

(Medicaid) Enter Claims

Overview

The Medicaid process makes it possible to automatically generate claim forms for children/youth on an IEP or IFSP being served by Medicaid eligible providers and for Service Coordination for IFSP children. In addition, if the AEA is keeping track of children/youth who are receiving services, such as an evaluation, or an I-Plan from Medicaid eligible support staff person, a claim will be generated.

The Medicaid claims are stored in the AEMCHDTL.DBF database. These data are archived to a historical file called MEDHIST.DBF after each transmission.

This part of the manual addresses entering claims.

NOTE: Do not enter claims during Medicaid Transmissions between 4:30 PM and 5:00 PM.

Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to Medicaid.

Access to Screen

From the Main Menu, select the appropriate link under the Medicaid section. Since there are several different screens, screens will appear within appropriate set of instructions.

Enter Medicaid Claims

- From the Main IMS Menu, click on the link Enter Claims.

Medicaid

View Eligible Students

Enter Claims

Medicaid Detail Report

- The following data entry screen will appear:

Medicaid Detail [Medicaid Rates](#) [Transmission Schedule](#)

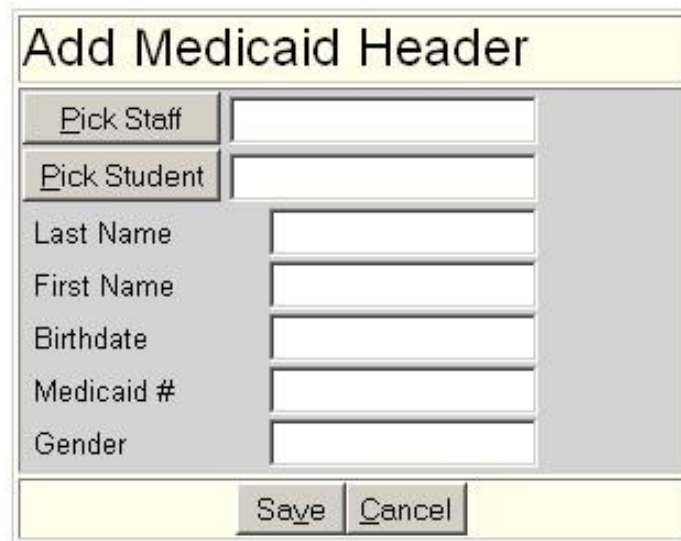
Pick Header	<u>S</u> taff	<input type="text"/>	
New Header	<u>C</u> hild	<input type="text"/>	
Parental Consent <input type="text"/>			
Diagnostic Code	<input type="text"/>	<input type="text"/>	
District/Claimant	<input type="text"/>	<input type="text"/>	
Service Begin Date	<input type="text"/>	<input type="text"/>	
*Service Type	<input type="text"/>	<input type="text"/>	
Enter 6th Digit As	1	2	3
Returns Modifier	AH	AJ	GN
	GO	HO	TL
	TM	U9	UA
Minutes	<input type="text"/>	Units	Rate <input type="text"/>
Place of Service	<input type="text"/>	<input type="text"/>	
Service End Date	<input type="text"/>	<input type="text"/>	
Additional Instructions			
<div style="border: 1px solid gray; width: 100%;"></div>			
<input type="button" value="Return"/> <input type="button" value="Search"/> <input type="button" value="Copy+"/> <input type="button" value="New"/> <input type="button" value="Main Menu"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>			

- Type in a partial child/youth's name, partial Staff Name or both

Medicaid Detail [Transmission Schedule](#)

Pick Header	<u>S</u> taff	<input type="text" value="Smith, J"/>
New Header	<u>C</u> hild	<input type="text" value="Doe, J"/>

- Click on the "Pick Header" button or press the hot key ALT+K.
- If the Staff/Child/Youth does not exist, double-click on that record and skip to Step 16.
- Press the "New Header" button or press the hot key ALT+W.
- The following screen will appear:

A screenshot of a software form titled "Add Medicaid Header". The form has a yellow header bar with the title. Below the header, there are two rows of buttons and text boxes. The first row has a button labeled "Pick Staff" and an empty text box. The second row has a button labeled "Pick Student" and an empty text box. Below these are five rows of text labels and text boxes: "Last Name", "First Name", "Birthdate", "Medicaid #", and "Gender". At the bottom of the form, there are two buttons: "Save" and "Cancel".

