

**MARYLAND MEDICAL ASSISTANCE**

**EARLY & PERIODIC SCREENING, DIAGNOSIS & TREATMENT  
(EPSDT)**

**SCHOOL HEALTH RELATED**

**&**

**HEALTH RELATED EARLY INTERVENTION SERVICES (IEP/IFSP  
SERVICES)**

**SERVICE COORDINATION & TRANSPORTATION SERVICES**

**POLICY & PROCEDURE MANUAL**

**&**

**BILLING INSTRUCTIONS**

*IFSP- COMAR 10.09.40*

*IEP- COMAR 10.09.50*

*SERVICE COORDINATION-COMAR 10.09.52*

*TRANSPORTATION- COMAR 10.09.25*

*July 1, 2016*

**State Of Maryland  
Department Of Health & Mental Hygiene  
Division of Children's Services  
201 W. Preston Street, Room 210  
Baltimore, MD 21201**

## Table of Contents

OVERVIEW .....	4
DATA MATCH.....	5
BILLING LIMITATIONS.....	5
DEFINITIONS .....	5
SERVICE DESCRIPTION & PROCEDURE CODES .....	8
SERVICE COORDINATION .....	8
Initial IEP or IFSP.....	8
IEP/IFSP Review .....	8
IEP/IFSP Ongoing Service Coordination.....	9
AUDIOLOGY SERVICES .....	10
PSYCHOLOGICAL SERVICES.....	10
NURSING SERVICES .....	10
NUTRITION SERVICES .....	11
OCCUPATIONAL THERAPY SERVICES .....	11
PHYSICAL THERAPY SERVICES.....	11
SPEECH LANGUAGE PATHOLOGY SERVICES .....	11
THERAPEUTIC BEHAVIOR SERVICES .....	12
TRANSPORTATION SERVICES .....	12
HEALTH INSURANCE PORTABILITY ACT.....	13
NATIONAL PROVIDER IDENTIFIER (NPI).....	13
INSTRUCTIONS FOR COMPLETING THE BILLING FORM (CMS 1500).....	13
PURPOSE.....	13
PARTICIPANT.....	13
ELIBILITY VERIFICATION SYSTEM (EVS).....	14
CLAIMS SUBMISSION.....	14
PROPER COMPLETION OF CMS - 1500.....	16
PAYMENT PROCESS.....	20
DOCUMENTATION REQUIREMENT .....	20

AUDIT REQUIREMENTS ..... 21  
INSTRUCTIONS ON RECOVERY/REFUND PROCESS ..... 22  
CORRECTIVE ACTION PLAN (CAP)..... 22  
SELF-MONITORING PROCESS ..... 22  
IEP/IFSP HEALTH RELATED SERVICE PROCEDURE CODES & FEE SCHEDULE ..... 23

## OVERVIEW

The Maryland State Department of Education and the Maryland Department of Health and Mental Hygiene (the Department) established an Interagency Medicaid Monitoring Team (IMMT) in 2000 to provide technical assistance and monitor the delivery of Individualized Education Program (IEP)/Individualized Family Service Plan (IFSP) services provided by local school systems (LSS), local lead agencies (LLA), and non-public schools. The goal of the IMMT is to facilitate and monitor compliance with COMAR 10.09.25, COMAR 10.09.36, COMAR 10.09.40, COMAR 10.09.50, and COMAR 10.09.52

The following billing instructions are to be used for Medical Assistance (MA) reimbursement for children enrolled in the Medical Assistance Program who receive health-related services identified in an IEP/IFSP. The services must be medically necessary for evaluating the need for and implementation of a child's IEP/IFSP, pursuant to COMAR 10.09.50.04A (1)-(5). The child's record must document a disability or disorder. Health related services or health-related early intervention services (including transportation) must be listed in the child's IEP/IFSP, and must be approved by the IEP/IFSP team.

IEP and IFSP services must be billed under the LSS's, LLA's, or Local Health Department's (LHD's) assigned Maryland Medicaid provider type 91 provider number.

### **The Provider may not bill the Program for:**

- Services not listed on the child's IEP/IFSP;
- Services provided in excess of the IEP/IFSP;
- Services with the exception of service coordination rendered by mail or telephone to the participant (or participant's parent/guardian on the participant's behalf);
- Completion of notes, forms or reports;
- Broken or missed appointments;
- Services that are not sufficiently documented (clinical note, attendance record, license of the provider for the date of service);
- Consultation with other staff;
- Services provided by unlicensed student interns or any other unqualified provider;
- Make-up services provided on the same day as a regular service was delivered;
- Evaluations/re-evaluations and therapy provided on the same day for the same service type (e.g., PT evaluation or re-evaluation and PT services on the same date of service)

## **DATA MATCH**

The Department of Health and Mental Hygiene (the Department) Maryland Medical Assistance Program and the Maryland State Department of Education (MSDE) have a special agreement to exchange information for the purpose of identifying Medical Assistance participants who received health-related services identified on the child's IEP/IFSP. On a quarterly basis, MSDE sends an electronic tape of the children who received a health-related service to the Department. The tape is matched with the Medical Assistance eligibility files and identifies the records of the children receiving Medical Assistance. The school system receives the list to determine who is covered and bills the Department for the services rendered to the Medicaid participant. The data match is a quick and easy way to determine the participant's eligibility status. However, there is no guarantee that the individual is eligible on the day a service was rendered. An eligibility check should be completed to verify the child is eligible on the date of service.

## **BILLING LIMITATIONS**

The Department may not reimburse for claims received for services provided more than 12 months after the date of service.

