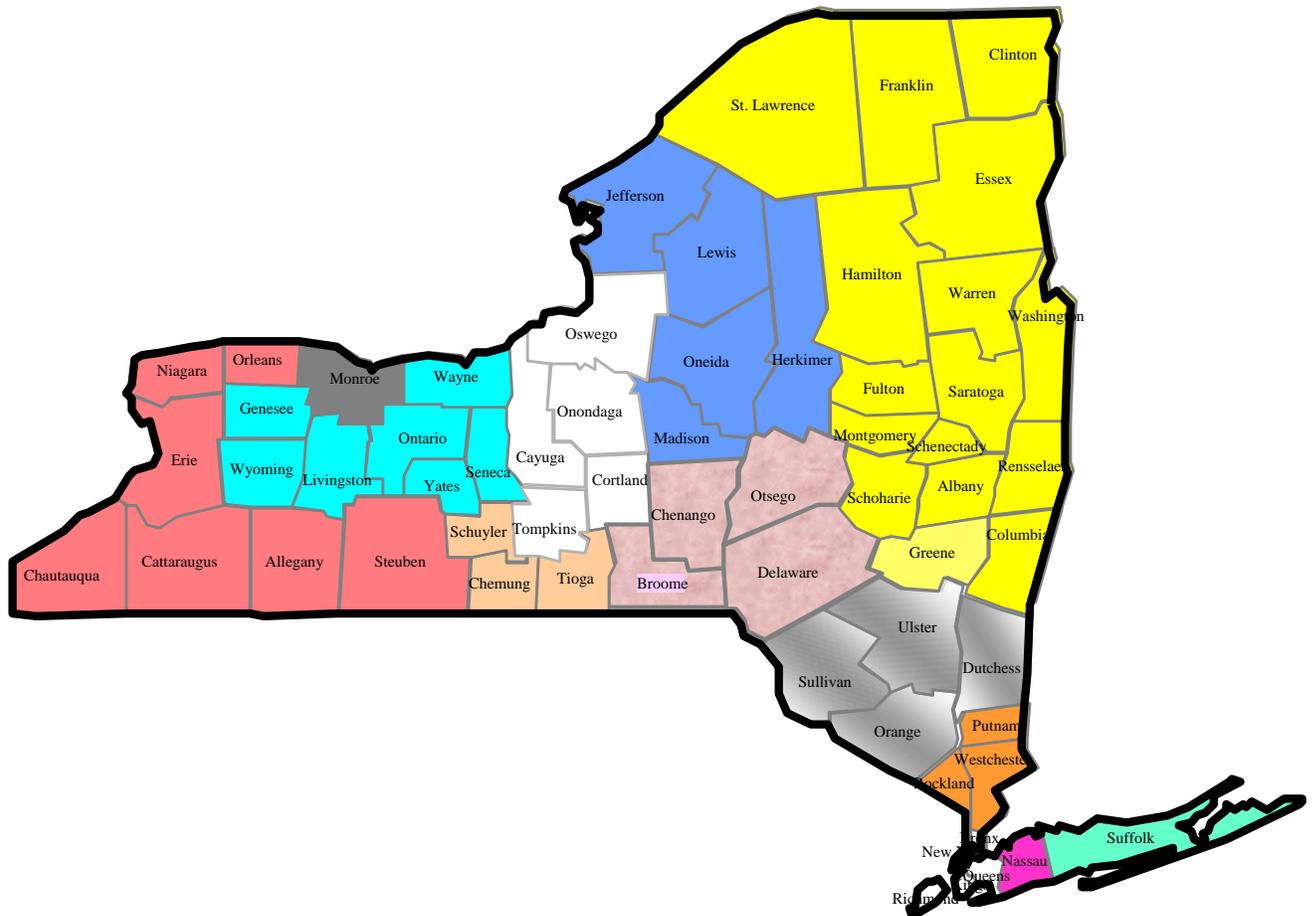


# Medicaid Process



# *Medicaid Claiming Process*

## School District and County Responsibilities

| <u>RESPONSIBILITY</u>   | <u>PROCESS</u>  |
|---|---|
| <b>INITIAL</b>  |   |
| <p><b>STEP I:</b><br/> <b>The school district/§4201 school/county</b> must submit Biographical (<b>BIO</b>) Data.</p>   | <p>Collect name, <b>date of birth (DOB)</b>, <b>gender</b> and <b>Social Security Number</b>, if available. Include all students referred to the Committees on Special Education (<b>CSE/CPSE</b>) <b>whether or not classified</b> as disabled in your school district/§4201 school/county. Submit this data to your <b>Regional Information Center (RIC)</b>.</p>   |
| <p><b>STEP II:</b><br/> <b>The RIC</b> is responsible for transmitting the data to Central New York Regional Information Center (<b>CNYRIC</b>) electronically.</p>   | <p><b>CNYRIC</b> will create a database (file) of all the students you submit and will maintain this file. <b>CNYRIC</b> will match this file every month against the Department of Health's (<b>DOH's</b>) <b>Eligibility File</b> to determine which students from your district are eligible. Once this database is created only new students referred to <b>CSE/CPSE</b> should be submitted.</p>   |
| <b>ONGOING</b>  |   |
| <p><b>STEP III:</b><br/> <b>The CNYRIC</b> will transmit your file of eligible students from your <b>school district/§4201 school/county</b> to the <b>RIC</b> based on the schedule on Page 33 of this Guidebook. Any students that are new to the school district and/or county and missing from the diskette should be added by providing the <b>BIO</b> data for these students (See Step I).</p> | <p>The <b>RIC</b> will provide each of their component school district and/or county a diskette and printout of their eligible students. Students who receive Supplemental Security Income (<b>SSI</b>) (Page 10 of the Guidebook) will be identified on the diskette. These files and corresponding reports are available for retrieval, by the provider, from the <b>CNYRIC Web Reports</b> site. The <b>RIC</b> will cease to provide this data.</p> |
| <p><b>STEP IV:</b><br/> <b>The school district/§4201 school/county</b> must collect eligible data regarding eligible services provided their students from each of the appropriate service providers.</p>   | <p><b>The school district/ §4201 school or county</b> must assure that all documentation required for claiming Medicaid reimbursement for eligible services is on file in the school district/§4201 school/ county.</p>   |

|  |   |
|--|---|
| <p><b>STEP V:</b><br/> <b>The school district/§4201 school/county</b> must submit their claims to their RIC for each eligible student.</p>   | <p>The <b>school district/§4201 school/county's</b> claims for each student will include the appropriate <b>Month, Day and Year of Service; Billing Code;</b> and actual <b>Number of Services</b> provided in a month. When reporting the Service, appropriate SSI indicator of compliance (Consent for Release of Information) must be included.</p>  |
| <p><b>STEP VI:</b><br/> The school district/§4201 school/county will transmit their claims directly to CNYRIC using MEDWEB Site.</p>   | <p>CNYRIC will collect this data on the schedule included on Page 33 of this Guidebook. A <b>Data Analysis Report</b> will be sent back to the school district/§4201 school/county from the CNYRIC on the date indicated on the schedule on Page 33. The school district/§4201 school/county will fix any existing problems and resubmit within two days.</p>   |
