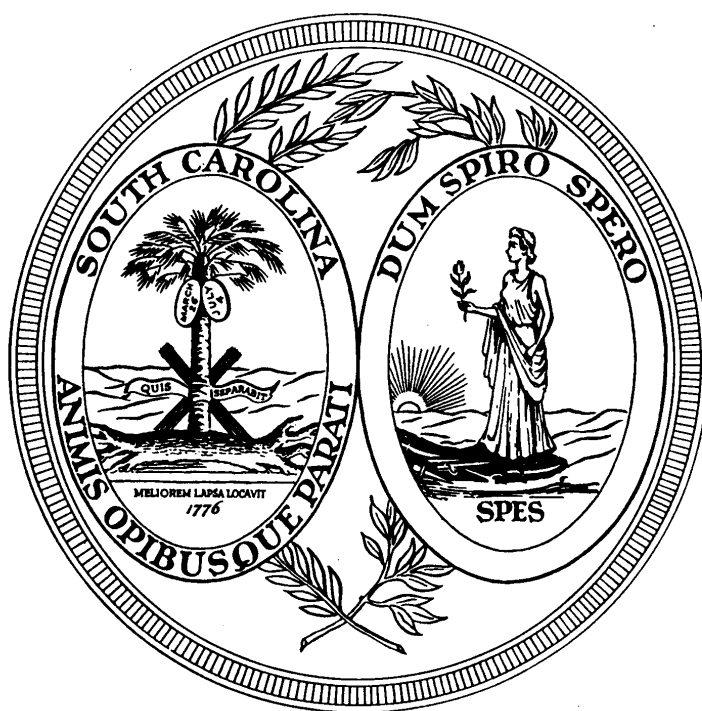


SOUTH CAROLINA  
DEPARTMENT OF HEALTH AND  
HUMAN SERVICES



PROVIDER MANUAL  
OPTIONAL STATE SUPPLEMENTATION

February 15, 2005

South Carolina  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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January 27, 2005

## OPTIONAL STATE SUPPLEMENTATION PROGRAM ADVISORY

**TO:** Optional State Supplementation Program Providers

**SUBJECT:** Provider Manual for the Optional State Supplementation Program

The enclosed revised Optional State Supplementation Provider Manual is effective February 15, 2005 and includes all previous HIPAA changes and policy bulletins.

This manual is to be used for program information and requirements, billing procedures, and provider services guidelines. **Due to several substantial changes in policy, providers are urged to carefully review this revision.**

In addition to inclusion of policy changes specific to the Optional State Supplementation Program, the new provider manuals for all Agency programs have been reformatted to give them a more consistent, standardized layout and to improve navigation and readability. Headings for each subsection appear on the left side of the page, with the corresponding information on the right. Chapters are now called "sections," and the numbering system has been simplified.

The new manual is organized generally as follows, with each section having its own table of contents:

Section 1, **General Information and Administration**, contains an overview of the South Carolina Medicaid program, as well as information about record retention, documentation requirements, utilization review, program integrity, and other general Medicaid policies.

Section 2, **Policies and Procedures**, describes policies and procedures specific to the Optional State Supplementation program.

Section 3, **Billing Procedures**, contains program-specific guidelines for claim filing and processing, as well as information that is common to all Agency programs.

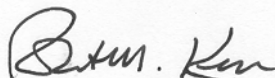
Section 4, **Administrative Services**, contains contact information for DHHS regional and county offices, examples of all forms referenced throughout the manual (as well as some generic forms), and contacts for claim form procurement.

The enclosed compact disc contains a copy of the manual in Portable Document Format (PDF). To access the file, you will need Adobe Acrobat Reader software, which is pre-installed on most computers and also available for free download at [www.adobe.com/support](http://www.adobe.com/support).

The most current version of the provider manual is maintained on the DHHS Web site at [www.dhhs.state.sc.us](http://www.dhhs.state.sc.us). To access the manual from the DHHS home page, scroll down and click on the link for Resource Library; next, click on the link for Manuals, and scroll down to the listings located beneath the heading Service Providers.

The provider manual is not subject to copyright regulations and may be reproduced in its entirety.

If you have any questions regarding this provider manual, please contact your Optional State Supplementation Program coordinator at (803) 898-2590. Thank you for your continued support.



Robert M. Kerr  
Director

RMK/bwhk

Attachment

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