8. Type in a partial Staff name.
9. Click on the Pick Staff button.
10. Double-click on the Staff. If the staff doesn't exist, enter the staff into the staff demographic screen and return to Step 1.
11. Type in a partial Student name.
12. Click on the Pick Student button.
13. If the child/youth does not exist, double-click on that child/youth and skip to Step 15.
14. Enter the child/youth's Last Name, First Name, Birth date, Medicaid # and Gender.
15. Click on the Save button.

16. The following screen will appear, with the staff and child fields filled in:

Medicaid Detail

[Medicaid Rates](#) [Transmission Schedule](#)

Pick Header	Staff	Smith, John								
New Header	Child	Doe, John								
Parental Consent										
Diagnostic Code										
District/Claimant										
Service Begin Date										
*Service Type										
Enter 6th Digit As		1	2	3	4	5	6	7	8	9
Returns Modifier		AH	AJ	GN	GO	HO	TL	TM	U9	UA
Minutes			Units			Rate				
Place of Service										
Service End Date										
Additional Instructions										
<input type="button" value="Return"/> <input type="button" value="Search"/> <input type="button" value="Copy+"/> <input type="button" value="New"/> <input type="button" value="Main Menu"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>										

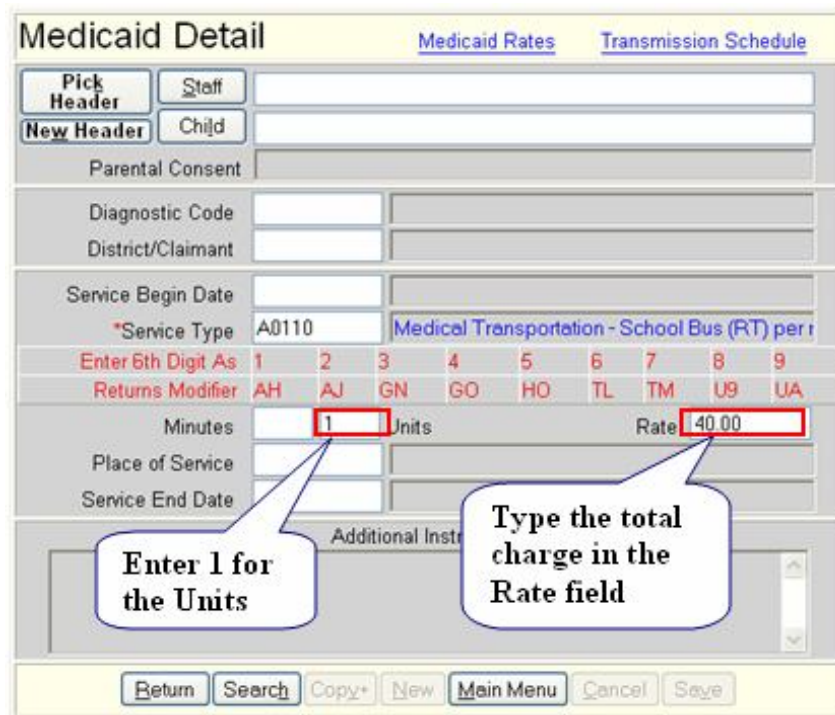
17. Enter the Diagnostic Code. If a diagnostic code on the claim form is not in the list in IMS, contact the CPC.
18. Enter the District/Claimant.
19. Enter the Service Begin Date.
20. Enter the Service Type indicated on the claim.
Note: The statement in red lists hotkeys.
21. Enter the number of Minutes reported, (The system will calculate the number of Units) or enter the number of Units if that is how your AEA reports.
22. Enter the Rate of the service.
23. Enter the Place of Service. Valid codes are: Home, Office or other.
24. To continue entering claims for this Staff/Student combination, click on the "Copy" button or press the + (plus) key.
25. When finished entering the last claim for this Staff/Student, click the Search button.
26. The following screen will appear:

