

# Medicaid Provider Training

Information for dual Medicare-Medicaid Plan (MMP) healthcare providers and administrators

Illinois January 2022

LC14218IL1021-B (ILHKLSSEN)

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1. **Centers** for Medicare & **Medicaid Services** (CMS)-approved model of care

### CMS-approved model of care

- Humana's model of care is designed to help improve access to affordable and preventive medical, mental health and social services.
- The model promotes:
  - Coordination of care through an identified point of contact
  - Transitioning each member's care between healthcare settings and healthcare providers. The model allows providers to focus on health outcomes and member satisfaction with health status and services.
- Humana's model of care provides appropriate service utilization and facilitation of cost-effective health services delivery.

### CMS-approved model of care (cont'd)

- Key provider participation includes the following activities:
  - Care conferences (via phone, written or in-person communication) for interdisciplinary care team (ICT) members
  - Inbound and outbound communications that foster care coordination
  - Promotion of Healthcare Effectiveness Data and Information Set (HEDIS<sup>®</sup>) and National Committee for Quality Assurance (NCQA) quality measures
  - Forwarding all requested medical record documentation and information to support fulfillment of Humana's state and federal regulatory and accreditation obligations (e.g., HEDIS, NCQA)



# 2. Provider role and responsibilities

### Provider role and responsibilities

- Ensure that members are informed of healthcare needs requiring specific follow-up and receive self-care training that includes discussion of medication adherence and other ways to manage their health.
- Ensure that members receive necessary, appropriate specialty, ancillary, emergency and hospital care.
- Provide necessary referrals, information and communications to specialists, hospitalists, skilled nursing facilities (SNF) and other providers that assists through consultation.
- Recommend member treatments, equipment and/or services.

### **Provider role and responsibilities** (cont'd)

- Work with our case management entities (CME) to ensure access to care (through home visits by nurse practitioners or physicians and/or home and community-based services) for members who are homebound or have significant functional mobility limitations.
- Track and document member appointments, clinical findings, treatment plans from referred specialists, other healthcare providers or agencies to ensure continuity of care.
- Obtain authorizations and notify Humana for any out-of-network services when a network specialist is unavailable in the geographical area.

### Provider role and responsibilities (cont'd)

- Work with Humana's care coordination team to arrange a memberrequested second opinion appointment, either with a qualified network provider or a qualified out-of-network provider, if a qualified in-network provider is unavailable.
- Initiate or assist member discharges or transfers from inpatient facilities to the member's permanent home or the most medically appropriate, level-of-care facility.
- Consider the availability of in-network facilities and obtain appropriate authorizations for out-of-network facilities.

### **Provider role and responsibilities** (cont'd)

- Help develop and implement an individualized plan of care with ICT support and communication that facilitates effective care coordination.
- Provide timely access to medical records or information for quality management and other purposes, including audits, complaint reviews or appeals, Healthcare Effectiveness Data and Information Set (HEDIS<sup>®</sup>) and other studies.
- Promptly and appropriately respond to improvement recommendations for development and enactment of a corrective/improvement plan.
- Follow the preventive care guidelines set by the U.S. Preventive Services Task Force and provide and document NCQA-required preventive care services for HEDIS.



# 3. Creation of individual care plans (ICPs)

## Developing an ICP

Each Humana member is assigned a care coordinator who works closely with the member's PCP to develop and lead an interdisciplinary care team (ICT). The ICP ensures that the member receives necessary medical, behavioral health and long-term care services.

The ICP is based on:

- Initial and ongoing health risk assessment and comprehensive assessment results
- Claims history
- ICT-developed member plans:
  - Include member-driven short- and long-term goals, objectives and interventions
  - Address specific services and benefits
  - Provide measurable outcomes



## 4. Provider participation in interdisciplinary care teams (ICTs)

## **Provider ICT participation**

Humana offers healthcare management services to MMAI members for effective coordination between providers and services across the full range of medical and social supports.

MMAI members are assigned a care coordinator to review their medical, behavioral health, social and long-term service and support needs. The coordinator then conducts a health screening assessment within 30 days after enrollment to determine the member's risk level – low, moderate or high. The care coordinator then develops an ICP based on the member's risk level.

