

Caring for Aetna Better Health Moms:

A Guide for Doulas



Aetna Better Health® of Virginia AetnaBetterHealth.com/Virginia



Welcome to Aetna Better Health of Virginia

Thank you for joining our network.

Having a baby is one of the most exciting and enriching experiences in a person's life, but it can also be one of the most challenging. Mothers rely on help from their partners, family members, and health care team to support them. They also need someone to guide them, empower them, and advocate for them. That's where you come in. As a doula, you provide one of the most important services to our pregnant and postpartum members.

As a doula, your role is to educate and empower moms to be able to advocate for themselves and feel confident and brave about motherhood. You provide a crucial service that supports moms and addresses important maternal disparities, especially for women of color and women of marginalized groups.

At Aetna Better Health, we understand the important role that doulas play in supporting good maternal health. This is part of our commitment to providing the best quality of care. In this guide, you'll find some useful tips and guidance that will help you navigate the process of starting out as a new provider. We're excited for you to empower all of our members to strive for the best, most inspiring, and most supportive birth experiences that each one of our members is worthy of.



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Joining Our Network

Becoming a Participating Provider is Easy

Doulas must have a National Provider Identifier (NPI), certification as a Virginia state-certified community doula, and be enrolled in the Provider Services Solution (PRSS) Portal.



All providers, including doula providers, must enroll in the Department for Medical Assistance Services (DMAS) PRSS Portal, available at **virginia.hppcloud.com**, and select *Aetna Better Health of Virginia*. DMAS will share your request to join the network through the portal and someone will offer a contract package.

The portal is a one-stop shop to complete enrollment and maintain provider details, and it satisfies the federal requirements of the *21st Century Cures Act* for all Medicaid providers.

We want to help you get through the administrative tasks so you can focus on what you do best: caring for our members.

For more information on joining our network, visit our website. Go to **AetnaBetterHealth.com/Virginia**. Then, select "Working with Us," then *How to Join*.

Helpful Aetna Better Health Enrollment Tips for Doulas

- Doulas adding to existing contracted groups do not need a new contract, but they must enroll in the PRSS portal and be enrolled by our team.
- New groups with new tax IDs will need to be added via the portal and obtain a contract; their providers will also need to be enrolled by our team.



We know that navigating the enrollment process can be a difficult task.

To make things easier for you and guide you through the process, we've created a special concierge team just for doulas.

Your concierge representative can provide you customized assistance for any enrollment or claims issue or simply provide additional education or support as you service our members.



Your concierge team's contact information

Lilibet Elling, Network Relations Manager: EllingL@aetna.com

RJ Dix, Provider Relations Senior Manager: DixR@aetna.com

The DMAS Doula Care Recommendation Form

What It Is and How to Access It

In Virginia, doulas are required to complete the *Doula Care Recommendation Form* in order to provide services to our members. This form must be completed and submitted before you start billing for services.

This form on the DMAS website at **www.dmas.virginia.gov/media/sfekogdc/doula-care-overview-and-form.pdf**.

There are two ways you can submit the Doula Care Recommendation Form:

