

## BILLING AND POLICY MANUAL

*Birth to Three Non-School District Providers*

# BIRTH TO THREE NON-SCHOOL DISTRICT PROVIDERS

## ELIGIBLE PROVIDERS

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In order to receive payment, all eligible servicing and billing provider's National Provider Identifiers (NPI) must be enrolled with South Dakota Medicaid. Servicing providers acting as a locum tenen provider must enroll in South Dakota Medicaid and be listed on the claim form. Please refer to the [provider enrollment chart](#) for additional details on enrollment eligibility and supporting documentation requirement.

South Dakota Medicaid has a streamlined enrollment process for ordering, referring, and attending physicians that may require no action on the part of the provider as submission of claims constitutes agreement to the South Dakota Medicaid Provider Agreement.

The following practitioners are allowed to provide Birth to Three services if enrolled as a South Dakota Medicaid Birth to Three providers:

- Audiologists;
- Physical Therapists;
- Occupational Therapists; and
- Speech Language Pathologists.

## ELIGIBLE RECIPIENTS

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Providers are responsible for checking a recipient's Medicaid ID card and verifying eligibility before providing services. Eligibility can be verified using South Dakota Medicaid's [online portal](#).

The following recipients are eligible for medically necessary services covered in accordance with the limitations described in this chapter:

Coverage Type	Coverage Limitations
Medicaid/CHIP Full Coverage	Medically necessary services covered in accordance with the limitations described in this chapter.

In addition to being full coverage, the recipient must be a child age 0-3. The day the child turns 3 years of age, the child is no longer eligible for Birth to Three services.

Refer to the [Recipient Eligibility](#) manual for additional information regarding eligibility including information regarding limited coverage aid categories.

## COVERED SERVICES AND LIMITS

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### General Coverage Principles

Providers should refer to the [General Coverage Principles](#) manual for basic coverage requirements all services must meet. These coverage requirements include:

- The provider must be properly enrolled;

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- Services must be medically necessary;
- The recipient must be eligible; and
- If applicable, the service must be prior authorized.

The manual also includes non-discrimination requirements providers must abide by.

**Physician Order/Referral Required**

Services must be ordered/referred by a physician, physician assistant, or nurse practitioner. The ordering provider must specify the time order is valid for. Orders may not exceed one year. All children require an order/referral even if they are not in the Primary Care Provider Program (PCP) or Health Home (HH) program. If a child does not have a designated PCP or HH provider, a order/referral must come from an individual provider, not a facility. The provider is referred to as the ordering, referring and prescribing (ORP) provider. Most children see a single medical provider for the majority of their medical care. In most cases this medical provider is willing to provide a doctor's order/referral as long as the results of an assessment is shared with the provider.

**Medical Necessity**

The service provided must be medically necessary under [ARSD 67:16:01:06.02](#). South Dakota Medicaid accepts the services as medically necessary if the child is qualified under an Individual Family Service Plan (IFSP) for therapy services based on the results of a developmental test (BDI, Peabody, etc.). If all the information from a formal therapy evaluation is on the IFSP then South Dakota Medicaid would accept the IFSP/Individual Education Plan (IEP) as documentation of the developmental test.

**Assistive Technology**

An assistive technology device is any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of a child with a disability. The term does not include a medical device that is surgically implanted, including cochlear implants, or the optimization (e.g., mapping) or the maintenance or replacement of that device.

Assistive technology services directly assist a child with a disability in the selection, acquisition, or use of an assistive technology device. Assistive technology services include the evaluation of the needs of a child with a disability, including a functional evaluation of the child in the child's customary environment; purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices by children with disabilities; selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices; coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs; training or technical assistance for a child with disabilities or, if appropriate, that child's family; and training or technical assistance for professionals, including individuals providing education or rehabilitation services, or other individuals who provide services to or are otherwise substantially involved in the major life functions of individuals with disabilities.

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Speech language pathologist services can be provided via telemedicine if it meets the requirements in the in the [Telemedicine](#) manual.

## NON-COVERED SERVICES

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**General Non-Covered Services**

Providers should refer to [ARSD 67:16:01:08](#) or the [General Coverage Principles](#) manual for a general list of services that are not covered by South Dakota Medicaid. Specific administrative rules chapters and manuals also contain information about services that are not covered. Services being provided must fall within the licensed providers scope of practice.

**School District Responsibility**

Services become the responsibility of the School District in which the child is enrolled when:

1. The services are part of an IEP with a school district for a child age 3 to 21; or
2. The child, age 0 through 2, has been determined to be prolonged assistance by the South Dakota Department of Education and services are part of the IFSP.

