

PARTNERS IN CARE

Ohio • Spring 2013



New: Automatic Approval for Prior Authorization

Molina Healthcare has partnered with McKesson to bring our Ohio providers Clear Coverage, a point-of-care utilization management platform. You now have access to submit authorizations online and receive real-time statuses, including automatic approvals for many services. Requests not automatically approved are immediately queued for review by Molina Healthcare clinical staff. You also can upload medical records, verify member eligibility and benefits, and print proof of authorization. At any time, you can see the real-time status of your requests simply by opening your office's home page directly in Clear Coverage. For more information about this exciting new tool, please contact your Molina Healthcare Provider Services Representative.

Searching for Your Members? We Have a New Tool for You.

Molina Healthcare has launched a new Member Roster application that provides you access to a flexible tool that makes your member management easier for you! This new application will help you to view a member list in real-time, customize your search with new filters, view various statuses for multiple members, check eligibility and more! Register and sign on through our web portal by visiting www.MolinaHealthcare.com.



In This Issue

New: Automatic Approval for Prior Authorization	1
Practitioner Credentialing Rights: What You Need to Know	2
Featured at www.MolinaHealthcare.com	2
Care for Older Adults	3
Complex Case Management	3
Molina Healthcare's Utilization Management	4
Advance Directives	5
Patient Safety	5
Help Members Get Their Prescriptions Refilled with No Hassle	6
Clinical Practice Guidelines	8
Drug Formulary and Pharmaceutical Procedures	8
Hours of Operation	8
Preventive Health Guidelines	9
Member Rights and Responsibilities	9
Health Management Programs	10
Important Reminder about Member ID Cards	10
Quality Improvement Program	11
Standards for Medical Record Documentation	12
Non Discrimination	12
Behavioral Health	12
Care Coordination & Transitions	13
What Happens if A Member Loses Medicaid Coverage?	14



MHO-1303/05-20-2013

31592DM0513

Practitioner Credentialing Rights: What You Need to Know

Molina Healthcare has a duty to protect its members by assuring the care they receive is of the highest quality. One protection is assurance that our providers have been credentialed according to the strict standards established by the state regulators and accrediting organizations. Your responsibility, as a Molina Healthcare provider, includes full disclosure of all issues and timely submission of all credentialing and re-credentialing information.

Molina Healthcare also has a responsibility to its providers to assure the credentialing information it reviews is complete and accurate. As a Molina Healthcare provider, you have the right to:

- Strict confidentiality of all information submitted during the credentialing process
- Nondiscrimination during the credentialing process
- Be notified of information obtained during the credentialing process that varies substantially from what is submitted by you
- Review information submitted from outside primary sources (e.g., malpractice insurance carriers, state licensing boards) to support your credentialing application, with the exception of references, recommendations or other peer-review protected information
- Correct erroneous information
- Be informed of the status of your application upon request by calling the Credentialing department at (800) 642-4168
- Receive notification of the credentialing decision within 60 days of the committee decision
- Receive notification of your rights as a provider to appeal an adverse decision made by the committee
- Be informed of the above rights

For further details on all your rights as a Molina Healthcare provider, please review your Provider Manual. You also may review the provider manual on our website at www.MolinaHealthcare.com or call your Provider Services Representative for more details.



**Featured at
www.MolinaHealthcare.com:**

- Clinical Practice and Preventive Health Guidelines
- Health Management Programs for Asthma, Diabetes, Hypertension, CAD, CHF & Pregnancy
- Quality Improvement Programs
- Member Rights & Responsibilities
- Privacy Notices
- Claims/Denials Decision Information
- Provider Manual
- Current Formulary & Updates
- Pharmaceutical Management Procedures
- UM Affirmative Statement (re: non-incentive for underutilization)
- How to Obtain Copies of UM Criteria
- How to Contact UM Staff & Medical Reviewer
- New Technology

If you would like to receive any of the information posted on our website in hard copy, please call (800) 642-4168.

