

Third Party Billing Procedures

Voyagers Expeditionary School has developed procedures for Third Party Payment compliant with Minnesota Statute 125A.21. Voyagers Expeditionary School has attained the following National Provider Number: 1508133133. Voyagers Expeditionary School has enrolled with the Minnesota Department of Human Services and has attained the following registration number: 1508133133

1. *Share Data and Seek Payment for Individualized Education Program (IEP) Health Related Services* form and the *Written Annual Procedural Safeguards Notice Relating to Third Party Billing for IEP Health-Related Services* (see attached documents) at the student's annual or initial IEP meeting. Documentation of this request and the parent's response to this request will be kept in the student's special education file. Parents will be informed that they have the right to refuse to share insurance information with the district and if they do share this information, this permission may be revoked at any time. Parents may request copies of any records that are disclosed to third party payers. If parents refuse to provide private information, the student's IEP services will not be affected in any way. Parents are not obligated to use private or public health coverage if they would incur a financial cost. *The Consent to Share, and Procedural Safeguards* notices can also be found on the district's website www.voyagersschool.org. The district will continue to annually provide parents with the *Procedural Safeguards* after parents have provided initial consent to seek third party payment. Parental consent will remain valid from year to year as long as the parent does not revoke consent and the district provides the *Procedural Safeguards* each year.
2. Once consent is obtained from parents, Voyagers Expeditionary School will verify MA eligibility through the MN-ITS system through the Minnesota Department of Human Services. Should a family possess private insurance, Voyagers Expeditionary School will verify with the state denial list whether said insurance company has made a global denial of billing.
3. Once verification is obtained, Voyagers Expeditionary School will submit the necessary documentation for billing to Medical Assistance, Minnesota Care or the student's private insurance company. Voyagers Expeditionary School aims to bill when appropriate in the spring of each year.
4. Service providers will document provision of allowable services through the *IEP Services Documentation Log* (see attached). Special transportation services will be documented through the *IEP Services Special Transportation Trip Log* (see attached). All documentation will be legible and written in ink. Documentation will include the following: name of student; type of service; date service was provided; length of time spent providing service; notes relating to student's response to or progress from the service; signature of the service provider.

Service providers may attach notes to the service log, but these notes must be signed/initialed by the person writing the notes.

5. Documentation records will be retained for a minimum of 5 years and will be part of the student's special education file.
6. The district will use these reimbursements to compensate for the administrative costs of obtaining third party payments; provide training to improve the district's ability to access third-party payments for IEP health-related services; or for the benefit of students with IEPs in the district.