

# REIMBURSEMENT FOR FEE FOR SERVICE PROVIDERS

## Reference:

Fee for Service Provider contract agreement

## Background:

To ensure all service providers, including those with contracts and those without, are treated equally and abide by the billing procedures.

## Policy:

All Fee for Service providers must adhere to the billing procedures set forth in this policy.

## Procedures:

- All payments to be made by Generations shall be made in accordance with specified unit rates as mandated by State. In some instances, such as providers of personal emergency response systems, Vendor may opt to provide services at rates lower than the State mandate. These unit rates are subject to change by the State. Services are reimbursed based on quarter hour increments and are all-inclusive rates. All supporting documents must be kept by Vendor and acceptable to reviews and/or audits for a period of (4) years.
- Vendor agrees to bill all other sources of reimbursement; i.e. Medicare, Medicaid, and/or private insurance before billing the In-Home Services Program. If the Vendor receives a denial of payment, a copy of the letter will be maintained in the client's file. Vendor agrees to notify Generations of client's eligibility for service coverage under other funding sources.
- Vendor agrees to submit billing to the Generations by the 20<sup>th</sup> calendar day after the close of the calendar month in which service was delivered or denial of another payer source. Unless special arrangements have been made, Generations is not responsible for payment of late billing from the Vendor. **Claims received 60 days or more after the service was provided cannot be reimbursed.** Final claims and reports for the fiscal year

must be submitted to Generations by July 20<sup>th</sup> of each year or Generations may elect to deny payment.

- For non-waiver clients, Generations will only reimburse for units up to the amount authorized on a client's "Vendor Authorization." If a vendor finds that there are not enough units authorized to provide the requested hours, the vendor should notify the client's Case Manager PRIOR to submitting the claim so that the units can be adjusted. The Case Manager will make the final decision on payment of units provided over the amount initially authorized; the Case Manager will also be responsible for adjusting a client POC to reflect additional authorized units.
- Payment will be made by Generations within 30 days of receipt of the Vendor's claim, which meets billing and authorization specifications. Vendor's failure to submit report/billing as required is an indication of non-compliance and may result in the delay of reimbursement, for services provided, until the non-compliance issue is resolved.
- All payments will be direct deposit. Vendor agrees to authorize Vincennes University to initiate Direct Deposit credit entries to their account, and to initiate, if necessary, debit entries and adjustments for any credit entries in error to their account. Vendor understands that direct deposit will take effect immediately following the receipt of this authorization by Accounts Payable. Vendor agrees it is their responsibility to notify Generations of any changes to the account. Direct Deposit authorization is to remain in full force until Vincennes University/Generations has received written notification from Vendor of its termination.

Date Approved: April 2014

Date Reviewed: Jan 2018

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