

3rd Party Billing Information

3rd Party Biller: Alexa Hinz, Area Special Education Coop, Email: ahinz@asec.net or cell 763-843-2530

Admin: Julie Aumock, Admin, Email: jaumock@asec.net or 218-435-2124

In this document we outline the following.

- District, Case Manager, and Service provider responsibilities
- How to access your MA eligible list of students
- How to enter logs and ICD-10 codes
- How to duplicate existing logs
- Helpful links

District Responsibility

Each district must establish a system for maintaining records to document billing Medical Assistance/MNCare for certain IEP/IFSP covered services. This responsibility is generally the function of the district bookkeeper or business manager. For your district specific information *See Attachment A-MA District Contacts and Supervisors of PCAs list.*

Within each student's MA file there should be the following:

1. *One manilla folder containing Consent form (if they have one)*
2. *One manilla folder for each school year which contains logs for just that school year. Example: one folder labeled 19-20 and another folder labeled 20-21. Within each school year folder is where corresponding PCA logs need to be kept.*
3. *If applicable, a "Time Study and Care Plan" folder should also be made if they have those items in their folder.*
4. *These physical files must be maintained for at least 5 years after the initial billing date or for the duration they are enrolled in the district*

District IEP Case Manager Responsibility

- Check student MA eligibility list on SpEd Web periodically for MA eligible students(required at start of EACH school year)
- Determine if the student has a MA billable service
- If a student has a billable PCA and/or special transportation service please pay close attention to the language used in the IEP/IFSP contact Julie Aumock if you have questions
- Communicate with the assigned PCA supervisor to review the annual time study completed for students with billable PCA services.
- Complete a PCA Care Plan collaboratively with the supervisor (if applicable)
- Communicate to the MA biller the list of PCAs who work with the students with billable PCA services
- Assist with the required DHS certification process with the PCAs working with students who have billable PCA services

Service Provider Responsibility

- Check student MA eligible list in Sped Forms
- Enter ICD-10 Codes for your services
- Complete activity logs for all MA eligible students for any evaluation time and direct therapy time you complete.
- Periodically check for any updates in the [DHS guide](#) for your services (if there are updates the 3rd Party Biller will inform you via email)
- Supervise PCAs upon request when appropriate

How to access your MA eligible list of students in order to bill:

- Please visit the [3rd Party Billing Guide](#) for instructions

How to enter MA Activity logs and ICD-10 Codes for your services:

- Please visit the [3rd Party Billing Guide](#) for instructions

Duplicate existing activity logs within a student file:

- Please visit the [3rd Party Billing Guide](#) for instructions

Helpful websites for service providers:

1. MHCP Provider Manual:
 - a. http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_151385
2. ICD-10 codes: <https://www.icd10data.com/ICD10CM/Codes>
3. ASEC Third Party Billing tab (will be updated this fall/winter):
<http://www.asec.net/thirdpartybilling.htm>
4. SpedEd Forms Educators Guide (has MA Guide):
http://spedforms.com/wiki/doku.php?id=educator_s_guide
5. MDE Third Party Billing: <http://education.state.mn.us/MDE/dse/sped/third/index.htm>