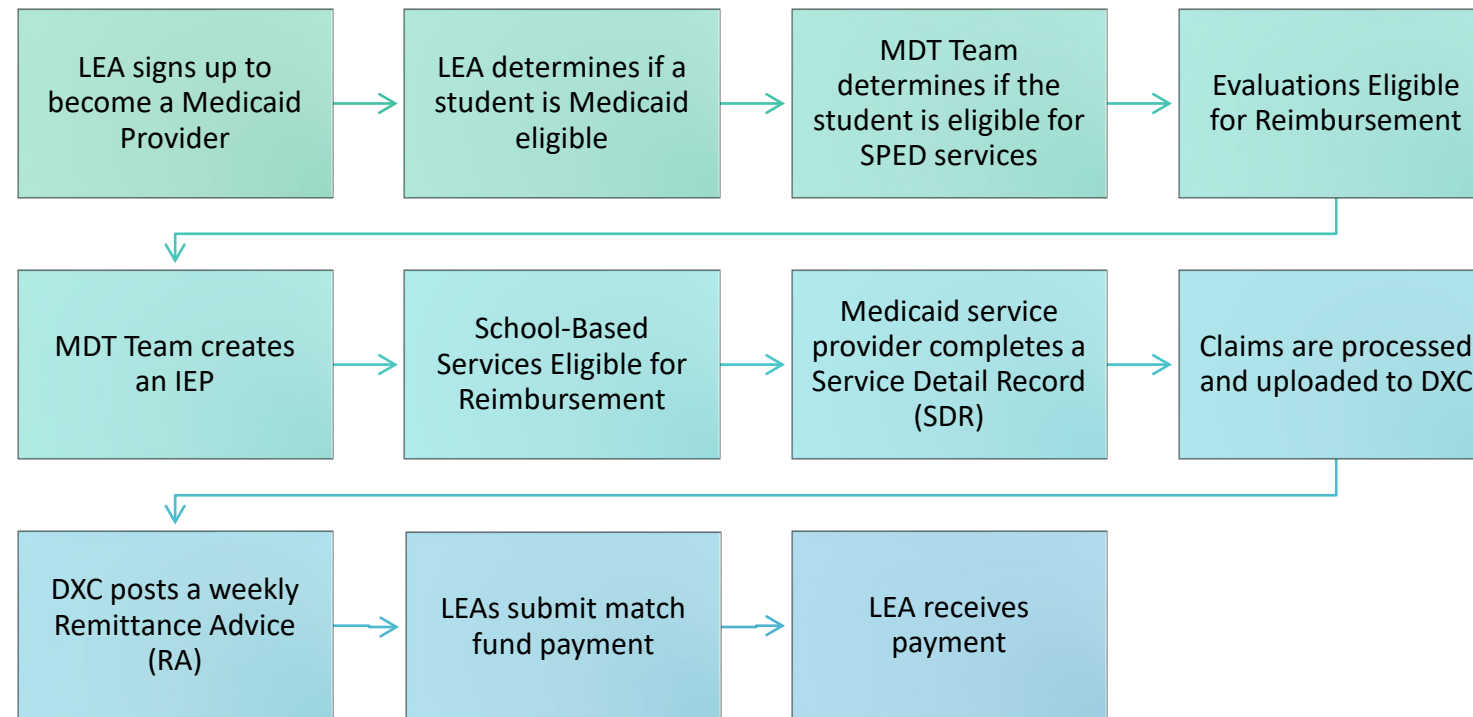


Medicaid Billing Process to Receive Payment

WWW.IDMEDICAID.COM

Quick Overview of Process



- **LEA signs up to become a Medicaid Provider**
 - Complete the [Health Pas-ONLINE Registration](#) form.
 - If the LEA chooses to contract with a billing agency, coordinate with the billing agency for account information
 - Complete the *Idaho Medicaid Provider Agreement*, [Medicaid Provider Handbook: General Information and Requirements for Providers](#), Appendix A, p 136.
 - Upload the signed and dated *Idaho Medicaid Provider Agreement* and W9 with the Health PAS-Online Registration form.
 - LEA will need an National Provider Identifier (NPI) and an Idaho Trading Partner Account number to seek reimbursement