- E-mail: AetnaBetterHealthVA-CaseManagement@Aetna.com
- Fax: 860-807-4933

Virginia's Medicaid Program De	rginia Medicaid Disartment of Medical Assistance Services	со	gistration must be mpleted and received Aetna Better Health
 If a member is enrolled in Fee-For-Servic If a member is enrolled in a managed ca 		pri	ior to beginning rvices.
You are eligible to receive community doula care furing and after you give birth. You or your doula he VA Medicaid program. You can access the dou orm from your doctor/midwife/nurse ¹ and give i mow who your doula will be yet.	re pregnant or have given birth within the last six months to provide you physical, emotional, and informational support before, must get a licensed practitioner's signature to provide this care under all care form at: dmas.virginia.gov/doula or request a doula care to your doula. You can ask for a doula care form even if you don't	ad tha	you have an ministrative contact at you would like us to ach, you may list the
are and store the record in a manner consistent	's recommendation for each member prior to initiation of their doula with HIPAA requirements. A copy of this form must be provided to the 'is enrolled (for managed care members) or the Department of tembers) prior to initiating services.	na inf	me and contact formation on the fax
doula care form is not the same as a prescripti		Lic	censed practitioner's gnature, name, and NPI
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VA Medicaid member's DOB or ID #: Licensed Practitioner's Signature:			e types of valid ferring providers are
Licensed Practitioner's full legal name (first, middle, last) – (please print):		list	ted at the bottom of the
Licensed Practitioner's NPI number: Address and phone number of Licensed			rm.
Practitioner (please print): Date of recommendation (MM-DD-YYYY):		_ Da	ite which must be equal
Name of doula or doula organization (if known):		1	or before start of
Name & address of member's OB/GYN provider (if known):		se	rvices.
Name of member's Health Care Plan (MCO) - (check one):	Anthem Aetna Molina Sentara Health United Healthcare Fee For Service (no MCO)	Op	otional details (noted as
sician assistants, and other Licensed Mental Health Professi	oner" as licensed clinicians, including physicians, licensed midwives, nurse practitioners, onals (Virginia Administrative Code 12VAC35-105-10 defines a Licensed Mental Health ed professional counselor, licensed clinical social worker, licensed substance abuse or cardited onvisibility of birks durage nace listers	1	<i>known</i>) are commended but not

Recommendations from licensed, non-clinical providers will not be accepted. The recommending clinician need not be a VA Medicaid provider. ² VA Medicaid's doula services are provided as a preventive service. Federal Medicaid and (42 C.F.R. Section 440.130(c)) indicates: "Preventive services" means services recommended by a physician or other incensed practitioner of the health and 40.130(c)) indicates: "Dreventive services" means services recommended by a physician or other incensed practitioner of the health garts acting within the scope of autothreized practice under State law to - (1) Prevent disease, disability, and other health conditions or their progression; (2) Prolong life; and (3) Promote physical and mental health and efficiency.

required when submitting the form to Aetna Better

Health.

Doula Claims and Billing Submission

Submitting Claims: Getting It Right the First Time

Aetna Better Health accepts claims electronically or through the mail. Our teams work continuously to streamline claims processing to improve payment turnaround time.

Doula CPT Codes and Required Modifier

Doulas are unique providers with specific codes and rates . It's important you use the correct codes and rates in order to receive payment for the services provided.

Code	Modifier	Description	Max Visits	Unit Max Per Visit	Minutes Per Unit	Rate	Notes
99600	HD	Initial prenatal	1	6	15	\$14.99	Total visit max = 90 minutes
59425	HD	Standard Prenatal	3	4	15	\$14.99	Each visit max 4 units. Total units max = 12 units
59409	HD	Labor Support Vaginal	1	1	N/A	\$350	Only 1 support code allowed
59514	HD	Labor Support C-Section	1	1	N/A	\$350	Only 1 support code allowed
59430	HD	Postpartum	6	4	15	\$14.99	Each visit max 6 units. Total units max = 24 units
99199	HD	Incentive Mom Postpartum	1	1	N/A	\$50	Only one allowed per delivery
99199	HD	Incentive Baby Postpartum	1	1	N/A	\$50	Billed under baby's Medicaid ID
Require Diagnos	d taxonomy sis code: Z3.	l codes are submi v must be on the c 2.2 ust be present on	claim: 37	4J00000X			

The chart below includes the current codes and rates for doulas:

Here is a sample claim:

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Claim Submission

Start with Eligibility

Presentation of an Aetna ID card is not a guarantee of eligibility.

The provider is responsible for verifying a member's current enrollment status before providing care.

Verify eligibility online or by phone 1-800-279-1878.

Claims must be submitted within 365 days from the date services were provided. Providers have 365 days from the paid date to resubmit a revised version of a processed claim.

All claims must be submitted with this information:

- Member's name, date of birth and ID number
- Type of service
- Date and location of service

The provider manuals, maintained by DMAS, are a great resource and can be found on their website. Chapter 5 contains billing guidelines. The DMAS Provider Manuals Library can be found at: **vamedicaid.dmas.virginia.gov/manuals/providermanuals-library**.

