

## MEDICAID STUDENT DETAIL RECORD (SDR) SUBMISSION

### Electronic Submission

1. To find the form, go to the Employee Intranet, Student Services, Choose your SDR from the drop down list.
  - a. Save the blank SDR form to a desired location for your use.
  - b. Each form has enough pages that a whole month can be completed in one file.
2. All saved monthly billing needs to be saved in the following format.
  - a. Student last name, student first name, service title, two digit month, two digit year
  - b. Example: Jones, Johnny SLP 0916
3. Digital signatures will need to be inserted lastly before the document is sent via e-mail to the Medicaid Billing Specialists.
  - a. Digital signatures will only be placed on the first page of the SDR
  - b. No changes to the SDR can be made after signature or the digital signature becomes invalid.
4. Monthly saved PDF (Jones, Johnny SLP 0916.pdf) needs to be emailed to the [Medicaid@d91.k12.id.us](mailto:Medicaid@d91.k12.id.us).

### Paper Form Submission

1. If you are submitting your billing in paper form please send the originals through the Turtle to [Medicaid at the District Office](#).
2. Each SDR must be signed in original ink on each page for all providers associated with the billing and a supervisor if required.

Billing must be submitted by the 7<sup>th</sup> of the month.