

DRAFT
March 2006
Stepwise Procedure to
Medicaid Billing for LEAs

Step 1: Ensure all billing therapists and service providers are not federally funded.

Step 2: Identify Medicaid students (to ensure there are enough to warrant effort)

Step 3: Apply for provider number for your educational agency

- Go to Medicaid website <http://www.dhhs.state.nc.us/dma/>
- Click on Provider Links (In teal bar on top left)
- Scroll down to Other Provider Information
- Click on Provider Enrollment Packages
- Scroll down to Public Schools and click on it
- Click on, print, complete and sign the following forms (3):
 - Application for Provider Participation
 - Medicaid Participation Agreement Form: DO NOT enter the effective date.
 - W-9 Tax Form

Step 4: Wait for your provider number to be assigned and mailed to you.

From the website: “Providers are assigned a provider number and are notified by mail once the enrollment process has been completed. Providers can begin submitting claims to Medicaid upon receipt of their Medicaid provider number. Billing information and medical coverage policies are available on DMA's website at <http://www.dhhs.state.nc.us/dma/prov.htm>.”

Step 5: Read and understand Medicaid policy for LEA based services

- Go to <http://www.dhhs.state.nc.us/dma/bh/8h.pdf>
- Click on View as HTML
- Read carefully and keep a copy for quick reference

Step 6: Review Medicaid related documentation according to self monitoring system provided

Step 7: Modify documentation to comply with Medicaid requirements (see Step 9)

Step 8: Obtain parental permission to release information for Medicaid billing purposes (see sample form). Best practice dictates obtaining new release each year; we suggest with annual IEP review/update.

Step 9: Ensure LEA retains and can produce at least one copy (or original) of the following for each student, **for 5 years from the date of service**:

- The student's full name and Medicaid identification number
- A copy of current IEP for each year
- A copy of the physician's order for service (as medically necessary); date of order must precede date of billed service
- A note for each billed service, must include:
 - Record of intervention and outcome/response/progress
 - If speech session-note if group or individual session

- Date of service
 - Duration of service, time in minutes
 - Signature of service provider
 - Each progress note for scheduled reporting periods
 - Copy of tests performed, written evaluations
- *Also maintain a copy of current license for each service provider

Step 10: Each month on the 5th go to Medicaid website <http://www.dhhs.state.nc.us/dma/>

- Click on Provider Links
- Click on Bulletins (immediately under Information for Medicaid Providers)
- Click on accept for disclaimer
- Check Special Bulletins
- Click on General Bulletins
- Click on Month
- Look for any bulletins for all providers or LEAs
- Read them
- Make appropriate changes
- You are responsible for remaining updated!

PLEASE NOTE!

Electronic Data Systems, Corporation or E.D.S. (1-800-688-6696 or 1-919-851-8888) will arrange training for anyone with a provider number.

If you are anxious about being required to pay back Medicaid moneys, hold a portion in reserve.