

**Redding**  
 Vacaville Eureka  
 Paradise Chico  
 Citrus Heights  
 Thousand Oaks  
 San Francisco  
 Salinas Seaside  
 Sunnyvale Ventura  
 Hayward Carmel  
 Santa Clarita  
 Humboldt  
 Fort Bragg Mendocino Marin  
 Oxnard  
 Solvang  
 Santa Barbara  
**Sacramento**  
 San Luis Obispo Bishop  
 Santa Ana Fairfield  
 Lone Walnut Creek  
 Tahoe City Bieber Eagleville  
 Folsom  
 Elk Grove  
 Adin  
**Visalia**  
 Huntington Beach  
 Victorville Weed  
 Barstow Baker  
 Salinas  
 Simi Valley  
 San Andreas  
**Ontario**  
 Mojave  
**Pasadena**  
 Indio  
 Lancaster  
 Fresno Alhambra  
 Torrance Hemet  
 Garden Grove  
**Concord**  
**Long Beach**  
 Vista San Clemente Julian  
 Chula Vista Alpine  
 San Marcos  
 San Diego

**Medi-Cal**

**Provider**

**Training**

**2021**

---

California Children's Services (CCS) and  
 Genetically Handicapped Persons Program  
 (GHPP)





The Outreach and Education services is made up of Regional Representatives located throughout California and includes the Small Provider Billing Assistance and Training Program staff, who are available to train and assist providers to efficiently submit their Medi-Cal claims for payment. See the below additional tools and free services available to your provider community.

### Medi-Cal Learning Portal (MLP)

Explore the Medi-Cal Learning Portal (MLP) that offers Medi-Cal providers and billers self-paced online training about billing basics, related policies and procedures; new initiatives and any significant changes to the Medi-Cal program.

#### How can you get started using the MLP?

- First time users must complete a one-time registration at [www.learn.medi-cal.ca.gov](http://www.learn.medi-cal.ca.gov)
- After logging in, you will be able to RSVP for training events or view eLearning courses
- Refer to the Medi-Cal Learning Portal (MLP) Job Aid or the Medi-Cal Learning Portal (MLP) User Guide for detailed instructions

#### How can you benefit from using the MLP?

- Significantly reduce billing errors by learning billing best practices
- Quizzes that test your knowledge
- Practice your skills using interactive activities

## **Free Services for Providers**

### Provider Seminars and Webinars

Provider Training Seminars and Webinars offer basic and advanced billing courses for all provider types. Seminars also offer a free billing assistance called the Claims Assistance Room (CAR). Providers are encouraged to bring their more complex billing issues and receive individual assistance from a Regional Representative. The dates and locations for the annual provider training seminars and webinars can be found on the events calendar in the MLP tool and in the News area on [www.medi-cal.ca.gov](http://www.medi-cal.ca.gov).

### Regional Representatives

Receive one-on-one assistance from Regional Representatives who live and work in cities throughout California. Regional Representatives are available to visit providers at their office to assist with billing needs and/or provide custom billing training to office staff.

### Small Provider Billing Assistance and Training Program

The Small Provider Billing Assistance and Training Program is one-on-one billing assistance for one year to providers who submit fewer than 100 claim lines per month and would like some extra help. For more information about how to enroll in the Small Provider Billing Assistance and Training Program, call (916) 636-1275 or 1-800-541-5555.

All of the aforementioned services are available to providers at no cost!



# Table of Contents

Table of Contents .....	v
California Children’s Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP) .....	1
Introduction .....	1
CCS Program Overview .....	2
GHPP Overview .....	2
Accessing the Medi-Cal Provider Home Page .....	3
CCS Program Referral Process .....	5
GHPP Referral Process .....	6
CCS Program Eligibility Requirements .....	7
CCS Program Eligibility Requirements (continued) .....	8
GHPP Program Eligibility Requirements .....	9
Managed Care Health Plan (MCP) and Other Health Coverage (OHC) .....	10
CCS Provider Paneling .....	12
CCS Hospital or Special Care Center Provider Application Process .....	13
GHPP Providers .....	13
Approved Hospitals and Special Care Centers (SCCs) .....	13
Service Code Grouping (SCG) .....	15
Service Authorization Request (SAR) .....	16
UB-04 Claim Completion .....	29
CCS County Office Directory .....	32
CCS County Office Directory (continued) .....	33
CCS County Office Directory (continued) .....	34
CCS County Office Directory (continued) .....	35
CCS County Office Directory (continued) .....	36
CCS County Office Directory (continued) .....	37
CCS County Office Directory (continued) .....	38
CCS County Office Directory (continued) .....	39
CCS County Office Directory (continued) .....	40
CCS County Office Directory (continued) .....	41
Resource Information .....	42
Appendix .....	1

**A** California Children’s Services (CCS) Program and the Genetically Handicapped  
Persons Program (GHPP)

Acronyms ..... 1  
Acronyms (Continued)..... 2

# California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

## Introduction

### Purpose

The purpose of this module is to provide information about the California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP).

### Module Objectives

- Explain the differences between the CCS Program and the GHPP
- Discuss the CCS Program and the GHPP client referral process
- Identify the client eligibility requirements for the CCS Program and the GHPP
- Explain Managed Care Health Plans (MCPs) and Other Health Care Coverage (OHC)
- Clarify Provider Paneling and Approved Hospital/Special Care Centers (SCCs)
- Discuss Service Code Groupings (SCGs)
- Explain the Service Authorization Request (SAR) and SAR requirements, completion and submission
- Provide *CMS-1500* and *UB-04* claim form examples
- Review the CCS County Office Directory

### Acronyms

A list of current acronyms is located in the *Appendix* section of each complete workbook.

## CCS Program Overview

The CCS Program functions as a partnership between local county health departments and the Department of Health Care Services (DHCS), Integrated Systems of Care Division (ISCD). Approximately 90 percent of CCS Program clients are Medi-Cal eligible. For these clients, the Medi-Cal program reimburses services authorized by the CCS Program. The remaining ten percent are enrolled as CCS only. CCS-only clients are funded equally by the state and the client's county of residence.

The CCS Program currently provides services to approximately 189,000 children through a network of CCS paneled specialty and subspecialty providers, CCS-approved hospitals and Special Care Centers (SCCs). The CCS Program also provides medical therapy services delivered at CCS Medical Therapy Units (MTU) located in public schools statewide.

The CCS Program provides authorizations for health care services (such as diagnostic and treatment services including physical and occupational therapy services and medical case management) related to the evaluation and/or treatment of a CCS-eligible condition to children who meet CCS Program medical, financial and residential eligibility requirements and are up to 21 years of age.

## GHPP Overview

The GHPP provides health care services for adults with genetic diseases specified in the *California Code of Regulations* (CCR), Title 17, Section 2932.

GHPP eligibility determination, case management and authorization of services are conducted on a statewide basis by the DHCS state office with no county involvement.

GHPP provides services to approximately 1200 adults with enhanced services through Special Care Centers, centralized program administration, case management services and coordination of treatment services with managed care plans.

