

Molina Healthcare of California Provider/Practitioner Manual

Contacts

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IMPORTANT PHONE NUMBERS AND ADDRESSES

Molina Healthcare of California (MHC) Corporate Office

200 Oceangate, Suite 100, Long Beach, CA 90802

Main Phone (562) 4996191 Toll Free (888) 6654621 TTY (800) 4793310

Department	Contact Information
California Children Services (CCS)/ Medical Case Management:	
The CCS/Medical Case Management Department coordinates referrals to CCS offices and manages the coordination of health care services for members with catastrophic and/or chronic medical conditions.	200 Oceangate, Suite 100 Long Beach, CA 90802 Phone: (888) 665-4621 Fax: (888) 273-1735
Child Health and Disability Prevention (CHDP):	
The Child Health and Disability Prevention Department handles all orders for PM 160s and processes PM 160s from Primary Care Practitioners. On line submission of PM 160s HYPERLINK "http://www.molinahealthcare.com" www.molinahealthcare.com	P.O. Box 16027 Mailstop "HFW" Long Beach, CA 90806 Attn: CHDP Department Phone: (800) 526-8196 Ext. 127350 Fax: (562) 499-6117
Claims Department:	
First Time Submission, Contested or Corrected Claims Molina Healthcare is responsible for processing all of its members' claims. Those Providers/Practitioners with affiliations with a Molina Healthcare subcontracted IPA or a shared risk group should submit claims and appeals to the affiliated IPA/shared risk group per their affiliation contract. Send written correspondence or claims, tracers, or adjustments to the following address:	P.O. Box 22702 Long Beach, CA 90801 Phone: (888) 665-4621 Fax: (562) 499-6117 Tracers
Fee-For-Service Claim Submission	
On line submission: HYPERLINK "http://www.molinahealthcare.com" www.molinahealthcare.com	

Community Outreach:	
The Community Outreach staff provides outreach and organizes participation in community events such as health fairs.	200 Oceangate, Suite 100 Long Beach, CA 90802 Phone: (800) 898-9892 Fax: (866) 440-9697
Credentialing:	
The Credentialing Department verifies all information for Credentials Committee approval on each Provider/ Practitioner to evaluate the applicant's qualifications to be credentialed or recredentialed. Recredentialing of Providers/Practitioners is conducted at least every three (3) years.	200 Oceangate, Suite 100 Long Beach, CA 90802 Credentialing Phone: (800) 526-8196, Ext. 120117 Fax: (562) 951-1504
Department of Health Care Services (DHCS) Medi-Cal Managed Care Division:	P.O.Box 997413 Mail Stop 4400 Sacramento, CA 95899 -7413 Phone: (916) 449-5000
Department of Managed Health Care (DMHC):	Thone. (310) 443-3000
The Department of Managed Health Care (DMHC) is the regulatory body that licenses and oversees health maintenance organizations. The DMHC is responsible for regulating health care service plans. The DMHC accepts complaints regarding health plans by telephone. If a beneficiary has a grievance, he/she should contact the Plan and use the Plan's grievance process.	Phone: (800) 400-0815
Department of Social Services (DSS):	
The DPSS Public Inquiry and Response unit handle inquiries from Medi-Cal beneficiaries regarding fair hearings.	Phone: (800) 952-5253 TDD: (800) 952-8349
Eligibility List Distribution:	
The Member services department is responsible for distribution of eligibility rosters (reports) on a monthly basis to all direct Primary Care Practitioners and IPA/Medical Groups.	200 Oceangate, Suite 100 Long Beach, CA 90802 Phone: (888) 665-4621/ Option 1 Fax: (562) 901-9632
Eligibility Verification: The Member Services Department verifies both member eligibility and PCP assignment.	200 Oceangate, Suite 100 Long Beach, CA 90802 Molina Eligibility Unit: (888) 665-4621/ Option 1

