

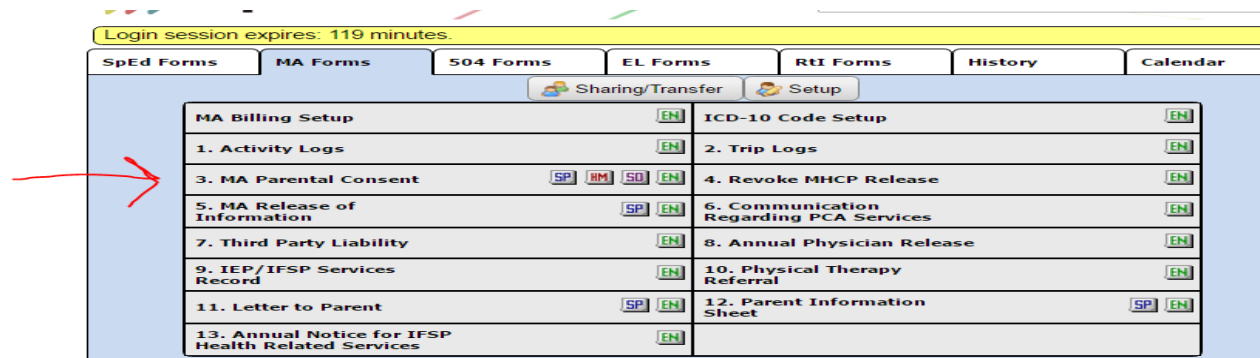
Medical Assistance Billing Information

Why do we do medical assistance billing in schools?

-Federal and state law require public schools to collect reimbursement from medical assistance for providing health related services to children as part of Individual Education Plan.

Medical Assistance Billing Requirements:

- Student must have medical diagnosis
- Student must have an IFSP/IEP, medical diagnosis documented in the IFSP/IEP
- Student must be MA eligible through a MN Health Care Program (MN Care, Medicare)
- Parents must sign consent on the "Consent to Share Data and Seek Payment"
- "Consent to Share Data and Seek Payment" form needs to be signed initially, if a student is new to the district or new to medical assistance



Information to Provide to Parents:

Effects of Billing Third Party for Health Related Services Parent Information

https://www.nlsec.org/UserFiles/Servers/Server_441775/File/Resources/MA%20Billing/AffectsBilling3rdParties.pdf

Roles and Responsibilities Form:

https://www.nlsec.org/UserFiles/Servers/Server_441775/File/Resources/MA%20Billing/marolesresponsb.pdf

Covered IEP Services:

1. Personal Care Assistant (PCA) also termed Paraprofessionals
2. PCA/Paraprofessional must be trained (Pass the DHS Paraprofessional Training)
 - i. https://www.nlsec.org/UserFiles/Servers/Server_441775/File/Resources/MA%20Billing/paratutorialtest1617.pdf
 - ii. Supervision of PCA must occur by **Qualified Professional**
 - i. https://www.nlsec.org/UserFiles/Servers/Server_441775/File/Resources/MA%20Billing/supervisionpersonalcareassistantmay2011.doc
 - ii. Must occur within 14 days from start of assignment
 - iii. For the first year, supervision must occur every 90 days
 - iv. For the second year, supervision must occur every 120 days
 - v. If PCA changes for the student, process must begin again

Medical Assistance Billing Information

- vi. Definition of **Qualified Professional**: licensed RN, PHN, LSN, mental health professional, physical therapist, occupational therapist, speech-language pathologist, audiologist, psychologist, special education teacher, social worker
- vii. Role of qualified professional: supervise PCAs, develop and monitor care plan, provide ongoing monitoring via direct teaching, demonstrations, observation and consultation
- b. MA Plan of Care must be completed for student specific PCA/Paraprofessional
 - i. https://www.nlsec.org/UserFiles/Servers/Server_441775/File/Resources/MA%20Billing/PlanofCareJan2018.pdf
- c. Time Study
 - i. <https://drive.google.com/open?id=0B02PRPWgO7rYZjhyTy1TOGFMQkE>
 - ii. Completed annually or more frequently based on needed services
 - iii. Document time study for two weeks
 - iv. Determine average amount of time to be billed which will be reflected in the MA activity log
- d. PCA/Paraprofessional creates activity logs in sped forms for each month. Activity log sent to NLSEC on a monthly basis
 - i. PCA/Paraprofessional must be given access to the student to gain access to the activity log
 - ii. Activity log must be entered for every day that IEP covered services are provided
 - iii. Date, type of service, short description must be entered. Hand initialed by the PCA. Hand signed by both PCA and supervisor. Activity logs must be submitted monthly.

MA Billing Setup	EN	ICD-10 Code Setup	EN
1. Activity Logs	EN	2. Trip Logs	EN
3. MA Parental Consent	SP HM SD EN	4. Revoke MHCP Release	EN
5. MA Release of Information	SP EN	6. Communication Regarding PCA Services	EN
7. Third Party Liability	EN	8. Annual Physician Release	EN

ALL FORMS MUST BE HAND SIGNED AND INITIALED THEN SENT TO NLSEC

- 3. Activities of Daily Living (ADL)
 - a. Must be documented on the IEP
 - b. Can include the following: Eating, Toileting, Grooming, Dressing, Bathing
- 4. Health Related Tasks
 - a. DO NOT require the skill of a nurse

Medical Assistance Billing Information

- b. Can include the following: Range of motion, assistance with medication (reminders to take medication, bring medication to the child, etc), seizures, respiratory, positioning, transferring
- 5. Level 1 Behaviors
 - a. Requires the immediate response of another person when it occurs and includes the following: self-injurious, physical injury to others, fleeing/running, destruction of property, vulnerability due to cognitive deficits
 - b. MA billing documentation can only occur for the amount of time that the PCA/Paraprofessional is actively engaged with the child during the Level 1 Behavior.
- 6. Special Transportation
 - a. Only covered when one of the following is true:
 - i. Physical or mental impairment that would prohibit them from safely accessing and using a common carrier (taxi, bus, car, van)
 - ii. Requires a special adaptation (equipment), a one-on-one aide, nurse or PCA who may support up to 3 children
 - b. Need for transportation is identified in the IFSP/IEP
 - c. Only transportation to and from school is covered (NOT field trips/school outings)
 - d. Must be provided by a district, in a district owned or contracted vehicle
 - e. Includes getting a child to and from the vehicle, waiting for the vehicle and transporting the child
 - f. PCA time for special transportation would be documented in the MA form section under Trip log.

IEP Documentation Examples for MA Billable services

https://www.nlsec.org/UserFiles/Servers/Server_441775/File/Resources/MA%20Billing/pca%20language.pdf

Website Link for MN Department of Human Services Medical Assistance Provider Manual

http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_151385

MA Guide to Sped Forms related to ICD-10

https://www.nlsec.org/UserFiles/Servers/Server_441775/File/Resources/MA%20Billing/maguide/spedformsicd10.pdf