

# **Health Maintenance Organization Network Access Plan Instructions**

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**Managed Care Section  
Division of Market Regulation  
Missouri Department of Insurance, Financial Institutions and Professional Registration**

## **The Access Plan**

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Pursuant to §354.603, RSMo, HMOs licensed in the state of Missouri must file an Access Plan with the Missouri Department of Insurance, Financial Institutions and Professional Registration (DIFP). The Access Plan must include the following information. Each of the items and sub-items listed below should be clearly labeled and should be presented in the order given to ensure full credit for everything submitted:

1. A description of the health carrier's network (in a format that is described later in these instructions or a completed affidavit per 20 CSR 400-7.095 Exhibit B).
2. A description of the HMO's procedures for making referrals within and outside its network.
3. A description of the HMO's process for monitoring and assuring on an ongoing basis the sufficiency of the network to meet the health care needs of enrollees of the managed care plan.
4. A description of the HMO's method for assessing the health care needs of enrollees and their satisfaction with services.
5. A description of the HMO's method of informing enrollees of the plan's services and features, including but not limited to, the plan's grievance procedures, its process for choosing and changing providers and its procedures for providing and approving emergency and specialty care.
6. A description of the HMO's system for ensuring the coordination and continuity of care for enrollees referred to specialty physicians, using ancillary services (including social services and other community resources) and for ensuring appropriate discharge planning.
7. A description of the HMO's process for enabling enrollees to change primary care physicians.
8. A description of the HMO's proposed plan for providing continuity of care in the event of contract termination between the health carrier and any of its participating providers, a reduction in service area or the health carrier's insolvency or other inability to continue operations. The description shall explain how enrollees would be notified should any of these events occur, and how enrollees would be transferred to other providers in a timely manner.
9. Any other information required by the director to determine compliance with the provisions of §RSMo 354.600-354.636:
  - A. For the **2009** filing, the Director requires that all HMOs include their most recent copies of all network provider directories with the access plan, pursuant to §354.603.2(9), RSMo. This includes any directories issued by sub-contractors, such as mental health, pharmacy, dental, vision, etc.
  - B. Information as required by 20 CSR 400-7.095 (2)(A)3 demonstrating the following:
    1. Emergency Medical Services – a written triage, treatment and transfer protocol for all ambulance services and hospitals is in place. The protocol shall address post-emergency situations when members have received emergency care from a non-participating provider.
    2. Home Health Providers – Home health providers are contracted to serve enrollees in each county where enrollment is reported. A home health provider need not be physically located or headquartered in each county. However, there must be at least one (1) home health provider under contract to serve enrollees in each county of the HMO's service area.
    3. Administrative Measures for Timely Access to Appointments are in place for the medical providers listed in Exhibit A based on the following guidelines:
      - (a) Routine care, without symptoms – within thirty (30) days from the time the enrollee contacts the provider;
      - (b) Routine care, with symptoms – within five (5) business days from the time the enrollee contacts the provider;
      - (c) Urgent care for illnesses/injuries which require care immediately, but which do not constitute emergencies as defined by 354.600, RSMo – within twenty-four (24) hours from the time the enrollee contacts the provider,
      - (d) Emergency care – a provider or emergency care facility shall be available twenty-four (24) hours per day, seven (7) days per week for enrollees who require emergency care as defined by 354.600, RSMo;
      - (e) Obstetrical care – within one (1) week for enrollees in the first or second trimester of pregnancy; within three (3) days for enrollees in the third trimester. Emergency obstetrical care is subject to the

*Missouri Department of Insurance, Financial Institutions and Professional Registration  
Access Plan Filing Instructions*

same standards as emergency care, except that an obstetrician must be available twenty-four (24) hours per day, seven (7) days per week for enrollees who require emergency obstetrical care; and (f) Mental health care – telephone access to a licensed therapist shall be available twenty-four (24) hours per day, seven (7) days per week.

4. A section demonstrating or stating the entire network is available to all enrollees of a managed care plan and describing any network management practices that affect enrollees' access to all participating providers, including employer specific networks.
5. For employer specific networks, a section demonstrating that the group contract holder agreed in writing to the different or reduced network. An employer specific network is subject to the standards in this rule.
6. A listing of the product names used to market the managed care plans.
7. Written policies and procedures to assure that with regard to providers not addressed in Exhibit A of this regulation, access to such providers is reasonable. For otherwise covered services, the policies and procedures must show that the HMO will provide out-of-network access at no greater cost to the enrollee than for access to in-network providers if access to in-network providers cannot be assured without unreasonable delay.

