

	Title: Third Party Recovery (TPR)	Version: 2
	Owner: Melissa Mitchell (Director of Production)	Approved: 03/22/2018

**Purpose:** To establish Dental Care Organization’s (DCO’s) policy on how to bill additional insurance for enrollees and requirements for accepting payment from enrollees for non-covered services.

**Responsibility:** Quality Improvement (QI)/Utilization Review (UR) Committee

**Scope:** Advantage Dental Services, LLC

**Definitions:** n/a

**Forms:** n/a

**References:** OAR 410-141-0320; OAR 410-141-3320

**Policy:**

Enrollees who have private dental insurance can also be enrolled with a DCO and should be handled in the following manner:

The private pay insurance will serve as the enrollee’s primary coverage and the DCO, will serve as the secondary. The DCO will require an explanation of benefits (EOB) to be submitted for encounter data and payment of claims. The DCO is always primary to tribal health.

PCDs will continue to receive capitation for these enrollees for the secondary coverage. Specialists will be paid at the contracted allowed percentage on the remaining balance of the total billed.

**Important:** Procedures that are considered a non-covered benefit under the Oregon Health Plan will need to be documented on the agreed treatment plan and an **Agreement to Pay Form** will need to be filled out acknowledging the enrollee’s responsibility for payment of the remaining balance. Copies of the treatment plan and Agreement to Pay Form will be given to the enrollee and saved in the enrollee’s chart at the time of the appointment.



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**Approvals:**

Date: 03/22/2018

Approved by:

Lorena Reinhart (Executive Assistant), Executive Assistant, Operations

**Reviewed and Revised**

06/14/2012				
06/06/2014	Jeanne Dysert	Tamara Kessler	Missy Mitchell	Laura Donadio
03/12/2015	Jeanne Dysert	Tamara Kessler	Missy Mitchell	Laura Donadio
02/23/2016	Jeanne Dysert	Tamara Kessler	Missy Mitchell	Jeff Dover
02/14/2017	Jeanne Dysert	Tamara Kessler	Missy Mitchell	
03/17/2017	QI/UR Committee			
03/12/2018	Jeanne Dysert	Tamara Kessler	Missy Mitchell	Rose Novak