

How to submit a Modification

Behavior Analysis Services

Starting your request

- You can only submit a modification on a review that has been **approved** and the **PA is active**.
- Your Review Type will be Modify Authorization
- You will need to enter the Case # (This is not the Review ID#)
- Once you enter the Case # you will need to select the Review you wish to modify, then click Retrieve Data

Review Header Information

Provider #: 000000001 Provider Name: TEST BA PROVIDER

Start

Review Type and Settings

Provider ID: 000000001 Provider Name: TEST BA PROVIDER

Specify Type: BA BA MDT

Review Type: Modify Authorizati... PA#: 114582870

Review ID: 11458300 -- Continued Stay -- PA # 114582870 -- Date Range 11/01/2022 - 04/29/2023
 Review ID: 11458287 -- Admission -- PA # 114582870 -- Date Range 10/12/2022 - 11/10/2022

RETRIEVE DATA

Start Tab

- The patient's information will automatically generate from the previous authorization
- Answer the questions accordingly, then go straight to the DX Codes/Items Tab

Start **DX CODES/ITEMS**

Review Type and Settings

Provider ID: Provider Name:

Specify Type: BA BA MDT

Review Type: eQHealth Case #: PA#:

Recipient ID: Name: DOB: Sex:

Physicians and Healthcare Practitioners

	Type	Medicaid #	NPI #	License #	Name	Phone #
Edit	Referring	000001000	1235331315	ME0100111	TEST, PROVIDER	1234567890

Start date of service:

Is this a request to review ongoing behavior analysis services provided by your organization? (i.e. extending or continuing services from a previous PA#) Yes No

Is this request the result of an emergency: Yes No

Is the request follow-up from an EPSDT screening: Yes No

Is this a request for administrative authorization of telemedicine caregiver training? Yes No

DX Codes/Items Tab

- The DX Code will auto default from the original request
- [Click to see previously approved items and units](#) will display what has previously approved for that case# that you entered
- Click Add to enter your CPT Code
- Once you enter the CPT code(s) it will populate the authorization date span for the case that you wish to Modify. **The From/Thru Dates need to match the previously approved request.**

The screenshot shows a web interface for managing DX Codes/Items. At the top, there is a tab labeled 'DX CODES/ITEMS'. Below the tab is a table with two columns: 'Add' and 'Search'. The table contains one record with the following data:

P	ICD Code	Description
Y	F3341	MAJOR DEPRESS DISORDER RECURRENT IN PART REMISS

Below the table, there is a red link that says [Click to see previously approved Items and units](#). Below the link is another 'Add' button with a red arrow pointing to it. Below the 'Add' button is a table with five columns: 'Code', 'Description', 'MOD', 'MOD2', and 'From Date'. Below this table, it says 'No records to display.' At the bottom of the interface, there are three buttons: 'CANCEL', 'SAVE/CLOSE', and 'SAVE/CONTINUE'.

Modification-Adding a service code

- **Any requests to add service code**
 - Only enter the New Service Code and Units needed
 - The From/Thru Date Range must match the initial certification dates

Example:

Initial Approved Codes and Units-

97153: 1200 Units

97155HN: 800 units

Requesting

Add 97156:150 Units

Item Code Add Page

Code: 97156

Description: Family Adaptive Behavior Training

MOD1: Select Modifier 1

MOD2: Select Modifier 2

From Date: 11/1/2022

Thru Date: 4/29/2023

Date Calculator

Approved Units: 0

Requesting Units: 150

Potential Total Units: 150

Add Close

Modification-Adding additional units

- **Any requests to add units**
 - Only enter the additional units needed
 - The From/Thru Date Range must match the initial certification dates
 - Units requested must match the timeframe left on the certification

Example:

Initial Approved Codes and Units-

97153: 1200 Units

97155HN: 800 Units

Requesting

Additional 150 Units for 97153

Item Code Add Page

Code: 97153

Description: Adaptive Behavior Treatment - Technician

MOD1: Select Modifier 1

MOD2: Select Modifier 2

From Date: 11/1/2022

Thru Date: 4/29/2023

Date Calculator

Approved Units: 0

Requesting Units: 150

Potential Total Units: 150

[Add](#) [Close](#)

Modification-Reallocation of units

- **Requests to Reallocate units**
 - Only enter the code where the additional units are needed
 - The From/Thru Date Range must match the initial certification dates
 - Units requested must match the timeframe left on the certification

Example:

Initial Approved Code and Units-

97153 1200 units and 97155 100 units

Requesting

Reallocate 50 Units from 97153 to 97155

Reminder: 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. Please add a note in the summary tab explaining the reallocation of units.

