

**Procedures for Medicaid**

Indiana Code 12-15-1-16 requires all school corporations to enroll in the Medicaid program. The purpose of this requirement is to encourage school corporations to claim available Medicaid covered individualized education plan (IEP) services.

Medicaid covered IEP services include: evaluations, reevaluations, audiological services, psychological/behavioral services (e.g. testing, evaluation and counseling services), and occupational, speech, and physical therapy services. Any services billed to Medicaid must be in the student’s IEP.

Initial evaluation

In order to bill for a speech, occupational therapy or physical therapy evaluation, the following must be in place: Signed referral form, and *signed parent/guardian authorization form* *(doc 17.5).*

Speech occupational therapy

When a student is referred for an initial speech or occupational therapy evaluation, the speech language/occupational therapy referral form *(doc.17.2)* and the parent authorization for Medicaid forms must be signed by the school psychologist prior to the evaluation being conducted.

If the general education intervention (GEI) team or parent have made the referral and they are requesting speech or occupational therapy (OT) evaluations, the signed parent authorization form and the referral form are submitted as part of the referral packet. If the school psychologist sees the need for an OT or speech evaluation, they will initiate the process.

In either case, the school psychologist will sign the referral form and give a copy of it to the therapist who can then proceed with their evaluation.

If the student has been screened by the speech pathologist or occupational therapist, or has been referred directly to the therapist, the therapist conducting the evaluation will obtain parent authorization as part of obtaining permission to evaluate, complete the referral and obtain the signature from the school psychologist.

Physical therapy

When a student is referred for a physical therapy (PT) evaluation, the referral authorization form *(doc.17.3)* must be signed by the physician prior to the evaluation being conducted. The physical therapist will obtain parent authorization to bill, and obtain the physician’s signature on the physical therapy referral form.

Reevaluation

For a three (3) year evaluation, the therapist will make sure that the evaluation referral is completed, signed, and given to the teacher of record (TOR) to include in the reevaluation packet.

It is the therapist’s job to make sure that the appropriate referral forms are properly signed and filed with the Student Services Department.

It is the TOR’s responsibility to make sure that the parent has signed authorization to bill as part of the IEP.

Services

1. When a child has speech, occupational therapy or physical therapy on his/her IEP, the Medicaid speech language/audiology/occupational therapy referral form must be signed by the school psychologist, for speech and occupational therapy; or the physician, for physical therapy. This form should be attached to the IEP.
2. The psychologist/therapist will maintain a list of students on his/her caseload who have the following:

* Parent permission for billing Medicaid
* Signed referral form
* Services indicated on the IEP

1. Psychologists and therapists cannot bill Medicaid unless the above has happened.
2. Therapists must bill Medicaid on a monthly basis.