

Appropriate Submission of Claims Policy Guidance for EIDBI Agencies

This document provides guidance for developing an Appropriate Submission of Claims policy when applying for a provisional Early Intensive Developmental and Behavioral Intervention (EIDBI) license. Its purpose is to support accurate, timely, and compliant claim submission. While this document offers recommendations for developing a policy, all billing practices must comply with requirements established by Minnesota Statutes, section 256B.0949.

Recommended policy components

An Appropriate Submission of Claims policy should be tailored to your specific organization and specific EIDBI services provided. This policy may include the following components:

- Purpose statement
- Scope
- Claim submission standards, including:
 - Client eligibility and medical necessity
 - Documentation requirements for billed services
 - Timeliness of billing
 - Prohibited billing practices
- Claim oversight and internal audit practices
- Claim submission training and education
- Staff responsibilities
- Policy review standards

For questions about the policies required for the EIDBI provisional license application, refer to the resources below, or contact the EIDBI Licensing Team at eidbi.licensing.dhs@state.mn.us or 651-431-6500.

Related resources

- [DHS Early Intensive Developmental and Behavioral Intervention \(EIDBI\) Benefit Manual](#)
- [Minnesota Health Care Programs Billing Policy](#)
- [EIDBI Licensing Homepage](#)
- Minnesota Statutes, sections [256B.0949](#) and [245A.142](#)