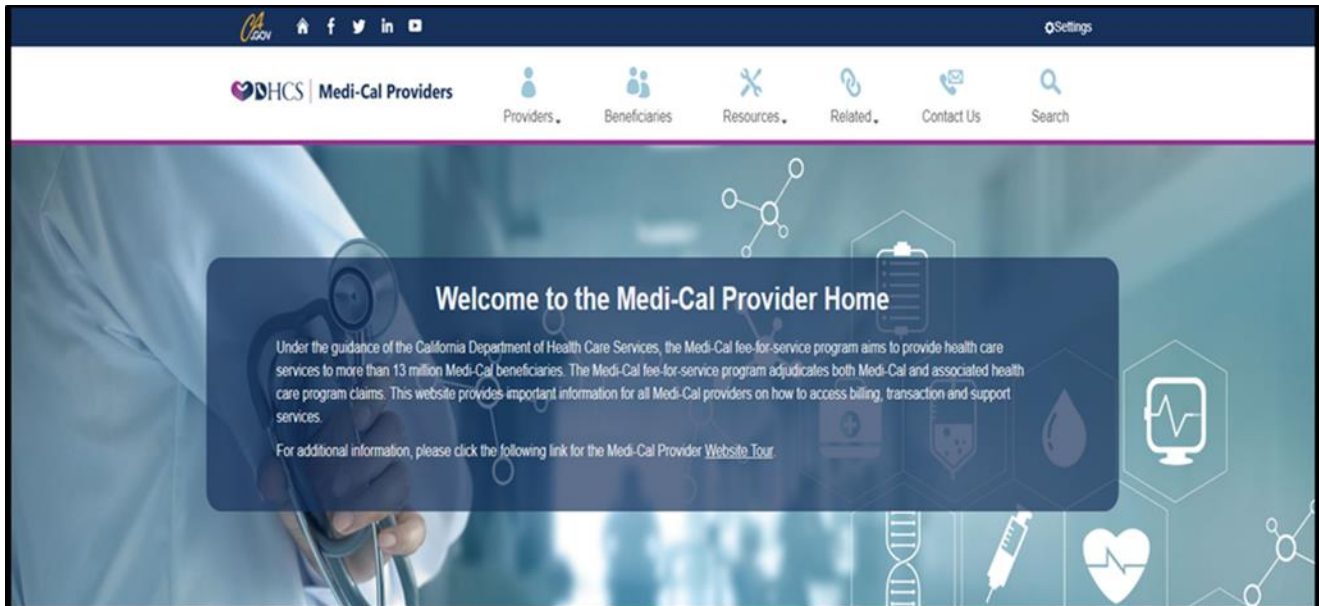


# A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

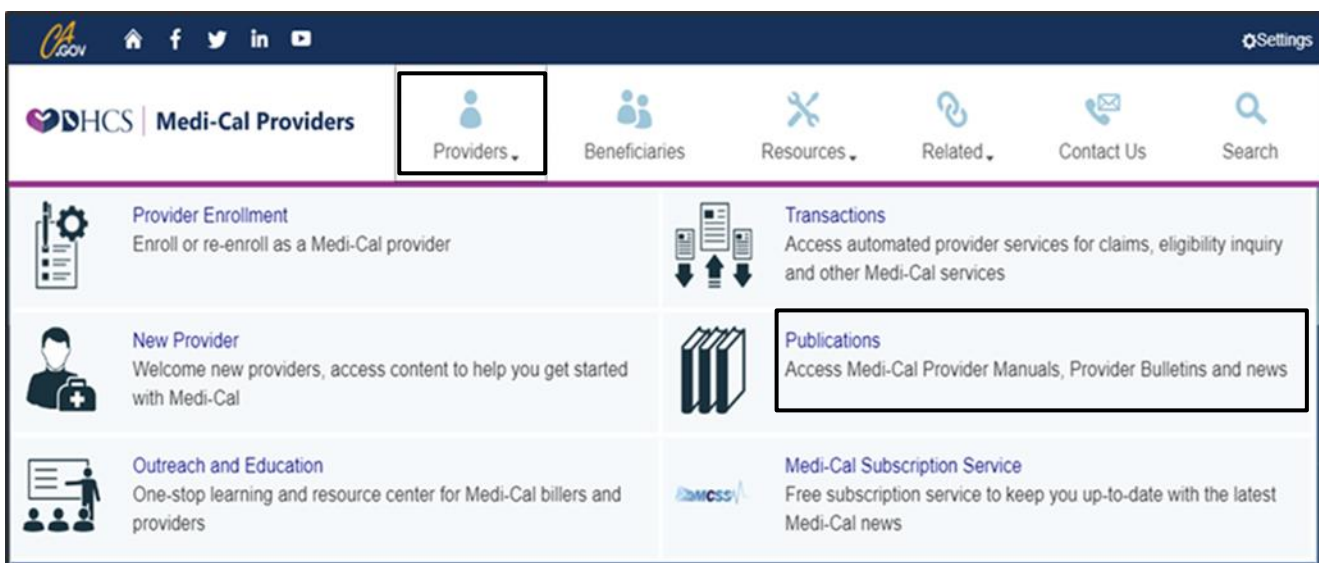
Page updated: January 2021

## Accessing the Medi-Cal Provider Home Page

The Medi-Cal Provider website home page can be accessed by opening an internet browser, typing [www.medi-cal.ca.gov](http://www.medi-cal.ca.gov) in the address bar and selecting **Enter**.



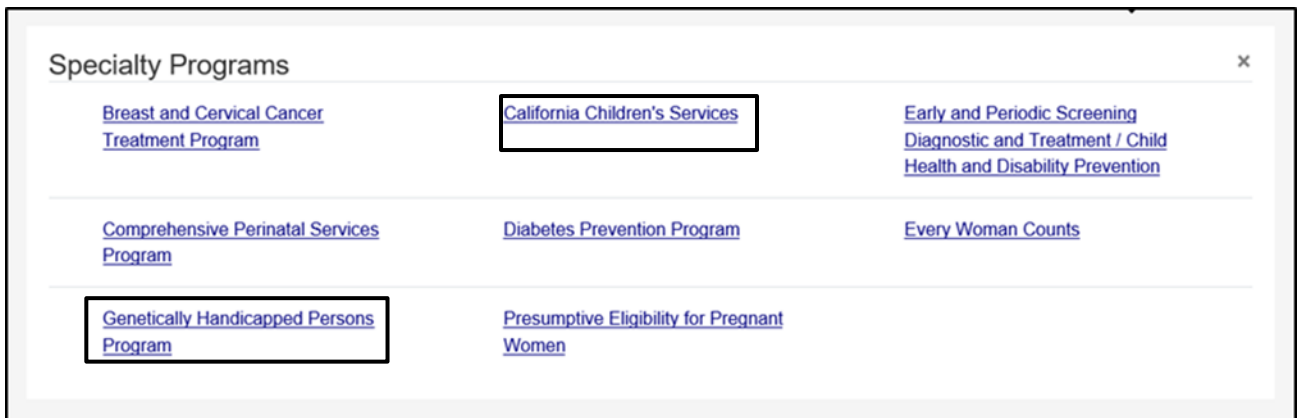
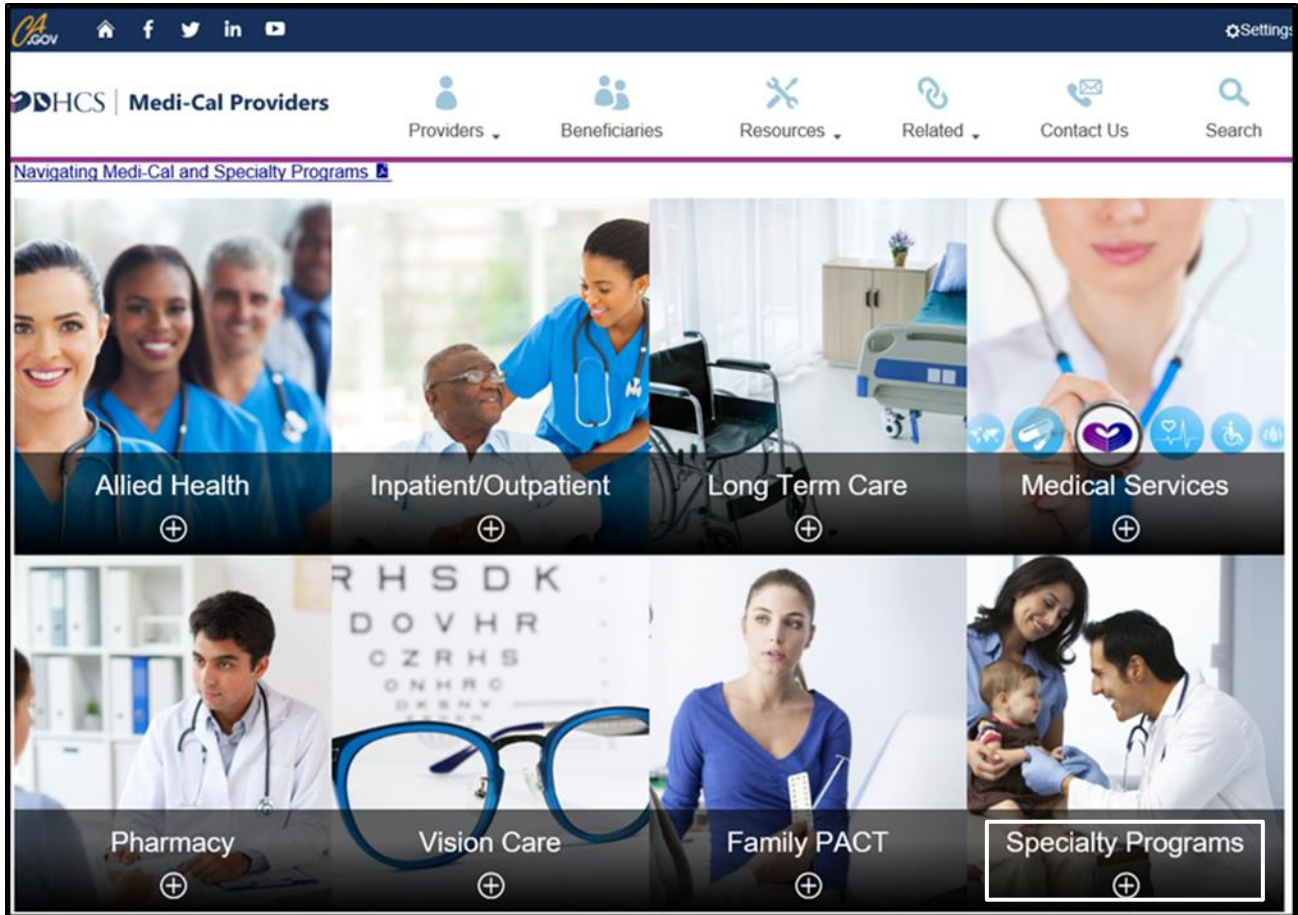
To access provider communities and their associated reference materials, navigate to Publications from the Providers drop-down menu.



# A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: January 2021

The services offered within Medi-Cal are shown on the Publications page. Select Specialty Programs, California Children's Services or Genetically Handicapped Persons Program.



## CCS Program Referral Process

A CCS Program referral is a request directed to the CCS Program to authorize medical and diagnostic services for an applicant who:

- Is younger than 21 years of age
- Is not currently a CCS Program recipient
- Is suspected of having a CCS-eligible medical condition

A referral may originate from any source, including health care providers, parents, legal guardians, school nurses, regional center counselors or other interested parties. A CCS referral must include the following information about the applicant:

- Date of birth (applicant must be from birth up to 21 years of age)
- Address
- Telephone number
- First and last name of the applicant's parent(s) or legal guardian(s)
- Statement of services requested
- Name and address of the individual, provider or agency requesting authorization for CCS Program services

The CCS Program notifies the potential applicant of a CCS Program referral and provides the applicant with the opportunity to complete an *Application to Determine CCS Program Eligibility* (form DHCS 4480).

A CCS Program referral may be submitted using any of the following formats:

- A *New Referral CCS/GHPP Client Service Authorization Request* (SAR) (DHCS 4488) form
- Medical report or a letter with a specific request for services from CCS (a medical report or miscellaneous correspondence about a potential applicant that does not explicitly state services requested from the CCS Program, is not considered a formal CCS referral).
- Written request by a parent or legal guardian
- New Referral sent electronically through the Provider Electronic Data Interchange (PEDI) portal.

Referrals may be provided by telephone, fax, mail, or in person to a client's local CCS county office.

## GHPP Referral Process

The New Referral CCS/GHPP Client Service Authorization Request (SAR) form (DHCS 4488) is used to refer an applicant who has a possible GHPP-eligible medical condition to the GHPP. The applicant's case may be opened by the GHPP staff for treatment services.

The GHPP application and referral forms can be found on the GHPP "How to Apply" page of the DHCS website at (<http://www.dhcs.ca.gov/services/ghpp/Pages/apply.aspx>).

The GHPP application and referral forms may be mailed, emailed or faxed.