**C. Information as follows regarding network hospitals which utilize non-network service providers, including but not limited to radiologists, anesthesiologists, pathologists, laboratories (or other hospital-based service providers):**

1. Name(s) and address(es) of participating facilities where this occurs.
2. Identify which specific hospital-based service providers are not contracted at that hospital.
3. Method of payment for the non-network services and/or enrollee's financial obligation.
4. Copy of disclosure provided to all enrollees (including POS enrollees) regarding the hospital and the enrollee's possible financial obligation.

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- Annual access plans must be submitted on or before **March 1** of each year. **(DIFP will not consider filings late if received March 2, 2009.)**
- A new access plan must be filed if the HMO experiences a significant change in its network or enrollment or approved service area before the annual filing date.

**Additional Instructions for MC+ networks**

Pursuant to Attachment 5 of the most recent MO HealthNet Managed Care contract, MO HealthNet Managed Care health plans are encouraged to reflect any applicable Community Mental Health Centers, Federally Qualified Health Centers, Rural Health Clinics, Family Planning Providers, Local Public Health Agencies or School Based Clinics in the applicable network data file. For example, the location of a Local Public Health Agency contracted to provide primary care services should be reflected in the provider data file. If the medical professional rendering care at that location is unknown, it is acceptable to put the Local Public Health Agency's name in either the FRSTNAME or LASTNAME field of the provider data file. (Please see pages 9, 11 and 13 for additional information on the required data files.)

HMOs in the MO HealthNet Managed Care Program are required to include data on participating dental care providers. See page 14 for the required data code for general dental providers. This data fulfills MO HealthNet Managed Care contract requirements and does not affect any HMO's enrollee access score.

Standards for access to care for HMOs in the MO HealthNet Managed Care Program are more stringent in some cases than those required by DIFP, for example appointment standards. HMOs in the MO HealthNet Managed Care Program will be evaluated according to the contract with the MO HealthNet Division.

## **General Filing Information**

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20 CSR 400-7.095 sets forth specific criteria that DIFP will use to evaluate each HMO's network. The regulation uses distance and wait-time standards set forth for specified medical professionals, facilities and ancillary service providers. These Instructions are intended as guidelines for preparation of the required information.

### **Filing fees:**

Pursuant to §354.495, RSMo, DIFP will collect a filing fee of \$50.00 for each Access Plan filed. This fee will be billed through DIFP's automated billing system. A TD-1 is **NOT** required.

### **Where to send the Access Plan(s):**

Please mail the completed Access Plan with the required items and CD's(s) on or before **March 1, 2009 (DIFP will not consider filings late if received March 2, 2009.)** to:

Kembra Springs, Managed Care Specialist  
Missouri Department of Insurance, Financial Institutions and Professional Registration  
Managed Care Section  
301 West High Street, Room 530  
Jefferson City, MO 65102

The data portion of the Access Plan may be e-mailed. DIFP requests that e-mail submissions be sent to the Managed Care Specialist at [Kembra.Springs@insurance.mo.gov](mailto:Kembra.Springs@insurance.mo.gov). Data files attached to emails should be zipped to ensure they pass DIFP's email restrictions.

### **How to contact the Managed Care Section:**

Please send direct inquiries regarding the Access Plan to Kembra Springs at the above address, or by phone at (573) 526-1371 or via email at [Kembra.Springs@insurance.mo.gov](mailto:Kembra.Springs@insurance.mo.gov).

### **The World Wide Web:**

Copies of these instructions can also be obtained on the DIFP homepage at:

<http://www.insurance.mo.gov/industry/filings/mc/accessMain.htm>

### **Reminders:**

Networks that contain POS providers: When reporting a network, report only the regular HMO network. Do not include the POS providers and facilities. POS enrollees should continue to be included and reported in the appropriate enrollee file as done in the past.

**The 2009 access plans should contain all changes and corrections noted in the 2008 access plans.**

## **The Cover Letter**

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Please include a cover letter containing the following information:

1. All managed care plans (MCPs) offered by the HMO, including each product's name and type.

**NOTE:** If separate MCPs have different networks, you must submit a separate set of data files or affidavit for each MCP.

