

## NIA Frequently Asked Questions (FAQ's) For Kentucky Spirit Health Plan Providers

Question	Answer
<b>GENERAL</b>	
<b>Why is Kentucky Spirit Health Plan implementing an outpatient imaging program?</b>	To improve quality and manage the utilization of non-emergent CT/CTA/CCTA, MRI/MRA and PET Scan procedures for our members.
<b>Why did Kentucky Spirit Health Plan select National Imaging Associates, Inc. (NIA) to manage its outpatient advanced imaging services?</b>	An affiliate of Magellan Health Services, NIA was selected to partner with us because of its clinically driven program designed to effectively manage the quality, patient safety and ensure appropriate utilization of resources for Kentucky Spirit Health Plan membership.
<b>Do Kentucky Spirit Health Plan Members have any copay responsibilities?</b>	Some Kentucky Spirit Health Plan Members have a minimal copay for outpatient advanced radiology services. Please visit <a href="http://www.RadMD.com">www.RadMD.com</a> to view the members benefit summaries for details.
<b>PRIOR AUTHORIZATION</b>	
<b>What is the implementation date for this outpatient imaging program?</b>	Implementation will be November 1, 2011.
<b>What radiology imaging services require provider's to obtain a prior authorization?</b>	The following imaging procedures require prior authorization through NIA: <ul style="list-style-type: none"> <li>• CT/CTA/CCTA</li> <li>• MRI/MRA</li> <li>• PET Scan</li> </ul>
<b>When is prior authorization</b>	Prior authorization is required for outpatient, non-emergent CT/CTA/CCTA, MRI/MRA, and PET Scan procedures. Ordering providers must obtain prior-

<b>required?</b>	<p>authorization of these procedures prior to the service being performed at an imaging facility.</p> <p><u>Note:</u> Emergency room, observation and inpatient imaging procedures do not require prior authorization through NIA.</p>
<b>Is prior authorization necessary for sedation with an MRI?</b>	No, prior authorization is not required for sedation when performed with an MRI.
<b>Is an NIA authorization number needed for a CT-guided biopsy?</b>	No, prior authorization is not required for this procedure.
<b>Can a chiropractor order images?</b>	Yes.
<b>Are routine radiology services a part of this program?</b>	No. Routine radiology services such as x-ray, ultrasound or mammography are not part of this program and do not require a prior authorization through NIA.
<b>Are inpatient advanced imaging procedures included in this program?</b>	No. Inpatient procedures are included in the authorization for the inpatient stay that is managed through the Kentucky Spirit Health Plan Medical Management Department.
<b>Is prior authorization required for imaging studies performed in the emergency room?</b>	No. Imaging studies performed in the emergency room are not included in this program and do not require prior authorization through NIA.
<b>How does the ordering provider obtain a prior authorization from NIA for an outpatient advanced imaging service?</b>	Providers will be able to request prior authorization via the Internet ( <a href="http://www.RadMD.com">www.RadMD.com</a> ) or by calling NIA at 1-866-643-3153.
<b>What information is required in order to receive prior authorization?</b>	<p>To expedite the process, please have the following information ready before logging on to the Web site or calling the NIA Utilization Management staff (*denotes required information):</p> <ul style="list-style-type: none"> <li>▪ Name and office phone number of ordering physician*</li> <li>▪ Member name and ID number*</li> <li>▪ Requested examination*</li> <li>▪ Name of provider office or facility where the service will be performed*</li> <li>▪ Anticipated date of service (if known)</li> <li>▪ Details justifying examination.*</li> </ul>