| <p><b>STEP VII:</b><br/> <b>The school district/ §4201 school/county</b> is responsible for verifying that the claims submitted to CNYRIC has been received. <b>The RIC</b> is responsible for tracking the reason for any discrepancies.</p>  | <p>The <b>Service Update Report</b> will provide all the detail of each claim submitted for verification of receipt of the claim. Any discrepancies should be reported immediately to your RIC. The <b>RIC</b> must assist the school district and/or county in resolving any discrepancies the <b>school district/§4201 school/county</b> found in the Service Update Report. The Data Analysis Report and the Service Update Report should allow a <b>school district/§4201 school/county</b> the information necessary to reconcile all submitted claims.</p>  |
| <p><b>STEP VIII:</b><br/> <b>The CNYRIC will transmit all eligible claims to the electronic Medicaid system in New York State (eMedNY) monthly.</b></p>  | <p>The schedule CNYRIC will follow is on Page 33 of this Guidebook.</p>   |
| <p><b>STEP IX:</b><br/> <b>The CNYRIC will transmit to the WEB REPORT Site the Billing Summary Report, which represents all the claims that are billed.</b></p>  | <p>The CNYRIC will provide each of their component <b>school districts/§4201 schools/counties through the WEB Report Site, the Billing Summary Report</b> based on the schedule on Page 33 of this Guidebook.</p>   |
| <p><b>STEP X:</b><br/> <b>EMedNY</b> will process the claims submitted on behalf of each <b>school district/ §4201 school/county</b> based on the Schedule on Page 33 of this Guidebook. <b>EMedNY</b> will distribute a check and a remittance statement to each school district, §4201 school or county. Appendix D-3.</p> | <p><b>EMedNY</b> will distribute reimbursement (checks) to <b>school districts/§4201 schools/counties</b> based on the schedule on Page 33 of this Guidebook. <b>EMedNY</b> will no longer send a detailed remittance statement by student and service of all claims paid, denied and pended with the payment. In addition, CNYRIC will transmit their remittance file (MR), their version of the Remittance Report, which will include any non-billed rejections by CNYRIC to the school district/§4201 school/county. The CNYRIC Web Reports site will be the method through which the school district/§4201 school/county will retrieve reports and files.</p> |

**NOTE #1:** All reports provided and available to school districts/§4201 schools/counties are listed and explained in Appendix D of this Guidebook. A glossary of error messages referenced in some of the reports listed is provided on Appendix E.

**NOTE #2:** The processing of the near match and multiple match students on the Medicaid Biographical Non-Match Report and the processing of claims for students not found on the eligible lists or the Medicaid Biographical Non-Match Report (CIN Transaction) is described in Page 5 of this Guidebook.

**NOTE #3:** Students may be deleted from the Student Database (SDB) maintained at CNYRIC. Procedures on the Delete Transaction are on Page 6 of this manual.