            decision).</p>	<p>Notice of Referral Approval            (within 48 hours of the            decision).</p>

<p><b>Deferred</b></p>	<p><b>Referring:</b> Copy of Notice of Action Letter and the <i>Referral/Prior Authorization Form</i> (within 24 hours of the decision)</p> <p><b>OR</b></p> <p><b>Hospital:</b> Requests for hospital services are not deferred.</p>	<p>Notice of Action Documents (within 2 business days of the decision). Documents include all of the following:</p> <ul style="list-style-type: none"> <li>• <i>Notice of Action - Delay</i> letter</li> <li>• <i>Your rights Under Medi-Cal Managed Care.</i> Medi-cal members only.</li> <li>• <i>Form to File a State Hearing.</i> Medi-Cal members only.</li> </ul>
<p><b>Result of Review</b></p>	<p><b>Provider Notice</b></p>	<p><b>Member Notice</b></p>
<p><b>Modified</b> (Initial request for a service or treatment)</p>	<p><b>Referring:</b> Copy of Notice of Action Letter and modified <i>Referral/ Prior Authorization Form</i> (within 24 hours of the agreement).</p> <p><b>Specialist:</b> <i>Modified Referral/Prior Authorization Form</i> and any pertinent medical records and diagnostics (within 24 hours of the agreement).</p>	<p>Notice of Adverse Determination Documents, (within 2 business days of the decision). Documents include all of the following:</p> <ul style="list-style-type: none"> <li>• <i>Notice of Adverse Determination – Modify</i></li> <li>• <i>Your Rights Under Medi-Cal Managed Care.</i> Medi-cal members only.</li> <li>• <i>Form to File a State Hearing.</i> Medi-Cal members only.</li> </ul>

<p><b>Terminated</b> or Reduced (Subsequent request for a continuing service or treatment that was previously approved)</p>	<p><b>Treating:</b> Copy of Notice of Adverse Determination Letter sent to the member (within 24 hours of the decision).</p>	<p>Notice of Adverse Determination Documents, (within 2 business days of the decision and at least 10 days before the date of action unless falls under exceptions listed in KFHC Policy 3.22-P. Documents include all of the following:</p> <ul style="list-style-type: none"> <li>• <i>Notice of Adverse Determination – Terminate</i></li> <li>• <i>Your rights Under Medi-Cal Managed Care.</i> Medi-cal members only.</li> <li>• <i>Form to File a State Hearing.</i> Medi-Cal members only.</li> </ul>
<p><b>Result of Review</b></p>	<p><b>Provider Notice</b></p>	<p><b>Member Notice</b></p>
<p><b>Denied</b> (Included those carve out services that are denied as not covered by KFHC)</p>	<p><b>Referring:</b> Copy of Notice of Adverse Determination Letter (within 24 hours of the decision). <b>OR</b> <b>Hospital:</b> <i>Hospital Notification Letter</i> (within 24 hours of the decision).</p>	<p>Notice of Adverse Determination Documents, (within 2 business days of the decision). Documents include all of the following:</p> <ul style="list-style-type: none"> <li>• <i>Notice of Adverse Determination – Denial</i></li> <li>• <i>Your rights Under Medi-Cal Managed Care.</i> Medi-cal members only.</li> <li>• <i>Form to File a State Hearing.</i> Medi-Cal members only.</li> </ul>



## Denials and Appeals

- **Administrative denials can be completed by an RN**
- **Denials based on medical necessity require MD review**
- KHS appeal form (located on the KHS website) must be completed in its entirety with documentation supporting the appeal.
- Appeals may be filed by the beneficiary or provider prior to the service being rendered and before 60 days. After 60 days a new request is required.
- If the provider is filing on behalf of the beneficiary, the appeal must be accompanied with the beneficiary's written consent.
- Appeals returned for additional information must be received within 30 working days of receipt.
  - Treating providers can be modified without the provider's permission based on access, prior relationships/COC, or plan preference.

Only the Chief Medical Officer, or their designee may deny an authorization request based on medical necessity within the DHCS timelines of 1-5 days for routine requests.

Reasons for possible denial include:

- A. Not a covered benefit
- B. Not medically necessary
- C. Continue conservative management
- D. Services should be provided by a PCP
- E. Experimental or investigational treatment
- F. Member made unauthorized self-referral to provider
- G. Inappropriate setting
- H. Covered by hospice

Sample Provider Appeal Form:

**Kern Family Health Care**  
**PROVIDER AUTHORIZATION APPEAL RESOLUTION REQUEST**

**INSTRUCTIONS**

- Please complete the below form. Fields with an asterisk (\*) are required.
- Be specific when completing the DESCRIPTION OF APPEAL and EXPECTED OUTCOME.
- Provide additional information to support the description of the appeal.
- Fax the form along with any attachments to: (661) 664-4303
- Or mail the completed form to: Kern Family Health Care – Grievance and Appeals  
 2900 Buck Owens Boulevard  
 Bakersfield, CA 93308

\*PROVIDER NAME: \_\_\_\_\_ \*PROVIDER ID NUMBER: \_\_\_\_\_  
 \*PROVIDER ADDRESS: \_\_\_\_\_  
 \*PROVIDER PHONE NUMBER: \_\_\_\_\_

\*MEMBER NAME: \_\_\_\_\_ \*DATE OF BIRTH: \_\_\_\_\_  
 \*KFHC ID Number: \_\_\_\_\_ MEMBER ADDRESS: \_\_\_\_\_ \*PHONE NUMBER: \_\_\_\_\_ \*ORGANIZATION AUTH NUMBER: (Please complete separate form for each appeal)  
 \*DESCRIPTION OF APPEAL: (Please include a clear explanation of the basis upon which you believe KHS's action is incorrect):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EXPECTED OUTCOME:  
 \_\_\_\_\_  
 \_\_\_\_\_

\*Provider Contact Name (please print) \_\_\_\_\_ Title \_\_\_\_\_ ( ) \_\_\_\_\_ \*Phone Number \_\_\_\_\_  
 \*Signature \_\_\_\_\_ \*Date \_\_\_\_\_ \*Fax Number \_\_\_\_\_

\*All provider appeals submitted on a member's behalf must include the member's, their parent's (if a minor) or other authorized representative's signature and date indicating provider has their consent to file this appeal.  
 Member, Parent or Authorized Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Kern Family Health Care received this appeal on \_\_\_\_\_, If you have a question regarding this appeal, please call the KFHC Member Services Department at 1-800-391-2000 and ask to speak with a Grievance Coordinator.

Acknowledgement of Receipt (signature) \_\_\_\_\_

Visit [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com) to download the Provider Appeal Form.

## STAT Referrals

### Outpatient STAT referrals

- Prior authorization for emergent medical conditions is not required when:
  - There is an imminent and serious threat to health including but not limited to the potential loss of life, limb, or other major bodily function.
  - A delay in decision making would be detrimental to the member's life or health or could jeopardize the member's ability to regain maximum function.

KFHS does require a retrospective referral from the requested provider for STAT services within 60 days of the date of service.

### Hospital/Facility Authorization

All Providers must request authorization for scheduled hospital/facility admission from KFHC Utilization Management Department. Admissions will be to contracted facilities unless an exception occurs and the KFHC UM Department has granted special authorization.

### Lab, X-Ray and Assistant Services

Routine lab and x-ray services do not require pre-authorization, but must be directed to KFHC contracted providers. Non-emergent specialty x-ray procedures require pre-authorization. Contracted providers must be utilized for all non-emergent lab and imaging procedures. Please reference Prior Authorization list located under the Provider Resources section of the Kern Family Health Care website at: [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com)

## **Covered Services That Do NOT Need Prior Authorization / Referral**

**Please reference prior authorization (PA) list on the “Quick Links” section of the KHS Provider Connection (Portal) [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com)**

**Please note, the PA list is updated the first of each month and it is the provider/facilities responsibility to check for any updates prior to rendering services.**

Unless specifically excluded, all services must be authorized by KFHC in accordance with KFHC referral policies and procedures. The following services do not require prior authorization:

- Primary Care from a KFHC contracted Primary Care Provider
- Dental – Providers are expected to refer to Denti-Cal.
- Hospice – Outpatient services.
- Basic prenatal care - Members may self-refer to a KFHC contracted OB/GYN or family practice physician.
- Vision - PCP or member may initiate a referral to VSP contracting optometrists.
- Mental Health - Referrals for mental health services may be generated by self-referral, provider of care, KFHC Case Managers, school systems, or employers.
- Family Planning - Members may access Family Planning Services by self-referral to an appropriate qualified practitioner/provider such as: FQHC, Federally Funded Family Planning Clinic and Public Health Clinic.
- Abortion - Prior authorization is not required unless inpatient hospitalization for the performance of the abortion is requested.
- Gynecology (OB/GYN) - Members may self-refer to any contracted OB/GYN specialist.
- Emergency Care/ Urgent Care
- HIV Testing and STD Services
- Cancer Screening



**The Prior Authorization Form and supporting documentation may be required for KFHC tracking purposes.**

## Obtaining a Second Opinion

**\*All requests for second opinions are reviewed by the medical director**

Requests for second opinions may be initiated by the Member or Provider and should document the initial opinion and the person requesting the second opinion. All requests for second opinions are reviewed by the KFHC Chief Medical Officer or their designee. Authorization or denial of the second opinion is accomplished within 72 hours of KFHC's receipt of the request.

For more information see KHS Policy and Procedure: [3.05-P Preventative Medical Care](#), [3.09-P Second Opinions](#), [3.22-P Referral and Authorization Process](#).

## California Children Services (CCS)

**Once member is accepted by the CCS program, KFHC Case Management continues to work with CCS to coordinate care.**

**Referral submission completed by provider to notify KFHC of potential CCS condition**

CCS is a statewide program managed by the Department of Health Care Services (DHCS) and is administered in Kern County by the Kern County Public Health Services Department. The CCS program requires authorization for health care services related to children under the age of 21 with a CCS-eligible medical condition. These services are not covered by KFHC therefore KFHC does not give prior authorization for payment of services related to CCS eligible conditions. Authorization for such services must be received from the CCS program.

CCS eligible conditions are those physically handicapped conditions defined in Title 22, California Code of Regulations (CCR) §41515.1. The following are examples of CCS-eligible conditions include, but are not limited to:

- Cystic fibrosis
- Hemophilia
- Cerebral palsy
- Heart disease
- Cancer
- Traumatic injuries
- Infectious diseases producing major sequelae

For an overview of the CCS program, please visit the California Department of Health Care Services (DHCS) website by clicking here: [California Children's Services](#), or the local office visit the Kern County Public Health Services Department website by clicking here: [Kern County CCS](#)

Providers are responsible for identifying members with CCS eligible conditions and for making prompt referrals of such members to the local CCS program and to KFHC. Providers must notify the KFHC Utilization Management Department of members with a potential CCS condition via a [Referral/Prior-Authorization Form](#).

Referrals to CCS are also accepted from any source, health professionals, parents, legal guardians, school nurses, KFHC, etc. Members may also self-refer. Once a member is accepted by the CCS program, KFHC Case Management continues to work with CCS to coordinate care. CCS referrals are tracked by the KFHC UM Department to ensure follow through of services to members.

### **CCS Referral Process**

Referral of CCS eligible conditions by a KFHC contracted Provider involves notification of both CCS and KFHC. Referrals to the local CCS program may be initiated via telephone, same-day mail, or fax to:

California Children's Services  
1800 Mt. Vernon Avenue, 2<sup>nd</sup> Floor  
Bakersfield, CA 93306-3302

**Phone:** 661-321-3000

**Fax:** 661-868-0268

The initial referral should be followed by submission of supporting medical documentation sufficient to allow for eligibility determination by the CCS Program.

**For more information see KHS Policy and Procedure: [3.16-P California Children's Services \(CCS\)](#)**

### **Case Management**

The Case Management Department Staff, consisting of Registered Nurses, Master Social Workers, and Certified Medical Assistants, manage a complex population who are identified by a predictive modeler as those most likely to be admitted to the hospital in the next six months. These are members who have experienced a critical event or diagnosis that requires

the extensive use of resources and who need help navigating the system to facilitate appropriate delivery of care and services.

### **Referrals to Case Management**

Referrals may originate from multiple sources including, but not limited to, self-referral, caregiver, PCPs or Specialists, discharge planners at medical facilities, and internal departments at Kern Health Systems such as Utilization Management, Disease Management Health Education, and Member Services.

### **Care Plans**

Care Plans are created for these members following an assessment, and communicated to the PCP for collaboration. Once care coordination planning is implemented, there is follow up, assistance with transitions of care, and efficient communication post transition to prevent readmission and maintain progress. The eventual goal of Case Management services is for the member to achieve self-management and discharge from the program. The Case Management Department helps members maintain optimum health and/or improved functional capability, educate members regarding their health, and reinforce the PCP prescribed treatment plan. These efforts are anticipated to decrease costs and improve quality through focusing on the delivery of care at the appropriate time and in the appropriate setting.

### **Palliative Care**

Palliative Care is a covered benefit geared towards patients with uncontrolled chronic illnesses and are not eligible, or decline, hospice care. Palliative Care services must receive prior authorization from KFHC. Palliative care consists of patient- and family-centered care that optimizes quality of life by anticipating, preventing, and treating suffering. The Palliative Care benefit will connect members with a palliative care team trained to focus on symptom management and who understand advance care planning and end of life complexities.

### **Eligible Members**

Members eligible for Palliative Care are expected to have one (1) year or less life expectancy, be in the advanced stage of illness, have received appropriate patient-desired medical therapy, or for whom patient desired medical therapy is no longer effective, and have started to access the hospital or emergency department as a means to manage late stage

illness. Members should also have one or more of the following disease-specific eligibility criteria:

- Congestive heart failure (CHF): hospitalized due to CHF as primary diagnosis (no further invasive interventions planned) OR NYHA III or higher AND EF <30% or significant comorbidities
- Chronic obstructive pulmonary disease (COPD): FEV1<35% predicted and 24 hour and O2 requirement less than 3L/min OR 24 hour O2 requirement >3L/min
- Advanced cancer: any stage III or IV solid organ cancer, leukemia or lymphoma AND Karnofsky Performance Scale score < 70 OR treatment failure of 2 lines of chemotherapy
- Liver disease: evidence of irreversible liver damage, serum albumin less than 3.0, and International Normalized Ratio (INR) greater than 1.3, AND ascites, spontaneous bacterial peritonitis, hepatic encephalopathy, hepatorenal syndrome, or recurrent esophageal varices OR evidence of irreversible liver damage and has a Model for End Stage Liver Disease (MELD) score of greater than 19.