Submitting Claims Online

<u>Office Ally</u> is the provider claims submission portal that we provide at no cost. Claims can be submitted electronically <u>here</u>.

Visit here to learn more.

Visit this YouTube video to learn more about claims submissions **through Office Ally**

Submitting Claims by Mail

Alternatively, claims and resubmission may be mailed on a CMS-1500 form. Any resubmitted claims must be clearly marked "resubmission" to avoid denial as a duplicate.

Mail your claims to:



Aetna Better Health of Virginia PO Box 982974 El Paso, TX 79998-2974

How can I resubmit a claim?

To resubmit a claim through <u>Availity</u>, choose the button "Medicaid Claim Submission – Office Ally" or resubmit a claim by mail. Mailed resubmittals must include these documents:

- Claim resubmission/appeal request form (PDF)
- An updated copy of the claim all lines must be rebilled
- A copy of the original claim (reprint or copy is acceptable)
- A copy of the remittance advice on which we denied or incorrectly paid the claim
- A brief note describing the requested correction
- Any other required documents
- Use resubmission code 7

EFT/ERA Registration Services

Providers can get funds through EFT/ERA. To enroll, visit <u>here</u>. Or, visit the <u>ECHO</u> provider portal.

Learn more about EFT/ERA by visiting the *Claims* page on the Aetna Better Health **website**.

Additional Billing Information

Helpful Tips

- Always confirm the member's enrollment at the beginning of each month.
- Use the modifier HD with every claim line.
- Use only appropriate location codes where service was provided. Place of service code sets are available on the CMS website.
- If a member has another insurance in addition to Medicaid, then an EOB will be required with claim submission.
- When not participating with the other insurance carrier, an attestation stating nonparticipation will be required and must be included with each claim submitted for that member.

Questions?

Email AetnaBetterHealth-VAProviderRelations@Aetna.com.

Paper Remittances

♥aetna	Tran Nbr: Card Value:	
Aetna Better Health [*] of Virginia	Date:	
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CI	/V Good Thru	
Limit	ed Use card is issued by Sutton Bank, Member FDIC,	
	Aetna Better Health of Virginia	Aetna Better Health' of Virginia

Questions Regarding This Method of Payment? Please Call:(877) 705-4230

Claim Questions call: 1-800-279-1878

Federal regulation prohibits billing Medicaid members, unless noted as member responsibility on this remittance advice.

Beginning 7/1/2023 payment will be suspended to ANY provider not enrolled in the DMAS's MES Provider Services Solution (PRSS) at Virginia.hppcloud.com. Both groups and rendering providers must enroll. Questions can be directed to Gainwell 888-829-5373

Tax ID:		EPCD	raft #:		Pay	ment Week:		Paymen	nt Date:			Pag	je 1 of 4
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Service Date	(Modifiers)		Code(s)	Charge	Amount	Adjustment	Coverage	Adjustment	Co-Pay	Non-Cov	Deductible	Co-Ins	Amount
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adjudication. (Use only with Group Codes PR or CO depending upon liability)

Aetna Better Health® of Virginia

Claim Reconsiderations

A claim reconsideration is a request that we previously received and processed as a clean claim. It's a review of a claim that a provider believes was paid incorrectly or denied due to processing errors.

When sending a reconsideration, be sure to include:

- A claim form for each reconsideration
 - Obtain the form here:

AetnaBetterHeath.com/Virginia/providers/file-submit-claims.html.

- A copy of the remit/Explanation of Benefits (EOB) page for each resubmitted claim, with a brief note about each claim.
- Any information that was previously requested.

