

SAN MATEO COUNTY
MENTAL HEALTH SERVICES DIVISION

DATE: July 14, 2000

MENTAL HEALTH POLICY NO.: MH 00-09

SUBJECT: Inpatient Services to Beneficiaries of Other Counties

AUTHORITY: Local

SUPERSEDES: New Policy

PURPOSE

To define a consistent procedure governing authorization and claiming for inpatient services provided at San Mateo County General Hospital (SMCGH) to Medi-Cal beneficiaries of other counties.

BACKGROUND:

Under the statewide HCFA Managed Care Waiver, the County of Beneficiary is responsible to provide all medically necessary services for their Medi-Cal beneficiaries. Many counties have agreed to the principle that they will reimburse other counties providing acute care to their beneficiaries, if those services have been authorized. In most cases, care provided at private hospitals is paid 100% by the County of Beneficiary. Care provided at (SMCGH) is paid (approximately) 50% by the County of Beneficiary and the remaining 50% is recouped through claiming the Federal share of Medi-Cal.

In order to maximize the retrieval of costs incurred by San Mateo County Health Services, the following procedure is established for clients admitted into SMCGH.

POLICY/PROCEDURE

- Psychiatric Emergency Services (PES) at County General Hospital remains the primary gatekeeper for admission into all acute services.

- It is the responsibility of PES to provide notice to the point of authorization of another county concerning its beneficiary who requires admission into twenty-four hour care in San Mateo County.
 - Emergency admissions do not require pre-authorization
 - All other admissions require pre-authorization by the County of Beneficiary.

- PES will request, in all cases, that a TAR or other written notice be sent to them authorizing non-emergency admissions and treatment after the first 24 hours of an emergency admission.
- PES will fax TAR's to ACCESS as usual, for Mental Health administrative processing. If no TAR or other written authorization is received for out-of-county emergency admissions, PES will notify Provider Relations.
- ACCESS support staff will process the out-of-county TAR as follows:
 - ACCESS will forward the TAR or written authorization to Provider Relations.
 - ACCESS will notify Adult Resource Management staff of the admission.
 - No computer entry by ACCESS staff will occur, because the admission will have been registered by SMCGR.
- Provider Relations will track the hospital admission and, upon discharge, will provide sufficient information to Client Billing to allow a claim to be sent to County of Beneficiary.
- Requests from the County of Beneficiary for chart information will be forwarded to Quality Improvement.

Approved: _____
Beverly Abbott, Director
Mental Health Services Division