Policy Statement

This policy defines the process for development and implementation of policies and procedures that (1) support the Billing Compliance Plan (HSCEP OP 52.0), and (2) provide guidance related to identified billing compliance risk areas.

Scope

This policy applies to Texas Tech University Health Science Center El Paso (TTUHSC El Paso) for health care items and/or services billed under a TTUHSC El Paso tax identification number.

Policy

TTUHSC El Paso Billing Compliance Policies shall be developed and implemented in accordance with the procedures outlined below.

Procedure

1. Policy Development. The Institutional Compliance Officer (ICO) or their designee is responsible for the development of written billing compliance policies based on internally or externally identified billing risk areas. The Billing Compliance Director (BCD) may assist in policy development by recommending policy topics, and providing reviews and comments during the development stages, including any updates or revisions to existing policies.

2. Policy Approval. The ICO or their designee shall provide a final Policy draft to the BCD for review and comment before a new or revised Policy is submitted for approval. The BCD may provide the draft Policy to the Billing Compliance Advisory Committee (BCAC) to address potential operational impact or other issues related to implementation of the proposed Policy. The BCAC will review and approve as appropriate.

3. Approved Policies: Notice and Education

   a. Website. The ICO or their designee shall maintain the Billing Compliance Policy and Procedure site on the TTUHSC El Paso intranet to publish new and revised Policies approved by the BCAC.

   b. The ICO, Billing Compliance BCD, or designee shall distribute to appropriate individuals in the Institution. Whenever necessary, education will be provided on approved Policies, including, but not limited to e-mails, memoranda, postings, newsletters, and/or in person meetings.
Administration and Interpretations
This policy is effective upon approval by the BCAC. Questions regarding this policy may be addressed to the ICO or Billing Compliance BCD.

Amendments, Revisions, or Termination
This policy may be amended or terminated at any time, to reflect changes in TTUHSC policies or applicable laws and regulations.

Frequency of Review
This policy shall be reviewed no later than April in each odd-numbered year.

Review Date: March 1, 2016
Revision Date: June 1, 2015, March 1, 2016, April 2019