Care for Older Adults

Many adults over the age of 65 have co-morbidities, which often affect their quality of life. As this population ages, it's not uncommon to see decreased physical function and cognitive ability and increased pain. Regular assessment of these additional health aspects can help to ensure this population's needs are appropriately met.

- **Advance care planning** – Discussion regarding treatment preferences, such as Advance Directives, should start early before patient is seriously ill.
- **Medication review** – All medications that the patient is taking should be reviewed, including prescription and over-the-counter medications or herbal therapies.

- **Functional status assessment** – This can include assessments, such as functional independence or loss of independent performance.
 - **Pain screening** – A screening may comprise of notation of the presence or absence of pain.
- Including these components into your standard well care practice

for older adults can help to identify ailments that can often go unrecognized and increase their quality of life.



Complex Case Management

Molina Healthcare offers you and your patients the opportunity to participate in our Complex Case Management Program. Patients appropriate for this voluntary program are those who have the most complex service needs and may include your patients who have multiple medical conditions, high level of dependence, conditions that require care from multiple specialties or additional social, psychosocial, psychological and emotional issues that exacerbate the condition, treatment regime or discharge plan.

The purpose of the Molina Healthcare Complex Case Management Program is to:

- Conduct a needs assessment of the patient, patient's family and/or caregiver
- Provide intervention and care coordination services within the benefit structure across the continuum of care
Empower our patients to optimize their health and level of functioning
- Facilitate access to medically necessary services and ensure that they are provided at the appropriate level of care in a timely manner
- Provide a comprehensive and ongoing care plan for continuity of care in coordination with you, your staff, your patient and the patient's family



If you would like to learn more about this program, speak with a Complex Case Manager or refer a patient for an evaluation for this program, please call (800) 642-4168.

Molina Healthcare's Utilization Management

One of the goals of Molina Healthcare's Utilization Management (UM) department is to render appropriate UM decisions that are consistent with objective clinical evidence. To achieve that goal, Molina Healthcare maintains the following guidelines:

- Medical information received by our providers is evaluated by our highly trained UM staff against nationally-recognized objective and evidence-based criteria. We also take individual circumstances and the local delivery system into account when determining the medical appropriateness of requested health care services.
- Molina Healthcare's clinical criteria includes McKesson InterQual® criteria, Hayes Directory, Medicare National and Local Coverage Determinations, applicable Medicaid Guidelines, Molina Medical Coverage Guidance Documents (developed by designated Corporate Medical Affairs staff in conjunction with Molina Healthcare physicians serving on the Medical Coverage Guidance Committee) and when appropriate, third party (outside) board-certified physician reviewers.
- Molina Healthcare ensures that all criteria used for UM decision-making are available to practitioners upon request. To obtain a copy of the UM criteria used in the decision-making process, call our UM department at (800) 642-4168.
- As the requesting practitioner, you will receive written notification of all UM denial decisions. The notification will include the name and telephone number of the Molina Healthcare physician that made the decision. Please feel free to call him or her to discuss the case. If you need assistance contacting a medical reviewer about a case, please call the UM department at (800) 642-4168.

Molina Healthcare's UM department staff is available for inbound collect or toll-free calls during regular business hours to provide information about the UM process and the authorization of care. If you wish to speak with a member of the UM staff, please call (800) 642-4168. You also may fax a question about a UM issue to (866) 449-6843. The Medical Director is available for more complex medical decision questions and explanations of medical necessity denials.

Molina Healthcare's regular business hours are Monday through Friday (excluding holidays) 8 a.m. to 5 p.m. Staff will respond to voicemail messages and faxes received after regular business hours the following business day. Molina Healthcare has language assistance and TTY/Ohio Relay services for members with language barriers or with hearing and speech problems.