## **DEFINITIONS**

1) **Department** – Maryland Department of Health and Mental Hygiene (DHMH), which is the single State agency designated to administer the Maryland Medical Assistance Program pursuant to Title XIX of the Social Security Act, 42 U.S.C. §1396 et seq.

2) **Eligibility Verification System (EVS)** – A web and telephone inquiry system that enables providers to verify Medicaid eligibility.

3) **Health Insurance Portability & Accountability Act (HIPAA)** – HIPAA is the acronym for the Health Insurance Portability and Accountability Act that was passed by Congress in 1996. HIPAA does the following:

- Provides the ability to transfer and continue health insurance coverage for millions of American workers and their families when they change or lose their jobs;
- Reduces health care fraud and abuse;
- Mandates industry-wide standards for health care information on electronic billing and other processes; and
- Requires the protection and confidential handling of protected health information.

4) **Individuals with Disabilities Education Act (IDEA)** – IDEA is the acronym for the Individuals with Disabilities Act passed by Congress in 1990. It ensures that all children with disabilities are entitled to a free appropriate public education to meet their unique needs and prepare them for further

education, employment, and independent living.

5) **Individualized Education Program (IEP)** – A written description of special education and related services developed by the IEP team to meet the individual needs of a child

6) **Individualized Education Program (IEP) Team** – A group convened and conducted by a provider to develop a participant’s IEP, which is composed of a child’s parent or parents, the child’s teacher, and relevant service providers

7) **Individualized Education Program (IEP) Team Meeting** – Individualized Education Program multidisciplinary team meeting

8) **Individualized Family Services Plan (IFSP)** – A written plan for providing early intervention and other services to an eligible child and his/her family

9) **Individualized Family Services Plan (IFSP) Team** – A group convened and conducted by a provider to develop a participant’s IFSP, which is composed of a child’s parent or parents, the child’s service coordinator, and relevant service providers

10) **Local Health Department (LHD)** – A public health services agency in each county and Baltimore City, which receives State and local government funding to ensure that basic public health services in the areas of personal and environmental health are available in each jurisdiction

11) **Local Lead Agency (LLA)** – An agency designated by the local governing authority in each county and Baltimore City to administer the interagency system of early intervention services under the direction of the State Department of Education in accordance with Education Article, §8-416, Annotated Code of Maryland

12) **Local School System (LSS)** – Any of the 24 public school systems in Maryland responsible for providing public elementary or secondary education

13) **Managed Care Organization (MCO)** – A health care organization that provides services to Medicaid participants in Maryland. The organization contracts with a network of providers to provide covered services to its enrollees. MCO is responsible to provide or arrange for the full range of health care services.

14) **Maryland State Department of Education (MSDE)** – the State agency responsible for ensuring that all children with disabilities residing in the State are identified, assessed, and provided with a free, appropriate public education consistent with State and federal laws

15) **Nursing Care Plan** – A plan developed by a registered nurse that identifies the child’s diagnosis and needs, the goals to be achieved, and the interventions required to meet the child’s medical condition. Nursing Care Plan **must be reviewed every 60 days**.

16) **Participant** – A Medical Assistance participant who is eligible for and receives health-related services in an IEP or health-related early intervention services in an IFSP

17) **Program** – Medical Assistance Program as defined in COMAR 10.09.36.01

18) **Provider** – A local school system, local lead agency, State-operated education agency, or State-supported education agency, which meets the conditions for participation as defined in COMAR 10.09.50 to provide health-related services in an IEP or health-related early intervention services in an IFSP

19) **Service Coordination** – Case management services that assist participants in gaining access to needed medical, social, educational, and other services as indicated on the child’s IEP/IFSP. It includes communication with the family on the child’s progress towards the IEP/IFSP goals.

## SERVICE DESCRIPTION & PROCEDURE CODES

### SERVICE COORDINATION

*IFSP COMAR 10.09.40 & IEP COMAR 10.09.52*

#### Initial IEP or IFSP

For the initial IEP or IFSP, providers may bill one unit of service per lifetime for IEP and one unit of service per lifetime for IFSP. The code to be used for the initial IEP or IFSP is T1023-TG.

The initial IEP/IFSP consists of convening and conducting an IEP/IFSP team meeting to perform an assessment, and to develop an initial IEP/IFSP for a participant. The IEP identifies the participant's needs for early intervention, medical, mental health, social, educational, financial assistance, counseling, and other support services; responsibilities and rights of the participant and the family; provider's responsibilities, and resources available to provide the needed services. Parents must be invited in writing prior to the meeting.

A consent form for service coordination, which includes the name of the service coordinator **must be signed** by the participant's parent (or by the student if 18 years or older and competent) and must be on file prior to billing for this service. It is suggested that a signed consent be on file for all participants (Non-Medical Assistance & Medical Assistance covered) receiving service coordination so that if a non-Medical Assistance covered participant gains Medical Assistance eligibility, back billing would be able to take place for services rendered during the eligibility certification period (up to the previous 12 months). It is also suggested that a backup case manager be identified on the consent form.

#### IEP/IFSP Review

A unit of service is defined as an interim or annual IEP/IFSP review as evidenced by a signed revised IEP/IFSP. The code to be used for the interim or annual IEP or IFSP is T1023 .

The IEP/IFSP Annual Review consists of a completed annual IEP/IFSP review and at least one contact with the participant or the participant's family, on the participant's behalf. The covered services include convening and conducting an IEP/IFSP team meeting to perform a reassessment of the participant's status and service needs, and review and revise, as necessary, the participant's IEP/IFSP.

