

WCHO		<i>Policy and Procedure</i>	
		<i>Coordination Of Benefits</i>	
Department: Budget Finance & Administrative Services Author: Lisa Waldron		Local Policy Number (if used) 10.0007	
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I. PURPOSE

To establish a policy to assure that all primary sources of funding, including all first and third party coverage, are billed prior to payment for services from WCHO funds; and to assure non-payment of services billed that are the financial responsibility of another agency.

II. POLICY

It is the policy of the Washtenaw Community Health Organization that it is the payer of last resort and as such will pay for only those services or portions thereof that are not covered by any other funding source, including but not limited to commercial insurance; co-pays that are the responsibility of consumers; consumers' ability to pay amounts; trust funds; and parental, spousal, or significant others' financial responsibilities. WCHO will not pay for any service that is the responsibility of another agency or entity.

III. APPLICATION

All WCHO consumer accounts for which the Comprehensive Service Provider is responsible.

IV. DEFINITIONS

Comprehensive Service Provider (CSP): Designated Network Provider responsible for the development of the individual consumer's Person Centered Plan.

V. STANDARDS

None

VI. EXHIBITS

None

VII. REFERENCES

Reference:	Check if applies:	Standard Numbers:
42 CFR Parts 400 et al. (Balanced Budget Act)		
45 CFR Parts 160 & 164 (HIPPA)		
42 CFR Part 2 (Substance Abuse)		
Michigan Mental Health Code Act 258 of 1974		
JCAHO- Behavioral Health Standards		
MDCH Medicaid Contract		
MDCH Substance Abuse Contract		
Michigan Medicaid Provider Manual		

VIII. PROCEDURES

WHO	DOES WHAT
WCHO ACCESS	Indicates in client membership data that other insurance or other means of financial support of service is available
Comprehensive Service Provider (CSP)	<p>Bills all other sources for payment of services prior to billing WCHO.</p> <p>Obtains appropriate authorizations from other (non-WCHO) agencies that are responsible for payment of services.</p> <p>Bills any other agency that is financially responsible for payment of services when WCHO not legally responsible.</p> <p>Submits monthly report of billings and revenue to WCHO.</p> <p>Submits Claims to WCHO for only</p> <ul style="list-style-type: none"> • Services that are not the responsibility of another agency; • Services that have been correctly denied by another funding source; • Net cost of services that have been partially paid for by a primary funding source; or • Services that are fully the responsibility of WCHO

	<p>Investigates, re-bills, and resolves all denials or partial payments from other funding sources prior to submitting any claims resulting from such denials or partial payments to WCHO.</p> <p>Attaches copy of resolution regarding other funding sources to relevant claims submitted to WCHO.</p> <p>Notifies WCHO of any changes or updates to consumer's financial status, including changes in insurance coverage, ability to pay, funding sources, trust funds, etc</p>
WCHO Claims Department	Verifies that primary funding source has been billed and adjusts payment accordingly prior to final adjudication of claim.