

Alaska Medicaid Recipient Services



Dear Fellow Alaskan,

As Director of the Division of Health Care Services, I am pleased to provide you with this handbook of information regarding health care programs for financially eligible Alaskans.

The purpose of this handbook is to help you understand available programs and, if you are eligible, how to effectively use the coverage. This handbook is not designed to provide detailed and individual information, but instead to offer a broad overview of the program and services available.

It is also important to understand that this is only a guide and is not intended to determine eligibility. There are many factors that must be taken into consideration. Each person's situation is different, and there are many categories of medical assistance, each with its own set of eligibility rules. Final determination of eligibility is made by the state Division of Public Assistance. Please see the back of this booklet for the Public Assistance office nearest to you.

Our programs help you take a proactive approach to your own health by paying for a wide variety of services. To get the most benefit, you should follow program guidelines, understand benefits available to you, work in partnership with your health care provider to use services wisely, and, most important, make healthy lifestyle decisions. By doing these things, you will help to maintain the integrity of Alaska's medical assistance programs and receive the care you need to maximize your overall health.

If you have questions regarding any aspect of the programs, please call the Alaska Medicaid Recipient Helpline toll-free at 800-780-9972.

Margaret Brodie
State Medicaid Director



State of Alaska
Governor Bill Walker
Department of Health and Social Services
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About This Handbook

The Department of Health and Social Services (DHSS) is the state agency designated to administer the Alaska Medical Assistance program, which includes:

- Medicaid
- Denali KidCare (DKC)
- Chronic and Acute Medical Assistance (CAMA)

Unless otherwise specified, references to the Alaska Medical Assistance Program, or Alaska Medical Assistance, mean Medicaid, Denali KidCare and CAMA. References to Alaska Medicaid, or Medicaid, mean only Alaska Medicaid and Denali KidCare.

Updates to this handbook will be necessary from time to time as federal and state medical assistance regulations are adopted. As updates are made, each affected part of the handbook will be noted with the date of change.

Changes made after the printing of this book will be made only to the online version of this handbook, which is located at http://dhss.alaska.gov/dhss/Documents/medicaid_medicare/news_medicaid/MedicaidRecipientHandbook1.pdf

Recipient Helpline

(800) 780-9972

RecipientHelp@xerox.com

If you are a recipient or a recipient advocate and have questions about Medicaid coverage, please call toll-free 800-780-9972 statewide Monday through Friday between 8 a.m. and 5 p.m. After hours, please leave a message and your call will be returned the following business day.

You may also email the Helpline staff at: RecipientHelp@xerox.com. The Recipient Services Representative will assist you with your questions about services that are covered

by the Medical Assistance program, providing a list of Medicaid-enrolled providers, and how to use your Medical Assistance benefits in general. Most problems are solved with the initial call or with a call back. Some problems take longer to investigate and will need more time.

How Alaska Medical Assistance Works

Eligibility

The Division of Public Assistance (DPA) is responsible for establishing eligibility policy and determining the eligibility of individuals and families who may need Medicaid or CAMA benefits. The Alaska Department of Health and Social Services is responsible for establishing coverage and payment policy, and for administering the processing and payment of Medicaid and CAMA provider claims. Medical benefits are part of the safety net of services delivered through DPA. DPA staff will assess each applicant and identify the Medicaid program available to meet his or her needs. DPA staff determine eligibility and authorize benefits for all children and adults except those children served by or in the custody of the Office of Children's Services.

As families transition from welfare to work, DPA staff members ensure that eligible family members continue to receive Transitional Medicaid benefits.

When you become eligible to receive Medical Assistance you will be given your own identification (ID) number. DPA issues written documentation that a recipient is eligible for Medical Assistance coverage in a given month. Any of the following documents will serve as proof of your Medicaid eligibility.

Medical Assistance Card/Coupon

Most Medicaid recipients will receive a Recipient Identification Card, with coupons or stickers for each recipient in the household. This ID card contains the name, recipient ID number, date of birth, eligibility month and year and your eligibility code.

A non-standard Recipient Identification Card has the same recipient and medical resource information as the standard card, but is used for a recipient whose Medicaid coverage is restricted to certain services, such as an exam for disability, or emergency treatment for an alien. Instead of the multiple coupons (stickers), this ID card contains a statement of the service limitation.

Denali KidCare Card/Coupon

Each child enrolled in Denali KidCare will receive a Denali KidCare Card. This card can be used for health care and medical-related services only for the person named on the card. The coverage period is generally one year and is valid for the period shown on the front of the card.

CAMA Card/Coupon

Each CAMA coupon is issued on a monthly basis and is good only for those services covered by the CAMA program and provided by an enrolled provider. The CAMA coupon verifies a recipient's eligibility and informs the provider what services the recipient is eligible to receive.

Care Management Card/Coupon

The Care Management Coupon (CMP) is printed on a full size sheet of paper and is issued on a monthly basis. Unlike other cards and coupons, CMP coupons are issued by the Care Management Program and not by DPA. A coupon contains the recipient's name and other identifying information, as well as the primary provider and pharmacy that have been selected for the recipient. When a recipient needs another coupon issued or has questions regarding the program they may contact Care Management Program at 907-644-6842.

How to Use Your Alaska Medical Assistance Coupon

- ✓ Check with your health care provider when you make your appointment to make sure the provider is enrolled with Alaska Medicaid and will accept you or your child as a Medicaid patient.

- ✓ Arrive on time for your appointment. Call your health care provider's office if you are unable to make it on time. If you need to cancel, let them know 24 hours before your appointment time. You are responsible for paying for your "no show" appointments.
- ✓ Show your Recipient Identification Card, DKC Card or coupons to your physician or other health care provider each time you receive medical treatment. You must always do this or you may have to pay for the full cost of your treatment. You may be responsible for a small share of the cost. This is called a co-payment.
- ✓ For your records, you should also ask for a copy of the bill or a receipt. This is proof that you have provided your Medicaid information at the time of service.

Other Medical Insurance or Health Coverage

Generally, Medicaid is the "payer of last resort." This means that if you have other health insurance or belong to other programs that can pay a portion of your medical bills, payment will be collected from those sources first. Medicaid may then pay all or part of the amount that is left. This is sometimes referred to as Third Party Liability (TPL).

IMPORTANT!

- When you apply for Medicaid, you must indicate if you have any other type of health care insurance or benefits.
- If you obtain insurance or medical coverage while you are eligible for Medicaid, you must contact your DPA office immediately and provide the insurance information.
- If there is a change in your other coverage while you are on Medicaid, you must contact your DPA office immediately. Some important TPL changes include new health insurance because it is a new year, coverage ended or a dependent is no longer eligible due to age or other circumstance.

You are responsible for providing your DPA office with the specific information relating to your insurance coverage. Please include the name, mailing address and phone number of the insurance, the policy and group numbers and all other information required for medical claims billing.

If you fail to tell your DPA office about your other health care coverage, you may be responsible for part of your medical bill and lose your Medicaid eligibility. Your DPA office can help you determine if you have any other type of health care coverage.

Other sources of health coverage include, but are not limited to the following:

- Employment-related health insurance, either the recipient's or that of a family member
- Individually purchased health insurance
- Veterans Administration (VA) benefits
- Medicare Parts A, B, C, D
- Tricare / Tricare for Life / Champus
- Medical support from absent parents
- Court judgments or liability settlements for accidents or injuries
- Workers' Compensation
- Long term care insurance
- Fisherman's Fund (for commercial fishermen in Alaska)

Who is covered by Alaska Medical Assistance?

Medicaid is an entitlement program that is jointly funded by federal and state governments. These percentages change from time to time. The federal government establishes guidelines that require states to cover specific categories and to provide certain mandatory benefits. Alaska Medicaid categories include Medicaid Expansion, Family Medicaid, Breast and Cervical Cancer, Denali KidCare, Under 21 Medicaid, Adult Public Assistance

related Medicaid, Nursing Home Medicaid, Home and Community Based Waivers, and TEFRA. These programs assist individuals and families with health care coverage. Each category has unique eligibility rules and guidelines.

Medicaid Expansion

Medicaid Expansion provides coverage to Alaskans 19 to 64 years old who are not eligible for another type of Medicaid and who have incomes that are less than 138 percent of the Federal Poverty Level.

Family Medicaid

Family Medicaid is the primary medical assistance category for financing basic health care for low-income families with dependent children.

Denali KidCare

Adults

Denali KidCare is a program that provides comprehensive health care coverage, including post-partum care of pregnant women who meet income guidelines.

Children

Denali KidCare is a program that ensures children and teens of both working and nonworking families have the health care coverage they need. Denali KidCare provides comprehensive health care coverage for children and teens through age 18 who meet income guidelines or whose family or parents meet income guidelines.

Breast and Cervical Cancer Program

Alaska Medicaid may be available to women who have been screened by a Breast and Cervical Health Check (BCHC) provider and found to have either a precancerous condition or cancer of the breast or cervix. The BCHC program provides breast and cervical screening services to women who meet certain income guidelines, who do not have insurance, who cannot meet their insurance deductible or

whose insurance does not pay for breast and cervical health screening services. Call 800-410-6266 to find the screening services nearest you or visit the BCHC website at <http://dhss.alaska.gov/dph/wcfh/Pages/bchc> for more information about this program.