## **Palliative Care Services**

Eligible palliative care services include advanced care planning, palliative assessment and consultation with a palliative care team, care coordination, pain and symptom management, and mental health and medical social services for counseling and support. Providers interested in learning more regarding the criteria for providing palliative care services, please contact the KFHC Providers Relations Department. For additional information regarding this new benefit, please refer to the DHCS All Plan Letter 17-015:

<http://www.dhcs.ca.gov/formsandpubs/Documents/MMCDAPLsandPolicyLetters/APL2017/APL17-015.pdf>

## **Emergency and Urgent Care Services**

Emergency services **do not** require prior authorization. Emergency services are covered services required by a member as the result of a medical condition that manifests as the onset of symptoms (including pain) so severe that a prudent layperson would expect the absence of immediate medical attention to:

- Place the health of the member in serious jeopardy.
- Cause serious impairment to bodily functions.
- Cause serious dysfunction of any bodily organ or part.
- Induce an “active labor” in a pregnant woman requiring emergency delivery to avoid threat to the health and safety of either mother or child.

## Post Stabilization Care

When the treating physician believes additional health care services are needed before a member can be safely discharged or transferred after stabilization of an emergency condition, the treating physician should contact our UM Department as soon as possible to request prior authorization. KHS will respond within 30 minutes of receiving the request for a pre-approval for post stabilization/maintenance medical care; if no response is received, the physician may deem the request to be pre-approved/authorized.

KFHC covers all medically necessary, approved health care services to maintain the member's stabilized condition until the member is discharged or transferred.

## Transition of Care Services

The Transitional Care Model (TCM) is an evidence-based solution that demonstrates improved quality and cost outcomes for high-risk members when compared to standard care in: reductions in preventable hospital readmissions for both primary and co-existing health conditions; improvements in health outcomes; enhanced patient experience with care; and a reduction in total health care costs.

- *Avoidance of hospital readmissions for primary and complicating conditions.* TCM has resulted in fewer hospital readmissions for patients. Additionally, among those patients who are rehospitalized, the time between their discharge and readmission is longer and the number of days spent in the hospital is generally shorter than expected.
- *Improvements in health outcomes after hospital discharge.* Patients who received TCM demonstrate improvements in physical health, functional status and quality of life.
- *Enhancement in patient and family caregiver experience with care.* Overall patient satisfaction is increased among patients receiving TCM. TCM also aims to lessen the burden among family members by reducing the demands of caregiving and improving family functioning.

## Respite Care Services

The respite care benefit is a short-term patient recovery facility where members can temporarily stay after being discharged from the hospital. The following items are covered when they are medically necessary and meet KFHC prior authorization of coverage and utilization review requirements:



- Lodging accommodations and meals
- Transportation for follow-up appointments
- Onsite nursing services
- Social Services referrals

## Early and Periodic Screening, Diagnostic, and Treatment (EPSDT)

For members under age 21, KHS will provide a more robust range of medically necessary services than they do for adults that include standards set forth in federal and state law. This includes the contractual obligation to provide the EPSDT benefit in accordance with the AAP/Bright Futures periodicity schedule.

Early and periodic screening, diagnostic and treatment (EPSDT) services.

- Children under 21 years old are covered for well-child visits. Well-child visits are a comprehensive set of preventive, screening, diagnostic, and treatment services.
- KHS will make appointments and provide transportation to help children get the care they need.
- Preventive care can be regular health check-ups and screenings to help find problems early. Regular check-ups identify any issues with medical, dental, vision, hearing, mental health, and any substance use disorders. KHS covers screening services any time there is a need for them, even if it is not during a regular check-up. KHS must make sure that all children enrolled get needed shots at the time of any health care visit.
- When a problem is found during a check-up or screening, KHS covers the care that is medically necessary to correct or help any physical or mental health issues. All of these services are at no cost to members and include:
  - Doctor, nurse practitioner, and hospital care
  - Immunizations
  - Lead screening
  - Physical, speech/language, and occupational therapies
  - Home health services, which could be medical equipment, supplies, and appliances
  - Treatment and rehabilitative services for mental health and substance use disorders
  - Treatment for vision, hearing, and dental issues and disorders, which could be eyeglasses, hearing aids, and orthodontics
  - Behavioral Health Treatment for autism spectrum disorders and other developmental disabilities
  - Case management, targeted case management, and health education

A service need not cure a condition in order to be covered under EPSDT. Services that maintain or improve the child's current health condition are also covered

under EPSDT because they “ameliorate” a condition. Maintenance services are defined as services that sustain or support rather than those that cure or improve health problems. Services are covered when they prevent a condition from worsening or prevent development of additional health problems. The common definition of “ameliorate” is to “make more tolerable.” Additional services must be provided if determined to be medically necessary for an individual child.

## **Urgent Care Services**

Urgent care services **do not** require prior authorization. Urgently needed services are covered services provided when the member is temporarily absent from a service area or when, as a result of an unforeseen illness or injury, medical services are required without delay and the services could not be obtained reasonably through a normal appointment with a contracted provider. Contracted Urgent Care facilities can be found in the KFHC Provider Directory or by using the Find a Provider search tool on our website, [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com).

## **Advice Nurse Line**

Members can call the KFHC Advice Nurse Line at (661) 632-1590 or 1-800-391-2000 to get medical advice via telephone when their doctor’s office is closed or can’t be reached.

## **Community Based Adult Services (CBAS)**

The primary objectives of the program are to restore or maintain optimal capacity for self-care to frail elderly persons or adults with disabilities, age 18 or older; and delay or prevent inappropriate or personally undesirable institutionalization as well as foster a partnership with the participant, the family and/or caregiver, the primary care physician, and the community in working toward maintaining personal independence.

Each participant shall receive ALL of the following basic CBAS benefits as bundled services on each day of attendance at the CBAS center:

- a) Professional nursing services;
- b) Social Services and/or personal care services;
- c) Family and/or caregiver training and support
- d) Therapeutic activities; and
- e) One meal offered daily.

## **Mental Health Services**

KFHC will cover outpatient mental health services that are within the scope of practice of Primary

Care Providers or when performed for mild to moderate mental health conditions on an outpatient basis by a licensed mental health provider. Members who need specialty mental health services are referred to and are provided mental health services by an appropriate Medi-Cal Fee-For-Service (FFS) mental health provider or the Kern County Behavioral and Recovery Services (KCBRS) for Serious Emotional Disturbances.

### **Mental Health Parity**

The KFHC Utilization Management Department (UM) collaborates with the KCBRS in the delivery of mental and physical health services to KFHC members. KFHC's UM Program does not impose Quantitative Treatment Limitations (QTL), or Non-Quantitative Treatment Limitations (NQTL) more stringently on covered mental health and substance use disorder services than are imposed on medical/surgical services in accordance with the parity in mental health and substance use disorder requirements.

### **Mental Health Benefits**

PCP's will identify the need for a mental health screening and refer to a specialist within the contracted network. Upon assessment, the mental health specialist can assess the mental health disorder and the level of impairment and refer members that meet medical necessity criteria to the Mental Health Plan (MHP) for a Specialty Mental Health Services (SMHS) assessment. When a member's condition improves under SMHS and the mental health providers in the plan and the County System of care coordinate care, the member may return to the mental health provider within the KFHC network.

All eligible Medi-Cal HMO Members with a mental health diagnosis and with mild or moderate impairment receive the following mental health benefits administered through KFHC:

1. Individual and group mental health evaluation and treatment (psychotherapy)
2. Psychological testing when clinically indicated to evaluate a mental health condition
3. Psychiatric consultation
4. Outpatient services for the purposes of monitoring drug therapy
5. Outpatient laboratory, supplies and supplements-
6. Drugs (excluding anti-psychotic drugs which are covered by Medi-Cal Fee-For-Service)

**For more information see KHS Policy and Procedure: [3.14-P Mental Health Services](#)**

### **Behavioral Health**

BHT/BIS are defined as professional services and treatment programs, including but not limited to Applied Behavioral Analysis (ABA) and other evidence-based behavior intervention programs that develop or restore, to the maximum extent practicable, the functioning of an individual with or without the diagnosis of Autism Spectrum Disorder.

The Centers for Medicare and Medicaid Services (CMS) requires that all children receive EPSDT screenings designed to identify health and developmental issues as early as possible. All children enrolled in Medi-Cal must be screened at regular intervals per recommendations for preventive pediatric health care developed by the American Academy of Pediatrics “Bright Futures” guidelines. When a screening examination indicates the need for further evaluation of a child’s health, the child must be appropriately referred for medically necessary diagnosis and treatment without delay.

To be eligible for BHT/BIS, the member must meet all of the following coverage criteria:

1. Be under 21 years of age.
2. Have a recommendation from a licensed physician and surgeon or a licensed psychologist that evidence-based BHT/BIS is medically necessary.
3. Be medically stable.
4. Be without a need for 24-hour medical/nursing monitoring or procedures provided in a hospital or intermediate care facility for persons with intellectual disabilities (ICF/ID).

KFHC is responsible for coordinating the provision of services with the other entities to ensure that KFHC and the other entities are not providing duplicative services.

### **Behavioral Treatment Plan**

BHT/BIS is provided under a behavioral treatment plan that has measurable goals over a specific timeline for the particular member being treated, and that has been developed by a BHT/BIS Provider. The behavioral treatment plan must be reviewed, revised, and/or modified no less than once every six months by a BHT/BIS Provider. The behavioral treatment plan may be adjusted if medically necessary. BHT/BIS may be discontinued when the treatment goals are achieved, goals are not met, or services are no longer medically necessary.

**For more information see KHS Policy and Procedure: [3.72-P Mental Health Services](#)**

## KERN CARE - HEALTH HOME PROGRAM

The Department of Health Care Services (DHCS), released APL18-012 on June 28, 2018, for Health Home Program (HHP) Requirements, along with the HHP Program Guide. The HHP is a free and voluntary program that is available to all eligible KFHC members. The KFHC Health Home Program, Kern Care is a physician-led intensive case management program that uses an interdisciplinary team to address the member's physical, behavioral and social needs. This team includes a Physician, NP, social worker, case manager, care coordinator, Pharmacist, and support staff all in one location.

### Member Eligibility

Member eligibility is determined by the Department of Health Services (DHCS) as follows:

1. Has a chronic condition in at least one of the following categories:
  - At least two of the following: Chronic Obstructive Pulmonary Disease, Diabetes, Traumatic Brain Injury, Chronic or Congestive Heart Failure, Coronary Artery Disease, Chronic Liver Disease, Chronic Renal (kidney) Disease, Dementia, Substance Use Disorders; **OR**
  - Hypertension and one of the following: Chronic Obstructive Pulmonary Disease, Diabetes, Coronary Artery Disease, Chronic or Congestive Heart Failure; **OR**
  - One of the following: Major Depression Disorders, Bipolar Disorder, Psychotic Disorders (including Schizophrenia); **OR**
  - Asthma
2. In addition, the member must also have (1) of the following:
  - Has at least 3 or more of the HHP chronic conditions; **OR**
  - At least one inpatient stay in the last year **OR**
  - Either 3 ER visits in the past 12 months **OR**
  - Chronic homelessness

### HHP Core Services

There are six core services provided in the Health Home Program which include:

- Care Management – Developing and updating an individualized Health Action Plan (HAP) to guide each member with needed services and care.
- Care Coordination – Implementation of the members HAP with coordinating care and connection for health and community services.

- Health Promotion – Educating patients about and supporting them in health behaviors.
- Transitional Care – Facilitating care transitions between the hospital, nursing homes, other treatment facilities additional criteria and home.
- Member and Family Support - Supporting the self-management and decision making efforts of patients and their family or support team.
- Referral to Community and Social Support – Connecting patients to community and social services, including housing, as needed.

If you would like more information regarding the Kern Care Program, you can call 1-844-597-5342 or go to <http://www.dhcs.ca.gov> and search for Health Home Program to view the program guide and information.

## SECTION 4: CLAIMS SUBMISSION

### Electronic Claims Submission required

#### KHS acceptable Clearing House:

<b>Office Ally</b> Payer ID: 77039	<b>Change Healthcare (Emdeon, Relay Health)</b> Payer ID: 77039
<b>SSI</b> Payer ID: 77039	<b>Cognizant</b> Professional Payer ID: KERNH Institutional Payer ID: UERNH

#### There are 3 exceptions that will be accepted via paper submission:

1. Any claim requiring the PM330 (Sterilization Consent Form) to be attached. (PM330 must be attached)
2. Any claim where contract requires invoice pricing. (Invoice must be attached)
3. Prior KHS claim submission resulted in an EOB where KHS requested documentation to be provided. (Request from KHS or EOB requesting documentation must be attached)

*Note: For these claims, a standard CMS/UB04 Red and White claim form must be used.*

For the 3 exceptions identified above, claims must be mailed to:

Kern Family Health Care  
PO Box 85000  
Bakersfield, CA 93380

Any paper claim submissions that do not meet one of the three exceptions above will be rejected and returned to you with instructions to submit electronically.

#### Claims must be submitted within 180 days from date of service

**COB (Coordination of Benefit) claims must be submitted within 90 days of primary insurance EOB (Explanation of Benefit) issue date (with the exception of Medicare)**

#### Corrected claims submission: 45 days

**Disputes: 365 days (must be submitted via Provider Claims Dispute Resolution Request Form which can be located on the KHS website)**

## **Claim Requirements**

The KFHC claims editing software program ensures all claims received comply with Medi-Cal billing guidelines. Claims submitted incorrectly will be denied. Providers must ensure their billing processes are following Medi-Cal guidelines. The Medi-Cal Provider Manual is available online at [www.medi-cal.gov](http://www.medi-cal.gov).

