

# Guide to Completing Nursing Forms

## 2009-2010 School Year

Whenever possible, a school nurse or health paraprofessional should perform tasks related to nursing rather than a non-licensed paraprofessional.

### Timing

Documents should be returned or filed at the end of each month (before the 10<sup>th</sup> day of the following month)

### Nursing Services Record – Procedures

- The student’s demographic information is pre-populated
- Next to each procedure performed provide an explanation and/or instructions
- In the grid:
  - Date – the dates are pre-populated
  - Code – enter the numeric procedure code(s) for each day (see the list on top of the form)
  - Start Time – enter the exact time when the procedure was performed
  - Total Time – enter the total amount of time that it took to perform the procedure(s)
  - Initials – enter your initials for each day. If more than one person performs the procedure(s), enter the initials of each appropriately licensed person
- Monthly Procedure Summary – this section should be completed by an RN, PHN or LSN
- Comments – this section is for general comments; it can be left blank
- Health Associate/Paraprofessional – the health associate/paraprofessional should initial, sign, and date; if the procedures were completed by only an RN, PHN or LSN leave this section blank
- Licensed School Nurse - the RN, PHN or LSN should initial, sign, and date; this form must be reviewed and signed by an RN, PHN or LSN

The original should be placed in the building file for all students. For Third Party Billing students, send a copy to Donniel Robinson at the DAO monthly.

### Nursing Services Record – Medication Administration/Management

- The student’s demographic information is pre-populated
- Enter the name of the medication being administered
- Enter the route and dosage of the medication being administered
- Enter the time(s) that the medication should be administered
- In the grid (enter up to 3 administrations a day):
  - Date – the dates are pre-populated
  - Start Time – enter the exact time when the medication was administered
  - Total Time – enter the total amount of time that it took to administer the medication
  - Initials – enter your initials each day (for medication management enter “mgmt” in addition to your initials (example: DR-mgmt.) – management is only done by an RN, PHN or LSN
- Monthly Procedure Summary – this section should be completed by an RN, PHN or LSN
- Comments – this section is for general comments; it can be left blank
- Codes – If a student is in school but a medication is not administered, enter one of the codes listed at the bottom of this form, and follow standard protocol
- Health Associate/Paraprofessional – the health associate/paraprofessional should initial, sign, and date; if the medication was administered only by an RN, PHN or LSN leave this section blank
- Licensed School Nurse - the RN, PHN or LSN should initial, sign, and date; this form must be reviewed and signed by an RN, PHN or LSN

The original should be placed in the building file for all students. For Third Party Billing students, send a copy to Donniel Robinson at the DAO monthly.

# Guide to Completing Assessment Forms 2009-2010 School Year

You will receive a list(s) monthly with the names of the students who are “active” in the Third Party Billing database. If you have provided a face-to-face IEP assessment in the last year for any of these students, send a completed *Assessment Billing Documentation* form to Donniel Robinson at the DAO. Follow the directions below to complete the form. This form can be completed electronically, printed and signed or it can be printed and completed on paper. The form is available online at the link below.

<http://isd742.org/specialeducation/dataforms/AssessmentTracking.doc>

## Assessment Documentation

- Date – enter today’s date
- Student Name – enter the student’s first and last name
- DOB – enter the student’s date of birth
- School – Enter the student’s school name
- Service Area – enter the service type provided
- Mo./Yr. of Service – enter the month and year that the service was provided (up to a year ago)
- Assessment/Instrument Name – enter the name of the tool or process used in determining the student’s eligibility for services
- In the grid:
  - Choose the date which service was provided (numbers along the top of the grid sections)
  - Enter the total time in minutes for each activity: test administration, evaluation of results, and report writing (you must administer the assessment face-to-face in order to bill for the other areas)
- Additional Notes – this section is for general comments; it can be left blank
- Provider Signature – sign the form
- Provider Title – enter your title

Return the form to Donniel Robinson, DAO

## **IEP Language for Nursing Services 2009-2010 School Year**

Include the following statements in the Adaptations section of the students IEP. Use the statement that best represents the services provided.

### **Nursing Services – General Services (no medication)**

If a student has nursing services provided on a regular basis, use the statement below. Use the text prior to the colon for all students who are receiving regular nursing services. List the specific nursing service(s) for a student after the colon.

#### Example

[Student Name] receives the following nursing services: tube feedings, catheterization, monitor vital signs.

### **Nursing Services – General Services with Medication Administration**

If a student has general nursing services and medication administered on a regular basis at school the following three statements need to be included in the IEP. The medication must be related to a medical diagnosis (ADHD, diabetes, seizures, etc.). Ask yourself, “could the student benefit from their education if the medication was not administered?” If the answer is no then the medication administration is billable. Do not include the specific name or dosage of the medication since that may change. Medication for episodic illness is not billable.

#### Example

[Student Name] receives the following nursing services: tube feedings, catheterization, review of vital signs and medication administration, medication management.

[Student Name] receives medication to: control seizure activity. The medication is administered one or more times daily.

Medication management is ongoing and provided by an LSN.

### **Nursing Services – Medication Administration Only**

If a student has medication administered on a regular basis at school the following three statements need to be included in the IEP. The medication must be related to a medical diagnosis (ADHD, diabetes, seizures, etc.). Ask yourself, “could the student benefit from their education if the medication was not administered?” If the answer is no then the medication administration is billable. Do not include the specific name or dosage of the medication since that may change. Medication for episodic illness is not billable.

#### Example

[Student Name] receives the following nursing services: medication administration, and medication management.

[Student Name] receives medication to: control seizure activity. The medication is administered one or more times daily.

Medication management is ongoing and provided by an LSN.

# Financial Information

## 2009-2010 School Year

### PCA Rates

- Unit Rate 2008-2009 (1 unit allowed per day) = \$67.78 per day
- Assuming an Average of 18 School Days per Month = \$1,220.04 per student, per month
- Assuming 9 Months of Billing = \$10,980.36 per student, per year

### Nursing Rates

- Unit Rate 2008-2009 (1 unit allowed per day) = \$79.48 per day
- Assuming an Average of 18 School Days per Month = \$1,430.64 per student, per month
- Assuming 9 Months of Billing = \$12,875.76 per student, per year

### Facts

- Nursing service interactions tend to be more brief than PCA services, as a result more lucrative
- Nursing services are provided to many students who not have PCAs
- If a student has both Nursing and PCA services provide we can bill for both services

### Scenarios

- Scenario 1 – Suzanne has ADHD. She does not need adult assistance as long as her medication is working well. She gets medication from the Nurse's office daily. Right now we are not billing for Suzanne's medication administration. Using the numbers above, we missed out on \$12,875.76 last year just for her services. How many student's in the District get medication on a daily basis?
- Scenario 2 – John has a PCA to assist him with mobility. In addition John goes to the Nurse's office to get his seizure medication daily. We can bill \$67.78 for John's PCA time AND \$79.48 for his Nursing time. That is \$147.26 a day!