	<ul style="list-style-type: none"> <li>• Symptoms and their duration</li> <li>• Physical exam findings</li> <li>• Conservative treatment patient has already completed (e.g., physical therapy, chiropractic or osteopathic manipulation, hot pads, massage, ice packs, medications)</li> <li>• Preliminary procedures already completed (e.g., x-rays, CTs, lab work, ultrasound, scoped procedures, referrals to specialist, specialist evaluation)</li> <li>• Reason the study is being requested (e.g., further evaluation, rule out a disorder)</li> </ul>
<p><b>Can a provider request more than one procedure at a time for a member (i.e., CT of abdomen and pelvis)?</b></p>	<p>Yes. NIA can handle multiple authorization requests per contact. Separate authorization numbers are issued by NIA for each study that is authorized.</p>
<p><b>What kind of response time can ordering providers expect for prior authorization?</b></p>	<p>The best way to increase the possibility of having an authorization request approved on line through <a href="http://www.RadMD.com">www.RadMD.com</a> or at the time of the first call through the toll-free number, 1-866-643-3153, is to have knowledge of the case including:</p> <ul style="list-style-type: none"> <li>• The patient’s history and diagnosis</li> <li>• Reason for the study</li> <li>• Findings on physical examination</li> <li>• Results of previous imaging studies, and</li> <li>• History of medical or surgical treatment</li> </ul> <p>Approximately 70 percent of the authorization requests are being approved on line or during the initial phone call. A determination will be made within 2 business days after receipt of request. In certain cases, the review process can be extended if additional clinical information is required to make a determination.</p>
<p><b>What does the NIA authorization number look like?</b></p>	<p>The NIA authorization number consists of 8 or 9 alpha-numeric characters. In some cases, the ordering provider may instead receive an NIA tracking number (not the same as an authorization number) if the provider’s authorization request is not approved at the time of initial contact. Providers can use either number to track the status of their request online or through an Interactive Voice Response (IVR) telephone system.</p>
<p><b>If requesting authorization through RADMD and the</b></p>	<p>You will receive a tracking number and NIA will contact you to complete the process.</p>

<b>request pends, what happens next?</b>	
<b>Can RadMD be used to request an expedited authorization request?</b>	No, those requests will need to be called into NIA's Call Center for processing.
<b>What happens if a patient is authorized for a CT of the abdomen, and the radiologist or rendering physician feels an additional study of the pelvis is needed?</b>	The radiologist or rendering physician should proceed with the pelvic study. If this occurs, either the radiologist or rendering physician can call NIA with the information and clinical rationale to begin the process and NIA will follow-up with the ordering physician to complete the process or he/she should notify the patient's ordering physician of the additional test on the same day, as a matter of courtesy and appropriate medical procedure. The original ordering physician should then call NIA after the study is provided to proceed with the normal review process to get an additional authorization number.
<b>Can the rendering facility obtain authorization in the event of an urgent test?</b>	Yes, if they begin the process NIA will follow-up with the ordering physician to complete the process.
<b>How long is the prior authorization number valid?</b>	The authorization number is valid for 30 days from the date of request. When a procedure is authorized, NIA will use the date of the initial request as the starting point for the 30 day period in which the examination must be completed.
<b>Is prior authorization necessary for an outpatient, advanced imaging service if Kentucky Spirit Health Plan is NOT the member's primary insurance?</b>	Yes. Kentucky Spirit Health Plan's prior authorization requirements apply when Kentucky Spirit Health Plan is the primary insurer and secondary. Please check the prior authorization requirements for the member's primary insurance.
<b>If a provider obtains a prior authorization number does that guarantee payment?</b>	An authorization number is not a guarantee of payment. Authorizations are based on medical necessity and are contingent upon eligibility and benefits. Benefits may be subject to limitations and/or qualifications and will be determined when the claim is received for processing.

<p><b>Does NIA allow retro-authorization?</b></p>	<p>It is important that rendering facility staff be educated on the prior authorization requirements. Beginning November 1, 2011, claims for CT/CTA/CCTA, MRI/MRA and PET Scan procedures that have <u>not</u> been properly authorized will <u>not</u> be reimbursed. The rendering facility <u>should not</u> schedule procedures without prior authorization. Retrospective requests must be requested within 30 calendar days from the date of service, otherwise they will be managed via Kentucky Spirit claims appeals process.</p>
<p><b>Can a provider get an authorization prior to the November 1, 2011 implementation date?</b></p>	<p>No.</p>
<p><b>What happens if I have a service scheduled for November 1, 2011?</b></p>	<p>An authorization should be obtained for all advanced radiology tests for dates of service November 1, 2011 and beyond. If for some reason an authorization is not obtained before the test is performed, facilities will be able to initiate a retro-authorization. NIA and Kentucky Spirit Health Plan will be working with the provider community on an ongoing basis to continue to educate providers that authorizations are required for dates of service beginning November 1, 2011.</p>
<p><b>Can a provider verify an authorization number online?</b></p>	<p>Yes. Providers can check the status of member authorization quickly and easily by going to the Web site at <a href="http://www.RadMD.com">www.RadMD.com</a>.</p>
<p><b>Will the NIA authorization number be displayed on the Kentucky Spirit Health Plan Web site?</b></p>	<p>No.</p>
<p><b>SCHEDULING EXAMS</b></p>	
<p><b>How will NIA determine where to schedule an exam for a Kentucky Spirit Health Plan member?</b></p>	<p>Kentucky Spirit Health Plan members will have access to NIA's Free-Standing Imaging Facilities coupled with Kentucky Spirit Health Plan's in-office providers and hospitals for CT/CTA/CCTA, MRI/MRA and PET Scan imaging procedures. Referral is determined by several considerations including physician request, clinical requirements, previous exams, continuity of care, member preference, cost and efficiency.</p>
<p><b>Why does NIA ask for a date of service when authorizing a procedure? Do physicians have to</b></p>	<p>At the end of the authorization process, NIA asks where the procedure is being performed and the anticipated date of service. The exact date of service is not required. Physicians should obtain authorization before scheduling the patient</p>

