

DOMESTIC RELATIONS SECTION
MUNICIPAL BUILDING
ROOM 202
400 SOUTH 8TH STREET
LEBANON, PENNSYLVANIA 17042-1286

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POLICIES FOR COLLECTION OF MEDICAL BILLS

If your order includes that the defendant is to pay a portion of unreimbursed medical bills, the following applies:

According to the new support guidelines, effective April 1, 1999 the first \$250.00 of medical bills (per person, per year) must be met before requesting payment of unreimbursed medical bills.

Medical bills do not include cosmetic, chiropractic, psychiatric, or psychological services unless specifically directed in a court order

Initially reimbursement of medical bills should be handled by you and the defendant and not through the Domestic Relations Office. Submit them to all available insurances first. Then send them to the defendant, in a timely manner, along with a letter requesting that he/she pay you or the provider directly.

If the defendant refuses to make arrangements for reimbursement within three to four weeks after you submitted them to him/her, only then can you request that our office become involved in collection of the medical bills.

UNCOVERED MEDICAL BILLS MUST BE SUBMITTED TO DOMESTIC RELATIONS NO LATER THAN SIX (6) MONTHS FROM THE DATE THEY ARE INCURRED OR DOMESTIC RELATIONS WILL NOT ASSIST IN COLLECTION.

IF YOU MUST REQUEST ENFORCEMENT OF THE BILLS THROUGH OUR OFFICE, YOU MUST PROVIDE THE FOLLOWING OR NO ACTION CAN BE TAKEN:

1. YOU MUST SIGN A HIPAA RELEASE FORM ALLOWING US TO SEND THE BILLS TO THE OTHER PARTY. YOU MAY COME TO THE OFFICE TO SIGN ONE OR, WE CAN MAIL YOU A COPY TO BE SIGNED AND NOTARIZED
2. Proof that you paid the first \$250.00 per person, per year
3. Proof that you forwarded the bills to the defendant, (copy of your letter to the defendant) or any other proof that you may have.
4. A legible copy of the original bill(s)
5. Copy of insurance information regarding the bills (copy of explanation of benefits).
6. A completed Summary of Medical Bills form. If you do not have any of these forms, you may call our office and request them.

WE WILL ADVISE THE DEFENDANT TO REIMBURSE YOU DIRECTLY FOR THE MEDICAL BILLS FOR WHICH YOU ARE REQUESTING COLLECTION.