



Medicaid Enterprise

Iowa Department of Human Services

**Area Education Agency
Provider Manual**



Medicaid Enterprise
Department of Human Services

Provider
Area Education Agency

Page
1

Date
June 1, 2007

TABLE OF CONTENTS

[Chapter I. General Program Policies](#)

[Chapter II. Member Eligibility](#)

[Chapter III. Provider-Specific Policies](#)

[Appendix](#)



Medicaid Enterprise

Iowa Department of Human Services

III. Provider-Specific Policies



TABLE OF CONTENTS

	<u>Page</u>
CHAPTER III. PROVIDER-SPECIFIC POLICIES.....	1
A. AGENCIES ELIGIBLE TO PARTICIPATE.....	1
B. COVERAGE OF SERVICES.....	1
1. Records Required.....	1
a. Treatment Plan.....	2
b. Clinical Records.....	2
2. Audiological Services.....	3
a. Audiological Screening.....	3
b. Individual Audiological Assessment.....	3
c. Direct Audiological Service to an Individual.....	4
d. Direct Audiological Service in a Group.....	5
e. Contracted Audiological Therapy Services.....	5
3. Nursing Services.....	5
a. Screening.....	6
b. Individual Assessment.....	6
c. Direct Nursing Service to an Individual.....	6
d. Direct Nursing Service to a Group.....	7
e. Contracted Nursing Service.....	7
f. Nursing Care Procedures.....	7
4. Occupational Therapy.....	9
a. Occupational Therapy Screening.....	9
b. Individual Occupational Therapy Assessment.....	10
c. Direct Occupational Therapy Service.....	10
d. Direct Occupational Therapy Service in a Group.....	12
e. Contracted Occupational Therapy Services.....	12
5. Physical Therapy.....	13
a. Physical Therapy Screening.....	13
b. Individual Physical Therapy Assessment.....	14
c. Direct Physical Therapy to an Individual.....	14
d. Direct Physical Therapy Service in a Group.....	16
e. Contracted Physical Therapy Services.....	16
6. Psychological Services.....	17
a. Psychological Screening.....	17
b. Individual Psychological Assessment.....	17
c. Direct Psychological Service to an Individual.....	18
d. Direct Psychological Service in a Group.....	18
e. Contracted Psychological Services.....	18



	<u>Page</u>
7. Social Work Services	18
8. Speech-Language Therapy	20
a. Speech-Language Screening	20
b. Individual Speech-Language Assessment	20
c. Direct Speech-Language Service to an Individual	21
d. Direct Speech Therapy Service in a Group	23
e. Contracted Speech-Language Services.....	25
9. Vision Services	25
10. Service Exclusions	26
C. BASIS OF PAYMENT.....	26
D. PROCEDURE CODES AND NOMENCLATURE	27
E. CLAIM FORM	30
1. Instructions for Completing the CMS-1500 Claim Form.....	30
2. Claim Attachment Control, Form 470-3969.....	38
F. REMITTANCE ADVICE	39
1. Remittance Advice Explanation	39
2. Remittance Advice Sample and Field Descriptions.....	40
G. MEDICAID BILLING REMITTANCE	43



CHAPTER III. PROVIDER-SPECIFIC POLICIES

A. AGENCIES ELIGIBLE TO PARTICIPATE

An area education agency is eligible to participate in the Medicaid program when it has a plan for providing comprehensive special education programs and services approved by the Iowa Department of Education.

B. COVERAGE OF SERVICES

Iowa Medicaid payment will be made for medically necessary audiological, nursing, occupational therapy, physical therapy, psychological, speech-language, social work, and vision services provided by an area education agency. Screening, assessment, and direct services are covered.

These services shall be provided by personnel who meet the standards as set forth in Iowa Department of Education rule 281 Iowa Administrative Code 41.8(256B,34CFR300), to the extent that their certification or license allows them to provide these services.

Practitioners shall meet the Department of Education licensure and endorsement or recognition requirements for the position for which they are employed. Additionally, practitioners are required to hold a professional or occupational license, certificate, or permit if they do not hold a Department of Education licensure.

1. Records Required

Maintain fiscal and clinical records in support of each item of service for which a charge is made to the Iowa Medicaid program. Failure to maintain supporting fiscal and clinical records may result in claim denials or recoupment of Medicaid payment. The fiscal record does not constitute a clinical record.

As a condition of accepting Medicaid payment for services, you must provide the Iowa Medicaid program access to client medical records when requested. Make the medical and fiscal records available to the Department or its duly authorized representative on request.



Respect client rights of confidentiality in accordance with the provisions of 42 CFR Part 431, Subpart F, and Iowa Code Section 217.30.

a. Treatment Plan

All services must be specific to a Medicaid-eligible student who has an individual educational plan (IEP). A treatment plan (IEP) based on professional assessment is required for all services billed to Medicaid. The treatment plan must indicate measurable goals and objectives and the type and frequency of services provided.

An updated treatment plan that delineates the need for ongoing services is required annually. The updated plan must:

- ◆ Include the student's current level of functioning.
- ◆ Set new goals and objectives when needed.
- ◆ Delineate the modified or continuing type and frequency of service.

b. Clinical Records

Maintain complete and legible clinical records documenting that the services for which a charge is made to the Medicaid program are:

- ◆ Medically necessary,
- ◆ Consistent with the diagnosis of the student's condition, and
- ◆ Consistent with professionally recognized standards of care.

Your documentation for each encounter shall include the following information necessary to support each item of service reported on the Medicaid claim form (as applicable):

- ◆ Complaint and symptoms; history; examination findings; diagnostic test results; assessment, clinical impression or diagnosis; plan for care; date; and identification of the observer.
- ◆ Specific procedures or treatments performed.
- ◆ Medications or other supplies dispensed.
- ◆ The student's progress, response to and changes in treatment, and revision of diagnosis.



2. **Audiological Services**

The following services are covered when they are included in the IEP or are linked to a service in the IEP:

- ◆ [Audiological screening](#)
- ◆ [Individual audiological assessment](#)
- ◆ [Direct audiological service to an individual](#)
- ◆ [Direct audiological service in a group](#)
- ◆ [Contracted audiological therapy services](#)

To be covered by Medicaid, audiological services, including contracted audiological services, must be provided by an audiologist who is licensed by the Iowa Department of Public Health.

a. **Audiological Screening**

A licensed audiologist must perform hearing screening. Objective audiological screening must be performed in both ears:

- ◆ Using a pure-tone audiometer at a minimum of 500, 1000, 2000, and 4000 Hz.
- ◆ At a maximum of 25 dB HL at any one frequency.

If a student fails to respond at any of the four frequencies in either ear, a complete audiogram or other assessment must be done.

b. **Individual Audiological Assessment**

Individual audiological assessment includes tests, tasks, and interviews used to:

- ◆ Identify hearing loss in students.
- ◆ Establish the nature, range, and degree of the hearing loss.
- ◆ Make referral for medical or other professional attention for the habilitation of hearing.



c. **Direct Audiological Service to an Individual**

Direct audiological service to an individual is provided in a 1:1 therapist-to-student ratio. The type and level of treatment services are a direct outcome of the assessment. Services may be provided directly to the student or through case consultation.

