



## **Memorandum of Agreement**

between

**Lincoln Trail District Health Department**

and

**Marion County Board of Education**

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### **I. Purpose**

The purpose of this Memorandum of Agreement (MOA) is to clearly identify the roles and responsibilities of each party as they relate to the dissolution of the current School Health Program.

### **II. MOA Term**

The term of this MOA will be 1 year from the end of the current signed contract. The term commences July 1, 2018 and terminates June 30, 2019.

### **III. Goals and Obligations**

The goal of this MOA is to assure both parties are in agreeance with the process of the dissolution of the School Health Program with respect to Billing Practices, Technical Support, School Nurse Health Records and LTDHD Equipment in School Health Clinics and Central Offices.

#### **Billing Practices**

1. Schools may enter PEF's for billing until Close of Business (COB) on June 30, 2018.
2. Unbilled services or services occurring prior to June 30, 2018 will not be processed by Lincoln Trail District Health Department.
3. No initial billing will be processed for school services by either party after COB June 30, 2018.
  - a. LTDHD will do re-billing on denied claims until June 30, 2019.  
No re-billing will be done after June 30, 2019.
4. LTDHD staff will not make any corrections or changes to PEF ICD 10 codes, office visit CPT codes or other missing/incorrect information.



5. Any billing revenue received from July 1, 2018 through June 30, 2019 will be applied toward the school revenue and will be paid to the school system in quarterly payments after deducting the Medicaid Match (30%) and DPH Admin fee (2%) and with staff time to process claims/reports. The last payment will be Sept 30, 2019.
6. Payments will include details of revenue/expenses.
7. Any overpayments or billing errors that occurred in FY17 and/or FY18, in which Medicaid would be reimbursed, will be deducted from the school's revenue.
8. Billing Clerks' access to Medicaid Eligibility, VPN Number, and CDP Portal and Bridge Access shall be removed at close of business on June 30, 2018.
9. School Nurses' Provider Numbers shall remain active until June 30, 2019 in order for re-billing to occur.

### **Technical Support**

1. Will continue through June 30, 2018.

### **School Health Nurse Records**

1. School Nurse Health Records shall be boxed up by school staff (outside of box labeled, "Medical Confidential", the full name of the school & "2017-18"). LTDHD will schedule a time with the school to pick up the boxes within 48 hours of last day of school for students.
2. All school Patient Encounter Forms (PEF's) shall be boxed up by school billing staff. LTDHD will schedule a time with the school to pick up the boxes no later than July 16, 2018. Boxes will be labeled "PEFs", county/school & "2017-18"

### **LTDHD Equipment in School Health Clinics and Central Offices**

1. LTDHD will donate an itemized inventory of school clinic equipment with approximate replacement value noted. (Note: actual prices may vary due to vendor prices on any given time.) LTDHD and the School District will sign a "Transfer of Government Property Agreement" to account for the donated equipment inventory.
2. LTDHD's computers, printers, and any other associated I.T. equipment will be returned to LTDHD. LTDHD's I.T. Director will retrieve the equipment from the school sites.
3. All LTDHD name and address stamps will be returned to LTDHD.
4. All oxygen tanks/stands that belong to LTDHD will be returned to LTDHD.
5. All Emergency Medications in emergency bags (Injectable Benadryl, Epinephrine) will be returned to LTDHD.



**HEALTH DEPARTMENT**

6. All medical waste (such as needle buckets) and expired medications, as well as any medicines that are not retrieved by parents at the end of the school year, will be returned to LTDHD within 48 hours of last day of school for students for appropriate disposal.
    - a. LTDHD will not accept any medical waste or medications for disposal after June 30, 2018.
  7. All LTDHD Identification Badges that were assigned to School Nurses and School Billing Clerks shall be returned to LTDHD by June 30, 2018.
  8. Unused chart folders shall be returned to LTDHD.
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1. The Health Department certifies that no constitutional, statutory, common law, or regulation adopted by the Cabinet for Health and Family Services pertaining to conflict of interest will be violated by this MOA.

**FIRST PARTY:**

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Sara J. Best, Public Health Director  
Lincoln Trail District Health Department

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Date

**SECOND PARTY:**

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Taylora Schlosser, Superintendent  
Marion County Schools

\_\_\_\_\_  
Date