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	Interactive Voice response (IVR): (800) 357-0172 Healthy Families Eligibility: (866) 848-9166
	Fax: (562) 901-9632
Encounter Data:	
The encounter Data Department handles all encounters form capitated services.	P.O. Box 22807 Long Beach, CA 90801
Facility Site Review:	
The Facility Site Review is conducted as part of the PCP credentialing process. Members are not assigned until the facility has passed the site review. A rereview is conducted at the time of recredentialing every three (3) years.	200 Oceangate, Suite 100 Long Beach, CA 90802 Facility Site Review Phone: (800) 526-8196, Ext. 120118 Fax: (562) 951-8325
Health Care Options (HCO):	2 4.1. (6 62) 5 6 2 6 2 6
The Health Care Options Contractor processes MediCal Managed Care enrollments and disenrollments. Please refer members to the HCO callin number.	Phone: (800) 4304263 (all languages)
Health Education/Cultural and Linguistic Services:	
The Health Education and Cultural/Linguistic Services Department assist members and providers in accessing health education and disease management programs and services. These include adult and pediatric asthma, diabetes, prenatal education, smoking cessation and weight control. The department also oversees the delivery of interpreter services for Molina's limited English proficient (LEP) members. The department also makes available educational materials to assist providers in delivering patient education to their Molina members.	200 Oceangate, Suite 100 Long Beach, CA 90802 Health Education Information Phone: (800) 526-8196, Ext. 127532 Fax: (562) 901-1176 Interpreter Services Information Phone: (800) 5268196, Ext. 127421
Managed Care Ombudsman:	
The Department of Health Services (DHS) Managed Care Ombudsman will investigate and attempt to resolve complaints involving managed care plans that members have been unable to resolve through their health plans. Members may call at any time for information, questions, assistance, or complaints.	DHS Managed Care Ombudsman Phone: (888) 452-8609

Member Services:	
The Member Services Department handles all telephone and written inquiries from members regarding claims, benefits, eligibility/identification, selecting or changing primary care physicians, grievances, and appeals. The Member Services Department telephone calls are distributed to the representatives via an I.C.D. queue.	200 Oceangate, Suite 100 Long Beach, CA 90802 Phone: (888) 665-4621 Fax: (310) 507-6186 TTY/TTD: (800) 479-3310
Molina Healthcare Ombudsman:	
The Ombudsman phone provide customers with guidance should they be unsure of how to proceed with a question, concerns or problems. The Ombudsman assist in those instances where they believe the normal Molina process has not adequately addressed their questions, concerns, or problems.	Molina Healthcare Ombudsman Phone: (877) 665-4627
Nurse Advice:	
The Nurse Advice Program is staffed during Molina Healthcare business hours and after hours by Registered Nurses for member assistance and referral.	Phone: (888) 275-8750 for English Phone: (866) 6483537 for Spanish
Pharmacy Authorizations:	
The Molina Healthcare Pharmacy Authorization Desk is responsible for Molina Healthcare's Drug Formulary inquiries and drug prior authorization requests. Requests for copies of Drug Formularies should be directed to Molina Healthcare Provider Services.	200 Oceangate, Suite 100 Long Beach, CA 90802 Phone: (800) 5268196, Ext. 127854 Fax: (866) 508-6445
Provider Dispute Resolutions:	
The Provider Dispute Resolution unit is responsible for providing a fast, fair and costeffective dispute mechanism to process and resolve contracted and noncontracted provider disputes. Formal disputes must be submitted in writing.	Claims Provider Dispute Resolution Unit P.O. Box 22722 Long Beach, CA 90801
Provider Information Management (PIM):	
The PIM Department is responsible for the maintenance of Molina's Provider Network which includes all demographic updates, in addition to provider additions and terminations.	Fax: (562) 499 – 0619 Email – HYPERLINK "mailto: MHCPIM@MolinaHealthcare.com" MHCPIM@MolinaHealthcare.com
Provider/Practitioner Education and Communications:	

The Molina Healthcare Provider Education Training and Communications staff informs Providers/Practitioners about MediCal policies and procedures through Provider/Practitioner manuals, bulletins, newsletters, and workshops.