Direct service includes:

- ◆ **Auditory training:** Sound discrimination tasks (in quiet noise), sound awareness, and sound localization.
- ◆ **Audiology treatment:** Services to students and their families, including:
 - Rehabilitative services to hearing-impaired students, including language habilitation, auditory training, speech reading (lip reading), speech conservation, and ongoing hearing evaluation.
 - Counseling and guidance of students, parents, and teachers regarding hearing loss and the proper care and use of amplification.
 - Determination of the student's need for group and individual amplification (hearing aids, auditory trainers, and other types of amplification).
 - Selection and fitting appropriate amplification.
 - Monitoring the functioning of the student's hearing aid or other amplification.
 - Evaluation of the effectiveness of amplification.
 - Adjustment or modification of hearing aids and other amplification.
 - Repair of amplification.
 - Making recommendation for new hearing aids or other amplification.

The role of **consultation** is monitoring, supervising, teaching, and training professionals, paraprofessionals and parents in the educational, home, or community environment.



Case consultation includes:

- ◆ Providing general information about a specific student's handicapping condition.
- ◆ Teaching special skills necessary for proper care of a specific student's hearing aid.
- ◆ Developing, maintaining, and demonstrating use and care of adaptive or assistive devices for a specific student.
- ◆ Making recommendations for enhancing a specific student's performance in education environments.

d. Direct Audiological Service in a Group

Direct audiological service provided in a group is identical in scope to the direct service activities listed under direct services to an individual, except that services are provided to a group of students not to exceed a 1:5 school audiologist-to-student ratio.

e. Contracted Audiological Therapy Services

Contracted audiological therapy services include screening, assessment and therapy services that are rendered by a qualified practitioner who is a contractor, rather than an employee, of the agency. The requirements for documentation, records maintenance, educational certification or licensure, and medical necessity remain unchanged.

3. Nursing Services

Nursing services include but are not limited to:

- ◆ Health assessments and evaluations.
- ◆ Diagnosis and planning.
- ◆ Administering and monitoring medical treatments and procedures.
- ◆ Consultation with licensed physicians and other health practitioners, parents, and staff regarding medications.
- ◆ Individual health counseling and instruction.
- ◆ Emergency intervention.
- ◆ Other activities and functions within the purview of the Nurse Practice Act.



Medicaid covers the following services when they are in the IEP or are linked to a service in the IEP and are provided by a licensed nurse:

- ◆ [Screening](#)
- ◆ [Individual assessment](#)
- ◆ [Direct services to an individual](#)
- ◆ [Direct services to a group](#)
- ◆ [Contracted nursing service](#)

a. Screening

Screening is the process of assessing health status through direct individual or group observation, in order to identify problems and determine if further assessment is needed.

b. Individual Assessment

“Assessment” refers to the process of health data collection, observation, analysis, and interpretation for the purpose of formulating a nursing diagnosis. The initial assessment includes:

- ◆ Determining the need, nature, frequency, and duration of treatment.
- ◆ Determining the need for coordinating with other service.
- ◆ Documentation of these activities.

Other activities include:

- ◆ **Treatment planning:** Establishing a plan of care that includes determining goals and priorities for actions that are based on the nursing diagnosis and the intervention to implement the plan of care.
- ◆ **Monitoring of treatment implementation:** Activities designed to document whether the plan of care is meeting the child’s needs by demonstrating maintenance or improvement in health status.
- ◆ **Evaluation:** Activities designed to evaluate the child’s state in relation to established goals and the plan of care.

c. Direct Nursing Service to an Individual

Services to an individual student involve executing the individual nursing interventions in the plan of care, including ongoing assessment, planning, intervention and evaluation.



d. Direct Nursing Service to a Group

Services to a group may include:

- ◆ **Group counseling.** This service is designed to improve the students' health status.
- ◆ **Family counseling.** This service consists of sessions with one or more family members for the purposes of effecting change within the family structure to ensure the student's health needs are met.

e. Contracted Nursing Service

Contracted services include nursing assessment and direct services to an individual or a group that are rendered by a qualified practitioner who is a contractor, rather than an employee of the agency. The requirements for documentation, records maintenance, and medical necessity remain unchanged.

f. Nursing Care Procedures

Services include but are not limited to immunizations, medication administration and monitoring, prescribed health procedures, and interventions identified in the treatment plan.

Nursing procedures required for specialized health care under 281 Iowa Administrative Code 41.96(256B) include but are not limited to:

- ◆ Catheterization:
 - Education and monitoring self catheterization
 - Intermittent urinary catheterization
 - Indwelling catheter irrigation, reinsertion, and care
- ◆ Feeding:
 - Nutrition and history assessment
 - Ostomy feeding
 - Ostomy irrigation, insertion, removal, and care
 - Parenteral nutrition (intravenous)
 - Specialized feeding procedures
 - Stoma care and dressing changes



- ◆ Health support systems:
 - Apnea monitoring and care
 - Central line care, dressing change, emergency care
 - Dressing and treatment
 - Dialysis monitoring and care
 - Shunt monitoring and care
 - Ventilator monitoring, care, and emergency plan
 - Wound and skin integrity assessment, monitoring, and care
- ◆ Medications: (281 Iowa Administrative Code 41.12(11) and 41.96)
 - Administration of medications—by mouth, injection (intravenous, intramuscular, subcutaneous), oral inhalation by inhaler or nebulizer, rectum or bladder instillation, eye, ear, nose, skin, ostomy, or tube
 - Ongoing assessment of medications
 - Medication assessment and emergency administration
- ◆ Ostomies:
 - Ostomy care, dressing, and monitoring
 - Ostomy irrigation
- ◆ Respiratory care:
 - Oxygen monitoring and care
 - Postural drainage and percussion treatments
 - Suctioning
 - Tracheostomy tube replacement
 - Tracheostomy monitoring and care
 - Ventilator care
- ◆ Specimen collection:
 - Blood
 - Sputum
 - Stool
 - Urine
- ◆ Other nursing procedures:
 - Bowel and bladder intervention, monitoring, and care
 - Assessing and monitoring body systems, vitals, and growth and development



4. Occupational Therapy

The following occupational therapy services are covered when they are in the IEP or are linked to a service in the IEP:

- ◆ [Occupational therapy screening](#)
- ◆ [Individual occupational therapy assessment](#)
- ◆ [Direct occupational therapy service to an individual](#)
- ◆ [Direct occupational therapy service in a group](#)
- ◆ [Contracted occupational therapy services](#)

To be covered by Medicaid, the service must be provided by:

- ◆ An occupational therapist who is licensed by the Iowa Department of Public Health, or
- ◆ A licensed occupational therapy assistant as delegated and supervised by the licensed occupational therapist.

a. Occupational Therapy Screening

Screening is the process of surveying a student through direct and indirect observation in order to identify previously undetected problems. Screening may include, but is not limited to, the use of any of the following methods:

- ◆ Review of written information (school or medical records, teacher notes).
- ◆ Review of spoken information (interview teachers or parents).
- ◆ Direct observation (checklists, a comparison with peers).
- ◆ Formal screening tools.

Occupational therapists may be involved in screening a group of students, but more typically, the therapist consults and provides in-service for other school personnel who regularly screen groups of students.



b. Individual Occupational Therapy Assessment

An assessment by an occupational therapist should consider information from each of the following areas as they affect the student's ability to meet the demands of the educational program:

- ◆ Developmental motor level
- ◆ Neuromuscular and musculoskeletal components
- ◆ Functional motor skills:
 - Self-care
 - Mealtime skills
 - Manipulation skills

c. Direct Occupational Therapy Service

Direct occupational therapy to an individual includes services indicated in the treatment plan. Occupational therapy service may be provided through the following models.