Department of Health Care Services  
Genetically Handicapped Persons Program  
MS 8100  
P.O. Box 997413  
Sacramento, CA 95899-7413

Fax:

- Service Authorization Requests (SARs): (916) 440-5318
- Applications/Renewals/Referrals: (916) 440-5762

Email:

- Questions about eligibility or to submit an application or referral: [ghppelegibility@dhcs.ca.gov](mailto:ghppelegibility@dhcs.ca.gov)
- Questions about SAR status: [faxghpp@dhcs.ca.gov](mailto:faxghpp@dhcs.ca.gov)

# CCS Program Eligibility Requirements

Applicants must meet the following requirements:

CCS Program Eligibility	Requirements
Age	Birth up to 21 years of age
Residence	The parent(s) or legal guardian of the applicant, or an applicant over 18 years of age, must be a resident of the California county in which the application is made.
Income	Based on the family’s most recent tax year as calculated for California state income tax purposes. The family of an applicant who is not enrolled in full-scope Medi-Cal must have an adjusted gross income of \$40,000 or less. Applicants in families with higher incomes may still be eligible for CCS Program services if the family’s estimated out-of-pocket expenses for the applicant’s CCS-eligible medical condition exceed 20 percent of the family’s adjusted gross income in the year of eligibility determination or annual redetermination.
Medical	<p>Medical eligibility for the CCS Program, as specified in the <i>California Code of Regulations</i> (CCR), Title 22, Article 1, Sections 20, 100275 and 123805, Health and Safety Code. Sections 41811 thru 41876, is determined by the CCS Program medical consultant or designee through the review of medical records or other medical information that document the applicant’s medical history, results of a physical examination by a physician, laboratory test results, radiologic findings or other tests or examinations that support the diagnosis of the eligible conditions.</p> <p>Some eligible conditions are:</p> <ul style="list-style-type: none"> <li>• Diseases of the nervous system, producing physical disability (for example, ataxia, paresis, paralysis)</li> <li>• Neoplasms</li> <li>• Metabolic and immune disorders</li> <li>• Diseases of blood and blood-forming organs</li> <li>• Cystic Fibrosis</li> </ul>

## CCS Program Eligibility Requirements (continued)

CCS Program Eligibility	Requirements
Eligibility Period	<p>CCS Program eligibility is for a period of up to 365 days and may be less if the client's eligibility status changes. Examples of an eligibility status change are:</p> <ul style="list-style-type: none"><li>• A client moving out of California</li><li>• A client aged out of the program on their 21st birthday.</li><li>• Failure to complete the CCS Program application process, or</li><li>• A change in a medically eligible condition</li></ul> <p><b>The CCS Program will not reimburse for services provided prior to the date of a client's eligibility.</b></p> <p>Annual redetermination of eligibility for the CCS Program is conducted during the first month following each 12-month period of eligibility.</p> <p><b>Note:</b> Recertification may be conducted prior to the annual expiration date to avoid lapsing coverage and to ensure services are reimbursed.</p>

# GHPP Program Eligibility Requirements

Applicants must meet the following requirements:

GHPP Eligibility	Requirements
Age	Be 21 years of age or older. Persons younger than 21 years of age with the GHPP-covered genetic diseases may be eligible for the GHPP if they have been determined to be financially ineligible to receive services from the CCS Program. Applicant must apply to the CCS Program first.
Residence	Applicant must be a California resident.
Income	<p>There is no income limit for the GHPP, however, an annual enrollment fee may be required based on the client’s adjusted gross income:</p> <ul style="list-style-type: none"> <li>• Adjusted gross income between 200 and 299 percent of the federal poverty level (FPL), the annual enrollment fee shall be 1.5 percent of adjusted gross income (AGI).</li> <li>• Adjusted gross income equal to or greater than 300 percent of the FPL, the annual enrollment fee shall be 3 percent of AGI.</li> </ul>
Medical	<p>The GHPP covers genetic disease conditions specified in the <i>California Code of Regulations (CCR)</i>, Title 17, Section 2932. Some of these eligible medical conditions are:</p> <ul style="list-style-type: none"> <li>• Hemophilia and other genetic bleeding disorders</li> <li>• Cystic fibrosis</li> <li>• Hemoglobinopathies with anemia, including sickle-cell disease and thalassemia</li> <li>• Huntington’s disease, Joseph’s disease, Friedreich’s ataxia and other neurologic diseases</li> <li>• Phenylketonuria, Wilson’s disease, galactosemia and other metabolic diseases</li> <li>• Von Hippel-Lindau syndrome</li> </ul>

## Managed Care Health Plan (MCP) and Other Health Coverage (OHC)

CCS clients who are enrolled in a County Organized Health System (COHS), with an exception of those residing in Ventura County, may be eligible to receive services to treat a child’s CCS-eligible medical condition through the MCP. Services are generally “carved in” and reimbursement for those services is the responsibility of the MCP.

Claims for services provided to CCS clients enrolled in a COHS with “carved in” CCS should not be sent directly to the California MMIS Fiscal Intermediary (FI) for reimbursement. Reimbursement will be denied. Send claims to the MCP or OHC.

### California Children’s Services Capitated for Managed Care Plans in Certain Counties

As of July 1, 2018, CCS is a capitated service in Merced, Monterey, San Luis Obispo, San Mateo, Santa Barbara and Santa Cruz Counties.

As of January 1, 2019, CCS is a capitated service in Del Norte, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Shasta, Siskiyou, Solano, Sonoma, Trinity and Yolo Counties.

As of July 1, 2019, CCS is a capitated service for recipients receiving healthcare services through Medi-Cal MCP in Orange County.

These counties participate in the Whole Child Model (WCM) program, under which responsibilities for services provided to CCS-eligible recipients is transferred from the county’s CCS Program to Medi-Cal MCPs.

For more information, providers may contact the respective Medi-Cal MCPs identified in the chart below:

#### Medi-Cal Managed Care Plan Contacts

Medi-Cal MCPs	County	Contact Information
CenCal Health	San Luis Obispo, Santa Barbara	(877) 814-1861 TTY (833) 556-2560
Central California Alliance for Health	Merced, Monterey, Santa Cruz	(800) 700-3874 TTY/TDD (877) 548-0857
CalOptima	Orange	(888) 587-8088 TTY/TDD (800) 735-2929



**A California Children’s Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)**

Page updated: January 2021

**Medi-Cal Managed Care Plan Contacts**

<b>Medi-Cal MCPs</b>	<b>County</b>	<b>Contact Information</b>
Health Plan of San Mateo	San Mateo	(650) 616-2106 TTY (650) 616-8037
Partnership Health Plan	Del Norte, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Shasta, Siskiyou, Solano, Sonoma, Trinity, Yolo	(800) 863-4155 TTY/TDD (800) 226-2140

For more information, refer to the *Managed Care Plan: County Organized Health Plan (COHS) (mcp cohs)* section in the Part 1 manual.

Some GHPP clients who are eligible for Medi-Cal are covered under the MCP when they reside in a specific service area that provides health care on a capitated basis. These health plans are responsible for providing comprehensive healthcare, including services to treat the GHPP-eligible condition. However, some services may be “carved out” and payment for those services is the responsibility of Medi-Cal. It is not reimbursed on a capitated basis or from the MCP. These services should be billed directly to the FI for payment.

Providers should adhere to each plan’s policies and requirements regarding authorization of services for the GHPP clients enrolled in plans.

Providers are required to bill a CCS or GHPP client’s Medicare or OHC prior to billing the CCS Program, the GHPP or Medi-Cal. Providers must submit either a *Medicare Remittance Notice (MRN)/Remittance Advice (RA)*, *Explanation of Benefits (EOB)* or a valid denial letter from Medicare or the OHC with every claim. This attachment must include:

- A glossary and definition of codes
- The carrier/carrier representative name and address
- Client name or subscriber number
- Date
- Statement of denial
- Termination or amount reimbursed
- Procedure or service rendered

A prior reimbursement made by the OHC must be indicated in the appropriate fields on the claim. Providers should not reduce the charge amount or total amount billed because of any OHC reimbursement. Providers may receive an additional amount only up to the Medi-Cal rate of reimbursement, less the amount paid by the OHC.

When providers have an agreement with an OHC carrier/plan to accept the carrier’s contracted rate as “payment in full,” they will not receive any additional reimbursements.

## CCS Provider Paneling

The following providers are required to be paneled by the CCS Program to treat clients with a CCS-eligible condition:

- Audiologists
- Dietitians
- Occupational Therapists
- Orthotists
- Pediatric Nurse Practitioners \*
- Physical Therapists
- Physicians
- Podiatrists
- Prosthetists
- Psychologists
- Registered Nurses \*
- Respiratory Care Practitioners \*
- Social Workers
- Speech Language Pathologists

\* Provider type is subject to program participation limitations. For additional information, refer to the individual provider type description in the Medi-Cal Provider Manual.

Provider types not listed above do not need to be paneled by the CCS Program to treat CCS clients.

## CCS Provider Paneling Application Process

Requirements for becoming a CCS paneled provider:

- Must have a National Provider Identifier (NPI), unless the provider is an allied provider billing under a facility's NPI.
- Physicians and Podiatrists must be active Medi-Cal providers, unless the physician works for a Federally Qualified Health Center (FQHC). Allied providers are also not required to be a Medi-Cal provider to meet CCS paneling requirements, if they are billing under a facility's NPI.
  - Physicians, podiatrists, and allied health professionals may apply online at <https://cmsprovider.cahwnet.gov/PANEL/index.jsp>

# CCS Hospital or Special Care Center Provider Application Process

To become a CCS-approved hospital or Special Care Center provider, please send application requests and inquires to the inbox:

[CCSFacilityReview@dhcs.ca.gov](mailto:CCSFacilityReview@dhcs.ca.gov)

## GHPP Providers

Providers treating the GHPP clients must be a Medi-Cal provider and agree to the Medi-Cal payment rates.

## Approved Hospitals and Special Care Centers (SCCs)

### Tertiary Hospital

A tertiary hospital is a referral hospital, providing comprehensive, multidisciplinary, regionalized pediatric care to children from birth up to 21 years of age. The length of stay in a tertiary hospital may exceed 21 days. This approval covers teaching hospitals, children's and university hospitals, and their major affiliates with approved residency programs in pediatrics and all other major specialties.

