

The Update is a bi-weekly web newsletter published by the Iowa Department of Public Health's Bureau of Family Health. It is posted the second and fourth week of every month, and provides useful job resource information for departmental health care professionals, information on training opportunities, intradepartmental reports and meetings, and additional information pertinent to health care professionals.

In this issue...

1 National Women's Health Week

2 2011 Iowa Training Project for Child Care Nurse Consultants

2 Retirement Announcement

2 CPSC Button Battery Safety

3 IME Informational Letter #993

3 Medicaid Match Fact Sheets

4 Calendar of Events

5 Directory

National Women's Health Week

May 8-14, 2011

National Women's Health Week is a week-long health observance coordinated by the U.S. Department of Health and Human Services' Office on Women's Health. It brings together communities, businesses, government, health organizations, and other groups in an effort to promote women's health. The theme for 2011 is "It's Your Time." National Women's Health Week empowers women to make their health a top priority. It also encourages them to take steps to improve their physical and mental health and lower their risks of certain diseases. Those steps include:

- Getting at least 2 hours and 30 minutes of moderate physical activity, 1 hour and 15 minutes of vigorous physical activity, or a combination of both, each week
- Eating a nutritious diet
- Visiting a health care professional to receive regular checkups and preventive screenings
- Avoiding risky behaviors, such as smoking and not wearing a seatbelt
- Paying attention to mental health, including getting enough sleep and managing stress

To print off a National Women's Health Week save the date card, go to www.womenshealth.gov/whw/activity-planning/materials/save-the-date.cfm.

For more information about National Women's Health Week, or how you can get involved, go to www.womenshealth.gov/whw/about.



2011 Iowa Training Project for Child Care Nurse Consultants

As promised, many changes have been made to both the content and format of this training. Registration will remain open through December 1 for 2011 ITPCCNC. Applicants may enroll at any time and begin the course at any time throughout the year. A participant will then proceed in the course at their own pace. There are 11 units in the course, and it is anticipated that 11-16 participants will go through the course as a group this spring and will be able to take advantage of some group learning strategies. Participants may begin the course as soon as they are fully enrolled by the Bureau of Family Health.

The cost of the course is \$200, and is in the process of being approved for 12.84 nursing CEUs. A link for the registration can be found at www.surveymonkey.com/s/B7WDTHH. A course brochure and course outline can be downloaded from pages 6-13 of **The UPdate**.

Borst Retirement Announcement

On March 15, 2011, I announced that I will be retiring from my position as bureau chief for the Bureau of Family Health. My last day at the Iowa Department of Public Health will be April 11, 2011.

I'm honored to have served as Iowa's MCH Title V and Family Planning director during my 18 years at the IDPH. Thank you for the excellent work you have done to build a public health system for women, children and families of which we can all be proud. THANK YOU for your commitment and your hard work on behalf of Iowa's women, children and families. I am pleased to have been part of important public health work that makes Iowa a great place to raise a family.

This decision is "easier said than done," but I am at a point in my "life course" where I need to put my family first. As important as our public health work is, I have made the difficult decision to retire so that I can be more available to my family as well as focus on planning "the next chapter" in my life.

Julie McMahon, director, Division of Health Promotion and Chronic Disease Prevention, is establishing a transition team to guide the Bureau of Family Health through this change in leadership. Please watch for emails from Julie providing additional direction for IDPH contractors.

To download a retirement invitation, go to page 14 of **The UPdate**.

CPSC Button Battery Safety

Small, coin-sized batteries can be found in products in nearly every home in America. From the flashlight sitting on the table, to the remote control next to the TV, "button batteries" as they are commonly referred to, are in thousands of products used in and around the home. Young children and senior adults are unintentionally swallowing the button batteries and in some cases, the consequences are immediate and devastating.

On page 15 of **The UPdate** you can download a Button Battery Dangers poster that provides information on the dangers posed by button batteries.