(1) Direct Service Model

In a direct service model, the therapist works with a student individually. Therapy may occur in an isolated environment due to the need for instruction free from distraction or the need for specialized equipment not found in the classroom setting.

The therapist or an assistant under the supervision of the therapist is the primary provider of service and is accountable for specific treatment plan short-term objectives for the student. There is not an expectation that activities will be delegated to others and carried out between therapy sessions.

The emphasis of direct therapy is usually on the acquisition of basic motor or sensorimotor patterns or sequences needed for new motor performance during a critical learning period. The student has not achieved a level of ability that would permit transfer of skills to other environments.



Typically, direct service is used when frequent program changes are needed and other personnel do not have the unique expertise to make these decisions. The therapist's professional judgment determines when a licensed therapist is the only person qualified to carry out the therapy program.

Intervention sessions may include the use of therapeutic or specialized equipment that require the therapist's expertise and cannot safely be used by others within the student's educational environment.

Often, only a short interval of direct service is needed before the student can participate in a less restrictive model of service.

(2) Integrated Service Model

The integrated therapy service model combines direct student-therapist contact with consultation with others involved in the student's educational program.

Emphasis is placed on the need for practice of motor skills and problem solving in the student's daily routine. Integrated therapy service is provided within the student's daily educational environment.

The process of goal achievement is shared among those involved with the student, including the therapist, therapist assistant, teacher, parents, classroom associate, and others. Intervention may include:

- ◆ Adapting functional activities, usually occurring in the student's routine related to mobility, self-care, mealtime skills, or manipulation.
- ◆ Creating opportunities for the student to practice new motor skills.
- ◆ Dynamic positioning.
- ◆ Collaborative problem solving with others to encourage motor functioning and independence.



Only the actual time spent providing service by the therapist or an assistant under the supervision of a therapist is considered therapy. Activities or follow-through performed by others cannot be called occupational therapy.

(3) Consultative Service Model

In the consultative occupational therapy service model, the therapist participates in collaborative consultation with the teacher, other staff, parents, and, when appropriate, the student regarding student-specific issues as identified in the IEP goals and objectives.

Occupational therapy appears on the IEP as a support service and is associated with a specific IEP goal or objective.

The therapist's unique expertise is often needed for staff and parent training related to the IEP goal or objective. Although the therapist is not the primary person responsible for carrying out these activities, the therapist's input is typically needed to determine:

- ◆ Appropriate expectations.
- ◆ Environmental modifications.
- ◆ Assistive technology.
- ◆ Possible learning strategies.

The intervention activities, which are delegated to others, do not require the therapist's expertise and should not be identified as occupational therapy.

d. Direct Occupational Therapy Service in a Group

Direct occupational therapy to a group includes the same models as described for direct occupational therapy service to an individual.

e. Contracted Occupational Therapy Services

Contracted occupational therapy services include screening, assessment and therapy services that are rendered by a qualified practitioner who is a contractor, rather than an employee, of the agency. The requirements for documentation, records maintenance, and medical necessity remain unchanged.



5. Physical Therapy

The following physical therapy services are covered when they are in the IEP or are linked to a service in the IEP:

- ◆ [Physical therapy screening](#)
- ◆ [Individual physical therapy assessment](#)
- ◆ [Direct physical therapy service to an individual](#)
- ◆ [Direct physical therapy service in a group](#)
- ◆ [Contracted physical therapy services](#)

To be covered, the service must be provided either by:

- ◆ A physical therapist who is licensed by the Iowa Department of Public Health, or
- ◆ A licensed physical therapist assistant as delegated and supervised by the licensed physical therapist.

a. Physical Therapy Screening

Screening is the process of surveying a student through direct and indirect observation in order to identify previously undetected problems. Screening may include, but is not limited to, the use of any of the following methods:

- ◆ Review of written information (school or medical records, teacher notes).
- ◆ Review of spoken information (interview teachers or parents).
- ◆ Direct observation (checklists, a comparison with peers).
- ◆ Formal screening tools.

Physical therapists may be involved in screening a group of students, but more typically, the therapist consults and provides in-service for other school personnel who regularly screen groups of students.



b. Individual Physical Therapy Assessment

An assessment by a physical therapist should consider information from each of the following areas as they affect the student's ability to meet the demands of the education program:

- ◆ Developmental motor level
- ◆ Neuromuscular and musculoskeletal components
- ◆ Functional motor skills:
 - Positioning
 - Mobility

Other areas may also be considered when they are related to the student's identified problem.

c. Direct Physical Therapy to an Individual

Direct physical therapy to an individual includes services indicated in the treatment plan. Physical therapy service may be delivered through the following models:

(1) Direct Service Model

In a direct service model, the therapist works with a student individually. Therapy may occur in an isolated environment due to the need for instruction free from distraction or the need for specialized equipment not found in the classroom setting.

The therapist or an assistant under the supervision of the therapist is the primary provider of service and is accountable for specific treatment plan short-term objectives for the student. There is not an expectation that activities will be delegated to others and carried out between therapy sessions.

The emphasis of direct therapy is usually on the acquisition of basic motor or sensorimotor patterns or sequences needed for new motor performance during a critical learning period. The student has not achieved a level of ability that permits transfer of skills to other environments.



Typically, direct service is used when frequent program changes are needed and other personnel do not have the unique expertise to make these decisions. The therapist's professional judgment determines when a licensed therapist is the only person qualified to carry out the therapy program.

Intervention sessions may include the use of therapeutic or specialized equipment that require the therapist's expertise and cannot safely be used by others within the student's educational environment.

Often, only a short interval of direct service is needed before the student can participate in a less restrictive model of service.

(2) Integrated Service Model

The integrated service model combines direct student-therapist contact with consultation with others involved in the student's educational program. The process of goal achievement is shared among those involved with the student, including the therapist, therapist assistant, teacher, parents, classroom associate, and others.

Integrated therapy service is provided within the student's daily educational environment. Emphasis is placed on the need for practice of motor skills and problem solving in the student's daily routine. Intervention may include:

- ◆ Adapting functional activities, usually occurring in the student's routine related to mobility.
- ◆ Creating opportunities for the student to practice new motor skills.
- ◆ Dynamic positioning to promote learning.
- ◆ Collaborative problem solving with others to encourage motor functioning and independence.

Only the actual time spent providing service by the therapist, or assistant under the supervision of a therapist, is considered therapy. Activities or follow-through performed by others cannot be called physical therapy.



(3) Consultative Service Model

In the consultative service model, the therapist participates in collaborative consultation with the teacher, other staff, parents, and when appropriate the student regarding student-specific issues as identified in the treatment plan goals and objectives.

Physical therapy appears on the treatment plan as a support service and is associated with a specific treatment plan goal or objective, although the therapist is not the primary individual responsible for carrying out these activities.

The therapist's unique expertise is often needed for staff and parent training related to the treatment plan goal or objective. The therapist's input is typically needed to determine:

- ◆ Appropriate expectations.
- ◆ Environmental modifications.
- ◆ Assistive technology.
- ◆ Possible learning strategies.

The intervention activities, which are delegated to others, do not require the therapist's expertise and should not be identified as occupational therapy.

d. Direct Physical Therapy Service in a Group

Direct physical therapy to a group includes the same models as described under direct physical therapy service to an individual.

e. Contracted Physical Therapy Services

Contracted physical therapy service include screening, assessment and therapy services which are rendered by a qualified practitioner who is a contractor, rather than an employee, of the provider. The requirements for documentation, records maintenance, and medical necessity remain unchanged.



