

**LOUISIANA STATE UNIVERSITY
HEALTH CARE SERVICES DIVISION**

POLICY NUMBER: 7002-23

CATEGORY: Patient Financial

CONTENT: Third Party Liability Collections Policy

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

II. APPLICABILITY

This policy applies to all divisions, hospitals and clinics under the direction and responsibility of the LSU Health System - Health Care Services Division.

III. IMPLEMENTATION

This policy and subsequent revision to this policy shall become effective upon approval and the signature of the Chief Executive Officer of LSU Health System - Health Care Services Division.

IV. RESPONSIBILITIES

Executive Staff members and Hospital Administrators are responsible for assuring managers, supervisors, and employees within their organizational authority comply with the provisions and the intent of this policy.

V. GENERAL PROVISIONS

- A. Effective April 1, 2012 the LSU-HCSD Central Business Office (CBO) became 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 LSU-HCSD CBO has established procedures to assist in processing third party liability claims. These procedures shall be used by any involved Hospital staff and members of the CBO operations 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, the CBO will re-issue the procedures and will be responsible for educating any Hospital staff and CBO TPL 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.

VI. Enforcement/Violations

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

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