If during the interim review it is determined that a revised IEP/IFSP was not required, then the IEP/IFSP team meeting's records must include documentation that a meeting took place in which there was participation by at least two different disciplines and at least one contact by the service coordinator or IEP/IFSP team in person, by telephone, or by written progress notes or log with the participant or the participant's parent, on the participant's behalf.

The interim review cannot be billed more than three (3) times in a calendar year (including emergency reviews). The interim review cannot be billed more than once in any given month. **Additionally, it cannot be billed in conjunction with ongoing service coordination (both cannot**



**be billed for the same month) unless a subsequent review is documented as an emergency.** If an IEP/IFSP review takes more than one meeting to complete, the Program will only make payment for the meeting during which the IEP/IFSP was signed. The covered services include convening and conducting an IEP/IFSP team meeting to perform a reassessment of the participant's status and service needs and to review and revise, as necessary, the participant's IEP/IFSP.

**If a subsequent review is required after ongoing service coordination has already been provided to the participant, there must be documentation on file to reflect the emergency review, regardless of the number of "emergencies".**

**NOTE:** Parents must receive a written request to attend the Initial and the Interim/Annual IEP/IFSP Review.

### **IEP/IFSP Ongoing Service Coordination**

For the ongoing service coordination for IEP or IFSP, providers may bill one unit of service per month. The initial IEP or IFSP (T1023-TG) and the interim or annual review cannot be billed in the same month as the IEP/IFSP ongoing service coordination. The code to be used for the ongoing service coordination for the IEP or IFSP is T2022.

Service Coordination is a continuum of services provided during the month. To bill MA for service coordination, at least one (1) contact per month must be conducted and sufficiently documented by the service coordinator. The contact may be in person, by telephone or in writing, with participant or parent/guardian, on the participant's behalf, related to the child's IEP. For IFSP the contact may be in person, or by telephone, with the participant's family, on the participant's behalf.

It is recommended that service coordination **not be provided** directly to children under 6 years old without a parent present, since it is uncertain if the child would benefit from the service.

**NOTE:** The parents must be notified in writing when there is a change in the service coordinator.

See the [Fee Schedule](#) on page 26 of this manual for specific service coordination codes.

## **AUDIOLOGY SERVICES**

Audiology services must be delivered by a licensed audiologist, in order to develop and implement an IEP/IFSP. The audiology services consist of an evaluation, identification and treatment of auditory impairments.

See the [Fee Schedule](#) on page 25 of this manual for specific audiology procedure codes.

## **PSYCHOLOGICAL SERVICES**

Psychological services must be delivered by a licensed mental health professional. They include the evaluation, diagnosis, and treatment of emotional and behavioral problems in order for a participant to benefit from an educational or early intervention program including counseling of parents and parent training when the participant is present as necessary to implement an IEP/IFSP.

See the [Fee Schedule](#) on pages 23 & 25 of this manual for specific psychological procedure codes.

## **NURSING SERVICES**

Nursing services are skilled nursing services performed by a licensed nurse (RN or LPN) for a participant, which are medically necessary for the participant to benefit from educational or early intervention services. Services must be related to an identified health problem, ordered by a licensed prescriber, indicated in the nursing care plan, which is reviewed at least every 60 days and more frequently when the child's medical condition changes, and require the judgment, knowledge, and skills of a licensed nurse.

**The limit for nursing services is eight (8) units per day, as 1-unit equals 15 minutes.**

See the [Fee Schedule](#) on page 26 of this manual for the nursing procedure code.

### **Nursing Services Do Not Include:**

- Routine assessments of participants whose medical condition is stable, **unless the assessment is ordered and listed in the IEP/IFSP and leads to an intervention or change in the nursing care plan;**
- Administration of medications;
- Supervision of interventions that the child is able to perform independently;
- Health screens;
- Health education, except one-on-one training regarding self-management of the child's medical condition;
- First aid interventions;

- Services not deemed medically necessary at the initial assessment or the most recent nursing care plan review;
- Delegation of any services.

### **NUTRITION SERVICES**

Nutrition services must be delivered by a licensed nutritionist or dietician in order to develop and implement an IEP/IFSP. Nutrition services include: nutrition assessments and evaluations, developing and monitoring appropriate plans to address the nutritional needs of eligible children and making referrals to appropriate community resources to achieve the nutrition goals in the IEP/IFSP.

See the [Fee Schedule](#) on page 26 of this manual for specific nutrition procedure codes.

### **OCCUPATIONAL THERAPY SERVICES**

Occupational therapy services include any screenings, evaluations or treatments delivered by a licensed occupational therapist, or treatments delivered by licensed occupational therapy assistant, which are necessary to develop and implement an IEP/IFSP.

See the [Fee Schedule](#) on pages 25-26 of this manual for specific occupational therapy procedure codes.

### **PHYSICAL THERAPY SERVICES**

Physical therapy services include evaluations or treatments delivered by a licensed physical therapist, or treatments delivered by a physical therapy assistant, which are necessary to develop and implement an IEP/IFSP.

See the [Fee Schedule](#) on page 25 for specific physical therapy codes.

### **SPEECH LANGUAGE PATHOLOGY SERVICES**

Speech language pathology services include evaluations, diagnosis, or treatments delivered by a licensed speech language pathologist, or treatments delivered by a licensed speech language pathology assistant, which are necessary to develop and implement an IEP/IFSP. A speech language pathologist with a limited license who is completing his/her Clinical Fellowship can bill for both evaluations and treatment. A supervision log is not required for the purpose of the IMMT review.

See the [Fee Schedule](#) on page 24 of this manual for specific speech language pathology codes.