6. Psychological Services

The following psychological services are covered when they are in the IEP or are linked to a service in the IEP:

- ◆ [Psychological screening](#)
- ◆ [Individual psychological assessment](#)
- ◆ [Direct psychological service to an individual](#)
- ◆ [Direct psychological service in a group](#)
- ◆ [Contracted psychological service](#)

To be covered, services must be provided by a licensed or certified school psychologist.

a. Psychological Screening

Psychological screening is the process of surveying a student through direct observation or group testing in order to verify problems and determine if further assessment is needed.

b. Individual Psychological Assessment

“Assessment” refers to the process of collecting data for the purpose of making treatment decisions. The initial assessment includes:

- ◆ Determining the need, nature, frequency, and duration of treatment.
- ◆ Deciding the needed coordination with others.
- ◆ Documenting these activities.

Other activities include:

- ◆ **Treatment planning:** Assessment activities and procedures used to design an intervention plan.
- ◆ **Monitoring of treatment implementation:** Assessment activities and procedures designed to document student improvement during treatment provision and to adjust the intervention plan as needed.
- ◆ **Treatment evaluation:** Assessment activities and procedures designed to evaluate the summary effects of an intervention after a significant period.



c. Direct Psychological Service to an Individual

Direct psychological services to an individual involve individual therapy and consist of supportive, interpretive, insight-oriented, and directive interventions.

d. Direct Psychological Service in a Group

Direct psychological services to a group include the following services:

- ◆ **Group therapy** that is designed to enhance a student's socialization skills, peer interaction, expression of feelings, etc.
- ◆ **Family therapy**, which consists of sessions with one or more family members for the purposes of effecting changes within the family structure, communication, clarification of roles, etc.

e. Contracted Psychological Services

Contracted psychological services include individual psychological assessment and direct psychological services to an individual or in a group that are rendered by a qualified practitioner who is a contractor, rather than an employee, of the agency. The requirements for documentation, records maintenance, and medical necessity remain unchanged.

7. Social Work Services

Social work services include assessment, diagnosis and treatment services including, but not limited to:

- ◆ Administration and interpretation of clinical assessment instruments.
- ◆ Psychosocial history.
- ◆ Obtaining, integrating, and interpreting information about child behavior.
- ◆ Planning and managing a program of therapy or intervention services.
- ◆ Providing individual, group, or family counseling.
- ◆ Providing emergency or crisis intervention services.
- ◆ Consultation services to assist other service providers or family members in understanding how they may interact with a child in a therapeutically beneficial manner.



Medicaid covers the following services when they are in the IEP or are linked to a service in the IEP and a licensed school social worker or guidance counselor provides them:

- ◆ **Screening.** Screening is the process of surveying a student through direct observation or group testing in order to verify problems and determine if further assessment is needed.
- ◆ **Individual assessment.** "Assessment" refers to the process of collecting data for the purpose of making treatment decisions. The initial assessment includes:
 - Determining the need, nature, frequency, and duration of treatment.
 - Deciding the needed coordination with others.
 - Documenting these activities.

Additional activities include:

- **Treatment planning** means establishing treatment goals and procedures used to design an intervention plan.
- **Monitoring of treatment implementation** means activities and procedures designed to document student progress during treatment provision and to adjust the treatment plan as needed.
- **Treatment evaluation** means activities designed to evaluate the effects of an intervention after a significant period.
- ◆ **Direct service to an individual.** Services to an individual student involve individual therapy, which may utilize any model of therapy and clinical practice.
- ◆ **Direct service in a group.** Services to a group include the following therapeutic and related services:
 - **Group therapy.** This service is designed to enhance socialization skills, peer interaction, expression of feelings, etc.
 - **Family therapy.** This service consists of sessions with one or more family members, for the purposes of effecting changes within the family structure, communication, clarification of roles, etc. The student must be present when family therapy is provided.
- ◆ **Contracted service.** Contracted services include clinical assessment and direct services to an individual or in a group that are rendered by a qualified practitioner who is a contractor, rather than an employee, of the agency. The requirements for documentation, records maintenance, and medical necessity remain unchanged.



8. Speech-Language Therapy

The following speech-language services are covered when they are in the IEP or are linked to a service in the IEP:

- ◆ [Speech-language screening](#)
- ◆ [Individual speech-language assessment](#)
- ◆ [Direct speech-language service to an individual](#)
- ◆ [Direct speech-language service in a group](#)
- ◆ [Contracted speech-language service](#)

To be covered by Medicaid, services must be provided by either:

- ◆ A speech-language pathologist who is licensed by the Iowa Department of Public Health, or
- ◆ A speech pathology assistant who is supervised by a licensed speech-language pathologist.

NOTE: Contracted speech-language services are also covered only when provided by a licensed speech-language pathologist.

a. Speech-Language Screening

Speech-language screening is the process of surveying a student through direct supervision by a speech-language pathologist in order to identify previously undetected speech and language problems such as:

- ◆ Articulation
- ◆ Receptive and expressive language
- ◆ Voice
- ◆ Fluency
- ◆ Oral motor functioning
- ◆ Oral structure

b. Individual Speech-Language Assessment

Individual speech-language assessment refers to the process of gathering and interpreting information through:

- ◆ The administering of tests or evaluative instruments.
- ◆ Observation.
- ◆ Record review.
- ◆ Interviews with parents, teachers, and others.



Results of the assessment may identify delay or disorder in one or more of the following areas:

- ◆ Articulation
- ◆ Language
- ◆ Fluency
- ◆ Voice
- ◆ Oral motor, feeding, or both

Based on these assessments, the student's needs are identified, planned for, and documented, including the amount of services.

c. Direct Speech-Language Service to an Individual

Speech-language services include various service delivery models. All models may be used independently, in combinations, or with minor variations.

(1) Indirect Service Delivery Models

Indirect service delivery models indicate services provided to a student through the parent, teacher, or others in the student's environment, rather than by direct, routine contact with a speech-language pathologist.

- ◆ **Consultation** is used to remediate speech-language impairments by providing information, materials, demonstration teaching, and bibliotherapy, usually through parents and teachers.
- ◆ The **parents** or other caregivers of a student with speech-language impairments are organized with the specific goal to provide information and material support as indicated in the IEP.



(2) Direct Service Delivery Models

The following direct service delivery models may be used for speech-language services:

- ◆ **Center-based classroom for speech-language impairments (CM):** A class, at any level, taught by a qualified speech-language pathologist, for students with a speech-language impairment as their primary handicapping condition.
Students receive special education weighting. The curriculum is communication-based and is directed toward remediating the speech-language impairment. Classes can be either full-day or half-day programs. Special transportation may be required.
- ◆ **Communication class:** A class period taught by a speech-language pathologist. The curriculum is designed to remediate and improve speech-language skills and to augment regular classroom activities.
- ◆ **Episodic intervention** (distributive practice): A flexible management strategy in terms of methods selected, length of intervention, frequency of intervention, and duration of management strategies. In the distributive practice model, the service provider may vary.
- ◆ **Extended-year special education (EYSE):** An extended school year for students who are selected based on empirical and qualitative data demonstrating that an interruption in programming will result in loss of critical skills that cannot be retaught in nine weeks or that a rare and unusual circumstance exists.
- ◆ **Home based:** Speech-language services in which a speech-language pathologist goes to the student's home to provide one-on-one services to remediate the speech-language impairment or provide demonstration to parents.
- ◆ **Hospital:** Speech-language services that are carried out by a speech-language pathologist in a medical setting. This usually involves referral for diagnostic work-ups for independent opinions or to gain additional information. It may also involve monitoring and management of speech-language impairments.



