

School Based Health Services – Medicaid Billing Checklist

This checklist is for Oregon school districts seeking to bill health related services provided to children eligible for Individuals with Disabilities Education Act (IDEA) who are also Medicaid-eligible. As stated in the IDEA, Medicaid is the first payer, before the Department of Education, for these services. See [Medicaid in Education](#).

Complete all steps to begin billing Medicaid for school-based health services.

✓ Step	Details	Contact
1. Medicaid Preliminary Feasibility Discussion	<p>Discussion points:</p> <ul style="list-style-type: none"> • Will Medicaid reimbursement be feasible/ cost-effective for the district? • How can the district get the most out of billing Medicaid? • Compare reimbursement per discipline. • Decide which services are most worthwhile for the district to begin billing; the district does not have to bill all IDEA services. • What percentage of children in the district’s area are Medicaid eligible? • What about High-Cost Disability and State School Transportation funds available through the Oregon Department of Education? Does billing Medicaid mean the district cannot access these other funds? • What is the process of establishing rates for each discipline? 	<p>Linda J. Williams, Oregon Health Authority (OHA); and</p> <p>Lasa Baxter, OHA</p>
2. Verify you have everything you need to bill Medicaid.	<ul style="list-style-type: none"> • Medicaid Provider Enrollment – Fill out and submit Medicaid Provider Enrollment forms; listed under School Medical on the Oregon Health Plan Provider Enrollment webpage. <p>The Medicaid Provider Enrollment process may take several weeks. The district can work on other steps while this is in-process.</p>	<p>Provider Enrollment, OHA</p>
	<ul style="list-style-type: none"> • Identify students the district plans to bill for, and request parent consent for those students. (Signed consent forms become part of the student’s file. Parent 	<p>Jennifer Ross, Oregon Department of Education (ODE)</p>

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	<p><i>Optional: The district may also complete the Medicaid Quality Assurance Plan (QMAP). The QMAP is designed to support effective, accurate, and sustainable school district Medicaid billing policies and practices. See Medicaid in Education. Contact Ely Sanders, ODE.</i></p>	<p>consent must be on file for all dates billed to Medicaid.)</p>	
<ul style="list-style-type: none"> Review IEPs for students the district plans to bill for to ensure health services are adequately listed. 		<p>Jennifer Ross, ODE</p>	
<ul style="list-style-type: none"> Review service documentation for students the district plans to bill for to ensure service documentation is written per the medically-qualified staff's licensing board requirements. 		<p>Linda J. Williams, OHA</p>	
<ul style="list-style-type: none"> Verify Medicaid eligibility for students the district plans to bill services for. 		<p>Medicaid Eligibility on the Provider Web Portal</p>	
<ul style="list-style-type: none"> Complete and submit the cost worksheet. This establishes the district's costs for each discipline. 		<p>Lasa Baxter, OHA</p>	
	<p>3. Set up systems</p>	<ul style="list-style-type: none"> Medicaid Provider Web Portal – A Medicaid system used by Medicaid-enrolled providers and schools to verify Medicaid eligibility, bill claimable services, and adjust already submitted claims. Electronic Data Interchange (EDI) system (optional; requires a Trading Partner Agreement and data file testing with the Oregon Health Authority.) –There are several data and billing systems that school districts may choose to purchase and bill through (e.g. DSCtop; ORMED; etc.). 	<p>Provider Services Unit, OHA</p> <p>EDI Support Services, OHA</p>
	<p>4. Schedule training</p>	<ul style="list-style-type: none"> Medicaid Provider Web Portal (<i>for business office staff/ Medicaid coordinator</i>) – A Medicaid system used to verify Medicaid eligibility, bill claimable services, and adjust already submitted claims. Medicaid School-Based Health Services program (<i>for medically-qualified staff</i>) 	<p>Provider Services Unit, OHA</p> <p>Provider Web Portal resources</p>
	<p>5. Begin billing</p>		<p>Provider Services Unit, OHA</p>