Medicaid Consent & Annual Notification



Process – Step 1 – Initial IEP Meeting

When **initially** gaining parent consent to bill Medicaid:

- Print, explain, and have the parent sign and complete the <u>stand-alone</u> Consent for Medicaid School Based Services form
- Review/explain the Medicaid Annual Notification.
- Give the parent copies of both forms.

Other

Parent Contacts

Teacher Modification Notice

Teacher Request for Assistance

Manifestation Determination

Revocation of Consent

Consent to Bill Private Insurance Program

Consent for Medicaid School Based Services

Medicaid Annual Notification

Summary of Performance

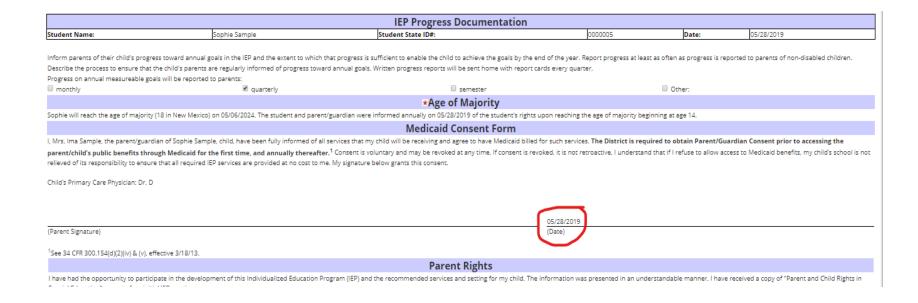
Meeting Participants/Signature Page

Prior Written Notice of Proposed Actions

(File-based Document)

Process – Step 2 – Initial IEP Meeting

Complete the *IEP* section called "Progress Documentation, Signatures", *Medicaid Consent Form* section, including <u>date</u> of parent signature (circled in red below).



Process – Step 3 – Initial IEP Meeting

Complete the Units of Service, including physician name, etc.

*The billing process will be held up, if there is no information regarding the primary care provider on the Units of Service form.



Annual IEP Meeting

Annual IEP meetings:

- You do NOT complete the Medicaid Consent portion on annual IEPs. Once consent has acquired, it does not need to be acquired again (unless previously revoked).
- Print, explain, and give parent a copy of the Medicaid Annual Notice.
- On PWN: write "OTHER": and under it include "Medicaid Annual Notice hand delivered to parent at today's IEP meeting".

HPREC Process



Initial IEP

- Upload the signed Medicaid Consent form to the student's documents.
- Print the Units of Service Form.
- Fax both forms to HPREC at 575-445-7663.
- This will alert HPREC to a new student that may be eligible for billing. Otherwise, HPREC may miss the window of opportunity to acquire the PCP's signature and billing.

Annual IEP

- If the consent is on file, HPREC will need to know that a new IEP is in place. Please fax the Units of Service form to 575-445-7663.
- HPREC does not need another copy of the consent and does not need a copy of the annual notification.





- If you are confident that a student and family will not ever be Medicaid eligible, it is not necessary to go through the process.
- Sample Language-

"Please consider providing your consent for the Medicaid billing of your student's related services. This process does not affect your current Medicaid program, out side of the school. The dollars generated assist the district in providing these important services to children, such as yours, who are eligible. The dollars also supplement other health related student needs."