## **Claims Submissions**

### **Important Billing Tips**

- Before filing a claim, be sure to verify the Member's eligibility.
- Be sure covered services requiring prior authorization have received prior authorization. A list of Prior Authorization Status for CPT Codes is available at [kernfamilyhealthcare.com](http://kernfamilyhealthcare.com).
- File claims within the required timely filing requirements.
- Avoid using members Social Security Numbers (SSN) on claims.
- Use Member Client Identification Number (CIN) or the Member ID Number.
- Hospitals, long term care facilities, licensed primary care clinics and emergency medical transportation are excluded from the SSN billing restriction. However, these excluded entities are required to make a good faith effort to obtain the member's CIN information for billing purposes.
- A valid 10-digit NPI must be entered in the billing provider field on the paper claim form or electronic claim submission.
- National Drug Code (NDC) numbers are required for certain medical supplies.
- All diagnosis codes are to be submitted to the highest level of specificity, regardless of level used on the authorization.

Our vendors for electronic claims submission are Change Healthcare, Cognizant, Office Ally, and SSI Group. Information on where to file claims is indicated below:



Electronic Claims	Paper Claims for Exceptions Identified Above	Claims Disputes
Clearinghouses include: <ul style="list-style-type: none"> <li>• Change Healthcare</li> <li>• Office Ally</li> <li>• SSI Group</li> </ul> <i>Payer ID: 77039</i> <ul style="list-style-type: none"> <li>• Cognizant</li> </ul> <i>Professional Payer ID: KERNH</i> <i>Institutional Payer ID: UERNH</i>	Attn: Claims Department Kern Family Health Care PO Box 85000 Bakersfield, CA 93380  *Do not hand-deliver or mail claims to the KFHC physical address.	Attn: Claims Department Kern Family Health Care PO Box 85000 Bakersfield, Ca 93380 * Must be submitted using a <a href="#">Provider Claims Dispute Resolution Request form</a>

### Coordination of Benefits (COB)

State and federal laws require Providers to bill other health insurers prior to billing KFHC. Providers should attempt to be reimbursed for services from any other health insurance program for which the patient is eligible (including Medicare) before submitting a claim to KFHC. Upon receipt of a denial or partial payment from the Members other health insurance, the Provider should submit the claim along with documentation of denial or payment from the primary carrier.

For COB claims, enter the COB information into the Electronic claim submission. If you are unsure how to enter, the clearinghouse will be able to direct you as to where to place the COB information. Electronic submission of EOBS and other attachments are not necessary and not being accepted at this time.

### Corrected Claims

- Do use Resubmission code or Frequency code 7 to identify a corrected claim
- Do include the claim number of the claim you are correcting (Original claim or if submitted more than once, the last claim with payments on it.)
- Do include all services that were performed (whether billed or paid previously), as the corrected submission will negate previous claim in its entirety.
- Do not submit corrected claims as disputes. They will be returned to you. Disputes follow the current process and are required to be mailed to the PO Box indicated above.

If you are unsure how to provide the resubmission/frequency code or original claim number electronically, please contact your clearinghouse and they will direct you. Please find additional information below which identifies where KHS needs to receive the information electronically:

Resubmission frequency code:

Loop 2300, Segment CLM, Data Element 05, Composite 01 (CLM0501)

Reference for original claim number:

Loop 2300, Segment REF, Data Element 01 = F8, Data Element 02 = <Original KHS claim Id or if more than 1 - most recent KHS claim Id where paid>

### **Reporting Provider-Preventable Conditions (PPC)**

Provider Preventable Conditions (PPCs) are either Health Care-Acquired Conditions (HCACs) or Other Provider-Preventable Conditions (OPPCs) as defined under Title 42 of the Code of Federal Regulations (CFR) sections 438.3(g), 434.6(a)(12)(i), and 447.26447.26. Providers must report PPCs to the Department of Health Care Services (DHCS) via the PPC secure online portal. Providers are also required to send KFHC a copy of PPCs submitted to DHCS. Providers must comply with HIPAA and any other relevant privacy laws to ensure the confidentiality of beneficiary information. KFHC will not reimburse providers for PPC-related health care services.

For more information visit [http://www.dhcs.ca.gov/individuals/Pages/Al\\_PPC.aspx](http://www.dhcs.ca.gov/individuals/Pages/Al_PPC.aspx)

Providers can send copies of their PPC submissions by mail, fax or by secure email to:

Kern Health Systems  
PO Box 85000  
Bakersfield, Ca 93380  
Attn: Compliance Director  
Fax: (661) 664-5420  
[PPCreports@khs-net.com](mailto:PPCreports@khs-net.com)

### **Sample CMS 1500 Form**

The CMS 1500 form should be used by physicians, laboratories, and allied health professionals to submit claims for medical services. Durable medical equipment and blood products should also be billed using this form. Pharmacies may also use this form to bill for supplies not billable through the on-line pharmacy claims processing service. Providers

should follow the Medi-Cal instructions for completing the CMS 1500 Form, located on the [www.cms.gov](http://www.cms.gov) website.

**HEALTH INSURANCE CLAIM FORM**  
APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 03/12

1. ICA:  MEDICARE  MEDICAID  TRICARE  CHAMPVA  OTHER PLAN  OTHER  1a. INSURED'S ID. NUMBER (Pvt Program in Item 1)

2. PATIENT'S NAME (Last, First, Middle Initial)  MEMBER (M)  NON-MEMBER (NM) 4. INSURED'S GROUP NUMBER (From Form M009, M010)

PATIENT'S LAST NAME, FIRST NAME M  F  SEX 6. MEDICAL ID NUMBER

3. PATIENT'S ADDRESS (See Item 1) 5. PATIENT RELATIONSHIP TO INSURED (See Item 1) 7. INSURED'S ADDRESS (See Item 1) MOTHER'S NAME FOR NEWBORN

PATIENT'S COMPLETE ADDRESS 8. RESERVED FOR NUCC USE

PATIENT'S CITY STATE ST 9. RESERVED FOR NUCC USE

PATIENT'S 9-DIGIT ZIP (PATIENT'S PHONE) 10. CODE ( ) TELEPHONE (Include Area Code)

11. OTHER INSURED'S NAME (Last, First, Middle Initial) 12. PATIENT'S BIRTH DATE (MM/DD/YY) 13. INSURED'S SEX GROUP OR FECA NUMBER

14. OTHER INSURED'S POLICY OR IDENTIFICATION NUMBER 15. INSURED'S SEX (M) F ( ) SEX

16. RESERVED FOR NUCC USE 17. PATIENT'S CITY STATE ST 18. OTHER CLAIM ID (Designated by NUCC)

19. INSURANCE PLAN NAME OR PROGRAM NAME 20. MEDICARE CARRIER CODE

21. CLAIM CODES (Designated by NUCC) 22. OTHER COVERAGE/AMOUNT

23. YES ( ) NO ( ) 24. YES ( ) NO ( )

25. READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM. 26. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE (A signature appears on medical benefits to the undersigned physician or supplier for which a procedure code is billed.)

27. DATE (MM/DD/YY) 28. SIGNED ( ) 29. SIGNED ( )

30. ONSET DATE (QUAL) 31. OTHER DATE (QUAL) MM DD YY 32. DATED PATIENT'S ABILITY TO WORK IN CURRENT OCCUPATION FROM (MM/DD/YY) TO (MM/DD/YY)

33. NAME OF REFERRING PROVIDER (Last, First, Middle Initial) 34. NPI ( ) 35. NPI ( ) 36. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM (MM/DD/YY) TO (MM/DD/YY)

37. ADDITIONAL CLAIM INFORMATION (Designated by NUCC) 38. OUTSIDE CLAIM ( ) YES ( ) NO ( ) 39. CHARGED ( ) YES ( ) NO ( )

40. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY (Please A.C. to service the below code) ICD 10 41. DISPOSITION ORIGINAL REF. NO.

42. RESUBMIT CODE 43. TAR CONTROL NUMBER

44. A. (DIAGNOSIS CODE) B. (DIAGNOSIS CODE) C. (DIAGNOSIS CODE) D. (DIAGNOSIS CODE) 45. SERVICE CHANGES

46. A. (QUALIFIER) B. (UNIT) C. (QUANTITY) D. (MODIFIERS) 47. SERVICE CHANGES

48. DOS FROM (MM/DD/YY) THRU (MM/DD/YY) POS ( ) 49. PROC CODE ( ) 50. MODIFIERS ( ) 51. SERVICE CHANGES

52. FEDERAL TAX ID NUMBER 53. EIN 54. PATIENT'S ACCOUNT NO. 55. ACCOUNT ASSIGNMENT 56. TOTAL CHARGE 57. TOTAL PAID 58. PAID BY NUCC USE

59. SIGNATURE OF PHYSICIAN OR SUPPLIER (A signature appears on medical benefits to the undersigned physician or supplier for which a procedure code is billed.) 60. PATIENT ACCOUNT NUMBER 61. SERVICE FACILITY LOCATION INFORMATION 62. BILLING PROVIDER'S BILLING ID # 63. PHONE NUMBER

64. NAME AND ADDRESS OF SERVICE FACILITY 65. BILLER ADDRESS

66. SIGNATURE OF PROVIDER OR PERSON AUTHORIZED 67. DATE 68. FACILITY NPI 69. NON-NPI NUMBER 70. BILLER NPI 71. NON-NPI NUMBER

NUCC Instruction Manual available at: [www.nucc.org](http://www.nucc.org) PLEASE PRINT OR TYPE C0101033 APPROVED DATE: 08/28/11 BY FORM 1500 (03-12)

### Sample UB-04 (CMS-1450) Form

The UB-04 (CMS 1450) form should be used to submit claims for inpatient Hospital accommodations and ancillary charges and for hospital outpatient services. Providers should follow the Medi-Cal instructions for completing the UB-04 (CMS 1450) Form, located on the [www.cms.gov](http://www.cms.gov) website.

UB-04 (CMS-1450) form structure:

- 1. PATIENT INFORMATION: Name, Address, City, State, ZIP, Date of Birth, Sex, Race, Ethnicity, Religion, Marital Status, Social Security Number, Medicare/Medicaid Status, Insurance Carrier, Account Number, Billing ID, Phone Number.
- 2. CHARGES: Grid for procedure codes, diagnosis codes, units, and charges.
- 3. PROVIDER INFORMATION: Name, Address, City, State, ZIP, NPI, Billing ID, Phone Number.
- 4. SUMMARY: Total charges, total paid, net amount, and other summary statistics.
- 5. ADDITIONAL INFORMATION: Facility name, address, and other relevant details.

## Claims for Contracted Providers

In order to receive full compensation, contracted providers should submit to a complete, written bill for all covered services rendered within **one hundred and eighty (180) calendar days** following the provision of the covered services.

Claims received after **180 calendar days** following the provision of the covered services are denied with the following exceptions:

- A. Other Primary Insurance: Claims submitted within 90 calendar days of the date of the primary carrier's Explanation of Benefits (EOB).
- B. California Children's Services: Claims must be submitted within 90 calendar days of the CCS denial letter.

## Claims Payment or Denial Timeframes

KFHC will reimburse 90% of clean claims from providers who are in individual or group practices or who practice in shared health facilities, within 30 calendar days of the date of receipt. KFHC will reimburse each completed claim, or portion thereof, as soon as possible, but no later than 45 working days after the date of receipt of the complete claim. In accordance with State regulations, interest will be paid on clean claims not paid within 45 working days of receipt.

## Claims Reimbursement

Claims for Providers will be reimbursed according to the terms specified in the Provider's Agreement. Claims for non-contracted providers will be adjudicated primarily in accordance with Medi-Cal guidelines and fee schedules. When no fee schedule exists, KFHC reasonable and customary rates will apply.

## Claims Overpayment

When recovery for an overpayment is pursued, KFHC sends a refund request letter to the provider. Within thirty (30) working days of receipt of the letter, the Provider must submit to KFHC either a complete refund of the overpayment or a provider dispute.

KFHC shall require contracted providers to report to KFHC when it has received an overpayment, to return the overpayment to KFHC within sixty (60) calendar days after the

date on which the overpayment was identified, and to notify KFHC in writing of the reason for the overpayment.

Providers shall submit the overpayment and written reason to the KFHC Claims Department at the following address:

Claims Department  
Kern Health Systems  
PO Box 85000  
Bakersfield, CA 93380

## Claims Payment Disputes

A contracted or non-contracted provider dispute is a provider's written notice challenging, appealing or requesting reconsideration of a claim that has been denied, adjusted, or contested or seeking resolution of a billing determination or other contract dispute or disputing a request for reimbursement of an overpayment of a claim.

Disputes must be submitted within 365 calendar days of the date of KFHC' action, or in the case of inaction, 365 calendar days after the time for contesting/denying claims has expired. Disputes that are returned for additional information must be resubmitted to KFHC within 30 working days of the date of receipt.

Disputes should be mailed to the following address:

Claims Department  
Kern Family Health Care  
PO Box 85000  
Bakersfield, Ca 93380

An acknowledgement letter is submitted to the Provider within **15 working days** of the receipt date, and resolved within **45 working days** of the receipt date of the dispute. Providers can make inquiries regarding disputes by calling the KFHC Claims Department.



**Prior to submitting a claims dispute, KFHC encourages Providers to call the KFHC Claims Department to discuss the claim at 661-632-1590 (Bakersfield), 1-800-391-2000 (outside of Bakersfield), dial 5 to bypass other queues. Many times we can resolve the issue without the need of a claims dispute, saving both the Provider and KFHC time and effort.**

For further instructions on how to submit a Provider Claims Dispute Resolution Request, please see Policy 13.05-P located on the KFHC website, [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com).

## Sample Provider Claims Dispute Resolution Request Form

Claims Disputes must contain the information highlighted below. Disputes that do not contain all the necessary information are returned to the Provider. Supporting documentation must also accompany all disputes. Visit [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com) to download the Provider Claims Dispute Form.