Medicaid Detail						<input type="button" value="New"/>
Date	Service Type	Code	Units	Rate	Total	
02/03/2005	Speech - Direct Service Individual	92507GN	1	15.29	15.29	
02/08/2005	Speech - Direct Service Individual	92507GN	1	15.29	15.29	
02/10/2005	Speech - Direct Service Individual	92507GN	1	15.29	15.29	
02/15/2005	Speech - Direct Service Individual	92507GN	1	15.29	15.29	
02/17/2005	Speech - Direct Service Individual	92507GN	1	15.29	15.29	
02/22/2005	Speech - Direct Service Individual	92507GN	1	15.29	15.29	
02/24/2005	Speech - Direct Service Individual	92507GN	1	15.29	15.29	
02/24/2005	Speech - Direct Service Individual	92507GN	1	15.29	15.29	

27. Review the claims for accuracy. When finished, close the window.
28. To continue entering claims for the same staff, click the Pick Staff button and return to Step 5, otherwise return to Step 3.

Note: If this is a claim for transportation, *do not* enter the number of minutes. Transportation claims are now entered by the number of round trips. The cost rate is still per mile, so the total charge will have to be manually calculated.

On the Medicaid data entry screen, the Rate field can be manually changed. After manually calculating the total charge for transportation claims, type it into the Rate field and enter the Units as “1”. The following is an example:



The screenshot shows the 'Medicaid Detail' form with the following fields and values:

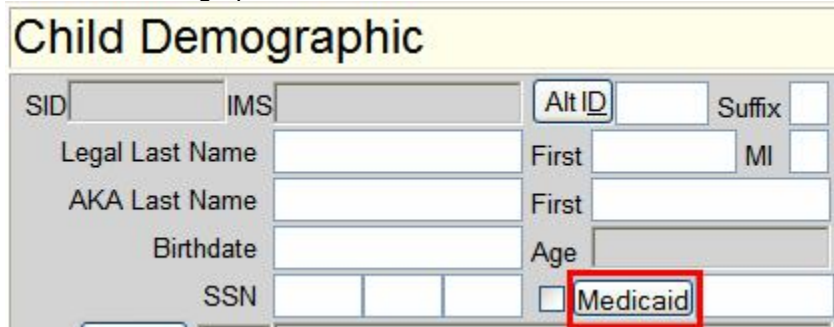
- Service Type:** A0110 Medical Transportation - School Bus (RT) per i
- Returns Modifier:** AH AJ GN GO HO TL TM U9 UA
- Minutes:** 1 (highlighted with a red box and a callout: "Enter 1 for the Units")
- Rate:** 40.00 (highlighted with a red box and a callout: "Type the total charge in the Rate field")

At the bottom of the form, there are buttons for Return, Search, Copy*, New, Main Menu, Cancel, and Save.

View Medicaid History

To view all Medicaid claims that have been processed:
Note: This only shows claims that have been submitted on a Medicaid Transmission scheduled day. Any claims entered between Transmissions days will not show up. Please see the [IMS calendar](#) to find out when Medicaid Transmissions occur throughout the year.

1. On the Child Demographic screen, click on the Medicaid button.



The screenshot shows the 'Child Demographic' form with the following fields:

SID	IMS	Alt ID	Suffix
Legal Last Name	First	MI	
AKA Last Name	First		
Birthdate	Age		
SSN	<input type="checkbox"/>	Medicaid	

2. A Medicaid Claim history will be listed for the student.