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## Program Approved Service Agency Information – DD Third Party Waiver Services

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Services that Program Approved Service Agency (PASA) do not directly provide, i.e., PASA purchases on behalf of individuals enrolled in the Developmental Disabilities Waiver, are billed by Foothills Gateway (FGI), the Case Management Agency for Larimer County and Organized Health Care Delivery System (OHCD) for Larimer County, will bill Medicaid for the following items:

- Specialized Medical Equipment and Supplies (includes wipes)
- Vision (glasses)
- Non-Medical Transportation (bus passes)

Because PASAs (family care givers, independent contractors or PASA staff) may coordinate these orders / purchases with Vendors; and request the PAR units from Case Management in individual's PARs – FGI's process for payment is as follows:

- **When such Services have been ordered for or provided to a Medicaid member:**
  - PASA, Vendor or Case Manager emails original provider / vendor quote or invoice to [accountbilling@foothillsgateway.org](mailto:accountbilling@foothillsgateway.org).
    - Make sure the Medicaid Member's full name.
    - Make sure the date of service is on the invoice.
    - Make sure the Vendor or provider's name and address are on the invoice.
  - For Wipes –
    - FGI finance staff will verify units are available in the PAR and pay Vendor.
    - FGI finance staff will notify the Case Manager if there are less than 100 units in the PAR after billing. Case Manager will check in with PASA to assure that sufficient units are entered into PAR.
    - FGI finance staff will notify the Case Manager if there are not enough units in the PAR. Finance staff will also reach out to the vendor so that the vendor can obtain payment from whoever ordered the wipes.
  - DATE OF SERVICE information:
    - Wipes / disposable supplies – date of service is the order date, as those items are sent prior to the payment date.
    - Billing for Glasses and Hearing Aids – date of service is the date the check is written which is the same day that payment is mailed out to provider.
    - Bus Pass – date of service is the month for which this is valid.
- **PROVIDER PAYMENT EXCEPTIONS / BILLING ISSUES:**
  - If an invoice is dated 365 or more days after the service has been provided, the billing will be out of timely filing per Medicaid rules, and the requestor will incur the obligation to make payment to the Vendor. Note: Foothills Gateway needs time to bill for the item, if the invoice is at 365 days, FGI may not be able to bill it that day.
  - If the invoice includes items that are not Medicaid billable, only the billable portion of the invoice will be paid to the Vendor by Foothills Gateway and the requestor will be required to pay the remaining portion to the Vendor.
  - If an item is not in an individual's PAR, or if there are not sufficient units in the PAR, Foothills Gateway will pay up to the remaining balance in the PAR and the PASA will be required to pay the remaining portion to the Vendor.