Long Term Care

Recipients who need the supervised nursing care services of a certified and licensed Skilled Nursing Facility (SNF), Intermediate Care Facility (ICF), or Intermediate Care Facility for Individuals with Intellectual and Developmental Disabilities (IDD) may be eligible for Medicaid. All Long Term Care Services require prior authorization. The recipient, authorized representative, hospital or doctor may work directly with the facility to request admission.

Home and Community Based (HCB) Waiver Services

Home and Community Based (HCB) Waiver Services cover the cost of services not otherwise provided for by other Medicaid programs. HCB may allow for an eligible individual to remain at home and avoid institutionalization in other types of facilities, such as nursing facilities, acute care hospitals, or intermediate care facilities for individuals with intellectual and developmental disabilities.

To be eligible for the HCB services, a person must meet specific income criteria and be in one of the following population groups:

- Aged
- Adult Physically Disabled
- Intellectually and Developmentally Disabled (IDD)
- Children with Medically Complex Conditions.

TEFRA (Disabled Children at Home)

A disabled child who does not qualify for SSI cash assistance due to parental income or resources may be eligible for TEFRA Medicaid

based only on the child's own income and resources.

To be eligible for the TEFRA category, a child must meet specific income criteria and the child must require a level of care provided in an acute care hospital, nursing facility, intermediate care facility for individuals with intellectual and developmental disabilities, or inpatient psychiatric hospital.

Adult Public Assistance Related Medicaid

The Adult Public Assistance Program (APA) was established in 1989. APA provides financial assistance to needy, aged, blind, and disabled persons. APA helps with self-support or self-care. People who receive APA financial assistance are over age 65 or have severe and long term disabilities that impose mental and physical limitations on their day-to-day functioning. Individuals eligible for APA are also eligible for Medicaid.

Under 21 Medicaid

The Under 21 Medicaid categories provide comprehensive health care coverage for individuals between age 19 and 21, who meet income and resource guidelines but do not qualify under other Medicaid categories.

CAMA

The Chronic and Acute Medical Assistance program (CAMA) is a state-funded program designed to help needy Alaskans who have specific illnesses get the medical care they need to manage those illnesses. It is a restricted benefit program primarily for people age 21 through 64 who do not qualify for Medicaid benefits, have very little income, and have inadequate or no health insurance.

To be eligible for CAMA, you must be ineligible for Medicaid and have a diagnosis of:

- Terminal illness
- Cancer requiring chemotherapy
- Diabetes
- Diabetes insipidus

- Chronic hypertension
- Chronic mental illness
- Chronic seizure disorder.

A CAMA recipient with one of the conditions listed above is considered to have a “CAMA-covered medical condition.” Alaska Medicaid will cover the following services provided to eligible CAMA recipients:

- Physician services for a CAMA-covered medical condition. (Physician services provided in an inpatient hospital or nursing facility are not covered).
- Three (3) prescriptions filled or refilled in a calendar month. Prescriptions cannot exceed a 30-day supply.
- Limited medical supplies necessary for monitoring or treating a CAMA-covered medical condition. CAMA does not cover durable medical equipment (such as wheelchairs and walkers).
- Prior-authorized outpatient hospital radiation and chemotherapy services for cancer treatment.

Medicaid Covered Services

Services covered by Medical Assistance are described in this section. There are limits to these services and some may require prior authorization. You are responsible for asking your provider if the service the provider wants you to receive is covered by Medicaid. You are responsible for the payment of any services you receive that are not covered by Medicaid.

Physicians & Advanced Nurse Practitioners

Adults Services you receive from a physician or an Advanced Nurse Practitioner (ANP) in the provider’s office or at the hospital are generally covered if they are medically

necessary for diagnosing and treating an illness or injury. If your provider sends you to another provider or specialist, Medicaid may also pay for those procedures.

Children

In addition to the coverage listed above, children under age 21 receive preventive care such as health screenings, well child exams, and immunizations.

Surgery

Medically necessary surgery ordered by a physician can be covered whether performed in a hospital or an outpatient surgery center. Some surgical procedures require prior authorization. Cosmetic and experimental surgeries are not covered.

Breast and Cervical Cancer Checkups

Mammograms or breast X-rays are covered by Medicaid if ordered by your health care provider.

Women who otherwise would not be eligible for Medicaid may qualify based on a diagnosis of breast or cervical cancer.

Community Behavioral Health Services

Behavioral health services focus on the treatment of mental health and/or substance use disorders. The Alaska Medicaid program is committed to the delivery of quality services that support the recovery of recipients experiencing mental health or substance use disorders.

Medicaid recipients can access integrated behavioral health services at Community Behavioral Health Services providers throughout the state. These providers offer comprehensive, integrated behavioral health services through screenings, assessments and the development of individualized treatment plans designed to meet each patient’s behavioral health needs. These treatment plans are developed with input from the patient

and his or her family. Treatment plans are periodically reviewed and updated to assess progress toward treatment goals.

Covered Community Behavioral Health Services

- **Screening Services** to determine the presence and severity of behavioral health disorders
- **Clinic Services**, including assessments, psychotherapy (individual, group, family), psychological testing, medications management, and crisis intervention services
- **Rehabilitation Services**, including assessments, case management, medication administration, therapeutic behavioral health services for children, comprehensive community support services for adults, day treatment services for children in a school setting, recipient support services to support those at risk of harm to self or others, substance use disorder treatment (outpatient, detoxification, residential treatment), and peer support

Eligibility for Community Behavioral Health Services

- **Screening Services** are available for all Medicaid recipients
- **Clinic Services** are covered for Medicaid recipients who meet the following criteria:
 - an adult or child experiencing an emotional disturbance
 - a child experiencing a severe emotional disturbance
 - an adult experiencing a chronic mental illness
 - an adult or child experiencing a substance use disorder
- **Rehabilitation Services** are available for Medicaid recipients who meet the following criteria:
 - a child experiencing a severe emotional disturbance
 - an adult experiencing a chronic mental illness

- an adult or child experiencing a substance use disorder

Community behavioral health services are provided only within the state. If needed services are not available in your community, it may be necessary to travel to another location in Alaska to meet the needs of the patient. In these cases, the provider will contact the state to request authorization of travel outside the patient's home community.

Other Outpatient Mental Health Services Providers

Behavioral health services, including screening and referral for treatment of substance use disorders as well as clinic services (indicated above), are available at the following service providers if they are enrolled in Alaska Medicaid:

- Federally Qualified Health Centers, Rural Health Clinics, and Tribal Health Clinics
- Mental health physician clinics, physicians and advanced nurse practitioners that specialize in psychiatry
- Psychologists (coverage is limited to psychological testing only)

Recipients who also have Medicare coverage (in addition to Alaska Medicaid) are covered for the amounts Medicare applied to deductible or coinsurance for the following providers if they are also enrolled as Medicaid providers:

- Psychologists
- Licensed clinical social workers

Inpatient Psychiatric Hospital and Residential Psychiatric Treatment Services

Alaska Medicaid requires prior authorization of all psychiatric admissions and continued stays at both in-state and out-of-state facilities. A diagnostic evaluation, a certification of need for inpatient psychiatric services, and a plan of care must be completed by an inpatient interdisciplinary team and submitted to Alaska Medicaid for review.

- **Inpatient Psychiatric Hospital Services** — coverage is limited to people with acute psychiatric needs who are either under the age of 21 or over the age of 65.
- **General Inpatient Hospital** —coverage is available to all eligible recipients with acute psychiatric needs.
- **Residential Psychiatric Treatment Centers (RPTC)** — coverage is limited to people up to age 21. RPTCs provide residential care and treatment of mental, emotional, or behavioral disorders.

Out-of-state services will be authorized only when the needed services are not available in Alaska. Any other medical services required by the patient outside of the facility must be provided by other medical providers who are enrolled with Alaska Medicaid.

Chiropractic Services

Adults

If you have Medicare and are over age 21, reimbursement for chiropractic services is limited to the deductible and coinsurance amounts. If you are over 21 and do not have Medicare, Alaska Medicaid will not cover chiropractic care.

Children

The Alaska Medicaid program covers chiropractic services for children under age 21. Coverage is limited to 12 spinal manipulations and one chiropractic X-ray exam per recipient, per calendar year (January through December). If the recipient is under age 6, the chiropractor must get prior authorization before treating the child.

Dental Services

Adult Emergency Dental Services

Alaska Medicaid provides eligible adults with emergency dental coverage for the immediate relief of pain or acute infection.

Adult Enhanced Dental Services

In addition to coverage for emergency dental services, Alaska Medicaid also covers enhanced

(non-emergent) adult dental services up to a limit of \$1,150 annually.

