

## ***Guide for Medicaid Reimbursable Private Duty Nursing Services***

*Does your school district incur medical costs for students who receive services for their medically fragile state? Does your district employ registered nurses (RN) or licensed practical nurses (LPN)? Did you know that your district could recoup funds from Medicaid for certain services offered by nurses?*

### **Step I: Assess the need for the service:**

Most school districts in the state employ nurses to offer medical services. Nurses provide a variety of services for the districts students, some of which can be reimbursable under [Private Duty Nursing services](#). The LEA Supervisor needs to assess how much time is being spent on what could be reimbursable services through the Arkansas Medicaid Program. In order for the district to become a provider of private duty nursing services, they must employ at least one RN or LPN. As with the addition of any service, there will be more work required of the billing clerk (more claims).

### **Step II: Speak with your superintendent:**

The school district superintendent will determine if the district will get enrolled with Medicaid for Private Duty Nursing. When presenting this idea to him/her, have a district-wide implementation plan ready, if applicable.

### **Step III: Apply for a Medicaid provider number:**

If the school district is planning on billing Medicaid for this service, then the district will need a provider number for Private Duty Nursing. The school district will be required to complete an [application](#) regardless of the other Medicaid numbers used by the district (OT, Personal Care, PT). Please be sure to have the responsible party (usually the superintendent) sign the contract and the W-9 and submit it (with original signature) to [Provider Enrollment at Medicaid](#). The application to Medicaid also requires a certification letter from the Arkansas Department of Education, Special Education (ADE). [Contact the ADE](#) when submitting your application to Medicaid. It will take about four to six weeks to acquire a provider number from Medicaid.

### **Step IV: Organization:**

Meet with the staff that will be affected by implementing this service. This meeting will need to include the specific responsibilities and expectations for the staff (nurses, billing clerk, LEA Supervisor) included in providing this service. Medicaid will require additional [documentation and related paperwork](#) relevant to provision of this service. In order to facilitate a smooth transition into offering this service, ADE recommends that the school district use the following [documentation forms](#).

### **Step V: Prior Authorization:**

Before a school district can begin billing for Private Duty Nursing services, they need to complete a prior authorization form for each student who will be receiving these services. Providers of Private Duty Nursing services will need to complete [Form DMS-2692](#) request for prior authorization. A current Private Duty nursing care plan ([Form CMS-485](#)) must also be included with the prior authorization, as well as a current psychosocial assessment and medical/surgical history of the student. Arkansas Division of Medical Services, [Utilization Review \(UR\)](#) is responsible for prior authorization of Private Duty Nursing services for clients under the age of 21. UR reviews the Private Duty Nursing provider's submitted documentation and issues a prior authorization control number (prior authorization number) for the approved service. Reviews will be completed by UR within fifteen (15) working days of receipt of a complete prior authorization request. For approved cases, an approval listing will be mailed to the requesting provider and the authorizing physician, detailing the procedure codes approved, total number of service time increments, beginning and ending dates and the authorization number. Private Duty Nursing prior authorizations are approved for up to 90 days initially. A new prior authorization request must be made for services needed for a longer period of time. Recertification may be authorized for the rest of the school year. The effective date of the prior authorization will be the date the patient begins receiving Private Duty Nursing services or the day following the last day of the previous prior authorization approval.

Providers must submit requests for prior authorization of Private Duty Nursing services within 30 days of the beginning date of service. Providers assume the risk of services ultimately being found not medically necessary. When Private Duty Nursing services are approved by UR at the level requested, the effective date of the prior authorization will be retroactive to the beginning date of service.

### **Step VI: Billing:**

Billing for Private Duty Nursing services is similar as billing for other services. The procedure code for a registered nurse is S9123. The procedure code for a licensed practical nurse is S9124.

Private Duty Nursing services are billed on a per unit basis. One unit is equals one hour. Arkansas Medicaid will reimburse for the actual amount of cumulative time on a monthly basis. Service time less than an hour may not be rounded up to a full hour.