

Documentation

OAC 5123:2-9-06 (H) Service documentation

- (1) Providers shall maintain service documentation in accordance with this rule and service-specific rules in Chapter 5123:2-9 of the Administrative Code.
- (2) Invoices a provider submits to the department for payment for services delivered shall not be considered service documentation. Any information contained in the submitted invoice may not and shall not be substituted for any required service documentation information that a provider is required to maintain to validate payment for Medicaid services.
- (3) Each provider shall maintain all service documentation in an accessible location. The service documentation shall be available, upon request, for review by the centers for Medicare and Medicaid services, the Ohio department of Medicaid, the department, a county board or regional council of governments that submits to the department payment authorization for the service, and those designated or assigned authority by the Ohio department of Medicaid or the department to review service documentation.
- (4) If a provider discontinues operations, the provider shall, within seven days of discontinuance, notify the county boards for the counties in which individuals to whom the provider has provided services reside, of the location where the service documentation will be stored, and provide the county board with the name and telephone number of the person responsible for maintaining the service documentation.

Requirements for documentation can be found in service specific rules available on the dodd.ohio.gov website under '[Rules in Effect](#)'.