

How to Introduce Third Party Billing to Families

- ✓ After the IEP has been discussed and all health related services identified, the case manager presents the information on third party billing. A good line of introduction might go something like this:

“MN law requires us to ask for your permission to bill your insurance for health related services. You may say yes or no. Either way, your child will receive the services we have already presented in the IEP. It’s a way for the schools to receive additional funds for special education.”

- ✓ Present the Procedural Safeguards and explain to parents their rights.
 - There is **no cost** to families and their benefits will not be affected.
 - They can receive a copy of all information shared with DHS.
 - They can withdraw consent at any time in writing and their child’s services will not stop or change.
- ✓ Complete the *Consent to share data* form.
 - By signing this form parents understand and agree to let the school district share information to bill for health related services if their child is covered by Medical Assistance or MinnesotaCare.
 - The consent is good as long as their child is in special education.
 - The school district **will not** bill private insurance.