



Third Party Billing Rationale and Process

WHY Third-Party Billing is important for Families:

- Third Party Billing is an additional revenue stream for school districts which comes at no cost to you, your family, your school, your school district, or your community.
- Districts are required by state statute to inform all families about Third-Party Billing and to ask for their consent to bill.
- Consent does not impact or affect any current or lifetime benefits.
- Providing consent to Third-Party Billing is your family's opportunity to give something back to the district; as your child benefits from Third-Party Billing revenue, other children benefit as well.
- Additional revenue can be used for Assistive Technology (AT), as one example, and may be used to fund additional equipment, staffing positions, transportation, etc.
- Third Party Billing Consent need only be provided once in the Birth to 3 age range and once again, if necessary, in the age 3 -21 range if the student receives special education services.
- Third Party Billing Process is quick, simple, and confidential and benefits everyone.

WHY Third-Party Billing is important for Districts.

- Districts are able to recoup some of costs of providing special education services
- Districts are mandated by state statute to inform families and ask for consent to bill Medicaid Assistance for medical services provided during the school day
- Dollars collected from Third-Party billing off-set costs allowing for dollars to be used for other purposes.



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Steps Needed to Secure Third-Party Billing Consent

STEP 1: Prior to meeting with parents

1. Go to MA form page in SpEdForms

MA Billing Setup	EN	ICD-10 Code Setup	EN
1. Activity Logs	EN	2. Trip Logs	EN
3. MA Parental Consent	SP HM SD EN	4. Revoke MHCP Release	EN
5. MA Release of Information	SP EN	6. Communication Regarding PCA Services	EN
7. Third Party Liability	EN	8. Annual Physician Release	EN
9. IEP/IFSP Services Record	EN	10. Physical Therapy Referral	EN
11. Procedural Safeguards (Part B)	SP HM SD EN	12. Procedural Safeguards (Part C)	SP HM SD EN
13. Annual Notice for IFSP Health Related Services	EN	14. PCA Plan Menu	EN

2. Print #3, MA Parental Consent – insure all information prepopulated is accurate

STEP 2: Meeting with parents

1. Use script provided by SCHOOL Project (steps for accessing below)
 - a. Go to HVED Website www.hved6013.org
 - b. Quick links button <https://www.hved6013.org/page/2746>
 - c. Third Party Billing/SCHOOL Project <https://www.hved6013.org/page/3174>
 - d. Resources & Documents <http://www.hved6013.org/page/3177>
 - e. School Project folders <https://www.hved6013.org/page/3177/categories/13215>
 - f. Parent Consent

Documents Listing for: Parent Consent

school project docs	File Type	View File	Download File
Script to Parents on Third Party Billing	.doc		
1. Parent Informed Letter-document for Parents	.doc		
2. Effects of Third Party Payment-document for Parents	.docx	N/A	
3. Outside Organizations for Parents-document for Parents	.docx	N/A	
Form to Discontinue Sharing MA Billing	.doc		
IMPLIED Consent-Letter to Parent	.docx	N/A	

2. Provide Parents with a copy of the Procedural Safeguards from SpEd Forms



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3. Parents do not need to provide information for private insurance. Districts and HVED will not bill private insurance.
4. Give Parents the Effects of Third- Party Billing Payment document to parents to take home

STEP 3: After parents have responded to request for signature for permission

1. Go into SpEd Forms MA section: Enter information into MA Billing Setup

MA Billing Setup	ICD-10 Code Setup
1. Activity Logs	2. Trip Logs
3. MA Parental Consent	4. Revoke MHCP Release
5. MA Release of Information	6. Communication Regarding PCA Services
7. Third Party Liability	8. Annual Physician Release
9. IEP/IFSP Services Record	10. Physical Therapy Referral
11. Procedural Safeguards (Part B)	12. Procedural Safeguards (Part C)
13. Annual Notice for IFSP Health Related Services	14. PCA Plan Menu

2. Let SCHOOL Project know results of request for permission (yes/no)

STEP 4: Collect and Enter data

1. Conduct time study as needed
2. Enter data collected
3. Inform providers for the student that permission was given
4. Enter data into the SCHOOL Project app
5. Gain monetary resources for your school

STEP 5: Annual Notice Implied Consent letter sent to parents

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