

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Health Services - Pharmacy

Policy Number: HHS-HS-PHM 1816

Policy Title: Pharmacy Billing

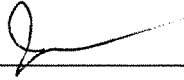
Attachments:

Revision History: 1984, 7/01, 7/07, 7/12

Revised by/Date: Jesse Godding, PharmD 9/2020

Approved by:

Jesse Godding, PharmD, Pharmacy Manager



Date:

11-10-2020

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

11-24-2020

POLICY STATEMENT: It is the policy of the Mille Lacs Band of Ojibwe Health and Human Services to provide adequate and accurate information in order to bill for services appropriately.

PURPOSE: To ensure that the Mille Lacs Band of Ojibwe receives the highest level of compensation for services rendered.

PROCEDURE: Current billing information for patients will be obtained whenever possible.

Pharmacy will sign contracts with third party insurers and bill eligible prescriptions using the ScriptPro pharmacy system. All prescriptions eligible for back billing will be billed as soon as the correct information is received and appropriate time is available.

Pharmacy will ensure claims are as accurate as possible before submission and will work with medical staff, the insurance company, and the patient to resolve any issues which may arise.

Pharmacy uses ScriptPro's Third Party Management System (TPMS) to reconcile claims with actual payment received.

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| Internal and/or External References | |
| Compliance - Posting Date | 11/24/2020 |
| Replaces - Policy Number | |
| Next Review - Due Date | 11/24/2023 |