
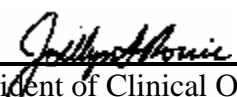




An AmeriHealth Mercy Company

HealthChoices Policy and Procedures

Name of Policy:	Bed Hold Payment and Therapeutic Leaves
Policy Number:	CM-019
Applies to:	<input checked="" type="checkbox"/> All counties <input type="checkbox"/> Bedford – Somerset <input type="checkbox"/> Blair <input type="checkbox"/> Capital Area <input type="checkbox"/> Franklin – Fulton <input type="checkbox"/> Lycoming – Clinton
Department Responsible:	Provider Relations; Clinical Care Management; Claims
Purpose:	To Establish a policy regarding payment to MH Inpatient units, Residential Treatment Facilities (RTF), and Non-Hospital Substance Abuse facilities for holding a bed during the course of Therapeutic Leave, Hospitalization or Elopement.
Effective Date:	06/17/02
Revision:	3/03; 07/24/03; 12/01/05; 12/01/06

Required Signatures:	
	 <hr/> Chief Executive Officer
	 <hr/> Chief Financial Officer
	 <hr/> Vice President of Network Operations
	 <hr/> Vice President of Clinical Operations

Definitions: Definitions related to RTF are from MA Bulletin 1157-95-01 dated 9/8/95:

Hospitalization: Member is absent from a residential program due to a time limited, medically necessary hospitalization.

Absent Without Leave (AWOL): Member is absent from the residential or inpatient setting without approval.

Therapeutic Leave: A period of absence from an institutional setting directly related to the treatment of the individual's illness. The therapeutic leave must be prescribed as part of the Member's individual treatment program and designed to achieve a successful discharge and return to a community setting. The therapeutic leave must be fully documented by the provider in the Member's treatment record, including goals, and time and date of departure and return.

Policy: CBHNP will compensate providers for absences related to Therapeutic Leave, Hospitalization and Absence Without Leave as described below.

Procedure:

1. MH Inpatient Units (Therapeutic Leave)
 - 1.1. MH Inpatient providers will be reimbursed at their established per diem rate for Therapeutic Leaves when the Therapeutic Leave is requested by the facility and pre-approved by a CBHNP Physician Advisor. Inpatient days involving unapproved Therapeutic Leaves will not be reimbursed by CBHNP.
2. RTF Initial 3 day absence (Hospitalization)
 - 2.1. After considering the facts around absence due to hospitalization, should the Clinical Care Manager decide that continued placement with the residential provider is appropriate, the Clinical Care Manager may authorize bed hold payment of 1/3 the regular rate for up to 3 (three) consecutive days for hospitalization and independent of supervisory approval.
 - 2.1.1. The Clinical Care Manager will verbally request that the provider hold the bed. The Clinical Care Manager will inform the provider that the bed hold rate is 1/3 of the regular per diem.
 - 2.1.2. The Clinical Care Manager will provide written notice of the bed hold period to claims to include the dates and initial number of days authorized under the bed hold policy. Notification will occur within 24 hours of the authorization.
 - 2.1.3. Claims will notify the appropriate Provider Relations Representative who will make adjustments to e-Cura as necessary.
 - 2.2. RTF Authorization of subsequent days (Hospitalization)
 - 2.2.1. If it is necessary to hold the bed for more than 3

(three) consecutive days, supervisory approval will be necessary. A fifteen (15) day maximum is allowed.

2.2.2. Notice of extension, including the dates and number of days authorized will be communicated to claims in writing within 24 hours.

3. RTF Initial 2 day absence (AWOL)

3.1. After considering the facts around absence, should the Clinical Care Manager decide that continued placement with the residential provider is appropriate, the Clinical Care Manager may authorize bed hold payment for up to 2 (two) consecutive days for AWOL. Full payment will be made for these days. The facility must notify the CBHNP Clinical Care Manager immediately upon absence and follow all requirements defined in MA Bulletin 1157-95-01 in order to be eligible for payment.

3.1.1. The Clinical Care Manager will verbally request that the provider hold the bed. The Clinical Care Manager will inform the provider that the regular per diem will be paid for two days.

3.1.2. AWOL in excess of 48 hours is not compensable and may not be paid.

4. RTF (Therapeutic Leave)

4.1. A Member in RTF may be authorized to receive 48 therapeutic leave days from January through December of any given year. The therapeutic leave must be prescribed as part of the child's individual treatment program. The RTF where the child is receiving treatment is responsible both clinically and fiscally for mental health services the child may require while on leave. When appropriate, the Clinical Care Manager can authorize additional Therapeutic Leave Day per Policy Clarification RFP-3-96-RD15-58 issued on 2/20/97. Additional days beyond 48 may be authorized under the following circumstances:

4.1.1. Progress made has been significant and discharge is imminent within 30 days.

4.1.2. The additional days will support transition to another support service that will be available upon discharge.

4.1.3. Additional Days beyond 48 for emergency situations (i.e., Significant Family illness, Death in Family, etc) will be considered on a case by case-basis.

4.2. The case was reviewed clinically with a CBHNP

- supervisor and Medical Director who agrees that additional days are warranted.
- 4.3. Therapeutic Leave Days will be reimbursed at the full rate.
 - 4.4. Therapeutic leave days must be prior approved by the Clinical Care Manager.
5. SA Non-Hospital Residential Or Halfway House Initial 3 Day Absence (Hospitalization)
- 5.1. The Clinical Care Manager may authorize bed hold payment for up to 3 consecutive days for a hospitalization when the Member is expected to return to the SA facility. Full payment will be made for these days. The facility must notify the CBHNP Clinical Care Manager prior to or immediately upon absence. Payment will only be made if the Member returns to the placement after hospitalization.
 - 5.2. CBHNP will not authorize bed hold payment for SA Non-Hospital Detoxification level of care. When a Member must be transferred from SA Non-Hospital Detoxification to receive medical treatment at a hospital, that Member should be discharged from Non-Hospital Detoxification.
6. SA Non-Hospital Residential Or Halfway House (Therapeutic Leave)
- 6.1. SA Non-Hospital providers will be reimbursed at their established per diem rate for Therapeutic Leaves when the Therapeutic Leave is requested by the facility and pre-approved by a CBHNP Physician Advisor. SA Non-Hospital days involving unapproved Therapeutic Leaves will not be reimbursed by CBHNP.
 - 6.2. Therapeutic leave may be provided in the program for up to 3 days during any given calendar year month.
 - 6.3. CBHNP will not authorize therapeutic leave for the SA Non-Hospital Detoxification level of care.

Related Policies: None

Related Reports or Attachments: MA Bulletin 1157-95-01
OMHSAS Policy Clarification RFP-3-96-RD15-58 issued on 2/20/97