

**Lake County ADAMHS Board
POLICY AND PROCEDURE**

Policy # 02-05-07	Subject: Adjudication of Held Claims
Standard #: I-C.7	Effective Date: 09/18/06
Board Motion #: 07-015	

The Lake County ADAMHS Board shall comply with the requirements of the Ohio Department of Mental Health, the Ohio Department of Alcohol and Drug Addiction Services, and state and federal rules and regulations related to Medicaid Retro Eligibility, Held and Mismatched Reports. Current procedures include the following:

Once per week a Board Summary report is created by the state. One of the items included in this report is the number of held claims per county. Because the weekly Board Summary report provides no information as to which particular claims are held, the Staff Accountant shall ask the Manager of Information Systems for a Held Claims report. This report shall provide the claim numbers of the Held claims.

The Staff Accountant is responsible for determining, in consultation with the Executive Director, whether funds are available to pay for the held Non-Medicaid, Out-of-County claims. The held report is requested once a month after the monthly Board meeting. If funds are available as indicated by the financial report, the Staff Accountant will mark the claims as Payable. The claims will be paid the following month on the monthly list of bills. If funds are not available, the Staff Accountant will mark the claims as Denied and the claims will not be paid.