In addition to developing a plan for care, the care coordinator is responsible for leading an ICT, which may include, but is not limited, to the following:

- Physicians (PCPs and specialists)
- Behavioral health practitioners

Community health workers

- Social workers
- Counselors/clinicians experienced in advanced directives, care preferences and palliative care
- Community based support and beneficiary advocacy groups
- Family members
- Caregivers
- Pharmacists

### Provider ICT participation (cont'd)

The physician-inclusive ICT model supports the following:

- Treatment and medication plans
- Physician goals via the Humana At Home team of nurses, social workers, pharmacy specialists and behavioral-health specialists
- Member education and enhancement of direct patient-physician communication
- Self-care management and informed healthcare decision-making
- Care coordination and care transitions
- Access and connections to additional community resources and Medicaid services, including long-term services and supports, if member is eligible
- Appropriate end-of-life planning

### Provider ICT participation (cont'd)

Provider communication and reporting expectations include the following:

- Maintain phone or in-person ICT communication that includes the care coordinator, other providers of care and services, hospitals and/or ancillary providers to ensure effective continuity of care and care coordination.
- Report actual or suspected child or elderly abuse, domestic violence or exploitation to local law enforcement immediately via phone and submit a follow-up written report to appropriate law enforcement agencies within the required timeframe. (See Health, Safety and Welfare Education Training for specific reporting information.)
- Provide all requested medical record documentation and information to support Humana's fulfillment of state and federal regulatory and accreditation obligations (e.g., HEDIS, NCQA).



5. Coordination of Medicare and Medicaid benefits

# Coordination of Medicare-Medicaid benefits (including long-term services and supports [LTSS])

- Member-centered, coordinated care is provided by a knowledgeable team that provides an array of medical, nonmedical, behavioral services and available benefits to meet a member's needs that are critical to achieving optimum wellness. The care also focuses on helping the member live at-home as long as appropriately possible.
- Some state-assessed members require a broad range of LTSS and community support to meet their functional needs. Effective LTSS benefits administration and easy access to these services help ensure that a member's needs are adequately met and reduce reliance on less appropriate and more costly emergency hospital-based or nursing facility care.

# Coordination of Medicare-Medicaid benefits including long-term services and supports (cont'd)

Members face a variety of daily life challenges. Humana aims to eliminate the challenge and frustration of navigating a complex healthcare system through integration of member and provider administrative processes.

Humana coordinates Medicaid-Medicare to ensure that the appropriate services are provided at the right time in the right place. For example, both Medicare and Medicaid cover certain durable medical equipment items, but have different requirements and limitations. Humana works with providers to ensure that the correct benefit is accessed for the member.



# 6. Barriers to member care

### Identifying barriers to care

- Different programs with diverse coverage and payment structures often deliver ineffective member care due to poor benefit and service coordination.
- A shortage of health professionals in rural areas and inner cities can make it difficult for MMP members to access quality, cost-effective preventive services and care.
- Organizational barriers, including lack of interpreter services, wheelchair accessibility and long appointment wait times, increase member frustration and potential refusal to seek and participate in his/her own care.

### Identifying barriers to care (cont'd)

- Often, a lack of coordination between behavioral health and other medical and nonmedical services results in poor health outcomes.
- Cultural and religious beliefs impact member health beliefs and behaviors, including provider relationships and compliance with recommended treatments.
- Socioeconomic status may present issues related to poor education, lack of knowledge regarding available health options, support, healthy behaviors and inability to pay out-of-pocket.
- Member homelessness impacts the ability of healthcare providers to engage and provide member education and support.



### Working with members with mental health diagnoses

- Facilitate member referral to specialists, specialty care, behavioral healthcare, health education classes and community resource agencies, when appropriate.
- Integrate behavioral health screening into basic primary care services; provide screening and evaluation procedures for detection, referral and treatment for known or suspected behavioral health problems.
- Deliver evidence-based behavioral health treatment and establish protocols for referral to behavioral health specialty providers.
- Coordinate care and information sharing between primary care and behavioral health providers after obtaining required member consent.
- Ensure confidentiality of members' medical and behavioral health and personal information as required by state and federal laws.