<p><b>obtain an authorization before they call to schedule an appointment?</b></p>	
<p><b>WHICH MEDICAL PROVIDERS ARE AFFECTED?</b></p>	
<p><b>Which medical providers are affected by the outpatient imaging program?</b></p>	<p>Any provider who orders or performs advanced imaging procedures in an outpatient setting. Ordering providers will need to request a prior authorization and the delivering/servicing providers will need to be sure there is a prior authorization number in order to bill the service.</p> <ul style="list-style-type: none"> <li>• Ordering providers, including Primary Care Providers (PCPs) and Specialty Care providers.</li> <li>• Delivering/Servicing providers who perform diagnostic advanced imaging procedures at: <ul style="list-style-type: none"> <li>▪ Freestanding diagnostic facilities</li> <li>▪ Hospital outpatient diagnostic facilities</li> <li>▪ Provider offices</li> </ul> </li> </ul>
<p><b>CLAIMS RELATED</b></p>	
<p><b>Where do providers send their claims for outpatient, non-emergent advanced imaging services?</b></p>	<p>Providers should send claims to the address indicated on the back of the Kentucky Spirit Health Plan member ID card. Providers are also encouraged to follow their normal EDI claims process.</p>
<p><b>How can providers check claims status?</b></p>	<p>Providers should check claims status at the Kentucky Spirit Health Plan Web site at <a href="http://www.KentuckySpiritHealth.com">www.KentuckySpiritHealth.com</a>.</p>
<p><b>Who should a provider contact if they want to appeal a prior authorization or claims payment denial?</b></p>	<p>Providers are asked to please follow the appeal instructions given on their non-authorization letter or Explanation of Payment (EOP) notification.</p>
<p><b>PRIVILEGING</b></p>	
<p><b>Where can I direct questions about the Centene/Kentucky Spirit Health Plan Privileging Application and/or privileging process?</b></p>	<p>If providers have any questions regarding the Centene/Kentucky Spirit Health Plan Privileging Application or process, contact NIA's Provider Assessment Department toll-free at 888-972-9642 or at <a href="mailto:RADPrivilege@Magellanhealth.com">RADPrivilege@Magellanhealth.com</a>.</p>
<p><b>Is NIA able to assist</b></p>	<p>Yes. NIA's experienced staff is able to assist providers with questions specific</p>

