



ENCOUNTERS

TPL MASTER CARRIER ID TABLE VALUES

(PMMIS RF563)

(Revised Date: 09/01/2024)

Introduction: This procedural document provides instructions for utilizing PMMIS RF563 (MCID) table in reporting commercial Third Party Leads (TPL) coverage (Medical, Dental, Pharmacy, Behavioral Health**, and Medicare Supplemental).

*Medicare Supplemental policies are considered commercial and go through HMS verification.

**AHCCCS is not currently verifying Behavioral Health stand-alone coverage policies. Do not submit to AHCCCS on the TPL Leads File.

NOTE: Coverage records D, RX, and BH are for stand-alone coverage policies and not part of medical coverage policies.

Overview: The Arizona Health Care Cost Containment System (AHCCCS) has completed a process improvement project to add efficiency to the required Health Plan (contractor) reporting of Third-Party Liability (TPL) commercial carrier coverage information. Plans may use either the batch lead file submission process or enter leads directly into the Health Management Systems (HMS), the AHCCCS TPL vendor, which accomplishes verification processes for commercial coverage, and the Referral Database (REFDB). In either instance, the contractor must select/transmit a Master Carrier ID (MCID) number (a.k.a. carrier code) from the MCID table as identification of the insurance carrier. The MCID number is part of the key for adding new member TPL Leads and updating already verified TPL records in the AHCCCS PMMIS RP155 table. The new batch file layout requires an MCID and sequence number to update any previously verified TPL record.

Effective Date: 07/01/2017

AHCCCS MCID TABLE FUNCTION

Contractors can request access for appropriate Coordination of Benefits (COB)/TPL staff to PMMIS RF562 and RF563. These reference systems display information related to commercial TPL carriers used to verify TPL coverage for AHCCCS members. These displays only show MCIDs in active status; inactive status records are suppressed. Whether using AHCCCS Batch File or REFDB entry, contractors should use only active status MCID numbers for all newly added TPL referral records (i.e., Batch File or REFDB “ADD” transaction type). The contractor’s staff should not select MCID numbers starting with 49xxx. Those numbers and related records are reserved for internal AHCCCS use by the Division of Member Services (DMS). Inactive MCID numbers are only appropriate when modifying or submitting coverage Term Dates for TPL records already verified in RP155. When submitting a verified termination date, contractors must submit the AHCCCS ID number, sequence number, and MCID of the existing verified PMMIS RP155 record to match the record and post the update; that may require submitting an inactive MCID number. When the records match, the term date will be posted, and the verified record will be reset to pend status and resubmitted to HMS. See the section on the AHCCCS MCID Table Weekly Report file below for more information on inactive MCID records.

PMMIS TABLES FOR ACTIVE STATUS MCID RECORDS

Reference screen RF562 is the look-up/search display extract for finding active carrier records. The highlighted fields are available search keys for carriers’ information. Type “S” in the “SEL” field to select the carrier.

TR: RF562 ACT: I	AHCCCS - REFERENCE					01/25/24
NTR: _____	TPL MASTER CARRIER SEARCH					10:17:52
						RF05L005
CARRIER NAME: BC/BS OF ARIZONA		TII: _	CARRIER ID: _____			
CITY: _____		STATE: _	ZIP: _____			
SEL	CARRIER NAME	TII	CAR-ID	CITY	STATE	ZIP
—	BC/BS OF ARIZONA	N	49568	MESA	AZ	85211
—	BC/BS OF ARIZONA	N	49632	PHOENIX	AZ	85062
—	BC/BS OF ARIZONA	N	49704	GLENDALE	AZ	85306
—	BC/BS OF ARIZONA	N	90655	PHOENIX	AZ	85002
S 	BC/BS OF ARIZONA	N	49568	MESA	AZ	85211
—	BC/BS OF ARIZONA	N	49632	PHOENIX	AZ	85062
—	BC/BS OF ARIZONA	N	49704	GLENDALE	AZ	85306
—	BC/BS OF ARIZONA	N	90655	PHOENIX	AZ	85002
—	BC/BS OF ARIZONA - FEP	N	94941	PHOENIX	AZ	85002
—	BC/BS OF ARIZONA - FEP	N	94941	PHOENIX	AZ	85002
—	BC/BS OF ARIZONA RX	N	95792	LEXINGTON	KY	40512
—	BC/BS OF ARIZONA RX	N	95792	LEXINGTON	KY	40512
PF: 1=HLP 2=RTN 3=CLR 4=MSG			7=UP 8=DWN 10=TOP 11=BOT 12=ESC			

Reference screen RF563 displays the details of the selected TPL carrier record.

TR: RF563 ACT: I	AHCCCS - REFERENCE	01/25/24
NTR: _____	TPL MASTER CARRIER	10:07:46
		RF05L003
START AT CARRIER ID NUMBER: _____		
CARRIER ID: 49632		
TRIBAL INS IND: N		
NAIC CODE:		
CARRIER NAME: BC/BS OF ARIZONA		
STREET LINE 1: PO BOX 2924		
STREET LINE 2:		
CITY: PHOENIX		
STATE: AZ ARIZONA		
ZIP: 85062		
BUSINESS PHONE: (602) 864 - 4100		
DATE REC ADDED: 01/13/16	DATE REC LAST MODIFIED: 10/21/16	
TIME REC ADDED: 11:21:30	TIME REC LAST MODIFIED: 19:00:26	
REC ADDED BY : 567	REC LAST MODIFIED BY : PCG	
PF: 1=HLP 2=RTN 3=CLR 4=MSG	7=UP 8=DWN	10=TOP 11=BOT 12=ESC

