Radiation Oncology Services

Quick Reference Guide

Key Points:
- Medical documentation/records are required for care provided to a Veteran under the Department of Veterans Affairs (VA) Patient-Centered Community Care (PC3) Program and Veterans Choice Program (VCP).
- Providers should upload medical documentation and associated forms via the TriWest Provider Portal at www.triwest.com/provider after registering for a secure account within 30 days following the date of service.
- VA will cover intensity modulated radiation therapy (IMRT) for certain cancers, depending on medical necessity, if the facility is ACR/ACRO accredited or vetted by VA. More information on this modality is covered later in this guide.

General Medical Documentation Content Requirements:
VA requires medical documentation include the initial appointment evaluation and end-of-episode-of-care (end of treatment) records. Some specialties may have additional documentation requirements.

Providers must submit all records to TriWest for upload to the supervising VA medical center (VAMC). The records should have Veteran identification, including at minimum:
- Veteran’s name
- Gender
- Date of birth
- Last four digits of social security number

For more information on timelines for document submission, please read the Quick Reference Guide on Medical Documentation.

Additional Documentation for Radiation Oncology Services:
Details of the radiation therapy:
- Begin and end dates of treatment
- Treatment modality/energy
- Dose per fraction; number of fractions
- Immobilization required for treatment
- Combined chemotherapy
- Chemotherapy schedule
Response to therapy:

- **Weekly treatment management progress notes to be included in the final submission/end of treatment documentation.** This includes a synopsis of findings observed during weekly treatment management visits.
- Side effects of treatment
- Medical management required during treatment
- Description of any required breaks in therapy
- Height, weight and performance status using either Eastern Cooperative Oncology Group (ECOG) or Karnofsky rating scales
- Specific onologic diagnosis and stage
- Care recommendations related to side effects of therapy
- Documentation of all anti-cancer drugs administered, including drug name(s), date(s) administered, dose (both regimen dose and total dose) and route (including any ancillary drugs, such as anti-emetics or drugs to suppress other adverse events)
- Documentation of any dose adjustments or delays, including the reason for adjustment or delay
- Documentation of the tumor response to any anti-cancer treatment using standard response assessment scale as well as the results of any exam, image or test that was used to assess response
- Documentation of adverse events
- Documentation of whether the patient was discussed at a tumor board and, if so, the summary recommendation of the tumor board

How to Submit Medical Documentation and Claims:

1. **Upload Medical Documentation to TriWest Provider Portal**
   - Register for a secure account on TriWest’s Provider Portal at [www.TriWest.com/provider](http://www.TriWest.com/provider) and upload medical documentation directly to the system.
   - If you are unable to access or upload via the Provider Portal, fax medical documentation to TriWest at 1-866-259-0311.
   - Do not upload documentation with claims via your clearinghouse or Availity. WPS MVH cannot send your documentation to VA for review.

2. **Submit Claims to WPS Military and Veterans Health (WPS MVH)**
   - TriWest uses WPS MVH for all claims processing and can accept electronic claims through your clearinghouse/billing service or via Availity. Availity's Basic Clearinghouse option allows providers to submit claims without an additional charge to the provider.
   - WPS requires providers to pre-enroll with WPS in addition to enrolling with their clearinghouse for electronic transactions.
   - To find clearinghouse Payer IDs, please visit: [http://www.wpshealth.com/resources/provider-resources/edi/index.shtml](http://www.wpshealth.com/resources/provider-resources/edi/index.shtml) or contact TriWest Provider Services at providerservices@triwest.com.
   - Mail paper claims to WPS MVH-VAPC3, PO Box 7926, Madison, WI 53707-7926. Paper claims must be on CMS compliant forms or they will be rejected.

For more information on claims submission timelines, EDI pre-enrollment with WPS Health Solutions and additional contact information, read our [Provider Claims Quick Reference Guide](http://www.wpshealth.com/resources/provider-resources/edi/index.shtml) or sign up for a [Billing Webinar](http://www.wpshealth.com/resources/provider-resources/edi/index.shtml).