

Addendum
School-Based Health Services Program
2012- 2013 School Year

October 2012



Special Education Finance
(802) 828-5111

Table of Contents

I	How to Document and Bill Case Management.....	3
---	---	---

How to Document and Bill Case Management

The following describes how Case Management needs to be documented and billed. These billing requirements are effective with the Aug/Sept 2012 billing period.

1. If case management appears on 1 line of the IEP and is provided by 1 individual--that provider completes a Case Management Assurance form. The service is billed on 1 line of the LOC.
2. If case management appears on 1 line of the IEP and is provided by more than 1 individual--each provider completes a Case Management Assurance form. The service is billed on 1 line of the LOC.
3. If case management appears on multiple lines of the IEP and is provided by multiple individuals—each provider completes a Case Management Assurance form. Each line of case management on the IEP is billed on a separate line of the LOC.
4. If case management appears on multiple lines of the IEP and is provided by 1 individual—that provider completes a Case Management Assurance form. All lines of case management must be combined and billed on one line of the LOC form. In this case, the “IEP Hours Per Week” on the Case Management Assurance form will be listed as the combined total of case management from all lines of the IEP.