AHCCCS MCID TABLE WEEKLY REPORT FILE

Contractors are provided a weekly download to the AHCCCS SFTP Server, providing a complete listing of all active and inactive MCID table records. This file is made available so contractors can load or otherwise use this information to enhance their ability to find the correct MCID for TPL Lead submissions. This report file is in the contractors' shared information folder on SFTP: "/AZ/SHAREINFO/Reference/PROD/OUT" under the name "RFCARIDMMDDYY.TXT." It is generated every Friday and is available the day after. Contractors are advised to train COB/TPL staff to use this file correctly. Only active status records, excluding "49XXX" entries, will be utilized to submit new "ADD" transaction TPL Leads. When submitting updates to previously validated TPL records, contractors should submit the existing TPL records AHCCCS ID number, sequence number, and MCID number to affect the update. Use the RP155 Table to find the existing verified TPL record.

NOTE: Using the TPL Lead file process, contractors may only update (insert) "coverage term date" on RP155 records with verified "V" status. If contractors wish to update/insert (correct) any other field on a previously verified RP155 record, HMS REFDB must be used.

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TR: RP155 ACT: I                AHCCCS - RECIPIENT    USER-ID: A03    05/23/24
NTR: _____ INQUIRE THIRD PARTY COVERAGE SUMMARY  13:13:30
                                     RP01L055
A _____ SEX M DOB _____ DOD

CARRIER                                COV CHG
SEQ NUM  NAME                POLICY NUMBER  BEGIN DATE  END DATE  TYP  RSN
91 94940 V UNITED HEALTHCARE  9: _____ 01/01/2015 06/30/2015 M
90 94940 V UNITED HEALTHCARE  9: _____ 01/01/2015 06/30/2015 M

PF: 1=HLP 2=RTN 3=CLR 4=MSG          7=UP 8=DWN          12=ESC
                                     15=DEM 16=ELG 17=MEDI 19=ENR 20=SPG
  
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AHCCCS MCID TABLE WEEKLY REPORT FILE

The following two processes maintain the AHCCCS PMMIS RF563 TPL MCID Table.

1. The first process is used by AHCCCS DMS Arizona Long Term Care System (ALTCS) eligibility. Like the Health Plans, AHCCCS DMSALTCS eligibility staff select carrier IDs from a drop-down MCID list to enter/add TPL coverage information for members (e.g., adding RX, term date, coverage, etc.). Searching on carrier name, they are looking for the exact match of address and phone number on the member's proof of coverage. Unlike the plans, they are not looking for provider inquiry information but are using member customer service information for their specific eligibility purposes. The new CID is added using the following unused number from the number list; the current sequence is 49XXX. Contractors should not use MCID 49XXX to submit or enter new TPL commercial coverage leads. These numbers contain addresses that are unsuitable for lead verification purposes. All other active number sequences are suitable for new lead submissions. HMS maintains these other MCIDs and has verified addressing and phone contact information related to lead verification processes.
2. HMS uses the second process. HMS routinely maintains the PMMIS RF563 Table through a weekly processing cycle. HMS only provides a new MCID file to AHCCCS when they have added or updated MCID record information. HMS assigns new MCID records using the "9XXXX" series numbering. Their update initials are "PCG." Excluding the "49XXX" series of numbers (used internally by AHCCCS), the MCID table has been cleaned up to list only one entry for each carrier/per coverage type. These HMS MCIDs have the address and phone number needed by HMS for their processes. Other duplicative MCID records have been changed to "Inactive" status and will not appear on PMMIS RF562 and RF563 displays.

- a. The contractor should now select the carrier code for new TPL records by name and coverage type (indicated in the name) and should find address and phone information more relevant to coverage inquiries.
- b. HMS has mapped all the other inactive numbers to the remaining active numbers. Nomenclature (Carrier Name) can differ from your system to AHCCCS PMMIS as the carrier will be identified by carrier code, not by name. Inactive “I” MCID records may be used only as required when communicating change or update transactions to existing validated PMMIS RP155 records posted with a now inactive number.

Contractors who need a commercial carrier added to the MCID table email the request to andrea.beaty@gainwelltechnologies.com with relevant carrier information (e.g., name, address, phone, and type of coverage). Do not submit Medicare Advantage Plans, vision, behavioral health, or life insurance carriers). HMS will review to confirm if a new carrier needs to be added or will advise which existing carrier MCID to use. Do not submit requests to modify an address or phone number.

NOTE: If HMS does not respond within three weeks, email AHCCCS at Gina.Aker@azahcccs.gov for assistance and include the original email to HMS.

POLICY REFERENCE

434 - COORDINATION OF BENEFITS AND THIRD-PARTY LIABILITY

<https://www.azahcccs.gov/shared/Downloads/ACOM/PolicyFiles/400/434.pdf>

RELATED DESKTOP PROCEDURE

https://www.azahcccs.gov/PlansProviders/Downloads/Desktop_TPL_Data_Exchange_Summary.pdf

SUPPORTING INFORMATION

<https://www.azahcccs.gov/Resources/Downloads/HealthPlanInterfaceFileLayouts/ThirdPartyLeadsSubmissionFileLayout.pdf>

REVISION HISTORY

Date	Author	Description
06/01/2024	G. Aker & E. Peary	Moved into correct template.
6/20/2024	G. Aker & Celia Renovato	Reviewed and updated HMS contact information.