- **LEA determines if a student is Medicaid eligible**
 - Parents sign the Consent to Bill School-Based Medicaid
 - If a parent denies permission to bill School-Based Medicaid - the LEA may not seek reimbursement for assessments and/or services
 - LEAs can not use a Consent to Bill School-Based Medicaid from another LEA
 - Verify if the student is Medicaid eligible at www.idmedicaid.com
 - **LEAs can not bill for assessments/evaluations or School-Based Services prior to obtaining signed Consent to Bill School-Based Medicaid**

- **MDT Team determines if the student is eligible for SPED services**
 - LEA must obtain a physician's recommendation or referral for the Consent for Assessment for non-academic assessments
 - An LEA may not seek reimbursement for assessments more than thirty days prior to the signed and dated physician's recommendation or referral
 - If the student is found eligible for SPED, proceed to IEP process
 - If a student does not qualify for SPED services and are placed on a 504 – an LEA may be able to seek reimbursement utilizing EPSDT services

- **Evaluations Eligible for Reimbursement**

- Occupational Therapy
- Personal Care Services
- Physical Therapy
- Psychological
- Speech/Language
- Audiological
- Social History
- Developmental

- **MDT Team creates an IEP**

- LEA must obtain a physician's recommendation or referral for the IEP
 - An LEA may not seek reimbursement for services more than thirty days prior to the signed and dated physician's recommendation or referral
- Refer to the current Medicaid School-Based Services Reference Guide for additional requirements [Idaho Training Clearinghouse > Resources > File View \(idahotc.com\)](#)
- **Services must still be provided even if a student does not have Medicaid coverage**

- **School-Based Services Eligible for Reimbursement**

- Behavioral Intervention
- Behavioral Consultation
- Crisis Intervention
- Habilitative Skill Building
- Interdisciplinary Training
- Medical Equipment and Supplies (refer to DME requirements)
- Nursing Services
- Occupational Therapy
- Personal Care Services
- Physical Therapy
- Psychotherapy
- Skills Building/Community-Based Rehabilitation Services
- Speech/Language Therapy
- Transportation Services
- Interpretive Services
- Orientation and Mobility (refer to EPSDT requirements)

- **Medicaid service provider completes a Service Detail Record (SDR)**
- SDR's are submitted to an LEA Medicaid billing department
 - Frequency that SDR's are submitted is determined by LEA

- **Claims are processed and uploaded to DXC by the LEA or the LEAs billing agency**
 - Claims must be submitted to DXC by 8:00pm MST on Thursday nights to be processed for payment the following week
 - The method for submitting claims to DXC is determined by the LEA
 - LEAs are not required to submit claims weekly
 - LEAs determine the frequency of claim submissions
 - Claims must be submitted within 365 from the date of service (DOS)
 - Claims received 365 after the DOS will be denied

- **DXC posts a weekly Remittance Advice (RA) the Monday after a claim has been submitted**
 - Itemized claim information is included in the RA
 - Claims are listed in the RA in the following order:
 - Reversed claims
 - Paid claims
 - Denied claims
 - Claims are sorted by student name
 - Claims are not sorted by date under student name

- **LEAs submit match fund payment**
- IDHW mails a monthly Medicaid Match Fund Statement indicating balance due to release payment
 - **Payments from IDHW will not be released until they have received the match funds payment**
 - LEAs may also estimate match fund based on RA and submit estimated payment to IDHW prior to monthly statement arriving
 - Current match fund percentages can be found here: [EXHIBIT 6. Federal Medical Assistance Percentages \(FMAPs\) and Enhanced FMAPs \(E-FMAPs\) by State : MACPAC](#)