Administration/Program Management

IME Informational Letter #993 - New Claims Adjustment and Recoupment Request Forms

The Iowa Medicaid Enterprise has released Informational Letter #993 announcing a new Adjustment Request Form (470-0040) and a new Recoupment Request Form (470-4987). See Informational Letter #993, the Adjustment Request Form and the Recoupment (Credit) Form on pages 16-19 of **The UPDATE**.

IME encourages providers to begin using the new forms immediately when submitting a claim adjustment or recoupment (credit) to the IME. However, all Iowa Medicaid providers must use the new forms effective June 1, 2011.

The two forms replace the single, combination 'credit/adjustment' form formerly used. The new forms are designed to minimize confusion around the provider requests and make processing more efficient. The forms can also be downloaded from the IME website at www.ime.state.ia.us/Providers/Forms.html.

Important reminders when using the new forms:

- All forms must be filled out completely.
- All forms must have the appropriate supporting documentation that matches the claim information from the previously paid claim.
 - Recoupment requests **MUST HAVE** a Remittance Advice attached.
 - Adjustment requests **MUST HAVE** a corrected claim or a RA with changes attached.
- Changes made on the Remittance Advice must be clear.
- When attaching a corrected claim, include all charges that need to be processed, not just the line that needs to be corrected.
- Denied claims must be resubmitted through the normal claim submission process. Denied claims cannot be adjusted.

If you have any questions, please contact the IME Provider Services Unit at 1-800-338-7909 or 515-256-4609 (in the Des Moines area) or by email at imeproviderservices@dhs.state.ia.us.

Medicaid Match Fact Sheets

New 2009 Iowa Medicaid fact sheets are now available and posted on the Bureau of Family Health webpage at www.idph.state.ia.us/hpcdp/family_health_publications.asp. Fact sheets include:

- Medicaid Births 2009 - Infant Low Birth Weight
- Medicaid Births 2009 - Smoking During Pregnancy
- Medicaid Births 2009 - Receipt of Preventative Dental Care
- Medicaid Births 2009 - Demographic Data

Calendar

April 5-6, 2011

2011 Iowa Governor's Conference on Public Health
Scheman Conference Center, Ames

June 9, 2011

MCH Advisory Council Meeting, 1-3 p.m., Iowa
Lutheran Hospital, Conference Room 1

* Required meeting

APRIL **Contract Required** **Due Dates**

1 - Change CARES Password

15 - MH & CH Chart Audit -
Direct Care Services

15 - FP Chart Audit

15 - Due: Electronic
Expenditure Workbooks

15 - FP Supplemental
Expansion Funds Report

29 - Export WHIS Records to
IDPH

29 - Dental Data Report

29 - ***hawk-i*** Outreach
Quarterly Progress Report



Bureau of Family Health: 1-800-383-3826

Teen Line: 1-800-443-8336

Healthy Families Line: 1-800-369-2229

FAX: 515-242-6013

NAME	PHONE	E-MAIL
Beaman, Janet	281-3052	janet.beaman@idph.iowa.gov
Boltz, Rhonda	281-4926	rhonda.boltz@idph.iowa.gov
Borst, M. Jane (Bureau Chief)	281-4911	jane.borst@idph.iowa.gov
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Hageman, Gretchen	745-3663	gretchen.hageman@idph.iowa.gov
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Johnson, Marcus	242-6284	marcus.johnson@idph.iowa.gov
Jones, Beth	333-1868	beth.jones@idph.iowa.gov
Kappelman, Andrea	281-7044	andrea.kappelman@idph.iowa.gov
Mathews, Renee	281-6071	renee.mathews@idph.iowa.gov
McGill, Abby	281-3108	abby.mcgill@idph.iowa.gov
Miller, Lindsay	281-7368	lindsay.miller@idph.iowa.gov
Montgomery, Juli	242-6382	juliann.montgomery@idph.iowa.gov
O'Hollearn, Tammy	242-5639	tammy.ohollearn@idph.iowa.gov
Parker, Erin	725-2166	erin.parker@idph.iowa.gov
Pearson, Analisa	281-7519	analisa.pearson@idph.iowa.gov
Peterson, Janet	242-6388	janet.peterson@idph.iowa.gov
Piper, Kim	720-4925	kimberly.piper@idph.iowa.gov
Thorud, Jennifer	281-0219	jennifer.thorud@idph.iowa.gov
Trusty, Stephanie	281-4731	stephanie.trusty@idph.iowa.gov
Vierling, Sonni	281-8287	sonni.vierling@idph.iowa.gov
West, PJ	725-2856	pj.west@idph.iowa.gov
Wheeler, Denise	281-4907	denise.wheeler@idph.iowa.gov
Wolfe, Meghan	242-6167	meghan.wolfe@idph.iowa.gov