It is important to remember that:

1. UM decision-making is based only on appropriateness of care and service, and existence of coverage
2. Molina Healthcare does not specifically reward practitioners or other individuals for issuing denials of coverage or care
3. UM decision makers do not receive financial incentives or other types of compensation to encourage decisions that result in underutilization
4. Practitioners may freely communicate with patients about their treatment, regardless of benefit coverage
5. Medicaid members have the right to a second opinion from a qualified practitioner. If an appropriate practitioner is not available in-network, Molina Healthcare will arrange for a member to obtain the second opinion out-of-network at no additional cost to the member than if the services were obtained in-network
6. Some of the most common reasons for a delay or denial of a request include:
 - Insufficient or missing clinical information to provide the basis for making the decision
 - Lack of or missing progress notes or illegible documentation
 - Request for an urgent review when there is no medical urgency

Advance Directives

Helping your patients prepare Advance Directives may not be as hard as you think. Any person 18 years or older can create Advance Directives. Advance Directives include a living will document and a durable power of attorney document.

A living will is written instruction that explains your patient's wishes regarding health care in the case of a terminal illness or any medical procedures that prolong life. A durable power of attorney names a person to make decisions for your patient if he or she becomes unable to do so.

The following links provide you and your patients with free forms to help create Advance Directives:

<http://www.nlm.nih.gov/medlineplus/advancedirectives.html>

http://www.nia.nih.gov/sites/default/files/End_of_Life_care_0.pdf

www.caringinfo.org

For the living will document, your patient will need two witnesses. For a durable power of attorney document, your patient will need valid notarization.

A patient's Advance Directives must be honored to the fullest extent permitted under law. Providers should discuss Advance Directives and provide appropriate medical advice if the patient desires guidance or assistance, including any objections they may have to a patient directive prior to service whenever possible. In no event may any provider refuse to treat a patient or otherwise discriminate against a patient because the patient has completed Advance Directives. Patients have the right to file a complaint if they are dissatisfied with the handling of Advance Directives or if there is a failure to comply with Advance Directives' instructions.

It is helpful to have materials available for patients to take and review at their convenience. Be sure to put a copy of the completed form in a prominent section of the medical record. The medical record also should document if a patient chooses not to execute Advance Directives. Let your patients know that advance care planning is a part of good health care.

Patient Safety

Patient Safety activities encompass appropriate safety projects and error avoidance for Molina Healthcare members in collaboration with their primary care providers.

Safe Clinical Practice

The Molina Healthcare Patient Safety activities address the following:

- Continued information about safe office practices
- Member education; providing support for members to take an active role to reduce the risk of errors in their own care
- Member education about safe medication practices
- Cultural competency training
- Improvement in the continuity and coordination of care between providers to avoid miscommunication
- Improvement in the continuity and coordination between sites of care such as hospitals and other facilities to assure timely and accurate communication
- Distribution of research on proven safe clinical practices

Molina Healthcare also monitors nationally-recognized quality index ratings for facilities from:

- Leapfrog Quality Index Ratings (www.leapfroggroup.org)
- The Joint Commission Quality Check® (www.qualitycheck.org)

Providers also can access the following links for additional information on patient safety:

- The Leapfrog Group (www.leapfroggroup.org)
- The Joint Commission (www.jointcommision.org)

Help Members Get Their Prescriptions Refilled with No Hassle

Here's what you can do to help members avoid delays at the pharmacy:

- Encourage members to attend their provider appointments.
 - ▶ Remind members that you may want to see them in order to approve refills.
- Remember, only drugs from Molina Medicare's formulary list are covered. The formulary is available online 24/7 at www.MolinaMedicare.com. Click on the Providers page.
 - ▶ Rather than prescribe a non-formulary drug, consider an alternative, equally effective medication from the formulary for a lower cost.
 - ▶ If alternative drugs haven't been effective, you will need to request a formulary exception. Visit www.MolinaMedicare.com. Click on the Providers page to find the "Coverage Determination Request Form" under the Rx Forms section.
- Some drugs have restrictions such as prior authorization, step therapy or quantity limits. To know if a drug has any special requirements, check the Requirements/ Limits column next to the drug on the Molina Medicare formulary.
- Prior authorization (PA) encourages the safe and cost-effective use of medication and applies to certain drugs that either have the potential for misuse or can have serious side effects when not used appropriately.
 - ▶ Don't forget to submit a PA request on behalf of the member when prescribing these drugs.
 - ▶ PA forms are available 24/7 at www.MolinaMedicare.com. Simply click on the Providers Page and select the appropriate state from the drop-down menu under Rx Prior Authorization Forms.
- Step therapy requires that you try one drug before another and is usually automated, meaning that the system looks back for the history of another medication being filled before allowing the new medication. If there is no history found, the new drug will not be paid.
 - ▶ To ensure that the member's prescription isn't denied, you need to submit information to Molina Medicare to explain why the member needs this drug.
- Encourage members to check the prescription label for refills remaining and the expiration date.
 - ▶ Remind members to call your office one to two weeks ahead of time if they are out of refills and need new prescriptions. You may want to see them again before writing new prescriptions.
- If you write a prescription with multiple refills, remind members not to try to refill the prescription too early or the order may be put on hold or denied.
- If you have members on maintenance medications, there is usually a co-pay with every refill.
 - ▶ If you write a prescription for a 90-day supply instead of a 30-day supply, members will get three refills for one co-pay.
 - ▶ Let members know if their medication qualifies.
- Remind members that it's important to let their pharmacy know if their phone number, address or insurance changes. It's important that the pharmacy knows how to reach the member and who to bill.



Help Members Get Their Prescriptions Refilled with No Hassle—Continued

Give the **CVS CAREMARK** Mail Order Pharmacy a try.

Did you know that members can get most maintenance medications delivered right to their doors? This means fewer trips to the pharmacy and the gas pump.

Physician Option – Your office can call in a prescription for the member.

- All you need to do is call the FastStart® physician number at (800) 378-5697.
- To speed up the process, your office will need the member's Molina Medicare ID number (found on his or her ID card), the member's date of birth and the member's mailing address.

Member Options



Option 1 – Internet – Members can go to Caremark.com and sign in or register by clicking on “Start a New Prescription” and then clicking on “FastStart®”.



Option 2 – Phone – Members can call FastStart® at (800) 875-0867 Monday through Friday 8:00 a.m. to 8:00 p.m. or for hearing impaired TTY (866) 236-1069. Members simply need to provide their Molina Medicare ID number (found on their ID card), the prescription name(s), their provider's name and phone number and the member's mailing address. There's even an automated line to order refills 24/7.



Option 3 – Mail – Members can go to Caremark.com and download and complete the Mail Service Order Form. For new orders, remind them to include their prescription.

That's it! Once CVS Caremark receives the order and the member's payment (if required), it should take about 10 days for the member to receive his or her prescription.



Clinical Practice Guidelines

Clinical Practice Guidelines are based on scientific evidence, review of the medical literature or appropriately established authority, as cited. All recommendations are based on published consensus guidelines and do not favor any particular treatment based solely on cost considerations. The recommendations for care are suggested as guides for making clinical decisions. Clinicians and their patients must work together to develop individual treatment plans that are tailored to the specific needs and circumstances of each patient.

Molina Healthcare has adopted the following Clinical Practice Guidelines:

- Asthma
- CAD
- CHF
- Diabetes
- Hypertension
- COPD

To request a copy of any guideline, please contact Molina Healthcare's Provider Services department at (800) 642-4168. You also can view all guidelines at www.MolinaHealthcare.com.