## **THERAPEUTIC BEHAVIOR SERVICES**

Therapeutic behavior services are one-to-one rehabilitative services, necessary to develop and implement IEP/IFSP and delivered by a therapeutic behavior aide, using appropriate methods of preventing or decreasing maladaptive behaviors for a Medicaid participant. The therapeutic behavior aide must be supervised by a licensed physician or licensed mental health professional.

See the [Fee Schedule](#) on page 25 of this manual for the therapeutic behavior services code.

## **TRANSPORTATION SERVICES**

Specialized transportation services are transportation services provided pursuant to **COMAR 10.09.25. The limit for Transportation Services is two (2) units per day.**

### **Eligibility:**

Transportation services are covered when provided to a child:

- Who is an eligible Medicaid participant requiring a specially adapted transportation vehicle,
- Who was transported to and/or from a Medicaid covered service under IDEA, and
- Whose transportation and Medicaid covered services are included on the child's IEP/IFSP.

### **Covered Services:**

- Transportation to or from a school where a Medicaid covered IDEA service is provided;
- Transportation to or from a site where a Medicaid Early Intervention covered IDEA service is provided; and
- Transportation between a school and a Medicaid IDEA covered service.

**NOTE:** All MA eligible transportation services must be documented (e.g. trip logs) and maintained by the transportation provider for purposes of an audit trail.

See the [Fee Schedule](#) on page 26 of this manual for the transportation code.

## **HEALTH INSURANCE PORTABILITY ACT OF 1996 (HIPPA)**

HIPPA requires that standard electronic health transactions be used by health plans, including private, commercial, Medicaid and Medicare, healthcare clearinghouses and health care providers. The intent of the law is to allow providers to meet the data needs of every insurer electronically with one billing format using health care industry standard sets of data and codes. More information on HIPPA can be found at <http://dhmh.maryland.gov/hipaa/Pages/Home.aspx>.

## **NATIONAL PROVIDER IDENTIFIER (NPI)**

Since July 30, 2007, all health care providers that perform medical services have been required to have an NPI. It is a unique 10 digit, numerical identifier that does not expire or change. It is administered by CMS and is required by HIPPA.

Apply for an NPI by using the web-based application process via the National Plan and Provider Enumeration System (NPPES) at <https://nppes.cms.hhs.gov/NPPES/Welcome.do>. You should use the NPI as the primary identifier and your Medicaid Provider number as the secondary identifier on all paper and electronic claims.

## **INSTRUCTIONS FOR COMPLETING THE BILLING FORM (CMS 1500)**

### **PURPOSE**

These instructions are to be used by school health related and health related early intervention service providers.

### **PARTICIPANT**

A Medical Assistance participant is only eligible for these services if the **ELIGIBILITY** requirements for "Participant" in COMAR 10.09.50 are met. Two of the requirements are that the federally qualified participant be:

- Under 21 years of age (eligibility ends on the 21st birthday),
- Determined by an IEP/IFSP team eligible to receive health-related services in an IEP, or health-related early intervention services in an IFSP.

### **THIRD PARTY INSURANCE**

If the Medicaid participant has other insurance in addition to Medicaid, do not bill Medicaid for these services. **IEP and IFSP service coordination and transportation services are an exception to this requirement.**

## **ELIBILITY VERIFICATION SYSTEM (EVS)**

The Eligibility Verification System (EVS) is a web and telephone inquiry system that enables health care providers to verify quickly and efficiently a Medicaid participant's current eligibility status. Medicaid eligibility should be verified on EACH DATE OF SERVICE prior to rendering services. If the MA number is not available on the date of service, EVS can identify the number by using the participant's social security number and the first two letters of the last name. Although Medicaid eligibility validation via the Program's EVS system is not required, it is to your advantage to do so to prevent the rejection of claims for services rendered to a canceled/non-eligible participant. Before rendering a Medicaid service, verify the participant's eligibility on the date of service via the Program's Eligibility Verification System (EVS) at **1-866-710-1447**.

The provider must be enrolled in [eMedicaid](#) in order to access the web EVS system.

For additional information view the EVS website at <https://encrypt.emdhealthchoice.org/emedicaid/> or contact **410-767-5340** for provider application support. If you need additional EVS information, please contact the Provider Relations Unit at **410-767-5503** or **800-445-1159**. Additionally, Provider Relations may be able to assist you in acquiring eligibility information. **You must have your provider number as well as pertinent participant information in order to obtain assistance from Provider Relations.**

A participant who is enrolled with a MCO under HealthChoice is eligible for school health related or health related early intervention services that are documented on an IEP/IFSP. **These services are billed directly to Medicaid and not to the MCO.**

## **CLAIMS SUBMISSION**

**Electronic Claims Submission:** Providers must submit claims in the ANSI ASC X12N 837P format, version 5010A. A signed Submitter Identification Form and Trading Partner Agreement must be submitted, as well as testing before transmitting such claims. Testing information can be found on the Department's web page: <http://dhmh.maryland.gov/hipaa/Pages/testinstruct.aspx>. If you have any questions regarding HIPAA testing, please send an email to: [dhmh.hipaaeditest@maryland.gov](mailto:dhmh.hipaaeditest@maryland.gov).

Companion guides to assist providers for electronic transactions can be found on the Department's web page: <http://dhmh.maryland.gov/hipaa/pages/transandcodesets.aspx>.

Early Intervention and school providers may use one of the HIPAA compliant electronic billing methods with a modified CMS 1500 or the professional electronic claim 837P. For information about electronic billing, use the following link: <http://www.emdhealthchoice.org/>.