KERN HEALTH SYSTEMS		
<b>PROVIDER CLAIMS DISPUTE RESOLUTION REQUEST</b>		
<small>NOTE: SUBMISSION OF THIS FORM CONSTITUTES AGREEMENT NOT TO BILL THE PATIENT</small>		
<b>INSTRUCTIONS</b> • Please complete the below form. Fields with an asterisk ( * ) are required. • Be specific when completing the DESCRIPTION OF DISPUTE and EXPECTED OUTCOME. • Provide additional information to support the description of the dispute. • Mail the completed form to: Claims Department – Kern Family Health Care 9700 Stockdale Hwy Bakersfield, CA 93311		
*PROVIDER NAME:		*PROVIDER TAX ID # / Medicare ID #:
PROVIDER ADDRESS:		
PROVIDER TYPE <input type="checkbox"/> MD <input type="checkbox"/> Mental Health <input type="checkbox"/> Hospital <input type="checkbox"/> ASC <input type="checkbox"/> SNF <input type="checkbox"/> DME <input type="checkbox"/> Rehab <input type="checkbox"/> Home Health <input type="checkbox"/> Ambulance <input type="checkbox"/> Other (please specify type of "other")		
* CLAIM INFORMATION: <input type="checkbox"/> Single <input type="checkbox"/> Multiple "LIKE" Claim (complete attached spreadsheet) Number of claims: ____		
* Patient Name: _____ Date of birth: _____		
* Health Plan ID Number: _____	patient account Number: _____	*Original Claim Document Number: (if multiple claims, use attached spreadsheet)
*Service "From/To" Date: _____	Original Claim Amount Billed: _____	Original Claim Amount Paid: _____
DISPUTE TYPE: First Level _____ Second Level _____ <input type="checkbox"/> Claim <input type="checkbox"/> Seeking Resolution Of A Billing Determination <input type="checkbox"/> Appeal of Medical Necessity / Utilization Management Decision <input type="checkbox"/> Request For Reimbursement Of Overpayment		
* DESCRIPTION OF DISPUTE (must include a clear explanation of the basis upon which you believe KHS' action is incorrect):		
EXPECTED OUTCOME:		
*Contact Name (please print)	Title	*Phone Number
Signature	Date	*Fax Number
Kern Family Health Care received this dispute on _____ If you have not received a response to this dispute within 45 working days, please call the Claims Department at (800) 391-2000.		
Acknowledgement of Receipt _____ (signature)		

For more information see KHS Policy and Procedure:

[6.01-P Claims Submission and Reimbursement](#)

[6.08-P Coordination of Benefits](#)

[13.02-P Pharmacy Claims Submission and Reimbursement](#)

[13.05-P Disputes Regarding Pharmacy Claims](#)

## SECTION 5: PAYSPAN

KFHC utilizes a third party vendor, PaySpan, to process all payments and remittance advice. You have the option through PaySpan to receive a paper check or an electronic funds transfer. All EOP's are electronic and are only available through PaySpan.

The first payment that you receive from KHS will include instructions on how to register with PaySpan. If you have any questions, please contact PaySpan at 1-877-331-7154.

## SECTION 6: ACCESSIBILITY STANDARDS – TIMELY ACCESS

### Appointment Waiting Time and Scheduling

KFHC adheres to patient care access and availability standards as required by the Department of Health Care Services (DHCS) and the Department of Managed Health Care (DMHC). These standards are to ensure Medi-Cal beneficiaries are offered appointments for care within a time period appropriate for their condition. Members must be offered appointments within the following timeframes:

Type of Appointment	Time Standard
Urgent appointment for services that <u>do not</u> require prior authorization	Within 48 hours of a request
Urgent appointment for services that <u>do</u> require prior authorization	Within 96 hours of a request
Primary Care routine and follow-up	Within 10 business days of a request
Specialist	Within 15 business days of a request
Mental Health	Must offer the appointment within 10 business days of request
Ancillary services such as x-rays, lab tests, and physical therapy	Within 15 business days of a request
Pediatric CHDP Physicals	Within 2 weeks upon request
First pre-natal OB/GYN visit	The lesser of 10 business days or within 2 weeks upon request



## Telephone Accessibility

Providers and administrative personnel must maintain a reasonable level of telephone accessibility to KFHC members. At minimum, the following response times are required:

Nature of Telephone Call	Response Time
Emergency medical or Kern County Mental Health Crisis Unit	Member should be instructed to call 9-1-1 or (661) 868-8000
Urgent medical	30 Minutes
Non-urgent medical	By close of following business day
Non-urgent mental health	By close of following business day
Administrative	By close of following business day

Provider offices must provide procedures to enable patient access to emergency services 24 hours per day, seven days per week. Patients must be able to call the office number for information regarding physician availability, on call provisions or emergency services. An answering machine or service must be made available after normal business hours with direction in non-emergency and emergency situations.

## Office Waiting Time – Maximum

Service	Urgent	Routine
Primary Care Services (including OB/GYN)	1 hour	1 hour
Specialty Care Services	1 hour	1 hour
Diagnostic Testing	1 hour	1 hour
Mental Health Services	1 hour	1 hour
Ancillary Providers	1 hour	1 hour

Physicians are not held to the office waiting time standards for unscheduled non-emergent walk-in patients.

## Appointment Rescheduling

When it is necessary for a provider or enrollee to reschedule an appointment, the appointment shall be promptly rescheduled in a manner that is appropriate for the enrollee's health care needs, and ensures continuity of care consistent with good professional practice and consistent with the objectives of KHS policy 4.30-P Accessibility Standards-Timely Access.

## Monitoring Access Standards

KFHC will monitor all network Providers using the following sources to study and assure compliance with access standards:

- A. Quarterly Appointment Availability Survey
- B. Quarterly After-hours Call Survey
- C. Access Grievance Review
- D. Annual Appointment Availability Survey
- E. Provider and Member Satisfaction Survey

For more information see KHS Policy and Procedure: [4.30-P Accessibility Standards-Timely Access](#)

## Transportation Services

KFHC has contracted with American Logistics Company (ALC), a national passenger transportation management company, who will manage the scheduling component of Non-Emergency Medical Transportation (NEMT) and Non-Medical Transportation (NMT) services. Transportation provided via ambulance and air will still require prior authorization through the current KFHC prior authorization process.

### NMT (Non-Medical Transportation)

NMT services are a covered benefit for all KFHC eligible members to obtain medically necessary KFHC or Medi-Cal covered services. NMT does not include transport of the sick, injured, invalid, convalescent, infirm, or otherwise incapacitated members who require to be transported by ambulance. NMT services will be provided at the least costly method that meets the member's needs. Methods of NMT include:

- Mileage Reimbursement will be no less than the current Internal Revenue Service (IRS) rate for medical purposes.
- Private Conveyance via Lyft or Taxi
- Greyhound Transportation for long distance appointments
- Public Transit Systems

where Lyft is unavailable

via bus pass

### NEMT (Non-Emergency Medical Transportation)

NEMT includes transportation by ambulance, wheelchair vans, and gurney vans to or from KFHC covered services and can be used when:

- Medically needed
- A member cannot use a bus, taxi, car or van to get to their appointment because they require assistance to travel
- Is requested by a treating physician

NEMT via gurney or wheelchair vans, prior authorization will not be required. Providers will be required to complete a Physician Certification Statement (PCS) form prior to the member receiving NEMT services.

### Scheduling Transportation

Members and Providers can call our Transportation Department, Monday through Friday, from 7:00 am to 6:00 pm, at 661-632-1590 or 1-800-391-2000 and choose, option #3. The Transportation Department is available 24 hours a day, 7 days a week for urgent or after hours assistance. **For more information, see KHS Policy & Procedures: [3.25-P Prior Auth Services and Procedures](#), [3.50-P Medical Transportation Services](#)**

### Sample Physician Certification Statement (PCS) Form

The PCS form is available on the KFHC Provider Portal and on our website at [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com), under the “For Providers” tab.

**Kern Family Health Care**  
The Friendly Face  
of Healthcare

**PHYSICIAN CERTIFICATION STATEMENT (PCS)  
NON-EMERGENCY MEDICAL TRANSPORT**

Fax completed form to: 661-473-7631

Please read the instructions before completing this form

**1. Transport Start Date:** This PCS form is for non-emergency medical transportation services and is effective for 12 months from the start approval date for repetitive transports or for a single pre-scheduled or unscheduled transportation to medical services and/or a medical facility.

**2. Patient Information:**

First Name:	Middle Initial:	Last Name:	Date of Birth:
CHI:	Member ID:	Preferred Language:	
Diagnosis: Functional Limitation (that support prescribed modality):			

**3. Non-Medical Transportation (NMT) does not require Referral Authorization**  
NMT is public or private transportation. This benefit does not require PCS form submission. Members may call 1-800-391-2000 and press option #3 to request transportation assistance. For requests on behalf of the member, please choose ONE of these modalities.

<b>Public/Private Transportation</b> <input type="checkbox"/> Member has a transportation need with no medical or physical limitations and is able to use the public transit/bus system.	<b>Curb to Curb</b> <input type="checkbox"/> Member has a transportation need, is able to walk short distances.
---	--

**4. Non-Emergency Medical Transportation (NEMT) that does require Referral Authorization**  
The following modalities are eligible for NEMT. Select the appropriate modality according to the patient's transportation need.

<b>a. Litter/Gurney</b> <input type="checkbox"/> Member requires transport in a gurney and must remain in prone or supine position during transport.	<b>b. Wheelchair</b> <input type="checkbox"/> For a member who: • Require transport in a wheelchair OR • Is incapable of sitting in public or private transportation for the duration of transport OR • Requires assistance to and from their residence, the vehicle, and place of treatment.
---	---

**5. Other NEMT Transportation that requires Referral Authorization**  
Ambulance and Air Transportation modalities DO require KFHC referral submission to Utilization Management for review. Follow the KHS Prior Authorization review process.

**CERTIFICATION:**  
I certify that the above information is true and correct based on my evaluation of this patient. I represent that I have personal knowledge of the patient's condition at the time of completion of this certificate. I understand that non-emergency medical transportation is available to obtain Medi-Cal covered services when the patient's medical/physical condition does not allow them to travel by bus, passenger car, taxicab or other forms of public or private conveyance.

Staff/Physician Name: (PRINT)	Date:
Staff/Physician Signature:	NPI:
Phone Number:	Fax Number:

## SECTION 7: CULTURAL & LINGUISTIC SERVICES

Kern Family Health Care (KFHC) will provide equal access to health services for Limited English Proficient (LEP), vision and hearing impaired members by providing appropriate interpreter services.

The following Language assistance services are available at no cost to Members and Providers:

- Interpreter support during medical appointments via LanguageLine
- In-person interpreter support during medical appointments
- Sign language interpreters via LifeSigns
- Services for the hearing or speech impaired via California Relay Services
- Member informing materials in alternative formats (i.e., large print, audio, and Braille)

### **Interpreter Access to Members**

Interpreters must be made available as needed by face to face or via telephone with physicians, physician extenders, registered nurses, or other personnel who provide medical or health care advice to members. Interpreter services must be also be available at all pharmacy sites.

### **Discourage the Use of Family Members as Interpreters**

Family members, friends, and especially minors are discouraged from performing interpretive services for KFHC Plan members. The use of family or friends may jeopardize the quality and/or accuracy of information that is relayed to the member and may also present a hardship if the family member or friend must deliver confidential information.

### **Telephone Interpreting Services**

During KFHC Office Hours: Providers and Members may contact the KFHC Member Services Department for an interpreter that is on staff or a Member Services Representative will connect the Provider or Member with LanguageLine Solutions- a translating service available with over 240 language options.

After KFHC Office Hours: Providers and Members are connected to LanguageLine Solutions via the KFHC Nurse Advice Line which is available by calling (661) 632-1590 (Bakersfield) or (800) 391-2000 (out of Bakersfield).

## **In-person Interpreter Services**

Members or providers may also request in-person interpreting services for a medical appointment. Providers can contact the KFHC Member Services Department to schedule an in-person interpreter. KFHC will send either a qualified KFHC interpreter or a qualified contracted interpreter to the provider's office. Future appointments, if necessary, should be scheduled to include a KFHC staff member/interpreter or contracted interpreter.

After regular business hours, one-on-one interpreting services are provided by KFHC contracted Hospitals/Urgent Care Facilities from a pool of their employees that are interpreters.

## **Medical Record Documentation**

All providers are required to document the member's language in the medical record. Requests or refusals for interpreter services by members must also be indicated in the member's medical record.

## **Provider Requirements**

Providers are required to report their language capabilities as well as languages spoken by their staff. The information provided is included in the Provider Directory and the KFHC website to assist Members in selecting the best Provider for their needs.

## **Cultural & Linguistic Resources & Training**

To assist KFHC Providers in better communicating with patients that are limited in their English proficiency (LEP), the following resources available on [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com) .

