



# Iowa Department of Human Services

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For Human Services use only:

**General Letter No. 8-AP-480**  
Employees' Manual, Title 8  
Medicaid Appendix

May 18, 2018

## **SUBACUTE MENTAL HEALTH SERVICES MANUAL TRANSMITTAL NO. 18-1**

ISSUED BY: Iowa Medicaid Enterprise

SUBJECT: **Subacute Mental Health Services**, Title Page, new; Table of Contents, new;

Chapter I, **General Program Policies**, Title Page, Table of Contents (pages 1, 2, and 3), and pages 1 through 47;

Chapter II, **Member Eligibility**, Title Page, Table of Contents (pages 1 and 2), and pages 1 through 39;

Chapter III, **Provider-Specific Policies**, Title Page, new; Table of Contents (page 1), new; and pages 1 through 11, new;

Chapter IV, **Billing Iowa Medicaid**, Title page, Table of Contents (pages 1, 2, and 3), and pages 1 through 15 and 89 through 160;

**Appendix**, Title Page, Table of Contents (page 1), and pages 1 through 22.

### **Summary**

This letter transmits a new manual for providers of Subacute Mental Health Services. The manual is comprised of five sections:

- ◆ Chapter I contains information about Iowa Medicaid administration, coverage, and reimbursement that applies to all types of providers.
- ◆ Chapter II describes the different ways of attaining and demonstrating Medicaid eligibility. It also applies to all provider types.
- ◆ Chapter III explains Medicaid requirements specific to Subacute Mental Health Services. The chapter:
  - Aligns with current policies, procedures, and terminology.
  - Ensures that current contact information is provided.
  - Includes links to forms to ensure that the most recent version of the form is accessible.

- ◆ Chapter IV contains instructions and forms to bill Iowa Medicaid. It also applies to all provider types.
- ◆ The Appendix contains directories of local offices of the Department of Human Services, the Social Security Administration, and EPSDT care and coordination agencies.

**Effective Date**

May 1, 2018

**Material Superseded**

None.

**Additional Information**

The updated provider manual containing the revised pages can be found at:  
<http://dhs.iowa.gov/sites/default/files/SMHS.pdf>

If any portion of this manual is not clear, please contact the Iowa Medicaid Enterprise Provider Services Unit at 800-338-7909 or locally (in Des Moines) at 515-256-4609, or email at [imeproviderservices@dhs.state.ia.us](mailto:imeproviderservices@dhs.state.ia.us).