**eClaims:** Direct billing is available through our [eMedicaid](#) website. This service will enable certain provider types, that bill on the CMS 1500, to submit their single claims electronically. Claims that require attachments cannot be submitted through this new feature. Claims will be processed the same week it is keyed and payment to follow the next week.

To become an eClaim user, the administrator from the provider's office must register users by going to the eMedicaid webpage: <http://www.emdhealthchoice.org/>.

If you have questions regarding this new feature, how to register, or to determine if your provider type can submit eClaim, please email your questions to: [dhmh.emedicaidmd@maryland.gov](mailto:dhmh.emedicaidmd@maryland.gov).

## **PROPER COMPLETION OF CMS - 1500**

For Medical Assistance processing, **THE TOP RIGHT SIDE OF THE CMS-1500 MUST BE BLANK**. Notes, comments, addresses, or any other notations in this area of the form will result in the claim being returned unprocessed.

**Block 1** – Show all type(s) of health insurance applicable to this claim by checking the appropriate box(es).

**Block 1a** – No entry required.

**Block 2 – Patient's Name** – (Last Name, First Name, and Middle Initial) – enter the patient's name as it appears on the Medical Assistance card.

**Block 3 – Patient's Birth Date/Sex** – enter the patient's date of birth and sex (Optional).

**Block 4 – Insured's Name** – Enter name (Last Name, First Name, and Middle Initial) of the person in whose name the third-party coverage is listed, when applicable (Optional).

**Block 5 – Patient's Address** – enter the patient's complete mailing address with zip code and telephone number (Optional).

**Block 6 – Patient's Relationship to Insured** – Enter the appropriate relationship only when there is third party health insurance besides Medicare and Medicaid (Optional).

**Block 7 – Insured's Address** – When there is third party health insurance coverage besides Medicare and Medicaid, enter the insured's address and telephone number (Optional).

**Block 8** – No entry required.

**Block 9** – No entry required.

**Block 9a – Other Insured's Policy or Group Number** - Enter the patient's ***eleven digit Maryland medical assistance number*** exactly as it appears on the Medical Assistance card. Check for transposition of numbers. The MA number must appear here regardless of whether or not a patient has other insurance. A patient's Medicaid eligibility should be verified on *each* date of service, *prior* to rendering service, by calling the EVS. EVS is operational 24 hours a day, 365 days a year at the following number: **1-866-710-1447**.

**Block 9b** – No entry required.

**Block 9c** – No entry required.

**Block 9d – Insurance Plan or Program Name** – Enter the insured's group name and group number if the patient has health insurance besides Medicare/Medicaid (Optional).

**Block 10a thru 10c – Is Patient's Condition Related to** – Check "Yes" or "No" to indicate whether employment, auto liability or other accident involvement applies to one or more of the services described in Item 24, if this information is known. If not known, leave blank (Optional).



**Block 10d** – No entry required.

**Block 11 – Insured's Policy Group or FECA Number** – If the patient has **other third-party insurance and the claim has been rejected by that insurance, enter the appropriate rejection code listed below:** For information regarding participant's coverage, contact Third Party Liability Unit at **410-767-1765** (Optional).

**Code Rejection Reasons**

- K Services Not Covered
- L Coverage Lapsed
- M Coverage Not in Effect on Service Date
- N Individual Not Covered
- Q Claim Not Filed Timely (Required documentation, e.g., a copy of rejection from the insurance company)
- R No Response from Carrier Within 120 Days of Claim Submission (Requires documentation e.g., statement indicating a claim submission, but to response)
- S Other Rejection Reasons Not Defined Above (Requires documentation e.g., a statement on the claim indicating that payment was applied to the deductible)

**Blocks 11a – 19** – No entry required.

**Block 20 – Outside Lab** - Check "no"

**Block 21 - Diagnosis or Nature of the Illness or Injury**

Enter the applicable ICD indicator to identify which version of ICD codes is being reported. Enter the indicator between the vertical, dotted lines in the upper right hand portion of the field.

- 9 ICD-9-CM
- 0 ICD-10-CM

Enter the 3, 4, or 5 character code from the ICD-10 related to the procedures, or services, listed in Block #24d. List the primary diagnosis on Line 1 and secondary diagnosis on Line 2. Additional diagnoses are optional and may be listed on Lines 3 and 4.

**Note:** The ICD-9 code must be used for all services provided prior to October 1, 2015. For dates of service provided on or after October 1, 2015, an ICD 10 code must be used to identify the diagnosis in Box 21.

**REMINDER:** ICD-9 and ICD-10 codes cannot be reported on the same claim form, providers must bill on separate claim forms, and they cannot be combined.

**Block 22** – No entry required.

**Block 23** – No entry required.

**Block 24a – Date of Service** - Enter each separate dates of service as a **six (6) digit numeric date (e.g. 03/31/14) under the "FROM" heading**. Leave the space under the "TO" heading blank. Each date of service on which a service was rendered must be listed on a separate line. **Ranges of dates are not accepted on this form.** If more than one type of billable service was rendered on a given day, each service should be billed on a separate line. Thus, one date of service may be used on more than one line.

**Block 24b. – Place of Service** – Enter 03 for School Health Related or **Health Related Early Intervention Services**. NOTE: You must enter 11 under Place of Service when billing for 96101 - Psychological Testing.

**Block 24c.** – No entry required.

**Block 24d. – Procedures, Services, or Supplies** – List the appropriate five (5) character procedure code (refer to [\*IEP/IFSP Health Related Service Procedure Codes & Fee Schedule\*](#) on pages 23-27)

**Block 24e. – Diagnosis Pointer** – Enter a single or combination of diagnosis from Block #21 above for each line on the invoice. Note: the Program only recognizes up to eight (8) pointers, A-H.

