

ACCESS Guidelines for Parental Consent Forms, Medical Authorization Forms and Error Reports

Parental Consent Forms

The Parental Consent Form is generated with each new IEP, PTE, and PTRE. The form only needs to be signed and submitted one time. If a new form is incorrectly signed, it is automatically entered as **NO** consent. **The form is valid as long as the student is in the district and does not need to be signed with each new IEP, PTE, or PTRE.** Annual notification of our intent to submit claims must be provided to the parent, this is done as part of the IEP and is currently included as page 4 of the IEP document. The form should only be submitted in PDF format.

Parental Consent Forms that have been signed **AND** dated will be accepted. Dates are needed to verify when forms are signed. Forms signed in languages other than English will be accepted as long as the entire form is submitted. If the form extends to the next page, include that in the submission. If the parent signs both pages, it is treated as **NO** consent. Forms should only have one signature. In the event multiple parents/guardians are signing, signatures should fit on one line and should be dated accordingly. Forms that do not meet these requirements will be entered as **NO** consent and will need to be resubmitted correctly on a new form.

- **Automatic No Consent:** Blank forms without previous consent on file, Forms signed on the Yes and No lines, Forms suspected of having white out, Forms signed on the No line only
- **Invalid Consent:** No signature or date on the form, The No line cutoff from the rest of the form, Cropped or illegible writing

Automatic No Consents and Invalid Consent Forms must be re-signed on a new form with the current (new) date and resubmitted. **Initialing mistakes will no longer be accepted.** If there is a yes on file and a new form is submitted that is incorrect, services after the newer form will be invalid for claiming.

Medical Authorization Forms

The Medical Authorization is not the same as the Medicaid Parental Consent Form. The Medical Authorization is the Rx for the service signed by the CRNP that allows for claiming under the Affordable Care Act. It is never signed by a parent as it is a medical document. It is obtained when the PTE, PTRE, or IEP is sent to ACCESS office for sign off. It is not retroactive and is only valid when signed by a licensed Medicaid provider.

Medical Authorization is required for claiming services. Without this form, services performed will not be eligible for claiming. This also means services performed before a signed Medical Authorization Form is on file are ineligible for claiming.

Error Reports

Error Reports are sent out on a monthly basis. If the student record is incomplete or the recorded services have required elements that have expired, an error report will generate. Error Reports should be reviewed and corrected immediately to minimize disruption in claiming eligibility. Some errors cannot be corrected as they contain dates prior to the receipt of signature. Some errors may have been corrected before receiving the report.

- **Common Error Report Issues:** Expired/Missing Medical Authorizations, Expired/Missing Parental Consent Forms, Expired IEP, No Monthly Summary, Missing Outcome

This information, as well as contact information, is always available at
<https://www.philasd.org/treasury/divisions-of-special-finance/access/>.