

# (Medicaid) Build Headers and Print Claims

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## Overview

The Medicaid process makes it possible to automatically generate claim forms for children/youth on an IEP or IFSP being served by Medicaid eligible providers, and for Service Coordination for IFSP Students. In addition, if the AEA is keeping track of children/youth who are receiving services, such as an evaluation, or an I-Plan from Medicaid eligible support staff person, a claim will be generated.

This part of the manual addresses the processes of building headers and printing claims.

### Note:

- Since build headers and print claims is not done through web IMS, a link will not appear on the IMS Main Menu.
- Headers must be built before you print and send out sheets. Please follow the schedule at your specific AEA.
- Wait to build headers until after the Medicaid Eligibility file for the month has been processed and after downloading the nightly.

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## Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to Medicaid.

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## Access to Screen

From the Main Menu, select the appropriate link under the Medicaid section. Since there are several different screens, screens will appear within appropriate set of instructions.

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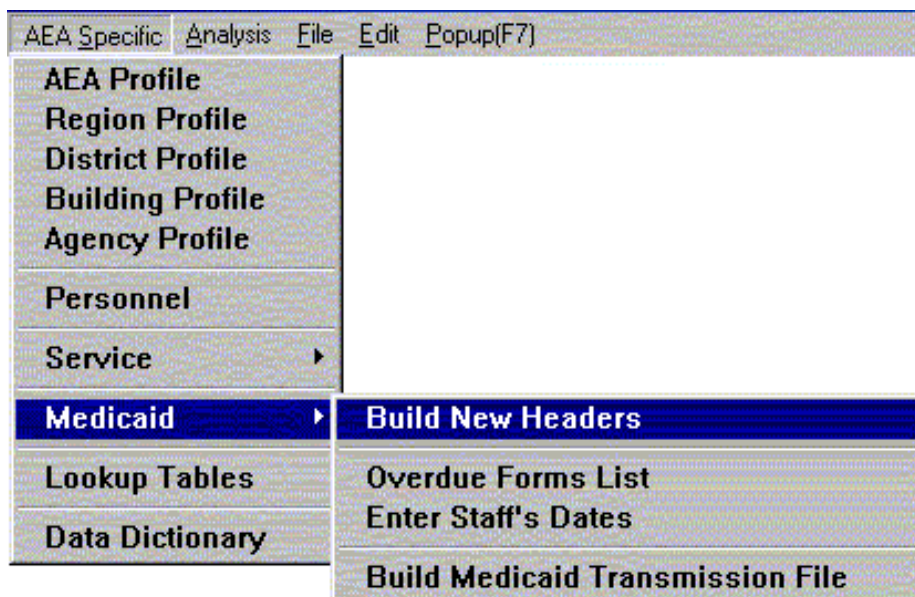
## Build New Headers

The building of "Headers" is a term that refers to the generation of a list of staff who are serving Medicaid eligible children/youth. The header information is stored in the AEMCHDR.DBF database. This list is used to print the Medicaid Claim forms. These forms are sent to staff on a regular basis. The staff records the claim information for that child/youth on the form and returns the form to the AEA.

For IMS to automatically generate a claim form for a staff/student, the following conditions must be met:

- The child/youth must have a Medicaid number.
- The "Medicaid Eligible" checkbox must be checked.
- The student must have an educational level.
- The child/youth must be receiving a Referral Evaluation **or** Support Service from a Medicaid eligible service provider. This eligibility is determined by the Service ID and Position Code on the Staff Assignment Screen matching a Medicaid eligible service on the Service Eligibility Screen.

1. From FoxPro, access the Main Menu and select AEA Specific, Medicaid and Build Headers.



The following screen will appear and the current day's date is automatically entered into the "Process as of" field.



2. "Backup Claims File" does **not** need to be checked.
3. "Empty Claims File" does **not** need to be checked.
4. Checking the box to "Empty Headers File" box deletes the file of headers from the previous Medicaid run. When this is done, all Medicaid claims received after the new file replaces the old file will have to be "manually" entered. The header allows the data entry person to "check off" outstanding claims.
5. Include "Headers for Evaluation" does **not** need to be checked.
6. Individual Medicaid sheets are printed for each child/youth. Individual summary sheets may be printed from the Report Option screen.

When Build Headers is processing, it is checking many fields in several of the IMS databases. It checks that:

- The Staff Assignment is active on the Staff Assignment screen.
- The service is Medicaid eligible on the Service Eligibility screen.
- The Medicaid number on the Child Demographic screen is not blank and that the Medicaid checkbox is checked.
- The staff person is Medicaid Eligible on the Staff Demographic screen.

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- The service the child/youth is receiving is active on the Service screen or that it is greater than or equal to a default date programmed in the system.
  - The first staff person on the Evaluation screen is a valid staff person in the IMS system.
  - The Report Date on the Evaluation screen (the third date on the Evaluation screen) is active or that it is greater than or equal to a default date programmed in the system.

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## **Print Medicaid Claim Forms**

There are 3 reports which need to be printed in order to provide the proper claim forms for Part B and Part C. All of these reports are listed under "Analysis, Rosters" in FoxPro. The filter criteria are standard. The links provided below will allow you to download the most recent versions of these reports to the data entry person's FoxPro IMS:

- [Medicaid Claim Forms & Staff Logs](#)
- [Medicaid Claim Forms & Staff Logs \(Part C\)](#)
- [Medicaid Claim Forms & Staff Logs \(Part C - Service Coordination\)](#)

To print blank Medicaid forms, use the following PDF files:

- [Part B Forms](#)
  - [Part C Forms \(includes Service Coordination\)](#)
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