

# MANAGEMENT ADVISORY GROUP OF NY

*Educational and Administrative Consultants*

*"Doing it better for less"*

## Medicaid Management Services

Management Advisory Group (MAG) of NY recognizes the importance for clients to maximize Medicaid revenue that may be available to them. With Medicaid Management Services from MAG, you can be assured that all Medicaid eligible students are identified and all reimbursable services are properly claimed.

As regulations for Medicaid claiming become more complex, feel confident that nothing has been overlooked as the Medicaid Consultants at MAG will keep the lines of communication open through periodic review of your claiming process. And if you should face a Medicaid audit, MAG will be there to provide assistance.

### **Medicaid Eligibility Monitoring**

- Review the monthly eligibility file in the district database
- Generate a Medicaid eligible list of students
- Establish a "watch list" for students no longer Medicaid eligible, monitoring for possible re-enrollment

### **Supporting Documentation Review and Maintenance**

- Assure IEP's contain all required information for related services, skilled nursing and special transportation
- Confirm the proper signed and dated parental consent form is on hand for all Medicaid eligible students
- Confirm properly signed and dated prescriptions/referrals are on hand for all services
- Confirm new prescriptions/referrals are written if an IEP is amended to change frequency or duration of a service during the year
- Verify supervision for OTA, PTA or TSHH is documented
- Verify referring and attending providers do not appear on the federal Medicaid exclusion list
- Assure services are claimed only for services provided by appropriate NYS licensed professionals
- Assure prescriptions/referrals meet NYS Medicaid Requirements
- Assure referring providers are enrolled in NYS Medicaid
- Affiliate referring and attending providers in eMedNY
- Enter Prescriptions/Referrals and One-Time Parental Consents in district database

### **Medicaid Claiming Services**

#### Claim Preparation

- Review related service notes to assure all necessary service delivery information is properly recorded, signed and dated
- Confirm services are not claimed before the date of the prescription/referral
- Assure claims are not made for services rendered by providers paid from federal funds

#### **Mission**

To provide clients with an ethical and cost-effective means for maximizing revenues by making the most efficient use of resources available to their business and special education operations.



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## Medicaid Management Services (Continued)

### Medicaid Claiming Services

#### Claim Preparation (Continued)

- Assure no claim is made for services delivered before the date of the Supervisor's initial observation for services provided by an OTA, PTA or TSHH
- Confirm special transportation is properly documented

#### Claim Filing

- Upon determination that all supporting documentation is in place, claim each session of services
- Enter Special Transportation information from Bus Logs
- Submit claims for payment
- Develop a gap analysis to assure all session notes are being submitted from providers for all eligible students with IEP's

#### Payment Reconciliation

- Review rejected claim reports for potential correction and resubmission
- Assure claim is processed fully and results are in district database
- Track and report Medicaid Revenue to district

### Ongoing Review and Training

- Meet periodically via site visits and/or phone conference to review the following:
  - Changes in Medicaid regulations
  - Updated eligibility lists
  - Parental consents needed for eligible students
  - Lists of prescriptions/referrals needed for eligible students
  - Claim submissions and gap analysis results
  - Identify problem areas affecting Medicaid Revenue
  - Review ideas to help districts maximize revenue
- Provide Medicaid training to district special education staff and providers as requested

### Attend Medicaid Training sessions

- Attend NYS State Medicaid training session
- Attend Database webinars to stay on top of all changes

### Audit Assistance

- Provide assistance, as requested, with gathering documentation to comply with OMIG audits and RIC documentation reviews concerning Medicaid claiming

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## MANAGEMENT ADVISORY GROUP OF NY

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