8. Chronic and complex conditions

### Types of chronic conditions prevalent in target population

Multiple chronic conditions increase the risk for poor outcomes, such as mortality or functional limitations. High-cost services, such as hospitalizations, emergency room visits and nursing facility care, also can affect member health. Evidence proves that frequent and consistent preventive care of chronic conditions lowers the onset of major conditions and decreases emergency room visits and readmissions.

## Types of chronic conditions prevalent in target population (cont'd)

Humana's clinical practice guidelines\* incorporate relevant, evidence-based medical and behavioral health recommendations (preventive and certain nonpreventive acute and chronic conditions) from recognized sources, such as professional medical associations, voluntary health organizations and NIH centers.

Humana provides chronic disease management services and support to promote self-management by individuals with chronic conditions.

\* Guideline specifics available to both affiliated and nonaffiliated providers on Humana's website: https://www.humana.com/manage-your-health/health-condition-management

#### Comprehensive diabetes care

Comprehensive diabetes care includes the following:

- Diabetic retinal examinations Humana is committed to early intervention and continuous monitoring of diabetic eye disease in an effort to reduce diabetes-induced blindness in members.
- Fundoscopic exams Based on guidelines proposed by the American College of Physicians, the American Diabetic Association and the American Academy of Ophthalmology, Humana primary care providers (PCPs) that provide or manage services for recipients with a history of diabetes get at least one fundoscopic exam every 12 months.

### Comprehensive diabetes care (cont'd)

Attention to glycohemoglobin levels – Humana acknowledges that responsible control of blood glucose levels can delay the onset of many diabetic side effects. Glycohemoglobin is a laboratory indicator of how well a member's blood sugar is controlled. Consistent with American Diabetic Association recommendations, Humana primary care providers will provide or manage services that allow members with a history of diabetes receive glycohemoglobin screenings at least twice yearly.

### Comprehensive diabetes care (cont'd)

**Monitoring lipid levels** – Humana recognizes the direct link between hyperlipidemia, secondary hyperlipoproteinemias and diabetes mellitus. By closely monitoring lipids and lipoprotein levels in diabetics, better control of diabetes is possible. Consistent with the recommendations of the American Diabetes Association, Humana PCPs will provide or manage services for members with a history of diabetes, including annual lipid and lipoprotein determination. If any anomaly is found in the annual baseline, additional studies should be conducted as medically necessary.

### Nephropathy

Humana PCPs are encouraged to screen for nephropathy to delay or prevent loss of renal function through early detection and initiation of effective therapies and to manage complications in those identified with a renal disease. PCPs will manage the member by identifying evidence of a positive test for protein in the urine (microalbuminuria testing). The member will be monitored for several disorders, including end-stage renal disease, chronic renal failure, renal insufficiency or acute renal failure, and referred to a nephrologist when appropriate.

### Congestive heart failure

There are effective options for treating congestive heart failure (CHF) and its symptoms. Humana recognizes that early detection can reduce disease symptoms, and many heart failure patients can resume normal active lives. To further these goals, Humana PCPs are encouraged to provide or manage care of the CHF member by prescribing and monitoring use of an angiotensinconverting-enzyme (ACE) inhibitor, diuretic and angiotensin II receptor blockers (ARB) and by reviewing the contra-indications of prescribed medications.

An echocardiogram should be performed annually, the member should be instructed on nutrition, and education should be ongoing throughout his or her disease.

### Asthma

Humana PCPs are expected to measure member lung function, assess disease severity and monitor the course of therapy that:

- Introduces comprehensive pharmacologic therapy for long-term management that reverses and prevents airway inflammation characteristic of asthma, as well as pharmacologic therapy to manage asthma exacerbations.
- Includes instructing the the member about the need to avoid or eliminate contributing environmental control measures and factors that precipitate asthma symptoms or exacerbations.
- Facilitates education that fosters a partnership among the member, his or her family and clinicians.

#### Hypertension

Humana believes that PCPs can assist members by checking blood pressure at every opportunity and counseling members and their families about ways to prevent hypertension. Members benefit from general advice on healthy lifestyle habits, in particular healthy body weight, moderate alcohol consumption and regular exercise. The Humana PCP should document in each member's medical record the confirmation of hypertension and identify a member's hypertension risk.



Humana requires that PCPs assist members in obtaining necessary care in coordination with Humana Health Services staff. Providers should contact health services at 800-622-9529 or their provider contract representative for more details.



