MSS or ICM Limitation Extension Request
Tips for Successful Completion

Required Paperwork:
- Fax to 1-866-668-1214
  1. **General Information for Authorization**
  2. **MSS or ICM Limitation Extension Request form** (Be sure to select the correct form)
  3. Complete MSS or ICM Chart

Checking status of Limitation Extension Request

- Check status using:
  - Interactive Voice Response (IVR) – 1-800-562-3022
  - ProviderOne Portal
- Have available the billing NPI along with the client’s ID and DOB
- ProviderOne Billing and Resource Guide [Appendix G](#) provides directions on how to check status
1. **General Information for Authorization**
   - ✓ Only complete the same boxes as in the example
   - ✓ Requesting NPI & Billing NPI must be identical and be the agency NPI
   - ✓ Only list the requested services in box 21
   - | CODE | NATIONAL CODE | SERVICE |
     |------|--------------|--------|
     | C    | 96152        | BHS    |
     | P    | S9446        | Group  |
     | P    | S9470        | RD     |
     | P    | T1002        | RN     |
     | P    | T1027        | CHW    |
     | P    | T1017        | ICM    |
   - ✓ Must be typed
   - ✓ Must be the first page of the request
   - ✓ Service Type:
     - PPP – Client received MSS during prenatal period
     - PO – Client ONLY received MSS during postpartum period
     - ICM – Infant is the client

2. **MSS Limitation Extension Request form**
   - ✓ Complete all boxes (.doc version – the boxes expand)
   - ✓ Provide a comprehensive picture including risks, progress, interventions, etc. (Tell the story)
   - ✓ List any risks not identified on the screening tool
   - ✓ Question 11: When asking for units for multiple team members, list what interventions each team member plans to do

   **ICM Limitation Extension Request form**
   - ✓ Complete all boxes (.doc version – the boxes expand)
   - ✓ Provide a comprehensive picture including risks, progress, interventions, etc. (Tell the story)
   - ✓ List any risks not identified on the screening tool
   - ✓ Question 10: List additional referrals, linkages, advocacy, case management, and care coordination that will take place if additional units

3. **Complete MSS or ICM Chart**
   - (Need the starting point, progression, and current state of client)
   - ✓ Risk Factor Screening Tool(s)
   - ✓ Care Plan addressing identified risk factors
   - ✓ Case Conference Summary for MSS high risk clients only (who attended, date, & result)
   - ✓ Depression screening score, if applicable
   - ✓ Visit records showing progress (see Provider Billing Guide for details on what a visit record should contain)