Drug Formulary and Pharmaceutical Procedures

At Molina Healthcare, the Drug Formulary (sometimes referred to as a Preferred Drug List, or PDL) and pharmaceutical procedures are maintained by the Pharmacy and Therapeutics (P&T) Committee. This committee usually meets on a quarterly basis or more frequently if needed. It is composed of your peers – practicing physicians and pharmacists from areas Molina Healthcare practitioners are located. The committee's goal is to provide a safe, effective and comprehensive Formulary. The P&T Committee evaluates all therapeutic categories and selects the most cost-effective agent(s) in each class. In addition, the committee reviews prior authorization procedures to ensure that medications are used safely and in accordance with the manufacturer's guidelines and FDA-approved indications. They also evaluate and address new developments in pharmaceuticals and new applications of established technologies, including drugs. Molina Healthcare has two PDLs, one is for over-the-counter (non-prescription drugs) and the other for prescription drugs.

Medications prescribed for Molina Healthcare members must be listed in the Drug Formulary. The Drug Formulary also includes an explanation of limits or quotas and any restrictions and medication preferences. Select medications may require prior authorization, as well as any medication not found on the listing. When there is a medically necessary indication for an exception, such as failure of the formulary choices, providers may request authorization by submitting a Medication Prior Authorization Form via fax or by calling the Pharmacy Prior Authorization department for the plan. Printed copies of the Drug Formulary may be obtained by calling the Provider Services department.

Additionally, the listing, prior authorization criteria, and process descriptions for requesting an exception as well as for generic substitutions, therapeutic interchanges and step therapy protocols are posted on the Molina Healthcare website at www.MolinaHealthcare.com.

Hours of Operation

Molina Healthcare requires that providers offer Medicaid members hours of operation no less than hours offered to commercial members.

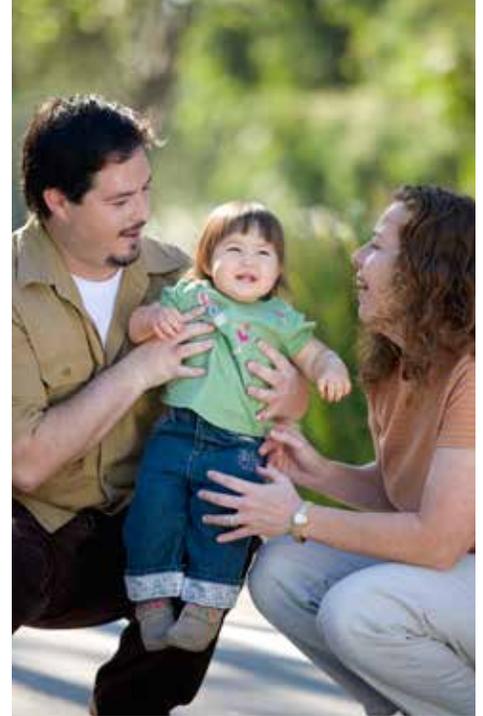


Preventive Health Guidelines

Preventive Health Guidelines can be beneficial to the provider and his or her patients. Guidelines are based on scientific evidence, review of the medical literature or appropriately established authority, as cited. All recommendations are based on published consensus guidelines and do not favor any particular treatment based solely on cost considerations.

These guidelines are meant to recommend a standard level of care and do not preclude the delivery of additional health care services depending on the individual needs of the patient.

To request printed copies of Preventive Health Guidelines, please contact the Provider Services department at (800) 642-4168. You also can view all guidelines at www.MolinaHealthcare.com.



Member Rights and Responsibilities

Molina Healthcare wants to inform its providers about some of the rights and responsibilities of Molina Healthcare members.