Area code is 515

Iowa Training Project for Child Care Nurse Consultants Training 2011



The ITPCCNC Course is now completed through distance learning with continuous enrollment, and is self-paced. HCCI is no longer holding set training dates, or face to face ITPCCNC group training in Des Moines.

Instructor: Analisa Pearson, RN, BSN

Target Audience:

Iowa registered nurses (RN) working with early childhood care and education providers through the Title V Maternal and Child Health (MCH) Agencies; public health and Community Empowerment Areas in cooperation with the MCH Agencies; Head Start or Early Head Start; and local school districts.

Background of Child Care Nurse Consultants and Statement of Purpose:

Child care nurse consultants (CCNC) are RNs who provide on-site consultation, training, and technical assistance to early childhood care and education providers. The ITPCCNC is the required initial didactic training program for CCNCs and the purpose of the course is to expand the RN's knowledge and skills to work with early childhood care and education providers.

Educational Objectives:

Each course module contains learning objectives specific to the module topic. Overall course objectives are below.

Registered Nurses will be able to:

- Identify the components for best practices in health and safety in early childhood care and education environments and programs
- Assess the quality of health and safety policy and practices in early childhood care and education
- Consult with early childhood care and education providers to improve health and safety in their businesses
- Identify community partners and resources to assist in improving the quality in early childhood care and education
- Identify the role of public health principles and practices in child care

Course Coordinator Contact Information:

Please contact the course coordinator, Analisa Pearson, RN, BSN, with your questions. Iowa Department of Public Health, 321 East 12th Street, Lucas Building, Des Moines, Iowa 50319-0075. Tel: 515-281-7519 or 800-383-3826. Fax: 515-242-6013 Email: analisa.pearson@idph.iowa.gov

Training Topics:

Introduction to Early Childhood Care and Education in Iowa
Building Curriculum Development & Training Skills
Building Consultations Skills
Child Development
Nutrition and Physical Activity in Early Childhood Care
Injury Prevention in Early Childhood Care and Education
Environmental Health in Early Childhood Care and Education
Infectious Disease in Early Childhood Care and Education
Quality in Child Care
Mental Health in Early Childhood Care and Education
Care for Children who are Mildly Ill and Temporarily Disabled
Caring for Children with Special Needs
Oral Health in Early Childhood Care and Education
Health and Safety of Early Childhood Care and Education Staff

Note to participants and their employers:

1. Electronic Communication:

The course relies on electronic communication using email and retrieval of documents from the internet. The employer shall ensure each participant has an individual computer with business-related email address where the course coordinator may send correspondence and the computer skills necessary to complete the course. Participants will need to be able to access the internet to successfully participate in and complete the course.

2. Course Reading and Written Assignment Expectations:

Participants will study various topics with written assignments, and required activities including online discussions, and assignments onsite in child care throughout. Participants are expected to fully participate in and complete all assignments thoroughly to successfully complete the course. **A minimum of 10-15 hours of work time per unit** is expected to complete the 11 units of distance learning.



Nursing CEUs:

The Iowa Department of Human Services is an Iowa Board of Nursing approved **provider, #94. 12.84 CEUs** (128.4 hours) will be awarded to individuals successfully completing the course, partial credit will not be awarded.

