

Medicaid in Education Alert

New York State Office of Health Insurance Programs (OHIP)
New York State Education Department
Preschool/School Supportive Health Services Program (SSHSP)
Medicaid in Education Units

Issue #13-05

TO: All SSHSP Medicaid Providers

FROM: NYS OHIP SSHSP & NYSED
Medicaid in Education Units

DATE: June 05, 2013

SUBJECT: Timely Submission of SSHSP Medicaid Claims-
Guidelines effective December 1, 2013

The purpose of this Medicaid Alert is to inform SSHSP billing providers (school districts and counties) that the current SSHSP billing/claiming schedule that permits billing providers to submit claims up to 22 months after the service was rendered, has been revised. **Effective December 1, 2013**, New York State will require SSHSP claims to be submitted to Medicaid **no more than 12 months** after the date of service.

NYS Medicaid regulations at 18 NYCRR § 540.6 specify that providers must submit claims within 90 days of the date of service. The state recognizes that the transition to a 90-day time frame may be burdensome for some school districts and counties. Therefore, effective December 1, 2013, **a 12-month claiming limit will be implemented for this program**. This time frame affords school districts and counties an opportunity to re-submit claims that are denied in a timely manner. Under the previous 22-month window, revenue was likely lost due to limited opportunity to resubmit claims.

The timeframe for submitting a claim may be further adjusted at a later date. Further adjustments to the SSHSP claiming time limit would be announced in a future Medicaid Alert.

Adjusted SSHSP Claim Submission Dates

Effective December 1, 2013 SSHSP claims must be submitted to NYS Medicaid within 12 months of the date of service. With this adjustment, school districts and counties must submit claim information to the Central New York Regional Information Center (CNYRIC) **within 11.5 months of the date of**

service in order for CNYRIC to have adequate time to process and submit claims to NYS Medicaid within the 12 month date of service time period.

Billing Cycle 1891 (October 31, 2013) will be the last billing cycle school districts and counties can submit claims for services that were rendered during the previous 22 months. For billing cycle 1891, outstanding claims for dates of service between December 1, 2011 and December 16, 2012 must be submitted to CNYRIC for processing by October 31, 2013. For billing cycle 1896 (December 5, 2013), the oldest date of service that will be accepted for processing at CNYRIC will be December 17, 2012. For billing cycle 1900 (January 2, 2014), the oldest date of service that will be accepted for processing at CNYRIC will be January 14, 2013.

SSHSP claims submitted more than 90 days after the date of service must include a [valid delay reason code](#) on the claim in order to be processed. Recently, SSHSP claims submitted more than 90 days after the date of service have been denied by Computer Sciences Corporation due to delay reason code changes at eMedNY. To allow these claims to be processed, the Department of Health has authorized the use of delay reason code “3” (Authorization Delays). At this time, and continuing forward, **CNYRIC, on behalf of all SSHSP billing providers, will include delay reason code “3” on all SSHSP claims submitted for services rendered more than 90 days prior to the submission of the claim.** The New York City (NYC) Board of Education will be responsible for including delay reason code “3” on all of their SSHSP claims over 90 days. A delay reason code for claims submitted within 90 days of the date of service is not necessary. On behalf of all school districts and counties (with the exception of NYC), CNYRIC will reprocess all SSHSP claims denied due to the delay reason code change at eMedNY.

A revised 2013 Monthly Claiming/Billing Calendar is attached with updated information regarding these changes. School districts and counties are encouraged to submit service files to CNYRIC for processing of these past dates of service as soon as possible in order to avoid being denied due to untimely submission. Ideally, all claims should be submitted in a timely manner to ensure that rejected or denied claims can be resubmitted.

If you have any questions or comments regarding this alert, please contact your local Regional Information Center representative or the NYS Education Department, Medicaid Unit at medined@mail.nysed.gov or the NYS Department of Health at 518-473-2160.