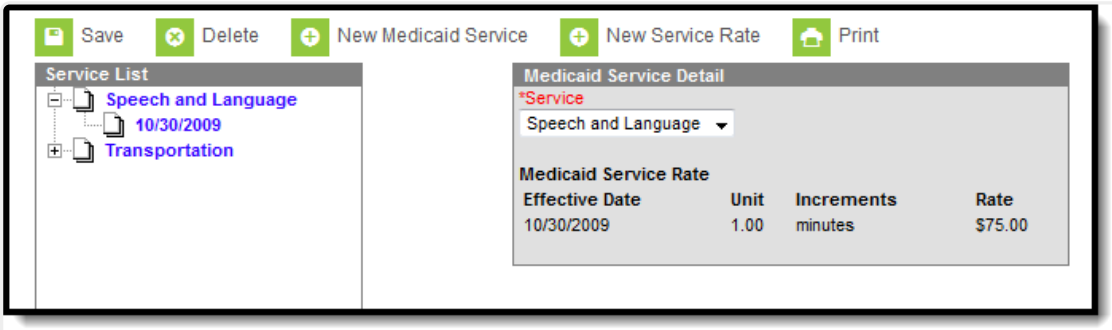
Medicaid Services Setup

Last Modified on 09/25/2026 9:24 am CDT

Path: System Administration > Medicaid > Services

The Medicaid Services editor lists each service that can be assigned to a student and used in the Medicaid Billing process. States define what services can be billed for Medicaid reimbursement. Services may not change much over time, but the rates with the services do. It is advised that state requirements on Medicaid Services be reviewed often.



Medicaid Services Editor

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

This information should be historical, Deletion of previous rates is not necessary; however, the old rate should be marked inactive and the new rate should be entered.

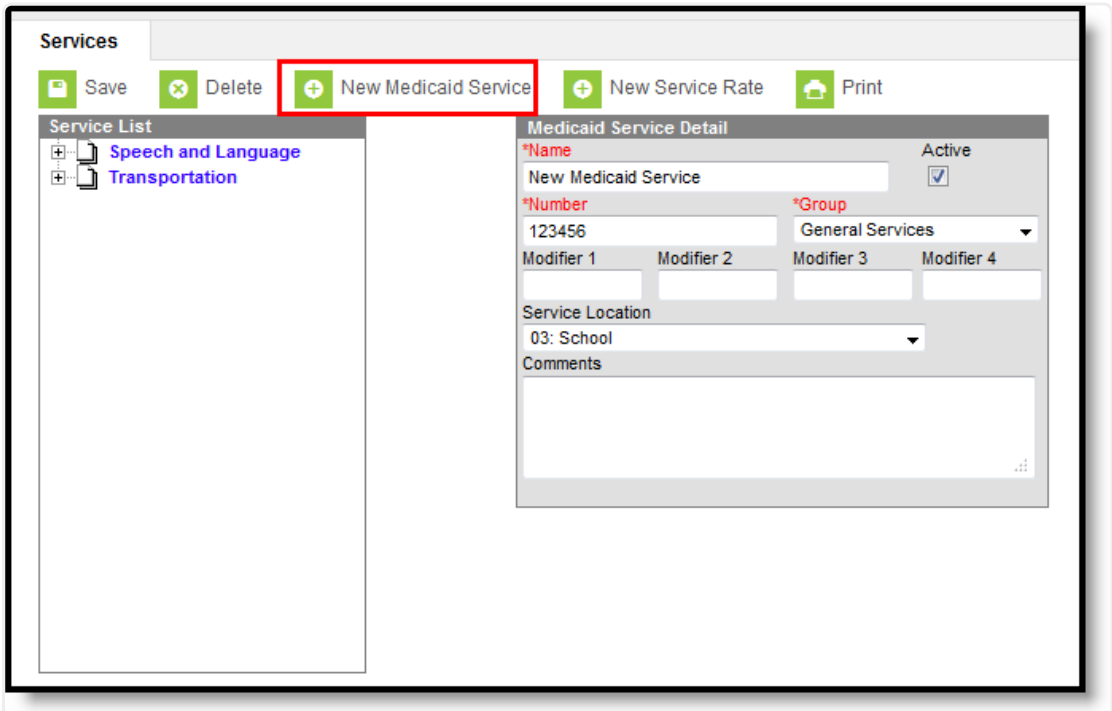
Typically, the state Medicaid agency will issue a list of billable services, billing codes and billing rates. Each service must be associated with a Service Group (General, Transportation, Paraprofessional or Medical). This drives the fields available to collect data in the Service Log as well as what reporting may be done.

Add Medicaid Services

1. Select the **New Medicaid Service** button from the Services tab. A Medicaid Service Detail will appear.
2. Enter the **Name** of the service.
3. Determine if this is an **Active** service. An active service is any service that is currently being offered to students.
4. Enter the **Service Number.**
5. Select the **Group** associated with the service. Options are General, Transportation,

Paraprofessional or Medical.

