

MEDICAID REIMBURSEMENT FOR
HEALTH-RELATED SERVICES

Effective: August 18, 2016

- I.** The overall responsibility for implementing, directing, and maintaining the third party billing process to seek Medicaid reimbursement for health-related services is assigned to the HCPSS Department of Special Education.
- II.** The third party billing process is a cooperative effort including the Department of Special Education, Office of Pupil Services, Office of Information Technology, Department of Finance, Office of Human Resources, and the Howard County Infants and Toddlers Program.
- III.** The HCPSS Department of Special Education shall include the Howard County Health Department and the Howard County Department of Social Services in the third party billing process whenever a child receives services from either or both of these agencies.
- IV.** The Department of Special Education shall assign a Medicaid Program Head whose responsibilities include:
 - A.** Establishing procedures for implementing and maintaining the process of accessing third party reimbursements for health-related services provided to eligible students in the HCPSS and eligible children in the Howard County Infants and Toddlers Program.
 - B.** Ensuring the use of electronic signature for Medicaid billing by all appropriate individuals. Those individuals will be limited to:
 1. Health Related Services Providers (such as Speech Therapist, Occupational Therapist, Physical Therapist and Nurses).
 2. Service Coordinators (also referred to as Case Managers).
 3. Medicaid Billing Office Staff who have signed the HCPSS required signature forms.
 - C.** Verifying that all appropriate individuals have completed and signed any HCPSS required signature forms which will be retained in the Medicaid Billing Office.
 - D.** Processing all requests for third party reimbursement in a timely manner.

- E. Maintaining a database and producing regular reports to monitor services billed and reimbursement funds received.
 - F. Providing training and regularly updated information for providers of services.
 - G. Coordinating a continued public awareness effort.
 - H. Ensuring that all federal and state regulations are met.
 - I. Coordinating all external and internal program evaluations.
- V. The Department of Special Education has responsibility for maintaining financial records to ensure compliance with policy Section IV.C.

VI. History

ADOPTED: March 9, 1995
REVIEWED: July 1, 2015
MODIFIED: August 18, 2016
REVISED: January 8, 2009
EFFECTIVE: August 18, 2016