

<p>York/Adams Drug and Alcohol Commission Policy and Procedure Manual</p>	<p><i>Fiscal Policy Number: F-2</i></p> <p><i>Policy: YADAC Contractor Invoicing</i></p>
<p><i>Most Current Revision : 06/1/20</i> <i>Effective Date: 7/1/20</i></p>	<p><i>Page: 1 of 4</i></p>

I. Purpose:

To establish policy, procedures and instructions for submitting invoicing for York/Adams Drug & Alcohol Commission (YADAC) funded services.

II. Policy:

The CONTRACTOR shall submit invoices for services rendered pursuant to the most current YADAC contract agreement. YADAC will reimburse the CONTRACTOR in accordance with the budget for the costs incurred in providing the services described in the contract agreement and as subject to the availability of local, state, federal and other funds in addition to other terms and conditions of the contract agreement. YADAC reserves the right to disapprove any expenditure made by a CONTRACTOR which are not in accordance with the terms of the established contract agreement and shall reserve the right to adjust payment to the CONTRACTOR accordingly.

III. Treatment Service Invoicing:

Treatment services shall be recorded and submitted on the 310 YADAC Fiscal form. The 310-Addendum must still be completed, by Outpatient Providers Only, in its entirety and accompany the 310-invoice.

- ***All 310 YADAC Fiscal invoices MUST use the UCN from WITS for the ‘Client ID Number’.***
This will allow YADAC to utilize WITS to determine client details.
- ***A new 310-Invoice Form with Instructions will begin the new fiscal year, 7/1/2020.***

Medical Assistance (MA) application submission

- a. The CONTRACTOR will ensure all clients receiving SCA funding follow policy C-4 Medical Assistance Applications submit a completed MA application within three days of treatment admission; regardless if the client has other insurance which does not cover drug & alcohol services.
- b. The CONTRACTOR is to obtain a copy of a valid MA eligibility letter for the client file;
- c. The MA eligibility letter is to be made available to the SCA upon request;
- d. Failure to ensure the MA application was fully executed as outlined in SCA Policy and Procedure: C-4 Policy Medical Assistance Applications, may result in the forfeiting of the SCA payment of services.

OUTPATIENT INVOICING

1. **YADAC 310 Invoice form:** All Outpatient Services shall be invoiced on the YADAC 310 Invoice Form. All information must be completed in it's entirely on this form.
2. **YADAC 310 Addendum:** All Outpatient Services invoiced shall also include a YADAC 310 Addendum submission, which shall include all clients listed on the YADAC 310 Invoice Form. Clients not listed on the 310 Addendum shall be denied payment.
 - a. All information must be completed in its entirety on the 310 addendum. Drop down-menus are in place for ease of selection. Any information that is not correct on the addendum will result in denial of payment for those clients
 - b. The **310 Addendum form must be password protected** using the following instructions:
 - Once form is completed with information. Go to "File" and "Save As"
 - On the dropdown menu under "Tools" select "General Options"
 - Enter a Password and click "OK".
 - You will be prompted to reenter the password. Renter and click "OK".
 - After entering file name click "Save".
 - When you go to open the file you will be prompted to enter the password you selected. Enter password.
 - You have just password protected a confidential information spreadsheet.
 - Attach to Email and send it to the intended recipient. You must send password in a separate email for SCA- staff to open.

INPATIENT INVOICING

1. **YADAC 310 Invoice Form:** All Inpatient Services shall be invoiced on the YADAC 310 Invoice Form. All information must be completed in it's entirely on this form.
2. ***All 310 YADAC Fiscal invoices MUST use the UCN from WITS for the 'Client ID Number'.***
This will allow YADAC to utilize WITS to determine client details.
3. ***A new 310-Invoice Form with Instructions will begin the new fiscal year 7/01/2020.***
 - a. Inpatient invoicing must match services approved on CONTRACTOR Request for Authorization (RFA) form and must reflect the number of unit/days and level of care that correlates specifically to the approved RFA. If the two forms do not match the service will be denied.

IV. Prevention/Intervention & Cost Reimbursed Service Invoicing:

- A. YADAC 311 Invoice Form: Prevention/Intervention and all other Cost Reimbursed services shall be recorded and submitted on the 311 YADAC Fiscal form.
- B. All 311-invoices must be submitted via e-mail and the original cover sheet with the signed signature form must be mailed to:

**York/Adams Drug and Alcohol Commission,
100 West Market Street
Suite B04
York, Pennsylvania 17401**

V. Invoicing Submission:

- A. Monthly invoices must be received by the 15th of the month following the service month. No invoices will be accepted after the 15th of the month unless prior written approval has been granted by YADAC Fiscal Staff.
- B. All invoices must be submitted via email in excel format. Note: Cost reimbursed providers must additionally submit a signed cover letter via mail. If either document is not received by the 15th of the month following the service month, the services shall be denied.
- C. The final fiscal year invoice shall be submitted within 15 days of the YADAC contract agreement termination date.
- D. YADAC will neither honor nor be liable for invoices not submitted in compliance with the time requirements outlined in this policy.
- E. Invoices shall be itemized according to the budget category and shall record contract number, facility identification number, date when submitted, name of person preparing an invoice, billing period, date services were provided, any client fees, total invoice amount and signature of the invoice preparer.
- F. Once the invoice has been reviewed and completed by YADAC, it will be returned to the individual that sent the original invoice. This will serve as a back-up for payment.

VI. Invoice Corrections:

- A. In the event invoicing has been denied by YADAC for payment due to errors, the CONTRACTOR may resubmit a revised corrected invoice to YADAC.

- B. Corrections must be resubmitted on a separate invoice and be sent no later than the 30th of the month of the month which immediately follows the month the invoice was originally due.

For Example: August invoice is due September 15th. Corrections for August must be listed on a separate invoice form and must be received no later than October 30th. Only August corrections will be accepted.

Any other corrections/additions from prior months will be denied and stand as final. Corrections received after the 30th of the month shall be denied.

- C. Invoices shall not be accepted randomly, periodically and at year-end for prior months, throughout the fiscal year, of missing services, changes in level of care, client fees misapplied or any other corrections outside of the timeframes in this policy.
- D. It is the provider's responsibility to ensure any and all client liability forms or changes in liability and medical assistance is captured and disseminated to the appropriate staff for billing purposes.

Approved By:

Audrey Gladfelter

YADAC Administrator

6/1/20

Date