### Pediatric Community Hospital

A pediatric community hospital is a community-based hospital with licensed pediatric beds providing services for children from birth up to 21 years of age. The length of stay in an approved pediatric community hospital shall not exceed 21 days, except in the case of care provided in a CCS-approved community or intermediate level Neonatal Intensive Care Unit (NICU).

### General Community Hospital

A general community hospital is a community-based hospital without licensed pediatric beds in which care is provided only for adolescents 14 years of age up to 21 years of age. The length of stay in an approved general community hospital shall not exceed 21 days, except in the case of care provided in a CCS-approved community or intermediate NICU.

## A California Children’s Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: January 2021

### Special Hospital

A special hospital is defined as a licensed acute care hospital that meets one of the following requirements:

- Provides licensed perinatal units/services including intensive care for newborns and meets the CCS standards as a community or intermediate NICU.
- Licensed under special permit for rehabilitation services and meets CCS standards as a rehabilitation facility.
- Provides services in specialized areas of medical care and acts as a regional referral center for specialized type of care (for example, eye surgery, ear surgery or burn center).

### Limited Hospital

Limited hospitals are located in rural areas where no community or tertiary inpatient hospital services are available. These hospitals, which do not have licensed pediatric beds, are capable of providing limited services to children and adolescents for acute, short-term conditions for which the expected length of stay does not exceed five days.

### Special Care Centers (SCCs)

A Special Care Center provides comprehensive, multi-disciplinary and multi-specialty care including surgical procedures to children, adolescents, and young adults with conditions specified in their comprehensive medical evaluation.

The SCC shall be affiliated with a CCS-approved hospital and have been in continuous operation for at least six months prior to approval by the State CCS Program.

In addition to meeting the core standards requirements outlined in this CCS Program document, all SCC facilities must also meet the specific SCC specialty or subspecialty standards.

CH 3.37.1 Provider Core Standards Effective:

<http://www.dhcs.ca.gov/services/ccs/Documents/CCSCoreStandards.pdf>

A list of CCS-approved Hospitals and SCCs is available on the DHCS “California Children’s Services” web page at the link below:

<https://www.dhcs.ca.gov/services/ccs/scc/Pages/default.aspx>

Pursuant to the CCS Provider Core Standards CH 3.37.1, the CCS Program requires SCCs to submit an annual directory and any changes to their facility information per the instructions in the link below:

[https://www.dhcs.ca.gov/formsandpubs/forms/Documents/Directory\\_Template\\_ADA.pdf](https://www.dhcs.ca.gov/formsandpubs/forms/Documents/Directory_Template_ADA.pdf)

## Service Code Grouping (SCG)

SCG is a group of procedure codes authorized to a CCS-approved provider for the provision of a group of related health care services that are authorized through the Service Authorization Request (SAR) process. An SCG SAR enables the provider to render care to a CCS or GHPP client without obtaining repeated procedure-specific SARs.

There are currently 12 SCGs:

01 – Physician	02 – Special Care Center	03 – Transplant
04 – Communication Disorder Center	05 – Cochlear Implant Center	06 – High Risk Infant Follow-up
07 – Orthopedic Surgeon	08 – Rural Health Clinic/Federally Qualified Health Center	09 – Chronic Dialysis Clinics
10 – Ophthalmology	11 – Medical Therapy	12 – Podiatry

**Note:** SCG 51 is an exclude SCG for Physician Surgical Services. For additional information refer to:

<http://www.dhcs.ca.gov/services/ccs/Documents/ccsnl020510.pdf>

For additional information on SCGs, refer to *California Children’s Services (CCS) Program Service Code Groupings* (cal child ser) section of the Part 2 provider manual.

## Service Authorization Request (SAR)

The CCS Program requires authorization for health care services related to a client's CCS-eligible medical condition. Providers must submit a SAR to a CCS county or state office, except in an emergency. Only active Medi-Cal providers may receive authorization to provide CCS Program services. Services may be authorized for varying lengths of time during the CCS client's eligibility period. The approved SAR number begins with "91" for CCS/Early and Periodic Screening Diagnostic and Treatment (EPSDT) or "97" for CCS. The 11-digit SAR number needs to be entered in the *Prior Authorization* field or in the *Treatment Authorization Code* field prior to submission to the DHCS FI.

Providers may request services for CCS clients using one of the following SAR forms:

- *New Referral CCS/GHPP Client Service Authorization Request (SAR)* (DHCS 4488)
- *Established CCS/GHPP Client Service Authorization Request (SAR)* (DHCS 4509)

These forms are available at both the Medi-Cal website at ([www.medi-cal.ca.gov](http://www.medi-cal.ca.gov)) and the CCS website at ([www.dhcs.ca.gov/services/ccs/pages/default.aspx](http://www.dhcs.ca.gov/services/ccs/pages/default.aspx)).

## How and Where to Submit SARs

Registered Providers and Clearinghouses can complete and submit an electronic Service Authorization Request (eSAR) on behalf of the providers and facilities in their network. CCS and the GHPP providers can now submit Service Authorization Requests (SARs) in an electronic format for fee-for-service claims. This feature aims to eliminate the paper SAR process for providers with internet connectivity.

To submit an eSAR, providers must:

- Register, or already be registered, as an active Medi-Cal provider.
- Have access to the Provider Electronic Data Interchange (PEDI).
- Register, and be approved, as a Trading Partner with DHCS, Integrated Systems of Care Division, Children's Medical Services Network (CMS Net) by agreeing to all terms and conditions contained within the eSAR Trading Partner Agreement.

Providers must then select one of the available options to submit:

Use the newly enhanced PEDI system online fillable form to submit SARs electronically with attachments.

Generate and submit one of the supported file-based transmission formats:

- Web-based file upload utility in the eSAR system to submit ASC X12 275/278 transactions
- Simple Object Access Protocol (SOAP)/Hypertext Transfer Protocol Secure (HTTPS) web services method to transmit and receive ASC X12 275/278 transactions

Paper SAR submissions remain an option for low-volume SAR providers or submitters who may have technical limitations or practical reasons to do so.

Providers interested in switching from paper SAR to eSAR submission should contact the CMS Net Help Desk at [cmshelp@dhcs.ca.gov](mailto:cmshelp@dhcs.ca.gov) or 1-866-685-8449 for additional information

# A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: January 2021

## eSARs Now Support Attachments

CCS and GHPP providers can now submit eSARs with attachments. Attachments must be in the format of PDF, JPG or TIF. Attachments must be less than 15 megabytes (MB) in size, with the sum of all attachments being less than 150 MB for each eSAR. This feature aims to eliminate the paper SAR process for providers with internet connectivity.

Refer to the *How and Where to Submit SARs* section for specific requirements and steps.

## Using Another Physician's SAR

A SAR number authorized to a physician may be used for reimbursement by other health care providers from whom the physician has requested services, such as laboratory, pharmacy or radiology providers. The rendering provider will use a physician's SAR number and bill with the authorized physician's provider number indicated as a referring provider.

**Note:** This does not apply to SARs issued to CCS SCCs. For more information about SCCs, refer to the California Children's Services (CCS) Program Special Care Centers (cal child spec) section in the Part 2 provider manual.



A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: February 2021

## Services Requiring a Separate SAR

The following services require a separate SAR:

- Inpatient surgery
- Inpatient Diagnosis Related Groups (DRG) hospital stay; day of admit is requested
- Inpatient Non-DRG hospital stay; anticipated length of stay is requested
- Outpatient surgery
- Transplant

The following drugs, nutritional products and blood factors require a SAR:

AbobotulinumtoxinA	Enteral Nutrition Products: Elemental and Semi-Elemental
Anithemophilic Factors	Enteral Nutrition Products: Metabolic
Antithromblin III (Hum Plas)	Enteral Nutrition Products: Specialized
Antithromblin III (Hum Recombinant)	Enteral Nutrition Products: Specialty Infant
Avanafil	Enteral Nutrition Products: Standard
Axicabtagene Ciloleucel	Eteplirsen
Blood factors, miscellaneous	Factor IX Complex (PCC) Preparations
Boceprevir	Factor IX Preparations
Botulinum Toxin Type A	Factor X Preparations
Botulinum Toxin Type B	Factor XIII Preparations
Cerliponase Alfa	Food Oils
Controlled substances listed as Schedule II	Glecaprevir/Pibrentasvir
Controlled substances listed as Schedule III	Immune Serum Globulin (I.V.)
Daclatasvir Dihydrochloride	Immune Serum Globulin Caprylate (I.V.)
Deflazacort	Immune Serum Globulin Maltose (I.V.)
Elbasvir/Grazoprevir	IncobotulinumtoxinA
Emicizumab-KXWH	Intrathecal Baclofen
Enteral Nutrition Amino Acid Products (Contracted)	Ivacaftor
Enteral Nutrition Flavoring Products (Contracted)	Ledipasvir/Sofosbuvir
	Leuprolide Acetate
	Lumacaftor/Ivacaftor

*(continued on next page)*

A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: February 2021

(Continued from previous page)

Nursinersen	Somatrem
Ombitasvir/Paritaprevir/Ritonavir	Somatropin
Ombitasvir/Paritaprevir/Ritonavir and Dasabuvir	Histrelin Acetate Implant
Palivizumab	Tadalafil
Sapropterin Dihydrochloride	Telaprevir
Sildenafil	Tezacaftor/Ivacaftor and Ivacaftor
Simeprevir	Tisagenlecleucel
Sofosbuvir	Triptorelin Pamoate
Sofosbuvir/Velpatasvir	Vardenafil
Sofosbuvir/Velpatasvir/ Voxilaprevir	Voretigene Neparvovec-RZYL

## DME/Medical Supplies and SAR Requirements

Providers may bill for specific HCPCS Level II product codes for medical supplies or DME without a product-specific SAR, if:

1. The medical supplies requested do not exceed the billing limits set by Medi-Cal, and/or the DME requested does not exceed the thresholds for authorization as referenced in *Durable Medical Equipment (DME): An Overview* (dura) section in the Part 2 provider manual;
2. The medical supply codes are not miscellaneous codes; and Medi-Cal does not require a Treatment Authorization Request (TAR) for the medical supply codes.

