OFFICE OF MATERIALS & LOGISTICS MANAGEMENT

Policy for Charge Capture of Implant(s), Instrument(s), Device(s) or Supplies for Procedure(s) over $2,500.00.

OBJECTIVE

To establish guidelines for charge capture of implant(s), instrument(s), device(s), or supplies over $2,500.00 used in procedures.

POLICY

It is the policy of UCHC, that implant(s), device(s), instrument(s) or supplies used in procedures, costing $2,500.00 or more, must be approved and cleared by Reimbursement and a "Precert" from Patient Access. Additionally, if the procedure should require new product, it must be approved by the appropriate Value Analysis Committee.

PROCEDURE

1.0 The Physician must determine if a surgery with and implant, instrument, device or supply requires an MM-12 form.

2.0 The Physician or designee must complete the MM-12 form “Section 1”, in its entirety and fax to Materials Management at x1993.

3.0 Materials Management must complete Section 2, of the MM-12 form and forward it to the Procedure Services Department Head, Reimbursement and Patient Access Service. Materials Management will provide the product part number, cost and charge code, if applicable. Should there be a case where a new product is requested, Materials Management will also include the Purchasing Department.

4.0 Prior to surgery, the MM-12 form must be approved by -
   4.1 Reimbursement Department to determine if expected reimbursement will generate an income or loss.
   4.2 Patient Access Services requests precertification from Insurance Carrier to determine if the implant is covered and authorized by the payer.
   4.3 If a loss is expected or not covered by the payer, the form is sent by the Department Head, to the Hospital CEO for his/her approval/acknowledgement.

5.0 No implant, instrument, device or supply may be requisitioned until the above process has been completed.