

Third Party Liability



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Third Party Liability (TPL)

What is a TPL?

An individual, institution, corporation, or public/private agency that may be responsible for paying all or part of the medical costs of an applicant or recipient.

Who is the Third Party?

A third party may include health, accident, or hospital insurance; liability insurance, such as auto and homeowner's policies; industrial accident claims; court judgments; and a child's right to medical support from an absent parent.

How is the TPL used?

When TPL information becomes available to Medicaid, the Medicaid Identification Card will list any third party liability for any type of health care services for the patient. If the patient has a TPL, the name, policy number and group number are listed on the card below the patient's name. The provider must bill the listed TPL before billing Medicaid. Medicaid will pay after the TPL has paid. Medicaid is the payer of last resort.

What if the TPL information is wrong?

If the TPL listed on the Medicaid Card is incorrect, call the TPL unit at the Office of Recovery Services. TPL information is corrected by the Office of Recovery Services:

In Salt Lake..... 536-8798

Toll free800-821-2237

Bureau of Medical Collections

TPLF (Insurance Verification) & HCLM (health Insurance Collections)
Case Distribution effective 6/14/2004
Manager Team 80: (A-Lax) – Carrie Mumford 536-8784
Manager Team 82 (Lay-Z) – Scott Abeyta 536-8789

Alpha Start	Alpha End	Worker Name	Worker ID	Worker Phone
A	Baldz	Christine Nguyen	ORCLN	536-8804
Bale	Benkz	Marilyn Bevan	ORMAB	536-8778
Benl	Bz	Bridgette Mair	ORATW	536-8373
C	Cnz	Cristy Davis	ORCLD	536-8391
Co	Davez	Gary Ingersoll	ORGDI	536-8780
Davf	Euz	Brent Fairclough	ORB1F	536-8173
Ev	Geoz	Sandra Wilkinson	ORSLA	536-8796
Gep	Hakz	Susie Jimenez	ORSJ1	536-8678
Hal	Hatz	Darla Caldwell	ORDTC	536-8779
Hau	Iz	Janis Hurst	ORJKH	536-8792
J	Kinhz	Calleen Chivers	ORCC4	536-8367
Kini	Laxz	Jodee Mackay	ORJMM	536-8782
Lay	Lon	Janet Hongsyvilay	ORJH3	536-8791
Loo	Mcn	Kristi Elmer	ORKKE	536-8849
Mco	Nelson, I	Roy Williams	ORRW1	536-8726
Nelson, J	Pef	Rebekah Ramey	ORRR1	536-8788
Peg	Rem	Kathryn Neibert	ORKAG	536-8388
Ren	Romh	Jana Darling	ORJLD	536-8786
Romi	Skh	Mary Anderson	ORMAJ	536-8379
Ski	Stn	Lorraine Eshelman	ORLKE	536-8343
Sto	Turm	Lynda Shah	ORLDS	536-8732
Turn	Webd	Connie Frandsen	ORCRF	536-8734
Webe	Z	Ellen Weaver	OREJW	536-8378