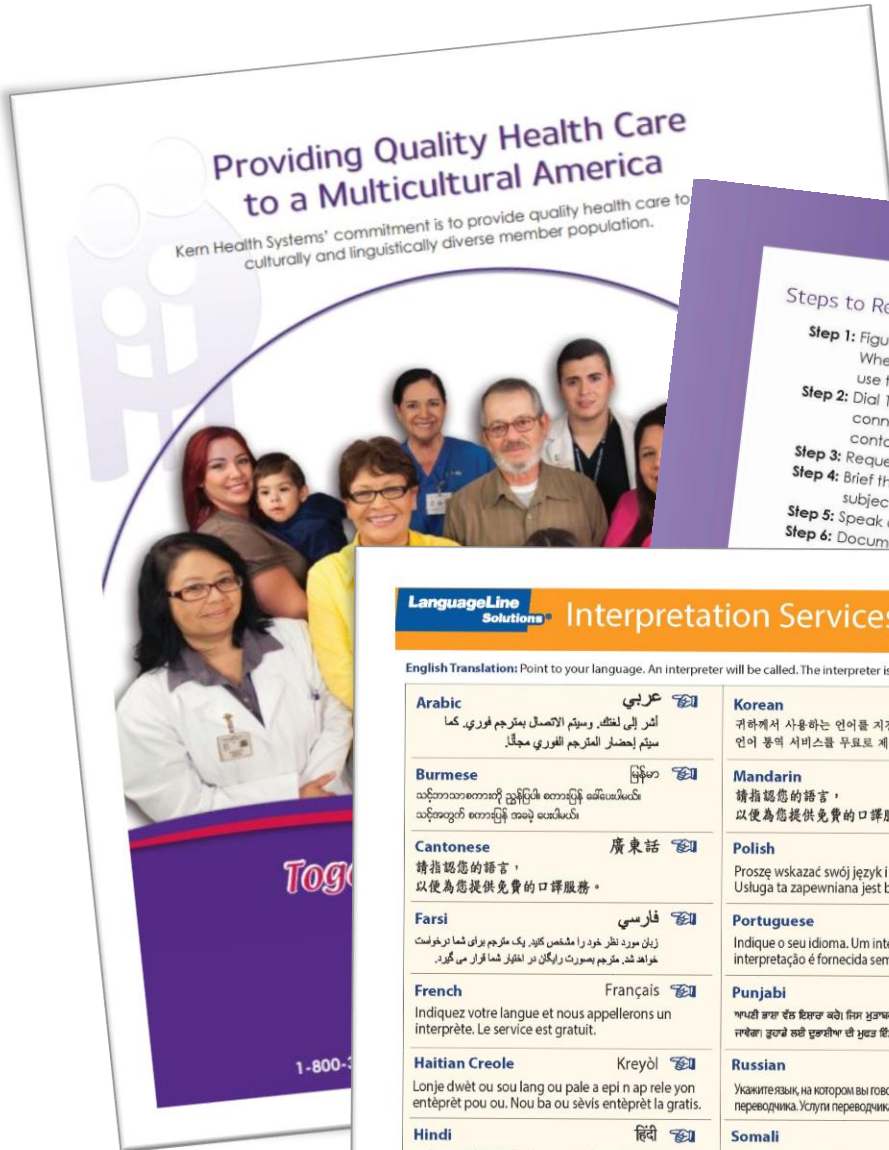
- Training: "Limited English Speaking Patients: How We Can Help You Meet Their Linguistic Needs" is available to all KFHC contracted providers
- Brochure: "Providing Quality Health Care to a Multicultural America": Valuable information for health care providers and staff on how to effectively communicate with culturally and linguistically diverse members. Also included are steps and tips on how to request and use telephonic interpreters.
- Poster: Highlights how important it is to meet the needs of LEP patients and provides important steps to follow in doing so.
- Desktop displays: LanguageLine point to language ID display

- Better Communication, Better Care: Provider Tools to Care for Diverse Populations:  
The material tool kit was produced by a nation-wide team of health care professionals. The material will provide resources to address specific operational needs that often arise because of changing service requirements and legal mandates.
- Online Courses:  
HRSA: Effective Communication Tools for Healthcare Professionals  
Addressing Health Literacy, Cultural Competency, and Limited English Proficiency

For more information or to schedule a training session, please contact Cynthia Cardona, Cultural & Linguistic Administrative & Support Supervisor at (661) 617-2498, [cynthia.cardona@khs.net.com](mailto:cynthia.cardona@khs.net.com).

**For more information see KHS Policy and Procedure: [3.71-P Linguistic Services, 4.01-P Credentialing](#)**

Cultural & Linguistic Provider Materials Visit [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com) to download Cultural & Linguistics Resources for your office.



### Steps to Request Telephonic Interpreting

**Step 1:** Figure out what language is needed to provide service to the patient. When unable to understand what language is spoken by the patient, use the Point to Card on the back of this brochure.

**Step 2:** Dial 1-800-391-2000. One of our Member Services Representatives will connect you to Language Line Services. If calling after office hours, contact our On Call Nurse at 661-331-7656.

**Step 3:** Request a telephonic interpreter in the language of the patient.

**Step 4:** Brief the interpreter on the encounter (i.e., gender/age of the patient, subject of the discussion).

**Step 5:** Speak directly to the patient. Pause for the interpreter to interpret.

**Step 6:** Document Interpreter in the patient's Medical Record.

Request an Interpreter  
The interpreter  
g said  
ent  
essage from one language  
othing  
oes not have an equivalent  
patient  
atient  
ent

LanguageLine Solutions® Interpretation Services Available	
English Translation: Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.	
<b>Arabic</b> عربي أشرف إلى لغتك. وسنميت الاتصال بمترجم فوري. كما سنميت إحصار المترجم الفوري مجاناً.	<b>Korean</b> 한국어 귀하께서 사용하는 언어를 지정하시면 해당 언어 분야 서비스를 무료로 제공해 드립니다.
<b>Burmese</b> မြန်မာစကား သင့်ဘာသာစကားကို ချိန်ညှိပါ။ ကျွန်ုပ်တို့၏ မြန်မာစကားပြော အဖွဲ့ကို အခမဲ့ ဖုန်းဖြင့် ချိန်ညှိပေးပါမည်။	<b>Mandarin</b> 國語 請指認您的語言，以便為您提供免費的口譯服務。
<b>Cantonese</b> 廣東話 請指認您的語言，以便為您提供免費的口譯服務。	<b>Polish</b> Polski Proszę wskazać swój język i wezwiemy tłumacza. Usługa ta zapewniana jest bezpłatnie.
<b>Farsi</b> فارسی زبان مورد نظر خود را مشخص کنید. یک مترجم برای شما درخواست خواهد شد. مترجم بصورت رایگان در اختیار شما قرار می‌گیرد.	<b>Portuguese</b> Português Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.
<b>French</b> Français Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.	<b>Punjabi</b> ਪੰਜਾਬੀ ਅਪਣੀ ਭਾਸ਼ਾ ਦੱਸੋ ਅਤੇ ਅਸੀਂ ਤੁਹਾਡੇ ਭਾਸ਼ਾ ਵਿੱਚ ਦੁਆਰਾ ਖੋਲ੍ਹਿਆ ਜਾਵੇਗਾ। ਖੋਲ੍ਹਿਆ ਜਾਣ ਵੇਲੇ ਤੁਹਾਡੀ ਭਾਸ਼ਾ ਦੀ ਸਹੂਲਤ ਵਿੱਚ ਸੇਵਾ ਮੁਫਤ ਹੋਵੇਗੀ।
<b>Haitian Creole</b> Kreyòl Lonje dwèt ou sou lang ou pale a epi n ap rele yon entèprèt pou ou. Nou ba ou sèvis entèprèt la gratis.	<b>Russian</b> Русский Укажите язык, на котором вы говорите. Вам вызовут переводчика. Услуги переводчика предоставляются бесплатно.
<b>Hindi</b> हिंदी अपनी भाषा को इंगित करें। विशिष्ट अनुसार आपके लिए दुभाषिया बुलाया जाएगा। आपके लिए दुभाषिया की निशुल्क व्यवस्था की जाती है।	<b>Somali</b> Af-Soomaali Farta ku fiqluqadaada... Waxa laguugu yeeri doonaa turjubaan. Turjubaanka wax lacagi kaaga bixi mayso.
<b>Hmong</b> Hmoob Taw rau koj hom lus. Yuav hu rau ib tug neeg bhais lus. Yuav muaj neeg bhais lus yam uas koj tsis tau them dab tsi.	<b>Spanish</b> Español Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.
<b>Italian</b> Italiano Indicare la propria lingua. Un interprete sarà chiamato. Il servizio è gratuito.	<b>Tagalog</b> Tagalog Ituro po ang inyong wika. Isang tagasalin ang ipagkakaloob nang libre sa inyo.
<b>Japanese</b> 日本語 あなたの話す言語を指してください。無料で通訳サービスを提供します。	<b>Vietnamese</b> Tiếng Việt Hãy chỉ vào ngôn ngữ của quý vị. Một thông dịch viên sẽ được gọi đến, quý vị sẽ không phải trả tiền cho thông dịch viên.

Language Solutions: Over-the-Phone, Video Remote, and OnSite Interpreting / Bilingual and Interpreter Staff Testing and Training / Translation and Localization



## SECTION 8: PHARMACY SERVICES

### **KFHC Pharmacy Network**

The KFHC Pharmacy Network includes most retail and community pharmacies in Kern County and surrounding areas. Members should fill prescriptions at network pharmacies. A list of network pharmacies can be found at [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com) using the Find a Provider search tool or by downloading the Provider Directory.

### **Pharmacy & Therapeutics Advisory (P&T) Committee**

The P&T Committee monitors the KFHC Drug Formulary, oversees medication prescribing practices by Providers, assesses usage patterns by Members and assists with study design and clinical guidelines development, which also include safety, efficacy, and cost-effectiveness. The committee is composed of Physician and Pharmacist Providers as well as internal staff.

### **Pharmacy Resources**

Providers can locate additional information on KFHC pharmacy policies and procedures as well as pharmacy forms at [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com) under For Providers. To locate prior authorization criteria and other drug limits/restrictions, Providers should access the KFHC Formulary on the website which is also located under Pharmacy Resources.

### **KFHC Drug Formulary**

The KFHC Drug Formulary is a list of preferred generic and brand-name medications in various therapeutic classes that are covered pharmacy benefits for our Members. Medications listed in the Drug Formulary may be subject to certain restrictions such as quantity limits, step therapy, age limit, or other requirements. Providers can visit [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com) to download a PDF version or utilize the KFHC online Pharmacy Drug Search tool. A printed version is distributed yearly at time of publication, please contact the Provider Network Management Department for more information.

### **Formulary Updates / Provider Bulletins**

Provider Bulletins are valuable updates, information, and action requests. Bulletins are distributed on an as-needed basis primarily to provide timely notification of new plan information, including drug formulary changes, as well as changes in regulations relating to Medi-Cal Managed Care. Bulletins are faxed and posted online at [kernfamilyhealthcare.com](http://kernfamilyhealthcare.com).



## **Non-Formulary Drug Request**

A prior authorization can be submitted when a drug is not listed on the formulary, or does not meet step therapy restriction, quantity limit, or duration of therapy limits (as listed on the formulary). These non-formulary drug requests can be made electronically via the KFHC Provider Portal, which is the preferred method, or on a Prescription Drug Prior Authorization also known as a TAR. Prior authorization requests are reviewed seven days a week, year round. Decisions are replied to within 24 hours to the requested submitter.

To constitute a prior authorization request, all of the following information must be provided:

- Member name
- CIN number
- Diagnosis with brief history
- Reason for request including formulary medication failures
- Drug name, strength, directions, and National Drug Code
- Prescriber's name

## **Emergency Dispensing**

During weekends, holidays, and non-business hours a pharmacy may choose to dispense enough medication (72 hours supply maximum) as an emergency supply to the member until the next working day, at the dispensing pharmacist's discretion according to pharmacy policy and procedures. If the medication is not on the Plan Formulary, a request must be submitted to payment processing stating the emergency and medication dispensed. TAR approval is not needed for reimbursement before dispensing of 72 hour emergency supply of non-Formulary drugs.

## **Sample Medications**

Providers are discouraged from providing samples; however, if samples are given to the member, the entire course of therapy must be covered by the samples in accordance with Policy 2.24, Pharmaceutical Guidelines. Medications provided as samples do not establish continuity precedent, and therefore, do not obligate coverage by KFHC.

## **Billing Procedures**

Pharmacy claims should be billed through the processes stipulated in the provider contract. Retail pharmacy claims billed to the PBM will follow the current standard NCPDP format. BIN, PCN and Member ID are outlined in the front (Preface) of the Formulary.

Physician Administered Drugs (PAD), will follow the requirements of billing medical claims.

KFHC is payer of last resort. Any other source of other health care (OHC) is required to be billed ahead of KFHC in accordance to the provider contract.

Where applicable, 340B claims are required to be identified. For NCPDP claims, a value of 20 should be used in the Submission Clarification Code field. For PAD claims, the UD modifier should be used to indicate the status.

## Pharmacy Claims Submission

Electronic billing is the preferred method of billing for medications and related materials. Claims are adjudicated electronically through KFHC's Pharmacy Benefit Manager (PBM), Argus Health Systems Inc. Electronic claims should be submitted to Argus Health Systems. Manual claims should be mailed to the Kern Family Health Care address below:

Pharmacy Claim Type	Address	Required Format
<b>Electronic</b>	Argus Health Systems Inc. BIN 600248 PCN 04970000	NCPDP D.0
<b>Manual</b>	Claims Department Kern Family Health Care 2900 Buck Owen Blvd Bakersfield, Ca 93308	Pharmacy/Medical Supplies Claim Form (State of California of Health Services 30-1C)
<b>Medicare co-insurance</b>	Claims Department Kern Family Health Care 2900 Buck Owen Blvd Bakersfield, Ca 93308	CMS 1500 form

## Pharmacy Disputes

Providers are encouraged, but not required, to first utilize the dispute process through the KFHC Pharmacy Benefit Manager (PBM) before submitting a dispute to KFHC. Pharmacy Disputes should be mailed or faxed to the following:

Pharmacy Department  
Kern Family Health Care  
2900 Buck Owen Blvd  
Bakersfield, Ca 93308  
Fax: 661-664-5191

Pharmacy disputes must be submitted using a Provider Pharmacy Claims Dispute Resolution Request form.

**For more information see KHS Policy and Procedure:**

**[2.24-P Pharmaceutical Guidelines](#)**

**[13.01-P Drug Utilization and Non-Formulary](#)**

**[13.02-P Pharmacy Claims Submission and Reimbursement](#)**

**[13.05-P Disputes Regarding Pharmacy Claims](#)**

## SECTION 9: GRIEVANCE AND APPEAL PROCESS

KFHC responds promptly to complaints from either a Provider or a Member. Two types of formal complaints may be submitted by or on behalf of a Member are: Grievance and an Appeal.

A **Grievance** means a member's written or oral expression of dissatisfaction, regarding KFHC and/or a network Provider, including quality of care concerns and shall include a complaint, dispute, and request for reconsideration or appeal made by a Member or the member's representative. There is no time frame or deadline for a Member to file a grievance.

