DHB Fee Schedule & Covered Codes Portal – External User Guide

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Navigating to the DHB Fee Schedules & Covered Codes Portal

1. Navigate to the NC DHB Fee Schedule & Covered Codes Portal: https://ncdhhs.servicenowservices.com/fee_schedules

ONCOMES						
Navigatio	tion Fee Schedu	le Download				
Fee Scher Download	iculic	Welcome to the North Carolina Medicaid Fee Schedule download site. Fee schedules are updated as needed. Providers should always bill their usual and customary charges. Please refer to the NC Medicaid Bulletins for additions, changes and deletions to these schedules. <u>Fee schedules with an asterisk (1) denote rate floors</u> . Rate floors are the established NC Medicaid Direct (fee-for-service) rate that health plans are required to reimburse Medicaid providers (no less than 100% of the applicable NC Medicaid Direct rate), unless the health plan and provider mutually agree to an alternative reimbursement arrangement.				
Fee Schei Lookup	hedule reimburse Medicaid providers					
Covered F Codes	Choice Clinical Policies on the	Please refer to the fee schedule headers for taxonomy or other supporting information. Please refer to the Medicaid Billing Guide and the Medicaid and Health Choice Clinical Policies on the NC Medicaid Web Site for additional information. The inclusion of a rate within a fee schedule does not guarantee that a service is covered. Please with the Overed Procedure Code webage for a list of covered codes.				
Covered F Codes	d Revenue	1.0		↓ To Archived Schedules		
Cur	Current Fee Schedules					
Selec	ect Program 🗸 S	Select Fee Schedule	Apply Filters	Clear Filters		
Program		Fee Schedule	Excel	Revision Date		

Figure 1: DHB Fee Schedule & Covered Codes Portal

- 2. Once in the portal, you can use the navigation panel (highlighted in the left side) to move between the following pages:
 - a. Fee Schedules Download (Home Page):
 - i. Contains table loaded with DHB Fee Schedules in Excel Documents available for download. (Current and archived)

b. Fee Schedules Lookup:

- i. Contains codes loaded into the Fee Schedules table. (Current and archived)
- c. Covered Procedure Codes:
 - i. Contains Covered Procedure Codes files and loaded codes.
- d. Covered Revenue Codes:
 - i. Contains Revenue Procedure Codes files and loaded codes.

Filtering & Download

1. Once you navigate to a portal page, you can use the filtering, sorting, and download features of the DHB Fee Schedule & Covered Codes Portal.

Using Filters:

Procedure Codes Select Program Fee Schedule Status Apply Filters Clear Filters							
Program	Fee Schedule	Procedure Code	Procedure Code Description		Public Ambulance Provider Na		
Ambulance Services*	Ambulance Services*	A0435	Fixed Wing Air Mileage Per Statute Mile				
Ambulance Provider*	Ambulance Provider*				Anson County EMS		
Ambulance Provider*	Ambulance Provider*				Cleveland County CMS		
Ambulance Provider*	Ambulance Provider*				Dare County EMS		
Ambulance Provider*	Ambulance Provider*				Harnett County EMS		
Ambulance Provider*	Ambulance Provider*				Nash County EMS		

Figure 2: Highlighted filters on a Portal Table

- 2. Use the filtering fields on the top of each table. Select choices from dropdown lists and/or enter text in free text filter fields.
- 3. Once all filters have been added, click the "Apply Filters" button. The table will begin to query updates to meet the established conditions. There will be three blinking dots in the top right of the screen indicating that the query is running, once the three dots stop blinking, the results have finished loading.
- 4. If you wish to reset the table, click the "Clear Filters" button.
- 5. Please note that the "Status" filter may be used to filter on current vs archived data.

Sorting:

- 6. To sort, click on the column you wish to sort by.
- 7. The table will automatically update to an A-Z sorting (lower higher value depending on column selected).

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8. If a column is clicked again, the sorting will switch to Z – A (higher – lower value depending on column selected).

	Procedure Co	des							
	Select Progra		✓ Fee So NPI	chedule	Effective Date	tatus 🗸		С	ear Filters
Pr	ogram	Fee Schedule	Procedure Code	Procedure Co	ode Description	~			Public Ambulan
Figure 3: Highlighter sorted column on a Portal Table									

Exporting/Downloading:

- 9. After applying necessary filters to a table, you can select to download the displayed rows.
- 10. To do this, click the "Three-line icon" on the top left of a filtered table, and select:
 - a. Export as Excel

Procedure Co	des	✓ Fee Schedule	S	tatus 🗸	
Procedure Cod	de	PI E	Effective Date	ê	Clear Filters
Program	Fee Schedule	Public Ambulance Provider Name	NPI Number	Ground Transport Medicaid / NCHC Rate Per Trip	Air Transport Medicaid
Ambulance Provider*	Ambulance Provider*	Newport EMS (Town of)	1578501490	\$723.10	N/A
Ambulance Provider*	Ambulance Provider*	Pasquotank County EMS	1760445191	\$586.82	N/A
Ambulance Provider*	Ambulance Provider*	Polk County EMS	1811925100	\$558.83	N/A
Ambulance Provider*	Ambulance Provider*	Rowan County EMS	1437250347	\$655.59	N/A

Figure 4: Export options highlighted on a table.

11. After selecting an export/download option, a file will automatically start downloading with the filtered data.