

Third Party Billing for SLP's

Anoka Hennepin is reimbursed when a student has a disability and an IEP/ IFSP, requires health related services in order to benefit from special education, and is eligible for Medical Assistance (MA). Reimbursable IEP/ IFSP health-related services include assessments and services for Speech-language-hearing

Qualified Service Providers

The following providers can perform speech or audiology services for billing purposes:

- **Audiologist:** A person who has a master's degree or doctoral degree, meets the requirements under [Minnesota Statutes, 148.511-148.5198](#) and is licensed by the Minnesota Department of Health (MDH)
- **(Educational) speech and language pathologist:** A person who meets the requirements in [Minnesota Statutes, 256B.0625](#), subd. 26, holds a master's degree in speech-language pathology, is licensed by the Minnesota Professional Educator Licensing and Standards Board as an educational speech-language pathologist and either has a Certificate of Clinical Competence (CCC) from the American Speech and Hearing Association or has completed the equivalent educational requirements and work experience necessary for the certificate, or is completing a supervised clinical fellowship
- **Speech and language pathologist (SLP):** A person who has a master's degree or doctoral degree in speech-language pathology, meets the requirements in [Minnesota Statutes, 148.511-148.5198](#) and is licensed by MDH
- **Clinical fellowship licensee:** A person who has a master's degree and is completing a supervised clinical fellowship in speech-language pathology or audiology according to the requirement in [Minnesota Statutes, 148.511-148.5196](#) (This program is available for a limited time.)

Covered Services

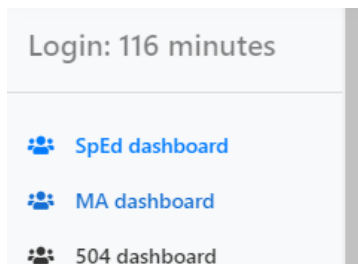
MHCP covers the following services:

- Individual and group speech and language pathology services provided by a speech and language pathologist, an educational speech or language pathologist who meets the requirements, or a clinical fellowship licensee
- Audiology services provided by an audiologist
- Specialized maintenance therapy provided by a speech-language pathologist and that is specified in the child's IEP or IFSP and is necessary for maintaining a child's functional status at a level consistent with the child's physical or mental limitations. Specialized maintenance therapy must meet one of the following: prevent deterioration and sustain function; provide interventions that enable the child to live at his or her highest level of independence (in the case of chronic or progressive disability); or, provide treatment interventions for children who are progressing, but not at a rate comparable to expectations of restorative care
- Some telemedicine services provided by a speech-language pathologist

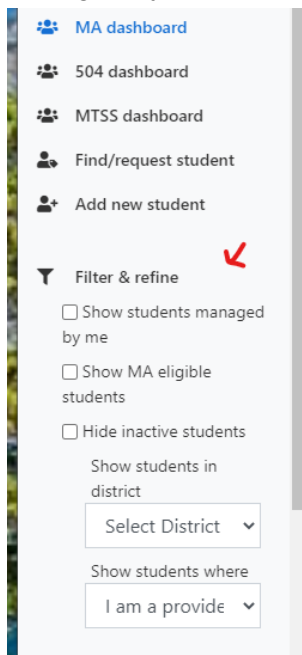
- Face-to-face assessments, interpreting test results and writing reports (meetings to discuss evaluation results or make recommendations are not covered).

Creating a Direct Service Activity Log in SpEd Forms

- When you first log into SpEd Forms your **SpEd Dashboard** will be your default. These are all of the SpEd students that you have access to. If you are a service provider (LSN, SLP, PT, or OT) you will automatically have access to your students as you have rights as a District MA provider.



- For the purpose of creating a log you will want to access the **MA Dashboard**. The first time you enter this it may be blank with no students. Here you will eventually see students that you have MA access to in which you have a current or last log completed
- There are also filters on the left side of the screen that will allow you to see “students managed by me”, “**MA eligible students**”, and “hide inactive students”



