

PA Medicaid Administrative Claiming Program

Each LEA participating in the Administrative Claiming Program must submit a quarterly data file containing the LEA's entire student population. The required student data elements are:

- ♦ Last Name
- ♦ First Name
- ♦ Date of Birth
- ♦ Gender

This file must be uploaded quarterly through your Leader secured upload site during the following months:

- ♦ November
- ♦ February
- ♦ May

The secure site is located at https://apps.leadertservices.com/_uploads/index.asp. Please select the 'Administrative Time Study Student Roster' as the type of file.

The student file will be matched against the Medical Assistance enrollment file to determine your student population MA percentage. The MA percentage will be used in your administrative claiming invoice calculation. All matching will be performed at Leader's data center. Your data will only be used for this calculation.

If you have any questions, please feel free to contact your Account Manager.