Key Features of Adult Enhanced Dental Services

- Once a patient reaches his/her annual \$1,150 limit, the patient is responsible for any additional dental costs incurred during the remainder of the year.
- The benefit year begins July 1 and ends June 30 each year.
- The patient remains eligible for emergency dental services, even after the enhanced dental services have been exhausted.
- Enhanced adult dental services provide preventive and restorative care. Covered services include cleanings, exams, crowns, root canals, and dentures.
- Recipients age 21 and over requiring upper and lower dentures, and/or partials, may be eligible to obtain both during one fiscal year by combining the current and upcoming years of adult enhanced dental benefits. The recipient would not be eligible for additional adult enhanced (non-emergency) dental benefits the following year.

Service	Medicaid Reimbursement	Medicaid Patient Responsibility
1st crown \$680	\$680	\$0
2nd crown \$680	\$470 (the annual cap is now exhausted)	\$210
3rd crown \$680	\$0	Entire amount

- The state requires prior authorization for the enhanced services. Your dentist will need to contact the Medicaid fiscal agent, Xerox, before performing any services in order to coordinate the services that have been or will be applied against your cap. Make sure your dentist has received prior authorization before you have any work done.

- Your dentist will help you prioritize your dental care needs. Keep in mind that if your annual cap covers only part of a service, you will have to pay the balance of the Medicaid reimbursement rate. If you have no cap left, you will have to pay your full charge (not the Medicaid reimbursement rate) for non-emergency services.

Dental Services for Children

Dental services for children who are under 21 are covered by Denali KidCare/Alaska Medicaid. At a minimum, the services include relief of pain and infections, restoration of teeth and maintenance of dental health. Exams, X-rays, scaling, polishing, sealants and fluoride varnish are covered. Fluoride varnish is a protective medication that is painted on teeth to prevent cavities. It is quick and easy and without pain. Dentures, crowns, caps, root canals and oral surgery are also covered. Some of these services may require your dentist to obtain prior authorization before providing the service.

Orthodontia

Orthodontia services are covered for children and teens under 21. Putting braces on children’s teeth is called orthodontia and Medicaid requires these services to be performed by an orthodontist who is enrolled in the state’s Medicaid program. Braces are appropriate for children and teens who may have a severe problem with their teeth.

Generally, younger children may be eligible for **limited or transitional orthodontia**. These services may include braces to:

- redirect poorly emerging teeth
- correct improper bite
- create space for adult teeth

Generally, teens and young adults may be eligible for comprehensive orthodontia. These services may include braces and/or treatment to:

- improve a severe problem with adult teeth
- correct a complex medical condition

Orthodontia will not be approved solely for cosmetic or esthetic reasons. Prior authorization is required for all orthodontic services, and must be requested by the orthodontist who will provide the services. Contact an enrolled orthodontist to see if these services are right for your child.

If your child applied for braces or another type of orthodontia prior to November 2009 and was denied coverage for services, you or your orthodontist are encouraged to reapply for services.

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You may contact the Recipient Helpline at 800-780-9972 or recipienthelp@xerox.com.

If travel is necessary for an initial consultation with the orthodontist, the referring dentist must request the travel prior authorization.

Dialysis/End Stage Renal Disease

Medicaid will cover services provided for treatment of kidney disease that would cause kidney failure if left untreated. Services are covered, regardless of age, and whether received in a hospital, at a free standing dialysis clinic, or at home.

Emergency Care

Medicaid covers immediate medical care that is necessary when a sudden, unexpected occurrence creates a medical emergency. A medical emergency exists when there is a severe, life-threatening or potentially disabling condition that requires medical intervention within hours. If the services do not meet the definition of emergency services, you will be required to pay the co-payment amount for physician services and hospital outpatient care. If the use of an ambulance is determined not to be an emergency, Medicaid may not pay the bill, and you may be held responsible for the amount due.

Family Planning Services and Supplies

Services include family planning counseling and medical services related to birth control medications and devices. Medicaid also covers many over-the-counter birth control items such as contraceptive creams, gels, foams and condoms if your health care provider writes a prescription for them. These supplies also are available from family planning clinics in larger towns. All women and men can receive family planning services at public health centers statewide.

Medicaid covers family planning services for women enrolled with Denali KidCare for 60 days after the birth of their child. These women can receive family planning services and supplies from any enrolled Medicaid provider statewide.

Hearing Services

Adults

Hearing services include audiology, diagnostic testing, hearing therapy, rehabilitative therapy, hearing aids (including approved accessories and supplies), and hearing item repairs. These services must be determined medically necessary, prescribed, and ordered by a physician or other licensed health care practitioner trained to administer hearing assessments and evaluations within the scope of the practitioner's license

Children

Hearing services for children include audiology, universal newborn hearing screening, diagnostic testing, hearing therapy, cochlear implants, personal FM systems, hearing aids (including approved accessories and supplies), and hearing item repairs. These services must be determined medically necessary, prescribed, and ordered by a physician or other licensed health care provider trained to administer hearing assessments and evaluations within the scope of the practitioner's license.

NOTE: Medicaid does not cover repairs or

replacements while a hearing aid is under warranty and covers no more than two ear molds per ear per year. Prior authorization is required for specific hearing services and items including digitally programmable hearing aids and digital hearing aids.

Home & Community Based Waiver Services

Home and Community Based Waivers (HCBW): People of any age who experience long term medical conditions that require a level of care offered in a nursing home, or those with Intellectual and Developmental Disabilities (IDD) who meet an Intermediate Care Facility (ICF) level of care may be able to receive services in their home and community through one of four unique HCBW programs. These programs are all administrated through the Division of Senior and Disabilities Services (DSDS) and are provided in addition to all other regular Medicaid services.

HCBW Services: Waiver programs provide a wide range of services delivered within a variety of private and licensed residential settings as well as supporting access to the community. Some of the HCBW services provided include:

- **Delivered meals:** Up to two meals per day delivered to a recipient's home.
- **Congregate meals:** Meals provided to adults in a community setting.
- **Respite:** Services provided in hourly or daily increments that give the primary caregiver a break
- **Chore:** Provides light housekeeping tasks in a recipient's home
- **Transportation:** Access to a recipient's community is provided through a variety of conveyances that include wheelchair-accessible travel
- **Specialized Medical Equipment (SME):** Devices used to assist recipients with activities of daily living. Some of the devices available include:
 - Reacher
 - Shoe/sock donner

- Hand held shower
- Emergency response system (Lifeline)
- Adaptive eating devices
- Wheelchair lift installation for van
- Portable ramps
- Humidifier
- **Adult day services:** Socialization and planned activities provided in a non-residential setting for adults 21 and older that meet a nursing level of care.
- **Residential habilitation:** For recipients meeting an IDD level of care, in-home habilitative services can be provided as part of licensed assisted living as well as direct services delivered within a private residence.
- **Day habilitation:** Access to community activities and planned events for recipients that meet an IDD level of care.
- **Supported employment:** Job coaches are provided to assist IDD level-of-care recipients with maintaining competitive employment in their local communities.
- **Environmental modifications:** Licensed contractors partner with the Division of Senior and Disabilities Services (DSDS) to provide modifications to a recipient's home to promote accessibility and independence. Some of these projects include:
 - Wheelchair ramps
 - Stair lifts
 - Grab bars
 - Widening of doors and hallways
 - Bathroom modifications
- **Nursing oversight and specialized private duty nursing:** Hands-on nursing, delegation, training and oversight activities are delivered in all residential settings for recipients who require skilled nursing services.
- **Residential supported living, group home and family habilitation:** For recipients who cannot live alone, several licensed assisted living home models are available based on the recipients' approved level of care. These residential settings provide assistance with activities

of daily living that include:

- Meals
- Housekeeping
- Transportation
- Bathing/toileting/hygiene
- Dressing/grooming
- Walking/transferring
- Laundry
- Medication monitoring
- Social and recreational activities

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For more information regarding any of the above programs or services, use the following DSDS contacts:

- **DSDS Anchorage office:**
 907-269-3666 or
 800-478-9996 (toll-free)
- **DSDS Fairbanks office:**
 907-451-5045 or
 800-770-1672 (toll-free)
- **DSDS Juneau office:**
 907-465-3372 or
 866-465-3165 (toll-free)
- **Hearing impaired, TTY:**
 907-269-3691

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Home Health and Personal Care Services

Home health services covered by Medicaid include: physical therapy, occupational therapy, and speech-language pathology and audiology services that are prescribed by a physician, advanced nurse practitioner, or other licensed health care practitioner within the scope of the practitioner's license and provided to the recipient by or under the supervision of a qualified practitioner. These services include:

- Intermittent or part-time nursing services of a registered professional nurse or licensed practical nurse, provided under

the continued direction of the recipient's physician and within the limitations of the nurse's license

- Home health aide services prescribed by and under the continued direction of a physician and supervised by a professional nurse
- Nursing and home health aide services to the recipient in his or her place of residence, including a residential care facility or adult assisted living home
- Medical supplies, equipment, and appliances suitable for use in the recipient's residence

Personal Care Services

Personal care assistant (PCA) services include help with activities of daily living (ADLs) such as bathing, dressing, grooming and toileting. In addition, a recipient who is over 18 may also receive authorization for help with instrumental activities of daily living (IADLs) such as meal preparation, grocery shopping, personal laundry and light housekeeping.

