



**Louisiana Department of Health**  
**Informational Bulletin 19-3**  
**Revised April 13, 2023**

**Medicaid Provider Issue Resolution**

This bulletin outlines the available options to providers for pursuing resolution of issues with Medicaid managed care organizations (MCO) and the state's fee-for-service claims processor, Gainwell Technologies. Unless explicitly notated, providers should first seek resolution with the MCO or Gainwell directly, prior to engaging LDH or other third parties.

**For issues related to claims or services rendered under fee-for-service Medicaid, contact:**

**Gainwell Technologies**  
1-800-473-2783  
P.O. Box 91024, Baton Rouge, LA 70821

**For issues related to MCO claims, contact:**

**Aetna**  
1-855-242-0802  
[LAProvider@aetna.com](mailto:LAProvider@aetna.com)

**AmeriHealth Caritas Louisiana**  
1-888-922-0007  
[network@amerihealthcaritasla.com](mailto:network@amerihealthcaritasla.com)

**Healthy Blue**  
1-844-521-6942 or 1-504-836-8888 (Local Network Relations Team)  
[lainterpr@healthybluela.com](mailto:lainterpr@healthybluela.com)







**Humana Healthy Horizons**  
1-800-448-3810  
[lamedicaidproviderrelations@humana.com](mailto:lamedicaidproviderrelations@humana.com)

**Louisiana Healthcare Connections**  
1-866-595-8133  
[BRO\\_PR\\_Operations@centene.com](mailto:BRO_PR_Operations@centene.com)

**United Healthcare Community Plan**  
1-866-675-1607  
[southeastprteam@uhc.com](mailto:southeastprteam@uhc.com)

## Claim Reconsideration and Claim Appeal






The following chart outlines claim dispute procedures for filing formal claim reconsideration requests and claim appeals with each MCO.

