


Name of Policy: <u>Insurance Plan Codes</u> Policy Number: 3364-142-10 Department: Patient Financial Services Approving Officer: Director Revenue Cycle and Clinic Operations Responsible Agent: Director, Patient Financial Services Scope: Patient Financial Services	
Effective Date: December 2, 2024 Original Effective Date: August 8, 2011	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	
<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

Valid insurance plan codes are vital to accurate and complete registrations impacting the ability to collect completely on an account balance.

(B) Purpose of Policy

This policy will define when insurance plan codes are to be added to the Epic tables and the frequency of review.

(C) Procedure

There are two primary reasons to add insurance plan codes: when a new product line is added to UTMC and/or when a new contract is signed with a managed care organization. In both cases, members from Patient Access, Managed Care, Finance and Patient Financial Services will evaluate whether or not a new insurance plan is needed or if there is already one in existence that will serve the purpose.

Prior to the end of each fiscal year (April/May), members from Patient Access, Managed Care, Finance and Patient Financial Services will meet to evaluate the current insurance plan code table in Epic making any changes effective for the new fiscal year.

Approved by: <u>/s/</u> <u>12/2/24</u> Troy Holmes Chief Financial Officer - UTMC	Review/Revision Date: 8/18/11 5/14/2014 06/13/2023 12/2/2024
	Next Review Date: 12/2/2027
Policies Superseded by This Policy:	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.