6. Enter the **Modifier** options. Modifiers (1-4) are defined with the service number.
7. Select the **Service Location** from the dropdown list. This selection is the location of where the service is typically provided. *03: School* is the default selection.
8. Enter any **Comments** associated with the service.
9. Click the **Save** button when finished. The new Medicaid Service will appear in the Service List. Service Rates will now need to be created.



New Medicaid Service

Medicaid Service Locations

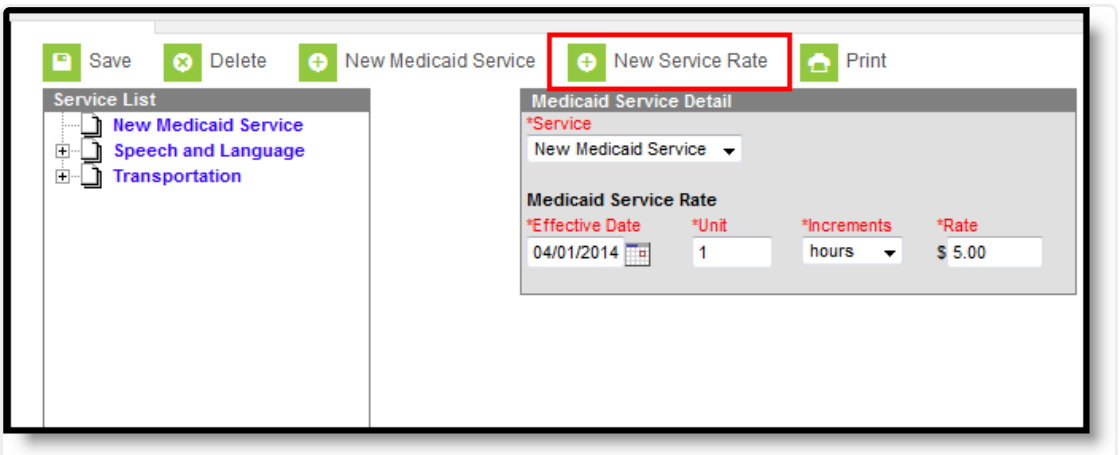
Code	Description
01	Pharmacy
03	School
04	Homeless Shelter
05	Indian Health Service Free-standing
06	Indian Health Service Provider-based
07	Tribal 638 Free-standing Facility
08	Tribal 638 Provider-based Facility
11	Office
12	Home

Code	Description
13	Assisted Living facility
14	Group Home
15	Mobile Unit
20	Urgent Care Facility
21	Inpatient Hospital
22	Outpatient Hospital
23	Emergency Room - Hospital
24	Ambulatory Surgical Center
25	Birthing Center
26	Military Treatment Facility
31	Skilled Nursing Facility
32	Nursing Facility
33	Custodial Care Facility
34	Hospice
41	Ambulance - Land
42	Ambulance - Air or Water
49	Independent Clinic
50	Federally Qualified Health Center
51	Inpatient Psychiatric
52	Psychiatric Facility - Partial Hospitalization
53	Community Mental Health Center
54	Intermediate Care Facility/Mentally Retarded
55	Residential Substance Abuse Treatment
56	Psychiatric Residential Treatment Center
57	Non-res Substance Abuse Treatment
60	Mass Immunization Center
61	Comprehensive Inpatient Rehab
62	Comprehensive Outpatient Rehab

Code	Description
65	End-Stage Renal Disease Treatment
71	Public Health Clinic
72	Rural Health Clinic
81	Independent Laboratory
99	Other Place of Service

Add Medicaid Service Rates

1. Select the **Medicaid Service** for which to add rate information from the Service List. Non-editable information (minus the Active checkbox) will appear in the Medicaid Service Detail box to the right. Users can also select the Service Rate button without first selecting the service.
2. Select the **New Service Rate** button from the Services tab.
3. Select the appropriate service from the dropdown list to associate the new rate with the correct service.
4. Enter the **Effective Date** of the rate.
5. Enter the **Unit Measurement.** This is simply a number that defines the increments.
6. Select the **Increments of Measurement.** Options are minutes, hours or miles. If the unit entered is 30 and the increment selected is minutes, the service would have the rate of 30 minutes of service for the entered dollar amount.
7. Enter the **Rate** for the service.
8. Click the **Save** button when finished. The most current rate will appear as the first rate below the associated service and in bold.



Add Medicaid Service Rates

Once rates are entered and saved, they cannot be modified. If a rate is entered in error it may be deleted unless it has been used on a service log entry. If the Medicaid agency changes the rate for a particular service, a new service rate should be entered. The effective date will determine which rate is current and which rate is billed for the service.