2. A chart indicating the populations served by the HMO and the Missouri counties in which the HMO is currently serving those populations (see example below).

| <b>Approved Service Area</b> | <b>Commercial Plan</b> | <b>Medicaid Plan</b> | <b>Medicare Plan</b> | <b>MCHCP Plan</b> |
|------------------------------|------------------------|----------------------|----------------------|-------------------|
| ADAIR                        | X                      |                      |                      | X                 |
| ANDREW                       | X                      | X                    |                      | X                 |
| ATCHISON                     | X                      | X                    | X                    |                   |
| AUDRAIN                      | X                      | X                    | X                    | X                 |
| BARRY                        | X                      | X                    | X                    | X                 |
| BARTON                       | X                      |                      | X                    |                   |

'X' indicates that the HMO serves that population in the corresponding county listed in the first column.

## **Network Description - Data Submission Guidelines**

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For each MCP, four distinct data files for each network should be submitted to DIFP for analysis.

Data files that are infected with any form of virus will be destroyed, and must be resubmitted free of viruses.

The Managed Care Section uses GeoNetworks to analyze each network.

The required files are as follows:

1. The **enrollee file** must contain a count by Zip code of the number of enrollees accessing the network. **DO NOT INCLUDE ADMINISTRATIVE SERVICES ONLY (ASO) MEMBERS IN THE ENROLLEE FILE.** Include only information for members employed or residing in the state of Missouri.
2. The **provider file** must contain information about medical professionals that are available to the members listed in the enrollee file, and with whom the carrier has an agreement or other contractual arrangement.
  - **The file must include all subcontracted professionals.**
3. The **facility file** must contain information about the facilities that are available to the members listed in the enrollee file, and with whom the carrier has an agreement or other contractual arrangement.
  - **The file must include all subcontracted facilities.**
4. The **ancillary file** must contain information about the ancillary service providers that are available to the members listed in the enrollee file, and with whom the carrier has an agreement or other contractual arrangement.
  - **The file must include all subcontracted ancillary service providers.**

All files should contain data as of **January 1st** for the year being reported. Specific formatting guidelines for these files begin on page 7 of these instructions.

Data may be e-mailed to the Managed Care Section, [Kembra.Springs@insurance.mo.gov](mailto:Kembra.Springs@insurance.mo.gov), or mailed on CD's.

Data files attached to emails should be zipped to ensure they pass DIFP's email restrictions.

**If the MCP is covered by accreditation, then an affidavit may be submitted instead of data files.**

## **I. Enrollee File(s) Instructions**

The enrollee file must contain a count by Zip code of the number of enrollees accessing each MCP submitted as of **January 1st**. These files should be submitted in either ASCII (\*.txt) or MS Access (\*.mdb) formats. File names, field names/column headings, and the required contents of each data file are listed below. The formatting recommendations for submission of ASCII fixed-record length, non-delimited text format are also listed below should the HMO elect to use this format. The number of enrollee files required will depend on what products the HMO offers. **Do not include Administrative Services Only (ASO) members in any file.**

### **Commercial Plan enrollee file (COMENR.txt or COMENR.mdb)**

(Including commercial HMO and POS members, combined group and individual, EXCLUDING Medicaid, Medicare, MCHCP and ASO members)

Field 1: ZIPCODE (5-digit Zip code)

Field 2: COUNTCM (Commercial HMO plan enrollee count)

Field 3: NAIC (Reporting HMO's 5-digit NAIC number)

### **Medicaid Plan enrollee file (MDCDENR.txt or MDCDENR.mdb)**

Field 1: ZIPCODE (5-digit Zip code)

Field 2: COUNTMCD (Medicaid plan enrollee count)

Field 3: NAIC (Reporting HMO's 5-digit NAIC number)

### **Medicare Plan enrollee file (MDCRENr.txt or MDCRENr.mdb)**

Field 1: ZIPCODE (5-digit Zip code)

Field 2: COUNTMCR (Medicare plan enrollee count)

Field 3: NAIC (Reporting HMO's 5-digit NAIC number)

### **MCHCP Plan enrollee file (MCHCPENR.txt or MCHCPENR.mdb)**

Field 1: ZIPCODE (5-digit Zip code)

Field 2: COUNTMCH (MCHCP plan enrollee count)

Field 3: NAIC (Reporting HMO's 5-digit NAIC number)

**Enrollee File ASCII Parameters:** If an ASCII fixed-width file format is used there should be a separate record of fixed-length 18 for each applicable Zip code. All numeric fields should be right justified (left zero filled) and all text fields left justified. Please do not include decimals, commas or carriage control characters in the data file.

