

Eating Disorders Services Master Agreement Billing Procedures

This Master Agreement is subject to any restrictions, limitations, or conditions imposed by State, including, but not limited to, those contained in State's Budget Act, which may affect the provisions or funding of this Master Agreement. This Master Agreement is also subject to any additional restrictions, limitations, or conditions imposed by the federal government, which may affect the provisions or funding for this Master Agreement.

The Los Angeles County (LAC) Department of Mental Health (DMH) will pay Contractor for eligible services provided under this Master Agreement and in accordance with the terms and conditions of these billing procedures.

1.0 As an express condition precedent to Contractor's eligibility for reimbursement under this Master Agreement, Contractor shall:

- 1.1 Follow all LACDMH Provider Manual, Provider Alert procedures and other instructions from the Department.
- 1.2 Obtain pre-authorization from LACDMH for client admission to eating disorders services on a weekly or, as needed, basis.
- 1.3 Submitting correct and complete documentation within timeline required in the Provider Manual.
- 1.4 Follow all Integrated Behavioral Health Information System (IBHIS) Provider Connect User Manual and Provider Alert procedures. This shall include but are not limited to searching through IBHIS Provider Connect for existing unique client, creating admission episode and diagnosis, creating new unique client profile and other new requirements. Contractor's IBHIS admission entries will be returned to the contractor to have the IBHIS Provider Connect errors fixed via Heat Ticket. IBHIS Provider Connect errors shall include but are not limited to duplicate client creation, wrong admit date, wrong discharge date, wrong number of days requested, wrong Date of birth, wrong CIN number, wrong gender and others.

2.0 Invoices: Contractor shall submit invoices on Technical Exhibit 3, Invoice Form, for reimbursement by the 15th day of the following month after the month of service. A copy of the Invoice is attached for reference. The Contractor shall subtract any Share Of Cost received from the Contractor's reimbursement amount.

- 2.1 If Contractor fails to submit any invoice by the 15th day of the following month after the month of service, County shall have the right, at its sole discretion, to delay reimbursement for any such late-submitted invoices. Contractor may request an exception to this requirement only if Contractor provides reasonable and advance written notice to the County of anticipated delay, including detailed justification.

3.0 Recovery of Overpayments: When an audit or review performed by County, State and/or

federal governments or by any other authorized agency discloses that Contractor has been overpaid under any as-needed services executed pursuant to this Master Agreement, the overpayment shall be due by Contractor to County.

3.1 For federal audit exceptions, federal audit appeal processes shall be followed. County recovery of federal overpayment shall be made in accordance with all applicable federal laws, regulations, manuals, guidelines, and directives.

3.2 For State, County and other authorized agency audit and/or review exceptions, County shall recover the payment from Contractor within 60 days of the date of the applicable audit report or other determination of overpayment. If State recovers the overpayment from County before the end of such 60 days, then County shall immediately recover the overpayment from Contractor. Within 10 days after written notification by County to Contractor of any overpayment due by Contractor to County, Contractor shall notify County as to which of the following two payment options Contractor requests be used as the method by which the overpayment shall be recovered by County. Any overpayment shall be: (1) paid in one cash payment by Contractor to County or (2) paid by cash payment(s) by Contractor to County over a period not to exceed 60 days. If Contractor does not so notify County within 10 days or if Contractor fails to make payment of any overpayment to County as required, then the total amount of the overpayment, as determined by the Director of Mental Health (Director), or his designee, shall be immediately due and payable. The Contractor shall respond to the County's request within 30 days of the letter that includes information on the amount and date paid to the indigent client.

4.0 Contractor Appeal Procedures: Contractor shall appeal, in writing, the processing or payment of any of its claims for Eating Disorder Services or the denial of any request for reimbursement of Eating Disorder Services.

5.0 County Audit Settlements: If, at any time during the term of this Master Agreement or at any time after the expiration or termination of this Master Agreement, authorized representatives of County conduct an audit or review regarding the Eating Disorders Services provided hereunder and if such audit or review finds that the dollar liability of County and/or federal governments for such services is less than the payments made by County to Contractor, then the difference shall be due by Contractor to County. Within 30 days after written notification by County to Contractor of any such difference due by Contractor to County, Contractor shall pay County by one cash payment.

5.1 Interest Charges on Delinquent Payments: If Contractor, without good cause as determined in the sole judgment of Director, fails to pay County any amount due to County under any Work Order Executed pursuant to this Master Agreement within 60 days after the due date, as determined by Director, then Director, in Director's sole discretion and after written notice to Contractor, shall assess interest charges as determined by County's Auditor-Controller, per day on the delinquent amount due commencing on the sixty-first (61st) day after the due date. The interest charges shall be paid by Contractor to County by cash payment upon demand.