

MEDICAID MAN MESSENGER – June 2023

Summer School Billing



Does your district have an extended school year? Will you be working with students this summer? If you answered 'YES' to both questions then this information is for you! In August of each school year, Wayne RESA updates district MISTAR databases for the upcoming school year.

When this happens, the Medicaid eligibility flags (the * next to the student's name in Service Tracker) are turned off and they do not reappear until a few days after the start of the new school year.

Therefore, if you will be recording services in July or August, you will want to print a copy of your caseload screen OR print an "Eligibility by Practitioner" report from the MISTAR Reports module in JUNE or JULY.

That way, you will have a list that shows which students are Medicaid eligible, and you can make sure to report services for them!



End of Year Checklist

To make sure you're ready for next year, please make sure to:

- Record all of your services for the year in Service Tracker.
- Read your service notes and make sure they are 'Audit Ready'. You can refer to your practitioner-type tip sheet for Service and Summary Notes guidance.
- Make sure to mark any "Open" services "Ready to Bill". This includes any "Non-Billable Services".
- Respond to any assigned RMTS BEFORE you leave for the summer.

Ask Medicaid Man



Dear Medicaid Man,

I have two students who left the district mid-year and I need to complete my billing for them. The trouble is, they are no longer on my caseload. What do I do?

~ Missing on Caseload

Dear Missing,

In order to find a student who has either left your district or is no longer on your caseload, but you still need to record services for them:

1. Login to MiSTAR and go to Service Tracker
2. Select "Both" from the **Include** drop down box
3. Check the box for "Include Exited"

This tells the program to include all students who have been exited and to include both Active and Inactive students. Once you select these options any students who fit those criteria should now appear on your caseload.



***If the student has been exited from the Special Education program, these steps will not work. You will need to call your Special Education office and ask them to temporarily add them back so you can bill.**

HAPPY SUMMER VACATION!



We're here to help!

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