# **Medicaid Administration Process – From Beginning to Billing**

Suggested Workflow Calendar of Administrative Tasks

#### July

- Notify EDMS of changes to Administrative Team
- Schedule Fall trainings
- Notify EDMS of ESY billing plans

August

- Update District Information in Acuity - Sessions
- Setup District Calendar in Acuity Sessions
- Manager User list: Deactivate, Invite, and update caseloads as needed

### September

- Provide EDMS with list of New **Providers**
- Provide EDMS with rates, credentials, and any other required items

#### <u>June</u>

- Advance Student Grades
- Update School Assignments
- Deactivate/Exit students who have graduated/left
- Deactivate users who have left

## As Need - Ongoing

- Add new students
- Add new users
- **Update Student Details**
- Maintain Medicaid Files
- Notify EDMS of any Audits
- Request training and support

## <u>October</u>

- Ensure all ICD-10 codes are entered for all students
- Finish completing Acuity – Sessions Required Administrative Items

# May

- **Ensure Sessions** are posted and account is ready to end the year
- If you plan on billing for ESY services, notify your EDMS Claims Analyst

## February, March, April

- Account Maintenance
- Review Service Provider Activity, **Unposted Sessions** Reports
- Spot check Session Logs for quality
- Review Maximization Reports

## November, December, **January**

- Account Maintenance
- **Review Service** Provider Activity. **Unposted Sessions** Reports
- Spot check Session Logs for quality
- Review Maximization Reports

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