
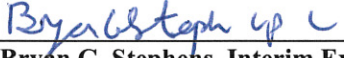




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 2503	Assignment of Benefits
Origination Date: May 1997	
Revision Date: March 2004; March 11, 2008; April 2, 2009; Sept 14, 2012	
Reviewed Date: March 2005; March 15, 2006; March 9, 2007; April 14, 2010; Oct. 5, 2013, November 21, 2004; October 17, 2016	
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 obtain a signed Assignment of Benefits (AOB) from the client before billing the payer for services. By doing so, the Cobb County Community Services Board and the Douglas County Community Services Board can expect to receive the payment directly from the payer without having to obtain the client's signature on each individual claim form.

PROCEDURE:

The procedure is as follows:

A. The client must review and sign according to the information provided:

- The client requests that payment of authorized benefits be made on his/her behalf for any services furnished to him/her by the Cobb County Community Services Board and the Douglas County Community Services Board.
- The client authorizes any holder of medical or other information to release to insurance carriers any information needed to determine the benefits or related services eligible for payment.
- Under the assignment of benefits rules, Medicare beneficiaries understand that payment is made to the provider and not to the beneficiary. These rules and guidelines are specific to Medicare Billing and Services as regulated by CMS. This process is essential in providing timely cash flow to the provider.

B. The Cobb County Community Services Board and the Douglas County Community Services Board communicate the presence of these assignments of benefits. on claim forms in one of the following ways:

- Checking the block labeled "signature contained in provider record."
- Including the statement "signature on file."