### **Enrollee File ASCII Parameters:**

| <b>Field Name/Column Heading</b> | <b>Field Length</b> | <b>Field Position</b> | <b>Field Type</b> |
|----------------------------------|---------------------|-----------------------|-------------------|
| ZIPCODE                          | 5                   | 01-05                 | Text              |
| COUNT*                           | 8                   | 06-13                 | Numeric           |
| NAIC                             | 5                   | 14-18                 | Text              |

\*COUNTCM for commercial enrollees, or COUNTMCD for MC+ enrollees, or COUNTMCR for Medicare Advantage enrollees, or COUNTMCH for Missouri Consolidated Health Plan (MCHCP) enrollees

## **II. Provider File Instructions**

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Please submit only ONE provider file per MCP. Each provider file must contain medical professionals of the types listed on page 14. This file must contain all subcontracted medical professionals. **Failure to include subcontracted medical professionals may cause an HMO network to appear inadequate.**

**NOTE:** Report all medical professionals that would provide services to Missouri enrollees.

**NOTE:** Report a Primary Care Physician as a Specialist ONLY if he/she is licensed, practicing and contracted to provide that specialty. If a physician serves as both a PCP and a Specialist, place a “1” in both the **PRIMCARE** and **SPCILST** Fields.

**NOTE:** Addresses should indicate the street, city, state and Zip code where medical professionals practice their specialty. **Do not use PO Box numbers! Do not use suite numbers!** GeoNetworks will not process PO Box numbers, the intersection of two streets (Main St and First St), St. as an abbreviation for Saint, or Highway addresses that are not USPS (United States Postal Service) standard. Any medical professional address listed with a PO Box, a suite number, the intersection of two streets, St. as an abbreviation of Saint or Highway addresses that are not USPS standard will be removed from the data. This may cause the HMO’s network to appear inadequate. DIFP will inform each HMO if their provider file(s) contain address information that cannot be used.

**NOTE:** If a medical professional practices at multiple locations, please provide a separate record for each address. **Do not put extra practice locations in an “Address 2” field or any variation of supplying that information through additional fields.** Any fields beyond what are required in these instructions are eliminated from the data files prior to analysis. DIFP will inform any HMO that is affected if extra address fields were eliminated. DIFP does not have the resources to inform HMOs exactly which addresses would be lost if extra address fields are eliminated.

**NOTE:** License Numbers are those assigned by DIFP, Division of Professional Registration. License numbers are collected on the Standardized Credentialing Form (SCF) for every contracted medical professional. **Do not use ID numbers assigned by the HMO.** Any medical professionals in the provider file that do not have a valid license number may be excluded from the network analysis. DIFP will inform any HMO affected if medical professionals were eliminated due to lack of valid license numbers.

**NOTE:** Some of the medical professional codes begin with zero. **Failure to format SPEC1, SPEC2 and SPEC3 as text fields will result in the loss of leading zeros.** DIFP will require the provider file to be resubmitted with the appropriate formatting and intact medical professional codes.

**NOTE:** For MC+ plans, any of the agencies listed in Attachment 5 of the most recent MC+ contract that are providing primary care or specialty care services should be listed in the provider data file. (An agency or clinic that does not provide the full range of primary care services specified in the MC+ contract cannot be reported as a PCP, but may be reported as any applicable specialty care provider, such as vision care.) If the medical professional rendering care at the applicable location is unknown, it is acceptable to put the applicable agency’s name in either the **FRSTNAME** or **LASTNAME** field of the provider data file.

This file is to be prepared based on medical professionals in the applicable network as of **January 1<sup>st</sup>**.

*Missouri Department of Insurance, Financial Institutions and Professional Registration  
Access Plan Filing Instructions*

**Provider File ASCII Parameters:** If an ASCII fixed-width file format is used, there should be a separate record of fixed-length 143 for each contracted and subcontracted medical professional. All fields should be left justified text fields. Please do not include decimals, commas or carriage control characters in the data file.

