




DIRECTORY OF RESOURCES...

Information is listed by webpage name; a link has been included to automatically open each page of the Medicaid Portal. If the page location of an item or topic is not known, type the topic or resource you are searching for in the find box at the top left of this document and press the enter key. That will initiate a search and highlight the information you are searching for, once a match is located. If a match is not identified a message will state "No matches were found". Reference materials are updated and posted regularly.


Please note: Many of our documents, forms and manuals have a PDF extension. You must have a PDF reader in order to view and download them. A free viewer is available from Adobe® at <http://get.adobe.com/reader/>. In order to download the Adobe® software you must have the WinZip program installed on your machine. If you do not, go to <http://www.winzip.com/win/en/index.html> to obtain a copy.

The Home Page of the Vermont Medicaid portal can be accessed by clicking the  [Home](#) button located at the top of each web page or by clicking the following link <https://vtmedicaid.com/index.html>.

The Home page is the only place to access the following services  [On-Line Training](#) (training is not available at this time),  [Provider Look-up](#) and  [Provider Web Services](#).


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BULLETINS...

A Library of The Department of Vermont Health Access Advisory Publications can be accessed by clicking the  [Downloads](#) button located in the top yellow bar of the Portal then click the word [Bulletins](#) in the green column on the left hand side of the page. The Advisory can also be accessed by clicking the following link <https://vtmedicaid.com/Downloads/bulletins.html>

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FORMS...

A library of forms, sorted by reason for use, can be accessed by clicking the  [Downloads](#) button located in the top yellow bar of the Portal then click the word [Forms](#) in the green column on the left hand side of the page. Forms can also be accessed by clicking the following link <https://vtmedicaid.com/Downloads/forms.html>

Beneficiary Related

- Accident Questionnaire
- Alternate Reporter Request

Claims Related

- Adjustment Request
- CMS-1500 Medicare Attachment Summary Form
- UB-04 Medicare Attachment Summary Form
- DME Equipment Form
- Julian Calendar

Medicaid Refunds
Multiple Adjustment Request
Provider Inquiry
Timely Filing Appeal Listing
TPL Change Request Form

EDI (Electronic Data Interchange)

EDI Registration
Trading Partner Agreement

Enrollment Related

Provider Enrollment & Recertification Agreement
Non-Participating Provider Signature Page
Electronic Funds
Electronic Funds Change
Change of Address
Group Affiliation Request
PCPlus Enrollment Agreement
PCPlus Naturopathic Enrollment Agreement
Termination Notice
Web Services Account E-mail Request Form

340B Drug Program Enrollment

Provider Enrollment Amendment
Contact Information Sheet

Fraud, Waste, Abuse & Team Care

Medicaid Fraud, Waste & Abuse Referral Form

Prior Authorization


Abortion Form
Admission Notification
Dental Prior Authorization Form
Eyeglass Prior Authorization Form
Hysterectomy Consent Form
Medical Necessity Form (MNF)
Out of State Admissions – *(Link to The Department of Vermont Health Access)*
Out of State Pre-Admission
Prior Authorization fro Chiropractic Services Form
Sterilization Consent
Therapy Extension
Urine Drug Test Form

Transportation

Transportation Form *(In-state, out of area Medicaid Transportation Form)*

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MANUALS...

The manuals and Provider Reference Materials can be accessed by clicking the  [Downloads](#) button located in the top yellow bar of the Portal then click the word [Manuals](#) in the green


column on the left hand side of the page. Manuals can also be accessed by clicking the following link <https://vtmedicaid.com/Downloads/manuals.html>

- Carrier Codes
- Chronic Care Diagnoses
- Clinical Resources
- CMS-1500 Supplement (*Physician Claim Submission Information*)
- Dental Fee Schedule
- Dental Supplement
- DME Restrictions
- EOB Codes X-Walk
- Fee Schedules – (Link to The Department of Vermont Health Access)
- Ladies First Provider Newsgram (Link to *Ladies First Vermont Department of Health*)
- MedSolutions/Radiology Management Program (*Program Guidelines & CPT Code List of Services Requiring Prior Authorization*)
- OPPS Revenue Codes requiring HCPCS/CPT
- PA Supplement (*Information specific to the Prior Authorization process*)
- Provider Manual (*General Vermont Medicaid Program Information*)
- Psychiatric Inpatient Supplement
- Relative Weights
- 837 Adjustment Reason Codes
- UB-04 (Hospital claim Submission Information specific to the UB04 claim form)
- X12N Guides

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SOFTWARE...