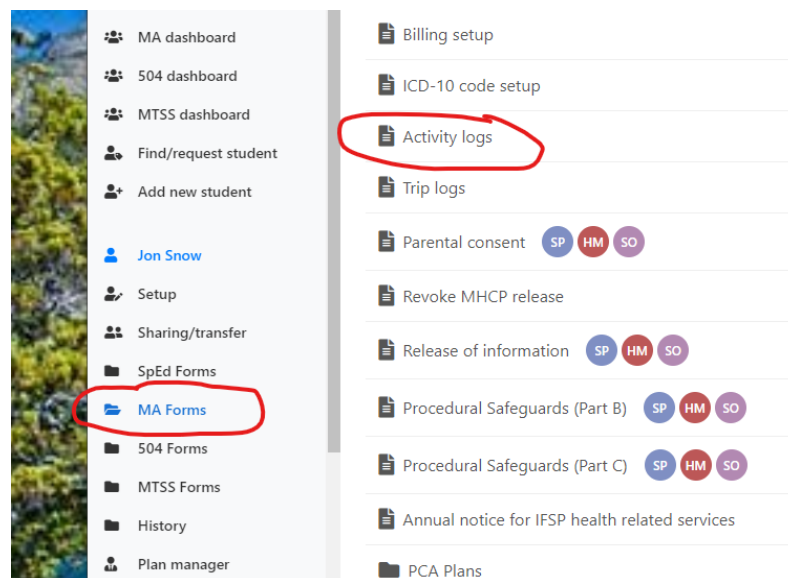
- On the **MA Dashboard** page you will see the Name, School, Service provided, Current Log, and Last Log. **Current log** will be the most recent activity log in which the log is **NOT** finalized or signed. If all of your logs have been signed you will see a **+Log** button

that will take you to the activity log page to create a new log. The **Last log** will be the most recent log that **HAS** been finalized (F) or signed (S)

- You will also see a **+Activity** button on the right hand side of the screen. **Only** use this if you want to add a quick daily activity log, you can not duplicate with this. See [Dashboard Billing](#) for details.

	Marilyn Munster	Training School			+ Activity
	Scarlett OHara	Training School			+ Activity
	Carl Rogers	Training School			+ Activity
	Jon Snow	Adams Elementary	Nursing Services	06/03/2025	+ Activity
			Occupational	11/01/2024	
			Therapy Services		
			Mental Health	+ Log	11/01/2024 (F) (S)
			Services		
			PCA Services	+ Log	10/01/2024 (F) (S)
			Special	+ Log	10/01/2024 (F) (S)
			Transportation		

- Find the student you want to create a log on either by clicking on the name from the **SpEd Dashboard**, or from the **MA Dashboard** click on the filter box for “show MA eligible students” and the name should pop up there if this is the first time you are logging on this student.
 - If you enter from the **SpEd Dashboard** you will need to click on the students name > Click on **MA Forms** on the left side of the screen> **Activity logs** in middle of screen



2. On the activity log screen you will see the logs that were previously created. There are search options at the top of the screen which you can use. Some of these options may be restricted.
 - Per SpEd forms it is suggested that the **Log date** is **not** the date of service but the month (use first day of the month) in which the log was created. This will help keep everything in order and acts as a title
 - The **finalized** column tells the third party billing coordinator in biller that “I am done with the log and I am not going to make any changes.” **Signed** means you have signed the log. **Validated** means that everything on the log is error free.
3. On the activity log menu click on the “+ Log” button

Jon Snow > MA Forms > Activity logs

Search + Log

Providers: show all ---Select service--- ☐ Not finalized Showing: 20

Start date: End date:

4. Enter the main log details
 - The log date is recommended to be entered as the month (use the first day of the month) in which you are providing the services, not the direct service date. This is just a title for the month
 - Enter the type of service you provided
 - At the bottom of the log you will see a section for Providers. You, the provider will be the “provider” listed and will be required to sign the log once it is completed. If you require supervision of your service per your scope of practice and the supervisor is electronically signing your logs you can select your supervisor's name (If you are certified/ licensed you will not have a supervisor listed)

Providers

District providing this service

0011: Anoka-Hennepin School District

Supervisor

Signature ?

---Select Provider---

Provider(s)

Signature(s) ?