The type of care authorized is dependent upon each individual's functional need, living situation and availability of other caregivers. The cost of PCA services is paid by Alaska Medicaid. Services are provided through the following PCA agency models:

- **Agency-Based PCA Program (ABPCA)** — allows recipients to receive services through an agency that oversees, manages and supervises their care.
- **Consumer-Directed PCA Program (CDPCA)** — allows recipients to manage their own care by selecting, scheduling and supervising their own PCA. The Consumer-Directed agency provides administrative support to the recipient and the PCA.

Functionally disabled Alaskans of all ages, and frail, elderly Alaskans who have a functional limitation and need hands-on help to perform activities of daily living (ADLs), including bathing, dressing, grooming and toileting, are eligible for PCA services.

Also, help with instrumental activities of daily living (IADLs) such as shopping, meal preparation and light housekeeping may also be allowable.

Home health and PCA services are general Medicaid services for both adults and children; the individual does not have to be eligible for a Medicaid Waiver in order to receive home health and PCA services.

For more information, see the PCA Web page at <http://dhss.alaska.gov/dsds/Pages/pca>.

Hospice Care

Hospice Care provides up to 24 hours of care and services for terminally ill recipients with life expectancy of six months or less. These services may be provided in a home or an inpatient setting by hospice. A written plan must be submitted by a provider for prior authorization of hospice services. Covered hospice services include:

- Routine home care
- Continuous home care
- Inpatient respite care
- General inpatient care
- Hospice nursing home care

Hospital Services

The care you receive at a hospital must be for a Medicaid-approved service, and some services must be prior-authorized. This care may be for both inpatient and outpatient services. If you must stay in the hospital (inpatient), Medicaid will pay for a semiprivate room. Payment is made for a private room only if your physician says you need it and Medicaid approves it. Telephone calls, television, and other personal items are not covered by Medicaid. If you must receive treatment at a hospital, but you do not have to stay in the hospital (outpatient), Medicaid will pay for the treatment. Your physician must schedule this care with the hospital. Emergency room services are covered.

Lab/X-ray Services

Alaska Medicaid covers services, tests, and procedures performed by a laboratory or X-ray provider when the services are medically necessary, covered by Medicaid, and ordered by a qualified provider.

Long Term Care Facilities

Long term Care Facility services are covered for Alaska Medicaid recipients who require supervised nursing care services of a certified and licensed Skilled Nursing Facility (SNF), Intermediate Care Facility (ICF), or Intermediate Care Facility for Individuals with Intellectual and Developmental Disabilities (IDD). All Long Term Care Facilities services require prior authorization by the Alaska Division of Senior and Disabilities Services. When long term care is approved, the level of care for the recipient and length of stay are included in the authorization. The recipient's level of care is determined by considering the type of care required, the qualifications of the person who will provide the direct care, and the stability of the recipient's overall condition. A recipient may receive authorization for long term care facility services as a new admission, transfer, or continuing placement.

Medical Equipment and Supplies

Durable medical equipment and supplies (DME): Medically necessary supplies and equipment are covered if ordered by your physician and approved by Medicaid. Some supplies and equipment require prior authorization.

Prosthetic devices: Medicaid will cover prosthetics, such as artificial limbs, and orthotic devices, such as body braces when medically necessary and ordered by your health care provider.

Home infusion therapy: Medically necessary home infusion therapy services are covered if ordered by a physician, physician assistant, or advanced nurse practitioner. This service requires prior authorization.

Respiratory therapy assessment visits: All respiratory therapy assessment visit services for ventilator-dependent patients require prior authorization. A plan of care is required and must be maintained on file with the physician's prescription that supports the plan of care. The assessment visit includes servicing of the equipment to assure that the equipment is safe, operating properly, and meets patient's needs under the established plan of care.

Nutrition Services and WIC

Nutrition services are covered for children under age 21 who are at high risk nutritionally, and for those who are over age 21 and pregnant.

Pregnant women must be referred by one of the following: physician, advanced nurse practitioner, registered dietician employed by a hospital or WIC program, or other licensed health care practitioner who may order nutrition services within the scope of the practitioner's license. Coverage for referred pregnant recipients includes one initial assessment within a calendar year and up to 12 additional hours within a calendar year for counseling and follow-up care. If additional visits are needed they must be prescribed by your provider along with medical justification when services exceed 12 hours in a calendar year.

WIC

The Women, Infants and Children (WIC) program is a nutrition program that helps pregnant women, new mothers and young children eat well, learn about good nutrition and stay healthy.

WIC is for all kinds of families: married and single parents, working or not working. If you are a father, mother, grandparent, foster parent or other legal guardian of a child under 5, you can apply for your child.

You can participate in WIC if you:

- Live in Alaska

- Have a nutritional need (WIC can help determine this)
- Are pregnant or breast-feeding woman
- Are postpartum or have a 6-month-old baby
- Have a child under 5
- Have a family income meeting WIC income eligibility guidelines

Call to make an appointment. At your appointment, WIC staff will check to see if you and your family qualify. If you live in a community without a WIC office, you can apply through your village health clinic or public health nurse. To locate a WIC office near you, visit this website: <http://dhss.alaska.gov/dpa/Pages/nutri/wic/participants/wicfindclinicmap.aspx>

Outpatient (Ambulatory) Surgical Care

Adults

All surgical procedure services rendered in an ambulatory surgical care (ASC) facility must be medically necessary and must be performed by or under the direction of a physician or dentist. Dental services provided in an ASC for a recipient over age 21 are limited to treatment for the immediate relief of pain and acute infection only. In order to receive treatment at an ASC facility you must not require overnight hospitalization. Prior authorization is required for some procedures.

Children

Children receive all services listed for adults, and additional dental services if under age 21.

Pharmacy Services

Prescription Drugs

Most prescription drugs are covered. Some prescription drugs require special authorization or documentation, which your doctor or pharmacist will submit. Some over-the-counter drugs such as birth control, prenatal vitamins, drugs for yeast infections, laxatives, etc., may be covered if your health care provider prescribes them. Check with your provider about drugs covered by Medicaid.

Pharmacy Co-Payment

Adults are responsible for a \$.50 co-payment for each new or refilled prescription that costs \$50 or less, and \$3.50 for those that cost more than \$50. A pharmacy co-payment is not required of children under age 18 and pregnant women.

Other Pharmacy Coverage

If you have other coverage available for pharmacy benefits, you must contact your DPA office immediately and give them your insurance information. Contact your DPA office when your pharmacy coverage is terminated or ended. **Not reporting to DPA when your other pharmacy coverage has ended will result in a delay in picking up your prescription.** The only way Medicaid knows you no longer have other insurance is when you report it to DPA.

Medicare Prescription Drug Plan

If you are enrolled in both Medicaid and Medicare, you are considered to be a Full Benefit Dual Eligible recipient. Medicare Part D will pay for your prescription drugs instead of Medicaid. As a dual eligible you do not pay a Part D premium or Part D deductible. These costs are subsidized. Also you will not incur the Medicare Part D gap or “doughnut hole” as long as you are a Full Benefit Dual Eligible. Medicaid will continue to pay for two types of prescription drugs that are not covered by Medicare: barbiturates, used to treat seizures; and benzodiazepines, used to treat acute anxiety, panic attacks, seizure disorders and muscle spasm for individuals with cerebral palsy. In addition, Medicaid will continue to pay for some over-the-counter drugs that are prescribed for you. You may need to pay small Medicaid co-pay for each prescription. Medicaid will continue to pay for your other covered health care costs.

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To learn more, call the Medicaid Recipient Helpline at

800-780-9972; or call the Medicare

Information Office at

907-269-3680 in Anchorage,
800-478-6065 statewide.

TTY users should call 800-770-8973.

You may also call the official U.S.
Government Medicare office at 800-
633-4227 or visit www.medicare.gov.

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Podiatry Services

Podiatry services are available only to:

- Adults who are dually eligible for Medicare and Medicaid
- Medicaid-eligible children under age 21

Covered podiatry services include preventive care, examination, diagnosis, treatment and care of conditions of the ankles and feet.

Pregnancy and Postpartum Care

Medicaid covers regular prenatal care checkups and other services provided by a physician, clinic, advanced nurse practitioner, or direct entry midwife. The coverage continues during pregnancy and for 60 days after the end of your pregnancy if you applied for Medicaid on or before the day your pregnancy ends. Postpartum coverage begins on the day the pregnancy ends through the last day of the month in which the 60 days end. You must notify your DPA office when your baby is born. You must give the hospital and any other provider of services a copy of your baby's eligibility card or coupon.

Private Duty Nursing

Adults

Private duty nursing services are available only to adults who are eligible under certain Medicaid waivers.

Children

Private duty nursing may be paid for by Medicaid if it is provided to children under age 21 who:

- had a well child exam within the last 12 months;
- need medical services that can be provided only by a RN, LPN or ANP; or
- have been recently discharged from a hospital or nursing home, or who have a physical health condition that Medicaid would determine is eligible for admission to a hospital or nursing home.

Private duty nursing must be provided by an agency enrolled as an Alaska Medicaid provider. Services must be prior authorized by Alaska Medicaid before they are provided.

