

Central Reimbursement Office
Billing Instructions
FY 2010

Before submission for reimbursement:

- Vendors should ensure that a service log has been created in the TEIDS database for each date of service being submitted for reimbursement.
- Vendors should ensure that third party reimbursement has been received, if applicable, and details of the explanation of benefits (EOB) have also been entered into the TEIDS database; payment by insurance should be entered in the "Amount" block for that payor source. TEIS must receive the benefit from any contractual adjustments or reimbursement schedule agreements between the service provider and the third party carrier. **The Central Reimbursement Office reserves the right to adjust any dollar entry it determines to be incorrect.**

*Contact the data manager in your TEIS district for data entry questions.

Submission process:

- Vendors should supply a legible copy of the explanation of benefits, front and back of all pages for each date of service. Vendors are strongly encouraged to continue filing insurance claims for those services believed to be non-covered. (Insurance companies occasionally pay for services originally deemed to be non-covered on a previous EOB.)

*Insurance claims must continue to be filed and EOBs submitted for all dates of service after receiving notification of maximum benefits provided.

- When seeking TEIS reimbursements for children whose insurance carrier has deemed a service non-covered, a letter from the insurance company stating that fact or an EOB indicating the non-coverage will be accepted. The letter/EOB should be dated in the calendar year for which reimbursement is being sought. For example, July, 2009 charges would need to have a non-coverage letter/EOB dated during 2009 and referencing 2009 services if applicable.

*A new letter/EOB will need to be obtained for services rendered in a new calendar year. The vendor will need to submit an insurance claim form to the carrier for services in the new calendar year and obtain a denial EOB or obtain a new letter. This will ensure that if the policy benefits are changed, the vendor will be reimbursed from the appropriate source.

- Vendors should highlight the name(s) of the child(ren) and the dates of service for which reimbursement is being sought on each EOB submitted. Providers should feel comfortable in “blacking out” the names of non-TEIS children appearing on the EOB’s; however, the EOB should be submitted in its entirety and not appear to be a “cut and paste” version.
- When TEIS is the sole payer source, only the child(ren) name(s) is required on the “Billing Memorandum”. The dates of services are not required to be entered by the vendor; however, if the vendor chooses to stipulate dates of services, only those particular dates will be reimbursed. If no dates of services are listed, the CRO will reimburse for any open dates through the last full month completed.

*Only Interpretation Services occurring prior to the initial IFSP should be billed on the Interpreting Services Invoices. Services occurring after the initial IFSP should be billed on a Billing Memorandum. Contact the data manager in your TEIS district with questions about this item.

- Vendors should attach a “Billing Memorandum” (sample copy attached) to the EOB’s being submitted and mail to:

Tennessee Department of Education
Office of Early Childhood
Andrew Johnson Tower, 7th Floor
710 James Robertson Parkway
Nashville, Tennessee 37243-0375
ATTN: Central Reimbursement Office

*Billings can also be faxed or scanned and e-mailed.

- The “Billing Memorandum” is NOT an invoice; therefore, dollar amounts due to the vendor do not have to appear on this document. It is simply a cover sheet summarizing the child(ren) and dates of services appearing on the attached EOB’s.
- It is not necessary to submit a separate “Billing Memorandum” for each child. Submissions may occur at whatever interval the vendor chooses, monthly, weekly, daily.

*It is not necessary to submit District-specific “Billing Memorandum”.

- The Central Reimbursement Office staff will verify the entries in TEIDS, review the EOB’s, and prepare an Invoice Report from TEIDS. An e-mail notification at the completion of this process will be sent to the vendor

*The e-mail notification will be sent to the e-mail address appearing on the submitted Billing Memorandum.

- The created Invoice Report will be entered into Edison as a Purchase Order to begin the payment process.

*All payments from the Department of Education are processed through Edison.

**Payments may occur up to 60 days after the created Invoice Report is generated from TEIDS by the CRO.

SAMPLE

BILLING MEMORANDUM

From: Vendor's Name
Address
City, State Zip

Date: Of submission

Preparer's Name
Preparer's Telephone Number
Preparer's e-mail address

To: Tennessee Department of Education
Office of Early Childhood
Andrew Johnson Tower, 7th Floor
710 James Robertson Parkway
Nashville, Tennessee 37243-0375
ATTN: Central Reimbursement Office

Child's name	Dates of Service
Child's name	TEIS sole-payor
Child's name	TEIS sole-payor