Medicaid Administration Process – From Beginning to Billing

Suggested Workflow for a New **STUDENT** Receiving a Covered Service

Student enters the district OR begins receiving a covered service

OR

Administrator adds student to Acuity- Sessions by:

➢ Creating a new student record

---- OR ---

➢ Accept student record transfer from sending district via EDMS's system

The Service Provider adds the new student record to Acuity – Sessions

Administrator will have to approve the record in Student Identity Verifications

Administrators begin process of there is a complete student Medicaid file AND that all steps in the Acuity – Sessions Required Administrative Items workbook are completed for the student

For the Student's Medicaid File:

All required Medicaid documentation is on file for student – e.g., IEP, ORRF, Plan of Care/Service

A complete list of required items can be found in our Medicaid Audit Preparedness Suggestions document

Key Acuity – Sessions Administrative Steps Items include, but are not limited to:

➢ Collect ICD-10 Codes from Service Providers and add to student's record
➢ Assign student to appropriate Service Providers
➢ Update Student Details fields in Acuity – Sessions as needed

Once the student's Medicaid File is complete and all Acuity – Sessions Required Administrative Items are completed, set the "Okay to Bill Medicaid" toggle to "Y" in Student Details