**Medicaid School-Based Services (SBS) Program**

 **Documentation Requirement Check-List**

**OVERVIEW**

This Documentation Requirement check-list can be used by Local Education Agencies (LEAs) and providers to use when submitting claims for reimbursement in the Wyoming Medicaid School-Based Services Program.

Checklist

Ensure the student’s Individual Education Program (IEP) is signed by all parties.

Ensure the dates are current on the student’s IEP. To be eligible for Medicaid reimbursement, the date of service must be delivered within the dates of a current IEP.

Ensure that the description of the medical service provided to the student accurately describes the medical service that was provided.

Includes the necessary documentation requirements:

* + Date of service;
	+ Name of student;
	+ Student’s Medicaid identification number;
	+ Name of LEA rendering the service and their National Provider Identifier (NPI) number;
	+ Name of provider rendering the service, along with their clinical discipline and their NPI number;
	+ Type of service and specific services provided;
	+ Nature, extent, and units of service;
	+ Service time – Start and End Time;
	+ Place of service; and
	+ Signature of provider.

For additional information on documentation/billing, and/or other WY SBS Program materials visit the SBS Program website at: <https://health.wyo.gov/healthcarefin/medicaid/school-based-services/>