

Milan EPSDT

The following services are provided to accommodate the needs of any Oklahoma school district that bills for services provided to Medicaid eligible students.

Features common to all services.

- All data belongs to you.
- Completely HIPAA compliant.
- Extensive training and support.
- Terminate contract at any time.
- Server backed up offsite every night.
- Custom, powerful, and easy to use reports.
- No external files to create, maintain, backup, or upload.
- Facility concept for cooperatives and large districts to aid in reporting.

Features common to all billing services.

- Claims are submitted weekly.
- Automatically calculates units.
- Automatically verifies eligibility monthly.
- Automatically reconciles remittance advice's.
- Automatically inserts student Medicaid numbers.
- Ability to quickly and easily re-bill denied progress notes.
- Ability to export all reports into common spreadsheet programs.
- Ability to enter progress notes when not connected to the Internet.
- Ability to export remittance advices into common spreadsheet programs.
- Catches common errors such as invalid dates, double billing, and ineligible students.

Eligibility Only Service – Flat annual fee of \$150.

- Eligibility checked on demand for some or all students.
- Eligibility for all students automatically verified on a monthly basis.

Simple Billing Service – Flat annual fee of \$300.

- All features of Eligibility Only Service.
- Only one person may use the system.
- Powerful billing and reporting tools.

Standard Billing Service – 7.0% of claims paid for smaller districts.

- All features of Simple Billing Service.
- No upfront costs, no software to buy.
- Mock audits performed upon request.
- Online progress notes greatly reduce paper shuffling.
- Ability for therapists to enter their own progress notes.

Plus Billing Service – 9.5% of claims paid for smaller districts.

- All features of Standard Billing Service.
- Data entered when provided paper progress notes.

Milan EPSDT

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da Vinci
Network Services

System Overview

Many school districts find that billing Medicaid for services provided to eligible students costs more time, money, and frustration than it is worth. Milan EPSDT is a system to make the process as quick and easy as possible while still keeping the school district in complete control of the submission and billing process. Our system is simple yet powerful, able to support districts of any size with simple or complex configurations. Whether you are a therapist servicing several different school districts, or you are a small school district with a single therapist and a single school, or you are a large school district with many schools and therapists, or you are a cooperative of school districts pooling your district's resources, our system can take most of the frustration and uncertainty out of billing Medicaid. To meet the differing needs of our school districts, four levels of service are provided: Eligibility Only, Simple Billing, Standard Billing, and Plus Billing.

As the name implies, the Eligibility Only service does not provide a way to submit claims. Typically how the service works is a listing of student information is uploaded using the website and the eligibility results are available on the website within 48 hours. Additional software provided free of charge can, among other things, be used to maintain student information, export the results into a spreadsheet, and check eligibility on demand. Eligibility is checked for all students monthly.

The Simple Billing service allows an administrator or clerk to enter billing information using our extremely simple and easy to use website. Once a week claims approved by the administrator are checked for common errors to reduce denials and then submitted to the OHCA. Approximately one week later we receive and process the results. Powerful reports are available to minimize wasted time and provide useful information to facilitate and oversee the process.

With the proven and easy to use Standard Billing service, therapists enter progress notes themselves, which are then stored on our server. Therapists can use either the website or additional software provided free of charge which enables them to enter progress notes when not connected to the Internet. Allowing the therapists to do their own data entry means that the special services staff can spend much less time shuffling paperwork and more time making sure everything is operating smoothly. The Medicaid administrator completely controls which students a therapist can see, which service codes a therapist can bill for, and what claims get billed.

The Plus Billing service is very similar to the Standard billing service except that therapists have the option of entering their progress notes on paper. For a slightly higher rate these paper progress notes are then entered into the system by da Vinci.

We offer continuing and comprehensive technical training and support. Should one of your district's therapists have a problem using our system, they call us instead of you. Since our fees are based on how much money your district receives from the OHCA, it is in our best interest to make sure that your district bills correctly and bills well. Districts we serve report that our system is so easy, efficient, and safe that the increase in billing more than makes up for our fees. Some districts say they only started billing Medicaid because of our system. References are available upon request.

In addition to technical support, for our Standard and Plus districts we also make available the knowledge and experience we have gained from serving many school districts for many years to deal with any problem or question concerning billing Medicaid. We will also, on request, visit your district and perform a mock audit to check for the same problems we know the OHCA checks for.

Data Entry

We have tried to make data entry as simple as possible. To enter a new progress note select the student and code, enter a start time, stop time, and the text of the progress note, and click the save button. When viewing an existing progress note related information, like the denial code shown below, is displayed. The New Progress Note screen of the Light client may be the only screen your district's therapists ever use. To ensure the safety and integrity of our data our server is backed up nightly off site and we are extremely paranoid about security.