Molina Healthcare members have the right to:

- Receive information about Molina Healthcare, its services, its practitioners and providers and member rights and responsibilities
- Be treated with respect and recognition of their dignity and their right to privacy
- Help make decisions about their health care
- Participate with practitioners in making decisions about their health care
- A candid discussion of appropriate or medically necessary treatment options for their conditions, regardless of cost or benefit coverage
- Voice complaints or appeals about Molina Healthcare or the care it provides
- Make recommendations regarding Molina Healthcare's member rights and responsibilities policy

Molina Healthcare members have the responsibility to:

- Supply information (to the extent possible) that Molina Healthcare and its practitioners and providers need in order to provide care
- Follow plans and instructions for care to which they have agreed with their practitioners
- Understand their health problems and participate in developing mutually agreed upon treatment goals, to the degree possible
- Keep appointments and be on time. If members are going to be late or cannot keep an appointment, they are instructed to call their practitioner

You can find the complete Molina Healthcare of Ohio Member Rights and Responsibilities statement at our website (www.MolinaHealthcare.com). Written copies and more information can be obtained by contacting the Provider Services department at (800) 642-4168.

Health Management Programs

Improve Member Health

Molina Healthcare offers focused Health Management Programs that can significantly influence the health of our members and provide a variety of helpful services for those with chronic conditions such as asthma and diabetes.

Molina Healthcare offers the following Health Management Programs to our members:

Molina Breathe with Easesm –

Asthma program for children 2 and older, and adults

Molina Healthy Living with Diabetessm – Diabetes program for adults 18 and older

Heart Healthy Living –

Cardiovascular program for members 18 and older who have one or more of these conditions: coronary artery disease, congestive heart failure or high blood pressure

Healthy Living with COPD – COPD program for members 21 and older who have emphysema and/or chronic bronchitis

motherhood matterssm – Pregnancy program to assist new mothers and their babies with support and education for a healthy pregnancy. Special care is given to those who have a high-risk pregnancy.

All Health Management Program interventions are targeted to the specific needs of each member. Members are automatically enrolled based on medical and pharmacy claims. Program materials include

condition specific pamphlets and brochures, workbooks, patient logs, action plans, newsletters and other tools that educate the patients on how to manage their condition.

In addition, nurses or health educators reach out to patients and provide case management to those who will benefit the most from more frequent, in-depth follow-up. Physicians receive results of their patients' self-assessments and updates describing interventions and education offered to members. In addition, practitioners receive notifications and patient profiles on all members enrolled in any of the Health Management Programs.

At each point of contact, members are encouraged to discuss their care with their provider and follow their plan of treatment. Other services available to members include having access to the 24-Hour Nurse Advice Line. Members can call and speak to a nurse for advice on any health problems. This program is voluntary and members can stop participating at any time. If you have a Molina Healthcare patient you think will benefit from receiving educational materials or talking with a Case Manager, please refer him or her to our Health Management Programs by calling our Member Services department at (800) 642-4168.

You can find more information about our programs on the Molina Healthcare website at www.MolinaHealthcare.com.

MEDICARE

Important Reminder about Member ID Cards

Some members have both Molina Medicare and Medicaid coverage. For this reason, it's important to always ask the member to show you both ID cards at the time of service.

Advantages:

- Shows that the member is dually eligible
- Identifies who to bill; primary and secondary insurance
- Avoids member complaints about incorrect billing to members, which is prohibited by the Centers for Medicare & Medicaid Services (CMS)
- Tells you who to contact if prior authorization is required



Quality Improvement Program

The Molina Healthcare Quality Improvement Program (QIP) provides the structure and key processes that enable the health plan to carry out its commitment to ongoing improvement in members' health care and service. The Executive Quality Improvement Committee (EQIC) assists the organization to achieve these goals. The QIP is an evolving program that is responsive to the changing needs of the health plan's customers and the standards established by the medical community, and regulatory and accrediting bodies.

The key quality processes include, but are not limited to:

- Implementation of programs and processes to improve members' outcomes and health status
- Collaboration with our contracted provider network to identify relevant care processes, develop tools and design meaningful measurement methodologies for provided care and service
- Evaluation of the effectiveness of programs, interventions and process improvements, and determination of further actions
- Design of effective and value-added interventions
- Continuous monitoring of performance measures and comparing to performance standards and benchmarks published by national, regional or state regulators, accrediting organizations and internal Molina Healthcare thresholds
- Analysis of information and data to identify trends and opportunities and the appropriateness of care and services
- Oversight and improvement of functions that may be delegated, for example: claims payment, UM and credentialing
- Confirmation of the quality and adequacy of the provider and health delivery organization network

through appropriate contracting and credentialing processes.