#### 9. Patient-centered medical home

#### What is a patient-centered medical home?

A **patient-centered medical home** is a model of care that strengthens the physicianpatient relationship by replacing episodic care with coordinated care and a long-term healing relationship.

Through the model, a PCP-led medical team takes responsibility for patient care, meeting member healthcare needs and arranging for appropriate care with other qualified clinicians. The goal of the medical home is to provide personalized, coordinated, effective and efficient care.

#### What is a patient-centered medical home? (cont'd)

Implementation of the medical home model of care involves:

- Achieving high-level accessibility
- Providing excellent communication between members, providers and staff
- Taking full advantage of the latest information technology to prescribe, communicate, track test results, obtain clinical support information and monitor performance.

#### What is a patient-centered medical home? (cont'd)

- Participating patient-centered medical homes are required to manage and provide evidence-based member services to integrate care with specialty and sub-specialty practices. The medical home is required to adhere to the following:
  - Access enhancement and continuity Accommodate member needs with access and advice during and after hours, give members and their families information about their medical home and provide patients with team-based care.
  - Member population identification and management Collect and use data for population management.

#### What is a patient-centered medical home? (cont'd)

- Care planning and management Use evidence-based guidelines for preventive, acute and chronic care medicine and mental health management
- Provisioning of self-care support and community resources Supply the information, tools and resources members and their families need to manage member self-care
- Care tracking and coordination Follow and analyze trends in tests and referrals and coordinate transitions of care
- Performance measurement and improvement Use performance and patient experience data for continuous quality improvement



10. Person-centered planning and self-determination

#### Member special needs consideration

Providers must make efforts to understand special member needs. The member may have challenges that include physical compromises as well as cognitive, behavioral, social and financial issues. Multiple comorbidities, complex conditions, frailty, disability, end-of-life issues, end-stage renal disease, isolation, depression and polypharmacy are some of the challenges facing these members each day.

Recognizing these significant member needs, Humana incorporates all of the principles of multidisciplinary integration, as well as person-centered care planning, coordination and treatment in our care coordination program.

#### Member special needs consideration (cont'd)

- Care management is delivered within an ICT structure and holistically addresses the needs of each member.
- To ensure the existence of person-centered and supported self-care, the member or authorized caregiver comprises the model of care core.
- Each Humana MMAI member is assigned a care coordinator who leads the member's ICT and works closely with the member's PCP to ensure necessary member care across the full spectrum of medical, behavioral health and long-term care services.

#### Member special needs consideration (cont'd)

- Humana's predictive model is based on claims history and analytics and used to determine the risk and intervention levels necessary to channel the member to the appropriate level of coordination.
- The mDAT, a scored and weighted assessment tool, produces a clinically sound snapshot at time or profile of the member's health status. The mDAT provides an overall risk score which, when combined with the predictive model score, is used to direct interventions targeted to impactable concerns.

#### Member participation

Members are encouraged to participate in all aspects of care management and coordination, including ICP development. The care coordinator and ICT ensure all necessary member assistance and accommodation (including those mandated by the ADA) to fully participate in the care planning and management process. The team also provides the member clear information about:

- His or her health conditions and functional limitations
- How the member can include family members and social supports in the care planning process
- Self-directed care options and available self-manage care assistance
- Educational and vocational opportunities
- Available treatment options, supports and/or alternative courses of care



11. Ombudsman program

#### What is the Ombudsman Program?

The Ombudsman Program is a long-term-care advocate effort for members in nursing homes, care homes and assisted-supportive living facilities. The program also serves member friends and families, as well as the long-term care facility staff and administration.

- The program is intended to:
  - Provide information about the rights of members and their families
  - Provide information about residents' needs to appropriate parties
  - Address complaints
  - Advocate for individualized care improvements in the long-term-care system

**NOTE**: Ombudsman program contacts are located in the appendix.



12. Quality enhancements (QE)

#### Quality enhancements (QE)

QE are defined as health-related, community-based member services to which Humana and its contracted providers (affiliated and subcontractors) must offer access. Services include children's programming, domestic violence classes, pregnancy prevention, smoking cessation, substance abuse programs and abuse recognition and reporting. Costs of these programs will not be reimbursed. In addition to the covered services specified in this section, Humana and its contracted providers should offer QE in member-accessible community settings.

