

Documentation Requirements

Documentation requirements

- ▶ Medicaid requires providers to keep treatment notes/service logs that justify billed claims
- ▶ Providers must document all services as specified in the [SBHS Billing Guide](#)
- ▶ Treatment notes must be maintained for six (6) years from the date of service
- ▶ Treatment notes may be kept in an electronic or handwritten format

Treatment notes

Treatment notes must contain the following information:

- ▶ Student's name
- ▶ Student's date of birth
- ▶ Students Medicaid (ProviderOne) ID
- ▶ Date of service and for each date of service:
 - ▶ Time-in/Time-out
 - ▶ Procedure code
 - ▶ Description of service provided
 - ▶ Child's progress to each service
 - ▶ Note whether individual or group therapy
- ▶ Provider's printed name, title, and handwritten or electronic signature

Treatment notes, cont.

District uses third-party biller

- ▶ ARNPs, RNs, LPNs, and non-licensed school staff document all services electronically
- ▶ Supervising ARNP or RN review and co-sign treatment notes kept by LPNs and non-licensed staff
- ▶ Third party biller uploads information from the treatment note into ProviderOne as a billable claim

District self-bills

- ▶ ARNPs, RNs, LPNs, and non-licensed school staff document services provided in either handwritten or electronic treatment notes
 - ▶ Best practice: All providers within the district use the same treatment note template
- ▶ Supervising ARNP or RN review and co-sign treatment notes kept by LPNs and non-licensed staff
- ▶ District's SBHS Medicaid Coordinator enters information from the treatment note into ProviderOne as a billable claim

Telemedicine

What is telemedicine?

Telemedicine is when a health care provider uses HIPAA-compliant, interactive, real-time audio and video telecommunications (including web-based applications) to deliver covered services that are within the provider's scope of practice to a student at a site other than the site where the provider is located.

Telemedicine

- ▶ The SBHS program pays for nursing evaluations (T1001) when provided through HIPAA-compliant audio/visual and audio-only telemedicine
- ▶ Direct nursing services (T1002 & T1003) are not reimbursable when provided through telemedicine

Note: HCA and HCA's SBHS Program Manager cannot provide guidance on whether the telemedicine platform your district uses is HIPAA-compliant. Providers are encouraged to consult with the district's SBHS Medicaid Coordinator to ensure the telemedicine platform used is HIPAA-compliant.