An **Appeal** pertains to an Adverse Benefit Determination, a formal request for KFHC to reconsider a determination (e.g., denial, deferral or modification of a decision about health care coverage). An appeal may be filed to request reconsideration of a proposed resolution of a reported grievance. The Member has 60 calendar days from the date on the Notice of Adverse Benefit Determination (NOA) to file an appeal.

### Filing a Member Grievance or Appeal

A grievance from a Member or a member's representative may be submitted either in person, verbally or in writing in following ways:

- Online via KFHC website: [kernfamilyhealthcare.com](http://kernfamilyhealthcare.com) or Member Portal
- Contact Member Services at 661-632-1590 (Bakersfield), 1-800-391-2000 (outside of Bakersfield). Monday-Friday: 8:00 am-5:00 pm.
- By mail or in-person:

KFHC Member Services Department  
2900 Buck Owen Blvd  
Bakersfield, Ca 93308

### Routine Grievances

If possible, the grievance is resolved over the phone before the close of the next business day. An acknowledgement is mailed to the member within 5 calendar days of receipt of the grievance. The grievance is reviewed by the *Grievance Review Team*, and a resolution is provided to the member within 30 calendar days of receipt.

## **Urgent/Expedited Grievances**

If a grievance qualifies as an “urgent grievance”, the Member is notified immediately of the classification and of their right to notify the Department of Managed Health Care (DMHC) of the grievance. Consideration is given to the member’s medical condition when determining response time for urgent grievances. In such cases KFHC will attempt to inform the Member as soon as possible. An acknowledgement is mailed to the Member within 3 calendar days.

## **Grievances Filed in a Provider’s Office**

If a Member requests to file a grievance in the provider’s office, the Provider must supply the member with a *Member Report of Complaint/Grievance* form and provide the following options:

- A. Member can call the KFHC Member Services Department at 661-632-1590 or 1-800-391-2000 from Provider’s office to file a grievance verbally for assistance regarding complaint/grievance form.
- B. The Member may submit the grievance in writing using the *Member Report of Complaint/Grievance* form. Providers are required to make forms and assistance readily available in accordance with California Code of Regulations, Title 28 §1300.68 (b)(7). Providers are also required to email or fax the form to KFHC on the day of receipt to [grievance@khs-net.com](mailto:grievance@khs-net.com) or send via fax to 661-664-5179. The forms are available in English and Spanish.

A member who files a grievance may not be discriminated against, and cannot be dis-enrolled from the provider’s office or facility in retaliation of filing a grievance. As part of KFHC investigation process, the provider will be required to respond in writing to the complaint and provide medical records if applicable.

## **Provider Cooperation**

Providers are contractually obligated to submit medical records and, if requested, a written response to the KFHC Grievance Coordinator within ten (10) business days of the date of their receipt of the request or if otherwise specified in the request. Providers who do not comply with contract requirements may be subject to disciplinary action.

## **Routine Member Appeal**

All routine appeals are reviewed by the KFHC Grievance Review Team and are resolved within 30 calendar days of receipt by the plan. An acknowledgement is mailed within 5 calendar days

of receipt of the appeal. A Provider may submit an appeal on behalf of a Member. All pertinent supporting documentation must be provided to KFHC within the appeal. The Member or Provider, as appropriate, are notified in writing of the appeal resolution.

If the appeal is overturned and approved, KFHC must notify the member within 72 hours from the date and time of the decision. A written notice will be mailed to the member, member's representative and/or provider. Unfavorable determinations are submitted to the member, member's representative and/or provider in writing with further rights, including the right to request a State Fair Hearing. Medi-Cal members are also advised of their right to seek assistance from the Ombudsman Program.

### **Expedited Appeals**

If an expedited appeal is requested and the expedited criteria is met, the Member will receive verbal notification of the resolution within 72 hours, and a written notice will be mailed within **three (3) calendar days**.



**When requesting an appeal on behalf of a Member, Provider must gain the Member's written consent before filing the appeal.**

For more information see KHS Policy and Procedure: [5.01-P KHS Member Grievance Process](#)

### **Member Report of Complaint/Grievance**

Members are encouraged but not required to submit their grievance in writing using the Member Report of Complaint/Grievance form. The Complaint/Grievance is available on the KFHC's website at [kernfamilyhealthcare.com](http://kernfamilyhealthcare.com). An Online Grievance Form is also available on the KFHC website. Member Services staff can assist with filling out the form. This form is also available in Spanish.



## SECTION 10: PROVIDER SERVICES

### New Provider In-Service

Provider orientations (In-Service) will be conducted for all contracted providers and their staff within **ten days** of becoming active with KFHC's provider network. If an unexpected emergency occurs and the provider is unable to complete the training within the ten day timeframe, the contract effective date will be postponed. Therefore the contracted provider is made aware that they may not provide services to Plan members, until the provider completes training.

### Provider Directory Updates

KFHC is required to provide accurate information regarding their Provider Network. Contracted providers are responsible to ensure KFHC has accurate directory information for their office. In addition, KFHC asks all contracted providers to attest to the accuracy of their reported provider directory information in accordance with the frequency and time frames defined in Health and Safety Code section 1367.27 (SB-137).

To update your provider directory information you may:

- Make updates via [KFHC Provider Portal](#)
- Contact your Provider Relations Representative
- Contact the KFHC Member Services Department, 661-632-1590 (Bakersfield) or 800-391-2000 (outside of Bakersfield)
- Email: [ProviderDirectoryFeedback@khs-net.com](mailto:ProviderDirectoryFeedback@khs-net.com)

Providers can direct members or prospective members' questions or comments regarding directory inaccuracies to the Member Services Department at 661-632-1590 (Bakersfield) or 800-391-2000 (outside of Bakersfield).

In addition to contacting KFHC, Providers may also direct the member or a prospective member to the California Department of Managed Health Care at **1-888-466-2219** to report any inaccuracy with the KFHC Provider Directory.



## Provider Bulletin

Provider Bulletins are valuable updates, information, and action requests. Bulletins are distributed on an as-needed basis primarily to provide timely notification of new plan information, including changes in regulations relating to Medi-Cal Managed Care. Bulletins are faxed and posted online at [kernfamilyhealthcare.com](http://kernfamilyhealthcare.com).

## Provider Portal

The KFHC Provider Portal (Provider Connection) is one of the most beneficial resources to help with:

- **Verify member eligibility:** Providers can verify eligibility by KFHC ID number, CIN, member's name, and date of birth.
- **Check claim status:** Providers can review submitted claims and determine payment status.
- **Online Authorizations:** Providers can submit authorization requests electronically as well as check status of submitted referrals.
- **TAR:** Providers can submit electronic TAR's and check status of submitted requests.
- **Other resources available:** monthly membership lists, download various forms, P4P scoreboard, etc.
- **View and update** your Provider demographic information.

To obtain access to the KFHC Provider Portal, please contact your office designated admin user. If you are unsure who your admin user is, please contact your Provider Relations Representative or the Provider Network Management Department at (661) 632-1590.

## Resources available on KFHC Website

The policies, procedures, forms and documents referenced in this manual can also be found at [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com) under the For Providers tab. The For Provider section is the hub of information for providers, including the latest bulletins, regulatory updates, and training opportunities.

For more information see KHS Policy and Procedure: [4.23-P Provider Education](#)

## SECTION 11: HEALTH EDUCATION

Members will receive health education services at no charge as part of preventive and primary health care visits. To facilitate this process, Providers are required to utilize the “Staying Healthy” assessment form, (see Section 3 in this manual and KFHC Policy and Procedure [3.05-P: Preventative Medical Care](#)). Health Education promotes healthy living, improving health outcomes, reducing risks of disease and empowering members to be active participants in their health care.

The goal is to help Members be engaged and informed so they can be active participants in their care and the care of their children. The services below are provided in English and Spanish.

- Weight Management
- Diabetes Care
- Smoking Cessation
- Nutrition Counseling
- Asthma Management
- Prenatal Care and more

### **KFHC Health Education Workshops**

Health Education Workshops are hosted by our Member Health Educators and are free to anyone interested. Workshop dates and times are posted on the [KFHC Calendar of Events](#) located on kernfamilyhealthcare.com or [facebook.com/KernFamilyHealthCare](https://facebook.com/KernFamilyHealthCare).

Workshop topics include:

- Healthy Eating and Active Lifestyle Workshop
- Breathe Well Asthma Workshop
- Intro to Gardening
- Rethink Your Drink

To learn more about workshop dates, times and locations or how to refer patients, call 661-632-1590 (Bakersfield) or 1-800-391-2000 (outside of Bakersfield) and ask for our Health Education Department.

### **Health Education Referrals**

Health education services are available by referral from KFHC staff, member, or by provider. Upon receipt of a health education referral, health education staff will contact the member to

assess their interest in participating in health education services. Transportation and interpreter services are provided accordingly. The best available health education resource is then identified for the member.

## **Health Education Materials**

KFHC has developed health education brochures addressing important health issues facing our local community. These materials are provided at no cost to Providers and Members. Contact your Provider Relations Representative for more information on how you can receive health education brochures for your office. Click on the topics below to view each brochure. Brochures are also available in Spanish.

[Control Asthma](#)

[Control COPD](#)

[Control High Blood Pressure](#)

[Diabetes Control](#)

[Taking Care of Yourself & Your Baby](#)

[Growing Up Healthy Series](#)

[Eat Healthy](#)

[Exercise](#)

[Not Sure It's an Emergency?](#)

[Urgent Care](#)

KFHC takes into account the specific needs of Seniors and Persons with Disabilities (SPD). Upon request by the SPD member, family caregiver or Provider, KFHC provides educational materials in alternative formats such as Braille, large print, audio, or other appropriate methods. The Health Education Department will handle requests for health educational material in alternative formats.

## **Health Education Resources**

Health Education services are also provided to Members through:

- KFHC 24-Hour Nurse Advice Line – In addition to Nurse Advice services, the Health Information Library has an audio library with hundreds of health topics recorded in English and Spanish.
- *Family Health*, a quarterly newsletter that is mailed to KFHC Members which includes health education and local resources. View current and past newsletters at [kernfamilyhealthcare.com](http://kernfamilyhealthcare.com)
- Community Events & Health Fairs – KFHC participates in health fairs and community events to promote personal health awareness and preventive health care to Members and the community. View a list of community events at [kernfamilyhealthcare.com](http://kernfamilyhealthcare.com) or [facebook.com/KernFamilyHealthCare](https://facebook.com/KernFamilyHealthCare)

## Health Education Service Providers

The HE department offers the following types of services through community partnerships:

### **Bakersfield Memorial Hospital (BMH):**

- Diabetes Management Classes (English only)
- Heart Healthy Classes
- Small Steps to a Healthier Weight (English only)
- Individual Nutrition Counseling

### **Community Wellness Program (CWP):**

- In-home or group setting for Asthma, Diabetes, Nutrition or Stroke Prevention Education
- Freedom from Smoking Program

### **Clínica Sierra Vista (CSV) WIC:**

- Diabetes Management Classes
- Heart Healthy Classes

### **California Smokers' Helpline (CSH):**

- Telephone Smoking Cessation Counseling

For more information see KHS Policy and Procedure: [3.05-P Preventative Medical Care](#)

## Member Incentives

KFHC offers three wellness based incentives and one chronic condition based incentive for members.

**Initial Health Assessment (IHA)** – newly enrolled members who complete the IHA visit within 120 days of enrollment are mailed a first aid kit. There is a limit of one incentive per household.

**Pregnancy** – pregnant members who completed at least 6 prenatal visits and the postpartum visit within 3-8 weeks are eligible to receive an incentive.

**Well Child** – members ages 12 -23 months who complete a well child visit are eligible to receive an incentive.

**Multi-Medication** – members on multiple medications and would benefit from a pill box. KFHC Disease and Case Management Departments identify and mail this incentive to members.

## Smoking Cessation

**KHS requires providers to provide tobacco cessation services to members, including:**

- **Identify tobacco**
- **Conduct initial and annual assessment of tobacco use**
- **Utilize FDS approved tobacco cessation medications**
- **Individual, group, and telephone counseling for members of any age who use tobacco products**
- **Prevention of tobacco use in children and adolescents**

**Services for pregnant tobacco users**

- **Ask all pregnant members if they use tobacco or are exposed to tobacco smoke**
- **Offer all pregnant members at least one face-to-face tobacco cessation counseling session per quit attempt.**
- **Referral to a tobacco cessation quit line, such as Helpline (1-800-NOBUTTS)**
- **Refer to tobacco cessation guidelines by the American College of Obstetrics and Gynecology (ACOG) before prescribing tobacco cessation medications during pregnancy**

One of the behavioral change models Kern Family Health Care recommends is the “**5 A's**”(Ask, Advise, Assess, Assist, and Arrange)

- For more information regarding the 5 A's:  
[http://www.improvingchroniccare.org/downloads/3.5\\_5\\_as\\_behavior\\_change\\_model.pdf](http://www.improvingchroniccare.org/downloads/3.5_5_as_behavior_change_model.pdf)

The Other validated behavior change model KFHC recommends is the “**5 R's**” (Relevance, Risks, Rewards, Roadblocks, Repetition)

- For more information regarding the 5 R's:  
<http://www.ahrq.gov/professionals/clinicians-providers/guidelines-recommendations/tobacco/5rs.html>

KFHC encourages providers to implement the USPHS' comprehensive tobacco use treatment recommendations and the DHCS recommended education resources available in All-Plan Letter 16-014

## SECTION 12: DISEASE MANAGEMENT

The Disease Management Department performs assessments, coordinates care, monitors and evaluates medical services for members with an emphasis on quality of care, continuity of services, and cost-effectiveness. The two program areas of the Disease Management Department are Diabetes and Hypertension and Asthma. The goals of disease management are to improve health outcomes for members by augmenting and helping support the work of its primary care providers in managing chronic conditions. The available programs include:

### Diabetes Management and Hypertension

KFHC provides an in-house Diabetes Prevention Program for members with a diagnosis of prediabetes, or for those considered at high risk for developing diabetes. This year long program provides education on weight loss, nutrition and increased activity.

