



Louisiana Department of Health and Hospitals

Bayou Health Informational Bulletin 12-27

Revised February 14, 2014

Issue: Bayou Health Provider Issue Escalation and Resolution

DHH offers providers numerous avenues for reporting and resolving issues related to Bayou Health. **It is important that providers follow the process outlined in this informational bulletin for escalation of Bayou Health issues to ensure all concerns are handled timely by the appropriate parties.**

Contact the Health Plan

Providers should **first seek resolution with the Bayou Health Plan**, using the escalation chart at the end of this informational bulletin. The chart includes three tiers for escalation within all five Health Plans and Molina, and is updated on a regular basis.

Each Health Plan is required, through their contract with DHH, to operate a toll-free telephone line to respond to provider questions, comments and inquiries. This line is staffed, at a minimum, 7 a.m. to 7 p.m., Central Standard Time, Monday through Friday. (See Section 10 of the Prepaid Health Plan contracts and Section 9 of the Shared Savings Health Plan contracts for details).

In addition, the Contracts require that each Health Plan maintain a **Provider Complaint System** for in-network and out-of-network providers to dispute the Health Plan's policies, procedures, or any aspect of the Plan's administrative functions. As part of the Provider Complaint system, the Health Plan is required to *"have dedicated provider relations staff for providers to contact via telephone, electronic mail, surface mail, and in person to ask questions, file a provider complaint and resolve problems, to identify a staff person specifically designated to receive and process provider complaints, and ensure that a Plan executive with the authority to require corrective action are involved in the provider complaint process as necessary."*

DHH strongly recommends that providers document the name of the Plan representative(s) with whom they speak or communicate via e-mail along with the time and date and provide that information as issues are escalated.

Note that if e-mailing protected health information to the Health Plan (or DHH), providers should use **secure e-mail**.

Bayou Health Plans are required to submit a monthly report of all provider complaints to DHH including the issue in the complaint. These reports will be closely monitored by DHH for trends and matters that may require corrective action by the Health Plan.

Visit the Making Medicaid Better Website

DHH often posts news, informational bulletins and frequently asked questions to address systemic or trending provider issues. Providers can [subscribe](#) to updates from Bayou Health to be notified of any newsletter or informational bulletin postings, and providers are encouraged to visit the [provider portal](#) at www.MakingMedicaidBetter.com for the latest provider news and information.

Contact DHH

If a provider is unable to reach satisfactory resolution or get a timely response through the Health Plan escalation process, **direct contact with DHH should be the final step**. There are several ways for providers to contact DHH.

- **E-mail** DHH staff at bayouhealth@la.gov. Be sure to include details on attempts to resolve the issue at the Health Plan level as well as contact information (contact name, provider name, e-mail and phone number) so that Bayou Health staff can follow up with any questions.
- **Submit a complaint through the [online complaint form](#)**. With a quick, three-step process, you can notify DHH staff of your issue and even attach up to three documents for review.

Call Bayou Health. Providers with concerns can contact Bayou Health staff directly at (225) 342-0327 or (225) 342-7742. Be prepared to share details on all attempts to resolve the issue at the Health Plan level.

						
Phone/ Questions/ Comments/ Inquiries	1-800-454-3730	1-855-CHS-LA4U (1-855-247-5248)	(888) 922-0007	1-866-595-8133	866-675-1607	1-800-473-2783 1-225-924-5040
Contact Info - Questions, File a Complaint, & Resolve Problems	1-800-454-3730 or 504-834-1271	1-855-CHS-LA4U (1-855-247-5248)	(888) 922-0007	1-866-595-8133	866-675-1607	1-800-473-2783 1-225-924-5040
	laprovidercomp@amerigroup.com	chs-la@chsamerica.com	hsmith@amerihealthcaritasla.com	qualityprovidercomplaints@centene.com	Louisiana_Medicaid_PR@UHC.com	
	Mailing & Physical: Amerigroup Louisiana Lakeway II Building, Suite 600 3850 N. Causeway Blvd Metairie, LA 70002	Mailing & Physical: CHS-LA 5145 Bluebonnet Blvd, Ste. B Baton Rouge, LA 70809	Mailing: AmeriHealth Caritas Louisiana PO Box 7322 London, KY 40742 Physical: AmeriHealth Caritas Louisiana 10000 Perkins Rowe Block G, 4 th Floor Baton Rouge, LA 70810	Mailing & Physical: Louisiana Healthcare Connections 8585 Archives Ave, Ste 310 Baton Rouge, LA 70809	Mailing: United Healthcare PO Box 31364 Salt Lake City, UT 84131 Physical: United Healthcare 3838 N. Causeway Blvd, Ste 3225 Metairie, LA 70002	Mailing: Molina Medicaid Solutions PO Box 91024 Baton Rouge, LA 70821 Physical: Molina Medicaid Solutions 8591 United Plaza Blvd, Suite 300 Baton Rouge, LA 70809
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