

Medicaid Audit File Resource

A learner who is eligible for programs as part of IDEA (Individualized Disability Education Act) receive services regardless of their insurance payor. Parents of learners who are eligible for one of the programs within IDEA and are also eligible for Medicaid, may provide consent to allow the education program to claim reimbursement. Education programs and partners that claim reimbursement for services are required to meet privacy laws and maintain an audit file for the reimbursement that is received. [The 2019 United States Department of Health and Human Services and Department of Education Joint Guidance](#) outlines responsibilities to meet compliance with privacy laws related to records. Records are stored in a centralized, secure location.

Timeline for Record Retention:

- During the entire time that a member is receiving services, at a minimum of 5 years or
- At a minimum of 5 years from the Medicaid claim submission or the last resubmission

Internal Medicaid Audit File for Medicaid Reimbursement:

- **Signatory Sheet:** The signatory sheet includes written (printed or electronic) names, initials and signatures of any staff member or contracted service (upon hire) that is providing services to an eligible learner, throughout the learner's life in a specific local education agency, area education agency or signatory partnership.
- **Medicaid Monthly Compliance Exclusions and Sanctions Provider Checklist-** A copy of monthly OIG checks for exclusions and suspensions of all providers involved in Medicaid reimbursable services.

Learner Medicaid Audit File for Medicaid Reimbursement:

- **Medicaid Consent-** The Medicaid consent must be signed by the parent/guardian before an education program or partner can claim Medicaid reimbursement. The Medicaid consent will cover the release of records at the request of Iowa HHS Medicaid. The consent will also cover the release of records into any vendor's system as outlined within the contract between the vendor and the education program or partner. This consent must be signed before a Release of Information (ROI) consent is obtained to communicate with the learner's healthcare provider regarding information needed for reimbursement.
- **Release and Exchange of Information (ROI) Consent-** The ROI must be signed by the parent or guardian identifying the entities' anytime that the provider will be requesting or sharing records to meet the requirements of the Family Education Rights and Privacy Act.
- **International Classification of Diseases (ICD-10) Letter-** The ICD-10 letter is only sent to the learner's healthcare provider after the education program or partner has received the Medicaid Consent and the ROI Consent with parent or guardian permission allowing for communication. The ICD 10 letter provides the services outlined in the child's plan or program, requests the necessary code(s) for reimbursement and includes the learner's Medicaid enrolled provider signature and date. The ICD-10 letter provided by the Department is utilized for reimbursement only.
- **A Copy of the Learner's Eligible Program and Plan(s)-** A copy of the learner's finalized Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP). Additionally, the Individualized Health Plan (IHP) and/or Behavior Intervention Plan (BIP) if applicable to the learner's service needs.
- **Monthly Attendance Record-** The monthly attendance record will be used to align the learner's dates of attendance with service documentation that is identified in the eligible program or plan.
- **Service Documentation-** A copy of each service provider(s) documentation for the time identified in the eligible learner's program or plan to include an abbreviation and description list, if used within documentation.
- **A copy of the Google Map Mileage** (shortest distance or most direct route from point A to B, roundtrip)-This is required when specialized transportation is an identified service in the eligible learner's program or plan.
- **A copy of the Medical Consent and Delegation Document-** The document outlining the tasks delegated by the School Nurse (RN) completed by other nurses (LPN or RN) or paraprofessionals.
- **Fiscal Records-**
 - A copy of the claim form or a paper substitute of an electronic claim (for example: transmission report).
 - Any other fiscal or financial records associated with the claim notes or narratives, supporting eye examinations, medical services, and auxiliary procedures. (a non-inclusive example: a copy of Medicaid Remittance Advice which is sent by the state to the education provider explaining the payment decisions made on submitted claims for health services rendered to the learner, or Medicaid beneficiary, and is located electronically through the Iowa Medicaid Portal Application [IMPA].)