# Trauma Care Revolving Assistance Fund

# **Physician Application Process**

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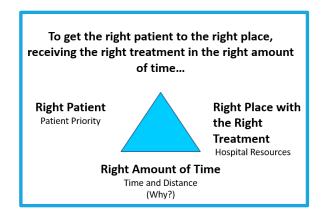


#### **OVERVIEW**

- Introduction
  - Toolbox of Emergency Systems
  - Trauma Fund History
- Applying for Trauma Fund
- Program Area Responsibilities
- Common Mistakes

#### TOOLS IN THE TOOLBOX

- EMS Regulations (Agency & Individual) and OKEMSIS
- Trauma Registry Database of Major & Minor Transfer Trauma cases
- Trauma System Development & Improvement
  - Trauma Patient Classifications (Priority I, II, III)
  - Hospital Classification (Level I, II, III, IV)
  - Trauma Triage, Transport and Transfer Algorithms
  - Regional Trauma Advisory Boards
  - Regional Trauma Continuous Quality Improvement
- EMResource Communication & Resource Management
- TReC Trauma Transfer & Referral Center
  - TREC Hauma Hansler & Referrar Center
- Trauma Fund



#### TRAUMA FUND HISTORY

- Trauma Care Assistance Revolving Fund
- Managed by OSDH Emergency Systems
- Governed by OAC 310:669
- 90% trauma-care providers for "uncompensated trauma care expenditures"
- 10% OSDH Administrative costs
- As of September 2022, distributed \$408 million:
- Application submission two times a year
- Payouts
  - EMS & Hospitals Monthly
  - Physicians Biannually

# **History**

1999	2004
SB 290	+ SB1554, HB 2660, HB 2600, HB 2250, HB 2042, HB 2299
Licenses: initials and renewals, and boat/motor registrations	+ Fees and fines from drug convictions, moving violations and tobacco tax (incl Tribal Compacts)
EMS and Hospitals	+ Physicians
Monthly Payouts	2 Payouts – every 6 months
Approx \$2 million annually	Approx \$24 million annually

# **Trauma Registry**

 Hospitals are required to enter major trauma cases and minor transfer cases into Trauma Registry

#### **Trauma Fund**

- Trauma Fund participation is voluntary.
- Each physician or physician group maintains a record of patients whose care meets Major Trauma Criteria during the eligible claim period.

# So how does a provider apply for TRAUMA FUND?



#### TRAUMA FUND 2023 April (Claims July 1, 2021 to December 31, 2021)

#### Projected Timelines and Activities (Updated 07/07/2022)

The processes and/or timelines listed below are subject to change.

Refer to the Application Notification Letter for final instructions and deadline dates.

Beginning with the April 2023 Application Process, all documents must be loaded via OSDH BOX, a secure portal. Contact our office to set up a collaborator to access and upload the documents.

#### **HOSPITALS**

July 22, 2022	Data Error Report and Transfer Feedback Report identifying incomplete Trauma Registry data submitted, available for all Trauma Registrars via OSDH BOX Account. For inquiries, please email <a href="mailto:esystems@health.ok.gov">esystems@health.ok.gov</a> .
August 12, 2022	All incomplete/corrections in the Data Error Report must be submitted to the Trauma Registry by this deadline.  (See directions from OSDH Trauma Registry Staff) (Incomplete cases are NOT eligible for Trauma Fund
	reimbursement.) For inquires, please email esystems@health.ok.gov
	- Above are MANDATORY TRAUMA REGISTRY ACTIVITIES -
-	For interested providers only TRAUMA FUND APPLICATION ACTIVITIES BEGINS -
September 9, 2022	Notification sent to Trauma Registrars from Emergency Systems with instructions for downloading your facility-specific Major Trauma Case List from OSDH BOX Account. The MAJOR TRAUMA CASE LIST identifies clinically qualified major trauma cases as reported to the Trauma Registry. It is the responsibility of Trauma Registrars to review this to confirm/refute the List. Detailed instructions are provided by email.
September 30, 2022	5:00 PM: Deadline to respond to OSDH Emergency Systems office for a review to the Major Trauma Case List, using the REVIEW REQUEST FORM.  No changes to the Major Trauma Case List are allowed after this deadline. Any cases with data errors that were not corrected are not eligible for reimbursement. However, it is still the Registrar's responsibility to complete the corrections as required for your Hospital's licensure.
October 14, 2022	Notification Letter with instructions emailed from OSDH to Hospital Administrator. Trauma Registrars will receive a copy of the letter with additional instructions by email.
November 30, 2022	DEADLINE: Complete application package in the required format must be received in the OSDH  Emergency Systems office by 5:00 P.M. – see Checklist for Submission.  ***All documents must be uploaded to the secure portal OSDH BOX Account ***
April 2023	Anticipated date for distribution of reimbursement checks to eligible providers – Installment 1 through 6.