KFHC also provides coverage for diabetes outpatient self-management training, education, and medical nutrition therapy necessary to enable the member to properly use covered equipment, supplies, and medications, and additional diabetes outpatient self-management training, education, and medical nutrition therapy upon the direction or prescription of those services by the member's Primary Care Provider. Training shall include guidance that will enable members and their families to gain an understanding of the diabetic disease process and the daily management of diabetic therapy, to avoid frequent hospitalizations and complications.

### Asthma Management

KFHC provides coverage for asthma education, including education to enable a member to properly use inhaler spacers, nebulizers (including face masks and tubing), and peak flow meters.

Members can access disease management programs through:

- Self-referral by calling KFHC's Member Services Department at 1-800-391-2000
- KFHC interdepartmental referrals
- PCP referral

For more information see KHS Policy and Procedure: [2.35-P Disease Management](#)

## SECTION 13: ALCOHOL MISUSE: SCREENING AND BEHAVIORAL COUNSELING INTERVENTIONS IN PRIMARY CARE (AMSC)

PCP's must annually screen members 18 years and older

- Additional screening conducted when medically necessary

PCP's must offer at least one, but may offer up to a maximum of three, behavioral counseling interventions for alcohol misuse per year.

Three (3) tools can be used when screening members for alcohol misuse:

1. The Alcohol Use Disorders Identification Test (AUDIT);
2. The abbreviated AUDIT-Consumption (AUDIT-C); and
3. A single-question screening, such as asking, "How many times in the past year have you had 4 (for women and all adults older than 65 years) or 5 (for men) or more drinks in a day?"

KHS has uploaded the AUDIT and AUDIT-C screening forms onto our website, located in the *Handbook/Manual/Forms* section of the *Provider Resources* page, under the *For Providers* tab.

For criteria and additional resources please refer to: All Plan Letter 18-014



## SECTION 14: BLOOD LEAD SCREENING

Federal law requires children to be screened for elevated blood levels (BLLs) as part of required prevention services offered through the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program.

The California Department of Public Health's California Childhood Lead Poisoning Prevention Branch (CLPPB) issues guidance for all California providers pursuant to these regulations and required blood lead standards of care.

All blood lead screenings should be billed using appropriate CPT coding.

## SECTION 15: MEMBER RIGHTS & RESPONSIBILITIES

KFHC Members have specific rights and responsibilities outlined under Title 22, California Code of Regulations Section 72527. KFHC provides this information to members in the Member Handbook (Evidence of Coverage, EOC), member newsletter, on KFHC's website, and upon request.

### **Members have the right to all of the following:**

- A. To be treated with respect, giving due consideration to their right to privacy and the need to maintain confidentiality of the member's medical information
- B. To be provided with information about the organization and its services
- C. To be able to choose a PCP within the KFHC provider network
- D. To participate in decision making regarding their own health care, including the right to refuse treatment
- E. To voice grievances, either verbally or in writing, about the organization or the care received
- F. To receive oral interpretation services for their language
- G. To formulate advance directives
- H. To have access to Family Planning Services, Federally Qualified Health Centers (FQHCs), Indian Health Service Facilities, Sexually Transmitted Disease (STD) services, and Emergency Services outside the KFHC network pursuant to the federal law
- I. To request a State Medi-Cal fair hearing, including information on the circumstances under which an expedited fair hearing is possible
- J. To have access to, and where legally appropriate, receive copies of, amend or correct their medical record
- K. To dis-enroll upon request
- L. To access minor consent services
- M. To receive written member informing materials in alternative formats, including Braille, large size print, and audio format upon request
- N. To be free from any form of restraint or seclusion used as a means of coercion, discipline, convenience, or retaliation

- O. To receive information on available treatment options and alternatives, presented in a manner appropriate to the member's condition and ability to understand.
- P. Freedom to exercise these rights without adversely affecting how they are treated by KFHC, providers, or the State.
- Q. To receive upon request a statement describing KFHC policies and procedures for preserving the confidentiality of medical information.

**Members also have the following responsibilities:**

- A. To cooperate with their health care practitioners/providers.
- B. To provide, to the extent possible, accurate information needed by professional staff who are caring for them.
- C. To follow instructions and guidelines given by those providing health care services.
- D. To keep appointments which they or their practitioner have made.

**Member Handbook / Evidence of Coverage (EOC)**

A Member Handbook also known as EOC, is sent to members upon enrollment and annually thereafter. The EOC provides members with a description of the scope of covered services and information about how to access such services under KFHC's Medi-Cal plan. The EOC is available electronically online at [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com) under the "For Members" tab or in hard-copy by calling our Provider Services Department at 661-632-1590 (Bakersfield) or toll free 1-800-391-2000.

Our Member Services and Providers Relations Departments are also available to help with questions regarding KFHC's members' rights and responsibilities, Monday through Friday, from 8 a.m. to 5:00 p.m.

For more information see KHS Policy and Procedure: [5.05-P Member Rights and Responsibilities](#)

## SECTION 16: FRAUD, WASTE, AND ABUSE

At KFHC we are deeply committed to acting ethically and responsibly in a culture of compliance, ethics, and integrity. KFHC cooperates with the California Department of Health Care Services (DHCS) in working to identify Medi-Cal fraud, waste, and abuse (FWA).

**Abuse:** Activity that is inconsistent with sound fiscal, business, or medical practice standards and results in unnecessary cost or reimbursement. It also includes any act that constitutes abuse under applicable federal law (as defined in Title 42, Code of Federal Regulations Section 455.2) or state law.

**Fraud:** An intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to himself or some other person. It includes any act that constitutes fraud under applicable federal (as defined in Title 42, Code of Federal Regulations Section 455.2) or state law.

**Waste:** The consumption of resources (products or services) due to mismanagement, inappropriate actions or inadequate oversight. Waste is not typically the result of criminal actions.

### Laws and Regulations

False Claims Act (Federal – 31 U.S.C. § 3729-3733; California – C.G.C. § 12650-12656): The California and Federal False Claim Acts (FCAs) make it illegal to submit claims for payment to Medicare or Medicaid that you know or should know are false or fraudulent. Filing false claims may result in fines of up to three times the programs' loss plus \$11,000 per claim. Under the civil FCA, no specific intent to defraud is required. The civil FCA defines "knowing" to include not only actual knowledge but also instances in which the person acted in deliberate ignorance or reckless disregard of the truth or falsity of the information. Further, the civil FCA contains a whistleblower provision that allows private individuals to file a lawsuit on behalf of the United States and entitles whistleblowers to a percentage of any recoveries. There also is a criminal FCA (18 U.S.C. § 287). Criminal penalties for submitting false claims include imprisonment and criminal fines.

### Fraud, Waste, and Abuse Investigations

The KFHC Compliance Department is an internal independent review and investigation department, which is responsible for implementing the Anti-Fraud Plan. The Compliance Department conducts, coordinates, and reports audit and investigation activities for the

purpose of preventing and detecting fraud, waste, or abuse in the delivery of health care services to KFHC Member. The Compliance Department also provides analysis and recommendations regarding the activities reviewed or investigated. Additionally, the Compliance Department initiates investigations and develops preliminary investigation reports for cases of alleged fraud, waste, or abuse. Preliminary investigation findings are forwarded to the appropriate federal or state investigating agency per contract, statute or law.

KFHC will report to the DHCS all cases of suspected fraud and/or abuse where there is reason to believe that an incident of fraud and/or abuse has occurred by subcontractors, members, providers, or employees. KFHC will conduct, complete, and report to the DHCS, the results of a preliminary investigation of suspected fraud and/or abuse within ten (10) working days from the date that KFHC first became aware of or noticed such activity.

### **Member FWA Examples**

- A person using someone else's KFHC Member ID Card
- Deliberately providing misinformation to retrieve services
- Selling and/or forging prescriptions

### **Provider FWA Examples**

- Provider submitting claims for services not rendered
- Sending member a bill after the plan had made payment
- Soliciting or receiving kickbacks

### **Reporting Suspected FWA**

Suspicious activities may be reported by phone, in writing, or in person to the KFHC Compliance Department. It is recommended, but not required, that written reports be submitted on a [FWA Referral Form](#).

Kern Family Health Care  
Director of Compliance & Regulatory Affairs  
9700 Stockdale Highway  
Bakersfield, CA 93311  
1-800-391-2000

If you have questions about Compliance efforts, please contact your Provider Relations Representative.

For more information see KHS Policy and Procedure 14.04-P – [Prevention, Detection, and Reporting of Fraud, Waste, or Abuse](#).

### Sample FWA Referral Form

The [FWA Referral form](#) is located on the kernfamilyhealthcare.com website under the For Providers tab.

			
REFERRAL INFORMATION			
Date:		Notice involves suspected fraud, waste, or abuse by a:	
Referred by: Name:	Title:	<input type="checkbox"/> Member	
Dept.:	Phone#:	<input type="checkbox"/> Provider	
MEMBER		PROVIDER	
Member Name:		Provider Name:	
Member ID:		Type of provider:	
Address:		Provider ID #:	
City:	Zip:	City:	Zip:
Date of service if applicable:		Date of service if applicable:	
MEMBER Suspected Fraud, Waste, or Abuse:		PROVIDER Suspected Fraud, Waste, or Abuse:	
<input type="checkbox"/> Using another individual's identity or documentation of Medi-Cal eligibility to obtain covered services. <input type="checkbox"/> Selling, loaning, or giving a Member's identity or documentation of eligibility to obtain covered services. <input type="checkbox"/> Deliberately providing misinformation to retrieve services. <input type="checkbox"/> Using a covered service for purposes other than the purposes for which it was prescribed including use of such covered service by an individual other than the Member for whom the covered service was prescribed or provided. <input type="checkbox"/> Failing to report other health coverage. <input type="checkbox"/> Selling and forging prescriptions. <input type="checkbox"/> Ambulance abuse, overuse of ERs. <input type="checkbox"/> Illegal doctor shopping & drug-seeking behavior. <input type="checkbox"/> Other (please specify in space below)		<input type="checkbox"/> Submission of claims for covered services that are: <input type="checkbox"/> Substantially and demonstrably in excess of any individual's usual charges for such covered services. <input type="checkbox"/> Not actually provided to the Member for which the claim is submitted. <input type="checkbox"/> In excess of the quantity that is medically necessary; <input type="checkbox"/> Billed using a code that would result in greater payment than the code that reflects the covered service. <input type="checkbox"/> Already included in capitation rate. <input type="checkbox"/> Sending Member a bill after Kern Family Health Care has made payment. <input type="checkbox"/> Receiving, soliciting, or offering a kickback, bribe, or rebate to refer or fail to refer a Member. <input type="checkbox"/> False certification of medical necessity. <input type="checkbox"/> Attributing a diagnosis code to a Member that does not reflect the Member's medical condition for the purpose of obtaining higher reimbursement. <input type="checkbox"/> Questionable prescribing practices. <input type="checkbox"/> Other (please specify in space below)	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>		<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	

## SECTION 17: MARKETING

### Compliance with Laws and Regulations

The Department of Health Care Services (DHCS) has established guidelines for appropriate marketing activities for the Medi-Cal Managed Care Program. Providers should familiarize themselves with these guidelines to avoid sanctions, fines, or suspension of membership.

### KFHC Marketing Materials

If you are interested in receiving marketing material including the KFHC Member Newsletter, Member Handbook, Provider Directory or brochures, please contact the Kern Family Health Care Provider Network Management Department at (800) 391-2000.

### Acceptable Marketing Methods

As a Medi-Cal health care provider, you may:

- Tell your patients the name of the health plan or plans with which you are affiliated.
- Actively encourage your patients to seek out and receive information and enrollment material that will help them select a Medi-Cal health care plan for themselves and their family.
- Provide patients with the phone number of the outreach and enrollment or member services departments of the plan(s) with which you are affiliated.
- Provide patients with the toll-free phone number of Health Care Options (HCO), the DHCS enrollment contractor (1-800-430-4263) and inform patients of locations and times when they may receive information from HCO about selecting a health plan or provider. This number is specifically for beneficiary questions. HCO provides enrollment and disenrollment information and activities, presentations, and problem resolution functions.

### Prohibited Marketing Methods

As a Medi-Cal health care provider, you may NOT:

- Tell patients they could lose their Medi-Cal health benefits if they do not choose a particular health plan.

- Make any reference to competing plans, e.g., comparing plans in a positive or negative manner.
- Engage in marketing practices which discriminate against prospective members based on race, color, national origin, creed, ancestry, religion, language, age, gender, marital status, sexual orientation, health status or disability.
- Sign an enrollment application for the member.

## Use of Name and Logo

The Kern Health Systems (KHS) and Kern Family Health Care (KFHC) names carry considerable value, particularly for external entities seeking to associate themselves with our organization. Moreover, the role of KHS as a public agency requires that our names and reputation be preserved and protected, and that activities and organizations associated with the KHS name(s) must be consistent with our mission and purpose. Thus, requests for an Endorsement, including Letter of Support (LOS) and use of a KHS name or logo, shall be approved by KHS.

An external entity may submit a request for an Endorsement if the entity is a community-based, non-profit organization, or health care partner. Such requests shall require the written approval of the KHS Chief Executive Officer (CEO) or designee. Written requests from external entities shall include the following information, as appropriate:

1. The name, background, description of the organization seeking a LOS or use of a KHS name or logo and the organization's contact information. Also include any other entity whose name will appear on the document, project, or event;
2. Name of the program or project, and name of the program or project director, or primary contact;
3. Description of the project, event, publication, or other purpose for which a KHS name or logo will be used and why;
4. Intended audience for the project, event, or publication for which a name or logo will be used;
5. Time frame during which a name or logo is requested to be used; and
6. A proof of the name/logo as it will appear.

All requests shall be submitted at least thirty (30) days in advance of the date for which the LOS or use of a name or logo is requested, or if in a shorter amount of time, at the discretion of the KHS CEO or designee, so long as such request is submitted to the CEO or designee in a reasonable and sufficient amount of time so that KHS can complete a meaningful review and evaluation of the request.



