

**LOUISIANA STATE UNIVERSITY
HEALTH CARE SERVICES DIVISION**

POLICY NUMBER: 2539-23
(Replaces retired Policy 7002 effective 11/16/23)

CATEGORY: Fiscal Services

CONTENT: Third Party Liability Collections Policy

APPLICABILITY: This policy applies to Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC).

EFFECTIVE DATE: Issued: August 3, 2009
Reviewed: June 28, 2010
Reviewed: October 1, 2011
Revised: May 1, 2012
Reviewed: August 20, 2015
Reviewed: January 17, 2017
Reviewed: January 17, 2018
Reviewed: January 20, 2019
Reviewed: January 26, 2020
Reviewed: June 16, 2022
Reviewed: January 15, 2023
Revised: November, 16, 2003

INQUIRES TO: Health Care Services Division
Fiscal Services
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Baton Rouge, Louisiana 70821

Note: Approval signatures/titles are on the last page

**LSU HEALTH CARE SERVICES DIVISION
THIRD PARTY LIABILITY POLICY**

I. STATEMENT OF POLICY

It is the policy of the Health Care Services Division (HCSD) to timely perfect liens against the proceeds of suit in an effort to collect payments for medical services rendered in appropriate cases.

Note: Any reference to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center (LKMC).

II. IMPLEMENTATION

This policy and subsequent revisions to the policy shall become effective upon approval and signature of the HCSD Chief Executive Officer or Designee.

III. RESPONSIBILITIES

The HCSD Administration and LKMC Hospital Administrator are responsible for assuring managers, supervisors, and employees within their organizational authority comply with the provisions and the intent of this policy.

IV. GENERAL PROVISIONS

- A. The HCSD Fiscal Services is responsible for preparing and perfecting liens, communicating with patients and their attorneys, making inquiries as to the status of the patient's suit and ensuring the lien is honored at maximum possible reimbursement when the suit is settled and proceeds are disbursed.
- B. The Fiscal Services has established procedures to assist in processing third party liability claims. These procedures shall be used by any involved Fiscal Services staff and Hospital staff in processing third party liability accounts.
- C. The procedures will be reviewed periodically, but no less than annually, for any necessary changes. As changes are made, Fiscal Services will re-issue the procedures and will be responsible for educating any Hospital staff on the changes and to oversee the implementation of the changes.
- D. In no event should a request be processed without a HIPAA compliant authorization for the release of protected health information executed by the patient or his/her authorized representative.

V. ENFORCEMENT/VIOLATIONS

Failure to adhere to the intent of this policy may result in disciplinary action up to and including dismissal.

VI. EXCEPTION

The HCSD CEO or designee may waive, suspend, change, or otherwise deviate from any provision of this policy deemed necessary to meet the needs of the agency as long as it does not violate the intent of this policy; state and/or federal laws; Civil Service Rules and Regulations; LSU Policies/Memoranda; or any other governing body regulations.

Document Metadata

Document Name: 2539-23 Third Party Liability Collections Policy.docx
Policy Number: 2539
Original Location: /LSU Health/HCSO/2500 - Fiscal Services
Created on: 03/13/2024
Published on: 04/10/2024
Last Review on: 03/26/2024
Next Review on: 03/26/2025
Effective on: 08/03/2009
Creator: Townsend, Kathy
HCSO Human Resources Director
Committee / Policy Team: Main Policy Team
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Publisher: Wicker, Claire M.
PROJECT COORDINATOR

Digital Signatures:

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04/04/2024

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04/10/2024