



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
New Hampshire Medicaid Program

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**To:** NH Medicaid Enrolled School Providers

**From:** New Hampshire Medicaid

**Date:** May 26, 2021

**Subject:** Authorization and Orders for Medicaid to Schools Questions & Answers

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**The Department received a few questions on the application of the May 19, 2021 update. This document has been updated to include Questions and Answers at the bottom of the document.**

This informational bulletin supersedes any and all published guidance on this topic distributed by the Division of Medicaid Services.

UPDATE:

For Claims submitted for school year 2020-2021, schools must have orders that cover the date of service as outlined in Section I below.

For claims being submitted for school year 2021-2022, orders must include the information outlined in Section II below.

Qualifying medical services delivered in the school setting can be billed to Medicaid so long as all billing requirements are met.

The IEP team must recommend health-related services in an IEP or 504 plan or Health Care plan. Medical orders are necessary for medical services included in the child's plan.

**I. Orders must encompass the date of service in order for that service to be billed to Medicaid.**

*This must be in place for School Year 2020-2021.*

All orders must:

- Have a date span of no more than one year. If there is no date span, or the date span extends beyond one year, the orders are effective for one year from the date of the signature. To be clear, the date span or date of signature must be on the order itself.
- Be in place before services are billed.

## II. Content of Orders

*This must be in place for School Year 2021-2022.*

All orders must:

- Meet the criteria of Section I above.
- Include a description of medical condition to verify medical necessity.
- Describe the actual service needed i.e. occupational therapy, skilled nursing, etc.
- Be signed and dated by a physician, advanced practice registered nurse, physician assistant, or other licensed practitioner. *Please consult the guidance issued by the Office of Professional Licensure and Certification for specific information regarding scope of practice and authority to order services which is posted on the DHHS Medicaid to Schools website found at <https://www.dhhs.nh.gov/ombp/medicaid/mts/index.htm> under the Communication and Guidance link.*

### Examples

The IEP team finalizes the IEP and obtains parental signatures and consents on August 1, 2020. The services included in the IEP require a signature from a physician/ advanced practice registered nurse/ physician assistant.

- A physician reviews the IEP and signs an order on August 10, 2020. The order states that services are authorized from August 1, 2020 through August 1, 2021. *In this case, the order has date span; therefore it covers dates of service beginning on the date of the signature on the order.*
  - The school may submit a claim on or after August 10, 2020 for services delivered with a date of service from August 1, 2020 through August 1, 2021.
- A physician reviews the IEP and signs an order on August 10, 2020. The order does not have a date span, just the date it is signed. *This order does not have a date span; therefore it covers dates of service on or after the date of the signature on the order (August 10, 2020).*
  - The order is valid from August 10, 2020 through August 10, 2021.
  - The school may submit a claim on or after August 10, 2020 for services delivered with a date of service on or after August 10, 2020.

### Questions & Answers

**Question: If a school district has an order that is effective from February 3, 2021 through February 3, 2022 that complies with Section I above. Will that order be accepted for**

**School Year 2021-2022? Or, must the school get a new order for School Year 2021-2022 that also complies with Section II above?**

*Answer: If the order is currently in place and carries over into a part of next school year (as in the example in this question) it will be accepted. However, any changes to the IEP/504/ Health Care Plans or new IEP/504/ Health Care Plans created on or after September 1, 2021 must comply with Section II.*