

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
MEDICAID PURCHASING ADMINISTRATION  
Olympia, Washington**

**To:** Indian Health Service Providers  
Tribal 638 Health Clinic Providers

**# Memo: 11-44**  
**Issued:** June 7, 2011

**From:** Doug Porter, Administrator and Medicaid Director  
Health Care Authority/Medicaid Purchasing  
Administration

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**Supersedes Memo #: 10-55**

**Subject: Tribal Health Program: IHS/OMB Encounter Rate Increase, and New  
Enrollment/Disenrollment Process Implemented**

The Department of Social and Health Services (the Department) informs Indian Health Services (IHS) and Tribal 638 Health Clinic providers of the following:

- **Retroactive to January 1, 2011**, the Department has increased the encounter rate in the IHS/Office of Management and Budget (OMB);
- **Effective for dates of service on and after July 1, 2011**, the Department will reimburse all claims at the increased encounter rate submitted during calendar year 2011.
- A mass adjustment will be made for previously paid claims from January 1, 2011 through June 30, 2011. Providers do not need to rebill claims previously paid by the Department;
- **For Calendar Year 2011**, changes to the state match for encounter; and
- **Effective immediately**, the Department implements an electronic enrollment/disenrollment process.

### **What has Changed?**

**Retroactive for claims with dates of service on and after January 1, 2011**, the IHS encounter rate increased from \$289.00 per encounter to \$294.00 per encounter.

**Effective July 1, 2011**, the Department will pay the increased IHS encounter rate of \$294.00 for Medicaid-covered services provided on dates of service on and after January 1, 2011.

## Changes to the State Match for Non-Native Chemical Dependency Services Encounter Rate

The Federal Medical Assistance Percentages (FMAP) rate for Calendar Year 2011 (CY2011) period is:

State Fiscal Year	CY2011
Time Period	July 2011-December 2011
FMAP - State percentage	50.00%
FMAP - Federal percentage	50.00%
State Match for Encounter	\$147.00

**Effective July 1, 2011**, tribes contracting to serve non-native Medicaid clients must use \$147.00 to calculate the “State Match for Encounter” amount when billing for non-native Medicaid client encounter services.

### Mass Adjustment for Previous Claims

A mass adjustment to pay providers the difference between the old and the new encounter rate for claims previously paid by the Department is targeted to be completed by November 30, 2011. This adjustment will affect claims for dates of service retroactive to January 1, 2011 to June 30, 2011, which the Department finalized and paid at the old encounter rate of \$289.00. ***Do not rebill claims that the Department has already paid.***

**Note:** If claims are made at the lower rate *after the mass adjustment started on July 1, 2011*, it is the responsibility of the provider to adjust the claim through ProviderOne.

## Department Managed Care Enrollment/Disenrollment

**Effective immediately**, the Department processes requests made by tribal clinic providers on behalf of Medicaid clients to enroll and disenroll a client for an exemption or to take them out of managed care. Requests are processed electronically using the WEBFORM online at: <http://hrsa.dshs.wa.gov/contact/default.aspx>.

### Instructions to Enroll/Disenroll

1. Click the above hyperlink. The *Washington State Medicaid Customer Service* webpage will appear.
2. Click “**Send us your questions, changes and problems!**” The *Welcome to the ProviderOne Web Forms* webpage will appear.  
  
(Follow the next step if you are using the Web Form on behalf of the client.)
3. Click the “**Client**” button. The “**Client Web Form**” will appear. Click inside the box next to “**Your Email Address:\***.” Enter your email address in the box.
4. Click on the **blue down arrow** on the right side of the box next to “**Select Topic:\***.” A drop down box will appear. Select “**Health Plans**” from the list.
5. The “**Other Comments**” box will appear at the bottom of the form. After entering all the information to enroll or disenroll a client, click the “**Submit Data**” button to send to the Medicaid Purchasing Administration to process your request.
6. A “**Thank you for contacting us**” screen will appear with a “service request number” appearing in red. **Please record the “service request number” to use as a reference.**

See page B.9 in the [Tribal Health Program Billing Instructions](#).

### How Can I Get the Department/MPA Provider Documents?

To download and print the Department/MPA provider numbered memos and billing instructions, go to the Department/MPA website at <http://hrsa.dshs.wa.gov> (click the *Billing Instructions and Numbered Memorandum* link).