A claim reconsideration may be sent by mail. Mail the reconsideration form and all supporting documents to:

Aetna Better Health of Virginia Attn: Reconsiderations PO Box 982974 El Paso, TX 79998-2974

The Appeals Process

When Claims Don't Go as Planned

You have the right to appeal our claims determinations within 60 calendar days of receipt of the claim denial. You can file an appeal if:

- The claim was denied for a medical procedure or item provided for a member due to lack of medical necessity or did not include **a required** prior authorization (PA).
- A claim was denied or paid differently than expected and wasn't resolved to the providers satisfaction through the dispute process

Denials based on medical necessity criteria:

- You have seven calendar days to request a Peer-to-Peer reconsideration. To request a Peer-to-Peer, call Member Services at **1-833-459-1998**.
- If you are not satisfied with the Peer-to-Peer result, you will be able to submit a formal appeal with Aetna Better Health. If you are not satisfied with the appeal result, you may then submit a formal appeal to DMAS.

Denials based on administrative reasons:

- Send appeal request using the formal provider appeal process.
- Appeals should state Formal Provider Appeal on the document(s) and should be mailed to:

Aetna Better Health of Virginia Attn: Appeals Coordinator PO Box 81040 5801 Postal Road Cleveland, OH 44181

• Reviewers may not always ask for additional clinical information. If a service is denied, you will be contacted by the reviewer, faxed a denial authorization, faxed a denial letter, and a denial letter will be mailed to you.

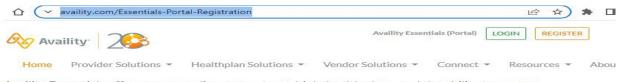
Availity Portal Guide

Availity Provider Portal: Registration

The Availity Provider Portal requires registration.

Go to availity.com/Essentials-Portal-Registration.

Select the **Providers** button, as indicated below in red, to get stated.

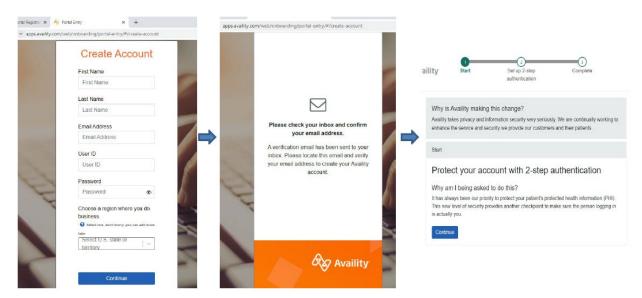


Availity Essentials offers secure online access to multiple health plans, and the ability to manage business transactions through a single, easy-to-use site. Registering for Essentials will also allow you to set up EDI Gateway, batch, and FTP services (or transactions). All you need is basic information about your business, including your federal tax ID.

Locate your organization type below, then click the arrow to get



Fill out all required fields and click **Continue** until the registration is completed. When finished, you will receive a confirmation notification like the one below. Check the registered email and click the link provided to verify the account. Next, log in and set up the 2-step authentication.



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Note: For registration, login, or technical issues, call Availity Client Services at 1-800-282-4548.

Portal functions include:

- Claim status inquiry
- Eligibility and benefits
- Payer space claim submission link (Through Office Ally)
- Contact us messaging for changing provider demographics
- Claim issues
- PA/authorization issues
- Member eligibility issues
- HEDIS record submissions
- Credentialing inquiries
- Appeals and grievances submission
- Grievance and appeal status check

Availity Payer Spaces

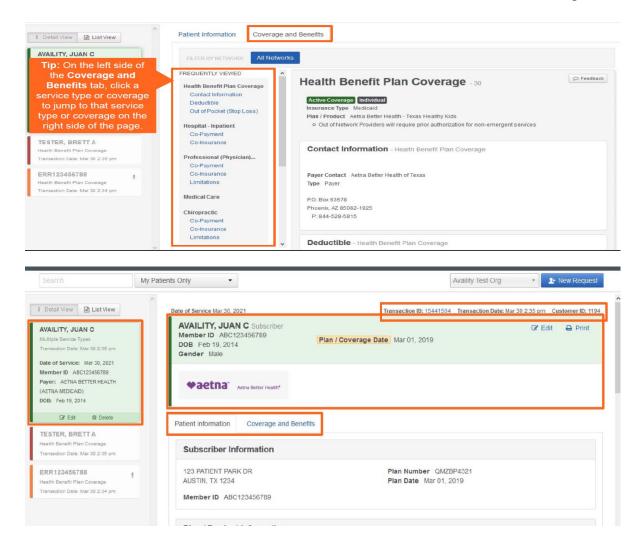
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Availity Eligibility and Patient Registration

