

Information Sharing Procedures for Medicaid Billing

My Greenbushhealth email is: _____@greenbushhealth.org

My Greenbushhealth password is: _____

To Log In to My Email:

Go to google.com.

On the right hand side, click sign in.

Enter the @greenbushhealth.org address and password that Greenbush Medicaid Billing has created for you. You will be in your Google account. It will probably go straight into your email.

Note: If your district or early childhood agency uses Google email, you will need to add this new Google account.

A Note About Emails/Communication:

This email address and system will allow us to communicate in a way that provides the privacy protections required under FERPA and HIPAA through this Google Application for Education process.

This provides an extra layer of privacy and protection of student data. With this email you can ONLY send and receive email to others who have a @greenbushhealth.org address. If you attempt to email someone outside this secure system, you will receive an error message.

From this point forward, please use the Greenbush Health account that has been assigned to you and use the Greenbush contact information below when communicating protected information with us:

amy.geier@greenbushhealth.org
angie.hammonds@greenbushhealth.org
linda.marshall@greenbushhealth.org
marlene.willis@greenbushhealth.org
monica.murnan@greenbushhealth.org

Understanding the Google Drive

Once you are logged in, you should see your email address in the upper right hand corner. There is an icon that looks like a square with nine little squares right next to your email address.

This is the Google application. Click on the nine little squares.



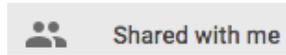
Next look for a green, yellow and blue icon with the word "Drive" under it.

Click on the “Drive” button.



On the left hand side, you will see the words “My Drive”. You will see the words “Shared with Me” just underneath.

Click on “Shared with Me”.



Next find the folder labeled “Clients”.

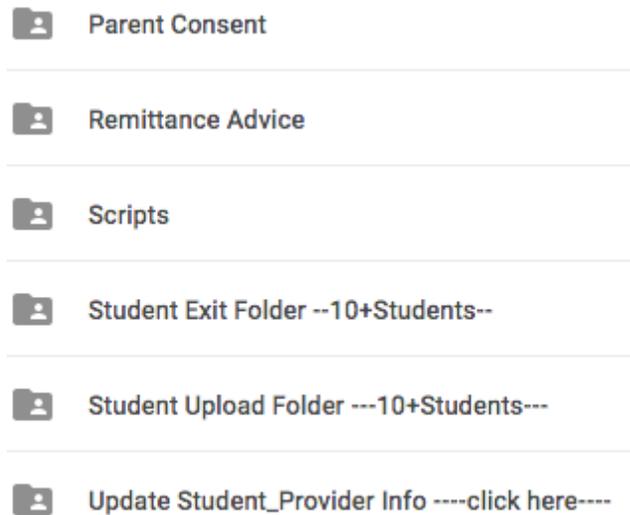


Click on the box right next to the star.

When you click the box, you will see a “button” appear just above that list. The button says, “Add to my drive.”

Click on Clients. Your organization’s name will pop up. Click your organization’s name.

Inside, you will see several folders. Most of the organizational drives will have at least five files in them. Those files are: “Parent Consent” or “Parent Notification”; “Remittance Advice”; “Scripts”; “Student Upload- 10+ Students”; and “Update Student Provider Info—click here”.



Additionally, prior year folders will be found in this location. These files include 14-15 Archived, 15-16 Archived, etc.

Folder Definitions:

Parent Consent -- This is where the signed Parent Consents will be uploaded.

*If you are an Early Childhood Agency, you will not have this folder as one of your options. You will have a link labeled "Parent Notification".

Parent Notification – This folder is used by Early Childhood Agencies.

Early Childhood Agencies only:

Once you click the link it will take you to a Google form where you can enter the child’s first and last name and the date of the parent notification. Once that is completed, click "Submit". This serves as documentation that the parent has signed the form. There is no need to scan and submit the actual form, though you should keep it in the child’s file at your agency for audit purposes.

Remittance Advice (RA)- These are the PDF copies of payments and denials from the KS Medical Assistance Program (KMAP).

These copies contain a breakdown of payment information by student. The Greenbush Medicaid Billing office will upload the documents into this file for you. You may download these to help you track what has been paid and also denied.

Scripts- This is where all of the signed Doctor Prescriptions will be uploaded.

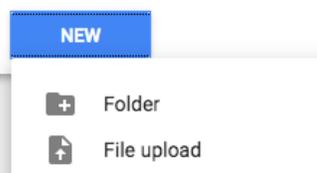
Student Upload Folder----- 10+ Students- If you have more than ten students to add, you can either use this to download your current EXCEL spreadsheet with student data or choose to enter them individually in the "Update Student Provider Info" folder below.

If you choose to submit them via a spreadsheet, the spreadsheet headings must be formatted as follows:

First Name	Last Name	DOB	Gender (M or F only)	State	District Zip Code	District #	State Studet ID#	Active (Y or N)
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If you use a spreadsheet, you will simply open the folder marked "Student Upload Folder—10+ Students", click on the spreadsheet while holding down your mouse, and "drag" the spreadsheet into this folder.

If "dragging & dropping" does not work, go to NEW icon in the upper left hand corner.



Click on the icon "File Upload".

Find the document where it was saved and click the “Open” button.

You may then get a message that says “Upload to shared folder?”

If you do receive this message, click the button that says “Upload and Share”.

You should see the excel spreadsheet inside the folder.

Update Student Provider Info----- click here- You will use this file to add students, exit students, add providers (i.e. therapists/nurses/etc.), or delete providers.

When you click on the folder, you will have two options. Click on the first form, labeled “Student Provider Update Form”.



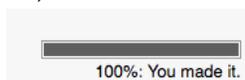
You will see a drop down box.

Click on the box titled “Type of Request” and choose the function you wish to perform.

Your choices are “Add student”, “Exit student”, “Add provider”, and “Delete provider”.

Follow the prompts and complete the information.

When you think you are finished, check the lower right hand part of the screen and look for a bar that says “100% complete”.



When you see this bar, click the “Submit” button at the bottom of the screen.

Please note: If you are an Early Childhood Agency you may not have the State ID (KIDS Number) during the referral process. If you would like Greenbush Medicaid Billing to add the child before a State ID has been assigned, just put “0000” or “Do Not Have” in the “Student KIDS Number” box. Greenbush Medicaid Billing will assign this child a dummy number so your therapists will be able to input logs for that child.

Once you receive the State ID (KIDS number) you will fill this form out again with the same child information but include the child’s State ID (KIDS number) in the *Student KIDS Number* box.

Greenbush will see we already have the student’s information and will just update the number.

Also, within the “Update Student Provider Info-----Click Here” Folder you will have the ability to check your work.

The spreadsheet “Student Provider Update Form (Responses) allows you to see information you have submitted via the form.

Click on “Student Provider Update Form (Responses)”.



Student Provider Update Form (Responses)

The Google spreadsheet will display all of the information you have submitted on the form. This will help you if you are unsure whether or not you have submitted an addition or change.

Timestamp	Email Address	Type of Request	Student First Name	Student Last Name	Student DOB	Student KIDS Number	Student Gender
8/27/2015 15:24:51	district.100@greenbushhi	Add Student	John	Doe	1/1/2015	12344556789	M

You can use this spreadsheet to track if we have completed adding, exiting, and editing a student or provider’s information. Once we have completed an item, the line is highlighted.

Timestamp	Email Address	Type of Request	Student First Name	Student Last Name	Student DOB	Student KIDS Number	Student Gender
8/27/2015 15:24:51	district.100@greenbushhi	Add Student	John	Doe	1/1/2015	12344556789	M

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