

# CCAP

## Insurance Programs

PIMCC, a program of the County Commissioners Association of Pennsylvania, is a medical cost management and education program dedicated to assisting county prisons/jails with the containment of all costs related to prison inmate medical expenses. PIMCC's overall goal is to train educate and provide quality managed care, allowing the county to develop a medical cost saving program.



For more information on PIMCC or the Act 22 Services, contact:  
**Kirsten Bostjancic at (800) 552-2752**

For questions on CCAP support services, contact:  
**Desiree J. Nguyen at (717) 526-1010**

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## PIMCC

Prison Inmate Medical Cost Containment

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### Act 22 Guide

#### County Prison Inmate Inpatient Registration and Payment

Thank you for choosing our office in order to save you properly, we need to following please print. All information will be confidential.

**Patient Information**

Date \_\_\_\_\_  
City \_\_\_\_\_  
Address \_\_\_\_\_ Patient name \_\_\_\_\_  
Check marital status box:  Married  Single  Male  Female  
Business address \_\_\_\_\_  
Spouse or partner's employer \_\_\_\_\_  
If patient is a student, name of educational institution \_\_\_\_\_  
Name of person responsible for the account \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Zip \_\_\_\_\_  
Phone to contact in case of emergency \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Zip \_\_\_\_\_  
Is this person currently a patient in our office?  Yes  No

**Responsible Party**

Name of insured \_\_\_\_\_  
Address of employer \_\_\_\_\_  
Insurance company \_\_\_\_\_  
How much is your deductible? \_\_\_\_\_  
Do you have any additional insurance?  Yes  No

**Insurance Information**

Name of insured \_\_\_\_\_  
Address of insured \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Zip \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Employer \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Zip \_\_\_\_\_

## A BRIEF HISTORY

Act 22 of 2011 became effective July 1, 2011. There are two parts. The first part caps the fees and rates that medical providers are reimbursed for health care services provided to inmates in county and state correctional facilities. Inpatient hospital services are capped at the same rate/fee as allowed by the Medicaid program. The cap for outpatient treatment and services is the same as the rate/fee allowed under Medicare.

The law made significant changes to the welfare code governing many DPW programs, including Medical Assistance. The second part of the law allows for most inmates, who are admitted as inpatients to local and/or tertiary care hospitals, to become qualified for Medical Assistance and have their charges paid through that program.

With no system in place for processing of inmate Medicaid claims, CCAP worked closely with DPW and DOC to establish structures for billing counties. In October 2011 CCAP's Prison Inmate Medical Cost Containment (PIMCC) program began serving as the county liaison with the departments and providing Act 22 Services specific to inmate inpatient stays.

Through Act 22, when inmate inpatient hospital stays are registered through COMPASS, bills are submitted directly to DPW and the inmate is either approved or denied for Medical Assistance. When approved the bill is paid directly by DPW.

Additionally, based on qualified disability, some inmates hospitalized as inpatient, will be eligible for up to 50% in federal funds to be applied to their hospital bill. In these situations, the county is only responsible for the remainder of the bill.

DPW submits all paid claims to the DOC who sends the county claims to PIMCC for reimbursement. PIMCC then reimburses the state from county escrow accounts or bills the county for electronic payment.

## FINDING HELP

For questions on the COMPASS application or existing claims, contact PIMCC administrator Cost Management Plus:

**Kirsten Bostjancic**

**[kbostjancic.cmp@comcast.net](mailto:kbostjancic.cmp@comcast.net)**

**(800) 552-2752**

For questions on the Act 22 CCAP support services, contact:

**Desiree J. Nguyen,**

**[dnguyen@pacounties.org](mailto:dnguyen@pacounties.org)**

**(800) 895-9039**

### Additional Resources

A number of resources can be found on the Act 22 Service web page through the CCAP website at **[www.pacounties.org](http://www.pacounties.org)**. Go to the Programs/Services drop down and follow the Criminal Justice link to the Act 22 Service web page. The resources available include:

- Screen shot instructions for entering a new COMPASS application
- The current county prison inpatient eligibility form (CPIEF)
- The DPW memo on how the program will operate
- DPW MA application checklist
- Act 22 COMPASS registration process
- Correspondence to the counties on procedures and funding
- Payment scenarios
- Additional frequently asked questions not included in this guide



## GLOSSARY

**Community Partner:** Each entity registered in the COMPASS program is a community partner.

**COMPASS:** The DPW online application for Medical Assistance

**CPIEF:** County prison inpatient eligibility form

**MA:** Medical Assistance or Medicaid

**PIMCC:** Prison Inmate Medical Cost Containment, a program of the County Commissioners Association of Pennsylvania

**PROMISE:** The DPW claims processing and management information system

**Recipient Number:** Also known as the eligibility number provided by DPW with the eligibility notification

**W#:** The COMPASS application number (or W#) assigned during the application process.

## TIPS

Before completing a COMPASS application make sure to gather the following information on the inmate:

- DOB
- Social Security number
- Marital status
- Incarceration dates
- Dates of hospital inpatient stay
- Completed and signed CPIEF form

Here are a few more tips to remember:

- KEEP the user ID and password handy
- The password expires every 60 days
- Have alternative persons available to complete the COMPASS application (you can have up to four user IDs)

## REGISTRATION AT-A-GLANCE

The following is a step by step instruction of how to submit an inmate application for Medical Assistance **AFTER** the inmate has returned to the prison from the inpatient hospital stay.