Rural Health Clinic and Federally Qualified Health Centers Services

Rural Health Clinics (RHC) and Federally Qualified Health Centers (FQHC) may provide the following services:

- Primary care services
- Ambulatory services
- Dental services
- Mental Health Services

A Rural Health Clinic may provide medical emergency procedures as a first response to life-threatening injuries and acute illnesses.

School Based Services

Medicaid will cover some therapy services when the service is provided by the school district for children with disabilities. The therapies need to be medically necessary and recommended by the child's Individual Family Support Plan (IFSP), or the Individualized Education Plan (IEP). The therapies include specified:

- Hearing and speech-language therapy
- Physical and occupational therapy
- Behavioral Health Therapy

Your child's IFSP or IEP team may determine if school-based services are appropriate for your child.

Therapy Services

Outpatient Physical Therapy Centers

Adults

Medicaid will cover some services of a physical therapist to rehabilitate and restore body functions following an illness or accident if ordered by a health care provider. Services include evaluations, massage and manipulation, therapeutic exercise and other forms of treatment to rehabilitate and restore normal body functions after acute physical illness or acute physical trauma.

Swimming therapy, weight loss programs, programs to improve overall fitness, and maintenance therapy are not covered services.

Children

In addition to the services listed above, children under age 21 are eligible to receive maintenance physical therapy services related to conditions caused by developmental disabilities or delays.

Occupational Therapy

Occupational therapy is covered for both adults and children when medically necessary and ordered by a physician, advanced nurse practitioner or other licensed health care practitioner.

Speech-Language Therapy

Speech-language pathology services are covered for both adults and children when medically necessary and ordered by a physician, advanced nurse practitioner or other licensed health care practitioner. Services include screening, evaluation, and treatment of defects and disorders of the voice and spoken/written communication.

Travel for Non-Emergency Medical Services

Air Transportation

Your health care provider may refer you to a doctor or specialist in another community. Medicaid will pay for transportation under certain conditions.

- The referral must be for services that are covered by Medicaid and not available in your community.

- Medicaid will cover transportation to the nearest available facility that provides the recommended service. Medicaid will cover transportation for an Indian Health Services beneficiary to travel to the nearest available Indian Health Services facility that provides the recommended service.
- Medicaid will cover the least expensive type of transportation based upon your health condition.

When you need to be seen in another community, your health care provider will call Xerox, the Medicaid fiscal agent, and describe why travel is needed. Xerox will use this information to determine eligibility for transportation service. When it is determined that you are eligible, Xerox will prior authorize the travel. Once you have a prior authorization, call the Medicaid Travel Office at 800-514-7123. Travel agents will book your travel on an available air carrier.

The state of Alaska has contracted with air carriers to transport Medicaid recipients for health care in other communities. The Medicaid Travel Office will book your travel on an approved air carrier. You will need to travel on the approved carrier. You will not be able to choose or change air carriers without authorization from Medicaid.

Travel Tips

Traveling to another community for health care can be a stressful time, especially when you or a loved one is not feeling well. Here are some travel tips to help make the trip more pleasant:

- ✓ Be sure that your travel has been approved and properly booked before you go. Medicaid cannot pay for travel, taxi rides or a hotel room that was not properly authorized.
- ✓ Prepare to travel only for the length of time needed to complete your medical care. Medicaid does not cover weekend travel or extra days that are not related to your medical care.

- ✓ Bring personal identification and bring your Medicaid coupons or Denali KidCare Card. You are responsible for giving a coupon or showing your card for all your appointments.
- ✓ Bring some money for things that are not covered by Medicaid. Medicaid does not cover room service, tips, phone calls, pay-per-view movies, movie rentals or other extra services. If you order these things, you will need to pay for them. Medicaid will not pay for security deposits that are required by some hotels.
- ✓ If you are traveling to another community, when you arrive in the community where you will receive health care, the taxi vouchers can be used to travel from the airport to your place of lodging, medical appointments, referrals for medical services and back to your place of lodging and the airport.
- ✓ Taxi vouchers cannot be used for personal travel such as visiting family or friends or for shopping.
- ✓ Using a Medicaid taxi voucher for travel other than from the airport to your place of lodging, medical appointments, referrals for medical services and back to your place of lodging and the airport is an erroneous benefit and must be paid back to the state Department of Health and Social Services.

Ground Transportation

Alaska Medicaid may provide coverage for local ground transportation for a Medicaid recipient, and if necessary an escort, to travel to/from a medical appointment if the transportation request is made by the medical provider and if certain other criteria are met, including medical necessity of the appointment, and unavailability of other means of transportation. Please contact your provider if you need ground transportation in order to

get to your appointment and allow enough time for the provider's office to mail you the transportation voucher.

The Early Screening Program provides assistance for pregnant women and children to attend medical and WIC appointments. Please call 907-269-4575 in Anchorage, or 888-276-0606 toll-free statewide to see if you might qualify.

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If you have any questions about how to use Medicaid travel benefits please call the Recipient Helpline at 800-780-9972.

Frequently asked questions about Medicaid travel

My child needs to travel for medical care. Will Medicaid pay for me also?

Yes. Medicaid will cover one adult to escort a child to a necessary medical appointment. Under certain conditions, Medicaid will pay for an adult to have an escort. The Medicaid fiscal agent, Xerox, will prior authorize an escort for an adult if it is medically necessary.

My child needs to stay in the hospital for a long time. Will Medicaid authorize an extended stay for me, or can I travel back and forth?

Medicaid recognizes that this is a difficult time for families. The Medicaid fiscal agent, Xerox, will work with you and your health care provider to determine the most appropriate level of support.

My health care provider referred me to a doctor in another state. Will Medicaid send me out of state?

Maybe. Medicaid will cover transportation to another state if the service is not available in state; it must be a Medicaid-covered service

and be medically necessary. Remember, transportation is provided to the nearest hospital or facility that provides the kind of health care recommended by your doctor.

Children under the age 18 who are traveling out of state for medical services must travel with a legal parent or guardian.

Will Medicaid pay for taxi rides and hotels?

Yes. The Medicaid fiscal agent, Xerox, will determine and authorize the services that are necessary while you are traveling. You will receive vouchers that cover hotel and appropriate taxi rides. Adults who are traveling with an escort are expected to share a hotel room.

When I'm traveling for health care, will Medicaid cover my meals?

Yes. The Medicaid fiscal agent, Xerox, will determine the number of meals for you and/or your escort. Medicaid can pay up to \$36 for three consecutive meals if the restaurant where you choose to eat is enrolled in Alaska Medicaid. You may want to plan to stay at a hotel that has a restaurant enrolled with Alaska Medicaid.

My doctor said that I need to stay longer. What do I do?

When your travel plans change for medical reasons or bad weather, your health care provider needs to call the Medicaid fiscal agent, Xerox, as soon as possible. Xerox will make the necessary changes to your hotel and airplane prior authorization. After your health care provider has called Xerox, you will need to call the Medicaid Travel Office to update your air tickets.

My child is going to an out-of-state residential psychiatric treatment center. Can I travel with my child?

Yes. Medicaid will pay for one parent, legal guardian, or designee to travel with the child to the treatment center and back home.

Siblings or other relatives are not covered for travel. Medicaid may also cover limited travel for one parent or legal guardian to travel to the treatment center for therapeutic visits.

My plans changed and I didn't travel. Whom do I notify?

If you have rescheduled your appointment, your provider's office will contact Prior Authorization and request your dates of travel be changed to accommodate the new appointment time. If you have made arrangements for lodging, you will also need to contact the hotel provider to cancel or reschedule your reservation.

If you have not rescheduled your appointment, you may still ask your provider to contact Prior Authorization and request the travel authorization be cancelled. Other options are to contact the ***Medicaid Travel Office at 800-514-7123 or the Medicaid Recipient Helpline at 800-780-9972*** and let them know you will not be traveling as planned.

I need to travel for a medical service, but I want to stay with family or friends.

Great! Xerox can help identify the things that Medicaid can and cannot cover when you stay with family or friends.

I need transportation to a medical appointment in my home community. Can Medicaid help?

Maybe. Medicaid provides non-emergency travel assistance in your home community for pregnant women and children to attend medical and WIC appointments. Please call 907-269-4575 in Anchorage, or 888-276-0606 toll-free statewide to see if you might qualify.

Medicaid also provides the least expensive transportation services to medically necessary appointments for adults who otherwise do not have transportation through themselves or any other voluntary source. Your medical provider must contact the fiscal agent at least the day before your appointment to request transportation for you.

I need assistance from the taxi (or

other ground transportation) into my appointment, can someone go with me?

Yes. An escort, who could be a family member, a care provider, etc., can accompany you to and from your appointment if your medical condition requires it. Your health care provider must request authorization for an escort at the same time transportation services are requested for the Medicaid recipient. Make sure to ask your health care provider to request an escort if you will need it.

There is a bus available but I cannot use it due to my mental and/or physical condition(s). Is there other transportation available?

Yes. Medicaid will pay for you to use the least expensive means of transportation to your appointment. The type of transportation must be one that you are able to access. Medicaid must take into account your mental and/or physical condition(s). This means that if you are unable to take the bus due to your mental and/or physical condition(s), Medicaid will pay for you to get to your appointment using a form of transportation you can access such as a taxi. Make sure to notify your health care provider of any restrictions you might have when accessing transportation so that the proper form of transportation can be requested.