**Note:** Medi-Cal age restrictions for incontinence medical supplies do not apply to such supplies dispensed and billed pursuant to a CCS SAR.

A separate SAR is required for medical supplies if the billing limits of the product(s) (for example, quantity) are exceeded, in accordance with Medi-Cal policy, if there is no specific code for the medical supply (that is, a miscellaneous code is needed for billing) or if Medi-Cal requires a TAR for the medical supply.

A separate, product-specific SAR also is required for DME that exceeds the thresholds for authorization referenced in *Durable Medical Equipment (DME): An Overview* (dura) section in the Part 2 provider manual.

# A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: January 2021

## Service Authorization Request (SAR) and GHPP

A SAR must be submitted to the GHPP state office for approval of all the GHPP diagnostic and treatment services. The GHPP will issue a unique SAR number for services authorized by the GHPP. The approved SAR number begins with "99." The 11-digit SAR number must be indicated on the claim in the *Prior Authorization Number* field or the *Treatment Authorization Code* field prior to submission to the DHCS FI.

The provider is responsible for ensuring that their SAR number is indicated on the claim. Claims submitted without the correlating SAR number in the Treatment Authorization Code field will be denied.

For emergency services, authorization must be obtained from the GHPP by the close of the next business day following the date of service.

The GHPP eligibility determination, case management and authorization of services are conducted on a statewide basis by the DHCS state office.

The most effective way for the GHPP to process SARs is for providers to fax or email their SARs to the DHCS state office or upload into the Provider Electronic Data Interchange (PEDI). After the GHPP adjudicates the SAR, providers receive a hard copy authorization approval or denial for each submitted SAR. Through PEDI, providers are able to check the status of their SARs and view the SAR approval or denial.

### Genetically Handicapped Persons Program

Clinical Assurance Division  
P.O. Box 997419, MS 4500  
Sacramento, CA 95899-7419

Fax: (916) 440-5318

Email: [faxghpp@dhcs.ca.gov](mailto:faxghpp@dhcs.ca.gov)

Providers may submit a SAR electronically; however, they need to meet certain requirements to qualify for this option. More information is available in the *California Children's Services (CCS) Program Service Authorization Request (SAR)* (cal child sar) section of the Part 2 provider manual.

### SAR Processing

After the state reviews the request, providers will receive a hard copy authorization approval or denial for each submitted SAR, if they do not have access to PEDI.



# A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: January 2021

## Instructions

1. Date of the request: Date the request is being made.

### Provider Information

2. Provider's name: Enter the name of the provider who is requesting services.  
3. Provider number: Enter National Provider Identification (NPI) number (no group numbers).  
4. Address: Enter the requesting provider's address.  
5. Contact person: Enter the name of the person who can be contacted regarding the request; all authorizations should be addressed to the contact person.  
6. Contact telephone number: Enter the phone number of the contact person.  
7. Contact fax number: Enter the fax number for the provider's office or contact person.

### Client Information

8. Client name: Enter the client's name—last, first, and middle.  
9. Alias (AKA): Enter the patient's alias, if known.  
10. Gender: Check the appropriate box.  
11. Date of birth: Enter the client's date of birth.  
12. CCS/GHPP case number: Enter the client's California Children's Services (CCS)/Genetically Handicapped Persons Program (GHPP) number. If not known, leave blank.  
13. Medical record number: Enter the client's hospital or office medical record number.  
14. Home phone number: Enter the home phone number where the client or client's legal guardian can be reached.  
15. Cell phone number: Enter the cellular phone number where the client or client's legal guardian can be reached.  
16. Work phone number: Enter the work phone number where the client or client's legal guardian can be reached.  
17. Email address: Enter the email address of the client or client's legal guardian.  
18. Residence address: Enter the address of the client. Do not use a P.O. Box number.  
19. Mailing address: Enter the mailing address if it is different than number 18.  
20. County of residence: Enter residential county of the client.  
21. Language spoken: Enter the client's language spoken.  
22. Name of parent/legal guardian: Enter the name of client's parent/legal guardian.  
23. Mother's first name: Enter the client's mother's first name.  
24. Primary care physician: Enter the client's primary care physician's name. If it is not known, enter NK (not known).  
25. Primary care physician telephone number: Enter the client's primary care physician phone number.

### Insurance Information

- 26a. Enrolled in Medi-Cal? Mark the appropriate box. If the answer is yes, enter the client's index number in box 26.b. and the client's Medi-Cal number in box 26.c.  
27. Enrolled in a commercial insurance plan? Mark the appropriate box, if the answer is yes, mark the type of insurance plan and enter the name of the commercial insurance plan on the line provided.

### Diagnosis

28. Diagnosis and/or ICD-10: Enter the diagnosis or ICD-10 code, if known, relating to the requested services.

### Requested Services

29. CPT-4/HCPCS code/NDC: Enter the CPT-4, HCPCS code or NDC code being requested. This is only required if services requested are other than ongoing physician authorizations or special care center authorizations. Also not required for inpatient hospital stay requests.  
30. Specific description of procedure/service: Enter the specific description of the procedure/service being requested.  
31. From and to dates: Enter the date you would like the services to begin. Enter the date you would like the services to end. These dates are not necessarily the dates that will be authorized.  
32. Frequency/duration: Enter the frequency or duration of the procedures/service being requested.  
33. Units: For NDC, enter total number of fills plus refills. For all other codes, enter the total number/amount of services/supplies requested for SAR effective dates.  
34. Quantity: Use only for products identified by NDC. For drugs, enter the amount to be dispensed (number, ml or cc, gms, etc.). For lancets or test strips, enter the number per month or per dispensing period.  
35. Other documentation attached: Check this box if attaching additional documentation.  
36. Enter facility name: Complete this field with the name of the facility where you would like to perform the surgery you are requesting.

### Inpatient Hospital Services

37. Begin date: Enter the date the requested inpatient stay shall begin.  
38. End date: Enter the end date for the inpatient stay requested.  
39. Number of days: Enter the number of days for the requested inpatient stay.

### Additional Services Requested from Other Health Care Providers

40. Provider's name: Enter name of the provider you are referring services to.  
Provider number: Enter the provider's National Provider Identification (NPI) number. Telephone: Enter provider's telephone number.  
Contact person: Enter the name of the person who can be contacted regarding the request. Address: Enter address of the provider.  
Description of services: Enter description of referred services.  
Procedure code: Enter the procedure code for requested service other than ongoing physician services.  
Units: For NDC, enter total number of fills plus refills. For all other codes, enter the total number/amount of services/supplies requested for SAR effective dates.  
Quantity: Use only for products identified by NDC. For drugs, enter the amount to be dispensed (number, ml or cc, gms, etc.). For lancets or test strips, enter the number per month or per dispensing period.  
Additional information: Include any written instructions/details here.

### Signature

41. Signature of physician or provider: Form must be signed by the physician, pharmacist, or authorized representative.  
42. Date: Enter the date the request is signed.

**Example: New Referral CCS/GHPP Client Service Authorization Request (SAR)  
(DHCS 4488) (2 of 2)**



# A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: January 2021

## INSTRUCTIONS

1. Date of the request: Date the request is being made.

### Provider Information

2. Provider's name: Enter the name of the provider who is requesting services.
3. Provider number: Enter billing number (no group numbers).
4. Address: Enter the requesting provider's address.
5. Contact person: Enter the name of the person who can be contacted regarding the request; all authorizations should be addressed to the contact person.
6. Contact telephone number: Enter the phone number of the contact person.
7. Contact fax number: Enter the fax number for the provider's office or contact person.

### Client Information

8. Client name: Enter the client's name—last, first, and middle.
9. Gender: Check the appropriate box.
10. Date of birth: Enter the client's date of birth.
11. CCS/GHPP case number: Enter the client's California Children's Services (CCS)/Genetically Handicapped Persons Program (GHPP) number. If not known, leave blank.
12. Client index number (CIN): Enter the client's CIN number. If not known, leave blank.
13. Client's Medi-Cal number: Enter the client's Medi-Cal number. If number is not known, leave blank.

### Diagnosis

14. Diagnosis and/or ICD-10: Enter the diagnosis or ICD-10 code, if known, relating to the requested services.

### Requested Services

15. a. CCS/GHPP New SAR: Check if requesting a new authorization for an established CCS/GHPP client.  
b. Authorization extension: Check if requesting an extension of an authorized request. Please enter the authorization number on the line.
16. CPT-4/HCPCS code/NDC: Enter the requested CPT-4, HCPCS code, or NDC code. This is only required if services requested are other than ongoing physician authorizations or special care center authorizations. Also not required for inpatient hospital stay requests.
17. Specific description of procedure/service: Enter the specific description of the procedure/service being requested.
18. From and to dates: Enter the date you would like the services to begin. Enter the date you would like the services to end. These dates are not necessarily the dates that will be authorized.
19. Frequency/duration: Enter the frequency or duration of the procedures/services being requested.
20. Units: For NDC, enter the total number of fills plus refills. For all other codes, enter the total number/amount of services/supplies requested for SAR effective dates.
21. Quantity: Use only for products identified by NDC. For drugs, enter the amount to be dispensed (number, ml or cc, gms, etc.). For lancets or test strips, enter the number per month or per dispensing period.
22. Other documentation attached: Check this box if attaching additional documentation.
23. Enter facility name: Complete this field with the name of the facility where you would like to perform the surgery you are requesting.

### Inpatient Hospital Services

24. Begin date: Enter the date the requested inpatient stay will begin.
25. End date: Enter the date the requested inpatient stay will end.
26. Number of days: Enter the number of days for the requested inpatient stay.
27. Extension begin date: Enter the date the requested extension of authorized inpatient stay will begin.
28. Extension end date: Enter the date the requested extended stay will end.
29. Number of extension days: Enter number of days for the requested extension inpatient stay.