- ◆ **Individual:** One-on-one speech-language services provided by a speech-language pathologist or communication aide. This may occur in a variety of environments, such as a “pull out” setting, in the classroom or in the community.
- ◆ **Itinerant home services:** Service to students who are temporarily unable to leave home to attend school due to illness or other disability. Various models may be used, such as individual or consultation.
- ◆ **Learning center:** Six to ten students with speech-language impairments work independently in a group setting under the direction of a speech-language pathologist.

The speech-language pathologist provides materials, monitoring, reinforcement, and feedback to the students, and may provide brief periods of individual instruction as needed.
- ◆ **Pull out** (individual or group): Students are taken from their primary educational setting (classrooms) to work with a speech-language pathologist or communication aide on IEP goals designed to remediate their speech-language impairment. In some cases, a student may be scheduled for both individual and group speech-language services.

d. Direct Speech Therapy Service in a Group

(1) Indirect Service Delivery

Services are provided to a student through the parent, teacher, or others in the student’s environment rather than by direct, routine contact with a speech-language pathologist.

In a **parent group**, a group of parents or other caregivers of students with speech-language impairments is organized with the specific goal of providing information and material support.

(2) Direct Service Delivery Models

- ◆ **Center-based classroom:** Defined the same as for individual service delivery.
- ◆ **Communication class:** Defined the same as for individual service delivery.



- ◆ **Extended-year special education (EYSE):** Defined the same as for individual service delivery.
- ◆ **Large group:** Four or more students seen by the speech-language pathologist or communication aide in a classroom or “pull-out” model in which there is group interaction.
- ◆ **Small group:** Two to four students seen by the speech-language pathologist or communication aide in a classroom or “pull-out” model in which there is group interaction.
- ◆ **Integrative, collaborative, team teaching:** A model used for students with a speech-language impairment served in a coordinated fashion by the speech-language pathologist and the teacher and, in some cases, other professionals.

The IEP indicates various single and dual responsibilities for each team member. In some instances, speech-language activities are integrated into curriculum activities.

- ◆ **Pull out (individual or group):** Defined the same as for individual service delivery.
- ◆ **Special education programs:** For students, including preschool students, who have such a severe speech-language impairment (CM) that an instructional program is needed in addition to speech-language services. Those students may be placed in a disability-specific or multicategorical special education class.

Because the speech-language impairment is the student’s primary handicapping condition, the IEP must reflect the greatest intervention for that disability.

The IEP must reflect goals and objectives directed to remediating the speech-language problem as carried out by the teacher and the speech-language pathologist. In most cases, an adjusted program report must be filed.



e. **Contracted Speech-Language Services**

Contracted speech-language services include screening, assessment, and therapy services that are rendered by a qualified practitioner who is a contractor, rather than an employee, of the agency. The requirements for documentation, records maintenance, and medical necessity remain unchanged.

9. **Vision Services**

Vision services include:

- ◆ Identification of the range, nature, and degree of vision loss.
- ◆ Consultation with a student and parents concerning the student's vision loss and appropriate selection, fitting or adaptation of vision aids.
- ◆ Evaluation of the effectiveness of a vision aid.
- ◆ Orientation and mobility services.

Medicaid covers the following services when they are they are in the IEP or are linked to a service in the IEP and are provided by personnel who are licensed or certified to provide vision services:

- ◆ **Vision screening.** Screening is the process of assessing vision through direct observation in order to identify problems and determine if further assessment is needed.
- ◆ **Vision assessment.** Assessment refers to the process of collecting data for the purpose of making treatment decisions. Assessment activities include:
 - Determining the need, nature, frequency, and duration of treatment.
 - Determining the need for coordination with other providers.
 - Documenting these activities.
- ◆ **Direct services to an individual.** Individual intervention is designed to enhance vision or orientation and mobility skills of an individual student.
- ◆ **Direct services to a group.** Group services involve two or more students and are designed to enhance vision or orientation and mobility skills of the group.



- ◆ **Contracted vision services.** Contracted service include vision assessment and direct services for an individual or group which are rendered by a qualified practitioner who is a contractor, rather than an employee of the agency. The requirements for documentation, records maintenance, and medical necessity remain the same.

10. Service Exclusions

The following services shall not be covered:

- ◆ Services (including screening and assessment) that are provided but are not documented in the student's IEP unless the service is directly linked to a service included in the IEP.
- ◆ Initial evaluation and reevaluations.
- ◆ Treatment plan (IEP) development.
- ◆ Services rendered that are not provided directly to the eligible student or to a family member on behalf of the eligible student.
- ◆ Consultation services that are not specific to an eligible student or are not consistent with the treatment plan.
- ◆ Canceled visits or appointments that are not kept.
- ◆ Services that are **solely** instructional in nature.
- ◆ Services that are **solely** recreational in nature.
- ◆ Services provided under Section 504 of the Rehabilitation Act of 1973.
NOTE: Teaching Braille is considered an educational service.
- ◆ Services provided to students over the age of 20.

C. BASIS OF PAYMENT

Area education agencies are reimbursed based on a fee schedule. The amount billed should reflect the actual cost of providing the services. The fee schedule amount is the maximum payment allowed.

Bill all procedures in whole units of service. For most codes, 15 minutes equals one unit. Round remainders of seven minutes or less down to the lower unit and remainders of more than seven minutes up to the next unit.



D. PROCEDURE CODES AND NOMENCLATURE

Iowa uses the HCFA Common Procedure Coding System (HCPCS). Claims submitted without a procedure code and an ICD-9-CM diagnosis code will be denied. Use the child's diagnosis code on the claim.

In certain instances, two-digit modifiers are applicable. They should be placed after the five-position procedure code. Possible modifiers are shown below:

<u>Modifier</u>	<u>Definition</u>
AH	Clinical psychologist
AJ	Social worker
GN	Speech pathologist
GO	Occupational therapist
GP	Physical therapist
HQ	Group setting
TD	RN
TE	LPN
TM	Individual education program – contracted services
UA	Audiologist

Procedure codes applicable to area education agency services are as follows:

<u>Code</u>	<u>Modifier</u>	<u>Description</u>
Audiology		
V5008		Hearing screening per encounter
92506	UA	Evaluation of speech, language, voice, communication, auditory processing, or aural rehabilitation status 15-minute unit
92507	UA	Treatment of speech, language, voice, communication, or auditory processing disorder; individual, 15-minute unit
92507	TM	Treatment of speech, language, voice, communication, or auditory processing disorder; individual, by contracted staff
92508	UA	Treatment of speech, language, voice, communication, or auditory processing disorder; group, 15-minute unit



Code Modifier Description

Nursing Service

T1023	TD or TE	Screening to determine the appropriateness of consideration of an individual for participation in a specified program, project, or treatment protocol, per encounter. (TD = RN TE = LPN)
T1001		Nursing assessment/evaluation, per 15-minute unit
T1002		RN services, per 15-minute unit
T1002	HQ	RN services, group, 15-minute unit
T1002	TM	RN services, contracted services, 15-minute unit
T1003		LPN services, per 15-minute unit
T1003	HQ	LPN services, group, 15-minute unit
T1003	TM	LPN services, contracted services, 15-minute unit
H0033		Oral medication administration, 15-minute unit
99199		Unlisted service, 60-minute unit

