

SCHOOL BASED MEDICAID SELF AUDIT CHECKLIST

A provider has an obligation to ensure that claims submitted to the Medicaid program are proper. One way to prepare for an audit is to conduct an **internal self-audit** regularly. By doing so, your district can catch any compliance issues ahead of time, or become aware of significant improper payments that were previously issued. The below self-audit checklist will highlight areas of deficiency that may require closer examination and, potentially, corrective action.

Billing Information

- Do you have documentation retained for a period of five years from the date of payment?
- Do you have a process in place to maintain contracted providers' service documentation?

Service Documentation

- Is the billing documentation accurate for services performed (including student name, date of service, duration of service, type of service and notes that show progress toward student goals)?
- Are all service documentation records regularly maintained by the service provider on the day that services are provided?
- Are all service documentation records available at a central district location during an audit?
- Is evaluation reimbursement only requested for health related reevaluations that are completed to determine if a student requires special education services?

Service Provider Qualifications :

- Do all individual service providers meet the established provider qualifications for their discipline?
- Do you verify contractor provider credentials?
- Is there documentation that the service providers are credentialed?

Services Indicated on IEP:

- Does a team or member of the team, that includes school personnel and qualified providers of health services, develop all IEPs?
- Does the IEP confirm that services are authorized as medically necessary as certified by a practitioner of the healing arts within their scope of practice?
- Are the services being provided and billed a part of the school-based health services program?