



Revised August 2017

Missouri First Steps Certification for Online Claims

Certification Statement for Providers Submitting Claims By Means Other Than Standard Paper

This is to certify that any and all information contained on any First Steps billings submitted on my behalf by electronic, telephonic, and/or mechanical means of submission, shall be true, accurate, and complete. I accept total responsibility for the accuracy of all information contained on such billings, regardless of the method of compilation, assimilation, or transmission of the information (e.g., either by myself, my staff, and/or a third party acting in my behalf, such as a service bureau). I fully recognize that any billing intermediary or service bureau that submits billings to the Department of Elementary and Secondary Education (DESE) or its fiscal agent is acting as my representative and not that of DESE or its fiscal agent. I further acknowledge that any third party that submits billings on my behalf shall be deemed to be my agent for purposes of submission of First Steps claims.

I understand that payment and satisfaction of any claims that shall be submitted on my behalf will be from Federal and State funds, and that any false claims, statements, documents, or concealment of material fact may be prosecuted under applicable Federal and/or State law. The provider will hold harmless and indemnify DESE from any and all claims, actions, damages, liabilities, costs and expenses, including reasonable attorneys' fees and expenses, which arise out of or are alleged to have arisen out of or as a consequence of the submission of First Steps billings by the provider through electronic, telephonic, and/or mechanical means of submission unless the same shall have been caused by negligent acts or omissions of DESE.

I further acknowledge that submitting claims by means other than standard paper does not alter my continuing obligation to comply with all applicable requirements of the First Steps Service Provider Agreement and Riders which I have signed including but not limited to those requirements pertaining to payments, billing timelines, records and records retention.

I understand that DESE or its designees are prepared to provide necessary technical assistance to assist new providers, or to correct technical problems which existing providers may experience. I realize that all communications regarding electronic, telephonic, or mechanical submission of claim shall be between the provider in whose name the claim is submitted and DESE or its fiscal agent. I further understand that this technical assistance shall consist of:

- Identification of data element requirements
- Identification of record layouts and other electronic specifications
- Identification of systematic problem areas and recommended solutions

I agree to notify either DESE or its fiscal agent of any changes in my provider name or address. Further, I agree to comply with such minimum substantive and procedural requirements for claims submission as may be required by DESE or its fiscal agent. I certify that I am in compliance with the First Steps Service Provider Agreement and Riders.

Fraud and abuse encompasses a wide range of improper billing practices that include misrepresenting or overcharging with respect to services delivered. Fraud generally involves a willful act; abuse involves actions that are inconsistent with acceptable fiscal, business or medical practices.

Frequently cited fraudulent or abusive practices include, but are not limited to, overcharging for services provided, charging for services not rendered, accepting bribes or kickbacks for referring patients, and rendering inappropriate or unnecessary services.

Procedures and mechanisms employed in the claims and payment surveillance and audit program include, but are not limited to, the following:

- Review of recipient profiles of use of services and payment made for such
- Review of provider claims, First Steps Program documentation or data and payment history for patterns indicating need for closer scrutiny
- Computer-generated listing of duplication of payments
- Computer-generated listing of conflicting dates of services
- Computer-generated over-utilization listing
- Internal and/or external checks on such items as procedures, quantity, duration, provider eligibility, recipient eligibility, etc.
- Staff review and application of established medical services parameters
- Field-auditing activities conducted by the Department of Elementary and Secondary Education or its representatives, which may include provider and recipient contacts or request for information.

In cases referred to law enforcement officials for prosecution, the Missouri Department of Elementary and Secondary Education has the obligation, where applicable, to seek restitution and recovery of monies wrongfully paid even though prosecution may be declined by the enforcement officials.

Further I understand that violation of any of the provisions of this Certification Statement shall subject me to the actions set out in the First Steps Service Provider Agreement and shall make the billing privilege established by this document subject to immediate revocation.

THE UNDERSIGNED, HAVING READ THIS CERTIFICATION STATEMENT AND UNDERSTANDING IT IN ITS ENTIRETY, DOES HEREBY AGREE TO ALL OF THE STIPULATIONS, CONDITIONS AND TERMS STATED HEREIN.

Provider/Payee Organization Name (Print)

Provider/Authorized Official (Print) Title

Provider/Authorized Official Signature Date

Provider/Payee Organization Tax ID

PLEASE COMPLETE THIS AGREEMENT AND MAIL THE ORIGINAL TO:

Missouri First Steps
Attn: Provider Enrollment
PO Box 29134
Shawnee Mission, KS 66201-9134

**For questions please contact Provider Enrollment at 1-866-711-2573 ext. 2
or email at: mofsenroll@dx.com**