

Department: Business Office

Policy Number: HHS- 2114-BO

Attachments: _____

Policy Title: Substance Abuse Testing Billing

Date: 08/01

Revised: 03/07

Reviewed: 04/09

Approved By: *Salina Sujan*

Date: 4/21/09

Policy Statement:

It is the policy of the Mille Lacs Band Health Department to provide specimen collection and handling services for the Grand Casinos and MLB Government. All specimens will be collected by trained clinic staff and forwarded to the appropriate reference lab for testing. Results will be forwarded directly to Grand Casino or MLB Human Resource Department. No files will be retained at the MLB labs.

Purpose:

To assist Grand Casino and MLB Government in their attempt to seek substance abuse counseling for their employees.

Procedure:

A. Clinic Responsibility:

1. Employees of Grand Casino or the MLB Government will be brought to the MLB clinic by a Casino MLB Human Resource representative or Tribal law enforcement if there is reasonable suspicion that the individual is under the influence of an illegal substance while on duty.
2. The Casino or MLB Human Resources Rep. will call in advance to inform the clinic that they are bringing an associate in for testing.
3. The trained nurses or lab technicians will be responsible for collecting the requested specimen according to Federal guidelines for substance abuse collections.
4. When the associate is brought in, he/she will be seen as soon as possible between other scheduled patients.
5. First Stop will be the laboratory of choice and they will supply the clinics with all collection kits and necessary lab slips.
6. Lab results will be returned to Grand Management or MLB Human Resources personnel by the following day.

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B. Billing

1. A log will be maintained by the clinic lab responsible for collecting the specimen. The log will contain the following information.
 - A. Date
 - B. Patient Name
 - C. Social Security Number
 - D. Type of Test Requested
 - E. A Special Reference Number

2. Strict patient confidentiality will be maintained. Only one file, labeled "Grand Management or Mille Lacs Band Government" will be maintained in the clinic lab in a locked file cabinet. The file will contain:
 - A. The daily log [To be used for billing purposes]
 - B. A copy of the lab slip
 - C. Copies of itemized statements sent and evidence of payments received.

+++Patients brought in for substance abuse testing will not be registered in the normal manner of other patients, and no record of the reason for their being in the clinic shall be recorded in their medical record if they are already a registered patient of the clinic. If they are not a registered patient of the clinic, no clinical record will be opened.

3. Billing will be done on a monthly basis. An itemized statement will be sent to Grand Casino and the MLB Human Resources Department by the 10th of each month for the previous months' services. Payment is expected within ten (10) days of the invoice date.