Saarloos, Kari

---Select Provider---

5. Click the “+Activity” button
 - Enter the date in which the service was provided (this will be the actual service date). Please pay close attention to this and make sure you choose a date that the school was in session

- Choose the setting. Typically this will always be school but there is an option for Telehealth if this was used. If Telehealth is chosen you will then see the extra boxes to select the Transmission Mode, Provider and Student Location.
 - Enter a description of the service. After choosing one of the dropdown options add the detailed description of the service. You can also edit and create your own custom dropdown (see below for details) or use the goals and objectives that were automatically brought over from the working copy IEP/ IFSP (once entered in outcomes of the IEP/ IFSP)
 - After you enter in your notes click the “+Time” button to add the Start time, total time of session, and the group size. The end time will automatically be calculated.
 - **If you have seen the child multiple times throughout the day you will click the “+Time” again to add an extra session without doing a whole new activity log**
 - This log will also pull in the **ICD 10 code** for this student. In order to sign this log and to bill on this student there needs to be an ICD 10 code for the service provided. Please read further to see a list of specific speech ICD 10 codes.
6. If this is the beginning of the month and you want to duplicate this service you can type in the number of times you want to “duplicate this service log” and select which days you want to duplicate. From there click the “**Duplicate**” button. After you have done this you can delete activity lines at any time before they are billed by clicking on the “delete” button next to the log you want to delete. You can also go through each log and change group size, description of service, service times, etc.
 - Here at Anoka Hennepin instructional days were added to the calendar if a non instructional day falls within the “duplicate” day you will not be able to duplicate
 7. Click on “**Save**” which will then bring you through a validation process to see if anything is missing or if anything is wrong with the activity log. A **Yellow** banner/ flag will appear as a warning. Clicking on this will show you what is missing or what is in error. This will **not** prevent finalization of the log. A **Red** banner/flag **will prevent** finalization such as a missing ICD 10 code.
 8. After reviewing the log click the “**Finalize**” button at the top of the page. You do not need to enter a note here. Click finalize again
 9. Click the “**Sign**” button and “**accept and sign**”. You will see the signature audit trail from here. Times may be off by 2 hours since the SpEd forms servers are located in California.
 10. You can review your now entered logs on the **Activity Logs** page

Every student you are billing on needs to have an ICD 10 code in place for the service you are providing. It is your responsibility to check the codes within your log to verify that there is a correct code in place. As mentioned before you will receive an error message if no codes are entered for the student. If you need to add a code please reach out to your LSN at your building as these need to be placed in Synergy.

WHO MAY CHOOSE A DIAGNOSIS CODE: "R" codes (sign or symptom codes) and "Z" codes (encounter codes) may be determined by a RN, OT, PT, SLP or School Psychologist; however, codes beginning with any other letter (disease or disorder codes) only may be determined by one of these providers acting within their scope: SLP, Audiologist, Licensed Physician, Advanced Practice Nurse, Licensed Psychologist, or Mental Health Provider.

Below are specific speech ICD 10 codes that we use at our district:

Speech ICD 10 Codes

R48.2 Verbal Apraxia

R13.10 Dysphagia

R49.9 Voice and Resonance Disorder

J38.3 Vocal Cords Other Disease

F80.1 Expressive Language Disorder

F80.2 Language Disorder Mixed Receptive-Expressive

F80.81 Childhood Onset Fluency Disorder

F80.9 Developmental Disorder of Speech and Language, Unspecified

F80.0 Phonological Disorder/Articulation

Many of your sessions may contain groups. SpEd Forms now has the option for group billing so you don't need to complete individual logs for everyone in the group. See [Group Billing](#) for details.

Creating a custom dropdown for your description box

1. Follow all the "regular" steps to filling out an activity log
2. When you get to the Description field and click on the down arrow, you will see a new Edit option. Click on Edit to start building your list.

Description 



Search

Edit

---Edit--- 

District/Coop Options

---Speech and Language---

Speech and Language - Face to Face

Speech and Language - Evaluation

3. On the next screen you will be able to start entering your options you want to see in your dropdown. One key to success is to make the Value (Stored) field match the display field.
 - a. You will only get 5 blank spaces at a time. If you need more, click on Save and close the window and then go back to the start and click on the Edit button and it will open back up again with the things you have already saved, plus 5 more blank spots.
 - b. When you are done, click on Save and close the window

x

Editing Dropdown

ACTIVITY LOG DESCRIPTIONS - T1018 - U3 - Speech therapy/Audiology

These two should match

Order	Value (Stored)	Display	
1	This is just an example. You would type your own information here.	This is just an example. You would type your own information here.	(Add)
2	Here is a second example. You would type your own information here.	Here is a second example. You would type your own information here.	(Add)
3	Here is a third example. You would type your own information here.	Here is a third example. You would type your own information here.	(Add)
4			(Add)
5			(Add)

Save and close window

4. The next time you go to use the dropdown, the first things that will show up are the things that you've added to your personal list. Simply select one and it will pop into the text field.

