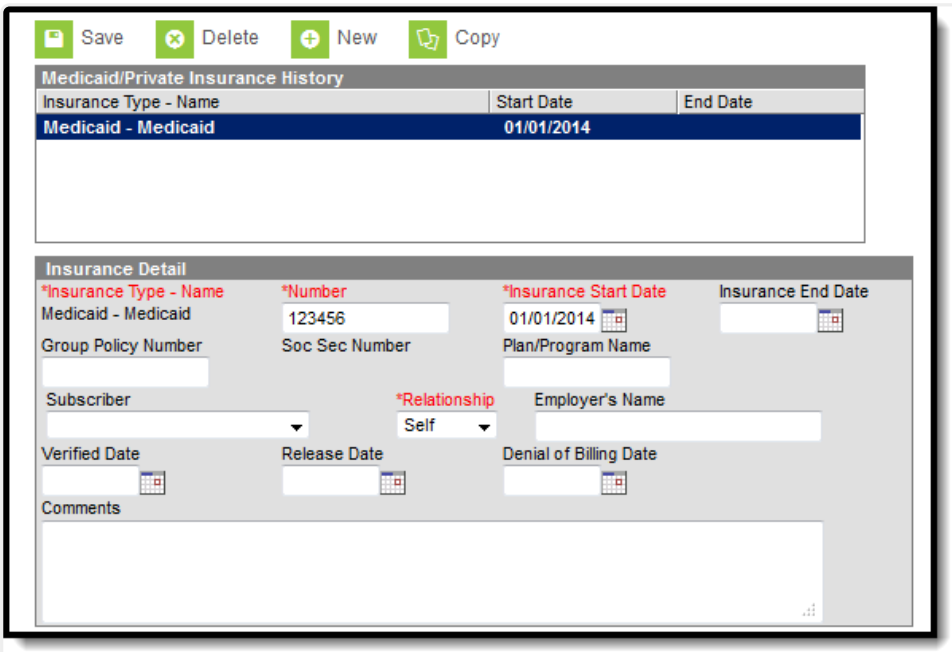
Medicaid Insurance

Last Modified on 09/24/2026 11:10 am CDT

Path: Student Information > Medicaid > Insurance

The Medicaid Insurance editor provides a way to historically track student's insurance types, start dates and applicable end dates. Options available for selection here are first entered in the Medicaid Insurance tool in System Administration.

It is not unusual for students to frequently alternate insurance eligibility status. Each new period of eligibility requires its own record of start and end date.



Medicaid Insurance Tool

See the Medicaid Tool Rights article for information on tool rights needed to use this and related tools.

Evidence of the Denial of Billing Date from the private insurance company must be provided to the district prior to submitting the bill to Medicaid.

Insurance Editor Data Elements

The following fields are available:

Field	Description
Insurance Type - Name *Required*	Lists the name of the insurance type as entered in the Insurance tool in System Administration. Only active insurance types are listed.
Number *Required*	The number assigned by the insurance company identifying the record. This is NOT the Policy number.
Insurance Start Date *Required*	Point in time that the insurance became effective and is eligible to be billed. Dates are entered in *mmddyy* format or can be entered using the calendar icon.
Insurance End Date	Point in time that the insurance was no longer effective and could no longer be billed for payment. Dates are entered in *mmddyy* format or can be entered using the calendar icon.
Group Policy Number	Number assigned to the insurance record.
Social Security Number	Student's Social Security number. This field is only available when the user has tool rights to view and/or enter Social Security numbers.
Plan/Program Name	Indicates the name of the insurance plan or program, usually on the insurance card.
Subscriber	This selection is the name of the person who is the owner of the insurance policy. Lists the relationships of the students as viewable in Census.
Relationship	Select the relationship of the student to the subscriber. Options are: • Self • Parent • Spouse • Other
Employer's Name	Lists the subscriber's organization or company name.
Verified Date	Date the student's insurance eligibility was verified for the service. Medicaid cannot be billed if eligibility has not be verified within 60 days from the date of service that is being billed.
Release Date	Date the district received permission to release the student's medical records.
Denial of Billing Date	Date the medical care information was denied by the insurance company. Medicaid or private insurance cannot be billed if parents/guardians have not released medical data within one year of the billed service. If a student qualifies for Medicaid and has private insurance, Medicaid will not be billed unless the student has a denial of billing date on the private insurance within one year of the billed service.

Field	Description
Comments	Lists any comments entered by district staff in regards to the insurance information.

DO NOT update an insurance record. An historical record of insurance eligibility is needed as Medicaid services can be billed for up to 12 months prior.