Application Process:

Interested applicants must complete an online application and email a current resume or curriculum vitae to analisa.pearson@idph.iowa.gov to apply. [Online Application](#). Applicants are notified by email regarding acceptance. Applicants and the applicant's employer may need to complete an interview. Approved applicants receive an enrollment agreement to complete and return to Healthy Child Care Iowa. The applicant, the applicants' employer and the Title V Child Health Director must sign the enrollment agreement and return to the HCCI state office **prior** to training. For questions regarding application completion or enrollment, contact Analisa Pearson.

Registration Fee:

The registration fee is \$200 to cover course logistics (online course maintenance fees, ICN charges, software, staff time, etc). Fee is due prior to beginning the third unit of the course. Checks made out to the Iowa Department of Public Health may be mailed to the attention of **Healthy Child Care Iowa**.

Refund Policy:

No refund of the registration fee will be given after the course has begun.

Cancellation Policy:

Participants will be informed if the course is cancelled for any reason.

Sponsors:

Healthy Child Care Iowa (HCCI) through the Iowa Department of Public Health and the Iowa Department of Human Services.

2011 Iowa Training Project for Child Care Nurse Consultants

Course Instructor: Analisa Pearson

Total Hours = 107

Unit 1: The Role of CCNC (10 hours)

- Describe the need for the CCNC
- Identify the qualifications of a CCNC
- Explain the process and steps for effective consultation
- Identify three of the stages of problem-solving and how the stages interact with the nursing process

Public Health Nursing

- Identify the three core functions of public health and the levels of population based practice
- Identify ten common public health nursing interventions
- Identify the four levels of the MCH pyramid of services
- Identify the national and state MCH performance measures related to child health in which CCNCs have influence
- Identify nursing assessment, planning, implementation, and evaluation activities the CCNC may conduct
- Explain how nursing process is the same for public health nursing practice as it is for other types of nursing roles
- Identify activities of child care nurse consulting and the relationship to the nursing process

Title V Child Health Activity Plan Assignment

Introduction to Iowa Child Care

- Identify the regulatory authority for child care
- Identify difference between child care licensure and registration
- Identify difference between regulation and best practice

Meet a Consulting Colleague Assignment

Unit 2: Typical Child Development (8 hours)

- Identify seven areas of child development
- Identify nine characteristics of child temperament
- Identify the four phases for learning English language when another language is used in the home
- Apply knowledge of areas of development to specific play items to determine appropriate play, supervision and precautions
- Summarize critical aspects of out-of-home child care, including key historical trends
- Identify key considerations of parents looking for child care

- Describe the different types of child care options available to parents
 - Identify regulations and key resources in and be able to compare these regulations against national guidelines and standards
- Child Development Assignment*

Unit 3: Building Consultation Skills (10 Hours)

- Identify and describe CCNC role as an advocate for health and safety in the child care setting
- Identify three techniques for being an effective advocate with child care providers
- Identify three techniques for being an effective advocate with families to secure needed health services for a child
- List three strategies the CCNC can offer to achieve cultural and linguistic competence in the child care setting
- Identify key components for effective communication with diverse audiences
- Distinguish between behaviors that build professional and personal relationships
- Build mutual respect by identifying three caregiver strengths for every need
- Use effective praise to encourage strengths by linking caregiver behavior to child outcome
- Build mutual respect by using active listening to support caregiver goal setting

Consultation Scenario Written Assignment

Consultation with a Partner Assignment (on Discussion Board)

Meet a Consulting Colleague Assignment Part 2

Business Partnership Agreement and Owner/Director Survey

- Identify and describe informed consent in child care nurse consultation and the role of the Business Partnership Agreement
- Identify the role of the Owner/Director Survey in the admission assessment
- Locate resources for referring providers and parents in need of additional information or health services
- Identifying knowledge deficits through the Owner/Director Survey and how to utilize this in the initial stages of consultation

Owner Director Survey Comparison Assignment

Business Partnership Agreement Assignment

Unit 4: Infectious Disease in Child Care (12 Hours)

