

# Medicaid Insurance Setup

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**Classic View:** System Administration > Medicaid > Insurance

**Search Terms:** Medicaid Insurance

The Insurance tool allows a district to enter each insurance carrier - Private Insurance and Medicaid - for which the district wishes to track. Each insurance is linked to a type indicating if the entry is private or is Medicaid. The Insurance editor provides a way to historically track student's insurance types, start dates and applicable end dates. Insurance types should never be deleted. If the type is no longer needed, mark that specific entry as inactive (remove the Active checkbox).

The screenshot shows the 'Medicaid Insurance Providers' interface. On the left, a list of insurance types is displayed with a 'Medicaid - Medicaid' entry highlighted in blue. On the right, an 'Insurance Detail' editor is open for this entry. The editor has fields for Type (set to Medicaid), Name (Medicaid), Address, City, State, and Zip. A checked checkbox labeled 'Active' is located in the top right corner of the editor.

Districts often provide health-related services to school-aged children that would normally be covered under some type of insurance coverage. Just like any other medical insurance, the provider can bill the insurance company and be reimbursed for the services they provide. Only certain providers can provide the services and only certain services are eligible to be billed.

The information added in Insurance is tied to Student Insurance information.

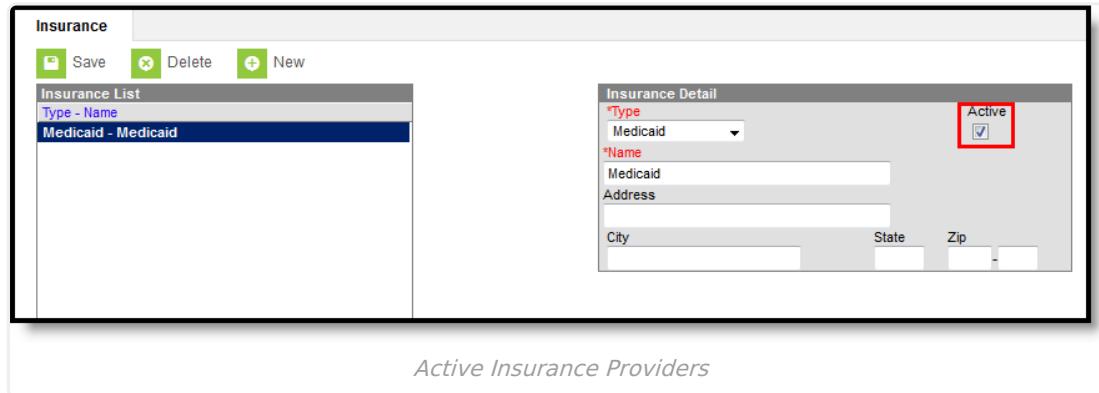
## Add Insurance Types

1. Select the **New** button from the Insurance tab. An Insurance Detail editor will appear.
2. Select the **Type** of insurance - either Private or Medicaid.
3. Enter the **Name** of the insurance. This entry is the Medicaid agency(ies) serving the community or the incorporated name of the private insurance company.
4. Determine if this insurance type is currently active. If yes, mark the Active checkbox.
5. Enter the **Address** information of the insurance type.
6. Enter the **City**, **State** and **Zip** code of the insurance type.
7. Click the **Save** button when finished. The new insurance type will appear in the Insurance List in alphabetical order.

## Active vs. Inactive Insurance Entries

If a type is marked active, the name will appear in the Insurance List in bold typeface in

alphabetical order. If it is inactive, the name will appear in non-bold typeface at the bottom of the list of active insurance types. Inactive insurance types cannot be assigned to a student's Insurance tab. However, if a student is assigned an insurance type and later it becomes inactive, that historical information remains for record keeping.



The screenshot shows a software interface for managing insurance providers. On the left, a sidebar titled 'Insurance' contains buttons for 'Save' (green), 'Delete' (red), and 'New' (blue). Below these are sections for 'Insurance List' and 'Type - Name'. The 'Type - Name' section is expanded, showing 'Medicaid - Medicaid' with a blue selection bar. To the right, a detailed form is displayed under the heading 'Insurance Detail'. This form includes fields for 'Type' (Medicaid, selected from a dropdown), 'Name' (Medicaid), 'Address' (empty), 'City' (empty), 'State' (empty), and 'Zip' (empty). A checkbox labeled 'Active' is checked, with a red box highlighting the checked state. The entire interface is titled 'Active Insurance Providers' at the bottom.