

<p style="text-align: center;"><b>York/Adams Drug and Alcohol Commission Treatment Policy and Procedure Manual</b></p>	<p><i>Number: F-1</i></p> <p><i>Policy: Failure to Adhere to Request for Authorization Process.</i></p>
<p><i>Most Current Revision : 6/1/20</i> <i>Effective Date: 7/1/20</i></p>	<p style="text-align: right;"><i>Page: 1 of 1</i></p>

**I. Purpose :**

To establish policy, procedure and instructions for when providers do not adhere to York/Adams Drug and Alcohol Commission's (YADAC) policies and procedures regarding funding authorization.

**II. Policy:**

When a provider fails to adhere to YADAC funding policies (C-4 Medical Assistance Applications and C-11 SCA Treatment Funding Authorization), YADAC staff will reach out to the provider in an attempt to remedy any discrepancy. Failure to remedy the situation will result in written notification with a "Denial of Payment Notification", which shall be final.

Please note that all invoices must match the Request for Authorization. Any invoices that do not match will be denied and are final.

Upon denial, the following reasons will serve as standard notice of the denial.

Standard Denial List:

- a. YADAC will not release any funds if a contract has not yet been executed with a provider
- b. Duplicate Service
- c. Late invoice
- d. MA/CCBH Active
- e. No insurance/CCBH denial
- f. Policy Violation C-11
- g. Policy Violation C-4
- h. Unknown Individual

Approved By:

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6/1/20  
Date