- Identify the types of infectious diseases documented in child care facilities
- Identify infectious diseases that show an increased incidence in child care facilities
- Describe patterns of occurrence of infectious disease in child care facilities
- Describe the consequences of increased incidence of infectious disease in child care facilities
- Identify modes of transmission of infectious disease most prevalent in child care facilities
- Identify factors that facilitate transmission of infectious disease in child care facilities

- Identify preventive measures, including immunizations, to reduce the spread of infectious disease in child care facilities
- Identify policies needed to address preventing the spread of infectious disease in child care facilities

Infectious Disease in Child Care Assignment

Onsite Observation of Infection Control in Child Care

Infectious Diseases in Child Care – Immunizations

- Identify the immunizations required for enrollment in child care
- Identify primary person responsible for assuring all enrolled children meet the state regulation for immunization
- Identify the difference between immunizations required for enrollment and immunizations needed to prevent disease
- Identify 2 community resources where immunizations may be obtained

Immunization Written Assignment

Caring for Children Who are Ill

- Compare advantages and disadvantages of care arrangements available to parents of children who are ill or temporarily disabled
- Describe the dilemmas faced by parents/guardians, child care providers and health care providers with respect to children who are ill or temporarily disabled
- Describe 3 specific ways to improve communication among parents/guardians, child care providers, and health care providers in order to reduce friction over conflicting needs
- List 4 concerns and assumptions of caregivers and families to be addressed before developing policies and procedures for handling children who are ill or temporarily disabled

Care of Mildly Ill Children Onsite Interview and Written Assignment

Unit 5: Environmental Health in Child Care (4 Hours)

- Describe why children are uniquely vulnerable to environmental hazards
- Describe neuro-developmental impact of lead exposure for children
- Identify the leading environmental health risks to children
- Describe the effects of hazardous exposure on children's health and ways to prevent exposure and manage hazards
- Develop and use an environmental health assessment tool in a child care setting and identify preventive actions and resources

Environmental Health Written Case Scenario

Unit 6: Injury Prevention in Child Care (12 Hours)

- Describe developmental considerations in injury prevention
- List actions the child care provider can take to help reduce the risk of compromised airflow
- Describe five developmental considerations that may cause poisoning
- List four ways child care providers can reduce the risk of poisoning in the child care center
- Define SIDS and describe five factors that increase the risk for SIDS
- Explain the risk of infection and disease transmission that may occur from human bites
- Describe two appropriate interventions for human biting in child care facilities
- List five emergencies that could occur in a child care facility
- Describe the elements of supervision
- Describe the elements of age appropriate design in playground equipment
- Describe the types, maintenance and necessary depth of appropriate fall surfacing
- Describe the elements equipment maintenance

Injury Prevention Checklist

Unit 7: Training and Curriculum Development (10 hours)

- Describe four attributes of a positive adult learning experience
- List the four steps and corresponding tasks in the Instructional Systems Development (ISD) process and describe the reasons for using them
- Use the ISD process and templates to develop a training program
- Deliver a developed training session to child care providers or related audience

Complete application process with CCR&R as a trainer

Deliver a training session to child care providers or related audience

Unit 8: Nutrition and Physical Activity in Child Care (10 hours)

- Identify components of a nutrition plan and steps in reviewing one for child care
- Describe nutritional needs for healthy growth and development in infants/children
- Describe how child care providers can support breastfeeding for infants in child care
- Evaluate child care menus; considering age and development of children, nutritional content and variety of foods, cultural or ethnic differences, number of hours children are on site, and the Child and Adult Care Food Program (CACFP) requirements
- Identify the benefits of regular physical activity for children
- List strategies to promote healthy eating habits and physical activity in children
- Identify areas where the CCNC can advocate and assist in planning for quality nutrition programs for infants and children in child care
- Identify four key elements to prevent the spread of food-borne illness

- Describe modes of cross contamination to food
- Describe correct food storage temperatures for refrigerator, freezer, hot foods and cold foods
- Identify conditions which would restrict staff from handling/preparing food