Vision Services

Adults

Medicaid will cover one vision examination per calendar year by an optometrist or an ophthalmologist to determine if glasses are required and for treatment of diseases of the eye. Medicaid will pay for one pair of Medicaid-approved glasses per calendar year. One company makes all of the eyeglasses for Medicaid. The same eye doctor that gives you a prescription can order your glasses. If you want different frames or a feature that is not covered, you will need to pay the entire cost of the glasses yourself. The amount that Medicaid would have paid cannot be applied to the cost of other glasses.

Additional vision coverage may be authorized if medically necessary.

Children

Children receive the same services listed above for adults.

Well Child Exams

These preventive health exams are also referred to as EPSDT, or the Early and Periodic Screening, Diagnosis and Treatment program for Medicaid-eligible children under 21 in Alaska.

Medical

Complete physical exams, or checkups, are covered until a child turns 21. A complete checkup should include:

- physical examination
- height and weight measurement;
- vision, hearing, and dental screening;
- immunizations, if needed;
- growth and developmental/behavioral assessment;
- time for parents, children and teens to have questions answered;
- age-related information about normal development, food, health, and safety; and
- age-appropriate referrals for dental care, vision and hearing exams, and WIC.

Regular checkups help parents keep track of their child's growth. They also increase the chances that health problems are found early. Children and teens should have a complete exam at the following ages:

- birth, 3–5 days, 1, 2, 4, 6, 9 and 12 months;
- 15, 18, 24 and 30 months; and
- Yearly from age 3 to 21 years.

If you want this exam to count as a physical for school activities or camp, bring the school's forms with you to the appointment.

Dental

Children and teens should visit a dentist at least every year starting at age 1.

Vision

Children and teens should visit a vision specialist at the following times:

- birth through 3 years as needed; and
- at least every year starting at age 3

If you need help in finding a provider to give your child an exam, you should call the Recipient Helpline. If you need help finding local transportation to an exam, you may call Early Screening travel with the Division of Health Care Services at 907-269-4575 in Anchorage, or 888-276-0606 toll-free elsewhere in Alaska.

Managing Your Care

How Medicaid Billing Works

Proof of eligibility

When you show your recipient identification card to your health care provider, you are giving him or her your recipient billing information. Your provider will send a bill directly to Alaska Medicaid for payment.

A provider may either take a coupon sticker or a copy of your card or coupon. If you did not receive your card or coupons, or need more coupons, you may call your DPA office.

Medicaid regulations do not allow for reimbursement to recipients if they pay for their own services.

Co-payment due from you

Certain adults may be required to share the cost for some services that they receive. “Co-pay” amounts may include:

- \$50 a day up to a maximum of \$200 per discharge for inpatient hospital services
- \$3 for each visit to a health care provider or clinic
- 5 percent of the allowed amount for outpatient hospital services (except emergency services)
- \$.50 or \$3.50 for each prescription drug that is filled or refilled, depending on the cost of the drug.

You pay the co-payment amount directly to your health care provider when you receive services. If you cannot pay at the time services are provided, you will still receive services. Your

provider will bill you for the co-pay amount. If you do not pay your co-payments when you are billed, your provider may refuse to see you for future appointments.

Co-payment is NOT required for:

- Children under the age 18
- Pregnant women
- People in nursing homes
- Family planning services and supplies
- Emergency services
- Hospice care
- CAMA recipients

If you are pregnant, notify your Division of Public Assistance office right away. Your coupons will be changed to show you are pregnant so that you will not be charged a co-payment.

If you receive a bill

In the event you receive a medical bill, you should first contact the provider at the phone number on the bill or statement to confirm that the provider has your correct recipient information in order to bill Alaska Medicaid. A recipient may also contact the Medicaid Recipient Helpline to verify if Alaska Medicaid paid the claim.

NOTE: Alaska Medical Assistance does not reimburse for non-covered services, including “no-show” or cancellation fees charged by a provider. **Please keep your scheduled appointment;** however if you are unable to do so, notify your provider as soon as you know that you must cancel or reschedule.

If you receive a payment for services paid by Medicaid

In the event you receive a payment from any other source of health insurance, you should contact your provider first. If the provider confirms that Medicaid has paid for your medical bills, then you need to contact the Accounting and Recovery Unit with Health Care Services at 907-334-2452 for guidance on how to refund Medicaid.

IMPORTANT: If you fail to repay or refund

money you have received for services paid by Medicaid, the state will take action that may affect your eligibility for Medicaid.

Retroactive or backdated eligibility

If you are issued retroactive or backdated eligibility, you will receive a notice titled “Retroactive Medicaid Approved” or “Backdated Medicaid Approved” from your Public Assistance or Denali KidCare office. Provide copies of this notice to all of the providers you received services from during the period covered by your retroactive, backdated eligibility. If your provider accepts your retroactive or backdated eligibility status, you are responsible only for non-covered services and co-payment amounts. You may contact the Medicaid Recipient Helpline with questions about your bill.

IMPORTANT: If your provider does not accept your retroactive or backdated coverage, or you do not provide a copy of the notice to your provider, you will be responsible for the service(s).

Prior Authorization

Some services covered by Medicaid require a prior authorization before they are received.

Do not call the Alaska Medicaid Recipient Helpline to obtain this authorization. Only your provider can make a request for prior authorization on your behalf. In some instances the health aide in your village will be required to make the request for prior authorization. If your provider is unsure if a service or procedure needs to be prior authorized, the provider’s office must contact Xerox. Following is a list of some of the most common services that will require your provider to obtain a prior authorization:

- Travel, lodging and meals
- Some prescription drugs
- MRIs
- Some surgical procedures
- Hospitalization
- Hospice
- Home health care

- Orthodontia
- Some medical supplies

Medical Care While Out of State

If you are traveling or vacationing out of state and need to visit a hospital or doctor or get a prescription filled, please be aware of the following:

- ✓ Carry your coupons or card with you.
- ✓ Present your card or coupon at the time of your visit and make sure that out-of-state providers know you have Alaska Medicaid.
- ✓ Alaska Medicaid cannot pay the doctor, hospital or pharmacy if they are not enrolled as a provider in Alaska Medicaid.
- ✓ A provider may treat you and then enroll with and bill Alaska Medicaid within one year of the services. The provider will need to contact Xerox at 800-770-5650 to enroll or at <https://enroll.medicaidalaska.com/>.
- ✓ If the provider is not enrolled and does not want to enroll with Alaska Medicaid, you are responsible for paying for all services that were provided to you and your family.
- ✓ Federal regulations do not allow Alaska Medicaid to pay for medical services outside the United States and its territories.

Before you travel out of state it is advised that you contact the Alaska Medicaid Recipient Helpline at 800-780-9972 for a list of Alaska Medicaid providers in the area where you will be traveling.

Medicaid Renewal Information

To keep your benefits current, complete and return your renewal application by the requested date. That date is the fifth of the month your benefits are to end. If you turn in your renewal application on time and you are

found eligible to continue receiving benefits there will be no gap in your coverage.

If you turn in your renewal application late, your Public Assistance office may not have time to process your renewal application before your benefit eligibility coverage period ends. This means your Medicaid benefits will be delayed. If you need to use benefits before you receive your card, contact your Public Assistance office or Denali KidCare. Statewide offices are listed in the back of this book. Your coupon can be issued by fax directly to your health care provider.

Postpartum Coverage Under Denali KidCare

If you are pregnant and you receive Medicaid or Denali KidCare, you are covered for the first 60 days after the end of your pregnancy if you applied for Denali KidCare on or before the day your pregnancy ends. You must apply for Family Medicaid benefits before the 60-day period ends and be found eligible in order to continue receiving medical assistance.

Newborn Coverage

You must notify your Public Assistance office when your baby is born. Your baby may receive coverage up to age 1 year. For continued coverage after age 1, the parent or guardian of the baby must renew the application before the baby's first birthday.

How You Could Lose Your Medicaid Eligibility

Some of the reasons you could lose your Alaska Medicaid eligibility are:

- You lose your status as a resident of Alaska.
- Your income or assets increase.
- Your household composition changes.
- You lose your disability status.
- You fail to cooperate with the Child Support Enforcement Division (CSED).
- Your Public Assistance office loses

contact with you.

- Your age makes you ineligible for certain Medicaid categories.
- You are untruthful about your Medicaid application or you knowingly break Medicaid rules.
- You fail to provide to Medicaid any information about insurance and other health coverage that is available to you.
- You or your legal representative fails to fully cooperate and repay Medicaid from financial settlements, judgments or awards obtained from a responsible third party for services that were paid by Medicaid.
- You do not send in your renewal application on time.

If you are unsure about your eligibility or what may cause you to become ineligible, contact your Public Assistance office.

Fraud and Abuse

Misuse of the Medicaid program costs all of us. The following activities are common forms of misuse:

- A recipient makes false statements regarding resources or income to eligibility workers.
- A provider bills Medicaid for services that the recipient never received.
- A recipient uses doctors or hospitals for social purposes rather than for needed health care.
- A recipient manipulates the program to acquire drugs or supplies for ineligible persons, or for personal gain.
- A recipient abuses narcotics purchased through the program.

