Required Documentation for Niagara County Preschool Provider Claims
Niagara County Provider Insurance Requirements
Must have Current/Up to date copies of the following <u>ON FILE</u> with Niagara County:
Professional Liability Insurance
General Liability Insurance
Auto Liability
Workers' Compensation
Disability Benefits
Script Needed (PT, OT, ST) upload in Portal
Child name and DOB on script and correct
Signed (No Stamps) and dated by doctor/SLP (SLP OPRA enrolled)
Electronic signature agreement on file
NPI on script and is correct
Includes necessary ICD code(s)-most specific when applicable
Frequency and duration is on script and matches IEP
New script for changes in service level
Session Verification/Billing Logs (RS and SEIS)
Child name, DOB correct
Time in/time out completed for each date
Authorized signature completed at each visit
Provider signed at the end of the service month
Provider license number and NPI are correct
Daily Session Notes
Completed contemporaneously
One note for each date on session verification form, dates/times match
At least one ICD code matches script
CPT Code and Units recorded correctly
Service is provided per IEP (I/G, setting, location, frequency)
Setting-matches IEP (contact district if amendment is needed)
Location of service is indicated and specific per Medicaid Q&A #164
Frequency does not match IEP-contact district to send amendment to county
Group Service-if child seen in G1 consistently contact district to discuss/amend IEP
Providers
Current license on file-actual copy of license needed for PT/OT/ST (TEACH printout acceptable for teachers)
UDO/USO (if applicable)
Current license on file for supervisor
Supervision plan (using Niagara County form) in place at the beginning of employment and updated yearly (need a different plan for each supervisor)
Documented face to face visits, minimally at the beginning of 2 month and 10 month services
Monthly supervisory notes
Sign off on each case note and session verification/billing log (within 45 days of service)
Medicaid Consent Needed (upload in Portal)