This Computes!

Department of Health Services
Children's Medical Services Network
(CMS Net) - Information Bulletin #158

TEMPORARY PHYSICIAN APPROVAL PROCESS *REVISED*

It is long standing CCS policy that CCS service authorizations are issued only to physicians who are approved by CCS. If a physician applicant for CCS approval meets all the requirements, including certification by the American Board of Medical Specialties, the physician is eligible for full approval status. However, there are limited circumstances in which a physician who has not completed the CCS approval process can be authorized by CCS to provide services to a CCS client. Most such situations involve the provision of emergency services, however, this exception process is also utilized to enable reimbursement of out-of-state providers of services to CCS clients. In such circumstances, the physician can be temporarily approved by CCS. Once a physician has obtained temporary CCS approval status, the CCS County or CMS Branch regional office can issue an authorization to the physician for the services rendered, limited to the dates of service as indicated on the request for authorization. This temporary approval process is not intended to circumvent CCS policy on physician approval. It is a work-around to provide, in exceptional situations, a mechanism for reimbursement of physicians who provide services to CCS clients. **Note: All physicians must have an active Medi-Cal provider in order to apply for temporary or full approval status.**

The following is the process for temporary approval:

1. The CCS county program or regional office can initiate the process for temporary approval when a request to authorize services delivered by a non-approved physician is received.

2. The county program or regional office must contact the CMS Branch Provider Services Unit (PSU) by either telephone or fax to indicate they want to issue an authorization to the non-approved physician and request that the physician be considered for temporary approval. The telephone

number for the PSU is (916) 322-8702; the fax number is (916) 322-8798. The information provided to the PSU must include the following:

- Name of county or regional office
- County or regional office contact name and phone number
- Name of physician
- Physician's active individual Medi-Cal provider number
- Date(s) of service
- Type of service
- Name of CCS client

3. The physician must complete & send the CCS approval application for processing to the address below and must clearly indicate "temporary approval" on the top portion of the application.

   Children's Medical Services Branch
   Provider Services Unit
   MS 8100
   PO Box 997413
   Sacramento, CA 95899-7413

   The CCS approval application form is available at http://www.dhcs.ca.gov/formsandpubs/forms/Pages/CCSForms.aspx. Locate and click on the "Forms and Publications" link and then click on the "Individual Provider Paneling Application for Physicians and Podiatrists", form DHS 4514. The same application is used for temporary approval and full approval. However, the temporary approval process differs in that physicians applying for temporary approval status are exempt from the board eligibility/certification requirement. In addition, applicants for temporary approval are not required to enclose the documentation indicated on the application. The application may be faxed to the PSU at (916) 322-8798 to expedite the process, and followed by an application with original signature(s) mailed to the PSU.

4. The PSU will notify the physician in writing of the temporary approval decision.

5. The PSU will notify the county or regional office of the temporary approval decision.

NOTE: If a physician renders emergency services in a hospital or clinic outpatient facility, and the facility is issued a CCS authorization for Service Code Group (SCG) 01, the physician can utilize the facility's authorization number to bill for services rendered (excluding surgeries), without being temporarily approved. The physician must indicate the facility's provider

number as the referring provider and must indicate their own provider number as the rendering provider.

For questions related to temporary approval or to check the status of a CCS physician approval application, please contact the PSU at (916) 322-8702.