

GREENBUSH

THE EDUCATION SERVICE CENTER

HIPAA Compliant Information Sharing Procedures for Medicaid Billing

My Greenbush Health email is: [@greenbushhealth.org](mailto:)
My Greenbush Health password is:

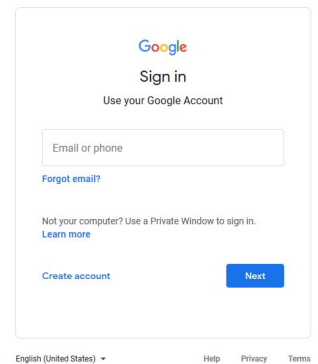
Why do I need a HIPAA Compliant Email? You will use this email when sharing personally identifiable information about a student such as their name, date of birth, state student ID, etc.

To Log In to My HIPAA Compliant Email:

Go to Google.com.
On the right-hand side, click sign in.



Enter the [@greenbushhealth.org](mailto:) address and password provided by Greenbush Medicaid. *Note: If your district or early childhood agency uses Google email, you will need to add this new Google account.*



You will be in your HIPAA compliant Google account. You will see your Greenbush Health email inbox.

HIPAA Compliance for Emails and Information Sharing

This email address and the Greenbush Health Google Drive allows communication that meets the privacy protections required under FERPA and HIPAA through this Google Application for Education process.

The Google Application Education process provides an extra layer of privacy and protection of student data.

From this point forward, please use the Greenbush Health account assigned to your agency. This account may be shared with other administrative users within your agency.

Please utilize the Greenbush contact information below when communicating protected information with us:

amy.geier@greenbushhealth.org
angie.hammons@greenbushhealth.org
amanda.murphy@greenbushhealth.org
beatrice.fontelroy@greenbushhealth.org
missy.joliet@greenbushhealth.org
marlene.willis@greenbushhealth.org
monica.murnan@greenbushhealth.org

Understanding the Google Drive

Once logged in, the email address appears in the upper right hand corner. There is an icon that looks like a square with nine little squares right next to the mail address.

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

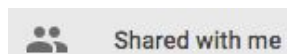


Next look for a green, yellow and blue icon with the word “Drive” under it.

Click on the “Drive” button.



On the left hand side, the words “My Drive” will be visible. Directly underneath the words “Shared with Me” will be visible.



Click on “Shared with Me”.

Next find the folder with your agency’s name.










Click on this folder. Additional folders are now visible.

The folders will

Name ↑

include:

| |
|--|
|  Archived (View Only) |
|  Parent Consents |
|  Physician Scripts |
|  Remittance Advice |
|  Student Exit Folder--10+Students-- |
|  Student Upload Folder---10+Students--- |
|  Update Student_Provider Info----Click Here---- |

Folder Definitions

Parent Consent LEAs upload the signed Parent Consents here.

Parent Notification Early Childhood Agencies complete the Google form titled “Parent Notification Form”. Follow the form to enter the child’s first and last name, date of birth, KSITS number, and the date of the parent notification. Once complete, click “Submit”. This serves as documentation the parent has signed the form. Retain the original form at your agency for audit purposes.

Remittance Advice (RA) The Remittance Advice PDF copies from Kansas Medicaid show the payments and denials from each weekly billing.

The copies contain a breakdown of payment information by student. The Greenbush Medicaid Billing office will upload the documents into this file weekly for your agency. Download the RAs to monitor Medicaid payments.

Physician Scripts Upload Physician Prescriptions/Authorizations documents here.

Student Upload Folder 10+ Students (new students) Utilize this folder when sharing more than 10+ students for addition to the Service Portal. Upload a spreadsheet containing student data from your MIS system. Upload the spreadsheet to the folder.

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) |
|------------|-----------|-----|----------------------|-------|-------------------|------------|------------------|-----------------|
|------------|-----------|-----|----------------------|-------|-------------------|------------|------------------|-----------------|

Student Exit Folder 10+ Students Utilize this folder when sharing more than 10+ students that need to be inactivated in the Service Portal. Upload a spreadsheet containing student data from your MIS system. Upload the spreadsheet to the folder. 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) |
|------------|-----------|-----|----------------------|-------|-------------------|------------|------------------|-----------------|
|------------|-----------|-----|----------------------|-------|-------------------|------------|------------------|-----------------|

Update Student Provider Info--- [click here](#) Utilize this Google form titled *Student/Provider Update form* when adding or removing student and provider information.



Follow the form to enter the student/provider information.

Once complete click "Submit".

Note: the spreadsheet "Student Provider Update Form (Responses)" allows the user to view previously submitted information and track when it has been completed.



| 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@greenbushh | Add Student | John | Doe | 1/1/2015 | 12344556789 | M |

Once Greenbush has 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@greenbushh | Add Student | John | Doe | 1/1/2015 | 12344556789 | M |

Archived This folder contains documents and information shared with Greenbush in prior years. Users can view but not add or delete these records.

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