| <b>Field Name/ Column Heading</b> | <b>Field Description</b>   | <b>Field Length</b> | <b>Field Position</b> | <b>Field Type</b>       |
|-----------------------------------|--|---------------------|-----------------------|-------------------------|
| LICNUM                            | Medical Professional's license number (See p. 8 of the SCF <sup>1</sup> )  | 10                  | 01-10                 | Text                    |
| LASTNAME                          | Medical Professional's last name   | 25                  | 11-35                 | Text                    |
| FRSTNAME                          | Medical Professional's first name  | 18                  | 36-53                 | Text                    |
| MIDINIT                           | Medical Professional's middle initial  | 1                   | 54                    | Text                    |
| PROVADD                           | Medical Professional's <b>practice</b> address <b>Not a PO Box</b>   | 40                  | 55-94                 | Text                    |
| PROVCITY                          | Medical Professional's <b>practice</b> city  | 20                  | 95-114                | Text                    |
| PROVST                            | Medical Professional's <b>practice</b> state   | 2                   | 115-116               | Text                    |
| ZIPCODE                           | Medical Professional's <b>practice</b> zipcode.  | 5                   | 117-121               | Text                    |
| PRIMCARE                          | Is the Medical Professional a Primary Care Physician? 1=yes 0=no   | 1                   | 122                   | Text                    |
| SPCILST                           | Is the Medical Professional a specialist? 1=yes 0=no   | 1                   | 123                   | Text                    |
| HMOCOMM                           | Does the Medical Professional see commercial enrollees? 1=yes 0=no   | 1                   | 124                   | Text                    |
| HMOMDCR                           | Does the Medical Professional see Medicare enrollees? 1=yes 0=no   | 1                   | 125                   | Text                    |
| HMOMDCD                           | Does the Medical Professional see Medicaid enrollees? 1=yes 0=no   | 1                   | 126                   | Text                    |
| HMOMCHCP                          | Does the Medical Professional see MCHCP enrollees? 1=yes 0=no  | 1                   | 127                   | Text                    |
| PRIMEYE                           | Does Medical Professional's contract include provision of primary medical eye care? 1=yes 0=no   | 1                   | 128                   | Text                    |
| SPEC1                             | Medical Professional's most frequently practiced specialty (See p. 7 of the SCF <sup>1</sup> and choose from the list of codes on page 15 of these instructions.)            | 3                   | 129-131               | <b>Text<sup>2</sup></b> |
| SPEC2                             | Medical Professional's second most frequently practiced specialty, if any (See p. 7 of the SCF <sup>1</sup> and choose from list of codes on page 15 of these instructions.) | 3                   | 132-134               | <b>Text<sup>2</sup></b> |
| SPEC3                             | Medical Professional's third most frequently practiced specialty, if any (See p. 7 of the SCF <sup>1</sup> and choose from list of codes on page 15 of these instructions.)  | 3                   | 135-137               | <b>Text<sup>2</sup></b> |
| CLOSPRAC                          | Is the Medical Professional closed to new patients? 1=yes 0=no (See p.2 #21 of the SCF <sup>1</sup> )  | 1                   | 138                   | Text                    |
| PROVNAIC                          | Reporting HMO's 5-digit NAIC number  | 5                   | 139-143               | Text                    |

<sup>1</sup>Standardized Credentialing Form for Missouri

<sup>2</sup>Some of the medical professional codes begin with zero. Failure to format Spec1, Spec2 and Spec3 as text fields will result in the loss of leading zeros. DIFP will require the provider file to be resubmitted with the appropriate formatting and intact medical professional codes.

### **III. Facility File Instructions**

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Please submit only ONE facility file per MCP. Each facility file must contain the facilities listed on page 15, including hospitals, ambulatory, residential and inpatient mental health facilities and pharmacies. This file must contain all subcontracted facilities (i.e. third party pharmacy vendors). **Failure to report subcontracted facilities may cause an HMO network to appear inadequate.**

**NOTE:** Addresses should indicate the street, city, state and Zip code where medical professionals practice their specialty. **Do not use PO Box numbers! Do not use suite numbers!** GeoNetworks will not process PO Box numbers, the intersection of two streets (Main St and First St), St. as an abbreviation for Saint, or Highway addresses that are not USPS (United States Postal Service) standard. Any medical professional address listed with a PO Box, a suite number, the intersection of two streets, St. as an abbreviation of Saint or Highway addresses that are not USPS standard will be removed from the data. This may cause the HMO's network to appear inadequate. DIFP will inform each HMO if their provider file(s) contain address information that cannot be used.

**NOTE:** In order to correctly reflect all services provided by a facility, it may need to be listed more than once in the facility file. For example, a particular hospital could be listed between one and eleven separate times according to the services it provides. See page 15 for the complete list of all facility codes.

**NOTE:** For MC+ plans, any of the agencies listed in Attachment 5 of the most recent MC+ contract that are providing mental health or pharmacy services should be listed in the facility data file.

**NOTE:** It is permissible to use the NABP# for pharmacies rather than a tax ID number.

This file is to be prepared based on health care facilities in the applicable network as of **January 1<sup>st</sup>**.

**Facility File ASCII Parameters:** If an ASCII fixed-width format is used there should be a separate record of fixed-length 234 for each contracted and subcontracted health care facility. All fields should be left justified text fields. Please do not include decimals, commas or carriage control characters in the facility file.

