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## MENTAL HEALTH BILLING PROCEDURES

Below are some key points and billing procedures to consider before submitting a bill to the Victims Compensation Program.

1. Mental health treatment must focus on addressing the symptoms stemming from the crime for which the victim has an approved claim.
2. A Victims Compensation Program Mental Health Treatment Plan will be required **AFTER FOUR SESSIONS OF TREATMENT**. Victims will be notified in writing that they are eligible for this immediate counseling. Up to 20 sessions may be approved for the initial treatment period (which includes the initial four sessions).
3. Treatment beyond the initial 20 sessions will be considered based upon an extension requested by the provider in the form of an updated Mental Health Treatment Plan. Extensions will not exceed 20 sessions at a time, and must continue to address crime-related symptoms.
4. The Victims Compensation Program is payor of last resort. If the victim has Medicaid, Medicare or any other kind of health insurance, the insurance carrier must be billed first. Providers who are contracted with an insurance company to accept said insurance company's payment as "payment in full" cannot bill the Victims Compensation Program for the difference in the amount billed versus the allowable amount that is paid. **PLEASE DO NOT SUBMIT BILLS TO THE VICTIMS COMPENSATION PROGRAM UNTIL AFTER THE INSURANCE COMPANY HAS COMPLETED PAYMENT**. Please include a copy of the insurance company's Explanation of Benefits with the bill.
5. Providers receiving payment through grants, other funding sources, or who are a salaried employee through another agency that is paying for the provider's services, cannot bill the Victims Compensation Program for the same services.
6. Providers must agree to inform the Victims Compensation Program immediately in writing when charges are filed against them by the Office of Professional Regulation. Providers must also notify the Victims Compensation Program when their license or roster becomes inactive, revoked, or conditioned in the state in which they practice.

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7. The Victims Compensation Program will pay for counseling sessions according to the following schedule: any one-hour individual or family session held before July 1, 2002 will be paid at a maximum of \$50.00 per session. Any one-hour individual or family session held on or after July 1, 2002 will be paid at a maximum of \$70.00 per session. Individual and family sessions will be pro-rated according to the length of the session based on the above rates. Group sessions will be paid at \$35.00 per session, and medication checks will be paid at \$25.00 per visit. Group sessions and medication checks are a flat rate and will not be pro-rated. The victim's name, session dates, CPT code (current procedural terminology code) and the mental health care provider's social security number or federal ID number must be indicated on each bill. If treatment is for a family member of the victim, please include the family member's name AND the victim's name on all bills.

8. The Victims Compensation Board strongly encourages providers to accept payment from our Program as PAYMENT IN FULL.

If you have any questions, please don't hesitate to contact the Victims Compensation Program.