

In order for an LEA to bill Medicaid, they must first be approved as a Medicaid provider. Most districts are already registered – but many Charter schools are not. This guide provides the information needed to register, however, the process can be time consuming. Notify the LDOE by emailing sbmp@la.gov when initiating a new application so that they can provide support during the application process.

Qualifications

General qualifications for LEAs to enroll in Medicaid are:

1. The entity must be recognized by the Louisiana Department of Education as a public LEA. Individual charter schools recognized as Type 2 or Type 5 are considered LEAs and are eligible to be Medicaid providers. Other types of charter schools, such as Types 1, 3 or 4, must claim through their fiscal agent/LEA.
2. The LEA must complete, sign, date, and submit the original provider agreement as well as the Type 70 -EPSDT form. The LEA must satisfy all elements of the provider agreement, including, but not limited to, agreeing to provide services to all Medicaid-enrolled students who are eligible for and choose to receive covered services from the LEA.

Enrollment

To receive Medicaid reimbursement, an LEA must be enrolled as a Medicaid provider. All Medicaid providers are enrolled in accordance with applicable requirements for the provider’s designated type and specialty.

In Louisiana, for Medicaid-covered EPSDT Health Services, LEAs must enroll as EPSDT Health Services, Provider Type 70 (EPSDT Health Services). Medicaid provider enrollment of LEAs is performed by Medicaid’s fiscal agent, Gainwell.

The necessary forms can be found [here](#). If you need assistance and enrollment assistance, contact Gainwell Provider Enrollment at 225-216-6370. Provider enrollment requires completion of a two-step process:

1. Completion of the Basic Enrollment Packet for each provider type; and
2. Completion of the additional Enrollment Packet Provider Type 70 - EPSDT Health Services.

Each LEA must sign a Medicaid provider agreement to enroll in Medicaid. Please note that the Medicaid provider agreement changes periodically.

Once the Medicaid provider enrollment process is completed, the LEA is assigned a unique seven digit Medicaid provider number that is usually referenced as the provider’s Medicaid billing number. Detailed Medicaid provider enrollment requirements can be found at www.lamedicaid.com.

National Provider Identifier

The National Provider Identifier (NPI) is a federally-mandated identification number issued to health care providers. All individual and organizational health care providers that are HIPAA-covered entities must obtain an NPI to identify themselves on billing transactions. LEAs must have an NPI prior to billing.

LEAs may apply online at <https://nppes.cms.hhs.gov> or complete and submit to the National Plan and Provider Enumeration System (NPPES) the paper form (available from the above Web site). LEAs are required to provide an NPI in order to process any transaction or correspondence with Provider Enrollment (such as change of address requests, group linkages, direct deposit, and any other correspondence). As part of the NPI enumeration process, Medicaid-participating schools are asked to enter the federal tax ID number and mailing (street) address, indicate that they function as a group/organization, rather than an individual health care provider, and choose a “taxonomy code” that describes their

health care provider type and specialty. When applying for an NPI, the LEA or state-operated school should select the following taxonomy code for Local Education Agency:

“Local Education Agency (LEA) 251300000X – *The term local education agency means a public board of education or other public authority legally constituted within a State to either provide administrative control or direction of, or perform a service function for public schools serving individuals ages 0 – 21 in a state, city, county, township, school district, or other political subdivision including a combination of school districts or counties recognized in a State as an administrative agency for its public schools. An LEA may provide, or employ professionals who provide, services to children included in the Individuals with Disabilities Education Act (IDEA), such services may include, but are not limited to, such medical services as physical, occupational, and speech therapy.”*

Please email sbmp@la.gov with any questions.