**Facility File ASCII Parameters:**

| <b>Field Name/<br/>Column Heading</b> | <b>Field<br/>Description</b>                               | <b>Field<br/>Length</b> | <b>Field<br/>Position</b> | <b>Field<br/>Type</b> |
|---------------------------------------|--|-------------------------|---------------------------|-----------------------|
| TAXID                                 | Facility's tax ID number or NABP# for pharmacy             | 15                      | 01-15                     | Text                  |
| FACTYPE                               | Type of facility (See list of applicable codes on page 15) | 3                       | 16-18                     | Text                  |
| FACNAME                               | Facility's name  | 100                     | 19-118                    | Text                  |
| FACSTRT                               | Facility's street address <b>Not a PO Box</b>              | 80                      | 119-198                   | Text                  |
| FACCITY                               | Facility's city  | 20                      | 199-218                   | Text                  |
| FACSTATE                              | Facility's state   | 2                       | 219-220                   | Text                  |
| ZIPCODE                               | Facility's zipcode   | 5                       | 221-225                   | Text                  |
| FACCOMM                               | Does the facility see commercial enrollees? 1=yes 0=no     | 1                       | 226                       | Text                  |
| FACMDCR                               | Does the facility see Medicare enrollees? 1=yes 0=no       | 1                       | 227                       | Text                  |
| FACMDCD                               | Does the facility see Medicaid enrollees? 1=yes 0=no       | 1                       | 228                       | Text                  |
| FACMCHCP                              | Does the facility see MCHCP enrollees? 1=yes 0=no          | 1                       | 229                       | Text                  |
| FACNAIC                               | Reporting HMO's 5-digit NAIC number                        | 5                       | 230-234                   | Text                  |

#### **IV. Ancillary Provider File Instructions**

Please submit only ONE ancillary file per MCP. Each ancillary file must contain the ancillary service providers listed on page 15, including physical, speech and occupational therapists, and audiologists. This file must contain all subcontracted ancillary service providers, individuals, groups and facilities. **Failure to include subcontracted ancillary service providers may cause an HMO network to appear inadequate.**

**NOTE:** Addresses should indicate the street, city, state and Zip code where medical professionals practice their specialty. **Do not use PO Box numbers! Do not use suite numbers!** GeoNetworks will not process PO Box numbers, the intersection of two streets (Main St and First St), St. as an abbreviation for Saint, or Highway addresses that are not USPS (United States Postal Service) standard. Any medical professional address listed with a PO Box, a suite number, the intersection of two streets, St. as an abbreviation of Saint or Highway addresses that are not USPS standard will be removed from the data. This may cause the HMO's network to appear inadequate. DIFP will inform each HMO if their provider file(s) contain address information that cannot be used.

**NOTE:** It may be necessary to list an ancillary service provider more than once in order to accurately reflect all services that they may provide. Ancillary service providers may be individuals or facilities. For example, a hospital previously reported in the facility file may provide certain therapy or nursing services, and should be reported in the ancillary file with the appropriate ancillary service code(s).

**NOTE:** For MC+ plans, any of the agencies listed in Attachment 5 of the most recent MC+ contract that are providing ancillary services should be listed in the ancillary data file.

**NOTE:** Do not include Home Health Providers in the Ancillary Data File. Home Health Providers are reported in chart form in the written portion of the access plan, per 20 CSR 400-7.095(2)(A)3.A. Please see page 2 of these instructions. Please be aware that this information may be subject to verification by our Market Conduct examiners at any time.

This file is to be prepared based on ancillary service providers in the applicable network as of the **January 1<sup>st</sup>**.

*Missouri Department of Insurance, Financial Institutions and Professional Registration  
Access Plan Filing Instructions*

**Ancillary Services File ASCII Parameters:** If an ASCII fixed-width format is used there should be a separate record of fixed-length 236 for each contracted and subcontracted ancillary service provider. All fields should be left justified text fields. Do not include decimals, commas or carriage control characters in data file.