The provider shall include documentation of community program referrals to the member's medical record of and follow-up to ensure receipt of services.

#### QE (cont'd)

QE programs include, but are not limited to, the following:

- Domestic violence screening Providers must screen members for signs of domestic violence and offer referral to appropriate community prevention agencies and services.
- Pregnancy prevention Humana and its contracted providers are required to regularly conduct pregnancy prevention programs or make good faith efforts to involve members in existing community prevention programs, such as an abstinence education program. Member programs are open to everyone, regardless of age, gender, pregnancy status or parental consent.
- Prenatal/postpartum pregnancy programs Humana provides noncompliant pregnant and post-partum members with educational materials, counseling and regular home visits from home health nurses or aides and counseling and educational materials.

#### QE (cont'd)

Smoking cessation – Humana and its contracted providers are required to regularly conduct smoking cessation programs for all members or make good-faith efforts to involve members in existing community cessation programs. Counseling must be available to all members. Providers should consult the Quick Reference Guide for assistance in identifying tobacco users and supporting and delivering effective cessation interventions. Request copies of the guide from:

DHHS, Agency for Health Care Research & Quality (AHR) Publications Clearinghouse Mail: P.O. Box 8547, Silver Spring MD 20907 Phone: 800-358-9295

Substance abuse – Humana offers substance abuse screening training to providers.
 Humana and Humana-contracted providers are required to offer targeted members either community- or plan-sponsored substance abuse programs.



13. Americans with Disabilities Act (ADA) requirements

#### **ADA requirements**

Providers are required to comply with all ADA requirements, including:

- Utilization of waiting room and exam room furniture that meets the needs of all members, including those with physical and nonphysical disabilities
- Interpretation service provision for members with limited English proficiency and auxiliary aids for hearing and visually-impaired
- Use of clear signage throughout provider offices
- Adequate provider office parking and access provisions for provider for members



# 14. Affordable Care Act: Non-discrimination requirements

#### Section 1557 requirements

Providers that operate a health program or activity and receive federal financial assistance from the Department of Health and Human Services (HHS) for any part of that program or activity are required to comply with Section 1557 of the ACA. Requirements include:

- Posting of a nondiscrimination statement in provider offices
- Posting of a notice about nondiscrimination and accessibility requirements

Helpful links:

 Model Notice of Nondiscrimination in English and Translated Versions: <u>https://www.hhs.gov/civil-rights/for-individuals/section-1557/translated-resources/index.html</u>

Training Materials for Section 1557: <u>https://www.hhs.gov/civil-rights/for-providers/training/index.html</u>



#### 15. Olmstead ruling and independent living

#### Olmstead v. L.C.

On June 22, 1999, the U.S. Supreme Court held in Olmstead v. L.C. that "unjustified segregation of persons with disabilities constitutes discrimination in violation of Title II of the Americans with Disabilities Act. The court held that public entities must provide community-based services to persons with disabilities when (1) such services are appropriate; (2) the affected persons do not oppose community-based treatment; and (3) community-based services can be reasonably accommodated, taking into account the resources available to the public entity and the needs of others who are receiving disability services from the entity."

#### Olmstead v. L.C. (cont'd)

The Supreme Court explained that its holding "reflects two evident judgments." First, "institutional placement of persons who can handle and benefit from community settings perpetuates unwarranted assumptions that persons so isolated are incapable of or unworthy of participating in community life." Second, "confinement in an institution severely diminishes the everyday life activities of individuals, including family relations, social contacts, work options, economic independence, educational advancement and cultural enrichment."



### 16.Access to recovery

#### Access to recovery

- Recovery access provides clients with options for clinical treatment and support services that support their efforts to live drug- and alcohol-free or recover from mental illness.
- Services typically are performed in face-to-face individual or group settings.
- Some services require reimbursement and others are free of charge in the community.
- Access to these recovery services can be obtained from community-based, faith-based and secular organizations, or from facilities licensed by the state Division of Alcoholism and Substance Abuse.

