I. POLICY:

The Department of Juvenile Justice shall assume responsibility for the medical expenses of committed and superior court youth in its secured facilities and provide all necessary documents to the detaining juvenile court for payment of medical expenses of non-committed youth. Necessary medical care for youth, as determined by the Designated Health Authority and/or responsible physician, shall not be delayed because of payment issues.

II. DEFINITIONS:

Business Day: Monday through Friday, excluding state holidays and furlough days.

Committed Youth: For the purposes of this policy, a committed youth is a youth who has been committed to the Department’s care and custody to include a Short Term Program by a Juvenile Court.

Superior Court Youth: A youth convicted of adult charges and sentenced by a Superior Court.

Designated Health Authority: The individual responsible for the facility’s health care services, including arrangements for all levels of health care and ensuring the quality and accessibility of all health services provided to youth. The Designated Health Authority will be a Registered Nurse.

Medical Provider: Emergency room, hospital, physician, or other health care vendors who provide medical, mental health, or dental services.

Non-Committed Youth: For the purposes of this policy, a youth who has not been committed to the Department of Juvenile Justice and remains under the jurisdiction of the Juvenile or Superior Court.
III. GENERAL PROCEDURES:

A. The JDC or intake staff will ask the parent/guardian of each youth admitted to the RYDC to provide a copy of the youth’s private health insurance, PeachCare and/or Medicaid card.

B. In the absence of a Medicaid card, the facility/program Director or designee will determine if the youth has an active Medicaid status. (Specific procedures on how to determine if the youth has an active Medicaid card or number can be found in the Department’s Financial Users Manual, Section H7.)

C. A Payment Responsibility Letter (Attachment A or C) will be forwarded to the Medical Provider for all emergency or non-emergency medical care provided outside of the facility.

D. The Department may authorize the Augusta University’s Department of Correctional Health-Juvenile Health Care (GCHC-JH), on a case-by-case basis and at the discretion of the DJJ Medical Director to pay medical expenses for non-committed youth.

IV. MEDICAL EXPENSES FOR COMMITTED AND SUPERIOR COURT YOUTH:

A. The Department will pay for medical expenses incurred on behalf of committed and Superior Court youth in a RYDC or YDC.

B. For non-emergency appointments, the Administrative Operations Coordinator (AOC) or the Administrative Operations Manager (AOM) will forward the Committed Youth Bill Payment Responsibility Letter (Attachment C) to the medical provider at the time of the appointment. In cases of emergency, the AOC/AOM will forward the Payment Responsibility Letter to the medical provider by the close of the next business day.

C. Medicaid is the primary payer when committed and Superior Court youth are in a RYDC awaiting an alternate placement and are receiving Medicaid.

D. The AOC/AOM will forward original medical claims/invoices and collection notices for all committed and Superior Court youth to the Office of Health Services within 5 to 7 business days from the date of receipt from the provider by uploading to the shared drive – medical claims or emailing to GCHCJHFISCAL@augusta.edu.

E. Medical bills of committed youth received by Financial Services or other departments are to be forwarded to Office of Health Services by uploading to the shared drive medical claims or emailing to GCHCJHFISCAL@augusta.edu.

F. When a verbal (e.g. phone call) request for payment is received, facility staff will instruct the vendor to contact Medical Claims Management Team (1-706-721-0104) or GCHCJHFISCAL@augusta.edu.
V. MEDICAL EXPENSES FOR NON-COMMITTED YOUTH:

A. Certification of Medical Necessity:

1. When it becomes necessary for a non-committed youth to receive emergency or non-emergency medical care outside of the RYDC, the Designated Health Authority (or designee) will complete the Certification of Medical Necessity (Attachment B) as soon as possible for emergency care and prior to appointment for non-emergency care and forward a copy of the Certification to the AOC or AOM.

2. The AOC/AOM will submit the Certification to the juvenile court that issued the detention order. A copy of the Certification will be retained by AOC/AOM.

3. If the court refuses to certify the medical expenses or indicates that the county will not pay for the medical expenses for a non-committed youth, the AOC/AOM will notify the Office of Legal Services of the court’s position and forward any and all correspondence regarding the Department’s request for the court to certify the medical expenses to the Office of Legal Services.

4. The Office of Legal Services will forward the Certification, bill and other supporting documentation to the Attorney General’s Office for filing with the court. The Office of Legal Services will provide the medical provider and the AOC/AOM with notice of the agency’s intent to request assistance from the Attorney General’s Office to certify medical expenses to the county.

B. Payment Responsibility Letter:

1. For non-emergency appointments, the AOC/AOM will forward the Payment Responsibility Letter (Attachment A) to the medical provider at the time of the appointment.

2. In cases of emergency, the AOC/AOM will forward the Payment Responsibility Letter (Attachment A) to the medical provider by the close of the next business day. A copy of the Payment Responsibility Letter and the Certification submitted to the court will be sent to the Chairman of the Board of Commissioners for the county in which the detention was ordered.

C. When the copy of the bill for medical care is received, the AOC/AOM will match the bill to the Certification of Medical Necessity (Attachment B).

D. The AOC/AOM will forward the court’s detention order, Certification of Medical Necessity (Attachment B), and medical bill to the juvenile court that issued the detention order for payment. Copies of the documents will be maintained by the AOC/AOM.
E. Medical Billing Following the Service:

1. When a medical bill is received that lists DJJ as the responsible party, the AOC/AOM will return the medical bill to the vendor with the Payment Responsibility Letter (Attachment A).

2. If the request for payment from the medical provider is verbal (e.g., a phone call), the AOC/AOM will indicate to the vendor that DJJ is not the responsible party for payment and will provide the information of the Juvenile Court responsible for payment (information located on the Payment Responsibility Letter (Attachment A). The AOC/AOM will ask the medical provider to contact the court directly to arrange payment.

VI. LOCAL OPERATING PROCEDURES REQUIRED: NO