The KHS Marketing Department will notify the organization that requests a LOS or use of a name or logo in writing after the determination is made. Organizations shall enter into a written agreement with KHS restricting the use of a KHS name or logo before being permitted to use the name or logo. Use or reproduction of the KHS name or logo by external entities shall be restricted by KHS, in accordance with federal and state trademark rules and regulations. Any external entity that is no longer in good standing with KHS shall update its marketing materials and cease the use of a KHS name or logo.

### **Definitions:**

**Endorsement** means either (1) a Letter of Support or (2) KHS's approval for another entity to use a KHS name or logo in connection with that entity's project, event, document, program, or initiative. Endorsement does not include any sponsorship, educational activity, purchased service, presentation, attendance at an event, activity that is included in the definition of Marketing Activities, or joint development of an event, seminar, symposium, educational program, public information campaign, or similar event.

**Letter of Support (LOS)** is a letter supporting a community-based organization or health care partner detailing compelling reasons why the organization or project is credible and of value to the community and conveying the relationship between KHS and the organization, thereby lending credibility to the organization requesting support. LOS does not include a formal partnership agreement or interagency agreement.

**Marketing Activity** is any activity conducted by or on behalf of KHS where information regarding the services offered by KHS is disseminated in order to persuade or influence eligible beneficiaries to enroll or to educate members and promote optimal program use and participation. Marketing also includes any similar activity to secure the endorsement of any individual or organization on behalf of KHS.

*The Kern Health Systems Name and Logo Use Protocol follows guidelines outlined in Kern Health Systems Policy & Procedure # 9.05-1.*

## SECTION 18: FACILITY SITE REVIEW

### Facility Site Review

KFHC conducts a full scope facility site review for all PCPs (including OB/GYNs, and pediatricians) as well as providers who serve high volume of SPD beneficiaries as part of the Provider credentialing process. Facility site reviews are conducted at the time of initial Provider credentialing process, and every three years thereafter. A follow-up review is completed at least once within that three year period. To view the DHCS mandated tools, click [here](#) or visit the For Providers tab at [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com).

There are three components to the Facility Site Review process:

1. The Facility Site Review- The site review reviews the physical aspects of the site for basic requirements in areas such as: safety, regulatory compliance, and infection control as well as interviews with office personal.
2. The Medical Record Review- The medical record review survey is conducted three to six months after initial member linkage and as part of re-credentialing along with the site review survey, and focuses entirely on medical record review.
3. The Physical Accessibility Review- The physical accessibility review survey is not a scored review, and focuses entirely on physical accessibility of the healthcare site for seniors and persons with disabilities (SPDs). The physical accessibility review does not need to be conducted by a registered nurse or physician.

### Site Review Preparation

As part of the of the facility review, KFHC QI Nurses reviews the following potential safety issues:

- Medication storage practices to ensure that oral and injectable medications, and “like labeled” medications, are stored separately to avoid confusion.
- The physical environment is safe for all patients, personnel and visitors.
- Medical equipment is properly maintained.
- Professional personnel have current licenses and certifications.
- Infection control procedures are properly followed.
- Medical record review includes an assessment for patient safety issues and sentinel events.

- Bloodborne pathogens and regulated wastes are handled according to established laws.

## **Corrective Action Plan**

If deficiencies are identified during the PCP Facility Site and Medical Record Reviews, a Corrective Action Plan will be given to the Provider, which will include specific corrective actions along with time frames for addressing deficiencies. Providers who do not correct deficiencies, shall not be assigned new members until corrections are verified and the CAP is closed. Any network provider who does not come into compliance with survey criteria within the established timelines shall be removed from the network and plan members shall be appropriately reassigned to other network providers. The Physical Accessibility Review does not require correction action.

**For more information see KHS Policy and Procedure [2.22 P – Facility Site Review](#)**

## SECTION 19: MCAS

Managed Care Accountability Set (MCAS) is set of performance measures in the managed care industry, developed and maintained by the National Committee for Quality Assurance (NCQA) to evaluate consumer health care across the country. MCAS allows for assessment based in quality and performance.

### Data Collection

KFHC collects and reports MCAS data through a series of coordinated activities, including encounter and claims analysis, and medical records. Some examples of information needed from medical records include diabetes care, immunization status, prenatal and postpartum care. Providers are contractually obligated to provide KFHC access to member's medical records.

### Why is it Important?

Data obtained from MCAS helps KFHC to direct its quality improvement activities, evaluate performance and identify further opportunities for improvement. MCAS was designed to allow consumers to compare health plans performance to other plans and to national or regional benchmarks, these benchmarks help KFHC identify gaps in care which lead to plans for improvement.

### Tips for Providers

KFHC may contact selected medical office to review patient medical records as part of the MCAS medical records review process. Here are helpful tips to prepare:

- Keep accurate, legible and complete medical records for their patients. Each document in medical record must contain the member name and date of birth to acceptable for MCAS.
- Encourage patients to receive appropriate preventative services to ensure their health and well-being. If a service is declined by the member, providers may document it on the chart.
- MCAS reporting is mandated by the DHCS, CMS, and the NCQA, providers and their staff should become familiar with MCAS measures to understand what KFHC and other health plans are required to report.

**\*To view MCAS measures, please login to the KHS Provider Portal**

## SECTION 20: CREDENTIALING & RE-CREDENTIALING

### Credentialing

All healthcare providers who contract with KFHC must have credentials verified through the credentialing process in order to treat Members. To maintain health care quality standards, Members will not be assigned or referred to providers who have not completed the credentialing process.

### Initial Credential Application Process

Applicants must submit a signed application and supporting documentation to the KFHC Provider Network Management Department. Applications are available on the KFHC website, [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com), under the *For Providers* tab, or through the Provider Network Management Department. Applications will be reviewed by the Provider Network Management Department for accuracy and completeness. KFHC will render a decision within 180 days from the signature date, and if approved, the provider will receive an official letter of credentialing approval with an effective date.

### Confidentiality

The information obtained during the credentialing process, whether directly from the provider, or from another source, will be treated as confidential information.

### DHCS Medi-Cal Enrollment

Managed Care Plans (MCPs) are required to maintain contracts with their network providers (Plan-Provider Agreement) and perform credentialing and recredentialing activities on an ongoing basis. However, prior to the Final Rule, the MCPs' network providers were not required to enroll in the Medi-Cal Program. Title 42 CFR, Section 438.602(b) now requires states to screen and enroll, and periodically revalidate, all network providers of managed care organizations, prepaid inpatient health plans, and prepaid ambulatory health plans, in accordance with the requirements of Title 42 CFR, Part 455, Subparts B and E. These requirements apply to both existing contracting network providers as well as prospective network providers.

MCP providers may apply for enrollment through the electronic Provider Application for Validation and Enrollment (PAVE) portal. For instructions and training on how to apply using

the PAVE Portal go to <http://www.dhcs.ca.gov/provgovpart/Pages/PAVE.aspx> . Provider Enrollment instructions and requirements are available on the Medi-Cal website at [https://files.medi-cal.ca.gov/pubsdoco/prov\\_enroll.asp](https://files.medi-cal.ca.gov/pubsdoco/prov_enroll.asp)

The MCPs' screening and enrollment requirements are separate and distinct from their credentialing and recredentialing processes.

## **Application Review and Verification**

The Physician Advisory Committee (PAC) shall serve as the Credentials Committee. The PAC is responsible for peer review and credentialing/re-credentialing decisions.

KFHC monitors the initial credentialing process and will ensure that providers considered for network participation and continued participation are in good standing and meet the required criteria identified in Policy and Procedure 4.01-P Credentialing before being accepted in the network. The criteria includes but is not limited to:

- Application is signed and dated with attestation by the applicant of the correctness and completeness of the application including statements by the applicant:
  - Reasons for any inability to perform the essential functions of the position with or without accommodations;
  - History of loss of license and/or felony conviction(s);
  - History of loss or limitation of privileges including any disciplinary activity;
  - Lack of present illegal drug and alcohol use.
- Valid, unrestricted, and current State license
- Current and valid federal Drug Enforcement Agency (DEA) registration for the State
- Current NPI number
- Graduation from an approved medical/professional school and completion of an accredited residency or specialty program
- Board Certification, if applicable
- Clinical privileges in good standing at a KFHC contracted hospital (if applicable)
- Work history
- Claims history and/or disciplinary actions from National Practitioner Data Bank (NPDB)
- History of any sanctions, exclusions or debarments imposed by Medi-Cal, Medicaid, Medicare and System for Award Management
- Current adequate professional and general liability insurance
- Sanctions or limitations on licensure from State agencies or licensing boards

- Validation of approved Medi-Cal enrollment status with the Department of Health Care Services.
- For certain provider types, a facility site review is required to be completed by the Quality Improvement Department.

### **Practitioner Rights**

In the event there is information obtained by the credentialing staff that substantially differs from that supplied by the applicants, the credentialing staff will contact the applicant to have them either correct or provide an explanation of the differences. Practitioners have the right to correct erroneous information submitted during the application process; corrections must be submitted in writing (or email) to the PNM Department Attention: Credentialing within 10-calendar days of the notification.

Practitioners have the right, upon request, to review the information submitted in support of their credentialing application; additionally, practitioners have the right to:

- review information obtained by KHS for the purpose of evaluating their credentialing and recredentialing application. This includes information obtained from outside sources such as malpractice carriers or state licensing boards, but does not extend to review of information from references, or recommendations protected by law from disclosure. Practitioners may submit their request for review to their Provider Relations Representative via email, letter or fax.
- correct erroneous information;
- be informed of the status of his/her application during the credentialing process, upon request.
- to be notified, in writing, the initial credentialing decisions within 60-days from the date the decision was made.

### **Recommendations**

The PAC recommends acceptance or denial of an applicant to the Board of Directors as follows:

If the recommendation is for **DENIAL**, the applicant receives written notification of the decision and supporting reasons. If the denial is due to medical quality of care, the appeal process is included. If the recommendation is for **APPROVAL**, the supporting information is transmitted to the Board of Directors. The applicant receives written notification of the decision.

### **Recredentialing**

KFHC also requires its Providers to be recredentialed every 36 months. The only exceptions include active military assignments, maternity/medical leave of absence or sabbatical. The

recrediting criteria includes but it not limited to:

- Attestation by the applicant of the correctness and completeness of the application including statements by the applicant:
  - Reasons for any inability to perform the essential functions of the position with or without accommodations;
  - History of loss of license and/or felony conviction(s);
  - History of loss or limitation of privileges including any disciplinary activity;
- Lack of present illegal drug and alcohol use
- Valid, unrestricted, and current State license
- Professional liability claims history since initial credentialing or last recrediting cycle
- National Practitioner Data Bank (NPDB)
- Current and valid Drug Enforcement Agency (DEA) registration
- Current NPI number
- Recent sanctions, exclusions or debarments imposed by Medi-Cal, Medicaid, Medicare, and System for Award Management
- Current adequate professional and general liability insurance
- Sanctions or limitations on licensure from State agencies or licensing boards
- Revalidation of Medi-Cal enrollment status
- Performance reviews which includes Quality Improvement, Utilization Management, Member Services, and Compliance;
- Facility site review results, if applicable

On an ongoing basis, KFHC monitors its contracted providers for any potential sanctions, exclusions or debarments from federal and state programs. On a monthly basis, the Credentialing Department reviews the required federal and state databases.

A provider may be reviewed any time at the request of the QI/UM Committee, the PAC, the Chief Executive Officer, the Chief Medical Officer, or the Board of Directors. For questions regarding the credentialing or recrediting process, contact Provider Network Management Department at 800-391-2000, dial 5 to bypass other queues.

**For more information see KHS Policy and Procedure [2.22 P – Facility Site Review](#), [4.01-P Credentialing](#), and [4.43-P Medi-Cal Enrollment Policy](#)**



## SECTION 21: POLICIES AND PROCEDURES

KHS policies and procedures are updated and reviewed as needed. All current versions of Kern Health Systems' Policies and Procedures can be accessed on the KFHC website at [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com)

Contents of this manual are subject to change at any time. To ensure you are reviewing the most recent version, accessed on the KFHC website at [www.kernfamilyhealthcare.com](http://www.kernfamilyhealthcare.com)

## GLOSSARY OF TERMS

<b>Acronym</b>	<b>Definition</b>
AAP	American Academy of Pediatrics
AIM	Access for Infants and Mothers Program
ALC	American Logistics Company
APL	All Plan Letter
ACOG	American College of Obstetrics and Gynecology
AMSC	Alcohol Misuse Screening and Counseling
BICs	Benefits Identification Card
CAP	Correction Action Plan
CBAS	Community Based Adult Services
CCS	California Children’s Services
CHDP	Child Health & Disability Prevention
CIN	Client Identification Number
CMS	Centers for Medicare and Medicare
CCR	Code of Regulation
CPT	Current Procedural Terminology
DDS	Developmental Disability Services
DHCS	Department of Health Care Services
DMHC	Department of Managed Health Care
EOB	Explanation of Benefits
EOC	Evidence of Coverage
FFS	Fee for Service
FQHC	Federally Qualified Health Centers
HCO	Health Care Options
HEDIS	Healthcare Effectiveness Data and Information Set
ICD	International Classifications of Diseases

<b>Acronym</b>	<b>Definition</b>
ICE	Industry Collaborative Effort
IEHBA	Individual Health Education Behavioral Assessment
IHA	Initial Health Assessment
KFHC	Kern Family Health Care
KHS	Kern Health Systems
LEP	Limited English Proficient
LTC	Long Term Care
NEMT	Non-emergency Medical Transportation
NMT	Non-medical transportation
NCQA	National Committee for Quality Assurance
OHC	Other Health Coverage
OTC	Over-the-counter
PAVE	Provider Application for Validation and Enrollment
P4P	Pay for Performance
PCP	Primary Care Provider
PBM	Pharmacy Benefit Manager
PDL	Preferred Drug List
PCS	Physician Certification Statement
QI	Quality Improvement
SHA	Staying Healthy Assessment
SNF	Skilled Nursing Facility
TAR	Treatment Authorization Request
USPTF	United States Preventative Services Task Force
WIC	Women, Infant & Children's Nutritional Supplemental Program