

Durable Medical Equipment (DME) Process for Idaho Medicaid School-Based Services

** School districts or charter schools can request medical equipment and supplies if the piece of equipment is too big to transport from home to school or school to home. (Refer to [IDAPA 16.03.09.853.03.c](#))*

Step 1: The school district/charter school or parent/guardian identify a student's medical need for DME in the school setting.

Step 2: The school district/charter school checks the student's Medicaid eligibility.

- If the student is not Medicaid eligible, stop. The student does not qualify.
- If the student is Medicaid eligible, proceed to Step 3.

Step 3: The school district/charter school gathers appropriate supporting documentation for the DME request, which includes:

- A physician's order; and
- A letter of medical necessity from the school therapist or physician to support the need

Step 4: The school district/charter school selects an Idaho DME provider and submits the physician's order and letter of medical necessity to the DME provider

Step 5: The DME provider, upon receipt of all required documentation from the school district/charter school, will check the student's eligibility.

- If the student is not Medicaid eligible, the DME provider will not continue the process.
- If the student is Medicaid eligible, the DME provider will proceed to Step 6.

Step 6: The DME provider will check the service code to inquire if a prior authorization is required in the DXC technology system for the DME

Step 7: The DME provider will complete the [Idaho Medicaid DME Prior Authorization Form](#), including:

- The correct HCPCS/CPT code, not the E1399 DME placeholder on the [Idaho Medicaid School-Based Services Fee Schedule](#).
- Physician's order received from school district/charter school
- Letter of medical necessity received from school district/charter school
- MSRP or the contracted invoice demonstrating actual costs to the supplier plus all applicable product warranty information if the item is not priced on the [Idaho Numerical Fee Schedule \(including DME\)](#)

Step 8: The DME provider will fax or mail an accurate and complete [Idaho Medicaid DME Prior Authorization Form](#) and supporting documentation to:

- Medical Care Unit Fax: 877-314-8782
- Idaho Medicaid, Medical Care Unit PO Box 83720 Boise, ID 83720-0009

Step 9: Medical Care Unit will send a Notice of Decision to the DME provider and the student's address.

- If the DME is denied, the student has appeal rights and will follow those rights
- If the DME is approved, the provider will dispense the item to the school district/charter school

**The equipment and supplies must be for the student's exclusive use and must be transferred with the student if the student changes schools. All equipment purchased by Medicaid belongs to the student. (Refer to [IDAPA 16.03.09.853.03.c](#))*

For questions, please contact the Medical Care Unit at MedicalCareUnit@dhw.idaho.gov or (866)205-7403.