



Provider Relations Outreach Specialist

- **DMS-640 PCP Referral requirement for PASSE beneficiaries receiving school-based therapy services**

Dear Primary Care Physician,

School-based therapy services (physical, occupational and speech) for patients with an Individualized Educational Plan (IEP) and assigned to a PASSE will require a signed DMS 640 form from their primary care provider (PCP). This form is required as these services are billed to traditional Medicaid and not the assigned PASSE.

Providers will receive DMS 640 requests from schools that will include a cover letter explaining the child has an IEP and requires a DMS 640 form. The cover letter will say:

*“We are requesting that you review and approve the attached DMS 640 for school-based therapy. All occupational therapy, speech therapy and physical therapy provided in a school-based setting, in accordance with a child’s IEP and billed by the school district, is billed directly to Medicaid and is **not** paid by the PASSE. This rule applies to all children.”*

If you have any questions, please contact your [AFMC Provider Relations specialist](#).

Sincerely,

AFMC Provider Relations

For additional information regarding PASSE, contact:

DHS Provider Call Center

- **Contact Information - 888.889.6451 or passe.provider.questions@dhs.arkansas.gov**