**Ancillary Services File ASCII Parameters:**

| <b>Field Name/<br/>Column Heading</b> | <b>Field Description</b>   | <b>Field Length</b> | <b>Field Position</b> | <b>Field Type</b> |
|---------------------------------------|--|---------------------|-----------------------|-------------------|
| TAXID                                 | Ancillary service provider's tax ID number   | 15                  | 01-15                 | Text              |
| ANCTYPE                               | Type of ancillary service provider (See list of applicable codes on page 15)               | 3                   | 16-18                 | Text              |
| ANCNAME                               | Ancillary service provider's name  | 100                 | 19-118                | Text              |
| ANCSTRT                               | Ancillary service provider's street address <b>Not a PO Box</b>                            | 80                  | 119-198               | Text              |
| ANCCITY                               | Ancillary service provider's city  | 20                  | 199-218               | Text              |
| ANCSTATE                              | Ancillary service provider's state   | 2                   | 219-220               | Text              |
| ZIPCODE                               | Ancillary service provider's zipcode   | 5                   | 221-225               | Text              |
| ANCCOMM                               | Does the ancillary service provider see commercial enrollees? 1=yes 0=no                   | 1                   | 226                   | Text              |
| ANCMDCR                               | Does the ancillary service provider see Medicare enrollees? 1=yes 0=no                     | 1                   | 227                   | Text              |
| ANCMDCD                               | Does the ancillary service provider see Medicaid enrollees? 1=yes 0=no                     | 1                   | 228                   | Text              |
| ANCMCHCP                              | Does the ancillary service provider see MCHCP enrollees? 1=yes 0=no                        | 1                   | 229                   | Text              |
| ANCHOME                               | Does the ancillary service provider offer home-based services to enrollees? 1=yes 0=no     | 1                   | 230                   | Text              |
| ANCFACIL                              | Does the ancillary service provider offer facility-based services to enrollees? 1=yes 0=no | 1                   | 231                   | Text              |
| ANCNAIC                               | Reporting HMO's 5-digit NAIC number  | 5                   | 232-236               | Text              |

## **MEDICAL PROFESSIONAL CODES\***

*\*These codes were adapted from the American Medical Association and American Osteopathic Association Specialty Codes List.*

### **Primary Care Providers**

|                   |     |                               |     |
|-------------------|-----|-------------------------------|-----|
| General Medicine  | 087 | †Obstetrics                   | 029 |
| Family Medicine   | 010 | †Gynecology                   | 015 |
| Internal Medicine | 019 | †Obstetrics/Gynecology        | 030 |
| Pediatrics        | 038 | †Advanced Nurse Practitioners | ANP |

†These providers are primary care providers only if the HMO permits this pursuant to the benefits contract and the provider contract. HMOs wanting to use the services of an Advanced Nurse Practitioners as a PCP in their commercial or MCHCP network must request an exception per 20 CSR 400-7.095(3)(A)1.B.(V).

### **Specialists**

|                       |     |                               |            |
|-----------------------|-----|-------------------------------|------------|
| Obstetrics/Gynecology | 030 | Physical Medicine/Rehab       | 042        |
| Neurology             | 024 | Podiatry                      | 200        |
| Dermatology           | 006 | ‡Vision Care/Primary Eye Care | 201 or 032 |

‡ (Ophthalmologists providing primary eye care-report as 032 with 1 in PRIMEYE field. Optometrists providing primary eye care-report as 201 with 1 in PRIMEYE field.)

### **Medical Subspecialties:**

|                     |     |                   |     |
|---------------------|-----|-------------------|-----|
| Allergy             | 002 | Orthopedics       | 202 |
| Cardiology          | 106 | Otolaryngology    | 094 |
| Endocrinology       | 009 | Pediatric         | 038 |
| Gastroenterology    | 011 | Pulmonary Disease | 048 |
| Hematology/Oncology | 110 | Rheumatology      | 053 |
| Infectious Disease  | 018 | Urology           | 125 |
| Nephrology          | 023 | General Surgery   | 059 |
| Ophthalmology       | 032 |                   |     |

### **Mental Health Providers:**

|                               |     |                                |     |
|-------------------------------|-----|--------------------------------|-----|
| Psychiatrist-Adult/General    | 043 | Psychologists/Other Therapists | PSY |
| Psychiatrist-Child/Adolescent | 044 | (Not including psychiatry)     |     |

### **Chiropractic Care:**

|              |     |
|--------------|-----|
| Chiropractor | CDO |
|--------------|-----|

### **Dental Care:**

|                   |     |
|-------------------|-----|
| ** General Dental | GDE |
|-------------------|-----|

\*\* (Dental Care is required for MC+ networks only.)