The QIP promotes and fosters accountability of employees, network and affiliated health personnel for the quality and safety of care and services provided to Molina Healthcare members.

The effectiveness of QIP activities in producing measurable improvements in the care and service provided to members is evaluated by:

- Organizing multi-disciplinary teams, including clinical experts, to analyze service and process improvement opportunities, determine actions for improvement, and evaluate results
- Tracking the progress of quality activities and goals through appropriate quality committee minutes, and reviewing and updating the QI work plan quarterly
- Revising interventions based on analysis, when indicated
- Evaluating member satisfaction with their experience of care through the CAHPS® (Consumer Assessment of Healthcare Providers and Systems) survey
- Conducting provider satisfaction surveys with specific questions about the UM process, such as determining the level of satisfaction with getting a service approved, obtaining a referral, and case management

Molina Healthcare would like to help you to promote the important care activities you have undertaken in your practices. If you would like to have your projects and programs highlighted on the Molina Healthcare website, please contact the Quality Improvement department at (800) 642-4168.

If you would like more information about our Quality Improvement Program or initiatives and the progress toward meeting quality goals, or would like to request a paper copy of our documents, please call the Quality Improvement department at (800) 642-4168. You also can visit our website at www.MolinaHealthcare.com to obtain more information.



Standards for Medical Record Documentation

Providing quality care to our members is important. Therefore, Molina Healthcare has established standards for medical record documentation to help assure the highest quality of care. Medical record standards promote quality care through communication, coordination and continuity of care, and efficient and effective treatment.

Molina Healthcare’s medical record documentation standards include:

- Medical record content
- Medical record organization
- Information filed in medical records
- Ease of retrieving medical records
- Confidential patient information
- Standards and performance goals for participating providers

Below are commonly accepted standards for documentation in medical records and must be included in each medical record:

- History and physicals
- Allergies and adverse reactions
- Problem list
- Medications
- Documentation of clinical findings and evaluation for each visit
- Preventive services and risk screening

For more information, please call the Provider Services department at (800) 642-4168.

Non Discrimination

As a Molina Medicare provider, you have a responsibility not to differentiate or discriminate in providing covered services to members because of race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, socioeconomic status, participation in publicly financed health care programs, or physical, sensory or mental handicap. Providers are to render covered services to members in the same location, in the same manner, in accordance with the same standards and within the same time availability regardless of payer.

Behavioral Health

Primary care providers provide outpatient behavioral health services within the scope of their practice and are responsible for coordinating members’ physical and behavioral health care, including making referrals to Behavioral Health providers when necessary. If you need assistance with the referral process for Behavioral Health services, please contact Member Services at (800) 642-4168.



Care Coordination & Transitions

Coordination of Care during Planned and Unplanned Transitions for Medicare Members

Molina Medicare is dedicated to providing quality care for our Medicare members during planned or unplanned transitions. A transition is when members move from one setting to another, such as when a Molina Medicare member is discharged from a hospital. By working together with providers, Molina Medicare makes a special effort to coordinate care during transitions. This coordination of specific aspects of the member’s transition is performed to avoid potential adverse outcomes.

To ease the challenge of coordinating patient care, Molina Medicare has resources to assist you. Our Utilization Management nurses and Member Services staff are available to work with all parties to ensure appropriate care.

