EASY MEDICAID BILLING CHEAT SHEET FOR PARAPROFESSIONALS

1. Find the 'MI-Star Web" icon on the desktop display (it looks like a little white and green report card). Double click on the icon and open the top log-in item, which is MI Star Connect.
2. At the bottom of the gray Welcome screen, click log in. Select the "Name" box, and type in your last name. If you have a common last name (such as 'Smith'), you will want to enter your last name, comma first name. In the password box, enter the password "12345." Click 'Logon'
3. The small MI-star connect menu will appear in the upper left corner. It includes your name and recent activity (last date logged in, etc.). Click on the words "Service Tracker" in the middle of the menu.
4. This takes you to a blank grey screen which lists your name in the upper left corner. Use the "Find Student" key in the upper right corner to locate the student for whom you will input billable services. When the "Find Student" menu appears, you only need to enter the student's last name. If there is more than one student with that last name, the list of all students with that name will appear. Please note: THE RED ASTERISK NEXT TO THE STUDENT'S NAME IN THE SECOND COLUMN INDICATES MEDICAID ELIGIBILITY. Select your student from the list. Click the "Select" key at the bottom of the "Find Student" menu.
5. This process takes you to another blank grey screen, but now the student's name should appear above your name in the upper left corner of the screen.
6. To begin billing, select the "New Service" key in the upper right corner. The Service Record screen will appear, with 3 sections. The Demographic detail lists the student information and building. Make sure the building listed is accurate. If it isn't you can select the appropriate building from the pull down tab.
The Service Detail section is the section you will work in to input your **daily** data. The Summary Detail section is the section you will use to provide the **monthly** summary.
7. To input services, being by typing the data of the service in the "Service Date" area. You can also select the data from a calendar by clicking on the small blue calendar icon to the immediate right of the "Service Date" box, and clicking on the date you need. **NOTE: YOU MUST TAB OR CLICK ELSEWHERE ON THE PAGE IMMEDIATELY AFTER ENTERING THE DATE. THIS WILL MAKE THE REST OF THE PAGE POPULATE, OR APPEAR.**
8. Once you have entered the service date and clicked or tabbed, the "Presenting Problem" box on the left side of the page must be filled. Select the student's primary disability from the drop down box (Physically Impaired, Autism Spectrum Disorder, Other Health Impaired, etc.). You do NOT have to fill anything in the notes box, but you MAY record a service there if you find it helpful. Simply entering "toileting" or "repositioning", is a sufficient service note. Click "Save" in the middle of the Service Detail section, under the "Notes" box
9. REPEAT THIS PROCESS FOR EVERY DATE YOU PROVIDE PERSONAL CARE SERVICES TO THE STUDENT.
10. **Once monthly at the end of the month, you must also provide a summary detail note in the "Summary Detail" section of the page.** To perform this

task, simply select the month you are summarizing services for from the "Monthly Progress Date" section (YOU MAY ONLY RECORD A SUMMARY FOR A MONTH IN WHICH AT LEAST ONE SERVICE DATE WAS PROVIDED. Then, in the "Monthly Progress Note" section, record the care you provided over the last month (toileting, feeding, transferring, etc.). If you only provided a single service, such as toileting, record only that service. Click the "Save" key at the bottom middle of the page. Once this area is saved, **YOU MUST CLICK THE "READY TO BILL" KEY. THIS IS THE ONLY WAY <u>ALL</u> THE SERVICES YOU BILLED FOR IN THE MONTH WILL GET TRANSMITTED TO THE MEDICAID DATA BASE.**

11. Repeat this process for each Medicaid eligible student, for each month that you have billable services.

12. To exit the program, click <u>Close</u> at the very top right corner of the window (it's in the deep blue area, above the little picture of the printer). This takes you back to the MI-Star Connect Menu in the upper left corner of the screen. Select "Logout". Then, close the MI-Star Welcome screen by clicking the red "X" in the upper left corner, and you are done!!

PLEASE BE SURE TO BILL ON A REGULAR BASIS. IF YOU HAVE MULTIPLE STUDENTS WHO ARE MEDICAID ELIGIBLE, YOU MAY FIND IT EASIEST TO BILL WEEKLY, OR EVEN AT THE END OF EACH SCHOOL DAY. <u>YOU MUST BILL AT LEAST ONCE MONTHLY.</u>

BE SURE TO CLICK 'READY TO BILL' AT THE END OF EACH MONTHLY SUMMARY TO SEND YOUR INFORMATION TO THE MEDICAID DATA BASE.

PAPER SERVICE LOGS MUST STILL BE KEPT, AND MUST BE KEPT ON FILE FOR 7 YEARS FROM THE LAST DATE OF SERVICE.