Requesting to reallocate 50 units from 97153 to 97155 New Total: 97153 1150 units 97155 150 units

Item Code Add Page

Code: 97155

Description: Adaptive Behavior Treatment - Physician

MOD1: Select Modifier 1

MOD2: Select Modifier 2

From Date: 11/1/2022

Thru Date: 4/29/2023

Date Calculator

Approved Units: 0

Requesting Units: 50

Potential Total Units: 50

[Add](#) [Close](#)

Clinical Info

- For Modifications you will be required to answer the clinical questions.

Start	DX CODES/ITEMS	CLINICAL INFO			
Question	Yes/No	Yes/No/NA	Check all that apply	Check one	
Select the primary maladaptive behavior(s) to address during this period:					
High risk to self (caused or presented imminent risk of harm in the last 6 months)? If YES Select all below that apply and frequency of occurrence:	<input type="radio"/> YES <input type="radio"/> NO				
Elopement (leaving house/clinic/safe area or supervision)			<input type="checkbox"/>		
More than 5 times a day				<input type="checkbox"/>	
More than once a day but less than 5 times a day				<input type="checkbox"/>	
More than once a week but less than once a day				<input type="checkbox"/>	
Once a week or less often				<input type="checkbox"/>	

Summary

- Enter any additional information that is pertinent to your modification request
- Enter information regarding reallocation of units
- You will be prompted to Link clinical documentation to support your modification request once you click on the “Submit for Review” Button

Start DX CODES/ITEMS CLINICAL INFO SUMMARY

Requesting to reallocate 50 units from 97153 to 97155 New Total: 97153 1150 units 97155 150 units

Florida Agency for Health Care Administration Disclaimer Statement

eQHealth Solutions certification determination does not guarantee Medicaid payment for services. Eligibility for and payment of Medicaid services are subject to all terms and Program.

PROVIDER ATTESTATION STATEMENT

A service provider who knowingly or willfully makes, or causes to be made any false statement or representation of a material fact in any application for Medicaid benefits or application of sanctions, which include, but are not limited to, fines, suspension and termination. In addition, the provider may be prosecuted under federal and/or state criminal penalties and/or fines.

By clicking [Submit for Review] you are attesting to the above.

CANCEL SAVE/CLOSE SUBMIT FOR REVIEW

Supporting Documentation for Modifications

- 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.
- **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.**

When to submit a Help Ticket

Click on “Online Helpline” in eQSuite®.
Below are some examples:

- Cancel a review
- If you need to shift dates on an authorization
- Transmit Error/PA Question
- Once you submit your ticket a Ticket # will generate, once a representative from eQHealth has responded you will receive an email notification and you can log into eQSuite® and view your response.

The screenshot displays the 'Online Helpline' interface. At the top, there are navigation links: 'Create New Review', 'Respond to Add'l Info', 'Respond to Denial', and 'Online Helpline'. Below this is a header for 'Online Helpline'. A sidebar on the left contains 'Menu' and 'Errors'. The main content area is titled 'Selected Ticket Info:' and contains instructions: 'To enter a new question, type your question in the box below, then click the Submit Question link below. You will be e-mailed with a link to return here when this ticket has been processed. To view the response to a previous ticket, scroll down and view the History in list below.' Below the instructions are input fields for 'Review ID:', 'Recipient #:', and 'Admit Date:'. A large yellow box is present below these fields. A red-bordered box contains a confirmation message: 'Your question has been submitted to the helpdesk. Please check back in a short while for a response. If your e-mail address is in the system, you will be notified by e-mail when your question has been addressed.' with a 'Close' link. Below this is a section for 'Q&A History (Last 30 Days)' with a sub-header 'Question/Response'. A specific ticket entry is shown: 'Ticket # 600037 | Receipt Date: 5/29/2020 4:06:30 PM | Response Date:'. The question text is 'I need to check the status of this review?'.

QUESTIONS?

eQHealth Resources