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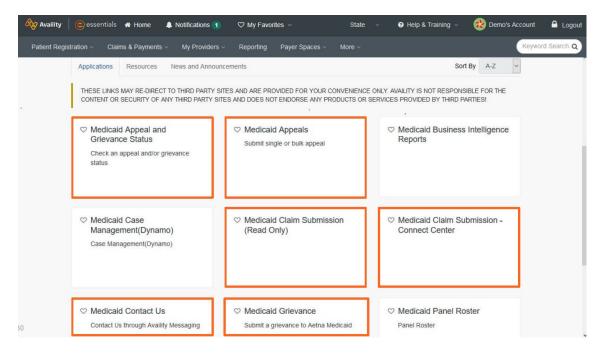
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Availity Applications



Aetna Better Health® of Virginia

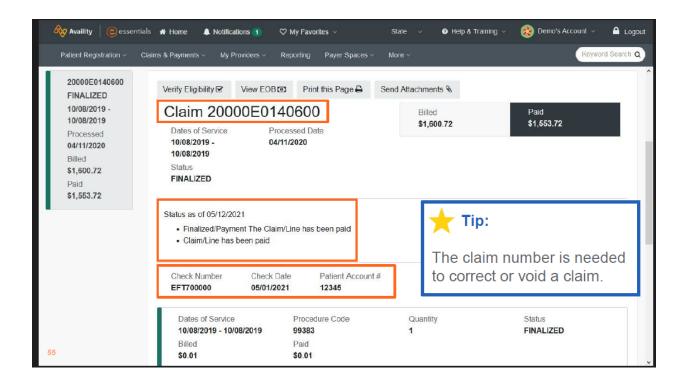
Availity Claim Status

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Enhanced Benefits for Aetna Better Health Moms

Extra Perks and More

We offer many unique benefits and value-added services to our members, especially our moms. Here is a list of a few of the great perks that Aetna Better Health moms get to use.



New Moms Box

The New Moms Box is a care package that contains products to help new mothers adjust to life and care for their new baby. Members who gave birth the previous month and connect with care management are eligible. The New Moms box contains lots of goodies, including:

New Moms Stipend



Pregnant and postpartum moms who connect with their case manager can receive a \$25 monthly stipend for over-the-counter products. Members can go online, in person, or call to place an order from a list of applicable products. Only pregnant members or moms who gave birth within the past 12 months who regularly connect with their case manager are eligible.

New moms may be able to get more things that they and their baby need for free. Scan this QR code to visit our Pregnancy Care page at **AetnaBetterHealth.com/ Virginia/pregnancy-care.html**



Maternity Incentive Program



Prenatal and postpartum visits are important. That's why our members can earn \$50 in Walmart gift card through our Maternity Incentive Program for attending these important appointments.

Period Stipend for Menstrual Care Products



A monthly stipend of \$20 for female members ages 10 to 55 to spend on their choice of period products through CVS Pharmacy[®] by ordering online or over the phone. Products can be delivered to the member's door for free. More information and how to enroll and get free period products can be found at

AetnaBetterHealth.com/Virginia/period-pack.html. Members can also call **1-888-628-2770 (TTY:711)** or follow this QR code:

Pacify

Pacify provides 24/7 support via mobile application to maternal and pediatric experts, including lactation consultants, as well as coordination with Aetna Better Health services. Pacify also offers a Nurse Help Line and Behavioral Health Crisis Line. You can learn more about Pacify by vising their website at **Pacify.com/aetna-betterhealth-virginia**.

Healthy Food Card

High-risk maternity and childhood obesity members automatically qualify for the Healthy Food Card program, which includes a special \$50 debit card to buy healthy food at local stores. This debit card is refilled every month.

Members can call their case manager or Member Services at **1-800-279-1878** to see if they are eligible. Scan this QR code to learn more.

