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MO HEALTHNET DIVISION  
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September 11, 2019

**Re: Medicaid Ground Emergency Medical Transportation Cost Report Contractor Procedures**

Dear Provider Contact:

The Missouri HealthNet Division (MHD) has contracted with Myers and Stauffer LC (MSLC), a certified public accounting firm, to serve as its Medicaid Ground Emergency Medical Transportation (GEMT) cost report contractor. Outlined below are the procedures to submit the Medicaid cost report and supporting documentation to MSLC. The cost report submission outlined herein will replace your current submission to MHD.

**Medicaid GEMT Cost Report Filing Procedures – SFY 2018**

Per MO SPA 17-00009, providers eligible to receive GEMT cost settlements must:

1. Submit cost reports no later than five (5) months after the close of the state fiscal year (SFY), unless a provider has made a written request for an extension and such request is granted by the agency.
2. Provide supporting documentation to serve as evidence supporting information on the cost report and the cost determination as specified by MHD.
3. Keep, maintain, and have readily retrievable, such records as specified by MHD, to fully disclose reimbursement amounts to which the eligible governmental entity is entitled, and any other records required by CMS.

As MHD's contractor, MSLC will be collecting and reviewing the cost reports and supporting documentation on our behalf on an annual basis. We have provided MSLC with your as-filed July 1, 2017 to June 30, 2018 (SFY 2018) cost report. In order to allow MSLC to complete the required reconciled cost settlement review, you are required to provide supporting documentation to support the amounts reported on your SFY 2018 cost report. Please refer to **Attachment B** for a list of required submission items. These are the items deemed necessary to make a final cost settlement determination for your provider. It is vital that you make every effort to provide the requested documentation to MSLC on a timely basis.

The supporting documentation should be uploaded to the Myers and Stauffer cost report web portal, [MOcostreports.mslc.com](http://MOcostreports.mslc.com). Because this is a secure web portal, you must register to obtain access to the system. Please refer to **Attachment A** for the web portal registration form. Once your registration form has

Interpretive services are available by calling the Participant Services Unit at 1-800-392-2161.  
Prevodilačke usluge su dostupne pozivom odjela koji učestvuje u ovom servisu na broj 1-800-392-2161.  
Servicios Interpretativos están disponibles llamando a la unidad de servicios de los participantes al 1-800-392-2161.

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been submitted, MSLC will contact you with your log in information, as well as instructions for using the web portal.

Upon receipt of the GEMT cost report submission items, MSLC will send you an e-mail either confirming your submission is complete or requesting additional documentation.

### **Medicaid GEMT Cost Report Filing Procedures – SFY 2019 and Beyond**

Myers and Stauffer will also be collecting cost reports and the supporting documentation for the July 1, 2018 to June 30, 2019 cost reporting period. Previously, these cost reports were requested to be emailed to [Ask.GEMT@dss.mo.gov](mailto:Ask.GEMT@dss.mo.gov). Going forward, these submissions will be uploaded to MSLC's cost report web portal, [MOcostreports.mslc.com](http://MOcostreports.mslc.com). You will receive reminder emails and related correspondence from MSLC as the due date approaches.

If the June 30, 2019 cost report has already been submitted to MHD prior to the receipt of this letter, please email [MOGEMT@mslc.com](mailto:MOGEMT@mslc.com) to inform MSLC of this. MSLC will obtain the cost report and supporting documentation from MHD.

### **Cost Report Review Procedures**

MSLC is responsible for the review of the Missouri Medicaid GEMT cost reports. Be advised that all additional requests and questions will come from MSLC personnel. An adjusted GEMT cost report and adjustment report will be provided to you for review upon completion of the cost reconciliation process.

### **Webinar**

A webinar training will be conducted to address questions regarding the GEMT cost report process. The webinar is intended for the provider personnel responsible for the preparation and submission of the GEMT cost report. Provider personnel will be notified once a webinar has been scheduled along with instructions for registering.

If you have any questions regarding this letter, please contact Myers and Stauffer, LC at the email address [MOGEMT@mslc.com](mailto:MOGEMT@mslc.com) or by phone at (800) 374-6858, and ask to speak to Kaley Ingenthron. Thank you for your cooperation in providing this information.

Sincerely,

MHD

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