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You may report misuse of the Medicaid program by calling 800-770-5650 (option 3) or 907-644-6800 (option 7), or by mailing a description of the activity to:

Xerox
Surveillance and Utilization Review
P.O. Box 240808
Anchorage, AK 99524-0808

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Care Management Program

The Care Management Program (CMP) was set up to help selected recipients establish a primary care provider for their health care services and medication needs. Recipients who have used services in an amount or at a frequency that is not medically necessary are placed in the CMP and are restricted to one provider and one pharmacy.

Once a recipient is placed in the CMP, he or she remains in the program for a period of 12 months of eligibility. The primary care provider is the only provider who can refer a CMP recipient to another doctor or specialist. Except for emergency services, if another provider is seen without a referral, the recipient will be responsible for payment of the bill. In the event of a true medical emergency, a referral is not needed. Recipients who are seen in an emergency room for non-emergency services will be responsible for payment of the bill.

The Care Management Coupon (CMP) is printed on a full size sheet of paper and is issued on a monthly basis. Unlike other cards and coupons, CMP coupons are issued by the Care Management Program and not by DPA. A coupon contains the recipient's name and other identifying information, as well as the primary provider and pharmacy that have been selected for the recipient. When a recipient needs another coupon issued or has questions regarding the program he or she may contact Care Management Program at 907-644-6842.

Fair Hearings

What is a Fair Hearing?

If you disagree with a decision or action that was made by Alaska Medicaid, you have the

right to ask for a fair hearing. A fair hearing is an administrative procedure in which an impartial hearing officer decides if the decision or action you disagree with was appropriate.

The following are examples of decisions or actions that may result in a fair hearing request:

- denied application for Medicaid, HCB waiver services, or other benefits
- terminated, reduced, or changed benefits
- denied coverage for a specific medical service
- denied or partially denied prior authorization
- denied claim

How to request a Fair Hearing

Requests for Medicaid fair hearings **must be made in writing**. A request for a fair hearing may be submitted by you or your representative.

If you disagree with a decision that was made about your Medicaid application or recertification, or if your Medicaid benefits were terminated, submit your request for a fair hearing to the Division of Public Assistance (DPA). The notice you received from DPA explains how and where to submit your request. DPA office addresses and telephone numbers are also included in this booklet.

If your denial is related medical services or billing, submit your fair hearing request by fax to 907-644-8126, Attention Fair Hearings, or by mail to:

Xerox State Healthcare
Attention: Fair Hearings
PO Box 240808
Anchorage, AK 99524

Privacy and Confidentiality

Your personal health information is protected by both state and federal regulations. One federal regulation that offers added protection

to the health information that the Alaska Department of Health and Social Services (DHSS) maintains about you is known as HIPAA. HIPAA stands for the Health Insurance Portability and Accountability Act. The federal government made this effective in 1996. HIPAA spells out your basic rights with respect to your own individual health information. To find out more about how the state is safeguarding your personal health information, view the DHSS website at: <http://dhss.alaska.gov/dhcs/Pages/hipaa>. You may also view the DHSS privacy notice at: http://dhss.alaska.gov/dhcs/Documents/PDF/HIPAA/HIPAA_Privacy_Notice.pdf.

Glossary

Authorized representative: A person, usually a household member, listed in your public assistance file who can have access to your information.

Backdated eligibility: When an individual receives a finding of disability and Medicaid is approved for prior months.

Billed amount: The amount the provider charges for Medicaid covered services. If this amount is more than what Alaska Medicaid pays, you are not responsible for the difference.

CAMA: The Chronic and Acute Medical Assistance Program

Cards, coupons and stickers: Your proof of eligibility to receive medical services covered by Medicaid. You must show or give your card, coupon or sticker to your provider at each appointment or you may be responsible for paying for services you receive.

Care Management Program: The Care Management Program (CMP) restricts a recipient to one provider and one pharmacy.

Co-pay or co-payment: The specific

amount you pay when you receive services or purchase prescriptions.

CPT Procedure Code: The American Medical Association's Current Procedural Terminology coding system for reporting medical services and procedures performed by practitioners.

Denali KidCare: A special Alaska Medicaid program for children and pregnant women. Some eligibility requirements differ from other Medicaid programs.

Division of Public Assistance (DPA): State agency that administers the Temporary Assistance, Food Stamps, Adult Public Assistance, Child Care Assistance, and Work Services Programs. DPA also determines eligibility for Medicaid. A statewide list of offices is located on the inside back cover of this booklet.

EPSDT: Early and Periodic Screening, Diagnosis and Treatment, or physical examinations available to children up to age 21, also referred to as a well-child exam.

Eligibility: To be eligible for Alaska Medicaid programs you must meet minimum financial and non-financial guidelines. Your eligibility is determined when you apply at the Division of Public Assistance. A list of statewide offices is on the inside back cover of this book.

Emergency: A sudden and unexpected change in a person's condition that, if immediate care is not provided, could be expected to result in loss of life or limb, significant impairment to bodily function, or permanent dysfunction of a body part.

Estate Recovery Program: Under certain conditions when a Medicaid recipient over age 55 dies or uses institutional services, Medicaid has a right to recover some of the health care costs it paid on behalf of that person. Recovery may include placing a lien on the recipient's property.

HIPAA: Health Insurance Portability and Accountability Act.

Medicare: Federal health insurance available to people age 65 and over, or who have a qualifying disability. If you have Medicare, Alaska Medicaid may purchase your Medicare premiums for you. Ask your Public Assistance office about Medicare buy-in.

Preferred Drug List (PDL): The list of prescription medications within a therapeutic class and suggested as the first choice when prescribed for Medicaid patients.

Provider: The person or company that performs a service you need. A health care provider may be a physician, nurse, therapist or any other licensed health care practitioner or facility. A provider may also be a taxi company, restaurant or hotel.

Recipient ID number: The 10-digit number assigned and unique to you to identify your Medicaid information.

Retroactive eligibility: Retroactive Medicaid eligibility may be available to Medicaid applicants who did not apply for assistance until after they received care, either because they were unaware of Medicaid or because the nature of their illness prevented the filing of an application.

Retroactive eligibility may be available for up to three months immediately before the month of application if the individual meets all the eligibility criteria.

Service authorization (also known as prior authorization): Your provider makes the request to Medicaid for you to receive certain services and procedures covered by Medicaid.

TEFRA: Tax Equity and Fiscal Responsibility Act is the federal law that allows certain children to qualify for Medicaid by excluding the income of the child's parents. To qualify, a child must be disabled and at risk of admission

into a skilled nursing facility, but who can live at home if Medicaid coverage is available.

Third Party Liability (TPL): Any type of health care insurance or coverage you may receive.

TRICARE: The federal Department of Defense's comprehensive military health care program.

Xerox: The Alaska Medicaid fiscal agent, contracted to handle provider billing and payments, provider enrollment, recipient questions and other administrative tasks for Alaska's Medicaid program.

Medicaid Eligibility Codes and Coverage Categories

There are many types of Alaska Medicaid and each type has an assigned eligibility code. The eligibility code indicates to your provider what type of services you are eligible to receive through Medicaid. Listed below in the chart is a brief description of the

code printed on your Medicaid card or coupon as well as general services to which you may be entitled. The benefit information is only a brief summary and is not intended to be a complete and comprehensive description of your benefits. For more information please contact the Medicaid Recipient Helpline at 800-780-9972.

Eligibility Code and Description		Medical	Dental	Hospital	Transportation	Waiver
11	Medicaid for Pregnant women	X	X	X	X	
15	Pregnancy or incapacity determination exam	X (pregnancy or incapacity exam only)				
19	Waiver determination exam coupon	X (waiver determination exam only)			X (transportation related to exam only)	
20	Family Medicaid or Adult Public Assistance (APA) related Medicaid	X	X	X	X	
21	Chronic or Acute Medical Assistance (CAMA) coverage	X (services for treatment of a CAMA-qualifying condition only)				
24	Institutional Long Term Care (LTC) Medicaid	X	X	X	X	
25	Disability/blindness exam	X (disability or blindness exam only)			X (transportation related to exam and related testing only)	
30 31	Waiver for adults with physical & developmental disabilities	X	X	X	X	X
34	Adults with physical and developmental disabilities—waiver APA/ QMB	X	X	X	X	X
40 41	Older or disabled adult with waiver and Medicaid	X	X	X	X	X
44	Older or disabled adult with waiver Medicaid, adult public assistance and QMB	X	X	X	X	X
50	Medicaid for children under age 21 who are not in state custody	X	X	X	X	
51	Medicaid for children under age 21 who are in state custody, including Title IV-E foster care	X	X	X	X	
52	Four months of Medicaid for recipients otherwise ineligible due to earned income.	X	X	X	X	
53	Emergency Alien Medicaid - does not meet Medicaid qualified alien criteria.	X (emergency treatment only, specified dates only)		X (emergency treatment only, specified dates only)		
54	Medicaid-only for disabled child receiving SSI	X	X	X	X	
60 61	FASD/RPTC waiver	X	X	X	X	X
62	QDWI	X	X	X	X	X
64	FASD/RPTC waiver with APA and QMB	X	X	X	X	X
66	QDWI	Eligible for payment of Medicare Part A monthly premium only				
67	QMB	Eligible for payment of Medicare deductibles and co-pays and payment of Medicare Part A and B monthly premium only)				
68	SLMB	Eligible for payment of Medicare Part B monthly premium only				
69	APA/QMB – full Medicaid plus QMB.	X	X	X	X	
70 71	Intellectual & developmental disability (IDD)—waiver	X	X	X	X	X
74	Intellectual & developmental disability (IDD)—waiver, APA and receives Medicare	X	X	X	X	X
78	SLMB Plus	Eligible for payment of Medicare Part B monthly premium only				
80 81	Medically Complex Children—waiver	X	X	X	X	X

Resources Beyond Medical Assistance

This page provides potential resources for Alaska residents who are in need of health care related services that Medicaid may not cover. These resources have been carefully selected; however the Division of Health Care Services is not responsible for the content and/or services offered by the listed agency/organization. If you need assistance but have not already applied for Medicaid, Denali KidCare or CAMA, we encourage you to explore these options first.

