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## Modification vs Correction for BA Services

### Submitting a Modification:

- ▶ You can only submit a modification on a review that already has been approved.
- ▶ If the review is still in process and a correction/change needs to be made, you need to cancel the review and resubmit correctly.
- ▶ Modification requests are required when:
  1. Increasing the # units
  2. Requesting a new service code
  3. Reallocating units
- ▶ If you did not use all the units during the certification period, you do not need to modify the request. You should not bill for any services that were not rendered.
- ▶ You need to have the PA# for the initial request that was submitted.
- ▶ **Do not submit a modification when the certification status of the rendering provider has changed. Provider level requests are made on the basis of medical necessity at the time of the request.**

### Requesting a New Service Code and Reallocation of units on the same Review:

- ▶ If you need to reallocate units **and** request a new service code, you need to submit a modification request.
  - Reallocation of units are considered changes in level of service and must meet medical necessity criteria and should be submitted **with** an updated behavior plan.
  - When you enter the request enter a note in the summary tab explaining the reallocation of units.

#### Appropriate submission for a modification:

Case was submitted for BA Service Code H2014-100 units and Service Code H2012-50 units from 6/1-6/30/18.

- ▶ Need to increase the units on H2012, to 150 units.
- ▶ **You only enter the additional 100 units on the modification request**

#### Appropriate submission for a modification:

Case was submitted for BA Service Code H2014-100 units and Service Code H2012-50 units from 6/1-6/30/18.

- ▶ You need to add another service code of H2019 for 75 units
- ▶ **You only enter the new Service code of H2019 on the modification request**

#### Inappropriate submission for a modification:

Case was submitted for BA Service Code H2014-300 units and Service Code H2019-25 units from 6/1-6/30/18. Your RBT-H2014 certification status has changed to BCaBA H2012 and you submit a modification to add the certification change.

- ▶ Continue with the current service code authorization through the end of the treatment period (6/30/18).
- ▶ **You do not need to modify your current authorization to reflect a change in certification status.**
- ▶ **All modification request must meet medical necessity criteria.**

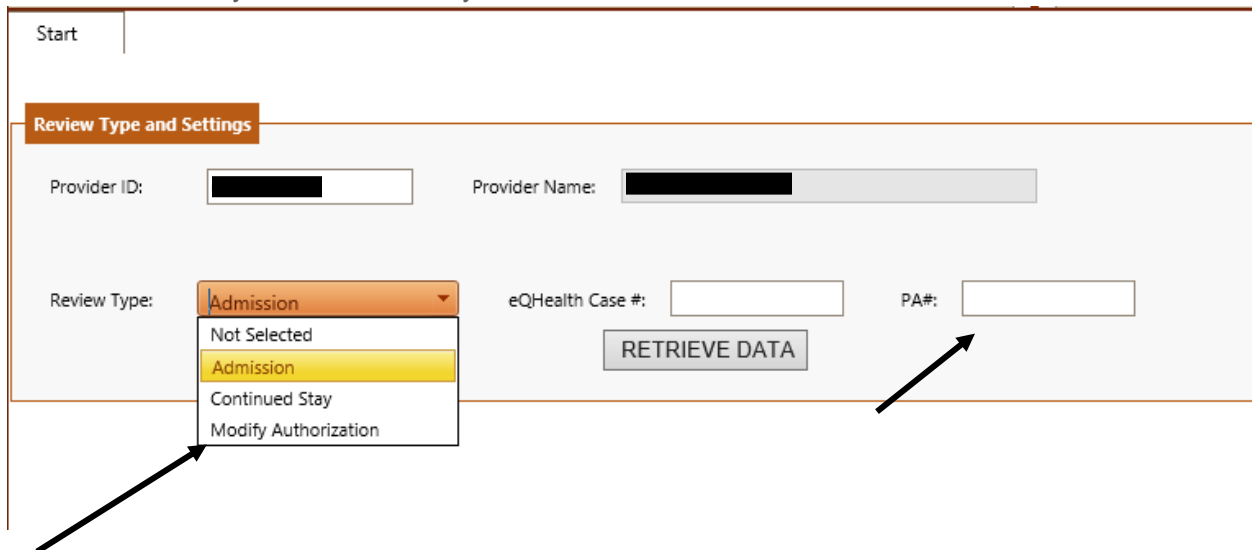
### Submitting a Correction:

You can request a correction via a phone call to Customer Service or by entering an Online Helpline ticket in eQSuite®. *Reminder to give an explanation for the change.*

- ▶ If you need to change/shift dates on an already approved request.  
*Example: H0032 with an authorized date span of 1/1/19-1/30/19 you can request to shift the dates to 1/31/19-3/1/19*
- ▶ If you need to remove a modifier.
- ▶ If you need to add a discharge date to a review.

### Entering a Modification in eQSuite®

Click on “**Create New Review**” your review type will be “**Modify Authorization**” and enter the PA# for the case you want to modify. Click “**Retrieve Data**”



The information from the initial request will automatically display on the tab.

Once the modification has been successfully submitted the review completion timeframe is 3 business days.



**NOTE:** We cannot change a Provider Medicaid ID # on a review. If the review was submitted under the incorrect Provider ID you will need to put in a request to cancel the review and you will need to resubmit.



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