

<p style="text-align: center;"><b>York/Adams Drug and Alcohol Commission Treatment Policy and Procedure Manual</b></p>	<p><i>Number: C-4</i></p> <p><i>Policy: Medical Assistance Applications</i></p>
<p><i>Most Current Revision : 6/1/20</i> <span style="float: right;"><i>Page: 1 of 1</i></span>  <i>Effective Date: 7/1/20</i></p>	

**I. Purpose:**

Providers must submit completed Medical Assistance applications on all YADAC funded clients, which in turn shall generate valid determination letters.

**II. Policy:**

It is the SCA and contracted providers' responsibility to ensure that YADAC funding is the payment of last resort and as such, must ensure that all other viable funding options such as Medical Assistance have been exhausted.

The contracted provider must ensure that:

- A. Upon admission, within three days, a completed Department of Human Service Medical Assistance application is submitted on behalf of all individuals receiving YADAC funding.
  - This must be completed regardless of the amount of SCA funding
- B. A copy of a valid Medical Assistance determination must be obtained and retained in the client file within 45 days of enrollment into treatment;
- C. Medical Assistance tracking systems are to be utilized to determine individual's Medical Assistance activity status at each appointment as a means to safeguard YADAC funding as the payer of last resort.

Failure to ensure the Medical Assistance application was fully executed will result in the forfeiture of YADAC payment of services.

As it is the provider's responsibility to ensure that the application was fully executed and thereby generated a valid determination letter, it is expected that the provider follow up with the individual throughout the course of treatment regarding required documentation and inform the individual whose application is in question that YADAC funding shall be forfeited if determination letter is not received within the 45 day timeframe.

In the event that a fully executed Medical Assistance application determination resulted in a rejection of benefits, and the rejection letter has not been obtained by the provider within the 45 day required timeframe, YADAC funding shall be denied and will resume from the date the letter is received by the provider.

Approved By:

*Audrey Gladfelter*  
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YADAC Administrator

6/1/20  
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Date