For more information or for assistance with completing an application, please contact the Division of Public Assistance. If you are age 65 or older, blind or disabled, you may also qualify for one or more programs through the Social Security Administration. The information for the Social Security Administration may be found online at: <http://ssa.gov/>.

Where to Turn

If you have questions or if you need help navigating the following resources, please contact the Recipient Helpline at 800-780-9972.

HealthCare.gov

Established under the provisions of the Patient Protection and Affordable Care Act, HealthCare.gov is the federal health insurance exchange designed to assist with the purchase of health insurance. When you apply for health insurance through HealthCare.gov, you will be notified if you qualify for Medicaid (visit www.healthcare.gov)

Indian Health Service Affordable Care Act Information

Assists Alaska natives and American Indians better understand and take advantage of the potential benefits of the Affordable Care Act. (visit www.ihs.gov/ACA)

Medicare

Health insurance and prescription drug coverage for seniors (age 65 and older) and for disabled individuals under age 65 (visit www.medicare.gov or call 800-MEDICARE/800-633-4227)

Division of Public Assistance

DPA is responsible for determining eligibility for Medicaid, CAMA, SNAP (food stamps), heating assistance, cash assistance, and other programs for Alaska residents (visit www.dhss.alaska.gov/dpa)

Division of Senior and Disabilities Services

Programs and information for Alaska's seniors and those with disabilities (visit <http://dhss.alaska.gov/dsds>)

Division of Behavioral Health

3 and substance use programs and information for Alaskans (visit www.dhss.alaska.gov/dbh)

Governor's Council on Disabilities and Special Education

(<http://dhss.alaska.gov/gcdse>)
The Council works with state and other agencies to ensure that Alaskans with disabilities and their families have access to the services they need (visit www.dhss.alaska.gov/gcdse or call 888-269-8990)

Alaska Comprehensive Health Insurance Association

ACHIA provides health insurance to adult Alaska residents who have been denied coverage because of pre-existing conditions (visit www.achia.com or call 888-290-0616)

Alaska 2-1-1 (United Way of Alaska)

Free and confidential information and referral services connecting Alaskans with health and human services help (visit www.alaska211.org, call 800-478-2221 or 2-1-1, or email (alaska211@ak.org))

Helpful Websites and Phone Numbers

Diabetes Local

<http://diabeteslocal.org>

Alaska Commission on Aging

<http://alaskaaging.org>

Alaska Pioneer Homes

<http://dhss.alaska.gov/daph>

Alaska Mental Health Board

<http://dhss.alaska.gov/amhb>

Division of Behavioral Health

<http://dhss.alaska.gov/dbh>

Toll-free Juneau: 800-465-4828
In Juneau: 907-465-3370
Toll-free Anchorage: 800-770-3930
Anchorage: 907-269-3600
Fairbanks: 907-451-5042

Advisory Board on Alcoholism and Drug Abuse

<http://dhss.alaska.gov/abada>

Governor's Council on Disabilities and Special Education

<http://dhss.alaska.gov/gcdse>

Toll-free: 888-269-8990
In Anchorage: 907-269-8990

Division of Health Care Services

<http://dhss.alaska.gov/dhcs>

In Anchorage: 907-334-2400

Division of Public Assistance

<http://dhss.alaska.gov/dpa>

Division of Public Health

<http://dhss.alaska.gov/dph>

Division of Senior and Disability Services

<http://dhss.alaska.gov/dsds>

In Anchorage: 907-269-3666
Toll-free Anchorage: 800-478-9996
In Fairbanks: 907-451-5045
Toll-free Fairbanks: 800-770-1672

In Juneau: 907-465-3372
Toll-free Juneau: 866-465-3165

Personal Care Assistance Program

<http://dhss.alaska.gov/dsds/Pages/pca>

In Anchorage: 907-269-3681
Toll-free: 800-478-9996

IDD Waiver Unit and Services

<http://dhss.alaska.gov/dsds/Pages/dd>

In Anchorage: 907-269-3666
Toll-free: 800-478-9996

Home and Community Based Service Waiver

<http://dhss.alaska.gov/dsds/Pages/hcb/hcbwaivers.aspx>

In Anchorage: 907-269-3681
Toll-free: 800-478-9996

WIC (Women, Infants & Children)

<http://dhss.alaska.gov/dpa/Pages/nutri/wic>

Medicare Information Office

<http://dhss.alaska.gov/dsds/Pages/medicare>

In Anchorage: 907-269-3680
Toll-free statewide: 800-478-6065 statewide

Medicare (official U.S. Government website)

www.medicare.gov

Toll-free: 800-MEDICARE (800-633-4227)

Early Screening (EPSDT) Program Travel

Toll-free statewide: 888-276-0606
In Anchorage: 907-269-4575

Note: The Early Screening Program provides assistance for pregnant women and children to attend medical and WIC appointments.

Medicaid Travel Office:

Toll-free: 800-514-7123

Note: For air travel only after prior authorization by your provider

Public Assistance District & Field Offices

Anchorage District Office

400 Gambell Street
Anchorage, AK 99501
Phone: 907-269-6599
Toll-free: 888-876-2477

Bethel District Office

460 Ridgecrest Dr. Suite 121
Bethel, AK 99559
Phone: 907-543-2686
Toll-free: 800-478-2686

Coastal Field Office I

3601 C Street, Suite 410
Anchorage, AK 99503
Phone: 907-269-8950
Toll-free: 800-478-4364 or 800-478-4372

Denali KidCare Office / Coastal Field Office II

3601 C Street Suite 120
Anchorage, AK 99503
Phone: 907-269-6529

Eagle River Job Center

11723 Old Glenn Hwy., Space B-4
Eagle River, AK 99577
Phone: 907-694-7008

Fairbanks District Office

675 7th Avenue, Station E
Fairbanks, AK 99701
Phone: 907-451-2850
Toll-free: 800-478-2850

Heating Assistance Program Office

10002 Glacier Hwy, Suite 200
Juneau, AK 99801
Phone: 907-465-3010
Toll-free: 800-470-3058

Homer District Office

3670 Lake Street, Suite 200
Homer, AK 99603
Phone: 907-226-3040
Toll-free: 877-235-2421

Juneau District Office

10002 Glacier Hwy., Suite 200
Juneau, AK 99801
Phone: 907-465-3537
Toll-free: 800-478-3537

Kenai Peninsula Job Center

11312 Kenai Spur Hwy., Suite #2
Kenai, AK 99611
Phone: 907-283-2900
Toll-free: 800-478-9032

Ketchikan District Office

2030 Sea Level Drive, Suite 301
Ketchikan, AK 99901
Phone: 907-225-2135
Toll-free: 800-478-2135

Kodiak District Office

211 Mission Rd., Suite 101
Kodiak, AK 99615
Phone: 907-486-3783
Toll-free: 888-480-3783

Kotzebue District Office

240 5th Street
Kotzebue, AK 99752
Phone: 907-442-3451
Toll-free: 800-478-3451

Long Term Care Office

3601 C Street, Suite 410
Anchorage, AK 99503
Phone: 907-269-8950
Toll-free: 800 478-4372 or 800-478-4364

Mat-Su District Office

855 W. Commercial Drive
Wasilla, AK 99654
Phone: 907-376-3903
Toll-free: 800-478-7778

Muldoon District Office

1251 Muldoon Road, Suite 111B
Anchorage, AK 99504
Phone: 907-269-0001
Toll-free: 888-876-2477

Nome District Office

214 E. Front Street
Nome, AK 99762
Phone: 907-443-2237
Toll-free: 800-478-2236

Senior Benefits Office

855 W. Commercial Drive
Wasilla, AK 99654
Phone: 907-352-4150
Toll-free: 888-352-4150

Sitka District Office

201 Katlian Street, Suite 107
Sitka, AK 99835
Phone: 907-747-8234
Toll-free: 800-478-8234

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State of Alaska

Governor Bill Walker

Department of Health and Social Services

Commissioner Valerie Davidson