Ctrl+Click logo to reach each MCO's provider website	 AETNA BETTER HEALTH® OF LOUISIANA					
<b>CLAIM RECONSIDERATION</b>						
<b>Time Requirements</b>	Request for claim reconsideration review <b>must be received from the provider within 180 calendar days</b> of the Remittance Advice paid date or original denial date. <b>A determination will be made by the MCO within 30 days of receipt.</b>					
<b>How to Submit</b>	Request may be submitted verbally, in writing or through the web portal (if applicable). The MCO shall provide a reference number for all requests for claim reconsideration. This reference number can be used for claim appeals if necessary.					
	<b>By phone:</b> 1-855-242-0802 <b>By mail:</b> Aetna Better Health of Louisiana Attn: Appeal and Grievance Department P.O. Box 81040 5801 Postal Road Cleveland, OH 44181 Email: <a href="mailto:LAAppealsandGrievances@AETNA.com">LAAppealsandGrievances@AETNA.com</a>	<b>By phone:</b> 1-888-922-0007 <b>By mail:</b> Attn: 1st Level Provider Dispute AmeriHealth Caritas Louisiana P.O. Box 7323 London, KY 40742 <b>By web:</b> <a href="http://amerihealthcaritasla.com/provider/resources/navinet/index.aspx">http://amerihealthcaritasla.com/provider/resources/navinet/index.aspx</a>	<b>By phone:</b> 1-844-521-6942 <b>By mail:</b> Healthy Blue Provider Payment Disputes P.O. Box 61599 Virginia Beach, VA 23466-1599 <b>By web:</b> <a href="http://www.availity.com">www.availity.com</a>	<b>By phone:</b> 1-800-448-3810 <b>By mail:</b> Humana Healthy Horizons of Louisiana Provider Disputes P.O. Box 14601 Louisville, KY 40512 <b>Email:</b> <a href="mailto:lamedicaidproviderrelations@humana.com">lamedicaidproviderrelations@humana.com</a> <b>By web:</b> <a href="http://Availity.com">Availity.com</a>	<b>By phone:</b> 1-866-595-8133 <b>By mail:</b> Louisiana Healthcare Connections Claim Reconsideration & Appeals P.O. Box 4040 Farmington, MO 63640-3800	<b>By phone:</b> 1-866-675-1607 <b>By mail:</b> Attn: Reconsideration UnitedHealthcare Community Plan P.O. Box 31365 Salt Lake City, UT 84131-0341 <b>By web:</b> <a href="http://www.uhcprovider.com/en/claims-payments-billing/claimslink-self-service-tool.html">www.uhcprovider.com/en/claims-payments-billing/claimslink-self-service-tool.html</a>
<b>Links for More Information</b>	Provider Manual – Chapter 18 <a href="https://www.aetnabetterhealth.com/content/dam/aetna/medicaid/louisiana/providers/pdf/provider_manual.pdf">https://www.aetnabetterhealth.com/content/dam/aetna/medicaid/louisiana/providers/pdf/provider_manual.pdf</a>	<a href="http://www.amerihealthcaritasla.com/provider/resources/complaints-disputes-appeals/index.aspx">http://www.amerihealthcaritasla.com/provider/resources/complaints-disputes-appeals/index.aspx</a>	Provider Manual Section 7 <a href="https://providers.healthyblue.com/la/pages/manuals-directories-more.aspx">https://providers.healthyblue.com/la/pages/manuals-directories-more.aspx</a>	<a href="https://www.humana.com/provider-training">Humana Web Based Provider Training, Interactive Webinars</a>	<a href="https://www.louisianahealthconnect.com/providers/resources/grievance-process.html">https://www.louisianahealthconnect.com/providers/resources/grievance-process.html</a>	<b>New link:</b> <a href="https://www.uhcprovider.com/en/claims-payments-billing.html">https://www.uhcprovider.com/en/claims-payments-billing.html</a>
<b>CLAIM APPEAL</b>						
<b>Time Requirements</b>	Must be received within <b>60 calendar days</b> of the date on the determination letter from the original request for claim reconsideration.  <b>A determination will be made by the MCO within 30 calendar days of receipt.</b>	Must be received within <b>30 calendar days</b> of the date on the determination letter from the original request for claim reconsideration.  <b>A determination will be made by the MCO within 30 calendar days of receipt.</b>	Must be received within <b>30 calendar days</b> of the date on the determination letter from the original request for claim reconsideration.  <b>A determination will be made by the MCO within 30 calendar days of receipt.</b>	Must be received within <b>30 calendar days</b> of the date on the determination letter from the original request for claim reconsideration.  <b>A determination will be made by the MCO within 30 calendar days of receipt.</b>	Must be received within <b>90 calendar days</b> of the date on the determination letter from the original request for claim reconsideration.  <b>A determination will be made by the MCO within 30 calendar days of receipt.</b>	Must be received within <b>60 calendar days</b> of the date on the determination letter from the original request for claim reconsideration.  <b>A determination will be made by the MCO within 30 calendar days of receipt.</b>
<b>How to Submit</b>	Claim appeals must be submitted in writing.					
<b>Address for Submission</b>	Aetna Better Health of Louisiana Grievances and Appeals P.O. Box 81040 5801 Postal Rd Cleveland, OH 44181	AmeriHealth Caritas Louisiana Attn: 2nd Level Provider Dispute P.O. Box 7323 London, KY 40742	Healthy Blue Payment Dispute Unit P.O. Box 61599 Virginia Beach, VA 23466-1599 By web: <a href="http://www.availity.com">www.availity.com</a>	Humana Healthy Horizons of Louisiana Provider Appeals P.O. Box 14601 Louisville, KY 40512	Louisiana Healthcare Connections Claim Reconsideration & Appeals P.O. Box 4040 Farmington, MO 63640-3800	Attention: Second Level Appeal UnitedHealthcare Community Plan P.O. Box 31364 Salt Lake City, UT 84131-0341

