

# MEDICAID STUDENT DETAIL RECORD (SDR) SUBMISSION

(Please Submit Billing by the 7<sup>th</sup> of every month)

## Electronic Submission

1. To find the form, go to the Employee Intranet, Student Services, and Service Detail Records.
  - a. Choose the appropriate SDR from the list.
  - b. Save the blank SDR form to a desired location on your computer.
  
2. All saved monthly SDR's need to be saved in the following format.
  - a. Student last name, student first name, service title, two digit month, two digit year.
    - i. Example: Jones, John SLP 0916
  
3. Digital signatures will need to be completed last, before the document is sent via e-mail to the Medicaid Billing Specialist's.
  - a. Digital signatures only need to be placed on the first page of the SDR.
  - b. How to create a digital signature can be found on the Employee Intranet, Student Services, Medicaid Tutorials, and Create Digital Signature.
  - c. Absolutely no changes to the SDR can be made after the digital signature has been completed or the signature becomes invalid.
  
4. The Monthly saved PDF SDR (Jones, John SLP 0916.pdf) needs to be emailed to [Medicaid@d91.k12.id.us](mailto:Medicaid@d91.k12.id.us).

## Paper Submission

1. If you are submitting your billing in paper form, please sent the **originals** through the Interoffice Mail to Medicaid at the District Office.
  
2. When submitting in paper form please sign each page in original ink.
  
3. All providers and supervisors must sign each page in original ink.