**TPL information is entered into ORSIS through PACMIS on the APEM screen.
The TPL information is available in MMIS.**

TPL Entry In ORSIS

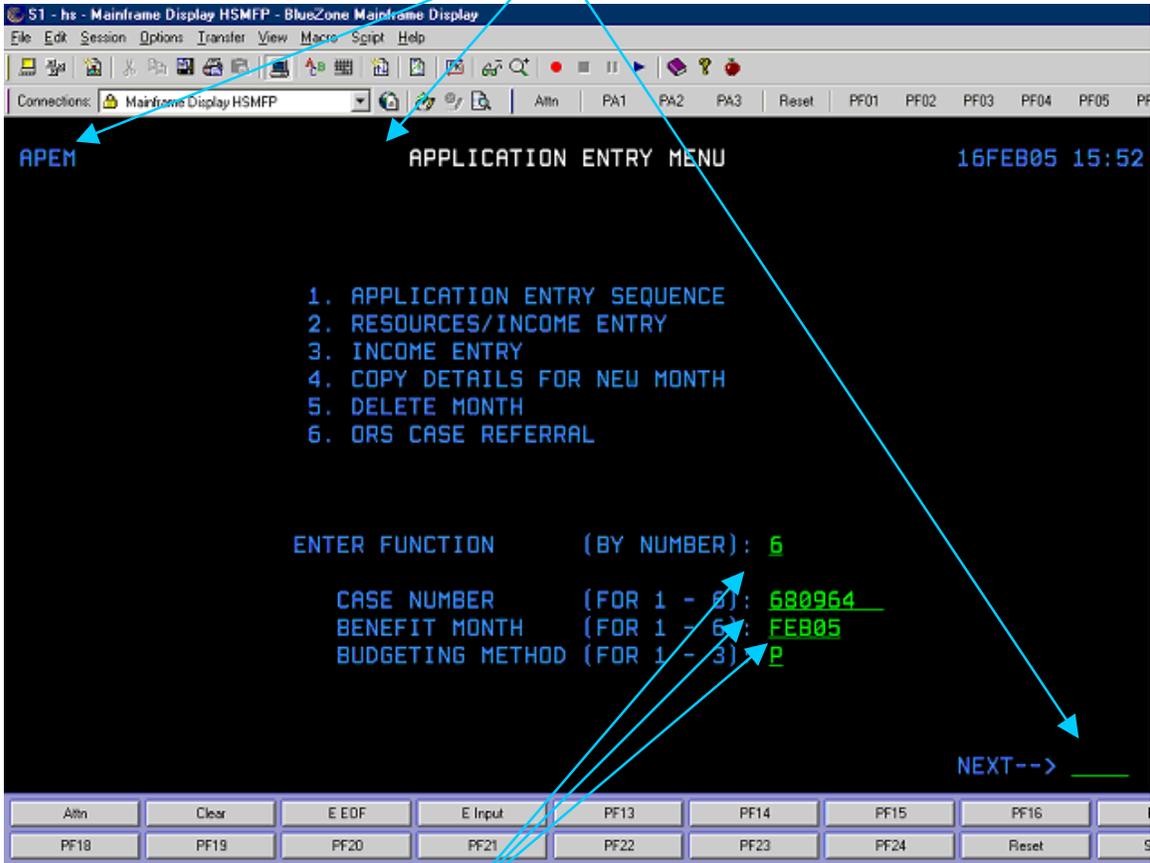
Things to Remember

- ✿ Each Child requires a separate ORSIS entry. Children from the same family cannot be included on the same TPL referral.
- ✿ We are still required to enter the information into ORSIS even if there is no third party responsible for insurance.
- ✿ The ORS Insurance Verification Team must have adequate insurance information in order to verify the coverage and add it to ORSIS. The minimum needed is as follows:
 - ✗ Insurance Company (name, address, phone number).
 - ✗ Name of Policyholder (purchaser of the policy).
 - ✗ Policy Number.
- ✿ Comment Screen-Add all additional information to include:
 - ✗ Insurance Address.
 - ✗ Parent's Names.
 - ✗ Second Insurance coverage, if applicable.
- ✿ The procedure for notifying the TPL Verification Team that insurance has ended, is to enter the information into the ORSIS screens through PACMIS. The information would be entered on the 153 screen, including the **end date**. TPL workers have 60 days to verify and make the change.
 - ✗ If the need to have the TPL removed is urgent the worker may e-mail the current TPL Verification Worker. The worker can be found in eFind in the ORS screens. The worker will need to know the following (this information can be found in MMIS or eFind):
 - ◆ Insurance company, name, address and phone.
 - ◆ Policyholder name.
 - ◆ Policy number and group number.
 - ◆ Start and end date.
- ✿ No Duty of Support.
- ✿ A TPL Slideshow is located on the BES website:
<http://health.utah.gov/eol/training/training.html>



TPL Referrals in PACMIS

ORS TPL referrals are made from the Application Entry Menu (APEM) in PACMIS. Access the APEM screen by entering APEM in the "NEXT" field.



On APEM Enter "6" in the "ENTER FUNCTION" field, enter the case number and the benefit month. Press "ENTER".

ORSIS 151 Screen.
Participant to Referral XREF.

Referral Type.
ENTER "2" (TPL only).

