



THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112

CHS PER DIEM/MILEAGE REIMBURSEMENT POLICY

August 2013

Policy: Regulate the use and distribution of Paiute Tribal funds for patient per diem and mileage disbursement.

A. Procedure. The following requirements apply to all categories of eligible AI/AN including students, transients, and clients who live in the *Contract Health Service Delivery Area* (CHSDA).

1. Requests for disbursement or reimbursement consideration can be made by the following methods:
 - a. Telephone request
 - b. Written request
 - c. In-person request
2. The client must present a signed doctors statement verifying the appointment or a referral for the specific provider and service to the Contract Health Department 48 hours prior to the appointment in order for per diem, travel or lodging to be paid.
3. The Contract Health Department requires a minimum of 5 business days to process a request and issue a check for disbursement. For extenuating circumstances, please contact the Contract Health/Billing Supervisor.
4. Attachment A: Distance mileage chart
Attachment B: Per diem/Lodging chart

B. Payment. In accordance with national IHS payment regulations, all eligible, pre-approved requests for disbursement or reimbursement will be paid under the following guidelines:

- a. Mileage will be paid at Utah Medicaid rates.(see attachment B)
- b. Hotel/motel overnight lodging will be provided at a rate not to exceed \$75.00.
- c. Per Diem will be paid at the Tribe's current approved rate. (see attachment B)

C. Eligibility and Limitations. The following services will be considered for disbursement or reimbursement:

1. Hotel/motel – overnight lodging will be made available for the client. Family members accompanying adult clients are responsible for the cost of their own room.

- a. Family visiting clients in the hospital who are in critical condition will be allowed lodging funds after other alternate resources such as Ronald McDonald House, Primary Children's Housing and the University Guest House have been exhausted.
 - b. In the event of a delay in the appointment or surgery, the client must call the Contract Health Department office within 72 hours for approval of additional funds. (for the client's use only)
 - c. Hotel/motel accommodations for the client may be allowed in the event of inclement weather, this will be determined on a case by case basis.
 - d. All hotel/motel receipts must be turned into the Contract Health Department within 3 business days of completion of travel. Future lodging support may be declined if there is non-compliance.
 - e. Liabilities or property damage incurred at the hotel/motel will be the occupant's responsibility.
2. Mileage – limit payment of one way to and one way from per medical appointment or surgery.
- a. Family visiting clients in the hospital who are in critical condition may be paid travel for the immediate spouse and one child dependent or care giver.
 - b. The family will not receive payment for expenses for the duration of the clients stay; but only for a maximum of two days as stated in Item C (1a)
 - c. One time travel up and back will be provided for the eligible family members or care giver.
3. Per Diem – Per Diem funds are for the clients use only. Meals will be paid under the following guidelines:
- a. Breakfast – the appointment must require the patient to leave home before 6:00 AM.
 - b. Lunch – will be paid for long distance travel over the noon hour. (a minimum of 4 hours of travel) or when the medical appointment goes over the noon hour.
 - c. Dinner – the appointment must require the client to return after 8:00 PM
4. Travel to an *out of area* doctor or hospital because of preference will not be paid. The doctor or hospital service may be covered and paid at Medicare rates.
- a. In the event the client has to travel out of their home area, the closest available doctor or hospital that can meet the medical needs of the client must be utilized.

D. Non- Payment. There are instances when the Paiute Health Department will not approve a disbursement or reimbursement request by an otherwise CHS eligible patient:

1. When the patient willfully or intentionally fails to apply or fails to complete an application for alternate resources.
2. A hotel room will not be provided when the appointment is completed before 6:00 PM
3. When the patient is eligible for Medicaid travel.

E. Compliance. If the above guidelines are not followed, CHS funding for per diem, lodging and mileage disbursement or reimbursement will be denied.

Definitions

AI/AN – American Indian/Alaskan Native.

CHSDA – Contract Health Service Delivery Area (Washington, Millard, Iron or Sevier counties)

IHS – Indian Health Services

CHS – Contract Health Services

Paiute Indian Tribe of Utah Mileage

	Cedar City	St. George	Richfield	Kanosh
Cedar City	0	50	120	110
St. George	50	0	170	120
Richfield	120	170	0	60
Filmore	110	160	60	0
Provo	205	255	112	90
Price	236	0	119	0
Salt Lake	250	301	153	137

Paiute Indian Tribe of Utah Client Mileage and Per Diem

August 16, 2013

Lodging - \$75.00 per night maximum

(a receipt must be submitted to the CHS Department)

Mileage - .18 per mile

Per Diem - \$46 a day or based on the following:

Breakfast - \$8.50

Lunch - \$12.50

Dinner - \$25.00

CERTIFICATION

I hereby certify that the foregoing CHS Per Diem/Mileage Reimbursement Policy was full considered and adopted by the Health Committee at a duly called meeting in Cedar City, Utah, at which a quorum was present, and that the same was passed by a vote of 4 in favor, 0 opposed, 1 absent, and 0 abstained, this 20 day of August, 2013



Toni Pikyavit., Health Committee Chairwomen

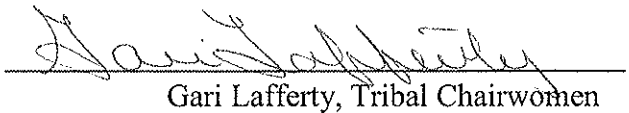
ATTEST:



Laurel Yellowhorse, Administrative Assistant

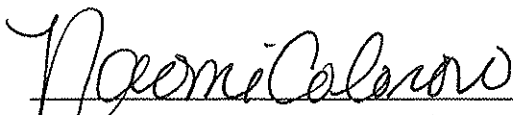
CERTIFICATION

I hereby certify that the foregoing CHS Per Diem/Mileage Reimbursement was full considered and adopted by the Tribal Council at a duly called meeting in Cedar City, Utah, at which a quorum was present, and that the same was passed by a vote of 5 in favor, 0 opposed, 0 absent, and 0 abstained, this 22nd day of August, 2013



Gari Lafferty, Tribal Chairwomen

ATTEST:



Naomi Colorow, Tribal Council Secretary