Onsite Assessment and Observation of Food Safety Assignment

Physical Activity Case Scenario

Meet a Sanitarian/Health Inspector Assignment

Unit 9: Caring for Children with Special Needs (8 hours)

- Describe the role of the CCNC in assisting child care providers caring for children with special needs
- Be familiar with the *Caring for Our Children* standards for caring for children with special needs in child care settings
- Identify benefits of and challenges to early childhood inclusion
- Identify developmentally appropriate practices that form a foundation for early childhood inclusion
- Describe integrated therapy and how best to work with an early intervention team

Caring for Children with Special Needs Case Scenario

Child Record Review

- Compare and contrast the health information child care providers should keep for regulation, with best practice recommendations.
- Be familiar with the Child Record Review form
- Complete a Child Record Review accurately and completely
- Refer children to appropriate community services and health care providers for additional preventive and supportive services
- Assist families in securing needed services through the referral and care coordination process

Onsite Child Record Review Completion

Unit 10: Mental Health in Child Care (8 hours)

- List characteristics of mentally healthy children and families
- Describe how to build a strong caregiver-child relationship
- Describe ways the caregiver can support children's resiliency
- List important risk factors for child social and emotional problems
- List behavioral "red flags" that indicate social and emotional difficulties
- Describe the factors to consider when interpreting the causes of troubling behavior

Onsite observation Assignment

Written Case Scenario

Unit 11: Caring for Children's Oral Health in Child Care (3 hours)

- Describe national trends in the incidence of children's oral health problems and needs
- Describe early childhood stages of oral development
- Explain major oral health problems
- Explain key prevention strategies for oral disease and infections
- Know the best methods for storing children's toothbrushes
- Identify ways to respond to dental emergencies
- Describe barriers and factors affecting access to dental care

Meet I-Smile Coordinator Assignment

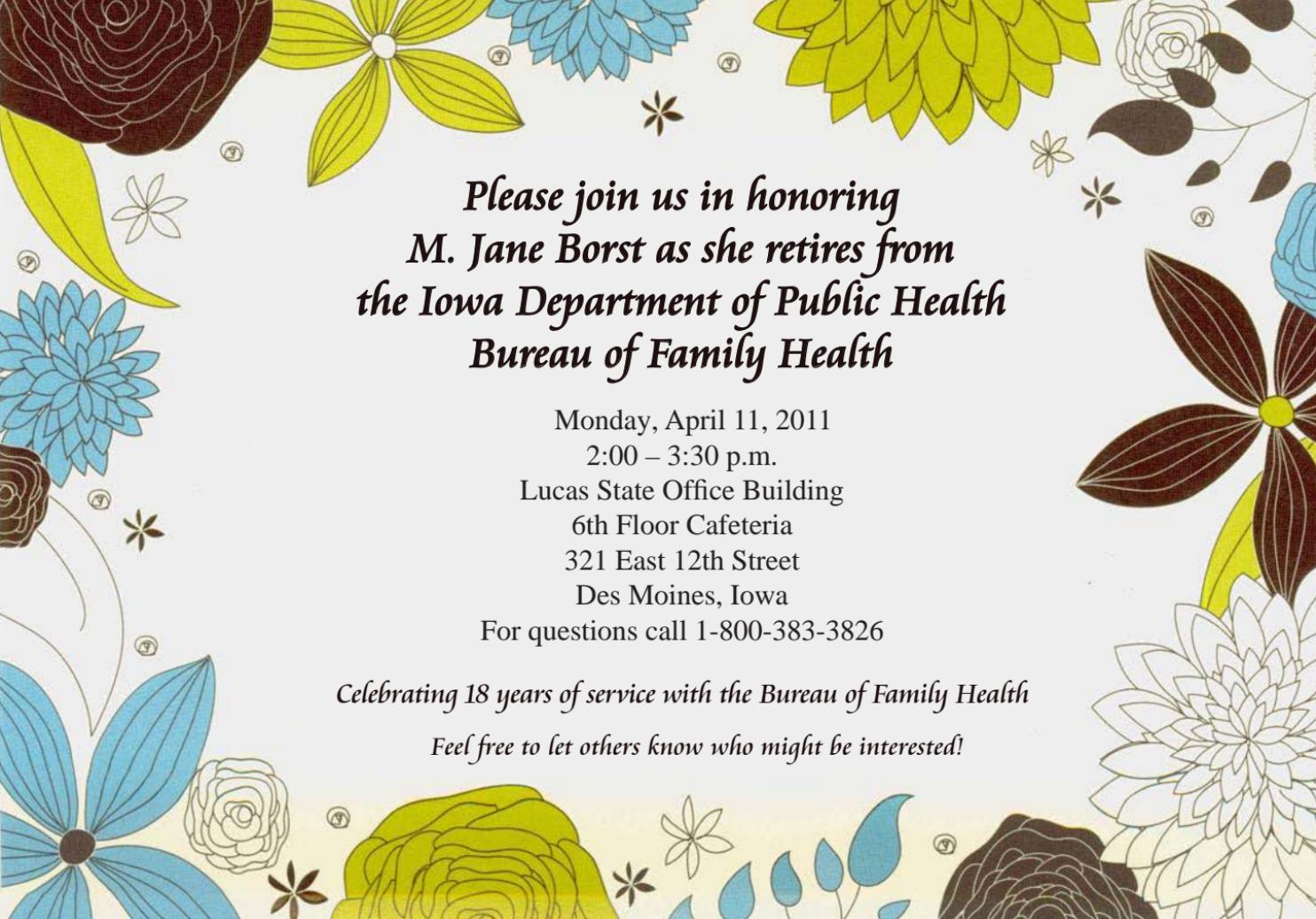
Unit 12: Quality in Child Care (12 hours)