200 Oceangate, Suite 100 Long Beach, CA 90802

Phone: (800) 526-8196, Ext. 127688 or 127414

Fax: (562) 951-1529

Provider/Practitioner General Information and Assistance:

200 Oceangate, Suite 100 Long Beach, CA 90802

The Molina Healthcare Provider services Department is the Provider/Practitioner liaison to the health plan's administrative programs. This department handles Toll Free: (888) 665-4621

administrative programs. This department handles telephone and written inquiries from Providers/Practitioners regarding contracting, capitation verification, scheduling of in-service training, site audit status and credentialing information and status.

Regional Local Numbers:

Los Angeles Regional Office

Phone: (562) 499-6191 ext. 127680 or 127690

Fax: (562) 951-1529

Sacramento Regional Office Phone: (916) 561-8540 ext. 128543

Fax: (916) 561-0355

Riverside/San Bernardino Regional Office: Phone: (909) 430-0018 ext. 128007 or 128010

Fax: (909) 430-0071

San Diego Regional Office:

Phone: (858) 614-1580 ext. 123600

Fax: (858) 5031210

Quality Improvement (QI):

The QI Department is responsible for management of the QI program, HEDIS and CAHPS (member satisfaction) reporting and oversight of appointment standards. It updates and distributes preventive care guidelines and clinical practice guidelines.

200 Oceangate, Suite 100 Long Beach, CA 90802

Phone: (800) 526-8196, Ext. 126137

Fax: (562) 499-6185

Utilization Management, Referrals, & Authorization

The Medical Affairs Department conducts concurrent review on inpatient cases and facilitates referral requests for specialty care services. This includes Molina Healthcare urgent referral requests for Member who requires services within seventy two (72) hours based on urgency of member's medical condition. Authorization decision completed within seventy two (72) hours.

200 Oceangate, Suite 100 Long Beach, CA 90802

Phone

(800) 526-8196, Ext. 126400/(Outpatient) (800) 526-8196, Ext. 126410/(Inpatient)

Fax

(800) 811-4804/Prior Authorization (866) 472-6303/Notification of Admissions and

Concurrent Review

Other elective referral requests for Member who requires services within two (2) weeks. Authorization decision completed within three (3) business days.	Clinically Urgent Referral Requests Phone: (800) 526-8196, ext. 126400 Fax: (800) 811-4804 Elective Referral Request Phone: (800) 526-8169 ext. 126400 Fax: (800) 811-4804
Vision Care	
March Vision Care Group	Toll Free Customer Service: Phone: (888) 493-4070

SECTION 29: COUNTY CONTACT INFORMATION

LOS ANGELES COUNTY

(Subcontracted to Health Net)

Molina Healthcare of California Corporate Office

(562) 435-3666 200 Oceangate, Suite 100 Long Beach, CA. 90802 Attn: Provider Services

Public Health and Special Services Contact Information:

California Children's Services (CCS) Program

County Department of Health 9320 Telstar Avenue, Suite 226 El Monte, CA. 91731 (800) 288-4584 phone (800) 924-1154 fax

Child Health and Disability Prevention (CHDP) Program

City of Los Angeles 9320 Telstar Avenue, Suite 226 El Monte, CA. 91731 (800) 993-2437 (626) 569-9350 fax

PM 160 County Code: 352M

City of Long Beach Health Department 2525 Grand Avenue Long Beach, CA. 90815 (562) 570-4000

Comprehensive Perinatal Services Program (CPSP)

Los Angeles: (213) 639-6419 Long Beach: (562) 570-4060 Pasadena: (626) 744-6091

Communicable Disease Reporting

Los Angeles County 313 N Figueroa Street # 117 Los Angeles, CA 90012 (213) 240-7821 phone (888) 397-3778 fax

Long Beach City-Epidemiology 2525 Grand Avenue Long Beach, CA. 90815 (562) 570-4301 phone (562) 570-4374 fax

Los Angeles County Mental Health

550 South Vermont Avenue Los Angeles, CA. 90020 (800) 854-7771

Regional Centers

Eastern Los Angeles Regional Center	(626) 299-4700
1000 6 5	

1000 S. Fremont Avenue

PO Box 7916

Alhambra, CA. 91802-4700

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3303 Wilshire Blvd.

