AHCCCS
Arizona Health Care Cost Containment System

Douglas A. Ducey, Governor
Jami Snyder, Director

January 4, 2023

THIS NOTICE WAS SENT EXCLUSIVELY VIA EMAIL

Medical Transportation Management, Inc. (MTM)
Amy Ritchie
16 Hawk Ridge Circle
Lake St. Louis, MO 63367
aritchie@mtm-inc.net
Phone: (636) 695-5634

Re: YH23-0003, Travel Related Services Reimbursement RFP – Pricing Structure

Dear Ms. Ritchie,

In concluding the Evaluation process, please review the information below and provide a response to AHCCCS with MTM's price for a Continuation Authorization Request.

YH23-0003 Travel Related Services Reimbursement RFP – Pricing Structure

Initial Authorization Request and Continuation Request Authorization Request - Admin fees

Initial Authorization Request: This is the first request beginning an initial care episode (defined below) for meals and lodging for a member receiving services outside of their service area, by an AHCCCS Registered Provider for an AHCCCS covered service.

This initial request requires more hands-on coordination of the services needed with the submitter of the request, provider rendering the AHCCCS covered service (verification), AHCCCS DFSM (PA), and the meals and lodging provision coordination with the lodging facility, meal card delivery and the Member.

PAYMENT for Initial Authorization Request: Full admin fee $207.00.

Continuation Authorization Requests: A continuation request will be made for a Continued Care Episode (DEFINED BELOW) and involves less coordination to extend existing service provisions for the member and/or escort. Members have already received travel related services for this care episode and the continuation request is an extension to existing service delivery as medically necessary through the end of care episode (Defined below). A continuation request may go on for many cycles. For instance, a member who is post-transplant may be required to remain near the hospital for post-transplant medical management. This would result in more funds being deposited on their meal card and extending the lodging arrangements.

PAYMENT for a Continuation Authorization Request: _____

DEFINITIONS

Initial Care Episode:

For the purpose of this contract, Initial Care Episode is the initial request for the provision of travel related services for a medically necessary service provided by an individual provider or facility to an individual member (or escort).

Continued Care Episode(s):

For the purpose of this contract, Continued Care Episode is the extension of the travel related service provisions that were authorized during the previous care episode with no break in service.

An extension can be applicable for the Member and/ or Escort.

Example, if a Member is admitted to the inpatient hospital and the Escort needs to remain in the area, we would consider this an extension.

End of Care Episode:

For the purpose of this contract, End of Care Episode is the completion of the existing episode of care when travel related services are no longer medically necessary for the member and/or provision of travel related service to the Member has ended and an Escort is no longer medically necessary.

Example: If the Member was admitted to the inpatient hospital, and no Escort was medically necessary, then the care episode for the travel related services for the member would end. If the travel provisions resume after the discharge from the hospital, then a new care episode would be initiated.

BILLING AND PAYMENT FOR INITIAL AND CONTINUED REQUEST

Prior Authorization (PA): The vendor will request prior authorization via the AHCCCS Online Provider Portal. They will upload the PA Request with associated supporting documents. They will include the reimbursement rates allowable under the SAAM guidelines for meals and lodging costs incurred. They will also request the appropriate admin fee depending on whether it is an initial authorization request or continued authorization request

Billing: Provider will submit the claim to AHCCCS DFSM via electronic claim. The provider shall follow timely filing requirements.

Payment: Provider will be reimbursed as they request payment according to clean claim status. Typically, payment occurs within eight (8) days of receipt of a clean claim. Prior authorization must match the way they bill for the claim to be reimbursed.

AHCCCS requests your acceptance of this notice as well as your written response to be submitted electronically to me no later than 3:00 PM, AZ time Monday, January 9, 2023, through the Procurement@azahcccs.gov mailbox.

Sincerely,

Cynthia Smolens

Cynthia Smolens, AHCCCS Senior Procurement Specialist