<p><b>providers with questions specific to accreditation and / or about policies and procedures referenced in the Centene / Kentucky Spirit Health Plan Privileging Application?</b></p>	<p>to accreditation and/or policies and procedures referenced in the Centene/Kentucky Spirit Health Plan Privileging Application (e.g. the components of a comprehensive Radiation Safety/ALARA Program). Providers may contact the Provider Assessment Department toll-free at 888-972-9642 with any questions.</p>
<p><b>How do I access the Centene/Kentucky Spirit Health Plan Privileging Application?</b></p>	<p>To access the online application: Direct your Web browser to <a href="http://www.RadMD.com">www.RadMD.com</a>. Click on the link for the Diagnostic Imaging Provider Assessment Application (located under Online Tools). Enter your login in the “Login” box. (If you do not know your login, please contact NIA’s Provider Assessment Department toll-free at 888-972-9642).</p>
<p><b>How user friendly is NIA’s online Diagnostic Imaging Privileging Application?</b></p>	<p>NIA offers a very user-friendly online application that can be quickly and easily completed by the user. It is a “smart” application which only will ask you questions that apply directly to your practice, based on the previous responses you provided. For example, if your office offers only MRI services, you will not be asked any questions regarding CT or other imaging modalities.</p> <p>If you need to step away from the computer, you can choose to save the application and return to complete it at a later time. The application will also “auto save” if you forget to save the application before completing and submitting it.</p> <p>If there are changes to the practice information after the initial application has been submitted (e.g. practice obtained an additional piece of equipment or achieved accreditation), you may access your original application online, make the necessary modifications, and submit a revised application. It is important to note that you are able to revise an existing application rather than being forced to complete a whole new application.</p> <p>However, please note that a separate application is required for each practice location.</p>
<p><b>I have additional practice locations. Do I need to complete additional applications?</b></p>	<p>A separate application must be completed for each practice location at which diagnostic imaging services are performed. Facilities do not always perform the same imaging services at each of their locations. Imaging equipment can also be different at each site. To ensure we have accurate information for each location we require a separate application be completed for each additional locations. Please contact NIA’s Provider Assessment Department at 888-972-9642 to obtain additional login(s). This will allow you to go online to complete an application for each location.</p>
<p><b>What is the difference</b></p>	<p>Privileging is separate and distinct from credentialing. Credentialing places</p>

<p><b>between Privileging and Credentialing?</b></p>	<p>emphasis on primary source verification of a physician’s education, licensure and certification. Privileging focuses on facility accreditation, equipment capabilities, physician and technologist education, training and certification, and facility management components such as radiation safety, ALARA (As Low as Reasonably Achievable).</p>
<p><b>MISCELLANEOUS</b></p>	
<p><b>How is medical necessity defined?</b></p>	<p>NIA defines medical necessity as services that:</p> <ul style="list-style-type: none"> <li>• Meets generally accepted standards of medical practice; be appropriate for the symptoms, consistent with diagnosis, and otherwise in accordance with sufficient evidence and professionally recognized standards;</li> <li>• Be appropriate to the illness or injury for which it is performed as to type of service and expected outcome;</li> <li>• Be appropriate to the intensity of service and level of setting;</li> <li>• Provide unique, essential, and appropriate information when used for diagnostic purposes;</li> <li>• Be the lowest cost alternative that effectively addresses and treats the medical problem; and rendered for the treatment or diagnosis of an injury or illness; and</li> <li>• Not furnished primarily for the convenience of the member, the attending physician, or other provider.</li> </ul>
<p><b>Where can a provider find NIA’s Guidelines for Clinical Use of Diagnostic Imaging Examinations?</b></p>	<p>NIA’s Diagnostic Imaging Guidelines for clinical use of examination can be found on NIA’s Web site at <a href="http://www.RadMD.com">www.RadMD.com</a>. They are presented in a PDF file format that can easily be printed for future reference. NIA’s clinical guidelines have been developed from practice experiences, literature reviews, specialty criteria sets and empirical data.</p>
<p><b>What will the Member ID card look like? Will the ID card have both NIA and Kentucky Spirit Health Plan information on it? Or will there be two cards?</b></p>	<p>The Kentucky Spirit Health Plan Member ID card will not contain any NIA identifying information on it.</p>
<p><b>What is an OCR Fax Coversheet?</b></p>	<p>By utilizing Optical Character Recognition technology, NIA can automatically attach incoming clinical faxes to the appropriate case in our clinical system. We strongly recommend that ordering providers print an OCR fax coversheet from <a href="http://www.RadMD.com">www.RadMD.com</a> or contact NIA at 1-888-642-7649 to request an OCR</p>



	fax coversheet if their authorization request is not approved on-line or during the initial phone call to NIA. NIA can fax this coversheet to the ordering provider during authorization intake or at any time during the review process. By prefacing clinical faxes to NIA with an OCR fax coversheet, the ordering provider can ensure a timely and efficient case review.
<b>CONTACT INFORMATION</b>	
<b>Who can a provider contact at NIA for more information?</b>	Providers can contact Kelly Jackson, Provider Relations Manager, at 410.953.2624.