
Instructions for Completing the 2003-SB 123 Monthly Insurance Report Form

The 2003-SB 123 Monthly Insurance Report Form from the preceding month must be submitted to the Kansas Sentencing Commission prior to the payment of current monthly invoices.

The requirement to submit that form is pursuant to the "Kansas Sentencing Commission Treatment Provider Agreement" signed as a part of certification as a SB 123 provider. The importance of this requirement is emphasized by the following sentence as excerpted from the November 1, 2007 letter to SB 123 Treatment Providers.

If you have not sent to us the completed forms on a monthly basis, this is notice that, beginning with December invoices, we will reject invoices until the Treatment Provider Monthly Insurance Report Form from the prior month has been received.

The 2003-SB 123 Monthly Insurance Report Form has been slightly reformatted and contains the following items to be completed: (see back of this document for copy of Insurance Report Form and Form is available at: www.kansas.gov/ksc/sb123/SB123TrmtProviderMonthlyInsRptForm.doc)

1. The name of each SB 123 Offender receiving services. (See C & D below)
2. KDOC number for each SB 123 Offender.
3. The court case number.
4. The abbreviation of the county of conviction.
5. Indication for each offender as to whether there is insurance coverage.
6. If the offender has insurance coverage, then the name of the insurer/or Medicaid if applicable.
7. Date insurance payment was received by the Treatment Provider or the date it was denied.
8. The amount paid, or the fact that the claim is pending, or has been denied should be entered in that column as applicable.

Timeline:

- A. Offender is referred to a Treatment Provider and upon intake the Treatment Provider will inquire as to whether that offender has medical coverage for services.
 - B. The name of each offender would be entered on the 2003-SB 123 Monthly Insurance Report Form.
 - C. The name of each offender would remain on the 2003-SB 123 Monthly Insurance Report Form until that offender is no longer receiving services provided by the Treatment Provider, or until the final insurance reimbursement has been received and forwarded to the Kansas Sentencing Commission.
 - D. Once the SB 123 offender is no longer receiving services, and all insurance reimbursement have been sent to the Kansas Sentencing Commission, that offender's name would no longer be listed on the 2003-SB 123 Monthly Insurance Report Form.
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