Description 

▼



Search

Edit

---Edit---

My Custom Options

This is just an example. You would type your own information here.

Here is a second example. You would type your own information here.

Here is a third example. You would type your own information here.

What is necessary to have in the service activity logs description/ notes in order to bill?

- Start and End times for service (this is already in the activity log)
- Description of your skilled service for that session/ day and how the actual services provided during the session related to goals or objectives on the IEP or IFSP.
- Progress the student is making, concerns during the visit, strategies and objectives to address the goals, updates.

Example: *** will produce the sh and ch sounds correctly in the initial, medial, and final presentation of words, phrases, and sentences with 80% accuracy over three charted sessions. *** imitated final sh words with 65% accuracy and spontaneously labeled words with 70% accuracy. Continue objective.

- **Grad students- If you are not in the direct line of sight with your grad student you will need to check the box “not billable”. If you were in the direct line add a statement in the description of your log. Example- “session was conducted by ***, SLP graduate intern with 100% direct supervision from ***, CCC-SLP.”**

Telemedicine/ Telehealth

To enter a log for Telemedicine follow the steps above but choose “Telehealth” in the Setting dropdown box. Be sure to choose the correct description along with your description of your skilled service for that session/ day and whether or not it was effective based on your professional judgment. From there select from the dropdowns for Transmission Mode, Provider Location, and Student Location. All of this criteria must be met in order to bill for Telehealth.

Please add correct verbiage to the description box in SpEd Forms. This verbiage needs to be in your notes in the activity log in order for us to bill.

Instead of Face-to-Face it needs to be:

- Telemed - Synchronous (if you met live Face-to-Face on via video conference) (we can bill for)

- Telemed - Asynchronous (if your message was pre recorded and they play it at a later date because you couldn't meet for video conference Face-to-Face) (we cannot bill for)

Be sure to add this initial note monthly to the description box (add once at the beginning of the month):

The use of telehealth allows *** to have access to *** services using a highly qualified clinician, who can provide the frequency and intensity of services necessary to show adequate growth toward individualized education plan goals and objectives. The teletherapy clinician works in collaboration with school district staff to ensure the needs of *** are being met

The screenshot shows a form for entering a telemedicine session. The following fields are highlighted with red circles:

- Setting:** A dropdown menu showing "10: Telehealth (student at home)".
- Description:** A text box containing "Speech -Telemedicine - Synchronous".
- Transmission Mode, Provider Location, and Student Location:** Three dropdown menus, each showing "---Select---".

Other visible fields include:

- Date:** 05/01/2022
- Start:** 10:04 AM
- End:** 10:34 AM
- Group size:** 2
- Time:** 15 mins
- Buttons:** A blue "+ Time" button and a red "Del" button.
- Footer:** "Time Spent Providing Service: 15"

Evaluation Logs

If this is an evaluation log, the Department of Human Services requires one encounter for an evaluation activity. Follow the steps above with the following differences:

- Under the Type of Service dropdown choose “Eval (of your service)”
- **Log date** can be the date of the evaluation
- Click **+Activity** button
- The **service date** can be entered as the date the evaluation was submitted to the team or the final date of the eval. **This service date must be an instructional day!**
- Click the **+Time** button to add the date, start time, total time, group size, and description for each part of the evaluation. The description should be detailed information regarding the evaluation. Click the **+Time** button each time to add additional dates/ times. All of the time will be added together for one eval report (Time Spent Providing Service).
- After entered click on **Save**, **Validate** and **Finalize/Sign**

Service date

06/05/2023

Setting

03: School

Delet

☐ Not billable

Date	Start	End	Group size	Time		
06/01/2023	10:00 AM	11:30 AM	1	90	mins	Del
Evaluation notes						
administered assessment						

Date	Start	End	Group size	Time		
06/02/2023	02:30 PM	03:30 PM	1	60	mins	Del
Evaluation notes						
interpreting results						

+ Time

Time Spent Providing Service: 150

Any questions???? Please contact:

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Below are important links from the [Third Party Billing Resources](#) Folder in Google Drive that you may find helpful:

[Creating a Direct Service Activity Log in SpEd Forms](#)

[Dashboard Billing](#)

[Group Billing](#)