1. Have the CPIEF form (medical form) completed and signed by the jail's sick line physician. See the CCAP Act 22 web page for the current CPIEF form.
2. Login to the COMPASS dashboard.
3. Click on **New Application**. Complete the application paying close attention to include the following steps.
4. Enter the inmate's name, DOB and Social Security number (SSN).
5. Enter the prison name and address.
6. Enter the prison representative's phone number.
7. Indicate if the inmate is pregnant and provide the due date.
8. Only answer the questions with an asterisk (\*).
9. Select "no" for Income and Resource questions.
10. Include in the information and comment section: "Application is for an inmate. Dates of incarceration are xx/xx/xx to xx/xx/xx (or present) and dates of hospital stay are xx/xx/xx to xx/xx/xx."
11. To finalize the COMPASS application, you will be asked to "e-sign" the application on behalf of the claimant. Advance to the "SUBMIT" screen and press "I want to view and or print the application" and then hit the submit button. The completed COMPASS application will automatically print in a few seconds. Keep the printed application as a diary record.
12. COMPASS will assign a eight digit "W" number. THIS IS NOT the eligibility number. Enter the "W" number on the physician completed and signed CPIEF form. Scan the CPIEF form and attach to the "scan documents" instruction on the COMPASS application.
13. You may alternatively fax the CPIEF form to the Central Unit but do so immediately after submitting the COMPASS application.

## FREQUENTLY ASKED QUESTIONS

### **What are counties saving?**

Comparing county costs prior to Act 22 to what we've experienced since, we estimate that participating counties are saving an average of 85% on inmate inpatient hospital care.

### **My COMPASS login and password don't work, what do I do? What if I forget my COMPASS login and password?**

Community Partners' passwords expire every 60 days. If you don't use your dashboard within this time frame, you will receive a prompt to change your password when logging into COMPASS. If your password needs to be reset, you should always first try going to the self-service password reset function **Forgot/Change Password?** found below the Community Partner Log In on the COMPASS home page. If that does not work, call Cost Management Plus.

### **Does inpatient admission include mental health or drug and alcohol treatment at stand-alone behavioral health treatment facilities?**

Under Act 22, inpatient admission applies to standard tertiary care hospitals only.

### **We received a "balance bill" from the hospital, what should we do?**

First, don't pay the bill unless it's the annual MA deductible of \$150! If you receive an unusual invoice with a balance bill or "coinsurance charges", contact PIMCC at (800) 552-2752 and we will research the matter for you.

### **Who do we talk to about completed CPIEs over 60 days old?**

If you have a COMPASS application with a completed CPIE form over 60 days old but have not received the individual's MA eligibility notification, contact Kirsten Bostjancic at Cost Management Plus. Provide them with the COMPASS "W#", inmate's full name and inpatient dates of service.

### **How do I handle auxiliary and outlier inpatient providers who bill directly to the prison rather than through the hospital?**

The auxiliary and outlier inpatient providers are often not invoiced through the hospital's system and must be notified of the eligibility number either by the prison or through their MA automated report. If these providers have sent the county invoices, do not pay the bills! Refer the provider to the PROMISE system and give them the eligibility number for the date of service.

### **What about outpatient bills? How will those bills be handled?**

There is no real change in the way that counties will pay for outpatient services, and there is no special process to deal with these bills. However, counties will want to make sure that providers are billing appropriately, within the limits in the new law. It may be helpful to communicate with any provider utilized by the jail to assure they understand the caps on rates/fees. PIMCC already provides these services to many of the county jails/prisons. For more information on PIMCC membership services, contact Kirsten Bostjancic at (800) 552-2752.

### **Do I need to complete a COMPASS application for every inmate's inpatient hospitalization?**

If the inmate has an inpatient hospitalization within 60 days following the first inpatient hospitalization, only a CPIE form needs to be completed by the sick line physician and faxed to Medical Assistance CU (Central Unit). If an inpatient hospitalization is after 60 days of the first, a new COMPASS application and CPIE form are required.

### **How do I know a provider is billing at the appropriate rate?**

If you have no contractor reviewing bills, we recommend you have your solicitor write a letter to providers advising them of the new law and seeking their verification that bills are submitted to the jail within the limits imposed by the act. You could also consider joining PIMCC to receive the bill review service.

### **How do I complete the "Returning Users" page in COMPASS?**

This page is for returning users with case information on file. It is unlikely that inmate information will be available. Leave everything on the page blank and click "next".

**Additional FAQs can be found on the Act 22 Services web page at [www.pacounties.org](http://www.pacounties.org) then Programs/Services and Criminal Justice.**