Occupational Therapy

T1023	GO	Screening to determine the appropriateness of consideration of an individual for participation in a specified program, project, or treatment protocol, per encounter.
97003		Occupational therapy evaluation, 15-minute unit
97150	GO	Therapeutic procedures, group, 15-minute unit
97530	GO	Therapeutic activities, direct patient contact by the provider, 15-minute unit
97530	TM	Therapeutic activities, direct patient contact by the provider, contracted staff, 15-minute unit
97535	GO	Self-care or home management training, 15-minute unit
97535	TM	Self-care or home management training by contracted staff, 15-minute unit
97537	GO	Community or work reintegration, 15-minute unit
97537	TM	Community or work reintegration by contracted staff, 15-minute unit

Orientation and Mobility

97139		Unlisted therapeutic procedure
-------	--	--------------------------------



Code Modifier Description

Physical Therapy

T1023	GP	Screening to determine the appropriateness of consideration of an individual for participation in a specified program, project, or treatment protocol, per encounter.
97001		Physical therapy evaluation, per 15-minute unit
97116		Gait training, per 15-minute unit
97116	TM	Gait training by contracted staff, 15-minute unit
97150		Therapeutic procedures, group, per 15-minute unit
97530		Therapeutic activities, direct patient contact by the provider, 15-minute unit
97530	TM	Therapeutic activities, direct patient contact by the provider, by contracted staff, 15-minute unit
97535		Self-care or home management training, per 15-minute unit
97535	TM	Self-care or home management training by contracted staff, 15-minute unit
97537		Community or work reintegration, per 15-minute unit
97537	TM	Community or work reintegration by contracted staff, 15-minute unit

Psychological Services

T1023	AH	Screening to determine the appropriateness of consideration of an individual for participation in a specified program, project, or treatment protocol, per encounter.
96100		Psychological testing with interpretation and report, per 60-minute unit
90804	AH	Individual psychotherapy, 30-minute unit
90804	TM	Individual psychotherapy by contracted staff, 30-minute unit
90853	AH	Group psychotherapy, 30-minute unit

Social Work – Counseling Services

T1023	AJ	Screening to determine the appropriateness of consideration of an individual for participation in a specified program, project, or treatment protocol; per encounter.
H0031		Mental health assessment by non-physician, per 15-minute unit
90804	AJ	Individual psychotherapy, 30-minute unit
90853	AJ	Group psychotherapy, 30-minute unit
H0046	TM	Mental health services, not otherwise specified, by contracted staff, per 15-minute unit



Code Modifier Description

Speech Language

V5362		Speech screening per encounter
V5363		Language screening per encounter
92506	GN	Evaluation of speech, language, voice, communication, auditory process, and aural rehabilitation status; per 15-minute unit
92507	GN	Treatment of speech, language, voice, communication, or auditory processing disorder; individual, per 15-minute unit
92507	TM	Treatment of speech, language, voice, communication, or auditory processing disorder; individual by contracted staff, per 15-minute unit
92508	GN	Treatment of speech, language, voice, communication, or auditory processing disorder; group, per 15-minute unit

Vision Service

99172		Visual function screening automated or semi-automated bilateral quantitative determination of visual acuity, ocular alignment, color vision by pseudoisochromatic plates, and field of vision (may include all or some screening of the determination for contrast sensitivity vision under glare); 15 minute unit
99173		Screening test of visual acuity, quantitative, bilateral, 15-minute unit
92012		Ophthalmological services, exam and evaluation, 15-minute unit
92014		Comprehensive services, established patient, 15-minute unit
92014	TM	Comprehensive services, established patient by contracted staff, 15-minute unit
92499		Unlisted service (vision services in a group setting), 15-minute unit

E. CLAIM FORM

Claims for area education agency services are billed on federal form CMS-1500, *Health Insurance Claim Form*. To view a sample of this form on line, click [here](#).

1. Instructions for Completing the CMS-1500 Claim Form

The table below follows the CMS-1500 claim form by field number and name, and gives a brief description of the information to be entered and whether providing information in that field is required, optional, or conditional of the individual member's situation.

For electronic media claim (EMC) submitters, refer also to your EMC specifications for claim completion instructions.



FIELD NUMBER	FIELD NAME/ DESCRIPTION	INSTRUCTIONS
1.	CHECK ONE	REQUIRED. Check the applicable program block.
1a.	INSURED'S ID NUMBER	REQUIRED. Enter the Medicaid member's Medicaid number, found on the <i>Medical Assistance Eligibility Card</i> . The Medicaid "member" is defined as a recipient of services who has Iowa Medicaid coverage. The Medicaid number consists of seven digits followed by a letter, e.g., 1234567A. Verify eligibility by visiting the web portal or by calling the Eligibility Verification System (ELVS) at 800-338-7752 or 515-323-9639, local in the Des Moines area. To establish a web portal account, call 800-967-7902.
2.	PATIENT'S NAME	REQUIRED. Enter the last name, first name, and middle initial of the Medicaid member.
3.	PATIENT'S BIRTHDATE	OPTIONAL. Enter the Medicaid member's birth month, day, year, and sex. Completing this field may expedite processing of your claim.
4.	INSURED'S NAME	OPTIONAL. For Medicaid purposes, the "insured" is always the same as the patient. For Iowa Medicaid purposes, the member receiving services is always the "insured." If the member is covered through other insurance, the policyholder is the "other insured."
5.	PATIENT'S ADDRESS	OPTIONAL. Enter the address and phone number of the patient, if available.
6.	PATIENT RELATIONSHIP TO INSURED	OPTIONAL. For Medicaid purposes, the "insured" is always the same as the patient.
7.	INSURED'S ADDRESS	OPTIONAL. For Medicaid purposes, the "insured" is always the same as the patient.
8.	PATIENT STATUS	REQUIRED, IF KNOWN. Check boxes corresponding to the patient's current marital and occupational status.



FIELD NUMBER	FIELD NAME/ DESCRIPTION	INSTRUCTIONS
9a-d.	OTHER INSURED'S NAME	SITUATIONAL. Required if the Medicaid member is covered under other additional insurance. Enter the name of the policyholder of that insurance, as well as the policy or group number, the employer or school name under which coverage is offered, and the name of the plan or program. If 11d is "yes," these boxes must be completed.
10.	IS PATIENT'S CONDITION RELATED TO	REQUIRED, IF KNOWN. Check the applicable box to indicate whether or not treatment billed on this claim is for a condition that is somehow work-related or accident-related. If the patient's condition is related to employment or an accident, and other insurance has denied payment, complete 11d, marking the "yes" and "no" boxes.
10d.	RESERVED FOR LOCAL USE	OPTIONAL. No entry required.
11a-c.	INSURED'S POLICY GROUP OR FECA NUMBER AND OTHER INFORMATION	OPTIONAL. For Medicaid purposes, the "insured" is always the same as the patient.
11d.	IS THERE ANOTHER HEALTH BENEFIT PLAN?	<p>REQUIRED. If the Medicaid member has other insurance, check "yes" and enter the payment amount in field 29. If "yes," then boxes 9a-9d must be completed.</p> <p>If there is no other insurance, check "no."</p> <p>If you have received a denial of payment from another insurance, check both "yes" and "no" to indicate that there is other insurance, but that the benefits were denied. Proof of denials must be included in the patient record.</p> <p>Request this information from the member. You may also determine if other insurance exists by visiting the web portal or by calling the Eligibility Verification System (ELVS) at 800-338-7752 or 515-323-9639, local in the Des Moines area. To establish a web portal account, call 800-967-7902.</p> <p>NOTE: Auditing will be performed on a random basis to ensure correct billing.</p>



