

WHAT IS THIRD PARTY BILLING?

Third Party Billing is a process that generates Medicaid funds for the Harford County Public Schools. Recovery costs for services are sought “after the fact” for students who meet Medicaid guidelines. The Office of Third Party Billing is a division of the Department of Special Education reporting to the Director of Special Education.

Health-related services are identified in a student’s Individualized Education Plan (IEP) or Individual Family Service Plan (ISFP). These services include speech-language therapy, occupational or physical therapy, nursing, audiology, social work, and psychological services for screening, evaluation and treatment.

In addition to health-related services, Harford County Public Schools bills Medicaid for case management services provided to children 3 to 21 years. Medicaid funds are used to supplement specialized services provided by school personnel.



For more information,
please contact:

OFFICE OF THIRD
PARTY BILLING

Harford County Public Schools
102 S Hickory Avenue
Bel Air, Maryland 21014

Phone: 410.809.6051
Email: TPB@hcps.org



OFFICE OF THIRD
PARTY BILLING



A BROCHURE FOR
PARENTS AND GUARDIANS

Tel: 410.838.7300

Third Party Billing FAQs

Questions & Answers

- Q. **What is Third Party Billing?**
- A. On July 1, 1988, President Reagan signed Public Law P.L. 100-360, the Medicare Catastrophic Coverage Act. This law permits school systems to recover a portion of costs from public health insurance for services provided as part of a child's IEP.
- Q. **What does Harford County Public Schools do with the funds received from Medicaid?**
- A. Funds recovered via the Third Party Billing process support direct specialized services to students with disabilities.
- Q. **Why do I need to provide consent for Third Party Billing?**
- A. Parental consent is required for Harford County Public Schools to seek reimbursement for IEP services. As of March 2013, the school system is required to obtain a one-time written consent in order to access public benefits. Participation in the Third Party Billing process is optional but greatly appreciated. Parents may opt out at any-time.
- Q. **What will happen to my Medicaid coverage if I participate?**
- A. There is **no change** in your Medicaid coverage if you participate in the Third Party Billing process.
- Q. **What happens if my family has private insurance and Medicaid coverage?**
- A. Harford County Public Schools provides IEP services at **no cost** to families. Harford County Public Schools does not seek reimbursement from private insurance companies for IEP services.

- Q. **What is Service Coordination ?**
- A. Service Coordination is the coordination of service activities as outlined in your child's IEP. Parent consent/notification for service coordination is provided at the IEP meeting. There is **no cost** to the family for participation in this program.
- Q. **How does Harford County Public Schools communicate changes in services provided to my child?**
- A. Harford County Public Schools provides written notification to parents explaining rights and protections at the development of the Initial IEP, IEP Reviews and the Triennial (3yr) IEP Review. In addition, written notice is provided whenever there is a change in your child's Service Coordinator.
- Q. **My child is enrolled in a Managed Care Organization (MCO) through Medicaid, does he/she qualify for Third Party Billing?**
- A. If your child receives special education services and is enrolled in a MCO then he/she will qualify for the Third Party Billing process.
- Q. **My child is enrolled in the Maryland Children's Health Program (MCHP), does he/she qualify for the Third Party Billing?**
- A. If your child receives special education services and is enrolled in MCHP, then he/she will qualify for the Third Party Billing process. MCHP is an expansion of the Maryland Medicaid Program.
- Q. **My child is eligible for Medical Assistance/ Medicaid and receives special education services, what should I do next?**
- A. Please contact your child's special education case manager to provide the necessary MA information and consent for participation in the Third Party Billing process. Ask for the **MA Consent Form/Superintendent's Letter**.

BILLING - OPERATIONS

Activities of the Office of Third Party Billing include:

- Collection and documentation of data from school-based staff serving eligible students
- Data verification, review, and correction prior to the transmittal of data for billing
- Monitoring of claims paid and unpaid
- Reconciliation of claims billed
- Training of staff related to the billing process and procedures

NEED INFORMATION ABOUT APPLYING FOR MEDICAL ASSISTANCE?

Contact:

Maryland Department of Health and Mental Hygiene for information about Medical Assistance and the Maryland Children's Health Program. <http://mmcp.dhmh.maryland.gov/chp/SitePages/Home.aspx>, the Harford County Health Department 443 643 0343 <http://www.harfordcountyhealth.com/?p=146> or your child's school nurse.