



Northern Lights Special Education Cooperative

302 14th Street ~ Cloquet, MN 55720

(218)879-1283 ~ Fax (218)879-1285

www.nlsec.k12.mn.us

Dena Hagen ~ Special Education Director

School Medical Assistance Billing Process **Roles and Responsibilities**

IEP Manager:

- At end of IEP meeting, obtain the following document:
 - Consent To Share Data and Seek Payment for IEP Health Related Services
- Document all billable services in detail in the services and/or adaptation section of the IEP.
- Document student's medical condition in **Present Levels of Performance**.
- Inform all eligible providers when release/permission is granted.
- Inform district business manager of IEP decision to purchase assistive technology over \$50.
- Ensures through direct observation or consultation the PCA providing the service is knowledgeable about the child's care plan, changes to the plan, essential needs and activities to be provided.
- Provides and documents PCA supervision per DHS timelines.
- Prepare PCA Care Plan when applicable.

Service Providers:

- Document all billable services electronically on the appropriate activity log (MA forms) monthly.
- Send activity logs to a district designated collection person *every* month.
- Designated collection person send original activity logs to Co-op office.

Special Education Coordinators:

- Follow-up with parent's permission when parents are unresponsive to request.

Northern Lights Special Education Cooperative:

- Conduct training as needed.

- Collect and file all original MA services logs and keep available for audit.
- Submit billing information to the Minn. Department of Health.
- Report current status of MA billing process and district receivables to Cooperative Board.