- Identify three basic components of quality care
- Compare and contrast the component of quality care with the findings from the Midwest Research Consortium and your experience in Iowa child care
- Identify the Iowa QRS domains, purpose, and basic structure
- Identify ways child care providers can earn points under the health and safety domain of the Iowa QRS and the CCNC's role

Health and Safety Assessment

- Identify written child care policy and personnel practices needed to insure the health and safety of children enrolled in child care
- Compare and contrast the components of health and safety policies and practices in regulation with best practice recommendations
- Be familiar with the Health and Safety Assessment form
- Complete a Health and Safety Assessment accurately and completely

Onsite Health and Safety Assessment Completion



*Please join us in honoring
M. Jane Borst as she retires from
the Iowa Department of Public Health
Bureau of Family Health*

Monday, April 11, 2011

2:00 – 3:30 p.m.

Lucas State Office Building

6th Floor Cafeteria

321 East 12th Street

Des Moines, Iowa

For questions call 1-800-383-3826

Celebrating 18 years of service with the Bureau of Family Health

Feel free to let others know who might be interested!



BUTTON BATTERY DANGERS

Button batteries are in products such as:

- KEYLESS ENTRY REMOTES
- WIRELESS GAME CONTROLS
- REMOTE CONTROLS
- TOYS
- DIGITAL SCALES
- DIGITAL THERMOMETERS
- WATCHES
- MUSICAL GREETING CARDS
- CALCULATORS
- FLASHING JEWELRY AND SHOES

A CHILD CAN SWALLOW A BUTTON BATTERY AND SUFFER DANGEROUS CHEMICAL BURNS IN AS LITTLE AS TWO HOURS. DO NOT LEAVE PRODUCTS WITH ACCESSIBLE BUTTON BATTERIES WITHIN REACH OF CHILDREN.



WWW.CPSC.GOV





STATE OF IOWA

TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

INFORMATIONAL LETTER NO. 993

DATE: March 25, 2011

TO: All Iowa Medicaid Providers

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: Revised Adjustment Request Form, Revised Recoupment (Credit) Form

EFFECTIVE: June 1, 2011

Effective June 1, 2011 providers must use the new Adjustment Request Form, 470-0040 (Rev. 3/11), or the Recoupment Request Form, 470-4987 (3/11) when submitting a claim adjustment or recoupment (credit) to the IME. These two new forms replace the single, combination "credit/adjustment" form currently in use. The new forms are designed to minimize confusion around a provider's request and make processing more efficient.