Telemedicine documentation requirements

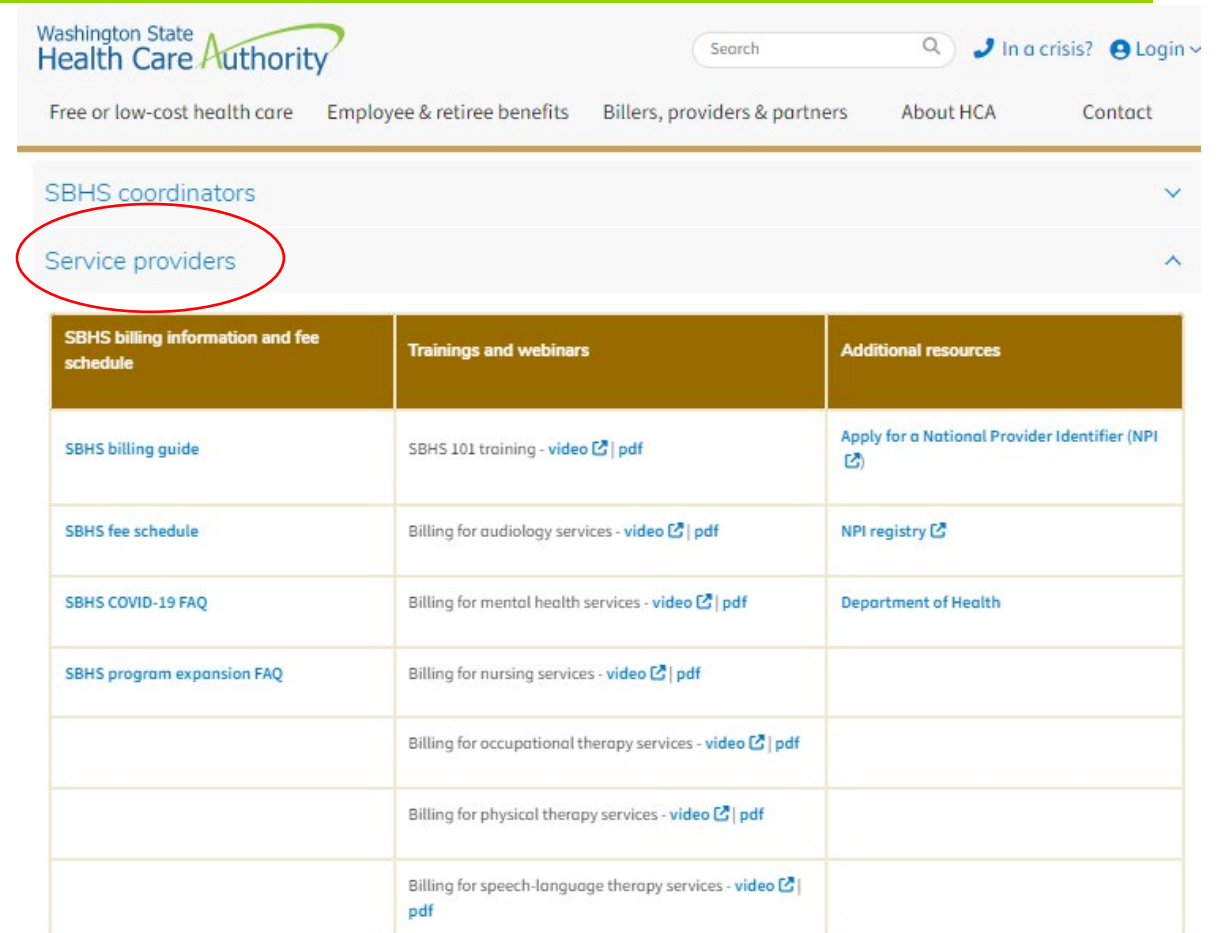
- ▶ In addition to the documentation requirements outlined in the [SBHS Billing Guide](#) and in Slides 34-37 of this training, when providing services through telemedicine, providers must also document:
 - ▶ The location of the student
 - ▶ The location of the provider
 - ▶ The type of platform used (i.e., HIPAA-compliant audio/visual platform or audio-only)

Resources

Resources for nursing professionals

- ▶ SBHS Billing Guide
- ▶ PDF and recording of this training
- ▶ Link to DOH website
- ▶ Link to NPI registry
- ▶ Past program notifications
- ▶ SBHS program contact information