Even more great benefits for mom:

- After delivery, postpartum moms can get 14 free meals, 2 meals a day for 7 days.
- Members can contact their case manager to receive a one-time delivery of 300 size 1 diapers after the delivery of their baby.
- Free breast pump
- Free transportation; unlimited rides to medical appointments and pharmacy. Plus, free rides (15 round trips or 30 one-way per year) to grocery store, food bank, food pantry, place of worship, library, gym, DSS, DMV, WIC, Social Security Office, and more
- Free access to an online GED training program that helps members pass the GED test (We'll also pay for our members' GED testing voucher.)
- Quarterly Virtual Baby Showers provide moms education, games, prizes, and gifts for every participant.







Aetna Better Health® of Virginia

Helpful Tips for Aetna Better Health Moms

Ways You Can Make Sure Our Members Get the Care They Need

As a doula, we understand your main priority is to empower moms and give them the resources they need to be successful before, during, and after birth. Here are some helpful facts about ways you can use our resources and guidance to empower and educate Aetna Better Health moms.

Let moms know their coverage is extended.

Virginia recently expanded postpartum coverage for new mothers receiving Medicaid services from 60 days to 12 months. Virginia's postpartum Medicaid expansion includes continuous eligibility, regardless of change in income, during the postpartum coverage period. Additionally, after pregnancy, in addition to typical postpartum care services, Medicaid members are also able to continue to receive other health care services under Medicaid for 12 months.

Encourage moms to enroll their baby after they are born.

Babies are not automatically enrolled in Medicaid when they are born to a mom who has Medicaid. A Medicaid member has to enroll their baby after giving birth in order for their baby to be covered. To help our members make sure their babies are covered, encourage them to:

- Contact the Cover Virginia Call Center at 1-833-522-5582.
- Call their local department of social services.
- Ask the hospital to submit the enrollment details for their baby.

Refer moms to our Let's Go Baby book.

Our *Let's Go Baby* book contains lots of helpful information about pregnancy and baby care, including information about eating healthy, getting prenatal care, and practicing safe sleep once the baby is born.

The *Let's Go Baby* book can be found on our website at **AetnaBetterHealth.com/Virginia/pregnancy-care.html**.

Teach moms how to practice safe sleep.

Aetna Better Health understands the importance of safe sleep and how critical providing education and resources is to new moms to reduce the risk of infant mortality related to co-sleeping. We are championing bringing awareness to this preventable issue by partnering with community organizations, hosting safe sleep events, and distributing safe sleep kits and cribettes to give moms the resources they need to keep their babies safe while they sleep.

Additional Resources for Doulas

Additional Information to Support You

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Below are some additional resources that can help you navigate important standards and expectations for doulas in Virginia. These resources are provided by DMAS and Aetna Better Health.

DMAS Resources

- State-maintained general information: dmas.virginia.gov/for-providers
- State-specific doula information: dmas.virginia.gov/forproviders/maternal-and-child-health/community-doula-program

Aetna Better Health Resources

- Claims support: AetnaBetterHealth-VAProviderRelations@Aetna.com
- Care Managers for member care coordination: AetnaBetterHealthVA-CaseManagement@Aetna.com
- After hours crisis number: 1-800-279-1878, option 3
- Provider Relations: 1-800-279-1878
- Member Services: 1-800-279-1878 (TTY: 711)

Check out our provider newsletter!

We send out a newsletter every quarter to our providers. Our provider newsletter contains helpful information that keeps you up-to-date on the latest initiatives with Aetna Better Health. You can find our newsletter on our website at



AetnaBetterHealth.com/Virginia/providers/notices-newsletters.html.



Everything we do starts with you.

As a provider with Aetna Better Health, you help our members by providing them with the guidance and support they need to feel empowered as they transition to motherhood. Whether you are providing services to first-time moms or moms repeating the beautiful journey of motherhood, we recognize the important work that you do for our members.

We want to thank you again for joining our network, and we look forward to working with you as we continue to strive toward providing our moms with the best possible care.



Thank you for becoming a provider with Aetna Better Health of Virginia!