Website Data Entry

New Progress Note

Therapist:	Therapist, 230	Patient:	Student, 10110
Code:	IEP Physical Therapy - Individual	Progress:	Progress
Start Time:	02/26/2003 1:10PM	End Time:	02/26/2003 1:40PM
Note:	Typical physical therapy progress note.		
<input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Main Menu"/>			

NOTE: Dates are entered in the format mm/dd/yyyy hh:mmxx where xx is AM or PM.

Software Data Entry

Facility	Facility 141	Therapist	Therapist, 228	Progress	No Regression
Status	Denied	Activity	IEP Speech Language Therapy - Group		
Start	10/10/2002 02:20 PM	Service Minutes	25	Total Minutes	25
Worked on answering ?'s about vocabulary which relates to students IEP goals. Present in group were JC,MM,TH,TT.					
272 ITEMIZED SERVICE DATE NOT IN ELIGIBILITY SPAN					
<input type="button" value="Update"/> <input type="button" value="Cancel"/>					

Reports

The reporting we provide is essential to the system. Reports are used to manage data in addition to being a general tool to stay informed.

Detailed Report

The Detailed report lists all of the progress notes for your district that the user has access to. The money values are only shown to administrator-level users. From this list of services, you can view, edit, approve, re-bill, or write-off any service you see. Only approved services will be submitted for billing, which gives you complete control over what is billed. This report can search based on facility, service code, therapist, student, status, and date range. When printing from this screen, as many progress notes that will fit will be printed on a piece of paper. Operations can be performed on any number of services at one time.

Double Billing Report

The Double Bill report displays progress notes where more than one therapist is billing for the same student at the same time, as well as the same therapist billing different students at the same time for individual treatment. Any items on the report will not be billed unless they are 'forced'. This handles one of the two main causes of denials from OHCA. The other cause, Medicaid eligibility problems, is handled by our system behind the scenes.

Eligibility Report

The Eligibility report allows you to view the eligibility information, if any, of your district's students in our system. As long as the student has birthday and social security number in the system, eligibility is handled on a month to month basis. The software also gives you the option to request a check of eligibility for some or all of your district's students.

Summary Report (Software Only)

The Summary report lets you aggregate your district's data quickly. If you need to know how much has been billed by a given therapist or billed on a given student, just select the person from the drop-down list and press search. This report can produce summary report grouping data in almost any combination of facility, therapist, student, service code, and date range. It provides a grand total and subtotals for unpaid, paid, units, hours, services, and results.

Manual Bill Report (Software Only)

The Manual Bill is useful for managing progress notes that will never be submitted to the OHCA.

RA Report (Software Only)

The RA (Remittance Advice) report shows what electronic RA's that you have received from the OHCA. From here you can print out human readable versions of the electronic RA, as well as export the information to common spreadsheet applications to manipulate and display any way that is convenient for you. It also lets you track our invoices back to the specific services we are invoicing. In this way you can verify that we are invoicing you correctly.

Administration

Depending on the size of your district, it generally takes one experienced administrator from a few minutes to a few hours a week to stay on top of Medicaid billing. This leaves the rest of the week to perform other tasks such as encouraging your district's therapists to bill to their potential and auditing the data to ensure the billing is proper.

Using the software administrators can manage contact information, facilities, users, therapists, students, and all the links between them. Most of the administration specific screens are rarely used because the information managed with these screens rarely changes. Only short descriptions are provided here:

- The Providers tab manages your district's contact information. Some administrators administrate more than one school district. Just as therapists have a single login for all the districts and schools they service, administrators also have just one login no matter how many districts or schools they administrate.
- The Facilities tab manages facilities. In our program, facilities are logical units that group your district's therapists and students to make reporting more powerful. A facility might be a specific school or the whole school district.
- The Users tab enables you to control who has access to your district's data. Every therapist needs a username and password. However, several types of users might not be therapists, such as administrators, report viewers (e.g., principals or superintendents), and data entry personnel.
- The Therapists tab consolidates data about your district's therapists. Note that we use the term to include anyone who provides a Medicaid service to an eligible child. With this tab you manage the student list for each therapist, narrowing down the list of all your district's students to just those students to whom the therapist provides services. You also manage the facilities in which the therapist performs the services. The credentials section determines which service codes are available to the therapist.
- The Patients tab helps you manage all the student data. Of all the administration screens this is the one that is used most often to add new students.