### Additional Services Requested from Other Health Care Providers

30. and 31. Provider's name: Enter name of the provider you are referring services to.  
Provider number: Enter the provider's provider number.  
Telephone: Enter provider's telephone number.  
Contact person: Enter the name of the person who can be contacted regarding the request.  
Address: Enter address of the provider.  
Description of services: Enter description of referred services.  
Procedure code: Enter the procedure code for requested service other than ongoing physician services.  
Units: For NDC, enter the total number of fills plus refills. For all other codes, enter the total number/amount of services/supplies requested for SAR effective dates.  
Quantity: Use only for products identified by NDC. For drugs, enter the amount to be dispensed (number, ml or cc, gms, etc.). For lancets or test strips, enter the number per month or per dispensing period.  
Additional information: Include any written instructions/details here.

### Signature

32. Signature of physician or provider: Form must be signed by the physician, pharmacist, or authorized representative.
33. Date: Enter the date the request is signed.

DHCS 4509 (09/15)

Page 2 of 2

**Example: Established CCS/GHPP Client Service Authorization Request (SAR)  
(DHCS 4509) (2 of 2)**

# A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: January 2021

HEALTH INSURANCE CLAIM FORM																							
APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE (NUCC) 02/12																							
PICA <input type="checkbox"/>										PICA <input type="checkbox"/>													
1. MEDICARE <input type="checkbox"/> (Medicare#)			MEDICAID <input checked="" type="checkbox"/> (Medicaid#)			TRICARE <input type="checkbox"/> (ID#/DoD#)			CHAMPVA <input type="checkbox"/> (Member ID#)			GROUP HEALTH PLAN <input type="checkbox"/> (ID#)			FECA BLK LUNG <input type="checkbox"/> (ID#)			OTHER <input type="checkbox"/> (ID#)			1a. INSURED'S I.D. NUMBER (For Program in Item 1) <b>9000000A95001</b>		
2. PATIENT'S NAME (Last Name, First Name, Middle Initial) <b>DOE, JANE</b>						3. PATIENT'S BIRTH DATE MM DD YY <b>06 21 98</b>			SEX M <input type="checkbox"/> F <input checked="" type="checkbox"/>			4. INSURED'S NAME (Last Name, First Name, Middle Initial)											
5. PATIENT'S ADDRESS (No., Street) <b>1234 MAIN STREET</b>						6. PATIENT RELATIONSHIP TO INSURED Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other <input type="checkbox"/>						7. INSURED'S ADDRESS (No., Street)											
CITY <b>ANYTOWN</b>			STATE <b>CA</b>			8. RESERVED FOR NUCC USE						CITY			STATE								
ZIP CODE <b>958235555</b>			TELEPHONE (Include Area Code) <b>(916) 555-5555</b>			9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial)						ZIP CODE			TELEPHONE (Include Area Code) ( )								
a. OTHER INSURED'S POLICY OR GROUP NUMBER			b. RESERVED FOR NUCC USE			c. RESERVED FOR NUCC USE			d. INSURANCE PLAN NAME OR PROGRAM NAME			10. IS PATIENT'S CONDITION RELATED TO: a. EMPLOYMENT? (Current or Previous) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO b. AUTO ACCIDENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO PLACE (State) c. OTHER ACCIDENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 10d. CLAIM CODES (Designated by NUCC)											
11. INSURED'S POLICY GROUP OR FECA NUMBER						a. INSURED'S DATE OF BIRTH MM DD YY M <input type="checkbox"/> F <input type="checkbox"/>			b. OTHER CLAIM ID (Designated by NUCC)			c. INSURANCE PLAN NAME OR PROGRAM NAME											
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.  SIGNED _____ DATE _____						13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.  SIGNED _____						d. IS THERE ANOTHER HEALTH BENEFIT PLAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <i>If yes, complete items 9, 9a, and 9d.</i>											
14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP) MM DD YY QUAL. _____						15. OTHER DATE MM DD YY QUAL. _____						16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY											
17. NAME OF REFERRING PROVIDER OR OTHER SOURCE						17a. _____			17b. NPI <b>0123456789</b>			18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY											
19. ADDITIONAL CLAIM INFORMATION (Designated by NUCC) <b>PLEASE SEE ATTACHED OPERATIVE REPORT</b>												20. OUTSIDE LAB? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO \$ CHARGES											
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY Relate A-L to service line below (24E) ICD Ind. <b>0</b> A. <b>D1D1D1D</b> B. <b>D2D2D2D</b> C. _____ D. _____ E. _____ F. _____ G. _____ H. _____ I. _____ J. _____ K. _____ L. _____												22. RESUBMISSION CODE ORIGINAL REF. NO.						23. PRIOR AUTHORIZATION NUMBER <b>91234567891</b>					
24. A. DATE(S) OF SERVICE From MM DD YY To MM DD YY		B. PLACE OF SERVICE		C. EMG		D. PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS MODIFIER				E. DIAGNOSIS POINTER		F. \$ CHARGES		G. DAYS OR UNITS		H. EPSDT Family Plan		I. ID. QUAL.		J. RENDERING PROVIDER ID. #			
1 <b>10 01 20</b>		<b>21</b>		<b>42500 AG</b>		<b>2000 00</b>		<b>1</b>		<b>NPI</b>		<b>1234567890</b>											
2 <b>10 01 20</b>		<b>21</b>		<b>42300 51</b>		<b>500 00</b>		<b>1</b>		<b>NPI</b>		<b>1234567890</b>											
3										<b>NPI</b>													
4										<b>NPI</b>													
5										<b>NPI</b>													
6										<b>NPI</b>													
25. FEDERAL TAX I.D. NUMBER			SSN EIN			26. PATIENT'S ACCOUNT NO.			27. ACCEPT ASSIGNMENT? (For gov't claims, see back) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			28. TOTAL CHARGE \$ <b>2500'00</b>			29. AMOUNT PAID \$			30. Rsvd for NUCC Use					
31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)  SIGNED <i>John Doe</i> DATE <b>10/02/20</b>						32. SERVICE FACILITY LOCATION INFORMATION <b>COMMUNITY HOSPITAL 1234 HEALTHCARE STREET ANYTOWN, CA 958765555</b>						33. BILLING PROVIDER INFO & PH # <b>(915) 555-5555</b> <b>JANE SMITH 1027 MAIN STREET ANYTOWN, CA 958235555</b>											
a. <b>2345678901</b>						b. <b>3456789012</b>																	

Example: CCS claim fields – SAR, NPI and client ID numbers. Adapt to your billing situation.



A California Children’s Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: September 2020

### Important Fields for CMS-1500 Claim Completion

Box#	Field Name	Instructions
1A	Insured’s I.D. Number	Enter the client’s identification number in the field as it appears on the plastic Benefits Identification Card (BIC) or paper Medi-Cal ID card.  <b>Note:</b> For providers billing without a SAR number with prefix “91” or “97” for CCS-only clients, leave this field blank.
17 and 17B	Name of Referring Provider or Other Source	Enter a referring physician’s NPI in Box 17B. If the service was rendered pursuant to a referring physician’s SAR, then the SAR number from the referring physician must be included on the claim form. If the services provided were not pursuant to a referring physician’s SAR, then leave Box 17 blank.
21	Diagnosis or Nature of Illness or Injury	Because this claim is submitted with a diagnosis code, an ICD indicator is required between the dotted lines in the <i>ICD Ind.</i> area. An indicator is required only when an ICD-10-CM/PCS code is entered on the claim.
23	Prior Authorization Number	Enter the 11-digit SAR number.  <b>Note:</b> For providers billing without a SAR number with prefix “91” or “97”, leave this field blank.
24D	Procedures, Services or Supplies	In this example, a physician is billing for surgical procedures rendered at an inpatient hospital. Two CPT codes are billed with modifiers.

A California Children’s Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: September 2020

### Important Fields for CMS-1500 Claim Completion (continued)

Box#	Field Name	Instructions
24J	Rendering Provider I.D. Number	If the provider is billing with a group NPI, enter the NPI number of the provider who rendered the service.
32A	Service Facility Location Information	Because the service is being rendered in an inpatient setting, the field must contain the facility NPI.
33 and 33A	Billing Provider Info & Phone Number	Enter the billing provider’s address and phone number in Box 33 and an NPI number in box 33A.  <b>Note:</b> The nine-digit ZIP code entered in this box must match the billing provider’s nine-digit ZIP code on file for claims to be reimbursed correctly.

### Tips for CMS-1500 Claim Completion

- Do not enter decimal points (.)
- Do not enter dollar signs (\$)
- Do not enter dashes (/)

