



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

Date: May 5, 2015

To: DDA Residential Providers

From: Sharita Alam, Assistant Director of Administration & Finance SA

Re: **New Reimbursement Procedures for Uncollectible Client Fees (Contribution to Cost of Care and Room and Board)**

THIS LETTER IS AVAILABLE IN ACCESSIBLE FORMATS. TO REQUEST ANOTHER FORMAT, PLEASE CONTACT HELPDESK.DDA@MARYLAND.GOV.

Historically DDA has reimbursed providers for uncollectible cost of care and uncollectible room and board through the end of the year reconciliation process. This led to a significant time lag for providers to be reimbursed. It also created complexities in tracking payments related to prior year costs. To improve these issues, DDA will be implementing a new invoicing procedure and template for reimbursing providers for uncollectible client fees. Below are some key changes that will occur.

- Providers may invoice the DDA quarterly for reimbursement of uncollectible client fees. Uncollectible client fees will not be reimbursed through the end of the year cost report.
- Substantiation will be required for each claim on the invoice.
- Reimbursements will be processed the next quarterly payment from the quarter in which the invoice was submitted.

The DDA will provide training on the new invoicing and claiming procedures at the following dates and times. A webinar invitation will be send to each provider agency.

- Tuesday, May 12, 2015, 12:00 p.m. - 1:00 p.m.
- Thursday, May 14, 2015, 12:00 p.m. - 1:00 p.m.