**Block 24f. – Charges** – Enter the Medicaid fee allowed for the procedure code indicated in block 24d.

**Block 24g. – Days or Units of Service** – Enter the total number of units or service for each procedure. Multiple, identical services rendered on different days should be billed on separate lines.

**Block 24h. – 25** – No entry required.

**Block 26** – No entry required.

**Block 27** – No entry required.

**Block 28 – Total Charge** – Enter the sum of the charges shown on all lines of Block 24f.

**Block 29** – No entry required.

**Block 30** – No entry required.

**Block 31** – No entry required.

**Block 32 – 32b** – No entry required.

**Block 33 – Billing Provider Info & Ph#** – Enter the name, complete street address, city, state, and zip code of the provider. This should be address to which claims may be returned. The nine (9) digit Maryland Medical Assistance provider number to which payment is to be made must be entered in the lower right hand section of this block. Errors in this area are likely to result in denied or misdirected payment.

**Block 33a – NPI** – Enter the NPI number of the billing provider in Block # 33. Errors or

omissions of this number will result in non-payment of claims.

**Block 33b (gray shaded area)** – Enter the ID Qualifier 1D (Medicaid Provider Number) followed by the shaded area) 9-digit MA provider number of the provider in Block #33. Errors or omissions of this number will result in non-payment of claims.

**NOTE:** It is the provider's responsibility to promptly report all changes of name, pay to address, correspondence address, practice locations, tax identification number, or certification to the Provider Enrollment Unit at **410-767-5340**.

Completed CMS 1500's are to be mailed to the following address:

**State Of Maryland  
Department Of Health & Mental Hygiene  
Medical Care Operations Administration  
P.O. Box 1935  
Baltimore, MD 21203-1935**

## PAYMENT PROCESS

The provider shall submit requests for payment for school health related services, health related early intervention services, service coordination and transportation services as stated in COMAR 10.09.36. Providers are reimbursed according to the [Fee Schedule](#) found on pages 23-27 of this manual.

## DOCUMENTATION REQUIREMENTS

Documentation for Medicaid covered services is a requirement for Medicaid reimbursement. Medicaid covered services are defined by regulations EPSDT School Health Related services and Early Intervention in COMAR 10.09.50, Service Coordination in COMAR 10.09.52, Early Intervention in COMAR 10.09.40, and Transportation services in COMAR 10.09.25.

### **Documentation for every Medicaid service delivered to a student is required.**

All entries in the record must be legible, complete, dated and timed, and signed by the person providing the treatment. A record is considered complete, if it contains sufficient information to identify the student, document the intervention provided and the student's response to the intervention, treatment, and services.

The provider must maintain documentation for all of the following data elements:

- ***Student Name and Date of Birth;***
- ***Date and Duration of Service:*** The date, start and stop time the Medicaid service is provided to a student. **This is especially important for services reimbursed by units of service or timed services (OT, PT, Nursing, TBS, and Psychotherapy).**
- ***Activity/Procedure Note:*** A written description of the intervention provided to the student. The note should clearly describe the intervention/activity that was provided, and the student's response to it. If individual therapy occurs while a provider works with a student during a class setting, the note needs to clearly specify and describe the individual treatment provided to the student.
- ***Individual/Group:*** Document whether the student received services on an individual (I) basis or in a group (G) setting. When delivering therapies in a group setting, the group size should be between 2-10 students.
- ***Co-treatment:*** The simultaneous treatment by two providers of different therapy disciplines during the same time period may be provided in circumstances where it is medically necessary to optimize the student's rehabilitation. The billing time for these combined services should be prorated. If the two therapy providers were present for 30 minutes, (e.g., OT and PT), the following services should be billed: 1 unit (15 minutes) of OT services and 1 unit (15 minutes) of PT services. If the co-treatment of a 30 minute service involves a speech therapist, the speech therapy provider should bill for 1 unit of service (92507, one time per day) and the second therapy provider (OT and/or PT) should bill for 1 unit of service (15 minutes).

- ***Make-up Session:*** If the service is a make-up session, this must clearly be documented in the service note, which should also include the date when the original session was scheduled. The make-up session must be made up within 3 months from the date the session was originally scheduled.
- ***Signatures:*** The name, legible signature, and credentials (RN, PT, LCSW-C, etc.) of the professionals who provided the services. They can be handwritten or in an electronic form (there needs to be an established protocol for electronic signatures). Insertions of signature or rubber stamps are never acceptable.
- ***Transportation:*** Transportation services can only be billed to Medicaid on days when the student received a school health related service. A signed bus log documenting the trip to and from school is required.
- ***Supervision Log:*** A supervision log must be maintained for lesser qualified licensed professionals (SLPA, COTA, PTA, LGSW, LGPC, TBS, etc.). The Supervision Log must be signed by both the supervisor and the lesser qualified licensed professional to document that a monthly meeting to review the clinical progress of the students under the care of the lesser qualified professional was held. Notes that are co-signed by the supervisor DO NOT meet the requirement for supervision.
- ***Licenses:*** Previous and current licenses must be maintained in a retrievable format. All licenses must be maintained to verify the provider's credentials for all dates of services provided to Medicaid participants.

## AUDIT REQUIREMENTS

Monitoring of delivery of IEP/IFSP services will be conducted on a regular basis. Reimbursement for services that do not meet the requirements described in this Manual will be recovered (see Recovery/Refund Process).

