

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**

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**ADP BULLETIN**

Title

Health Insurance Portability and Accountability Act (HIPAA)  
 Drug Medi-Cal (DMC) Claims Submission Policy

Deputy Director Approval

Function: (Check one.)

 Information Management Quality Assurance Service Delivery Fiscal Administration

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Date:

MICHAEL S. CUNNINGHAM  
 Program Services Division

Supersedes Bulletin/ADP  
 Letter No.

**PURPOSE**

This is to provide information on the submission of HIPAA compliant DMC claims.

**POLICY**

For counties and direct providers that have completed the California Department of Alcohol and Drug Program (ADP) HIPAA testing and certification process, and are submitting production HIPAA 837P claim files, ADP is adopting the following policy:

- Effective June 1, 2005, ADP will no longer accept noncompliant HIPAA DMC claims for processing.

**ADDITIONAL PROVISIONS**

- Acceptable claims must be sent in the HIPAA 837P format. ADP will return non-HIPAA compliant DMC claims to the submitter (county/county vendor/direct provider). Returned claims will not be processed until submitted in the HIPAA compliant format.
- All submitted claims must meet the ADP HIPAA testing and certification requirements. Refer to our November 4, 2003 HIPAA testing notification letter, Appendix B, and your HIPAA certification letter for detailed information on these requirements. In addition, the HIPAA DMC claims must meet all other DMC claim submission requirements including good cause for late submission (if applicable). Please refer to the August 2002 DMC Provider Billing Manual for detailed information.

- Claims for service periods prior to April 1, 2003 must be submitted in proprietary format.
- ADP will allow exceptions to the HIPAA claim submission policy; however, exceptions will be evaluated on a case-by-case basis.

## REFERENCES

Title 45 Code of Federal Regulations, Part 162.  
November 4, 2003 ADP Letter on Testing and Certification Procedures for  
HIPAA Drug Medi-Cal Claim Submission.

## QUESTIONS/MAINTENANCE

If you have questions regarding this bulletin, please contact your assigned Fiscal Management and Accountability Branch Analyst. This bulletin is available on the Department's Web page at [www.adp.ca.gov](http://www.adp.ca.gov). An additional copy of this document may also be requested through the Department's Resource Center at (800) 879-2772.

## EXHIBITS

None

## DISTRIBUTION

County Alcohol and Drug Program Administrators  
Strategic Local Government Services, LLC  
Director's Advisory Council  
Drug Medi-Cal Billing Contacts  
Drug Medi-Cal Direct Providers