FIELD NUMBER	FIELD NAME/ DESCRIPTION	INSTRUCTIONS
12.	PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE	OPTIONAL. No entry required.
13.	INSURED OR AUTHORIZED PERSON'S SIGNATURE	OPTIONAL. No entry required.
14.	DATE OF CURRENT ILLNESS, INJURY, PREGNANCY	SITUATIONAL. Enter the date of the onset of treatment as month, day, and year. For pregnancy, use the date of the last menstrual period (LMP) as the first date. This field is not required for preventative care.
15.	IF THE PATIENT HAS HAD SAME OR SIMILAR ILLNESS...	SITUATIONAL. Chiropractors must enter the current X-ray as month, day, and year. For all others, no entry is required.
16.	DATES PATIENT UNABLE TO WORK...	OPTIONAL. No entry required.
17.	NAME OF REFERRING PHYSICIAN OR OTHER SOURCE	CONDITIONAL. Required if the referring provider is not enrolled as an Iowa Medicaid provider. "Referring provider" is defined as the health care provider that directed the patient to your office.
17a.		OPTIONAL. No entry required.
17b.	NPI	SITUATIONAL. If the patient is a MediPASS member and the MediPASS provider authorized service, enter the 10-digit national provider identifier (NPI) of the referring provider. If this claim is for consultation, independent lab, or DME, enter the NPI of the referring or prescribing provider. If the patient is on lock-in and the lock-in provider authorized the service, enter that provider's NPI.



FIELD NUMBER	FIELD NAME/ DESCRIPTION	INSTRUCTIONS
18.	HOSPITALIZATION DATES RELATED TO...	OPTIONAL. No entry required.
19.	RESERVED FOR LOCAL USE	OPTIONAL. No entry required. Note that pregnancy is now indicated with a pregnancy diagnosis code in box 21. If you are unable to use a pregnancy diagnosis code in any of the fields in box 21, write in this box, "Y – Pregnant."
20.	OUTSIDE LAB	OPTIONAL. No entry required.
21.	DIAGNOSIS OR NATURE OF ILLNESS	REQUIRED. Indicate the applicable ICD-9-CM diagnosis codes in order of importance (1-primary, 2-secondary, 3-tertiary, and 4-quaternary), to a maximum of four diagnoses. If the patient is pregnant, one of the diagnosis codes must indicate pregnancy. The pregnancy diagnosis codes are as follows: 640 through 648, 670 through 677, V22, V23
22.	MEDICAID RESUBMISSION CODE...	This field will be required at a future date. Instructions will be provided before the requirement is implemented.
23.	PRIOR AUTHORIZATION NUMBER	SITUATIONAL. If there is a prior authorization, enter the prior authorization number. Obtain this number from the prior authorization form.
24. A	DATE(S) OF SERVICE	REQUIRED. Enter month, day, and year under both the "From" and "To" columns for each procedure, service, or supply. If the "From-To" dates span more than one calendar month, represent each month on a separate line. Because eligibility is approved on a monthly basis, spanning or overlapping billing months could cause the entire claim to be denied.



FIELD NUMBER	FIELD NAME/ DESCRIPTION	INSTRUCTIONS
24. B	PLACE OF SERVICE	<p>REQUIRED. Using the chart below, enter the number corresponding to the place service was provided. Do not use alphabetic characters.</p> <ul style="list-style-type: none"> 11 Office 12 Home 21 Inpatient hospital 22 Outpatient hospital 23 Emergency room – hospital 24 Ambulatory surgical center 25 Birthing center 26 Military treatment facility 31 Skilled nursing 32 Nursing facility 33 Custodial care facility 34 Hospice 41 Ambulance – land 42 Ambulance – air or water 51 Inpatient psychiatric facility 52 Psychiatric facility – partial hospitalization 53 Community mental health center 54 Intermediate care facility/mentally retarded 55 Residential substance abuse treatment facility 56 Psychiatric residential treatment center 61 Comprehensive inpatient rehabilitation facility 62 Comprehensive outpatient rehabilitation facility 65 End-stage renal disease treatment 71 State or local public health clinic 72 Rural health clinic 81 Independent laboratory 99 Other unlisted facility
24. C	EMG	OPTIONAL. No entry required.



FIELD NUMBER	FIELD NAME/ DESCRIPTION	INSTRUCTIONS
24. D	PROCEDURES, SERVICES OR SUPPLIES	REQUIRED. Enter the codes for each of the dates of service. Do not list services for which no fees were charged. Do not enter the description. Enter the procedures, services, or supplies using the CMS Healthcare Common Procedure Coding System (HCPCS) code or valid Current Procedural Terminology (CPT) codes. When applicable, show the HCPCS code modifiers with the HCPCS code.
24. E	DIAGNOSIS POINTER	REQUIRED. Indicate the corresponding diagnosis code from field 21 by entering the number of its position, e.g., 3. Do not write the actual diagnosis code in this field. Doing so will cause the claim to deny. There is a maximum of four diagnosis codes per claim.
24. F	\$ CHARGES	REQUIRED. Enter the usual and customary charge to the public for each line item. The charge must include both dollars and cents.
24. G	DAYS OR UNITS	REQUIRED. Enter the number of times this procedure was performed or number of supply items dispensed. If the procedure code specifies the number of units, then enter "1." When billing general anesthesia, the units of service must reflect the total minutes of general anesthesia.
24. H	EPSDT/FAMILY PLAN	SITUATIONAL. Enter "E" if the services on this claim line are the result of an EPSDT Care for Kids screening. Enter "F" if the service on this claim line is for family planning.
24. I	ID QUAL.	LEAVE BLANK. The claim will be returned if any information is entered in this field.
24. J	RENDERING PROVIDER ID # TOP SHADED PORTION LOWER PORTION	LEAVE BLANK REQUIRED Enter the NPI of the provider rendering the service.



FIELD NUMBER	FIELD NAME/ DESCRIPTION	INSTRUCTIONS
25.	FEDERAL TAX ID NUMBER	OPTIONAL. No entry required.
26.	PATIENT'S ACCOUNT NUMBER	FOR PROVIDER USE. Enter the account number you have assigned to the patient. This field is limited to 10 alphabetical or numeric characters.
27.	ACCEPT ASSIGNMENT?	OPTIONAL. No entry required.
28.	TOTAL CLAIM CHARGE	REQUIRED. Enter the total of the line-item charges. If more than one claim form is used to bill services performed, each claim form must be separately totaled. Do not carry over any charges to another claim form.
29.	AMOUNT PAID	SITUATIONAL. Required if the member has other insurance and the insurance has made a payment on the claim. Enter only the amount paid by other insurance. Do not list member copayments, Medicare payments, or previous Medicaid payments on this claim. Do not submit this claim until you receive a payment or denial from the other carrier. Proof of denial must be kept in the patient record.
30.	BALANCE DUE	REQUIRED. Enter the amount of total charges less the amount entered in field 29.
31.	SIGNATURE OF PHYSICIAN OR SUPPLIER	REQUIRED. Enter the signature of either the provider or the provider's authorized representative and the original filing date. The signatory must be someone who can legally attest to the service provided and can bind the organization to the declarations on the back of this form. If the signature is computer-generated block letters, the signature must be initialed. A signature stamp may be used.