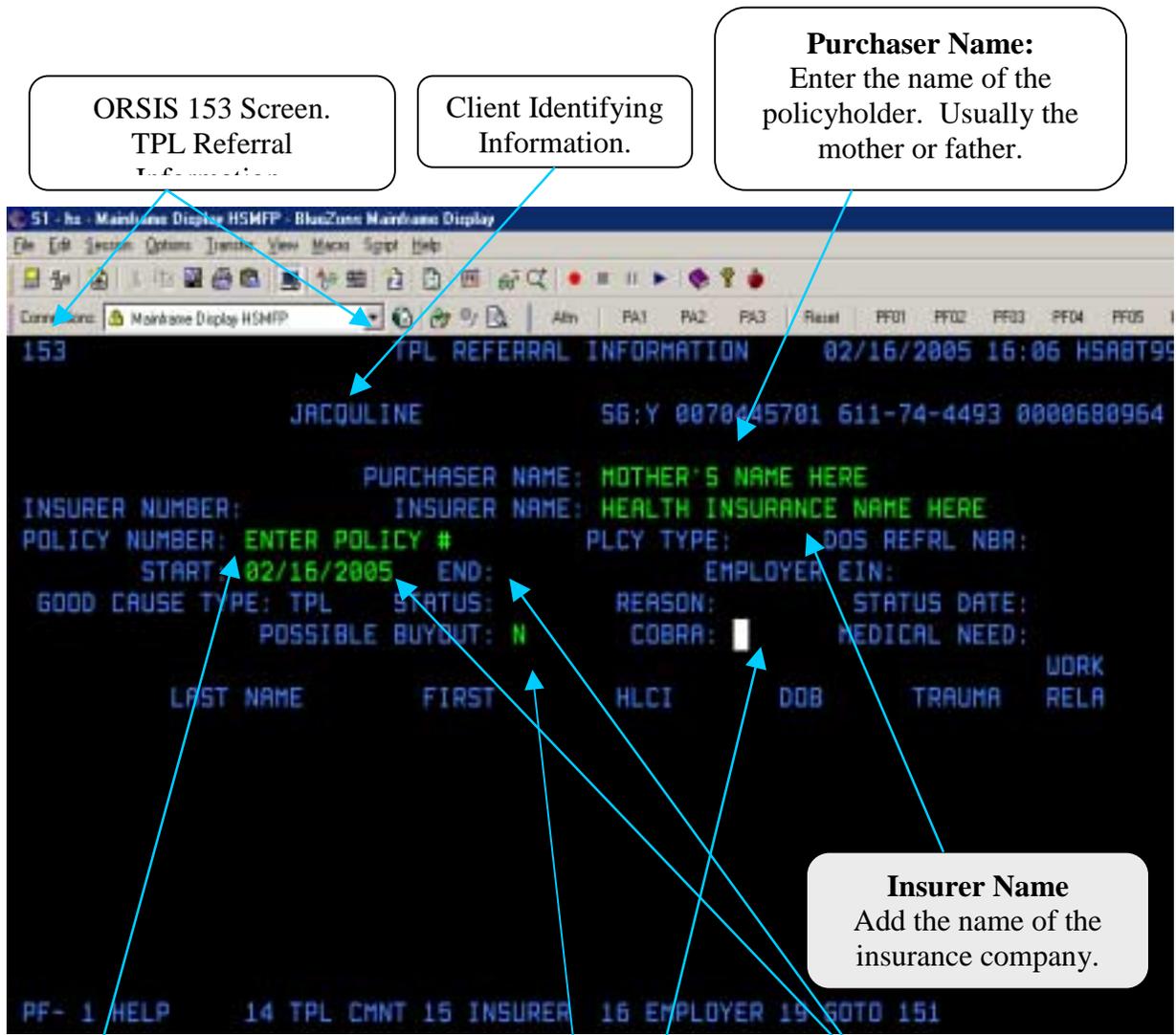
Enter "S" in the CD field.

Client's identifying information will be displayed.
The system will identify the primary on a case as an adult client (mother or father).

