

Ogdensburg City School District

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SUPERINTENDENT OF SCHOOLS

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Medicaid Reimbursements Report of Examination
2022M-52

For each recommendation included in the audit report, the following is our corrective actions.

Audit Recommendations:

The Superintendent should ensure:

Recommendation #1

Procedures are established to ensure Medicaid claims are submitted in a timely manner and all documentation requirements are met to claim reimbursements for all eligible services.

Corrective Action: The timeline for all Medicaid submittals will be reviewed and verified by the Business Manager. The Business Manager will ensure that the duties are being carried out.

Recommendation #2

Adequate oversight is provided over the Medicaid claiming and reimbursement process.

Corrective Action: The Business Manager will have oversight over the process. The Superintendent's Secretary will forward the documentation of the claims submitted and reimbursements to be received to the Business Manager timely. The Business Manager will follow the calendar of timelines to be certain that the claims are being submitted regularly.

Recommendation #3

All eligible services are tracked in the system for reimbursement.

Corrective Action: The Director of Special Education will have oversight of this area. Special Education Clerical Staff will be assigned completion of parental consent, student information and all proper documentation, including prescriptions and transportation needs, all in accordance with the child's IEP. The Superintendent's Secretary will be responsible for the areas of session notes and reporting of anything that is missing to submit in the system.

Recommendation #4. All providers are properly registered in eMedNY.

Corrective Action: The Business Manager will have oversight of this area. The Superintendent's Secretary will be assigned this task and it will be reviewed by the Business Manager.

The Secretary should:

Recommendation #5

Reconcile the amounts claimed for Medicaid reimbursement with the amounts received and review any rejected or disallowed claims to determine whether they may be resubmitted.

Corrective Action: The Superintendent's Secretary will upload the claims and track all that have been rejected or disallowed and determine whether they may be resubmitted. A copy of all documentation will be forwarded to the Business Manager for proper matching of reimbursements received to documentation that was submitted. The Business Manager will also oversee the timeline to ensure that claims are being uploaded timely and regularly.

Recommendation #6

Review all the unclaimed services identified in this report and submit any eligible claims for reimbursement.

Corrective Action: The Superintendent's Secretary will review and submit all past eligible claims and follow all steps set forth above.

The Business Manager will do all cost reporting. All procedures above will be put in place immediately. This procedure will be reviewed regularly and adjusted accordingly.





Kevin K. Kendall, Superintendent of Schools

6/9/22