FIELD NUMBER	FIELD NAME/ DESCRIPTION	INSTRUCTIONS
32.	SERVICE FACILITY LOCATION INFORMATION	REQUIRED. Enter the complete address of the treating or rendering provider.
32a.	NPI	OPTIONAL. Enter the NPI of the facility where services were rendered.
32b.		LEAVE BLANK. The claim will be returned if any information is entered in this field.
33.	BILLING PROVIDER INFO AND PHONE #	REQUIRED. Enter the name and complete address of the billing provider. The address must contain the ZIP code associated with the billing provider's NPI. NOTE: The ZIP code must match the ZIP code confirmed during NPI verification. To view the confirmed ZIP code, access imeservices.org .
33a.	NPI	REQUIRED. Enter the ten-digit NPI of the billing provider.
33b.		REQUIRED. Enter qualifier "ZZ" followed by the taxonomy code associated with the billing provider. No spaces or symbols should be used. The taxonomy code must match the taxonomy code confirmed during NPI verification. To view the confirmed taxonomy code, access imeservices.org .

2. Claim Attachment Control, Form 470-3969

If you want to submit electronically a claim that requires an attachment, you must submit the attachment on paper using the following procedure:

- ◆ **Complete** form 470-3969, *Claim Attachment Control*. To view a sample of this form on line, click [here](#). Complete the "attachment control number" with the same number submitted on the electronic claim. IME will accept up to 20 characters (letters or digits) in this number.



If you do not know the attachment control number for the claim, please contact the person in your facility responsible for electronic claims billing.

- ◆ **Staple** the additional information to the *Claim Attachment Control*. Do **not** attach a paper claim.
- ◆ **Mail** the *Claim Attachment Control* with attachments to:

Iowa Medicaid Enterprise
PO Box 150001
Des Moines, IA 50315

Once IME receives the paper attachment, it will manually be matched up to the electronic claim using the attachment control number and then processed.

F. REMITTANCE ADVICE

1. Remittance Advice Explanation

To simplify your accounts receivable reconciliation and posting functions, you will receive a comprehensive *Remittance Advice* with each Medicaid payment. The *Remittance Advice* is also available on magnetic computer tape for automated account receivable posting.

The *Remittance Advice* is separated into categories indicating the status of those claims listed below. Categories of the *Remittance Advice* include paid, denied, and suspended claims.

- ◆ **Paid** indicates all processed claims, credits and adjustments for which there is full or partial reimbursement.
- ◆ **Denied** represents all processed claims for which no reimbursement is made.
- ◆ **Suspended** reflects claims which are currently in process pending resolution of one or more issues (member eligibility determination, reduction of charges, third party benefit determination, etc.).

Suspended claims may or may not print depending on which option was specified on the Medicaid Provider Application at the time of enrollment. You chose one of the following:

- ◆ Print suspended claims only once.
- ◆ Print all suspended claims until paid or denied.
- ◆ Do not print suspended claims.



Note that claim credits or recoupments (reversed) appear as regular claims with the exception that the transaction control number contains a “1” in the twelfth position and reimbursement appears as a negative amount. An adjustment to a previously paid claim produces two transactions on the *Remittance Advice*. The first appears as a credit to negate the claim; the second is the replacement or adjusted claim, containing a “2” in the twelfth position of the transaction control number.

If the total of the credit amounts exceeds that of reimbursement made, the resulting difference (amount of credit – the amount of reimbursement) is carried forward and no check is issued. Subsequent reimbursement will be applied to the credit balance, as well, until the credit balance is exhausted.

An example of the *Remittance Advice* and a detailed field-by-field description of each informational line follows. It is important to study these examples to gain a thorough understanding of each element as each *Remittance Advice* contains important information about claims and expected reimbursement.

Regardless of one’s understanding of the *Remittance Advice*, it is sometimes necessary to contact the IME Provider Services Unit with questions. When doing so, keep the *Remittance Advice* handy and refer to the transaction control number of the particular claim. This will result in timely, accurate information about the claim in question.

2. Remittance Advice Sample and Field Descriptions

To view a sample of this form on line, click [here](#).

Field Name		Field Description
A	R.A. No.	<i>Remittance Advice</i> number
B	Warrant Number	Check number (usually zeros). Contact IME for check number.
C	Provider Name	Name of the pay-to provider as registered with IME
D	Provider Address	Address registered with IME
E	Important IME Information	Reminders and updates from IME
F	Run Date	Date the <i>Remittance Advice</i> was created
G	Date Paid	Date the <i>Remittance Advice</i> and check were released
H	Prov. Number	National provider identifier (NPI) of the billing (pay-to) provider



Field Name		Field Description
I	Page	Page number
J	Number of Claims	Number of claims processed for each defined status
K	Billed Amount of All Claims	Total dollar amount of claims billed for each defined status
L	Subtotal Amount Paid	Amount paid for each defined status
M	Amount of Deposit	Total check amount for claims paid on this remittance advice
N	EOB Code	Explanation of benefits (EOB) code or denial code
O	EOB Description	Description of the denial EOB
P	Number of Claims Posting EOB	Number of claims that denied for the EOB code described
Q	Number of Claims	Total number of claims within same claim type or status
R	Total Billed Amt.	Total billed amount of all claims within same claim type or status
S	Total Other Sources	Total third-party insurance payments within same claim type or status
T	Total Paid by Mcaid	Total dollar amount paid within same claim type or status
X	Copay Amt.	Total copayment amount within same claim type or status

1	Patient Name	Last, first name or initial of the member as shown on the Medical Assistance Eligibility Card
2	Recip ID	Member identification number (7 digits+letter)
3	Trans-Control-Number	17-digit transaction control number assigned to each claim
4	Billed Amt.	Total billed amount on claim
5	Other Sources	Total "other sources" on claim (for example: TPL, spenddown)
6	Paid by Mcaid	Total amount paid by Iowa Medicaid on claim
7	Copay Amt.	Total member copayment on claim
8	Med Rcd Num	Medical record number or patient account number



Field Name		Field Description
9	EOB	Explanation of benefits denial reason code if entire claim denied (Full description of denial can be found on the last page of the <i>Remittance Advice</i> statement.)
10	Line	Claim line number
11	Svc-Date	Date of service
12	Proc/Mods	CPT or HCPCS code and modifier billed
13	Units	Number of units billed
14	Billed Amt.	Billed amount on this line
15	Paid by Mcaid	Amount paid by Medicaid on this line
16	Copay Amt.	Copayment amount on this line
17	Perf. Prov.	Treating provider national provider identifier (NPI) number
18	S	Source of payment. Allowed charge source codes are as follows: A Anesthesia B Billed charge C Percentage of charges D Inpatient per diem rate E EAC priced plus dispense fee F Fee schedule G FMAC priced plus dispense fee H Encounter rate I Prior authorization rate K Denied L Maximum suspend ceiling M Manually priced N Provider charge rate O Professional component P Group therapy Q EPSDT total over 17 R EPSDT total under 18 S EPSDT partial over 17 SP Not yet priced T EPSDT partial under 18 U Gynecology fee V Obstetrics fee W Child fee X Medicare or coinsurance deductibles Y Immunization replacement Z Batch bill APG



Field Name		Field Description
		0 APG
		1 No payment APG
		3 HMO/PHP rate
		4 System parameter rate
		5 Statewide per diem
		6 DRG auth or new
		7 Inlier/outlier adjust
		8 DRG ADR inlier
		9 DRG ADR
19	EOB	Explanation of benefits denial reason code

G. MEDICAID BILLING REMITTANCE

The IME uses form 470-4978, *AEA Medicaid Billing Remittance*, to notify providers of the amount received from Medicaid monthly. To view a sample of this form on line, click [here](#).

There will be detailed information provided with this form.