

# SBS Billing Compliance Tip Sheet

Updated 4/21/2026

Eligibility
➤ Student must be enrolled in Medicaid on the date of service to bill Medicaid.
➤ Service must be medically necessary or included in the child’s IEP/IFSP.
➤ Parental consent must be obtained and notification provided annually before billing Medicaid.
➤ If a student leaves the district and returns (even in the same school year), a new Parental Consent form must be signed.

Documentation	Medicaid Units
<i>Required for Every CPT Code</i>	<i>Timed Codes (15-minute units)</i>
<b>Each billed service must have a treatment note containing:</b>	0–7 Minutes = 0 Units
➤ Student name, DOB, Medicaid ID	8–22 Minutes = 1 Units
➤ Date of service	23–37 Minutes = 2 Units
➤ CPT code and duration of service in minutes	38–52 Minutes = 3 Units
➤ If including CPT codes, include all.	53–67 Minutes = 4 Units
➤ Diagnosis code	68–82 Minutes = 5 Units
➤ Description of service provided	
➤ Student response/progress	
➤ Provider printed name and signature/credentials (On File for electronic signature.)	
➤ Verification of the attendance of both the child and the service provider for claims submitted.	

Covered Services	Non-Covered Services
➤ Assistive Technology (IEP only)	➤ Attending meetings
➤ Audiology	➤ Charting
➤ Evaluation Services	➤ Equipment Preparation
➤ Incidental Interpreter (IEP Only)	➤ Evaluations that do not result in an IEP or IFSP
➤ Behavioral Health	➤ Instructional assistant contact
➤ Nursing Services	➤ Parent consultation
➤ Occupational Therapy	➤ Parent contact
➤ Orientation and Mobility (O&M)	➤ Planning
➤ Physical Therapy	
➤ Respiratory Therapy (Nursing Services)	
➤ Speech-Language Therapy	
➤ Specialized Transportation (IEP only)	

IEP-Specific Billing Rules
➤ Ordered therapy must contain statement “ <b>individual or small group</b> ” to cover variations in scheduling or service delivery.
➤ Make-up sessions causing excess Medicaid billing for a time period <b>-must specify in notes how much time is excess for makeup and for what missed date.</b>

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## Assistive Technology - CPT E1399

- Medicaid members must have a current Individualized Education Plan (IEP) in place on the date of service. The IEP must include the AT device.
- Copy of Original Receipt with Purchase Price and Item Name
- Detailed Product Description (Printed from the Internet, such as online retailer or manufacture)

List of all School-Based CPT codes can be found in Kentucky School-Based Service **Technical Assistance Guide** [TAG Decemeber 2025 Accessible](#).