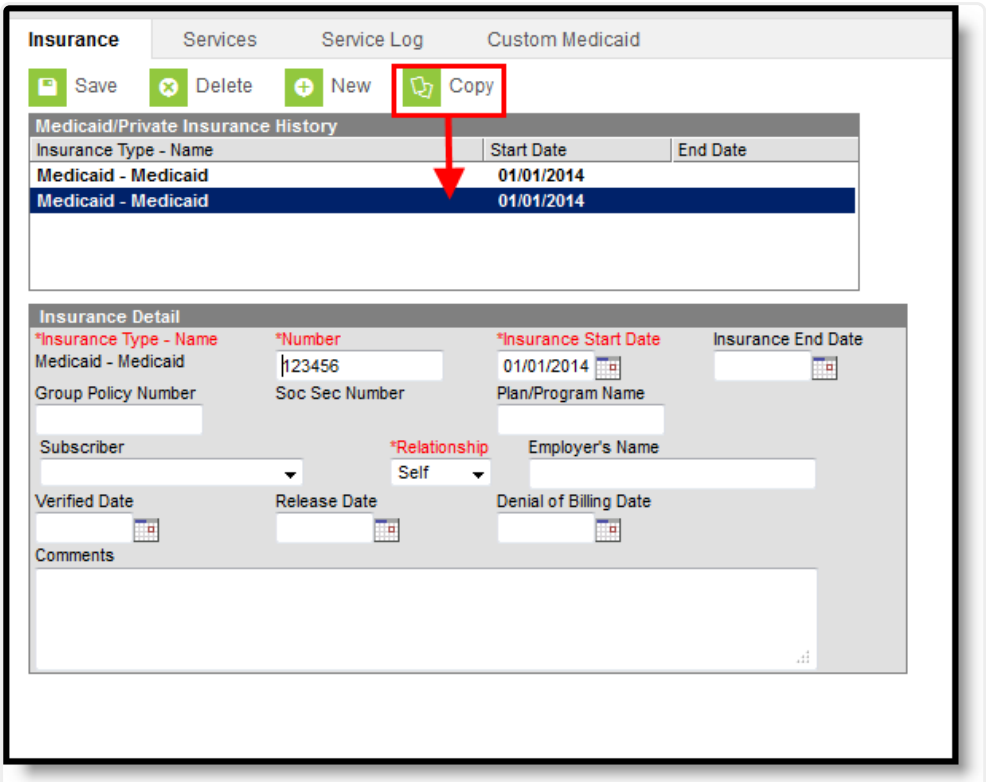
Add Insurance Information

1. Select the **New** button from the Insurance tab. An Insurance Detail editor will appear.
2. Select the **Insurance Type - Name**.
3. Enter the **Insurance Start Date.**
4. If the **Insurance End Date** is known, enter that date in *mmddyy* format, or use the calendar icon to select a date.
5. Enter the **Group Policy Number.**
6. Enter the **Plan/Program Name.**
7. Select the **Subscriber** from the dropdown list.
8. Select the **Relationship** of the subscriber from the dropdown list.
9. Enter the **Employer's Name** of the subscriber.
10. Enter the **Verified Date.**
11. Enter a **Release Date.**
12. Enter a **Denial of Billing Date.**
13. Enter any **Comments** related to the insurance information in the Comments box.
14. Save the entry when complete. The Insurance Type will appear in the Medicaid/Private Insurance History list.

Use the Insurance Copy Function

Because insurance information changes frequently for those who are being treated with severe medical issues or handicaps, use the Copy function to quickly create a new insurance record.

1. Select the **Insurance record** that should be duplicated.
2. Select the **Copy button** from the Insurance tab. A duplicate entry of the selected insurance record will be listed in the Medicaid/Private Insurance History list.
3. Modify information in the new record (listed after the original entry) as appropriate.

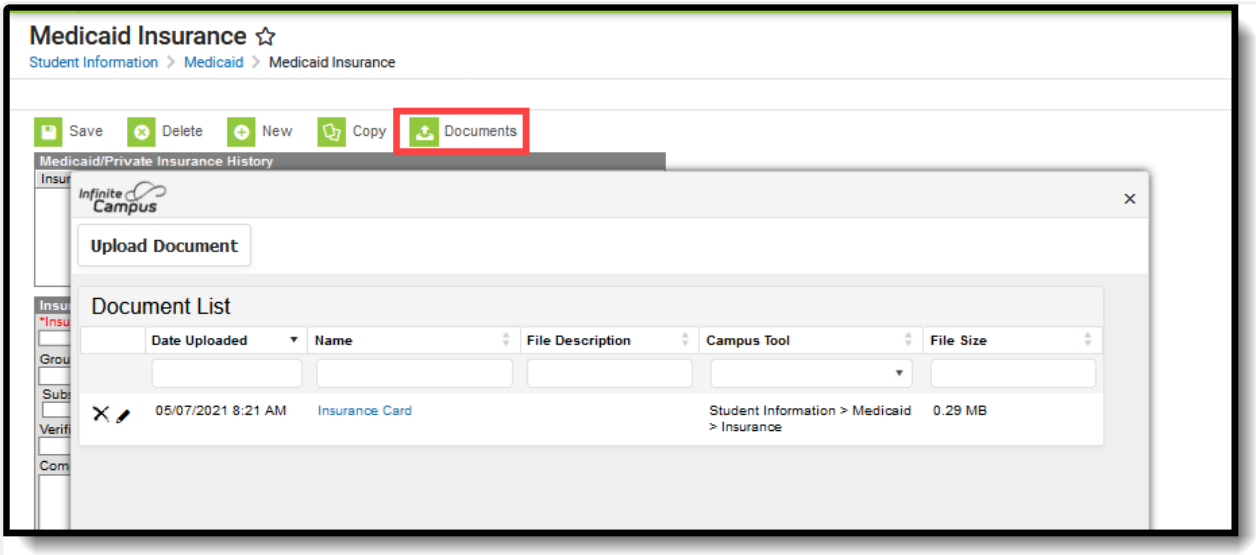


Insurance Record Copy Function

Insurance information should only be deleted if the entry was made in error. If there is any record of the company being billed for a service, the information will be lost.

Documents

To view documents, click the **Documents** button on the action bar. See the Student Person Documents article for more information.



Student Medicaid Insurance Documents