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Reminder

September 3rd – The participation agreement between PCG and the LEAs was distributed via email on July 29th by your Account Manager. The agreement should be signed and returned to PCG by September 3rd.

Important upcoming DSC deadlines

August 6th – New biller authorization form and LEA contact information sheet due to PCG

September 24th – Special Education student rosters due for DSC eligibility match

Important upcoming MAC deadlines

August 12th – Cost data due for AJ10 (April-June)

September 13th – Staff roster updates and annual Position Classification Forms due for OD10 (Oct-Dec)

October 7th – MER student selection date for OD10 & JM11 (Oct-Dec /Jan-Mar)

October 18th – MER district wide student roster due

Save the Date - Fall 2010 PCG Regional Information Session

PCG will be conducting Fall 2010 Regional Information Session (RIS) during the week of September 14, 2010. PCG will be hosting 4 sessions around the state at the following locations:

Tuesday 9/14/10	Wednesday 9/15/10	Thursday 9/16/10	Friday 9/17/10
Pendergast Elementary	Higley Unified	Vail Unified	Flagstaff Unified
Morning Session	Morning Session	Afternoon Session	Afternoon Session

As we get closer to September, PCG will send the formal announcement /RSVP containing the session times and location addresses.

We look forward to seeing you in September and to a great year in the Arizona Medicaid School Based Claiming programs.

AHCCCS Provider Registration Forms

Effective immediately, AHCCCS Provider Registration has updated the provider registration forms. The updated forms are available on the AHCCCS website (see link below). Please use these new forms when registering all new and reactivating providers. In addition to the registration packet, a new form “*Criminal Offenses Statements*” is required to be completed as well.

If your LEA made copies of the registration forms in the past, please be sure to destroy them to avoid any confusion. Please be aware if outdated forms are submitted to AHCCCS Provider Registration, all forms will be returned, which will ultimately delay the provider registration process. The new forms are easily identified with the effective date at the bottom of the form. To ensure current registration forms are being used visit AHCCCS’s website at - <http://azahcccs.gov/commercial/ProviderRegistration/packet.aspx>.

AHCCCS Medical Policy Manual (AMPM) Update

Please be advised that AHCCCS has updated and published Chapter 700 of the AHCCCS Medical Policy Manual (AMPM), which is accessible online at –

<http://www.azahcccs.gov/shared/Downloads/MedicalPolicyManual/Chap700.pdf>.

It is important for all applicable LEA personnel to thoroughly read the AMPM as clarifying language to the document is effective July 1, 2010. If you have any questions regarding the AMPM information, please do not hesitate to contact either PCG or AHCCCS.

Stale Checks and New Biller Authorization Form

It has come to our attention that several MAC and DSC reimbursement checks have not been cashed within the allowed 60 days from date of issuance. According to the feedback PCG received from coordinators, some of the checks have not been cashed due to the billers delays, but others have been misplaced, delivered to unavailable staff, or even to staff unauthorized to conduct financial transactions for the district.

In order to prevent the biller delay issue in the future, we are asking all LEAs to submit a new Biller Authorization Form which identifies a biller for the LEA (if applicable). The new form, provides PCG with clear instructions on the primary recipient (whether the checks will be sent to the biller or directly to the LEA), and identifies a person designated by the LEA to receive the checks. If not already done so, we encourage all LEAs to designate a staff person that is available all year long, and plan for an alternate back-up.

The form must be signed by personnel authorized to make financial decisions for the LEA, such as a Business Manager, Special Education Director, or Superintendent. It is also important the same information is communicated to the biller (if applicable).

If reimbursement checks are still outstanding, account managers will be contacting LEAs to follow up, and the check will be reissued after a Stale Check Form is completed by the identified LEA (a fee may apply).



DSC

DSC Online Claims System Training for Self-Billers

If you have not yet been trained on how to use the EZNET online DSC claiming system, please contact your account manager to schedule a day and time for training. We can set up a webinar training and demonstrate how to submit and view your claims through the DSC claiming system. Once you have completed training, PCG will issue you a username and password in order start billing through EZNET.

LEA Contact Form

As we come to the start of a new school year, it is important that PCG keeps LEA contact files updated with the most current DSC/MAC Coordinator, Business Manager, Special Education Director and alternate back-ups for these titles. PCG will be sending out a revised LEA contact information form for every LEA to complete and send back to their account manager.

PCG Employee Profile – Amy McGowan

PCG: Amy McGowan, a contractor since March 17, 2010 joined the PCG team as a full time employee on June 28, 2010. As the new business analyst, Amy assists with tasks necessary for facilitating the Direct Service Claiming (DSC) and Medicaid Administrative Claiming (MAC) programs. She brings a broad knowledge of IT skills and teaching experience. Amy is passionate about doing work that ultimately benefits the kids. Her mother, a special education teacher for over 26 years, is one of her inspirations to continue to work in the education and healthcare industry. We welcome Amy and are very pleased to have her on our team.

Personal Information: Amy grew up in Prescott, Arizona with her family and one older brother. Amy developed a passion for travel at an early age and had the opportunity to study abroad. Through work, study programs, and volunteer work, Amy lived in many other countries such as: England, Belgium, Algeria, France, Scotland, Australia, Poland, Mexico and Hungary. Most rewarding through her journey was helping troubled youths and teaching kids English as a second language. As much as she enjoyed the different cultures and learning new languages she was always very happy to return home to Arizona. Her “bucket list” still outlines places to visit like South America, Asia, and explore the U.S. but until then, on leisurely weekends you’ll find Amy enjoying her favorite hobby—playing the fiddle.

Education: Amy’s is a graduate from the University of Arizona with a Bachelors degree in Political Science and minor in French. She also holds an Associate’s of Applied Science (AAS) degree in computer science. Amy’s experience is enhanced by her Master’s degree in education from the University of Phoenix.