(PES) Provider Electronic Solutions

Software and Installation Guidelines can be accessed by clicking the  [Downloads](#) button located in the top yellow bar of the Portal then click the word [Software](#) in the green column on the left hand side of the page or by clicking the following link

<https://vtmedicaid.com/Downloads/software.html>

- PES Quick Reference Guide (*Information on account setup, installing/connecting via PES and how to authorize a new provider to access to an existing account*)
- Provider Electronic Solutions User Guide.
- PES News
- Upgrade Instructions
- Complete Listing of available PES Software Upgrades
- Electronic Adjustment Instructions
- Surrogate User Instructions
- Adobe Acrobat Software
- Previous PES Installations
- Client ID Replacement Key Dates

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HIPPA TOOLS...

HIPPA Tools can be accessed by clicking the  [Downloads](#) button located in the top yellow bar of the Portal then click the word [HIPPA Tools](#) in the green column on the left hand side of the page or by clicking the following link <http://vtmedicaid.com/Downloads/tools.html>

EDI Registration (EDI Registration Form)
Trading Partner Agreement
Companion Guide
4010 Tech Specs
5010 Tech Specs

TRANSACTION SERVICES...

The Transaction Services page of the Vermont Medicaid Portal can be accessed by clicking the **transaction Services** button located in the yellow bar at the top the web page or by clicking the following link <https://vtmedicaid.com/Interactive/login2.html>

Production Login - Beneficiary Eligibility, Claim Status and Electronic Claim Submission
User Acceptance Login (Test System)

Note: Please see the information supplied at the end of this directly on setting up and maintaining your Transaction Services Account.

WHAT'S NEW...

The What's New page of the Vermont Medicaid Portal can be accessed by clicking the **Information** button located at the top of the web portal page or by clicking the link below <https://vtmedicaid.com/Information/whatsnew.html>

Banner Page - (updated weekly, link is located toward the top of the What's New Page and-states, Click here to access the **weekly Banner Page**)

Banner Page Archive 2010-2004 - (click **Banner Archives** on the left side of page)

Contact Numbers (click **Contacts** located on the left side of page to view: DVHA Clinical Unit (PA), HP Provider Services, HP EDI Coordinator, Maximus (Member Services), Medmetrics, MedSolutions, Ombudsman and Vermont HIPAA contact information).

Request for Waiver

Town hall Meeting Q&A

Provider Representative Map

Diagnosis Codes Exempt from the Inpatient Admission POA Indicator Requirement

Provider Representative Map (List of Provider Representatives and the territories they service)

Provider Directory of Resources (Directory of Vermont Medicaid web portal services)

2011 Holiday Schedule

Covered Services Chart (Link to the DVHA website, HEALTH SERVICES column)

Physicians (HCPCS Codes Requiring an NDC Code)

Outpatient Hospitals (HCPCS Codes that require an NDC Code)

Drug Manufacturer Information (NDC/Drug Rebate Information)

Aid Category Code Listing (The Aid Category code identifies a beneficiary's program eligibility; link to Provider Manual)

General Assistance (Procedure Codes for Emergency Dental Treatment)

Prescriber Info

Vermont Medicaid Chiropractic Services

Interpreter Services & Resources RAQ


Obtaining a Provider Web Services Account

Advance Directives (*Information on Advance Directives*)

HIPPA Tools (*Link to EDI Registration Form and Trading Partner Agreement*)

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LINKS...

Can be accessed by clicking the  [links](#) button located at the top of the the Vermont Medicaid Portal. Federal Government, Healthcare, Medicaid and State Government links are available, as follows.

Federal Government Links <https://vtmedicaid.com/Links/fedgov.html>

- Agency for Healthcare Quality
- American Public Human Services Association
- Centers for Disease Control & Prevention
- Department of Health & Human Service
- Healthfinder
- Government Printing Office
- Centers for Medicaid & Medicare Services (CMS)
- National Institutes of Health
- National Library of Medicine
- Maternal & Child Health Bureau
- Public Health Training Network
- Social Security Administration
- X12N Guides

Healthcare Links <https://vtmedicaid.com/Links/healthcare.html>

- American Academy of Pediatrics
- American Dental Association
- American Medical Association
- American Osteopathic Association
- American Public Health Association
- American Public Human Services Association
- Dupont Pediatrics/The Nemours Foundation
- Joint Commission on Accreditation of Healthcare Organizations.
- Ladies First Program Home Page
- National Academy for State Health Policy (NASHP)
- National Committee for Quality Assurance
- National Health Information Center
- National Information Center for Children & Youth with Disabilities
- Obstetric Ultrasound – A comprehensive Guide
- Valid ICD-9 Diagnosis Codes for 2008-2011
- Washington publishing Taxonomy Code List
- Yahoo! – Health