## **Facility Codes**

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### **Hospitals**

|                                 |     |
|---------------------------------|-----|
| Basic Hospital                  | HBA |
| Secondary Hospital              | HSE |
| Level I or Level II Trauma Unit | HT1 |
| Neonatal Intensive Care Unit    | HT2 |
| Perinatology Services           | HT3 |
| Comprehensive Cancer Services   | HT4 |
| Comprehensive Cardiac Services  | HT5 |
| Pediatric Subspecialty Care     | HT6 |

### **Pharmacies**

|          |     |
|----------|-----|
| Pharmacy | PHA |
|----------|-----|

### **Mental Health Facilities**

|   |     |
|---|-----|
| Inpatient Mental Health Treatment Facility    | IMH |
| Ambulatory Mental Health Treatment Providers  | AMH |
| Residential Mental Health Treatment Providers | RMH |

## **Ancillary Health Care Service Codes**

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|                      |     |
|----------------------|-----|
| Physical Therapy     | PTA |
| Occupational Therapy | OTA |
| Speech Therapy       | STA |
| Audiology            | ATA |

## **Affidavit Submission Guidelines**

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1. The affidavit set forth in Exhibit B of 20 CSR 400-7.095 may be submitted for each managed care plan the HMO operates in lieu of submission of the data files described in these instructions.
2. If an affidavit is submitted, each managed care plan must fall into at least one of the following categories:
  - A. Medicare Advantage
  - B. NCQA Accreditation at a level of “accredited” or better, currently effective
  - C. URAC Accreditation at a level of full URAC Health Plan accreditation, currently effective
  - D. Accreditation by any other nationally recognized managed care accrediting organization which has been received by the department of insurance by October 15 of the year prior to the year the access plan is filed and approved by the department of insurance.
3. In each case, accreditation must be in effect as of March 1, 2009.
4. The affidavit must specify the product name(s) of the managed care plan for which accreditation has been awarded.
5. The form number(s) of the health benefit plan for the managed care plan(s) must be listed on the affidavit.
6. The affidavit must be signed and notarized.
7. Information required by 354.603.2(2) through (9) and by 20 CSR 400-7.095(2)(A)3 must also accompany the affidavit.
8. Please attach a copy of the accreditation certificate to the affidavit, or proof of accreditation identifying the accredited entity.

***PLEASE REFER TO THE INSTRUCTIONS, STATUTES & REGULATIONS FOR ALL REQUIREMENTS.***

## **Requesting Exceptions**

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1. Quality of Care Exception:

HMO must submit a request which demonstrates the quality of care to enrollees is enhanced and that it imposes no greater cost to enrollees than they would have incurred if they had access to providers as otherwise required by 20 CSR 400-7.095. If the exception is granted, a score of 90% will then be applied for the provider type in that requested county.

2. Noncompetitive Market Exception for PCP's and Pharmacies:

HMO must submit a request for consideration of an exception that would double the distance standard for counties that are believed to be lacking available primary care physicians and/or pharmacies that meet the HMO's credentialing standards. The county requested should be listed along with the provider type. A determination will be made by DIFP taking into consideration available providers who are practicing in the proximity of the requested county. If no provider of that type is available for contracting, the distance standard set for that county type will be doubled. The recalculated score will then be applied to reflect the access for that county.

3. Noncompetitive Market Exception for other provider types:

HMO must submit a request for consideration of an exception which would demonstrate that the HMO's nearest contracted provider is practicing at a location which is not more than 25 miles further than the distance to the nearest available provider of that type for that county, or that they have contracted with the nearest available provider for that county. A determination will be made by DIFP by taking a measurement to the nearest available provider. If that distance standard is "X", the HMO's nearest contracted provider must be located within "X" plus 25 miles.

If the nearest contracted provider falls within that distance, an exception will be granted. A score of 90% will then be applied for the provider type in that requested county.

4. Staff or IPA Model Exception:

HMO must submit documentation that all or substantially all of the health care services provided to enrollees are provided by qualified full-time employees of the HMO and that enrollees have adequate access to the services described in 20 CSR 400-7.095(2)(A)3.A. Documentation must also be provided which demonstrates the contract holder was made aware of the circumstances under which such services were to be provided prior to the decision to contract with the HMO.

5. Use of Physician Extenders in Medically Underserved Areas:

HMO must request consideration for the addition of physician extenders to meet access obligations in counties that are lacking in available physicians. Along with the request, the HMO must submit a database of the physician extenders that will be available for access. The database should follow the guidelines set forth for providers on pages 8 and 9 of the Access Plan Instructions. The HMO should also submit copies of the contract pages which demonstrate that the provider contract and health benefit plan permit the selection and use of physician extenders. Upon approval of the exception, the database will be merged with the provider file, and the score recalculated for that particular county. The recalculated score will then be applied to reflect access using physician extenders for that county.

***PLEASE REFER TO THE INSTRUCTIONS, STATUTES & REGULATIONS FOR ALL REQUIREMENTS.***