**A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)**

Page updated: January 2021

# UB-04 Claim Completion

1 <b>UPTOWN MEDICAL CENTER</b> 140 SECOND STREET ANYTOWN CA 958235555		2		3a PAT CNTL # 3b MED REC #		4 TYPE OF BILL <b>111</b>																		
5 FED. TAX NO.				6 STATEMENT COVERS PERIOD FROM		7 THROUGH																		
				<b>100120</b>		<b>101520</b>																		
8 PATIENT NAME a <b>DOE, JANE</b>			9 PATIENT ADDRESS b																					
10 BIRTH-DATE <b>08241998</b>		11 SEX <b>F</b>	12 DATE	13 ADMISSION YR	14 TYPE	15 SRC	16 DHR	17 STAT	18	19	20	21	CONDITION CODES				23	24	25	26	27	28	29 ACCT STATE	30
31 OCCURRENCE CODE <b>05</b>		32 OCCURRENCE DATE <b>100120</b>		33 OCCURRENCE CODE <b>12</b>		34 OCCURRENCE DATE <b>01 80</b>		35 CODE		36 OCCURRENCE SPAN FROM		37 THROUGH		38 CODE		39 OCCURRENCE SPAN FROM		40 THROUGH		41 CODE		42 THROUGH		
38		39 VALUE CODES AMOUNT a <b>23</b> b c d		40 VALUE CODES AMOUNT <b>500 00</b>		41 VALUE CODES AMOUNT		42 VALUE CODES AMOUNT		43		44		45		46		47		48		49		
42 REV. CD.	43 DESCRIPTION			44 HCPCS / RATE / HPPS CODE			45 SERV. DATE	46 SERV. UNITS	47 TOTAL CHARGES		48 NON-COVERED CHARGES		49											
1	<b>203</b>	<b>INTENS CARE PEDIATRIC</b>						<b>15</b>	<b>23000 00</b>				1											
2	<b>272</b>	<b>MEDICAL/SURGICAL SUPPLY</b>						<b>1</b>	<b>800 00</b>				2											
3													3											
4													4											
5													5											
6													6											
7													7											
8													8											
9													9											
10													10											
11													11											
12													12											
13													13											
14													14											
15													15											
16													16											
17													17											
18													18											
19													19											
20													20											
21													21											
22													22											
23													23											
001		PAGE OF		CREATION DATE		TOTALS		23800 00																
50 PAYER NAME A <b>I/P MEDI-CAL</b>			51 HEALTH PLAN ID		52 BILL INFO	53 APT. SERV.	54 PRIOR PAYMENTS	55 EST. AMOUNT DUE	56 NPI		57 OTHER PRV ID													
58 INSURED'S NAME			59 PFL		60 INSURED'S UNIQUE ID <b>90000000A95001</b>		61 GROUP NAME		62 INSURANCE GROUP NO.															
63 TREATMENT AUTHORIZATION CODES A <b>91234567890</b>				64 DOCUMENT CONTROL NUMBER				65 EMPLOYER NAME																
66 DX A <b>D1D1D1D</b>												67												
68 ADMIT DX		70 PATIENT REASON DX		71 ICD-9-CM		72 ICD-9-CM		73		74		75												
74 PRINCIPAL PROCEDURE CODE		75 OTHER PROCEDURE CODE		76 OTHER PROCEDURE CODE		77 OTHER PROCEDURE CODE		78 ATTENDING NPI <b>1234567890</b>		79 QUAL		80												
74 PRINCIPAL PROCEDURE CODE		75 OTHER PROCEDURE CODE		76 OTHER PROCEDURE CODE		77 OTHER PROCEDURE CODE		78 ATTENDING NPI		79 QUAL		80												
74 PRINCIPAL PROCEDURE CODE		75 OTHER PROCEDURE CODE		76 OTHER PROCEDURE CODE		77 OTHER PROCEDURE CODE		78 ATTENDING NPI		79 QUAL		80												
74 PRINCIPAL PROCEDURE CODE		75 OTHER PROCEDURE CODE		76 OTHER PROCEDURE CODE		77 OTHER PROCEDURE CODE		78 ATTENDING NPI		79 QUAL		80												
80 REMARKS				81CC		82		83		84		85												
80 REMARKS				81CC		82		83		84		85												
80 REMARKS				81CC		82		83		84		85												
80 REMARKS				81CC		82		83		84		85												

**Example:** CCS claim fields – SAR, NPI and client ID numbers. Adapt to you rbilling situation.

A California Children’s Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: January 2021

## Important Fields for Inpatient UB-04 Claim Completion

This is an example only, based on inpatient services rendered. Providers should note that codes and other information appropriate to outpatient services will differ from this example. Please adapt to your billing situation. Attachments are not illustrated in this example.

**Note:** Outpatient claims must include a four-digit revenue code for dates of service on or after January 1, 2019. Outpatient claims with missing, incomplete or invalid revenue codes will be denied.

### Claim Completion Fields and Instructions

Box#	Field Name	Instructions
50	Payer Name	Enter I/P MEDI-CAL for inpatient services. An outpatient claim uses codes appropriate to outpatient providers, as well as “O/P Medi-Cal” in Box 50.
56	NPI	Enter the facility’s appropriate NPI. <b>Note:</b> Enter the facility non-contract hospital NPI when billing for CCS-only clients.
60	Insured’s Unique ID	Enter the client’s identification number as it appears on the plastic Benefits Identification Card (BIC) or paper Medi-Cal ID card. <b>Note:</b> For providers billing without a SAR number with prefix “91” or “97” for CCS-only or CCS/Healthy Families clients, leave this field blank.
63	Treatment Authorization Codes	Enter the 11-digit SAR number. <b>Note:</b> For providers billing without a SAR number with prefix “91” or “97”, leave this field blank.

A California Children’s Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: January 2021

**Claim Completion Fields and Instructions (continued)**

<b>Box#</b>	<b>Field Name</b>	<b>Instructions</b>
66	DX	Because this claim is submitted with a diagnosis code, an ICD indicator is required in the white space below the <i>DX</i> field. An indicator is required only when an ICD-10-CM/PCS code is entered on the claim.
67	NA	An appropriate ICD-10-CM diagnosis code is entered.
76	Attending	Enter the NPI of the referring physician, if applicable.  <b>Note:</b> If the referring physician initiated the SAR, then enter the referring physician’s NPI. Otherwise, if the rendering physician initiated the SAR, this field must be left blank.

**Tips for UB-04 Claim Completion**

- Do not enter decimal points (.)
- Do not enter dollar signs (\$)
- Do not enter dashes (/)

A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: January 2021

## CCS County Office Directory

County Office Address	County Code	Telephone #	Fax #	Dependent/Independent
Alameda 1000 Broadway, Suite 500 Oakland, CA 94607-4033	01	(510) 208-5970	(510) 267-3254	Independent
Alpine 75-B Diamond Valley Road, Markleeville, CA 96120-5679	02	(530) 694-2146	(530) 694-2252	Dependent
Amador 10877 Conductor Boulevard, Suite 400 Sutter Creek, CA 95685-9688	03	(209) 223-6630	(209) 223-3524	Dependent
Butte 2491 Carmichael Drive, Suite 400 Chico, CA 95928-7191	04	(530) 895-6546	(530) 895-6557	Independent
Calaveras <b>Mail:</b> 891 Mountain Ranch Road, San Andreas, CA 95249-9713 <b>Street:</b> 700 Mountain Ranch Road, Suite C2 San Andreas, CA 95249-9713	05	(209) 754-6460	(209) 754-1710	Dependent
Colusa 251 East Webster Street, Colusa, CA 95932-2951	06	(530) 458-0380	(530) 458-4136	Dependent
Contra Costa 597 Center Avenue Suite 150 Martinez, CA 94553	07	(925) 313-6400	(925) 313-6400	Independent

A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: January 2021

## CCS County Office Directory (continued)

County Office Address	County Code	Telephone #	Fax #	Dependent/Independent
Del Norte 880 Northcrest Drive Crescent City, CA 95531-9988	08	(707) 464-3191	(707) 464-3191	Dependent
El Dorado 941 Spring Street, Ste 3 Placerville, CA 95667-4543	09	(530) 621-6128	(530) 622-5109	Dependent
Fresno <b>Mail:</b> P.O. Box 11867 Fresno, CA 93721-1867 <b>Street:</b> 1221 Fulton Mall Fresno, CA 93721-1915	10	(559) 600-3300	(559) 455-4789	Independent
Glenn 240 North Villa Avenue Willows, CA 95988-2694	11	(530) 934-6588	(530) 934-6463	Independent
Humboldt 908 7th Street Eureka, CA 95501-1115	12	(707) 445-6212	(707) 441-5686	Dependent
Imperial 935 Broadway Street El Centro, CA 92243-2396	13	(442) 265-1455	(442) 265-1481	Independent
Inyo 207-A West South Street Bishop, CA 93514-3407	14	(760) 873-7868	(760) 873-7800	Dependent
Kern 1800 Mt. Vernon Avenue, Second Floor Bakersfield, CA 93306-3302	15	(661) 868-0504	(661) 868-0280	Dependent

A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: September 2020

## CCS County Office Directory (continued)

County Office Address	County Code	Telephone #	Fax #	Dependent/Independent
Kings 330 Campus Drive Hanford, CA 93230-4375	16	(559) 852-4693	(559) 582-6803	Independent
Lake 922 Bevins Court Lakeport, CA 95453-9739	17	(707) 263-5806	(707) 263-5872	Dependent
Lassen 1445-B Paul Bunyan Road Susanville, CA 96130-3146	18	(530) 251-8183	(530) 251-2668	Dependent
Los Angeles 9320 Telstar Avenue, Suite 226 El Monte, CA 91731-2849	19	1-800-288-4584	(855) 481-6821	Independent
Madera 14215 Road 28 Madera, CA 93638-5715	20	(559) 675-4945	(559) 675-7803	Dependent
Marin 3240 Kerner Boulevard San Rafael, CA 94901-4840	21	(415) 499-6877	(415) 473-6396	Independent
Mariposa <b>Mail:</b> P.O. Box 5, Mariposa, CA 95338 <b>Street:</b> 5085 Bullion Street Mariposa, CA 95338	22	(209) 966-3689	(209) 966-4929	Dependent



A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: September 2020

## CCS County Office Directory (continued)

County Office Address	County Code	Telephone #	Fax #	Dependent/Independent
Mendocino 1120 South Dora Street Ukiah, CA 95482-8333	23	(707) 472-2600	(707) 472-2735	Independent
Merced 260 East 15th Street Merced, CA 95341-6216	24	(209) 381-1114	(209) 724-4001	Independent
Modoc 441 North Main Street Alturas, CA 96101-3457	25	(530) 233-6311	(530) 233-6279	Dependent
Mono <b>Mail:</b> P.O. Box 3329 Mammoth Lakes, CA 93546-3329 <b>Street:</b> 437 Old Mammoth Road, Suite Q Mammoth Lakes, CA 93546-2013	26	(760) 924-1841	(760) 924-1831	Dependent
Monterey 1615 Bunker Hill Way, Suite 190 Salinas, CA 93906-6011	27	(831) 755-4747	(831) 796-8690	Independent
Napa 2751 Napa Valley Corporate Drive, Building B, Napa, CA 94558	28	(707) 253-4391	(707) 299-2123	Independent

