

W. S. E. I.

AGENDA COVER MEMO

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AGENDA DATE: April 6, 2011  
TO: Board of County Commissioners  
FROM: Department of Health & Human Services  
PRESENTED BY: Rob Rockstroh  
AGENDA ITEM TITLE: ORDER \_\_\_\_\_ /IN THE MATTER OF DELEGATING AUTHORITY TO THE ACTING COUNTY ADMINISTRATOR AS AN AUTHORIZED REPRESENTATIVE TO EXECUTE BILLING AND REPORTING DOCUMENTS RELATED TO MENTAL AND PHYSICAL HEALTH SERVICES FOR ISSUANCE TO MEDICARE AND MEDICAID

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**I. MOTION**

In the Matter of Delegating Authority to the Acting County Administrator as an Authorized Representative to Execute Billing and Reporting Documents Related to Mental and Physical Health Services for Issuance to Medicare and Medicaid

**II. ISSUE OR PROBLEM**

In order for Lane County to bill Medicare and Medicaid for covered mental health and physical health services provided by Lane County staff, forms, applications and reports must be submitted to Medicare (CMS) and Medicaid that may only be executed by a County official having fiscal authority.

**III. DISCUSSION**

A. Background/Analysis:

Board Order 08-02-06-04 delegated authority to the County Administrator, Jeff Spartz, as an authorized representative to sign applications to Medicare and Medicaid. Board Order 10-12-1-1 appointed Liane I. Richardson as the Acting County Administrator. A new order must be approved delegating authority to Liane I. Richardson, as an authorized representative to sign applications, forms and reports for issuance to Medicare and Medicaid.

There are three primary categories of actions to be completed by the Acting County Administrator in support of revenue generation by County healthcare providers: all new healthcare providers who will bill for Medicare must authorize the County to submit requests for reimbursement (CMS forms 855), annual cost reimbursements/balances must be reported (CMS-838, mandated by CFR 42.413) and, changes to the location of County clinics, the organization of County Divisions and other routine housekeeping changes must be reported to

the State and the federal government.

Medicare and Medicaid billings have been an ongoing source of funding for mental and physical health services in the Department of Health & Human Services.

B. Alternative/Options

1. To delegate authority to the Acting County Administrator as an authorized representative to execute forms, applications and documents related to billing and reporting to Medicare and Medicaid related to mental and physical health services
2. Not to delegate authority to the Acting County Administrator as an authorized representative to sign applications to Medicare and Medicaid related to mental and physical health services

C. Recommendation

To approve #1 above.

**IV. IMPLEMENTATION/TIMING**

Upon approval by the Board, Medicare and Medicaid applications will be routed to the Acting County Administrator for approval.

**V. ATTACHMENTS**

Board Order

BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER: ) IN THE MATTER OF DELEGATING AUTHORITY TO THE  
) ACTING COUNTY ADMINISTRATOR AS AN AUTHORIZED  
) REPRESENTATIVE TO EXECUTE BILLING AND REPORTING  
) DOCUMENTS RELATED TO MENTAL AND PHYSICAL HEALTH  
) SERVICES FOR ISSUANCE TO MEDICARE AND MEDICAID

WHEREAS, the billing of Medicare and Medicaid for reimbursable mental health and physical health services is a revenue source for Lane County; and

WHEREAS, in order to continue to bill Medicare and Medicaid for services, practitioner applications must be signed by the Board of County Commissioners or their designee; and

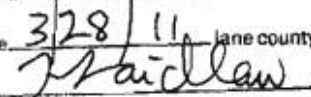
WHEREAS, the delegation must name the designee approved to execute these forms and to fulfill reporting and housekeeping functions;

NOW, THEREFORE, IT IS HEREBY ORDERED that the Board of County Commissioners delegate authority to the Acting County Administrator, Liane I. Richardson, as an authorized representative to execute billing, reporting and housekeeping forms and documents to Medicare and Medicaid related to physical and mental health services.

EFFECTIVE THIS \_\_\_\_\_ day of April, 2011.

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Faye Stewart, Chair  
Board of County Commissioners

APPROVED AS TO FORM  
Date 3/28/11 Lane County  
  
OFFICE OF LEGAL COUNSEL