The following records must be maintained for auditing purposes:

- All IEP/IFSPs that were in effect during the month being reviewed;
- Notes of an IEP/IFSP team meeting and copies of all evaluation reports, if a child is not found to be eligible under IDEA;
- Copy of provider's licenses active at the time of treatment; supervisor's licenses and supervision logs for lesser qualified providers;
- Notes of an emergency meeting when billing for an emergency IEP review and ongoing care coordination during the same monthly period of time;
- Transportation attendance logs;
- Clinical documentation for each encounter as prescribed on IEP/IFSP.

**NOTE:** Providers are required to maintain all records related to Medicaid for six (6) years.

### **INSTRUCTIONS ON RECOVERY/REFUND PROCESS (RETURNING FUNDS TO MEDICAID)**

After the onsite visit, schools will be notified in writing of findings regarding services that were not delivered in accordance with terms of applicable federal regulations and State Medicaid rules. The Department will seek reimbursement for the overpayment. The funds will be deducted from future MA payments thirty (30) days from the notice. Schools have thirty (30) days from the receipt of the notice of a proposed action to appeal the decision in writing and request a hearing with the Department in accordance with COMAR 10.01.03.06

When findings include a required adjustment, the provider should complete *DHMH 4518A - Adjustment Request Form*. To request a copy of the form, contact the Department at **410-767-6857**.

### **CORRECTIVE ACTION PLAN (CAP)**

The Corrective Action Plan addresses the actions taken by the provider to correct the findings identified in the Interagency Medicaid Monitoring Team report. The CAP must be submitted within six (6) weeks after the receipt of the report.

For DHMH, a copy of the CAP should be sent to: **Margaret Berman, Chief for the Division of Children's Services, DHMH, 201 W. Preston St., Rm. 210, Baltimore, MD 21201.**

For MSDE, a copy of the CAP should be sent to: **Lin Lesley, Section Chief for the Health Related Resources Section, Divisional and State Interagency Support Branch, Maryland State Department of Education, 200 E. Baltimore St., Baltimore, MD 21201.**

### **SELF-MONITORING PROCESS**

Providers are required to conduct self-monitoring activities related to the delivery and billing for Medicaid services. A copy of the annual summary report should be sent to the addresses listed in the "Corrective Action Plan" section of this manual.

Note that providers are required to return funds to Medicaid if during their self-monitoring activities; it is found that Medicaid was billed in error (even if the error was more than 9 months ago). Conversely, providers have up to 12 (twelve) months from the date of service to submit a claim form if it is found they missed a billing opportunity during their self-monitoring process.

Feel free to contact the staff specialist for School Health Services at the Department at **410-767-1599** if you have any questions.

**IEP/IFSP HEALTH RELATED SERVICE PROCEDURE CODES & FEE SCHEDULE EFFECTIVE 07/01/2016**

*As a Maryland Medicaid provider, it is your responsibility to bill the Program appropriately for all school health related and early intervention health related services including service coordination and transportation services.*

<b>Procedure Code</b>	<b>Procedure Description</b>	<b>Qualified Provider</b>	<b>Unit of Service</b>	<b>Rate per Unit</b>	<b>Maximum Units of Service</b>	
90791	Psychiatric Diagnostic Interview	<b>Modifier</b>				
		AF	Licensed Psychiatrist	1	<b>\$154.71</b>	
		AH	Licensed Psychologist	1	<b>\$125.97</b>	
		AJ	Licensed CSW-C	1	<b>\$110.29</b>	
		AJ	LCPC	1	<b>\$110.29</b>	
	AJ	Licensed Nurse Psychotherapist	1	<b>\$110.29</b>		
90832	Individual psychotherapy	Licensed Psychiatrist, Licensed Psychologist, Licensed Certified Social Worker-Clinical, Licensed Professional Counselor, Licensed Nurse Psychotherapist	20-30 min	<b>\$41.71</b>	one per day; cannot bill 90834 on the same day	
90834	Individual psychotherapy	Licensed Psychiatrist, Licensed Psychologist, Licensed Certified Social Worker-Clinical, Licensed Professional Counselor, Licensed Nurse Psychotherapist	45-50 min	<b>\$75.58</b>	one per day; cannot bill 90832 on the same day	
90847	Family psychotherapy	Licensed Psychiatrist, Licensed Psychologist, Licensed Certified Social Worker-Clinical, Licensed Professional Counselor, Licensed Nurse Psychotherapist	1	<b>\$79.50</b>		

<b>Procedure Code</b>	<b>Procedure Description</b>	<b>Qualified Provider</b>	<b>Unit of Service</b>	<b>Rate per Unit</b>	<b>Maximum Units of Service</b>
90853	Group psychotherapy	Licensed Psychiatrist, Licensed Psychologist, Licensed Certified Social Worker-Clinical, Licensed Professional Counselor, Licensed Nurse Psychotherapist	1	<b>\$25.76</b>	
92521	Evaluation of speech fluency	Licensed Speech Pathologist	1	\$91.35	maximum units: one time per 12 months; cannot bill 92507 or 92508 on the same day
92522	Evaluation of speech sound production	Licensed Speech Pathologist	1	\$74.00	maximum units: one time per 12 months; cannot bill 920507, 92508 or 92523 on the same day
92523	Evaluation of speech sound production with evaluation of language comprehension & expression	Licensed Speech Pathologist	1	\$153.97	maximum units: one time per 12 months; cannot bill 92507, 92508 or 92522 on the same day
92523 with 52 Modifier	Evaluation of language comprehension & expression	Licensed Speech Pathologist	1	\$79.97	maximum units: one time per 12 months; cannot bill 92507, 92508 or 92522 on the same day
92524	Behavioral & qualitative analysis of voice & resonance	Licensed Speech Pathologist or Licensed Speech Pathology Assistant	1	\$77.40	maximum units: one time per 12 months; cannot bill 92507, 92508 or 92522 on the same day
92507	Individual speech therapy	Licensed Speech Pathologist or Licensed Speech Pathology Assistant	1	\$63.99	one time per day; cannot bill 92508 on the same day
92508	Group speech therapy	Licensed Speech Pathologist or Licensed Speech Pathology Assistant	1	\$30.47	one time per day; cannot bill 92507 on the same day



