



500 Patroon Creek Blvd. • Albany NY 12206-1057
(518) 641-3000 • 1-888-258-0477

TIP SHEET FOR SPECIALISTS

Contact Information

Resource Coordination	(518) 641-4100	Member Services (for Member Inquiries) . .	(518) 641-3700
Resource Coordination Toll-Free	1-800-274-2332	Behavioral Health Services	1-888-320-9584
Provider Services (PS)	(518) 641-3500	Caremark® Benefit Information	1-888-292-6330
PS Toll-Free	1-800-926-7526	Caremark® Specialty Pharmacy Services . .	1-800-237-2767
Electronic Data Interchange (EDI) Team .	(518) 641-4EDI	To order claim forms, waivers, etc.	(518) 641-3500
EDI E-mail address	edi_team@cdphp.com	Credentialing and Provider File Maintenance . .	(518) 641-3321
CDPHP website: www.cdphp.com			

All consultations, laboratory testing, and treatments must be communicated back to the primary care physician (PCP).

Member Eligibility

These suggestions are not a guarantee of coverage.

Please remember to:

- Verify eligibility of all patients by checking the member's ID card or accessing CDPHP's secure online network, www.cdphp.com. For further assistance, please call the provider services department.
- Collect the applicable copayment for services rendered at the time of the visit.
- Deductibles and coinsurance should be collected after receipt of the CDPHP payment.

Referrals/Authorizations

- Upon scheduling an appointment with the patient, remind him/her that a referral may be needed from his/her PCP.
- Utilize CDPHP's preferred laboratory and radiology network.
- Contact the resource coordination department for prior authorization of services from non-participating physicians/providers.
- Some CDPHP products provide coverage for non-participating physician/provider services without the prior authorization requirement. These services may increase the member's out-of-pocket responsibility.
- The most up-to-date policies can be accessed by logging into the secure area of www.cdphp.com.
- A complete list of services that require prior authorization is available by logging into the secure area of www.cdphp.com.

Admissions

- Inpatient facilities should contact CDPHP's resource coordination department within 24 hours or the next business day when a CDPHP member is admitted.
- CDPHP no longer requires its physicians to notify us in advance of a hospital admission.

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Claims

Not following these instructions may result in a delay in payment or a claim denial.

Please remember to:

- Submit all claims within established filing limits from the date of service to CDPHP, P.O. Box 66602, Albany, NY 12206-6602.
- Submit all COB claims within the established filing limits from the date of the primary carriers EOP.
- Complete the following sections of the CDPHP claim form:
 1. CDPHP member ID# (include suffix number), name, and date of birth.
 2. CDPHP provider name, address, and tax ID#.
 3. Your national provider identification number (NPI).
 4. The name and NPI of the referring physician.
 5. Valid CPT-4 / HCPCS procedure code(s) and description.
 6. Valid ICD-9 diagnosis code(s) and description.
 7. Date(s) of service.
 8. Itemized charges.
 9. Place of service code(s).
 10. Use the “ET” modifier on your claim when billing for one follow-up visit when the member has been referred from the emergency room or urgent care center. (This visit must occur within 10 business days of the emergency visit.)
- If submitting a paper claim, ensure the claim is clear and legible with a font size of 10 or greater.
- Avoid using a dot matrix printer.
- Do not highlight anything on the claim form or Provider Review Form.
- We recommend you include your specific patient account number in field #26 of the CMS 1500 form, when submitting paper or electronic claims. If billed, the information will appear on your weekly explanation of payment for account reconciliation purposes.
- Include a copy of the operative report when billing for multiple surgical procedures and extensive or unusual procedures, or any unlisted procedure ending in “99.”
- Check your CDPHP *Payment Vouchers* weekly to determine the disposition of claims submitted.
- When submitting electronic claims, check your reject reports, make necessary corrections, and resubmit within established claim filing limits.
- Please allow for the claim to appear as a paid or denied claim on your voucher before resubmitting the claim, to avoid duplicate claims in the system.
- You have six months from the adjudication date of a claim to request a claim appeal. All claim appeals should be submitted on a fully completed Provider Review Form with additional supporting documents attached to CDPHP, Provider Services Department, 500 Patroon Creek Blvd., Albany, NY 12206-1057.
- Locum tenens (LT) are required to bill for services under the practice’s supervising physician’s identification number.
- Calling the provider services department to obtain the status of a claim is not considered acceptable follow-up. It is necessary to either provide additional information verbally that was not initially available or additional supporting documentation via the Provider Review Form to be considered acceptable follow-up within six months.
- Access CDPHP’s secure online network to obtain the status of a claim and call the provider services department with any questions.

This tip sheet provides an overview of the claims process.

Refer to Section 9 of this *Provider Office Administrative Manual* for additional information.

Capital District Physicians’ Health Plan, Inc.
Capital District Physicians’ Healthcare Network, Inc.
CDPHP Universal Benefits, Inc.