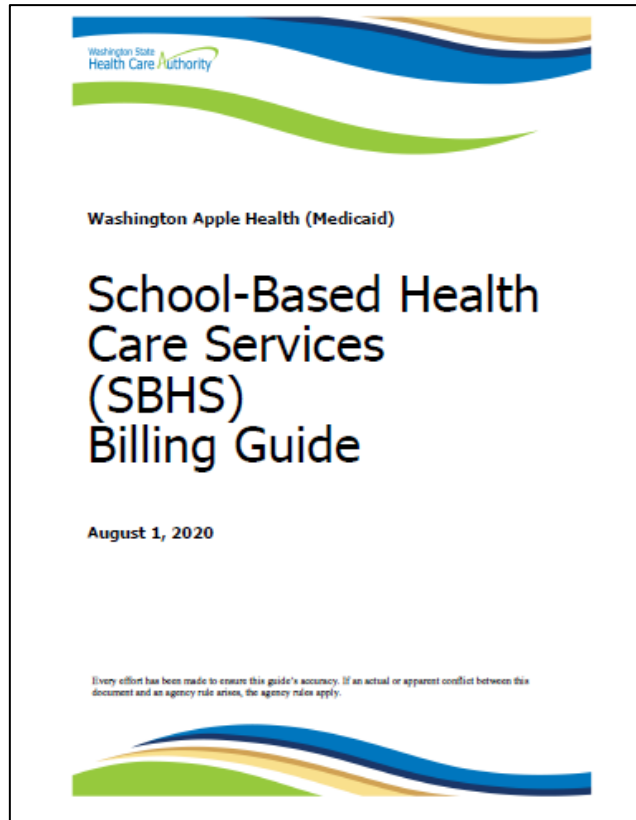
SBHS webpage:
www.hca.wa.gov/sbhs



The screenshot shows the Washington State Health Care Authority website. The header includes the logo, a search bar, and navigation links for 'Free or low-cost health care', 'Employee & retiree benefits', 'Billers, providers & partners', 'About HCA', and 'Contact'. A dropdown menu is open, showing 'SBHS coordinators' and 'Service providers' (circled in red). Below the menu is a table with three columns: 'SBHS billing information and fee schedule', 'Trainings and webinars', and 'Additional resources'.

SBHS billing information and fee schedule	Trainings and webinars	Additional resources
SBHS billing guide	SBHS 101 training - video pdf	Apply for a National Provider Identifier (NPI)
SBHS fee schedule	Billing for audiology services - video pdf	NPI registry
SBHS COVID-19 FAQ	Billing for mental health services - video pdf	Department of Health
SBHS program expansion FAQ	Billing for nursing services - video pdf	
	Billing for occupational therapy services - video pdf	
	Billing for physical therapy services - video pdf	
	Billing for speech-language therapy services - video pdf	

SBHS Billing Guide

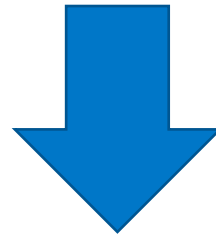


The SBHS Billing Guide is the program manual for SBHS. It contains:

- Program requirements
- Provider qualifications
- Billing requirements
- Billable codes
- Documentation requirements
- ...and more!

SBHS program notifications

- ▶ On the [SBHS webpage](#), providers can view past SBHS newsletters and notifications and can sign-up to receive SBHS notifications



SBHS quarterly newsletters and program notifications

SBHS sends updates via our email communications tool, GovDelivery.

[Sign up for email notifications](#)

Past notifications are available to view through our RSS feed.

[View past program notifications](#)

Please note: To view past program notifications on the Chrome browser, you will need to [install the RSS feed extension for Chrome](#). If viewing on the Microsoft Edge browser you will need to [install the RSS feed extension for Edge](#).

Additional resources

- ▶ Information included in today's training can be found in the [SBHS Billing Guide](#)
- ▶ Nursing professionals may also find the following resources helpful:
 - ▶ [National Association of School Nurses \(NASN\)](#)
 - ▶ Medicaid billing questions/scenarios
 - ▶ Discussions on school-based nursing
 - ▶ [School Nurse Organization of Washington \(SNOW\)](#)
 - ▶ Department of Health: [Nursing Care Quality Assurance Commission](#)
 - ▶ OSPI School Health Services [webpage](#)
 - ▶ [AMA CPT/HCPCS code information](#)

Questions?

Shanna Muirhead, SBHS Program Manager

Email: Shanna.Muirhead@hca.wa.gov

Office phone: (360) 725-1153

SBHS webpage: <https://www.hca.wa.gov/sbhs>

Disclaimer

This training is intended as guidance only for nursing professionals who participate in the School-Based Health Care Services (SBHS) program. The SBHS program provides reimbursement to contracted school districts for providing health related services that are included in a Medicaid eligible student's individualized education program (IEP) or individualized family service plan (IFSP). Information provided in this training does not supersede instructions and policy found in the SBHS Billing Guide, SBHS WAC, SBHS contract or other Federal and State Medicaid policies and procedures.