





COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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Policy # 2502	Assignment Policy
Origination Date: May 1997	
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Approved:	
 Paul Ascari, Chief Financial Officer	 Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to make a determination to accept assignment on claims based on requirements that meet Federal and State compliance standards.

PROCEDURE:

Accepting assignment means that the Cobb County Community Services Board and the Douglas County Community Services Board accepts the payer's predetermined allowed (i.e., approved amount) as full claim reimbursement.

When accepting assignment, the following applies:

- If the provider accepts assignment on a claim, the difference over and above the payer's usual and customary charge must be written off. It cannot be billed to the client. The difference between the usual and customary charge and the actual payment received can be billed to the secondary payer source. At that time, the balance is contractually written off.
- The assignment cannot be revoked in whole or in part after: (1) services have been rendered, (2) the client has signed the consent to treatment, and (3) the claim has been billed, unless a billing error occurred.
- Assignment may be accepted on a claim-by-claim basis.

If the payer accepts paper claims, the CMS-1500 form has a place to indicate whether or not assignment is being accepted. If assignment is not being accepted, the claim will be processed as an unassigned claim and the payment will be made directly to the client. If the payment is received by the client, the Cobb County Community Services Board and Douglas County Community Services Board will not receive payment or an Explanation of Benefits (EOB) from the payer.