

STATE OF IDAHO
CATASTROPHIC HEALTH CARE COST BOARD

Policy: Additional Request Policy	Policy Number: 2011-02
Effective Date: May 1, 2016	Date Adopted: March 17, 2016
Annual Review Date:	Date Amended:
Retro for Fiscal Year	

I. AUTHORITY:

Idaho Code Chapter 35, Title 31

II. BACKGROUND:

The goal of sending in forms and documentation for payment by the CAT fund is to secure payment of medical claims by our program. With that in mind, the importance of understanding the claims process itself is imperative. The focus of the process at the CAT fund level is that of payment of timely filed fully documented medical claims.

III. PURPOSE:

The purpose of this policy is to outline the process for the CAT fund when paying medical claims: Defined in statute §31-3502(15) To allow for a provider to be paid by the county/state programs for services rendered during an episode of care which has already been applied for timely, final claims shall be sent to the county for consideration of payment no later than 60 days after the BOCC approval.

The counties must follow the procedures outlined in the *Cat Medical Claims Required Supporting Documentation* for Cat Board consideration.

IV. POLICY:

1. CAT Policy for Submitting Medical Claims for Consideration of Payment

To receive reimbursement pursuant to statute, a medical claim must be timely filed and meet all other statutory requirements.

The CAT fund program will review the claim for the following basic elements.
Check list:

- Is the claim presented to the CAT Fund on a CMS form UB04 or a 1500? NO? Payment denied pursuant to statute. §31-3502(15)
- The CAT Fund is a state agency and as such makes payment requests through the state controllers system. Any vendors wishing to be paid by the state of Idaho shall provide all necessary documentation for payment purposes. To include but not limited to, Federal ID number, known herein as 'vendor number'. Identifying data such as legal name, address, and phone number on the medical claim whom the check will be made payable to and all dates of service with appropriate payment codes listed.
- The county shall show all pricing calculations on the claim form by referencing the pricing manual and interim rates sheet appropriate to the claims, including the amount county is asking the CAT fund to pay.
- The CAT fund staff does not do pricing.
- When a claim is sent into the CAT fund for payment and these elements have been included, the county must refer to the *Cat Medical Claims Required Supporting Documentation* for complete instructions for submission for payment

2. ADDITIONAL REQUESTS -- NON-EMERGENT SERVICES

- ❖ *Additional Services - are unanticipated NON-emergent services.*

This section refers ONLY to unanticipated non-emergent services. The CAT fund will allow additional request forms for those services that need to be applied for under the same course of treatment for the same condition.

Additional requests reflect those non-emergent services that may arise after a combined application and treatment plan have been filed with the county. These non-emergent forms are investigated by the county for consideration of payment and must be received 10 days prior to services being allowed.

- Additional requests are those requests that are not on the treatment plan for follow up services.
- Additional requests only apply to services relating to the same diagnoses on the original combined application.
- Services can never be added outside of the 6 month time period of the original combined application.


Necessary documentation requirements are provided in detail in the *Cat Medical Claims Required Supporting Documentation*


V. OUTCOMES AND MONITORING:

- The CAT program will provide information and materials to the counties and provide training to assure the payment of medical claims submitted to the state.

- The resulting goal of this policy is to clarify and to improve the process and overall effectiveness of the payment system which is the CAT program's primary focus.

Adopted this 17th day of March, 2016.


Roger Christensen, CAT Chairman


Richard Armstrong, CAT Secretary