

Subject: First Steps billing manual on the web

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Intended Audience: First Steps providers

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Guidance and instructions for delivering and claiming First Steps services is now available on the web at: <http://dese.mo.gov/se/fs/ProvEnrollpg.html>, click on Provider Services and Billing Manual.

The manual includes information on using the child record system (WebSPOE), authorizations, delivering services, entering progress notes, submitting a claim, provider payments, billing problems including denials, correcting a claim and monitoring payments.

Additionally, examples of the Explanation of Provider Payments and Explanation of Benefits are included in the appendix of the manual.

All providers are encouraged to review the services and billing manual to ensure their practice is in accordance with the guidance.