



Detroit Wayne Mental Health Authority

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Bulletin Number:	16-004
Issued:	June 24, 2016
Effective:	June 24, 2016
Subject:	Costing and Reporting Integrity: Procedure Code Work Group (PCWG)
Provision of Service Affected:	All DWMHA services
Approved codes:	All encounter/claims codes, modifiers, place of service codes, staff qualifications
Guidance Usage:	This Bulletin is for all staff of DWMHA, MCPNs, and all providers under contract with either entity

It is the policy of DWMHA to ensure consistent and accurate encounter/claims data.

DWMHA strives to ensure the highest corporate compliance, while establishing standards for the proper use of procedure codes (both CPT - Current Procedural Terminology and HCPCS – Healthcare Common Procedure Coding System). In order for DWMHA to fulfill its overall managed care responsibilities, a comprehensive coding and costing program has been established, with the Procedure Code Work Group (PCWG) as a key component.

The PCWG will be the single entity responsible for providing oversight, detailed directions and answers to questions regarding the use of procedure codes, modifiers, place of service codes, staff qualifications and other related encounter data elements for both within DWMHA and its network of providers.

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SUMMARY of SCOPE of PCWG:

A Procedure Code Manual and, throughout the year, Bulletins will be issued by the PCWG. The Procedure Code Manual will be updated periodically. These documents will clarify the approved use of procedure codes, modifiers, place of service codes, staff qualifications and related encounter data elements for the purpose of submitting or reporting claims and encounters to DWMHA. The intent of these documents is to provide further direction while supporting established rules and guidelines that are published by the State of Michigan and/or national standards.

Written communications from the PCWG (i.e., the Procedure Code Manual, Bulletins and e-mail responses from the e-mail box) are the only official and approved source of the information described above. Other DWMHA staff may communicate such information to the MCPNs or Direct Providers in other venues, but this communication must be consistent with the written communications from the PCWG and should refer the providers to the appropriate written communication from the PCWG.

Only the PCWG may give directions to modify procedure codes, modifiers, place of service codes, staff qualifications and related encounter data elements in the DWMHA information system.

DEFINITIONS:

- A. Procedure Code Work Group (PCWG): A work group that has responsibility to ensure the correct use of procedure codes, modifiers, place of service codes, staff qualifications and related encounter data elements by the DWMHA provider network. It has both an internal and external component and focuses on the procedure codes and modifiers that identify the discrete services provided by the MCPNs and all providers.
- B. Procedure Code Manual: An official document maintained by PCWG that describes approved procedure codes and modifiers, place of service codes, staff qualifications and related encounter data elements for each code.
- C. PCWG Bulletins: A supplement to the Procedure Code Manual which documents official changes, additions, deletions, clarifications to procedure codes, service descriptions, modifiers, place of service codes, staff qualifications and related encounter data elements.

PROCEDURES:

The PCWG shall consist of a multidisciplinary team which at a minimum includes a representative from Managed Care Operations, Information Technology, Finance, Quality Management, Utilization Management, Corporate Compliance, Claims Management (Certified Coder) and Clinical Practice Improvement.

All DWMHA staff, MCPN staff, and staff of providers under contract to either entity will abide by the Procedure Code Manual and Bulletins as the official DWMHA documents which clarify the use of procedure codes, modifiers, place of service codes, staff qualifications and related encounter data elements.

The PCWG does not abrogate a provider's responsibility to comply with state and federal coding and reporting requirements. If a provider identifies an apparent discrepancy between documents issued by the PCWG and those issued by state or federal agencies, the provider shall bring those issues to the PCWG for resolution.

All DWMHA staff, MCPN staff, and staff of providers under contract to either entity will use the PCWG as the forum to define and manage the use of codes, modifiers, place of service codes, staff qualifications and related encounter data elements.

DWMHA has established an e-mail box for all questions and suggestions about codes or modifiers and for requests for new codes or modifiers: procedure.coding@dwmha.com. This e-mail box will be managed by the PCWG leadership and responses will be sent within five (5) business days of receipt.

Any Claims or Encounters submitted to DWMHA with incorrect or unapproved procedure codes, modifiers or other encounter reporting elements may be denied or rejected by DWMHA.

In some instances, the MPCN or service provider may choose to develop a procedure code crosswalk and/or make modifications to their information system to meet the reporting requirement in the above paragraph. If so, the MPCN or service provider is responsible to ensure that their crosswalk and/or information system has been designed correctly.

MCPNs have the responsibility to disseminate data reporting changes or clarifications issued by DWMHA to their provider network. DWMHA will have the responsibility for disseminating data reporting changes or clarifications to all providers with whom it directly contracts.