
LEA MEDI-CAL REIMBURSEMENT PROCESS (BUD-P010)

Sacramento City Unified School District

1. SCOPE:

- 1.1. This outlines the process followed by the Medi-Cal Reimbursement Unit to process LEA Medi-Cal Claims for Sacramento City Unified School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2. RESPONSIBILITY:

- 2.1. Supervisor of Medi-Cal

3. APPROVAL AUTHORITY:

Director of Budget Services

Approved signature on file

4. DEFINITIONS:

- 4.1. LEA – Local Education Authority
- 4.2. DHS – California Department of Health Services
- 4.3. HEBS – licensed software program to process LEA Medi-Cal claims
- 4.4. EDS – Electronic Data Systems

5. PROCEDURE:

- 5.1. The State of California's LEA Medi-Cal Program reimburses the school district for Health and Mental Health services provided to Medi-Cal eligible students when performed by qualified LEA rendering Practitioners. These Practitioners are located in the Special Education Department, Health Services, and Transportation. Copies of services rendered are sent to the Medi-Cal Reimbursement Unit for billing purposes. See attachment 1 for covered services.
- 5.2. Training is provided to School District Practitioners. Training provides them with the necessary forms and policies and procedures for billing.
- 5.3. Billing information is entered into the HEBS software system for EDS transmission.
- 5.4. Reimbursement is received from EDS, the HEBS software system is updated, and LEA Medi-Cal revenue is posted to resource code 5640.
- 5.5. LEA Medi-Cal Revenue is allocated every fiscal year to services for school children and their families, with the recommendations from the Community Services Collaborative.
- 5.6. LEA Medi-Cal Revenue is reported yearly in the Annual Report sent to the DHS.

6. ASSOCIATED DOCUMENTS:

- 6.1. Attachment 1: List of covered services/Providers

7. RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Claim records identified in	Yearly batch work	Three years according to State Guidelines	Discard as desired	Offsite storage with SBSC

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/09/04	A	Initial release
07/19/06	B	Location change

***** End of procedure *****