A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: September 2020

## CCS County Office Directory (continued)

County Office Address	County Code	Telephone #	Fax #	Dependent/Independent
Nevada 500 Crown Point Circle, Suite 110 Grass Valley, CA 95945-9561	29	(530) 265-1450	(530) 271-0841	Dependent
Orange 200 West Santa Ana Boulevard, Suite 100 Santa Ana, CA 92701-4134	30	(714) 347-0300	(714) 347-0301	Independent
Placer 11484 B Avenue Auburn, CA 95603-2603	31	(530) 886-3630	(530) 886-3613	Independent
Plumas <b>Mail:</b> P. O. Box 3140 Quincy, CA 95971-3140 <b>Street:</b> 270 County Hospital Road, Suite 111 Quincy, CA 95971-9180	32	(530) 283-6330	(530) 283-6110	Dependent
Riverside 10769 Hole Avenue, Suite 220 Riverside, CA 92505-2869	33	(951) 358-5401	(951) 358-5198	Independent

A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: September 2020

## CCS County Office Directory (continued)

County Office Address	County Code	Telephone #	Fax #	Dependent/Independent
Sacramento 9616 Micron Avenue, Suite 950 Sacramento, CA 95827-2627	34	(916) 875-9900	(916) 854-9500	Independent
San Benito 439 Fourth Street Hollister, CA 95023-3801	35	(831) 637-5367	(831) 637-9073	Dependent
San Bernardino 150 E Holt Boulevard, Third Floor Ontario, CA 91762-3822	36	(909) 458-1637	(909) 986-2970	Independent
San Diego 6160 Mission Gorge Road, Suite 400 San Diego, CA 92120-3431	37	(619) 528-4000	(858) 514-6514	Independent
San Francisco 30 Van Ness Avenue, Suite 210 San Francisco, CA 94102-6082	38	(415) 575-5700	(415) 575-5790	Independent
San Joaquin <b>Mail:</b> P.O. Box 2009 Stockton, CA 95201-2009 <b>Street:</b> 2233 Grand Canal Boulevard #214 Stockton, CA 95207	39	(209) 468-3900	(209) 953-3632	Independent

A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: September 2020

## CCS County Office Directory (continued)

County Office Address	County Code	Telephone #	Fax #	Dependent/Independent
San Luis Obispo 2180 Johnson Avenue San Luis Obispo, CA 93401-4513	40	(805) 781-5527	(805) 781-4492	Independent
San Mateo 701 Gateway Boulevard, Suite 400 South San Francisco, CA 94080-7041	41	(650) 616-2500	(650) 616-2598	Independent
Santa Barbara 345 Camino del Remedio, Building 4, Room 311 Santa Barbara, CA 93110-1132	42	(805) 681-5360	(805) 681-4763	Independent
Santa Clara 720 Empey Way San Jose, CA 95128-4705	43	(408) 793-6200	(408) 793-6250	Independent
Santa Cruz <b>Mail:</b> P.O. Box 962 Santa Cruz, CA 95061-0962 <b>Street:</b> 1430 Freedom Boulevard, Suite 101 Watsonville, CA 95076-2728	44	(831) 763-8000	(831) 763-8410	Independent

A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: September 2020

## CCS County Office Directory (continued)

County Office Address	County Code	Telephone #	Fax #	Dependent/Independent
Shasta 2615 Breslauer Way, Building 5 Redding, CA 96001-4247	45	(530) 225-5760	(530) 225-5355	Dependent
Sierra <b>Mail:</b> P.O. Box 7 Loyalton, CA 96118-0007 <b>Street:</b> 202 Front Street Loyalton, CA 96118	46	(530) 993-6700	(530) 993-6790	Dependent
Siskiyou 806 South Main Street Yreka, CA 96097-3321	47	(530) 841-2132	(530) 841-4075	Dependent
Solano 275 Beck Avenue, MS 5-240 Fairfield, CA 94533-4090	48	(707) 784-8650	(707) 421-7484	Independent
Sonoma 625 Fifth Street Santa Rosa, CA 95404-4428	49	(707) 565-4500	(707) 565-4520	Independent
Stanislaus <b>Mail:</b> P.O. Box 3088 Modesto, CA 95353-3088 <b>Street:</b> 830 Scenic Drive, Third Floor Modesto, CA 95350-6131	50	(209) 558-7515	(209) 558-7862	Independent

A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: September 2020

## CCS County Office Directory (continued)

County Office Address	County Code	Telephone #	Fax #	Dependent/Independent
<p>Sutter  <b>Mail:</b>                      P.O. Box 1510                      Yuba City, CA                      95992-1510  <b>Street:</b>                      1445 Veterans Memorial Circle                      Yuba City, CA                      95993-3011</p>	51	(530) 822-7215	(530) 755-0741	Dependent
<p>Tehama  <b>Mail:</b>                      P.O. Box 400                      Red Bluff, CA                      96080-0400  <b>Street:</b>                      1860 Walnut Street,                      Suite C                      Red Bluff, CA                      96080-3611</p>	52	(530) 527-6824	(530) 527-0362	Dependent
<p>Trinity  <b>Mail:</b>                      P.O. Box 1470                      Weaverville, CA                      96093-1470  <b>Street:</b>                      51 Industrial Park Way                      Weaverville, CA                      96093</p>	53	(530) 623-1358	(530) 623-1297	Dependent

A California Children's Services (CCS) Program and the Genetically Handicapped Persons Program (GHPP)

Page updated: January 2021

## CCS County Office Directory (continued)

<b>County Office Address</b>	<b>County Code</b>	<b>Telephone #</b>	<b>Fax #</b>	<b>Dependent/Independent</b>
Tulare 1062 S. K Street Tulare, CA 93274-6422	54	(559) 685-5800	(559) 713-3740	Independent
Tuolumne 20111 Cedar Road North Sonora, CA 95370-5939	55	(209) 533-7404	(209) 533-7406	Dependent
Ventura 2240 East Gonzales Road, Suite 260 Oxnard, CA 93036-8210	56	(805) 981-5281	(805) 658-4580	Independent
Yolo 137 North Cottonwood Street, Suite 1201 Woodland, CA 95695-6681	57	(530) 666-8333	(530) 666-1283	Independent
Yuba 5730 Packard Avenue, Suite 100 Marysville, CA 95901-7117	58	(530) 749-6340	(530) 749-6830	Dependent

# Resource Information

## References

The following reference materials provide CCS Program and GHPP information:

### Provider Manual References

#### Part 1

*MCP: County Organized Health System (COHS) (mcp coh)*

#### Part 2

*California Children's Services (CCS) Program (cal child)*

*California Children's Services (CCS) Program Billing (cal child bil)*

*California Children's Services (CCS) Program Billing Example: CMS-1500*

(cal child bil cms)

*California Children's Services (CCS) Program Billing Example: UB-04 Claim Form*

(cal child bil ub)

*California Children's Services (CCS) Program County Office Directory (cal child county)*

*California Children's Services (CCS) Program Eligibility (cal child elig)*

*California Children's Services (CCS) Program Provider Paneling (cal child panel)*

*California Children's Services (CCS) Program Referrals (cal child ref)*

*California Children's Services (CCS) Program Service Authorization Request (SAR)*

(cal child sar)

*California Children's Services (CCS) Program Service Code Groupings (cal child ser)*

*California Children's Services (CCS) Program Special Care Centers (cal child spec)*

*CMS-1500 Completion (cms comp)*

*Durable Medical Equipment (DME): An Overview (dura)*

*Genetically Handicapped Persons Program (GHPP) (genetic)*

*Medicare/Medi-Cal Crossover Claims: CMS-1500 Billing Examples for Allied Health*

(medi cr cms exa)



**A** California Children's Services (CCS) Program and the Genetically Handicapped  
Persons Program (GHPP)

Page updated: January 2021

*Medicare/Medi-Cal Crossover Claims: Inpatient Services Billing Examples* (medi cr ip ex)

*Medicare/Medi-Cal Crossover Claims: Outpatient Services Billing Examples*

(medi cr op ex)

*Other Health Coverage (OHC)* (oth hlth)

*UB-04 Completion: Inpatient Services* (ub comp ip)

*UB-04 Completion: Outpatient Services* (ub comp op)

# Appendix

## Acronyms

<b>Acronym</b>	<b>Description</b>
<b>AGI</b>	Adjusted Gross Income
<b>BIC</b>	Benefits Identification Card
<b>CA-MMIS</b>	California Medicaid Management Information System
<b>CCN</b>	Claims Control Number
<b>CCS/GHPP</b>	California Children's Services and Genetically Handicapped Persons Program
<b>CIF</b>	Claims Inquiry Form
<b>CIN</b>	Client Index Number
<b>CMS</b>	Centers for Medicare & Medicaid Services
<b>COHS</b>	County Organized Health System
<b>CPT</b>	Current Procedural Terminology
<b>DHCS</b>	Department of Health Care Services
<b>DME</b>	Durable Medical Equipment
<b>DRG</b>	Diagnosis-Related Groups
<b>EOB</b>	Explanation of Benefits
<b>EPSDT</b>	Early and Periodic Screening, Diagnostic and Treatment
<b>FI</b>	Fiscal Intermediary; contractor for DHCS responsible for claims processing, provider services and other fiscal operations of the Medi-Cal program
<b>FPL</b>	Federal Poverty Level
<b>GHPP</b>	Genetically Handicapped Persons Program
<b>HCPCS</b>	Healthcare Common Procedure Coding System
<b>HF</b>	Healthy Families Program
<b>ICNN</b>	Intensive Care Newborn Nurse
<b>MCP</b>	Managed Care Plan
<b>MTU</b>	Medical Therapy Unit

## Acronyms (Continued)

<b>Acronym</b>	<b>Description</b>
<b>NDC</b>	National Drug Code
<b>NICU</b>	Neonatal Intensive Care Unit
<b>NPI</b>	National Provider Identifier
<b>OHC</b>	Other Health Coverage
<b>RAD</b>	Remittance Advice Details
<b>SAR</b>	Service Authorization Request
<b>SCC</b>	Special Care Center
<b>SCD</b>	Systems of Care Division
<b>SCG</b>	Service Code Grouping
<b>SOC</b>	Share of Cost
<b>TAR</b>	Treatment Authorization Request
<b>WCM</b>	Whole Child Model