**NOTE**: If interested in becoming a program provider, please see consult the appendix for state-specific information.

#### Access to recovery (cont'd)

Available services include:

- **Continuing care services** Post-discharge services provided by inpatient treatment programs and performed by experienced counselors who assist members in meeting goals of continued care plan.
- **Employment coaching** Skills-based member training related to employment that may include resume writing, mock interviewing and job search coaching.
- **Pastoral counseling** Services that provide supportive witness to members during times of transition, emotional stress and life changes.
- **Peer and recovery coaching** Services that include topics such as relapse prevention, coping skills, anger management, domestic violence, decision-making, lifestyle choices, pursuing interests and participating in drug-free recreation.

Other coaching opportunities may be available.



#### 17. Community outreach provider compliance

#### Requirements

Providers must comply with the following requirements:

- Healthcare providers may display health-plan-specific materials in their own offices.
- Healthcare providers cannot orally or in writing compare benefits or provider networks among health plans, other than to confirm whether they participate in a health plan's network.
- Healthcare providers may announce a new affiliation with a health plan, and give patients a list of health plans with which they contract.
- Healthcare providers may cosponsor events such as health fairs and advertise with the health plan in indirect ways, such as television, radio, posters, flyers and print advertisements.

#### Requirements (cont'd)

- Healthcare providers shall not furnish patient lists to the health plan with which they contract, or to any other entity; nor can providers furnish other health plans' membership lists to the health plan; nor can providers assist with health plan enrollment.
- Providers may distribute health plan information about non-health planspecific healthcare services and the provision of health, welfare and social services by the state or local communities, if inquiries from prospective members are referred to the member services section of the health plan or the agency's choice counselor/enrollment broker.



## 18.Fraud, wasteand abuse

#### Fraud, waste and abuse (FWA) in Medicaid

- Both the federal government and individual states are establishing and monitoring Medicaid requirements designed to reduce FWA in the Medicaid program.
- Healthcare FWA can involve physicians, pharmacists, beneficiaries and medical equipment companies. Success in combating healthcare FWA is measured not only by convictions, but also by effective deterrent efforts.

Additional information about FWA is available in a CMS-published training document, *Medicare Parts C and D Fraud, Waste, and Abuse Training and Medicare Parts C and D General Compliance Training*. Its concepts also apply to Medicaid. Access directions are located at <u>Humana.com/fraud</u>.

#### **Reporting FWA concerns**

Anyone who suspects or detects an FWA violation is required to report it either to Humana or within his/her respective organization, which will then forward the information to Humana.

Telephone contacts SIU direct line: 800-558-4444 Monday through Friday: 8 a.m. to 4 p.m., Eastern time

SIU hotline: 800-614-4126 (24/7 access) Ethics Help Line: 877-5-THE-KEY (1-877-584-3539)

- Email: <a href="mailto:siureferrals@humana.com">siureferrals@humana.com</a> or <a href="mailto:ethics@humana.com">ethics@humana.com</a>
- Web: <u>www.ethicshelpline.com</u>
- Fax: 920-339-3613

#### Key features of reporting directly to Humana

- Anonymity: If the person making the report chooses to remain anonymous, he/she is encouraged to provide enough information about the suspected violation (i.e., date[s] and person[s], system[s] and type[s] of information involved) to allow Humana to review the situation and respond appropriately
- Confidentiality: Processes are in place to maintain confidentiality of reports; Humana allows confidential report follow-up

Humana strictly prohibits intimidation and/or retaliation against anyone who, in good faith, reports suspected or detected violation of ethical standards.

Any entity supporting Humana that offers a reporting option to its employees and downstream entities must provide 24/7 access and the same key features outlined here.

#### **Appendix** State-specific information

#### Illinois

- For more information on how your practice can become a patient-centered medical home, contact Humana Illinois Provider Contracting at 312-441-5020.
- Contacts for the Illinois Ombudsman Program are listed on the following website: <u>https://www2.illinois.gov/aging/programs/LTCOmbudsman/Pages/default.aspx</u>
- For more information on how to become a provider for Illinois Access to Recovery (ATR), contact the ATR service coordinator at 312-814-3701 to request an application.

#### References

#### State-specific references

#### <u>Illinois</u>

- Illinois Department on Aging
- <u>Illinois Department of Human Services</u>
- <u>Illinois Department of Rehabilitative Services</u>