March 1, 2006

Dear KMAP Provider,

Are you a billing staff member who is new to the Kansas Medical Assistance Program? Are you an experienced staff member in need of a refresher course? If so, then you are invited to join the EDS provider services staff for our spring 2006 workshops. EDS provider representatives and provider trainers will provide education on the basic skills needed to bill claims to the Kansas Medical Assistance Program. The following topics will be discussed:

- Eligibility
- Co-pay
- Beneficiary Responsibility
- Prior Authorization
- Predetermination
- Billing
  - Paper
  - Website
- Timely Filing
- Remittance Advices
- Adjustments
- How to request or initiate a policy change
- Coming Soon
- FAQs

The following workshop sessions will be available at each location:

Day 1  Institutional Billing Workshop from 8:30 a.m. – 11:30 a.m.
Registration will begin at 8:00 a.m.

  J-code Training and NPI update from 2:30 p.m. – 4:30 p.m.  (optional)
  Registration will begin at 2:00 p.m.
  This session may not take the entire 2 hours.

Day 2  Professional Billing Workshop from 8:30 a.m. – 11:30 a.m.
Registration will begin at 8:00 a.m.

  J-code Training and NPI update from 2:30 p.m. – 4:30 p.m.  (optional)
  Registration will begin at 2:00 p.m.
  This session may not take the entire 2 hours.
The agenda for both the Institutional and Professional sessions are the same and will include specific instructions for billing respective claim types. KMAP workshops held in the fall of 2005 are identical to the Spring 2006 workshops with the exception of the Coming Soon, FAQs, and the J-code training and NPI update sessions outlined below.

In addition to our billing workshops, KMAP will be offering a short training session on our upcoming implementation of the KMAP J-code policy. Please join us in the afternoon and learn what you need to know to successfully bill J-codes as of July 1, 2006. A brief National Provider Indicator (NPI) update will also be presented during this session.

Workshops will be located in the following cities:

<table>
<thead>
<tr>
<th>City</th>
<th>Location</th>
<th>Date</th>
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<tbody>
<tr>
<td>Lawrence</td>
<td>Lawrence Holiday Inn Brazilian Ballroom</td>
<td>April 5 - 6, 2006</td>
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<tr>
<td></td>
<td>200 Macdonald Drive</td>
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<tr>
<td></td>
<td>Lawrence, KS 66044</td>
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<tr>
<td>Salina</td>
<td>Salina Holiday Inn Conference Rooms C and B</td>
<td>April 19 - 20, 2006</td>
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<tr>
<td></td>
<td>1616 W. Crawford</td>
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<td></td>
<td>Salina, KS 67401</td>
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<tr>
<td>Dodge City</td>
<td>Dodge City Public Library South Exhibit Room</td>
<td>May 3 - 4, 2006</td>
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<td></td>
<td>Dodge City, KS 67801</td>
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<tr>
<td>Iola</td>
<td>Allen County Community College</td>
<td>May 24 - 25, 2006</td>
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<td></td>
<td>ACCC Theater - Technology Building</td>
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<td></td>
<td>1801 N. Cottonwood</td>
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<td></td>
<td>Iola, KS 66749</td>
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<tr>
<td>Hays</td>
<td>Hays Holiday Holidome</td>
<td>June 7 - 8, 2006</td>
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<td></td>
<td>Cody Conference Room</td>
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<td></td>
<td>3603 Vine</td>
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<td></td>
<td>Hays, KS</td>
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Be sure to register early as space will be limited. The registration form, with specific locations, is attached and may be faxed or mailed to EDS. We will be providing confirmations within 2 business days after we receive your RSVP form.

If you have any questions or concerns about the workshops, please contact the KMAP Customer Service Center at 800-933-6593 for assistance.

**We look forward to seeing you this spring!**

EDS Provider Services  
Kansas Medical Assistance Program
Spring 2006 KMAP Workshop RSVP

Provider Name: ________________________________________________

KMAP Provider ID: _______________________________________________

Telephone Number: _______________________________________________

Contact Name: _________________________________________________

Additional Attendees: ________________________________
______________________________________________________
______________________________________________________
______________________________________________________

Number of Staff Attending: _______________________________________

City of Choice: (check one)

- Lawrence
- Salina
- Dodge City
- Iola
- Hays

Session(s) of Choice: 

- Institutional (UB – 92)
- J-code & NPI
- Professional (HCFA 1500)

Please be sure to check the city and **ALL** the session(s) you wish to attend.

Fax completed RSVP form to 785-267-7687 or mail to:  
EDS  
Attn: Workshop Reservation  
3600 SW Topeka Blvd, Ste. 204  
Topeka, KS 66611