



THE PAIUTE INDIAN TRIBE OF UTAH

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

CHS PRIOR-AUTHORIZATION PROCESS

March 19, 2013

Policy: Paiute Indian Tribe members and other eligible AI/AN must follow these procedures when obtaining prior-authorization numbers as needed for medical or dental services.

Procedure:

- A. Notification Requirements.** The following notification requirements apply to all categories of eligible AI/AN patients including students, transients, and patients who leave the *Contract Health Service Delivery Area (CHSDA)*. The listed requirements apply to both medical and dental services.
1. No payment will be made for:
 - a. Medical/dental care services obtained from medical/dental providers unless the requirements listed below have been met and a prior-authorization for the care and services have been issued to the medical/dental care provider by the appropriate Health Department official.
 - b. Medical/dental care when a patient is non-compliant with alternate resource applications.
 - c. Medical/dental care when a patient is non-compliant in following their primary insurance requirements. Patients must use the primary insurance network providers.
 2. In non-emergency cases, an eligible AI/AN, an individual or agency acting on behalf of the client or the medical care provider, shall:
 - a. Prior to the provision of medical care services, notify the appropriate *Paiute Indian Tribe of Utah (PITU)* Health Department official of the need for services and supply information upon request, to allow eligibility determination and verification of required referrals.
 - b. The requirement for notice prior to providing medical care services may be waived by the Contract Health/Billing Office Supervisor under the direction the lead mid-level practitioner or case manager.
 3. In emergency cases, the client, an individual or agency acting on behalf of the client, or the medical care provider, shall, within 72-hours after the beginning of treatment for the condition or after the client's admission to a health care facility, notify the Health Department of the admission or treatment and provide information to determine the client's relative medical need for the services. The 72-hour period may be extended if the Contract Health/Billing Office Supervisor determines that the

notification within the prescribed period was impractical or that other good cause exists for the failure to provide prior notice.

4. The client or client representative will be notified in writing within 30 days of receipt of the claim that the CHS department will not make payment.

B. Students, Transients, In-custody persons and Patients. Authorization for CHS for students, transients, in-custody persons and clients who are currently eligible for CHS funding and who leave the CHSDA will be considered under the following conditions:

1. Students who are temporarily absent from his/her CHSDA during full-time attendance of boarding school, college, vocational, technical, and other academic education, the coverage continues from the end of the school period to 180 days after school.
 - c. It is the student's responsibility to furnish the Tribal Health Department information regarding full time status. Only full time students will be covered when out of the area.
 - d. Students must use the Tribe Pharmacy program to have no cost for medications
2. Transients and clients who are eligible for CHS funds and who leave the CHSDA are covered for 180 days.
3. Clients who are in-custody or incarcerated in a city, state or federal prison or jail at the time of service are not covered under Tribal funds.

C. Compliance. No payment will be made in instances where required prior-authorization has not been obtained by the client, or client representative, the incurred charges become the responsibility of the client or parent/guardian.

Definitions

PITU – Paiute Indian Tribe of Utah.

AI/AN – American Indian/Alaskan Native.

Transient – 1. not lasting long 2. staying somewhere only a short time.

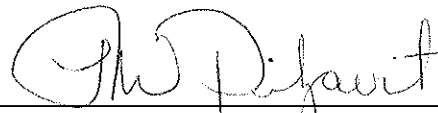
CHSDA – Contract Health Service Delivery Area (Washington, Millard, Iron or Sevier counties)

IHS – Indian Health Services

CHS – Contract Health Services

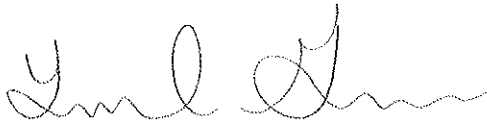
CERTIFICATION

I hereby certify that the foregoing CHS Prior-Authorization Process 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 5 in favor, 0 opposed, 0 absent, and 0 abstained, this 19 day of March, 2013



Toni Pikyavit, Health Committee Chair

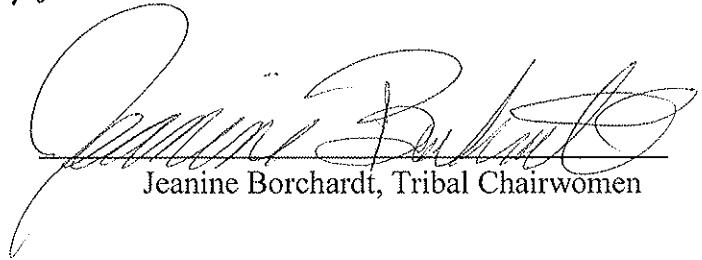
ATTEST:



Laurel Garcia, Administrative Assistant

CERTIFICATION

I hereby certify that the foregoing CHS Prior-Authorization Process Policy 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 4 in favor, 0 opposed, 1 absent, and 0 abstained, this 21ST day of March, 2013



Jeanine Borchardt, Tribal Chairwomen

ATTEST:



Naomi Colorow, Tribal Council Secretary