Suite 700

Los Angeles, CA. 90010-2197

21231 Hawthorne Blvd. Torrance, CA. 90503

North Los Angeles Regional Center	(818)	778-1900
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15400 Sherman Way, Suite 170

Van Nuys CA. 91406

San Gabriel/Pomona Regional Center (909) 620-7722

761 Corporate Center Drive

Pomona, CA. 91768

South Central Los Angeles Regional Center (213) 763-7800

650 West Adams Blvd., Suite 200

Los Angeles, CA. 90007

Westside Regional Center (310) 258-4000

5901 Green Valley Circle, Suite 320

Culver City, CA. 92030-1024

Special Supplemental Nutrition Program for Women, Infants and Children (WIC)

,
(661) 949-5805
(562) 570-4242
(818) 361-7541
(714) 834-8333
(626) 744-6520
(888) 942-2229 or (626)856-6600
(323) 568-3070
nstitute (310) 661-3080

Substance Abuse-CASC Community Assessment Service Center

(800) 564-6600

HIV Services/AIDS Wavier

(Los Angeles County Department of Health)

(213) 240-8117 -directory business office

(213) 351-8001 AIDS Program

(213) 351-8117 HIV Epidemiology

TB Control Program

Los Angeles County Department of Health Services-Public Health 2615 S. Grand Avenue, Room 507 Los Angeles, CA 90007 (213) 744-6160 phone (213) 749-0926 fax

Los Angeles County Public Health

(213) 240-8204

HEALTH NET-IMPORTANT PHONE NUMBERS AND ADDRESSES

Molina Healthcare of California is sub-contracted to Health Net in Los Angeles. If the member is a Medi-Cal beneficiary enrolled in Molina Healthcare in Los Angeles you must contact Health Net for Member Eligibility, Enrollment or Disenrollment. Please see important phone numbers listed below.

Business Integration Services - Electronic Data Interchange (BIS-EDI)

BIS-EDI processes electronic claims and encounter data.

12033 Foundation Pl., 2nd Floor, Rancho Cordova, CA 95670 (916) 935-3178

Eligibility Department

The Eligibility Department verifies member eligibility. It is available 7 a.m. - 7 p.m., Monday through Friday.

11971 Foundation Place, Rancho Cordova, CA 95670 (800) 554-1444

Facility Site Review Compliance Department

The Facility Site Review Compliance Department provides one-on-one education and provider support.

21287 Burbank Boulevard, Woodland Hills, CA 91367 (818) 676-5638 (818) 676-5454 Fax

Health Net Pharmaceutical Services (HNPS)

HNPS administers Health Net's Medi-Cal Recommended Drug List and drug prior authorization requests.

10834 International Drive, Rancho Cordova, CA 95670 (800) 867-6564 (800) 977-8226 Fax

Health Net Web site

Health Net's Web site offers information on member eligibility; claim status; Health Net reference materials such as the Recommended Drug List, Evidence of Coverage, and county-specific Medi-Cal Operations Manuals; forms; and information on how to contact Health Net.

www.health.net

Medi-Cal Claims

Send written correspondence, claims, tracers, adjustment requests, or denial reconsiderations to Health Net Medi-Cal Claims at the following address:

P.O. Box 14598, Lexington, KY 40512-4598

Medi-Cal Claims Appeals

Submit claims appeals to Health Net Medi-Cal Claims Appeals at the following address:

11971 Foundation Place, Rancho Cordova, CA 95670

Medi-Cal Member Services

The Medi-Cal Member Services Department handles telephone and written inquiries from members regarding claims, benefits, eligibility, identification, grievances and appeals, and selecting or changing primary care physicians.

