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*Director*

State of California  
Department of Health Services



GRAY DAVIS  
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October 24, 2003

CCS Information Notice No.: 03-16

TO: ALL COUNTY CALIFORNIA CHILDREN'S SERVICES (CCS)  
ADMINISTRATORS, COUNTY CHIEF/SUPERVISING THERAPISTS,  
STATE CHILDREN'S MEDICAL SERVICES (CMS) BRANCH STAFF  
AND REGIONAL OFFICE STAFF

SUBJECT: ELECTRONIC CLAIMS SUBMISSION VIA CMS/NET FOR MEDICAL  
THERAPY PROGRAM (MTP) THERAPY SERVICES

The purpose of this letter is to inform CCS county programs of a new feature in CMS/Net that will allow electronic submission of Medi-Cal therapy claims directly to Electronic Data Systems (EDS). In the future, this will also include Healthy Families therapy claims. This feature is currently being tested on a pilot basis by several county programs. You will be notified once the testing is completed and the billing feature has been installed in the Medical Therapy Unit (MTU) module of CMS/Net. Roll out of this feature for use by additional CMS/Net counties and training will be scheduled based on demand for the feature.

If you are already using CMS/Net for case management, you do not need to do anything more to your system. Once the pilot is completed, all CMS/Net counties will be able to utilize this feature as long as you have addressed each of the items below. If you wish to have additional workstations connected to CMS/Net in order to utilize the electronic billing function at other sites, such as your MTU, please contact Julie Rundall, Information Systems Analyst, at (916) 327-0721.

In order to prepare for and to take advantage of this new MTU billing feature, county CCS programs must take the following actions:

- Assure that the MTU in which therapy services are provided is certified as an Outpatient Rehabilitation Center and that the MTU has an active Medi-Cal provider number specific to that MTU.



Do your part to help California save energy. To learn more about saving energy, visit the following web site:  
[www.consumerenergycenter.org/flex/index.html](http://www.consumerenergycenter.org/flex/index.html)

1515 K Street, Suite 400, MS 8100, P.O. Box 942732, Sacramento, CA 94234-7320  
(916) 327-1400

Internet Address: [www.dhs.ca.gov/cms](http://www.dhs.ca.gov/cms)

- Inform the CMS Branch of its interest in utilizing the electronic billing function and demonstrate that it has appropriate staff available to be trained on data entry.
- Apply for a Computer Media Claims (CMC) submitter number by contacting the EDS CMC help desk at 1-800-541-5555 and request an enrollment packet.
- Inform the CMS Branch of the CMC number once it has been obtained.
- Develop usual and customary fees for therapy services.
- Identify and submit to the CMS Branch the name(s) of person(s) who will key enter data into the system.
- Assure that CMS/Net is accessible to the individuals responsible for data entry.

If you are interested in utilizing the electronic MTU billing function and want more information, please contact Julie Rundall, Children's Medical Services Branch, Information Technology Section, MS 8106, P.O. Box 942732, Sacramento, CA 94234-7320.

**Original Signed by Maridee Gregory, M.D.**

Maridee A. Gregory, M.D., Chief  
Children's Medical Services Branch