Medicaid Links <https://vtmedicaid.com/Links/medicaid.html>

- Alabama Medicaid
- Alaska Medicaid
- Arizona Medicaid
- Arkansas Medicaid

California Medicaid
Colorado Medicaid
Connecticut Medicaid
Delaware Medicaid
Florida Medicaid
Georgia Medicaid
Hawaii Medicaid
Idaho Medicaid
Illinois Medicaid
Indiana Medicaid
Iowa Medicaid
Kansas Medicaid
Kentucky Medicaid
Louisiana Medicaid
Maine Medicaid
Maryland Medicaid
Massachusetts Medicaid
Michigan Medicaid
Minnesota Medicaid
Mississippi Medicaid
Missouri Medicaid
Montana Medicaid
Nebraska Medicaid
Nevada Medicaid
New Hampshire Medicaid
New Jersey Medicaid
New Mexico Medicaid
New York Medicaid
North Carolina Medicaid
North Dakota Medicaid
Ohio Medicaid
Oklahoma Medicaid
Oregon Medicaid
Pennsylvania Medicaid
Rhode Island Medicaid
South Carolina Medicaid
South Dakota Medicaid
Tennessee
Texas Medicaid
Utah Medicaid
Vermont Medicaid
Virginia Medicaid
Washington Medicaid
West Virginia Medicaid
Wisconsin Medicaid
Wyoming Medicaid

Vermont State Government Links <https://vtmedicaid.com/Links/stategov.html>

The Department of Aging and Independent Living
The Department of Education
The Department of Health
Green Mountain Care
Office of Professional Regulation
The Department of Vermont Health Access
Vermont Children
WIC
Vermont Association of Hospitals & Health Systems
Vermont Division of Community Public Health
DVHA Clinical Guidelines

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Transaction Services at a Glance (Frequently asked Questions)

- **Applying for a Transaction Services Account**

To apply for an account go to www.vtmedicaid.com and select Downloads and then select HIPAA Tools. Print the EDI Registration and Trading Partner Agreement. Fill out both documents and mail to:

HP – EDI Coordinator
312 Hurricane Lane, PO Box 888
Williston, VT 05495

HP will set up an account and mail the information back to you.

Please note: A transaction services account is required if you intend to upload electronic claims or download files. If you need an account for only the Web RA, Claim Status and Eligibility, and will not be submitting claims electronically or downloading transactions, see *Provider Web Services Account*.

- **Adding a Provider to an Existing Transaction Services Account**

Print the EDI Registration from the web site www.vtmedicaid.com under Downloads, HIPAA Tools. Fill out parts 1a and 1b on the first page. On the second page enter your Trading Partner ID and the provider name and number for each provider you want to add to your account. Make sure you get provider signatures. If you bill under a group, only the group number needs to be entered. Mail the EDI Registration with original signatures to HP, Attention: EDI.

- **Applying for a Provider Web Services Account**

The first step to set up your web services account is go to www.vtmedicaid.com and select the Provider Web Services button, located in the yellow bar at the top of the Vermont Medicaid Portal Home Page, then select where it says, " click [here](#) to request an account ". Enter your NPI, Taxonomy, and Email address. Choose Request Account and follow the instructions from there. Your account information will be e-mailed to you.

Note: If you get an error saying your information cannot be found, it is possible your Service Location email address (the address where your account information will be sent) is not on file, complete the Vermont Medicaid Update E-mail Address Request Form located at <https://vtmedicaid.com/Downloads/forms.html> and return it by fax to (802) 878-3440, attn: Enrollment or mail to: HP Enterprise Services, PO Box 888, Williston, VT 05495. Please allow 2-3 business days from faxing for us to complete your request.

- **Suspended Account**

If your Web Log-on Account has been suspended contact EDI support at: 802 879-4450 Option 3 to get your account reactivated. Once your account has been reactivated, try to logon using

your current password. If you can not remember your password or your attempt is unsuccessful please use the Forgot Password option.

Note: Your account will suspend if more than five attempts are made to log-in with an incorrect password.

- **Forgot your Password**

Click on the “forgot password?” option. You will then be asked to enter your User ID. Select continue. You will then see two questions which must be answered. Provided the answers are correct, you can then create a new password and continue using your account. If you cannot answer the questions successfully, please contact EDI Support.

- **Provider Electronic Solutions (PES) Software**

The Full PES Install, upgrades, PES Quick Reference Guide, Provider Electronic Solutions Guide and upgrade instructions can all be found at <https://www.vtmedicaid.com/Downloads/software.html>. This HP software is free to Providers and is used to submit Vermont Medicaid claims electronically. In order to use the software you must have a Transaction Services account. Please follow the above directions for applying for a Transaction Services Account.

- **Technical Specifications**

These specifications are for anyone who needs to see the X12N loops, segments and Vermont Medicaid related requirements for electronic transactions. The documents are split up by transaction type. If your software vendor, clearinghouse, or billing service has technical questions regarding electronic claims and Vermont Medicaid requirements, please direct them to these documents which can be found at www.vtmedicaid.com under Downloads, HIPAA Tools.

Please note: There is a link at the bottom of the page under Downloads/Manuals to Washington Publishing Clearinghouse. This site supports the actual X12N implementation guides.