

Instructions for Coding Behavioral Health Homes-Waiver as a Payor in WITS

Instructions for Behavioral Health Home Auto-Enrollees into BHH Payor Code

- 1) The new Behavioral Health Homes-Waiver plan-group should be added to any BHH enrollee who is also on a waiver (MH, TBI, etc.)- **EFFECTIVE 10/1/2015**
- 2) The current Behavioral Health Homes- BHH plan-group should be end dated on anyone with a waiver- **EFFECTIVE 9/30/2015**
- 3) WITS uses the client's active list of client group enrollments (aka Insurance) for claiming purposes when an encounter is released. It automatically associates insurances (i.e., staff do not have to select Behavioral Health Homes for a corresponding encounter) by selecting in the following order:
 1. Group Insurance (e.g. Cigna, Connecticare, Aetna, etc.)
 2. Medicare Part B
 3. Medicaid
 4. Other (e.g. WISE, Medicare Part D & **Behavioral Health Homes-Waiver**)
 5. Self-Pay

Associating Insurances to clients is done through the Client Profile>Client Group Enrollment. A client can have many insurance values added to their profile; the only requirement is the plan & group is unique. THE POLICY NUMBER FOR BEHAVIORAL HEALTH HOMES-WAIVER WILL BE THE SAME AS THE PERSON'S MEDICAID ID NUMBER.

The screenshot shows the WITS Connecticut-WITS Training interface. The top navigation bar includes the WITS logo and the text 'Connecticut-WITS Training'. Below this, the user's name 'User: Full, Clinical' and location 'Location: Connecticut Mental Health Center, CMHC' are displayed. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Client List' menu with 'Client Profile' selected. The main panel shows the 'Payor List' table and the 'Benefit Plan/Private Pay Billing Information' form. The 'Payor List' table has one entry with 'Self-pay' as the Payor Type and 'DMHAS Self-Pay' as the Plan. The 'Benefit Plan/Private Pay Billing Information' form has 'Payor-Type' set to 'Other' and 'Plan-Group' set to 'Behavioral Health Homes-Waiver'. A dropdown menu is open for 'Plan-Group', showing options like 'Behavioral Health Homes-BHH', 'Behavioral Health Homes-Waiver', 'Research Guarantor-Non-Billable: Subacute/TLP/Research', 'WISE-Money Following Person', and 'WISE-Nursing Home Waiver'. A blue arrow points from the text above to the 'Behavioral Health Homes-Waiver' option in the dropdown menu.

Actions	Payor Type	Plan	Group	Policy #
	Self-pay	DMHAS Self-Pay	Self-Pay	

Benefit Plan/Private Pay Billing Information

Payor-Type: Other

Plan-Group: Behavioral Health Homes-Waiver

Coverage Start: [calendar icon] End: [calendar icon]

Relationship to Subscriber/ Responsible Party: [dropdown]

Subscriber/ Responsible Party:

First Name: [input] Middle: [input] Last Name: [input]

Birthdate: [calendar icon] Gender: [dropdown]

Address 1: [input]