<b>Procedure Code</b>	<b>Procedure Description</b>	<b>Qualified Provider</b>	<b>Unit of Service</b>	<b>Rate per Unit</b>	<b>Maximum Units of Service</b>
92550	Tympanometry & Reflex Threshold Measurements	Licensed Audiologist	1	\$35.00	one time per day
92551	Screening Test Pure Tone, Air Only	Licensed Audiologist	1	\$7.82	one time per day
92552	Pure Tone Audiometry	Licensed Audiologist	1	\$18.58	one time per day; cannot bill 92557 on the same day
92557	Comprehensive audiology evaluation	Licensed Audiologist	1	\$46.80	one time per day; cannot bill 92552 on the same day
92567	Tympanometry	Licensed Audiologist	1	\$20.00	one time per day; cannot bill 92550 or 92570 on the same day
92568	Acoustic Reflex Testing	Licensed Audiologist	1	\$16.22	one time per day; cannot bill 92550 or 92570 on the same day
92570	Acoustic Immittance Testing	Licensed Audiologist	1	\$50.00	one time per day
92592	Hearing Aid Check, Monaural	Licensed Audiologist	1	\$42.00	one time per day
92593	Hearing Aid Check, Binaural	Licensed Audiologist	1	\$42.00	one time per day
96101	Psychological testing	Licensed Psychologist	1 hour	\$95.72	maximum units: 8 units per 12 months
96152	Therapeutic Behavior Services	Therapeutic Behavior Aid	15 min	<b>\$5.61</b>	
97001	Physical therapy evaluation	Licensed Physical Therapist	1	\$72.06	one time per 12 months
97002	Physical therapy re-evaluation	Licensed Physical Therapist	1	\$28.36	cannot bill 97001 or 97110 on the same day
97110	Physical therapy service	Licensed Physical Therapist or Licensed Physical Therapy Assistant	15 min	\$29.03	4 units per day; cannot bill 97001 or 97002 on the same day
97003	Occupational therapy evaluation	Licensed Occupational Therapist	1	\$76.65	one time per 12 months

<b>Procedure Code</b>	<b>Procedure Description</b>	<b>Qualified Provider</b>	<b>Unit of Service</b>	<b>Rate per Unit</b>	<b>Maximum Units of Service</b>
97004	Occupational therapy re-evaluation	Licensed Occupational Therapist	1	\$34.08	cannot bill 97003, 97150, or 97530 on the same day
97150	Group occupational therapy service	Licensed Occupational Therapist or Licensed Occupational Therapy Assistant	1	\$18.25	one time per day; cannot bill 97003, 97004, or 97530 on the same day
97530	Occupational therapy service	Licensed Occupational Therapist or Licensed Occupational Therapy Assistant	15 min	\$30.56	4 units per day; cannot bill 97003, 97004, or 97150 on the same day
T1000	Nursing services	Registered Nurse	15 min	\$12.66	8 units per day
T1000 with 52 Modifier	Nursing Services	Licensed Practical Nurse	15 min	\$8.21	8 units per day
97802	Nutrition assessment & intervention	Licensed Dietitian/Nutritionist	15 min	\$30.03	once per year; 4 units per day
97803	Nutrition re-assessment & intervention	Licensed Dietitian/Nutritionist	15 min	\$26.35	2 units per day; cannot bill 97802 on the same day
T1023-TG	Initial IEP/IFSP	Qualified Service Coordinator per COMAR 10.09.40 or COMAR 10.09.52	1	\$500.00	once per lifetime, age 0-2; once per lifetime, age 3-20
T1023	Periodic IEP/IFSP Review	Qualified Service Coordinator per COMAR 10.09.40. or COMAR 10.09.52	1	\$275.00	3 per calendar year
T2022	Ongoing Service Coordination	Qualified Service Coordinator per COMAR 10.09.40 or COMAR 10.09.52	1	\$150.00	once a month; cannot bill T1023 or T1023-TG in the same month
T2003	Non-Emergency Transportation Services		1	\$12.50	2 units per day
W9322	Initial Autism Waiver Plan of Care	Qualified Service Coordinator per COMAR 10.09.52	1	\$500.00	Student must be enrolled in the Autism Waiver
W9323	Ongoing Autism Waiver Service Coordination	Qualified Service Coordinator per COMAR 10.09.52	1	\$150.00	Student must be enrolled in the Autism Waiver

<b>Procedure Code</b>	<b>Procedure Description</b>	<b>Qualified Provider</b>	<b>Unit of Service</b>	<b>Rate per Unit</b>	<b>Maximum Units of Service</b>
W9324	Autism Waiver Plan of Care Reassessment; Risk Assessment	Qualified Service Coordinator per COMAR 10.09.52	1	\$275.00	Student must be enrolled in the Autism Waiver

**PLEASE NOTE:** MONITORING OF THE DELIVERY OF IEP/IFSP SERVICES WILL BE CONDUCTED ON A REGULAR BASIS. REIMBURSEMENT FOR SERVICES THAT DO NOT MEET THE REQUIREMENTS DESCRIBED IN THIS MANUAL WILL BE RECOVERED.