



## Healthcare Services Department

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**Pamela Heltner**  
County Manager

### **NOTICE TO ALL MEDICAL PROVIDERS REGARDING BILL SUBMISSIONS TO THE HEALTHCARE ASSISTANCE PROGRAM (HCAP)**

Otero County Healthcare Services Department (OCHSD) recently purchased a new database to allow Otero County to begin program improvements.

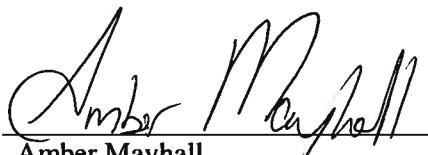
As part of Otero County's plan to improve the Department's management of the Healthcare Assistance Fund, providers who submit bills to the Department for services of eligible HCAP patients are required to submit all claims in the following forms, as appropriate:

Form #	Form Title
CMS 1450	UB-04 Uniform Bill
CMS 1500	Health Insurance Claim Form

Billings not submitted in these forms will not be processed and returned to the appropriate provider for re-submission. At this time, OCHSD does not accept electronic submissions.

Please distribute this Notice to any and all persons within your organization that bill the Otero County Healthcare Services Department.

These changes are effective **May 1, 2018**. Any questions regarding this change can be directed to the Healthcare Services Coordinator.

  
Amber Mayhall  
Healthcare Services Coordinator

  
Pamela Heltner  
County Manager