



Harris County Hospital District

PATIENT ELIGIBILITY SERVICES OPERATIONS MANUAL

Policy No: 6.01

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Effective Date: 9/1/05

Approved By:

TITLE: APPLYING FOR THIRD PARTY RESOURCES

PURPOSE: To assure that all potentially eligible applicants apply for medical financial assistance through any state or federally funded third party assistance program such as Medicaid, Medicare, CHIP, CSHCN, SSI, and Crime Victim's Compensation. HCHD should be the payer of last resort.

POLICY STATEMENT:

When applicable, HCHD should provide assistance in referring all potentially eligible applicants to apply for the appropriate third party assistance program. Failure to comply with the application process of the third party agency will cause denial of medical financial assistance through HCHD.

POLICY ELABORATION:

I. DEFINITIONS

- A. Medicaid – A type of health insurance for low-income families, children, and people who are elderly or have a disability.
- B. Medicare – A health insurance program for:
 - People 65 years of age and older
 - Some people with disabilities under age 65
 - People with End-Stage Renal Disease (permanent kidney failure requiring dialysis or a transplant)
- C. CHIP (Children's Health Insurance Program) – a national program designed for families who earn too much money to qualify for Medicaid, yet cannot afford to buy private insurance.

- D. SSI (Supplemental Security Income) – a cash assistance program funded and administered by the Federal Government. The program is authorized by Title XVI (Supplemental Security Income for the Aged, Blind, and Disabled) of the Social Security Act. Under SSI, there is no minimum age limit for establishing eligibility based on blindness or disability.
- E. Crime Victim’s Compensation – helps innocent victims and their families when they have no other means of paying for financial cost of crime. The Fund is administered by the Crime Victims’ Compensation Program of the Office of the Attorney General.
- F. CSHCN (Children with Special Health Care Needs) – a program that assists children under the age of 19 who are ineligible for CHIP or Medicaid that have a chronic physical or developmental condition.
- G. PCP – Primary Care Physician

II. THIRD PARTY POTENTIALLY ELIGIBLE APPLICANTS

- A. All potentially eligible applicants of any third party program will be given information on how to apply.
- B. Applicants will be granted HCHD financial assistance for the limited time periods outlined in Policy 1.05, “Duration of Financial Assistance,” until certification or denial (with the exclusion of failure to comply with the application process of the third party agency).
- C. Applicants will be solely responsible for assuring that all verifications are submitted to the third party agency within the allotted time period granted by HCHD.

- D. All applicants awaiting third party decisions will continue to receive bills from HCHD that are potentially eligible for retroactive coverage according to the claims process of the third party agency.
- E. SSI applicants will be able to renew their HCHD eligibility for an additional six months by answering a short questionnaire relating to their SSI application status if verification from the SSA office has been provided within the past six months.

III. THIRD PARTY ELIGIBLE APPLICANTS

- A. All applicants that have been approved for a third party program must provide HCHD with notification of eligibility. Upon receipt of such notification, HCHD will bill according to claim procedures of the third party program.
- B. All approved applicants who are asked to enroll in health care plans and/or select a PCP must do so in the amount of time specified by the third party program. Applicants will be solely responsible for assuring that the plan or PCP selected is within the HCHD network in order to continue receiving services within HCHD.
- C. Eligible applicants must continue renewing their eligibility with the third party program according to program policies and regulations.

IV. THIRD PARTY INELIGIBLE APPLICANTS

- A. All ineligible applicants referred to apply for a third party program will be asked to provide proof of denial.

B. Applicants who are denied for the following reasons are not considered to be ineligible:

- Failure to provide information
- Missed appointment
- Failure to cooperate

Applicants who have been denied for the above reasons will not be granted HCHD financial assistance.

C. Applicants that are deemed ineligible per over income guidelines by the third party agency will be asked to provide income verification submitted to assure appropriate financial classification assignment.

RESOURCES/BIBLIOGRAPHY:

Children with Special Health Care Needs Services Program Application Booklet, 2nd Edition
Office of Attorney General, Crime Victim Services link
Social Security Handbook, Section 2100
Texas Health and Human Services Commission, CHIP link
Medicare.gov – The Official U.S. Government Site for People with Medicare/General Enrollment and Eligibility
Texas Health and Human Services Commission – Medicaid link