In order to appropriately coordinate care, Molina Medicare will need the following information in writing from the facility within one business day of the transition from one setting to another:

- Initial notification of admission within 24 hours of the admission
- Discharge plan when the member is transferred to another setting
- A copy of the member’s discharge instructions when discharged to home

This information can be faxed to Molina Medicare at: (614) 781-1474

To assist with the discharge planning of Molina Medicare members, please note the following important phone numbers:

- **Medicare Member Services & Pharmacy:**
(866) 472-4584
- **Behavioral health services and substance abuse treatment for Molina Medicare members can be arranged by contacting:**
(800) 642-4168 Option 1, 2, 2, 2

- **Transportation** services for Molina Medicare Options Plus members may be arranged by calling **LogistiCare** at **(866) 475-5423**.
- The **Nurse Advice Line** is available to members 24 hours a day, 7 days a week at **(888) 275-8750**. For hearing impaired, call TTY (866) 735-2929.

Important information you need to know about Molina Medicare Options Plus:

- All beneficiaries have rights that are defined in our provider manual. They also are available in the member Evidence of Coverage (EOC) posted on our website at www.MolinaMedicare.com.
- Molina Medicare Options Plus members have Medicare and Medicaid benefits designed to meet their special needs. Therefore, the state agency or its designated health plans have the responsibility for coordinating care, benefits and co-payments. Please be aware of your patients’ status and Medicaid benefits, and bill the correct entity.
- Health plans and providers can never charge these members more than they would have paid under original Medicare and Medicaid. Members also can call the Medicaid agency for details and have specific rights with regard to their Medicaid benefits.
- Providers are responsible for verifying eligibility and obtaining approval for services that require prior authorization as outlined in the provider contract. Our Medicare Member Services department can assist you in this regard.

Please contact the UM department or Medicare Member Services if you have questions regarding planned or unplanned transitions at:

UM department: (800) 642-4168 Option 1, 2, 2, 2
Member Services: (866) 472-4584

What Happens If A Member Loses Medicaid Coverage?

When a member is enrolled in the Molina Medicare Options Plus HMO Special Needs Plan, the State Medicaid agency regularly checks his or her Medicaid status. When a change to a member's situation means that he or she no longer qualifies for Medicaid, his or her State Medicaid agency will send the member a letter explaining that he or she is no longer qualified for Medicaid and will automatically disenroll the member from Medicaid.

If this happens to the member, he or she is now at risk of losing his or her Molina Medicare Options Plus coverage, too.

Unlike Medicaid, Molina Medicare won't automatically disenroll the member if he or she loses his or her Medicaid coverage. We'll keep the member enrolled and give him or her a six-month grace period. During these six months, the member's Molina Medicare benefits will not change while the member reapplies to see if he or she can still qualify for Medicaid.

During this six-month grace period, members can continue to receive ongoing care from all their current Molina Medicare Options Plus network providers and pharmacies and will have no change in their benefits or what they pay.

Example:

- **If you are the member's provider and you contract with both Molina Medicare and Molina Medicaid, the member can continue to see you, receive the same benefits and pay the same co-pays and cost-share.**
- **However, if you are the member's Medicaid provider and you are not contracted with Molina Medicare, then the member will need to switch to another provider that does contract with Molina Medicare or the member will be required to pay for the service(s) he or she receives from you.**

At the end of the six months, if the member has regained his or her Medicaid eligibility, the State Medicaid agency will let Molina Medicare know. The member does not need to do anything.

If the member does not regain his or her Medicaid status by the end of the six-month grace period, we will ask Medicare to disenroll the member from the Molina Medicare Options Plus HMO SNP Plan and enroll him or her into Original Medicare. These individuals may also need to choose and enroll in a prescription drug plan. Or, they may also choose to enroll in a different Medicare Advantage Plan that does not require Medicaid eligibility. The choice is theirs.

Like you, we value our members and look forward to serving them. Encourage your members to recertify for Medicaid coverage with their caseworker each year (as needed) so they don't lose their Molina Medicare Options Plus Plan or Medicaid benefits!

If you aren't contracted with both Molina Medicaid and Molina Medicare, we encourage you to talk to your Provider Services Representative to amend your contract.