<b>ARBITRATION</b>	Providers who have completed the MCO dispute process and remain dissatisfied with the MCO's determination may submit a written request for arbitration. The request should include decisions from all claim reconsideration requests and claim appeals. <b>Note: Per House Bill No. 492 Act No. 349, an adverse determination involved in litigation or arbitration or not associated with a Medicaid enrollee shall not be eligible for independent review.</b>					
	Within <b>30 calendar days</b> from the date of the appeal determination, submit written request to Aetna Better Health of Louisiana Appeal and Grievance Department P.O. Box 81040 5801 Postal Road Cleveland, OH 44181	Within <b>30 calendar days</b> from the date of the appeal determination, submit written request to AmeriHealth Caritas Louisiana 10000 Perkins Rowe, Block G, 4 <sup>th</sup> Floor Baton Rouge, LA 70810	Within <b>30 calendar days</b> from the date of the appeal determination, submit written request to Healthy Blue Attn: Operations Request for Arbitration 10000 Perkins Rowe, Suite G-510 Baton Rouge, LA 70810	Within <b>30 calendar days</b> from the date of the appeal determination, submit written request to Humana Healthy Horizons of Louisiana Attn: Provider Relations 1 Galleria Blvd Suite 1000 Metairie, LA 70001-2081	Within <b>30 calendar days</b> from the date of the appeal determination, submit written request to Attn: President Louisiana Healthcare Connections 7700 Forsyth Blvd. St. Louis, MO 63105	Within <b>30 calendar days</b> from the date of the appeal determination, submit written request to American Arbitration Association Atlanta Regional Office 2200 Century Parkway, Suite 300 Atlanta, GA 30345 Note: Once the case is registered and all fees paid a notice will be sent to UHC.

## Independent Review

In conjunction with the above claim dispute grid, independent review is another option for resolution of claim disputes.







Ctrl+Click logo to reach each MCO's provider website						
<b>INDEPENDENT REVIEW</b>	The Independent Review process may be initiated after claim denial. <b>Note: Per House Bill No. 492 Act No. 349, an adverse determination involved in litigation or arbitration or not associated with a Medicaid enrollee shall not be eligible for independent review.</b>					
	<ul style="list-style-type: none"> <li>The Independent Review process was established by La-RS 46:460.81, et seq. to resolve claims disputes when a provider believes an MCO has partially or totally denied claims incorrectly. An MCO's failure to send a provider a remittance advice or other written or electronic notice either partially or totally denying a claim within 60 days of the MCO's receipt of the claim is considered a claims denial.</li> <li>Independent Review is a two (2) step process which may be initiated by submitting an Independent Review Reconsideration Request Form to the MCO within 180 calendar days of the Remittance Advice paid, denial, or recoupment date. Request forms are available on MCO websites or at the link below.</li> <li>If a provider remains dissatisfied with the outcome of an Independent Review Reconsideration Request, the provider may submit an Independent Review Request Form to LDH within 60 calendar days of the MCO's decision. Request form available at the link below.</li> <li>Effective Jan. 1, 2018 there is a \$750 fee associated with an independent review request. If the independent reviewer decides in favor of the provider, the MCO is responsible for paying the fee. Conversely, if the independent reviewer finds in favor of the MCO, the provider is responsible for paying the fee.</li> <li>SIU post-payment reviews are not considered claims denials or underpayment disputes, therefore, SIU findings are exempt from the Independent Review Process. Except per Act 204 of the 2021 Regular Legislative Session, mental health rehabilitation (MHR) service providers have the right to an independent review of an adverse determination by a managed care organization that results in a recoupment of the payment of a claim based on a finding of waste or abuse.</li> <li>Additional detailed information and copies of above referenced forms are available at: <a href="http://ldh.la.gov/index.cfm/page/2982">http://ldh.la.gov/index.cfm/page/2982</a>.</li> </ul>					

## Provider Issue Escalation and Resolution

LDH and MCOs recognize there will be instances when a provider may desire to escalate issue resolution to the attention of LDH or the MCOs' executive teams. While the above grid is specific to claim issue resolution, the following options are available for resolution of all issue types (including claims).

Each MCO is required to 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. Providers should first seek resolution with the MCO, using the MCO contacts outlined below. If a provider is unable to reach satisfactory resolution or get a timely response through the MCO escalation process, direct contact with LDH is also an option.

The following chart outlines provider complaint and escalation contacts for each MCO and LDH.

