

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 12-10	Policy # 2.10
Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities (RYDCs and YDCs)	Related Standards & References: OCGA §15-11-8 Attorney General Official Opinion 2002-6 DJJ Financial Users Manual	
Chapter 2: FINANCIAL SERVICES	Effective Date: 4/15/12 Scheduled Review Date: 4/15/14	
Subject: PAYMENT OF YOUTH MEDICAL EXPENSES	APPROVED:	
Attachments: A – Payment Responsibility Letter B – Certification of Medical Necessity C – Committed Youth Payment Responsibility Letter	 <hr/> L. Gale Buckner, Commissioner	

I. POLICY:

The Department of Juvenile Justice shall assume responsibility for the medical expenses incurred for youth in its secured facilities. 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 of Juvenile Justice to include a Short Term Program by a Juvenile Court or 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 health authority may be a physician, lead nurse (Registered Nurse), nurse administrator or health agency. When this authority is other than a physician, final medical judgments rest with a single designated licensed responsible physician.

Medical Provider: Emergency room, hospital, physician, or other health care vendors y 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 RYDC intake clerk will ask the parent/guardian of each youth admitted to the RYDC to provide a copy of the youth’s private health insurance and/or Medicaid card.

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- 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 H.7.)
- C. The Payment Responsibility Letter (Attachment A) will be included with any agreement made with medical providers that treat youth placed in a DJJ secure facility.
- D. All issues concerning medical care, such as proper treatment and whether the services were provided satisfactorily will be resolved with the medical provider before payment procedures commence.
- E. The Department may, on a case-by-case basis and at the discretion of the DJJ Medical Director, pay medical expenses for non-committed youth incurred during intake diagnostic screening and testing (e.g., chest x-rays for tuberculosis screening) and medication monitoring protocols.

IV. MEDICAL EXPENSES FOR COMMITTED YOUTH:

- A. The Department will pay for medical expenses incurred on behalf of committed youth in an RYDC or YDC).
- B. For non-emergency appointments, the Administrative Operations Coordinator (AOC) or the Administrative Operations Manager (AOM) will forward the Committed Youth 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 youth are in an RYDC awaiting an alternate placement and are receiving Medicaid.
- D. The AOC/AOM will forward medical bills for committed youth to the Designated Health Authority for verification and approval. The AOC/COM will e-copy the bills to the Office of Health Services (OHS) upon receipt.
- E. The AOC/AOM will forward the original medical bills to the Office of Health Services after entering them into the facility-tracking log.
- F. The AOC/ AOM will forward original medical claims/bills for all committed youth to the Office of Health Services within 5 to7 business days from the date of receipt from the provider.
- G. Medical bills of committed youth received by Financial Services or other departments are to be forwarded to Office of Health Services.

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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) and forward the original Certification to the AOC or AOM. A copy will be filed in the youth's health record.
2. For non-emergency treatment, the Certification will be completed at the time the appointment is made.
3. In an emergency, the Certification will be completed at the time the medical care is sought.
4. The Certification will be submitted to the juvenile court that issued the detention order. A copy of the Certification will be retained by AOC/AOM.

B. Payment Responsibility Letter:

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. 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. 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.
- D. The AOC/AOM will forward the court's detention order, Certification of Medical Necessity, 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.
2. If the request for payment from the medical provider is verbal (i.e., a phone call), the AOC/AOM AOC will send an email to the Office of Financial Services indicating the youth's name, the date of the request, the medical provider, the

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person making the request, and any other identifying data needed to match the request with the expense.

- F. The Office of Legal Services will confirm receipt of this information to the sender. The AOC/AOM will maintain this confirmation in the correspondence log.
- G. 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 AOM/ AOC 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.
- H. 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.

VI. LOCAL OPERATING PROCEDURES REQUIRED: NO