

Objective:

To ensure Tuality Health Alliance (THA) and its providers are in compliance with the Oregon Health Authority's requirements prior to performing any sterilization procedure.

To ensure Health Share Tuality members understand these procedures are at their will and considered irreversible; no longer being able to bear or father children after the procedure has been performed.

Policy:

THA will designate an employee who will be responsible for the sterilization audit and compliance program. The designated employee will ensure that THA and its providers are following the rules and regulations set by the Oregon Health Authority regarding consent for sterilization procedures and providing payment for sterilization procedures. The designated employee will be responsible for maintaining records of THA's compliance and adhering to the reporting requirements to Health Share and the Oregon Health Authority.

Procedure:

- I. The physician who will perform the procedure is responsible for completing DMAP form 741 or 742 accurately and completely.
 - A. To be considered compliant, each form must be filled out entirely and adhere to all the instructions provided by the Oregon Health Authority.
 - B. The DMAP forms must be completed at least 30 days prior to the procedure being performed, unless it is emergent. The procedure must be performed no more than 180 days from the signature date.

- II. When the DMAP form is completed, the provider must send a copy to THA. When the form is received, THA will ensure that it has been filled out correctly.
 - A. Once the form has been deemed valid, authorization for payment for all claims related to the procedure will be provided.
 - B. If the form is not received or is incorrect, THA will not authorize payment for any claims related to the procedure. The provider will receive a claim denial as notification.
 - C. A copy of the DMAP form will remain on file at THA and documentation will be placed in the member's file.

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- III. THA will perform auditing of all sterilization claims when requested by Health Share.
- A. When the audit file is received from Health Share, the designated employee will review all sterilization forms on the list for accuracy and compliance.
 - B. If the appropriate DMAP form is not on file and/or correctly completed at the time of the audit and payment was authorized, the recoupment will be assessed to all claims associated with the procedure. Documentation must be placed in the claim and the audit file stating the reason for recoupment.
 - C. For all valid forms on file, THA will fill out the DHS EDMS coversheet and fax both the coversheet and form to the Oregon Health Authority. Once the faxing is completed, the audit file must be noted indicating which forms were faxed. A copy of the coversheets, forms, and fax confirmations are maintained on file at THA.
 - D. Once the audit is complete, the file is then emailed securely back to Health Share.

Formulated:	September 1998
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