The Adjustment Request form is used to request that claims already paid by Medicaid be changed or corrected (adjusted). The Recoupment form is used to request that Medicaid take back the claim payment entirely (recoup/credit).

Important reminders when using the new forms:

- All forms must be filled out completely.
- All forms must have the appropriate supporting documentation that matches the claim information from the previously paid claim.
 - Recoupment requests **MUST HAVE** a Remittance Advice (RA) attached.
 - Adjustment requests **MUST HAVE** a corrected claim or a RA with changes attached.
- Changes made on the Remittance Advice (RA) must be clear.
- When attaching a corrected claim, include all charges that need to be processed, not just the line that needs to be corrected.
- Denied claims must be resubmitted in the normal claim submission process-denied claims cannot be adjusted.

We encourage you to begin using the new forms immediately; however, providers **must begin using the new forms as of June 1, 2011**. The forms can found and downloaded from the IME website at: <http://www.ime.state.ia.us/Providers/Forms.html>.

As always, mail completed Adjustment Request and Recoupment Request forms and supporting documents to:

IME Provider Services
PO Box 36450
Des Moines, IA 50315

If you have any questions, please contact the IME Provider Services Unit at 1-800-338-7909, locally 515-256-4609 or by e-mail at imeproviderservices@dhs.state.ia.us.

Iowa Department of Human Services
Medicaid Program

Adjustment Request

(If the claim is **DENIED**, **DO NOT** use this form. Resubmit the corrected claim.)

(Do not use red ink.)

Download this form @ <http://www.ime.state.ia.us/Providers/Forms.html#DF>

SECTION A: Reason for Adjustment – At least one item needs to be selected

****A corrected claim and/or remittance advice (with changes, when applicable) must be attached with each request.**

Please select changes or corrections to be made:

- ☐ Other Insurance ☐ Dates of Service ☐ Medical Review Needed ☐ Patient Liability
- ☐ Diagnosis Code(s) ☐ Medicare Adjustment (EOMB from Medicare must be attached)
- ☐ Units Line Number(s) _____
- ☐ Billed Amount Line Number(s) _____
- ☐ Procedure Code(s) Line Number(s) _____
- ☐ Modifier(s) Line Number(s) _____
- ☐ Adding New Claim Detail Line Number(s) _____

Please Specify the Reason for the Adjustment Request:

SECTION B: This section **MUST** be filled out completely in order to process.

- | | | | |
|----|---------------------------------|-----------------|------|
| 1. | 17-Digit TCN: | | |
| 2. | Provider NPI Number: | Taxonomy: | Zip: |
| 3. | 8-Digit Member State ID Number: | Patient Acct #: | |

SECTION C: Signature and Date Required

Provider/Representative Signature:	Date:
------------------------------------	-------

Return all requests to:
Iowa Medicaid Enterprise
PO Box 36450
Des Moines, IA 50315

Iowa Department of Human Services
Medicaid Program

Recoupment Request

(If the claim is **DENIED**, **DO NOT** use this form. Resubmit the corrected claim.)

(Do not use red ink.)

Download this form @ <http://www.ime.state.ia.us/Providers/Forms.html#DF>

SECTION A: Reason for Submitting Request

☐ Iowa Care ☐ Billed in Error ☐ Other** (please specify below)

*****Recoupment requests will result in a retraction of an entire claim payment. A remittance advice must be attached for processing. *****

DO NOT use this form for other insurance payment (third party liability) adjustments.

****Please Specify the Reason for the Recoupment Request:**

SECTION B: This section **MUST** be filled out completely in order to process.

1. 17-Digit TCN:

2. Provider NPI Number:

3. 8-Digit Member State ID Number:

Patient Acct #:

SECTION C: Signature and Date Required

Provider/Representative

Date:

Return all requests to:
Iowa Medicaid Enterprise
PO Box 36450
Des Moines, IA 50315