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MaineCare in Education: Audit Checklist for School-Based Services

Before submitting a claim to MaineCare for school-based services, it is important to confirm that:

- ✓ Specific Medical Services for which claims are being submitted are listed in the service grid of the MaineCare member's Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP).
- ✓ Member's written record is on file.
- ✓ Prior Authorization for service has been obtained prior to service being provided to member.
- ✓ Comprehensive Assessments and Evaluations have been completed as applicable.
- ✓ Individualized Treatment Plan (ITP), Plan of Care, or Nursing Plan of Care are signed and on file.
- ✓ Progress Notes have been kept according to MaineCare benefits Manual.
- ✓ Place of Service is indicated on each claim.
- ✓ Modifier of "TL" or "TM" has been used to identify claim as a school-based service.

A few other questions to always ask prior to submitting a claim:

- Is the member's IEP/IFSP current?
- Was the child in attendance the day the service is documented as being provided?
- Did staff make appropriate notes on day of service, including signature if required?
- Was the appropriate credential level of staff billed for providing the service?
- Is there documentation on file as required by the MaineCare Benefits Manual for the service provided?

