



SALISH BH-ASO POLICIES AND PROCEDURES

Policy Name: OUT OF NETWORK NON-MEDICAID
BILLING

Policy Number: FI503

Effective Date: 1/1/2022

Revision Dates:

Reviewed Date: 5/24/2024

Executive Board Approval Dates: 3/18/2022

PURPOSE

To outline the process by which out of network, non-contracted inpatient and residential behavioral health facilities submit claims to the Salish Behavioral Health Administrative Services Organization (SBH-ASO) for reimbursement.

POLICY

Claims billed to the SBH-ASO from out of network behavioral health inpatient and residential facilities must be submitted to SBH-ASO using the SBH-ASO Census and Invoice Form.

PROCEDURE

For instances in which a Salish Individual is served by an out of network inpatient or residential behavioral health provider, SBH-ASO will accept the submission of paper or electronic claims, using HIPAA compliant submission methods. Non-contracted behavioral health inpatient and residential facilities can submit claims for reimbursement utilizing the following methods:

1. UB-04 Billing Claim Form and SBH-ASO Census and Invoice Form
- or**
2. SBH-ASO Census and Invoice Form

Claims can be submitted via mail to:

Salish Behavioral Health Administrative Services Organization
Attn: Utilization Review
614 Division St. MS-23
Port Orchard, WA 98366

Or claims can be submitted via encrypted electronic transmission.

The following are the requirements for SBH-ASO to process any claims submitted for out of network behavioral health service providers:

1. Authorization must be obtained prior to rendering a service which requires prior authorization.
2. Notification must be submitted within the timeframes outlined in SBH-ASO Policy CL203 – Levels of Care for services which require notification.
 - a. For involuntary treatment service requests, retroactive notification/authorization submissions may be accepted.
3. Claims must be submitted in accordance with timely filing standards of 12 months of the date of service.

For information regarding SBH-ASO allowable services, please see HCA Service Encounter Reporting Guide (SERI).

I. Professional Services delivered in an inpatient setting

Professional services rendered during inpatient behavioral healthcare stay are billed to the Health Care Authority (HCA). Facility must notify SBH-ASO Staff that professional services were rendered during an SBH-ASO covered stay. SBH-ASO Staff will submit an eligibility ticket to HCA MMIS Provider One system and notify Facility to proceed with billing.