When either situation exists, services become the responsibility of the School District in which the child is enrolled, and coverage falls under the school district. Please see [ARSD Ch. 67:16:37](#) for further information.

## DOCUMENTATION REQUIREMENTS

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**General Requirements**

Providers must keep legible medical and financial records that fully justify and disclose the extent of services provided and billed to South Dakota Medicaid. These records must be retained for at least 6 years after the last date a claim was paid or denied. Please refer to the [Documentation and Record Keeping](#) manual for additional requirements.

**Parental Consent**

Parental consent to access Medicaid is required for Birth to Three services. Parents must sign the Medicaid Authorization form and the Individualized Family Service Plan (IFSP) indicating their consent to bill Medicaid for services received by their child. Birth to Three Service Coordinators collect both forms from parents. A copy of the IFSP is sent to providers. The Medicaid Authorization form can be viewed on the Department of Education's [website](#).

**Medical Necessity Documentation**

The BDI evaluation contains sufficient documentation to meet documentation requirements for an evaluation/assessment. A hardcopy of the BDI evaluation does not need to be placed into the child's medical file; however, the provider must be able to generate a copy of the evaluation for the purpose a Medicaid review or investigation.

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**REIMBURSEMENT AND BILLING**

**Timely Filing**

South Dakota Medicaid must receive a provider's completed claim form within 6 months following the month the service was provided. Requests for reconsiderations will only be considered if they are received within the timely filing period or within 3 months of the date a claim was denied. The time limit may be waived or extended by South Dakota Medicaid in certain circumstances. Providers should refer to the [General Claim Guidance](#) manual for additional information.

**Third-Party Liability**

Medicaid recipients may have one or more additional source of coverage for health services. South Dakota Medicaid is generally the payer of last resort, meaning Medicaid only pays for a service if there are no other liable third-party payers. Providers must pursue the availability of third-party payment sources and should use the Medicare Crossover or Third-Party Liability billing instructions when applicable. Providers should refer to the [General Claim Guidance](#) manual for additional information.

**Reimbursement**

Payment is limited to the lesser of the provider's usual and customary charge or the fee contained on South Dakota Medicaid's fee schedule [website](#). The South Dakota Department of Education also provides a list of commonly used procedures codes and the associated fee on their [website](#).

**Claim Instructions**

Paper Birth to Three service must be billed on a CMS 1500 claim form. Claims require the Birth to Three taxonomy code (252Y00000X) in both 24J and 33b. The zz must also appear in 24I and 33b, with no space. Please refer to the example below.

F. \$ CHARGES	G. DAYS OR UNITS	H. EPSDT Family Plan	I. ID. QUAL	J. RENDERING PROVIDER ID. #
			ZZ	252Y00000X
			NPI	1234567890
			NPI	
			NPI	
			NPI	
			NPI	
			NPI	
			NPI	
			NPI	
28. TOTAL CHARGE		29. AMOUNT PAID		30. Rsvd. for NUCC Use
\$		\$		
33. BILLING PROVIDER INFO & PH# ( )				
a. 1234567890		b. ZZ252Y00000X		

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The PCP or HH referral information must be included on each claim submitted to Medicaid. All Birth to Three services require a referral even if a child is not in the PCP or Health Home program.

17. NAME OF REFERRING PROVIDER OR OTHER SOURCE		17a.	
DN	Jane Physician, MD	17b.	NPI 1234567890

Claims may also be billed electronically on an 837P through an enrolled contracted clearinghouse provider.

South Dakota Medicaid accepts developmental delay ICD-10 diagnosis codes.

## REFERENCES

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- [South Dakota Medicaid State Plan](#)
- [Code of Federal Regulations](#)

## QUICK ANSWERS

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- 1. I have received the signed consent form from the child's parent. Do I need to send a copy to South Dakota Medicaid?**

No, you need to maintain the consent form for your records.

- 2. I am providing services to a foster child who was receiving Birth to Three services while in another placement. How do I get a referral or physician's order if child has not seen a physician in new placement?**

The child's CPS Family Services Specialist should be able to obtain a written order from the child's physician.

- 3. How long are referrals valid?**

Written orders must be obtained prior to start of services. The physician may specify the time referral is valid, up to 1 year. Your agency should retain the order for the service with the medical records in case of audit or review.

- 4. I received a remittance which has a claim that denied for "referring NPI not Type 1 provider, what does these mean?"**

When a child does not have a specific PCP/HH provider assigned to them, you must use a specific servicing provider NPI, you cannot use a facility NPI. For example, if a child did have Community Health Center of the Black Hills and no longer has a PCP assigned, the referral will have to come from a specific provider at Community Health Center of the Black Hills.