21281 Burbank Boulevard C-5, Woodland Hills, CA 91367 (800) 675-6110 (818) 676-5387 Fax

E-mail:

Eligibility and billing inquiries Claim status and denial inquiries Capitated claims/non-payment HNMedi-cal.Eligiblity@health.net HNMedi-cal.ClaimsInquiry@health.net HNMedi-cal.ProviderBilling@health.net

RIVERSIDE COUNTY

Molina Healthcare of California San Bernardino/Riverside Regional Office

(909) 430-0018

Send correspondence to: 200 Oceangate, Suite 100

Long Beach, CA. 90802 Attn: Provider Services

Public Health and Special Services Contact Information:

California Children's Services (CCS) Program

10769 Hole Avenue Suite 220

Riverside CA. 92505

Emergency Referrals: (951) 358-5401 phone

(951) 358-5198 fax

Child Health and Disability Prevention (CHDP) Program

3900 Sherman Drive, Suite G Riverside CA. 92503 Mail: PO Box 7600 Riverside CA. 92513-7600 (951) 358-5481

PM 160 County Code: 355

Riverside CPSP Program Coordinator

(951)358-5260

Communicable Disease Control

(951) 358-5107

Riverside Department of Behavioral Health

(800) 706-7500 Access Unit (951) 358-5352 Outpatient fax (951) 358-4474 Inpatient fax

Inland Regional Center (Serves both Riverside and San Bernardino County Areas)

674 Brier Drive San Bernardino, CA. 92408 (909) 890-3000 phone (909) 890-3001 fax

Riverside WIC Program

(800) 455-4942

Substance Abuse

(951) 782-2400

HIV Services/AIDS Waiver Program

(951) 358-5307

TB Control Program (951) 358-5107

Riverside County Public Health (951) 358-5000

SACRAMENTO COUNTY

Molina Healthcare of California Northern Regional Administration Office

2277 Fair Oaks Blvd., Ste. 195 Sacramento, CA, 95825 (916) 561-8540

Public Health and Special Services Contact Information:

California Children's Services (CCS) Program

Department of Medical Systems 9616 Micron Avenue #640 Sacramento, CA. 95827 (916) 875-9900

Child Health and Disability Prevention (CHDP) Program

County Department of Health 9333 Tech Center Drive, #100 Sacramento, CA. 95826 (916) 875-7151

PM 160 County Code: 130

Comprehensive Perinatal Services Program (CPSP)

County Department of Health and Human Services 7001 East Parkway, Suite 600 Sacramento, CA. 95823 (916) 875-6171

Communicable Disease Reporting

Sacramento Department of Health Services 7001-A East Parkway, Sacramento, CA 95823 (916) 875-5471 phone (916) 875-4069 fax

Sacramento County Mental Health Treatment Center

2130 Stockton Blvd.
 Sacramento, CA. 95817
 (916) 875-1055
 8am-5pm
 (916) 732-3637
 Psychiatric Emergencies

Regional Center

Alta California Regional Center 2135 Butano Drive, Sacramento, CA.95825 (916) 978-6400

Special Supplemental Nutrition Program for Women, Infants and Children (WIC)

Sacramento Department of Health and Human Services 2251 Florin Road #100 Sacramento, CA. 95822 (916) 427-5500

Community Resource Project WIC Program 915 Broadway Sacramento, CA.95818 (916) 326-5830

Substance Abuse

Alcohol and Drug Services Division Sacramento Department of Health and Human Services 4875 Broadway Blvd. #129 Sacramento, CA. 95818 (916) 874-9754

