

What is Third Party Billing & Why are Schools billing?

Third party or Medical Assistance (MA) billing is **when a child receives health related services at school, and the school bills insurance for those services.** Schools are **mandated by law** to try to collect MA monies for IEP/IFSP Health Related services provided to special ed students.

“Minnesota Law (M.S.125A.21) requires that school districts seek reimbursement from private and public health insurers for the cost of health-related services provided to students who receive special education services. If your child receives health-related services as part of their IEP, IFSP or IIIP, a member of your child's team may ask your permission to share information with your insurer and/or physician in order to bill for these services. Health-related services are developmental, corrective and supportive services that are required in order for a student to benefit from their program of specialized instruction.”

Health-related services and/or evaluations include:

- PT
- OT
- Speech-Language & Audiology
- MH
- CTSS
- Nursing
- PCA (1:1)
- Assistive Technology
- Special Trans
- Interpreter Services
- Telemedicine

Criteria to bill:

- Service needs to be **MEDICALLY NECESSARY**
- Service is provided to an eligible MA recipient or MN Care enrollee under 21 (WCED runs eligibility 1st week of every month)
- Service is written in child's IEP or IFSP
- Health related service is necessary for child to benefit from his/her education
- Service is provided by a qualified provider – within their scope of practice
- Service is documented in child's record
- Service is authorized by IEP/IFSP/IIIP team
- Service is provided by the school during the school day

What does this mean for you as a Case Manager:

Obtain MA Parental Consent: (Federal regulations require school districts to provide specific information to parents before obtaining their consent to share info with DHS & submit bills. Annually thereafter parents must be given/offered Procedural Safeguards for IEP (Part B) or Written Annual Notice Related to Third Party Billing for IFSP Health-Related Services for Part C students.

1. Identify students you case manage who are MA eligible and have a billable service(s)/eval.
 - a. Do you know how to pull up your list of MA eligible students? [How do I work with my student list.pdf](#)
 - b. Determine by looking at the Service Page/Service Grid are any of the services/evals that student receives MA billable? [What is Billable Through MA?](#)
2. **If they are eligible** - Print the MA Parental Consent form & present at the IEP/IFSP meeting – or send home with student (w/letter of explanation) to obtain parent signature. **(If you do not see MA Parental Consent form - contact Sandy @ WCED or your Local MA Contact Person to give you Sharing/Transfer rights to MA).** Once signed – send form to Sandy @ WCED. Consent is only needed once for IEP & Procedural Safeguards are offered each year after.
 - a. Do you know where to find the MA Parental Consent form? [How to Find MA Parental Consent Forms in Sped Forms](#), [Parental Consent - Tips](#), [Consent Form - Sample with Notes.pdf](#)
 - b. Do you know how to explain the form to the parent and let them know what needs to be filled out? [Consent SCRIPT.docx](#), [Review of MA Billing Consent with Parents.docx](#), [MN Third Party Billing Prog - Info Guide for Parents.docx](#), [Minnesota's Third Party Billing Program - Q&As.docx](#)
 - c. Sample letter to use if mailing or sending consent home with student - [Consent Ltr to Parents](#), [MA Consent Ltr to Parents -Spanish](#)

PCA:

As a Case Manager – how do you know if you should be filling out PCA logs on a student?

1. Pull up a list of students you case manage. [How do I work with my student list.pdf](#)
2. Click on the MA eligible button to see which students are MA eligible: NOTE: *Eligibility is updated at the beginning of each month so the list should be checked often.*
3. Determine which students on that list have Child Specific Paraprofessional Support checked “Yes” on the Service page of the IEP.
4. Of those students – which students meet the criteria outlined on the attached “Paraprofessional Covered Services” sheet and have the criteria documented in their IEP. [Paraprofessional Covered Services.docx](#), [PCA BILLABLE SERVICES CHECKLIST.docx](#)
5. Criteria is documented in the IEP under **Child Specific Paraprofessional Support** section. [EXAMPLES OF IEP STATEMENTS FOR PCA SERVICES.docx](#)
6. These are the students you need to do PCA logs on.

Once you determine student is MA eligible and has billable 1:1 PCA services what's next:

1. Follow the [Step by Step - MA Billing PCA Checklist](#).
2. Start by doing a [PCA Time Study - revised Sept 18.docx](#) (preferably 2 weeks before the IEP meeting). Located in Student's Main Menu - under Form Letters - "Time Study" (if you don't see it - click "Add form letter" . The Time study is required in order to determine the number of minutes for each service - not all services being provided by PCA will be billable. Case Mgr initiates and has PCA(s) document start & end times. After 10 days - time study is sent to either you MA Local Contact or Sandy @ WCED to re-add numbers
3. From the Time Study - next step is to create the Care Plan - located on Student's Main Menu - scroll to Form Letters - Add Form Letter and select PCA Care Plan - delete sections you don't need. [CARE PLAN DIRECTIONS.docx](#), [PCA Care Plan.pdf](#)
4. On the bottom of the Care Plan you will see a PCA Training/Supervision Evaluation section. [Evaluation of the Person Providing PCA Services.docx](#). Complete as indicated.
5. After the IEP meeting - create the PCA monthly logs - located on Student's Main Menu - under Shared Files. [PCA Log.pdf](#). Create ONE log per MONTH - fill in necessary information - don't forget to list each Task/Time per Day above the columns where PCAs initial for each service provided - Ex: Toileting/20 min/day
6. By the 15th of each month - send the Log to either your Local MA Contact (if there is one in your district) otherwise; send to Sandy @ WCED. They will enter the Logs into Sped Forms and return the document to you after it has been entered for billing.

NOTE: FYI - There is a PCA Certification Requirement for School Districts to bill 1:1 PCA services. All PCA's in your district should have been instructed to take the training/certification when they were hired - WCED will follow up with district HR to ensure the certification is on file.

Special Transportation:

As a Case Manager - how do you know if you should be filling out Special Transportation logs on a student?

1. Pull up list of students you case manage.
2. Click on the MA eligible button.
3. Determine which students on that list have Special Transportation checked "Yes" on the Service page of the IEP.
4. Of those students - which students meet the criteria outlined under Special Transportation Covered Services & have that criteria documented in their IEP. [Special Transportation Covered Services.docx](#), [Special Trans - Guide for MA Billable IEP Documentation](#), [Special Transportation Statements for IEP](#)
5. These are the students you need to complete Special Transportation Logs on. [Special Transportation \(Trip\) Log.pdf](#). Blank logs located on Student's Main Menu - under Shared Files

6. One log per month per student needs to be completed and sent to either the MA Local Contact in your District or Sandy @ WCED by the 15th of the following month.
7. Log will be entered into Sped Forms & original sent back to Case Mgr to file in the Student's file.
8. For a Quick Reference on Special Transportation - MA billing - [Quick review on Special Transportation.docx](#)

Nursing:

MHCP covered IEP health-related services are individual face-to-face nursing services that will help the child attend school and receive a free appropriate public education (FAPE).

1. Pull up list of students you case manage.
2. Click on the MA eligible button.
3. Determine which students on that list have billable nursing services provided by either a qualified nurse in your district and/or a contracted nurse. [Nursing Covered Services.docx](#)
4. Billable nursing services must be documented in the student's IEP/IFSP. [Nursing Services.docx](#)
5. Contact Sandy @ WCED regarding logging for Nursing Services.