The screenshot shows a terminal window titled "51 - Mainframe Display HSMFP - BlueZone Mainframe Display". The main content is as follows:

```
151 PARTICIPANT TO REFERRAL XREF 02/16/2005 16:01 HSBRT95
REFERRAL TYPE: 2 (1=DUTY OF SUPPORT, 2=TPL ONLY)
PACHIS NUMBER: 0000680964
C
D HLCI LAST NAME FIRST SSN CASE FMLY DPRV DN PARTI
REL REL STAT REFAL ERR0
S 0070445701 MOTH NE
```

At the bottom of the screen, there is a prompt: "TO ADD ABSENT PARENT, ENTER HLCI (IF KNOWN) _____, THEN PRESS PF15" and a footer: "PF- 1 HELP 19 AFRL SUM 20 DELETE".



**ORSIS 153 Screen.
TPL Referral**

**Client Identifying
Information.**

Purchaser Name:
Enter the name of the
policyholder. Usually the
mother or father.

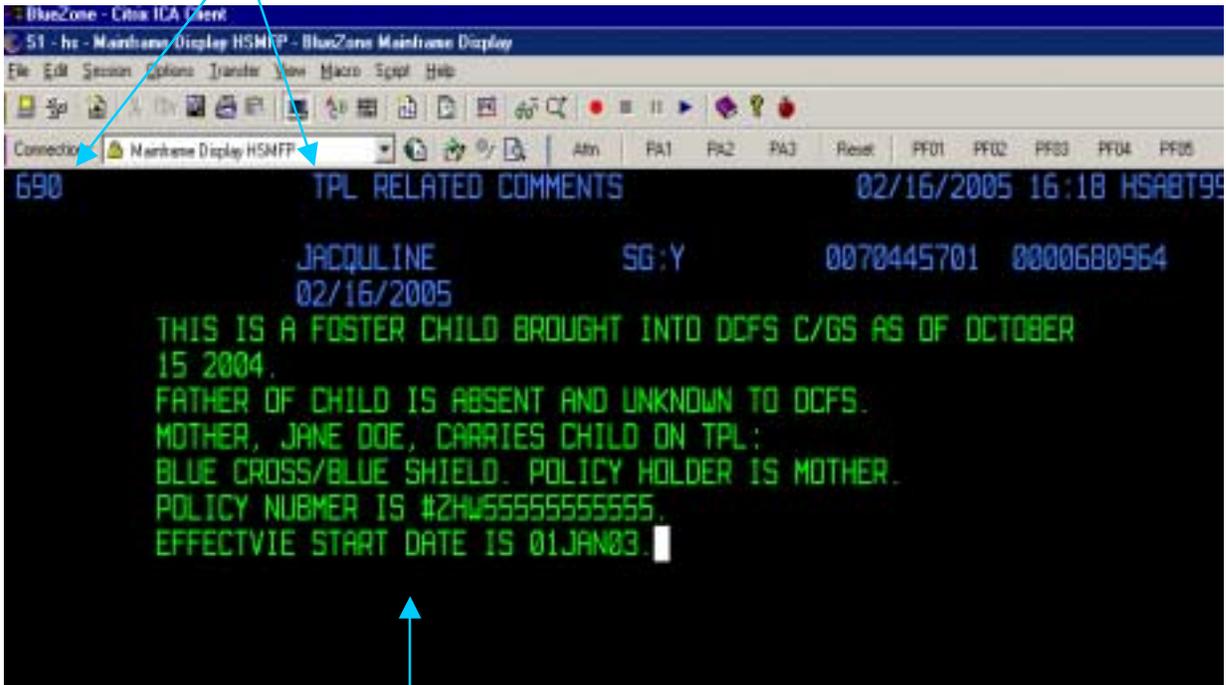
Insurer Name
Add the name of the
insurance company.

Policy Number
Enter the policy number. If a policy
number is not added, ORSIS will
assign a number. If this happens add
the correct number in the comments.

Start and End Dates
Type the effective date of the policy
and also enter the termination date,
if applicable.
These dates are not required.

Possible Buyout - Enter "N" in most cases. If the
client has had insurance that is available enter "Y".
Cobra - Enter "N" in most cases. If insurance is
available for Buyout through Cobra enter, "Y".
Medical Need - Enter "N" in most cases. If there
is an existing need that another party is responsible
for, enter "Y".

ORSIS 690 Screen-TPL.
Related Comments.



Enter comments.
Example above.

*For complete ORSIS and TPL information refer to the ORSIS guide.