HIV Prevention and Education

(800) 342-2437

TB Control Program

Sacramento County Department of Health and Human Services, Chest Clinic 2921 Stockton Blvd.
Sacramento, CA. 95817
(916) 874-9823 phone
(916) 874-9442 fax

Sacramento Public Health

(916) 875-5471

SAN BERNARDINO COUNTY

Molina Healthcare of California San Bernardino/Riverside Regional Office

(909) 430-0018

Send correspondence to: 200 Oceangate, Suite 100

Long Beach, CA. 90802 Attn: Provider Services

Public Health and Special Services Contact Information:

California Children's Services (CCS) Program

515 N. Arrowhead Avenue San Bernardino, CA. 92415

Emergency Referrals: (909) 387-8400 phone

(909) 387-8401 fax

Child Health and Disability Prevention (CHDP) Program

120 Carousel Mall San Bernardino CA. 92415 (909) 388-0400 phone (909) 388-0401 fax

PM 160 County Code: 356

San Bernardino CPSP Program Coordinator

(909) 388-1900 phone (909) 388-1901 or (909) 388-1902 fax

Communicable Disease Control

(909) 383-3050

San Bernardino Department of Behavioral Health

(888) 743-1478 or (909) 381-2420 Access Unit (909) 386-0775 fax

Inland Regional Center (Serves both Riverside and San Bernardino County Areas)

674 Brier Drive San Bernardino, CA. 92408 (909)890-3000 phone (909) 890-3001 fax

San Bernardino WIC Program

San Bernardino County Department of Public Health 351 N. Mountain View Avenue, Room 104 San Bernardino, CA. 92415-0010 (909) 387-8301

Substance Abuse

Alcohol and Drug Abuse Prevention Program (909) 387-6280

HIV Services/AIDS Waiver Program

(San Bernardino Public Health Department) (909) 388-5725

TB Control Program

799 E. Rialto Ave, San Bernardino, CA 92415-0011 (909) 383-3287

San Bernardino County Public Health (800) 782-4264

SAN DIEGO COUNTY

Molina Healthcare of California San Diego Regional Office

(858) 614-1580 9665 Chesapeake Dr. Ste. #305 San Diego, CA 92123

Public Health and Special Services Contact Information:

California Children's Services (CCS) Program

County Department of Health 6160 Mission Gorge Road San Diego CA. 92120 (619) 528-4000

Child Health and Disability Prevention (CHDP) Program

County Department of Health 3851 Rosecrans Street PO Box 85222 San Diego, CA. 92110 (619) 692-8808

PM 160 County Code: 013

San Diego CPSP Program Coordinator

3851 Rosecrans Street San Diego CA 92110 (619) 542-4053

Communicable Disease Reporting

San Diego County (619) 515-6620

San Diego County Mental Health Plan contact information:

Providers call: (800) 798-2254

Members call: (800) 479-3339 (24-hour access line)

San Diego Regional Center information

San Diego Regional Center for the Developmentally Disabled 4355 Ruffin Road Suite 200 San Diego, CA. 92123-1648 (858) 576-2938

San Diego WIC Offices:

American Red Cross WIC 5911 University Avenue San Diego, CA. 92115 (800) 500-6411

Mercy Hospital WIC 4077 Fifth Avenue San Diego, CA. 92103 (619) 260-7054

North County Health Services 150 Valpreda Road Suite 202 San Marcos CA. 92069 (760) 752-4324

San Diego State University Foundation WIC 7323 Engineer Road Suite B San Diego, CA. 92069 (888) 999-6897

San Ysidro Health Center WIC 1655 Broadway Street, Suite 17 Chula Vista, CA 94102 (619) 426-7966

Substance Abuse

Office of Alcohol and Drug Program (619) 584-5007

AIDS Waiver Agency:

North County Health Services AIDS Case Management 150 Valpreda Road San Marcos, CA 92069 (760) 736-6725 Phone (760) 736-3210 Fax

TB Control Program

(619) 692-5565

San Diego County Public Health

(619) 531-5800