Ctrl+Click logo to reach each MCO's provider website	 AETNA BETTER HEALTH® OF LOUISIANA					
<b>MCO ESCALATION</b>						
<b>Formal Complaint</b>	<b>By phone:</b> 1-855-242-0802 <b>By email:</b> <a href="mailto:LAProvider@aetna.com">LAProvider@aetna.com</a> <b>By mail:</b> Aetna Better Health of Louisiana 2400 Veterans Memorial Blvd. Suite 200 Kenner, LA 70062	<b>By phone:</b> 1-888- 922-0007 <b>By email:</b> <a href="mailto:network@amerihealthcaritasla.com">network@amerihealthcaritasla.com</a> <b>By mail:</b> AmeriHealth Caritas Louisiana PO Box 7323 London, KY 40742	<b>By phone:</b> 1-844-521-6942 or 1-504-836-8888 <b>By email:</b> <a href="mailto:laprovidercomp@healthybluela.com">laprovidercomp@healthybluela.com</a> <b>By mail:</b> Healthy Blue 10000 Perkins Rowe Suite G-510 Baton Rouge, LA 70810 <b>By web:</b> <a href="https://providers.healthybluela.com/Documents/LALA_CAID_ProviderComplaintSubmissionForm.pdf">https://providers.healthybluela.com/Documents/LALA_CAID_ProviderComplaintSubmissionForm.pdf</a>	<b>By phone:</b> 1-800-448-3810 <b>By email:</b> <a href="mailto:lamedicaidproviderrelations@humana.com">lamedicaidproviderrelations@humana.com</a> <b>By mail:</b> Humana Healthy Horizons of Louisiana Attn: Provider Relations 1 Galleria Blvd Suite 1000 Metairie, LA 70001-2081	<b>By phone:</b> 1-866-595-8133 <b>By email:</b> <a href="mailto:providercomplaints@louisianahealthconnections.com">providercomplaints@louisianahealthconnections.com</a> <b>By mail:</b> Louisiana Healthcare Connections 8585 Archives Ave, Suite 310 Baton Rouge, LA 70809	<b>By phone:</b> 1-866-675-1607 <b>By email:</b> <a href="mailto:southeastprteam@uhc.com">southeastprteam@uhc.com</a> <b>By mail:</b> United Healthcare PO Box 31364 Salt Lake City, UT 84131-0341
<b>Management Level Contacts</b>	<b>Courtney Lewis</b> Lead Director, Provider Relations <a href="mailto:LewisC8@aetna.com">LewisC8@aetna.com</a>	<b>Kyle Godfrey</b> COO <a href="mailto:tgodfrey@amerihealthcaritasla.com">tgodfrey@amerihealthcaritasla.com</a>	<b>Amber Earwood</b> Program Director, Operations <a href="mailto:Amber.Earwood@healthybluela.com">Amber.Earwood@healthybluela.com</a>	<b>Cathy Burns</b> Director, Provider Engagement <a href="mailto:CBurns25@humana.com">CBurns25@humana.com</a>	<b>Jennifer Pinkins</b> Director, Claim and Contract Support Services <a href="mailto:Jennifer.P.Pinkins@louisianahealthconnections.com">Jennifer.P.Pinkins@louisianahealthconnections.com</a>	<b>Rhonda Pena</b> Provider Relations Manager <a href="mailto:rhonda_pena@uhc.com">rhonda_pena@uhc.com</a>
<b>Executive Level Contacts</b>	<b>Richard Born</b> CEO <a href="mailto:BornR@aetna.com">BornR@aetna.com</a>	<b>Kyle Viator</b> CEO <a href="mailto:kviator@amerihealthcaritasla.com">kviator@amerihealthcaritasla.com</a>	<b>Janel Gary</b> COO <a href="mailto:Janel.Gary@healthybluela.com">Janel.Gary@healthybluela.com</a>	<b>Tish Anderson</b> COO <a href="mailto:LAnderson55@humana.com">LAnderson55@humana.com</a>	<b>Joseph Tidwell</b> VP of Network and Contracting <a href="mailto:jotidwell@centene.com">jotidwell@centene.com</a>	<b>Angela Olden</b> COO <a href="mailto:Angela_Olden@uhc.com">Angela_Olden@uhc.com</a>
<b>LDH ESCALATION</b>						
<b>How to Submit</b>	If a provider is unable to reach satisfactory resolution or receive a timely response through the MCO escalation process, contact LDH using the information below.  E-mail LDH staff at <a href="mailto:ProviderRelations@la.gov">ProviderRelations@la.gov</a> .  Always 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 LDH staff can follow up with any questions.					

### All MCOs

If the MCO or LDH or its subcontractors discover errors made by the MCO when a claim was adjudicated, the MCO shall make corrections and reprocess the claim within fifteen (15) calendar days of discovery, or if circumstances exist that prevent the MCO from meeting this time frame, a specified date shall be approved by LDH. The MCO shall automatically recycle all impacted claims for all providers and shall not require the provider to resubmit the impacted claims.