

# Instructions for Biweekly Medicaid Transaction Logs

## 1. Fill in (to create a master template to use all year):

- Your name
- District's SAU number
- School name where you work
- Name of your employer (if not the school district)  
⇒ **Leave date blocks and units blank at this point.**
- In the first column, fill in the full legal names of any students for whom you provide IEP-ordered, health-related services
- Fill in each student's date of birth
- Fill in each student's district of liability (financially responsible school district)

## 2. Photocopy this filled-in form to create a working template.

## 3. Using a copy of your filled-in form:

- Fill in the date blocks for the two-week period you are tracking.
- Fill in the service blocks in the following order:
  - i. Indicate the amount of time (**units**) spent providing services to each student each day (**see bottom of form for unit designations**).
  - ii. Indicate the code (**see bottom of form for code designations**) representing your services provided to each student each day.
  - iii. Indicate the group size for your services to each student each day. **Note:** Your group size should indicate the number of students to whom you have provided simultaneous, health-related services, pursuant to an educational plan (e.g. IEP, 504 plan, RTI).  
⇒ Following steps i, ii, and iii above, some examples might look as follows:

**"1G3"** (meaning 1 unit of Group therapy to a group of 3 students)

or

**"2I"** (meaning 2 units of Individual therapy)

## 4. Sign and date form.

**Note:** For Rehabilitative Assistance services, submit original to the "licensed practitioner of the healing arts" (who is knowledgeable of your service provision, and from whom you receive weekly consultation) for his/her signature. Once signed by both parties, submit original to the building coordinator or SPED office. (Remember to keep a photocopy for your records.) For services provided by licensed certified assistants for OT, PT and Speech, follow the same process to obtain a signature from the appropriate Licensed Practitioner of the Healing Arts who is providing direction to you.

**We can only bill for services that are "prescribed" in a student's IEP and are not classroom instruction or academic tutoring. Since we don't have copies of students' IEPs, we will be relying on your transaction logs and assuming that if it's on your log, it is a prescribed, health-related service**