#### EMS PROVIDERS

October 14, 2022	Notification Letter with instructions will be emailed from OSDH to EMS Director. OKEMSIS users will receive a copy of the letter by email- with additional instructions. Download the list for your agency to use for your Trauma Fund application.
December 15, 2022	DEADLINE: Complete application package in the required format must be received in the OSDH Emergency Systems office by 5:00 P.M. – see Checklist for Submission.  *** All documents must be uploaded to the secure portal OSDH BOX Account ***
April 2023	Anticipated date for distribution of reimbursement checks to eligible providers – Installments 1 through 6.

#### **PHYSICIANS**

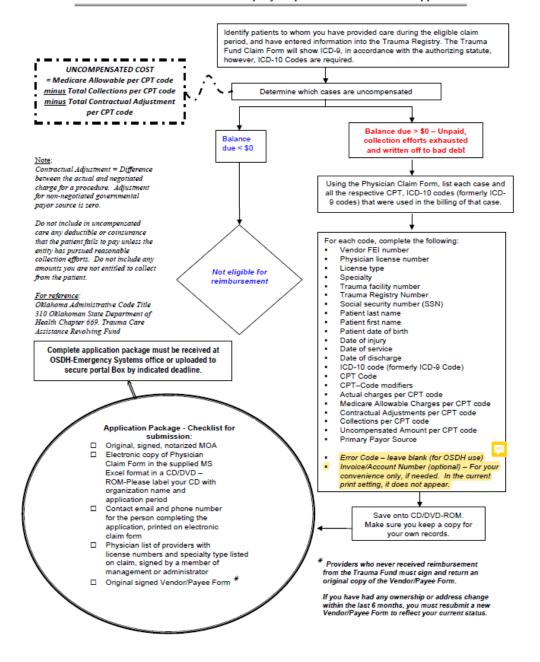
October 14, 2022	Notification Letter with instructions available on the Trauma Fund webpage for download.
December 15, 2022	DEADLINE: Complete application package in the required format must be received in the OSDH Emergency Systems office by 5:00 P.M. – see Checklist for Submission.  *** All documents must be uploaded to the secure portal OSDH BOX Account ***

# **Trauma Fund Eligibility**

- 1. Must be an Oklahoma-licensed provider
- 2. Reporting data to the Trauma Registry
- 3. Meets CLINICAL criteria
  - Major trauma
  - Time-sensitive/Limited specialists
- 4. Meets FINANCIAL criteria
  - Billed patient
  - Reasonable collection efforts
  - "Uncompensated"



#### TRAUMA FUND: Recommended Step By Step Guide for PHYSICIAN Application



# Step-By-Step Guide for Hospital

Health Department > Licensing & Inspections > Emergency Service Personnel > Trauma Division > Trauma Care Assistance Revolving Fund > Trauma Fund Applications

### Trauma Fund Applications

Trauma Fund Open Applications

#### **Trauma Fund Applications**



**Get E-Mail Updates:** 



DISTRIBUTION	CLAIM DATE	APPLICATION STATUS*
TF 2022 April	July 1, 2020 - December 31, 2020	Distributed
TF 2022 October	January 1, 2021 - June 30, 2021	Processing
TF 2022 April	July 1, 2021 - December 31, 2021	<u>Open</u>

<sup>\*</sup>Application Status:

**Distributed** = Eligible reimbursements have been distributed to the applicants. **Processing** = No longer accepting any applications and currently processing applications for eligibility.

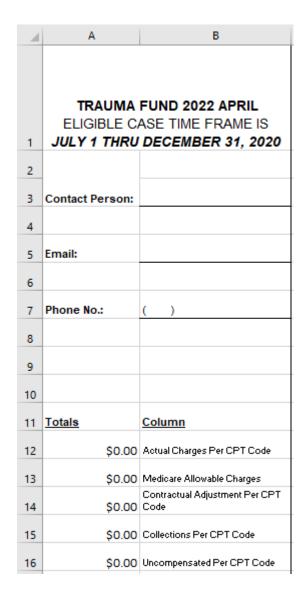
<u>Open</u> = Currently accepting applications for the corresponding distribution. Click to access/download needed Application Package items. NOTE: APPLICATION DEADLINES ARE DIFFERENT FOR EACH PROVIDER TYPE. See respective Letter of Invitation for deadline.

**Closed** = Not currently accepting any applications.



#### Physician Claim Form (Sample, MS Excel)

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TRAUMA FACILITY NUMBER	TRAUMA REGISTRY NUMBER	SSN (NUMBERS ONLY - if unkown, indicate "999999999" )	Patient Last Name	Patient First Name	Patient DOB (mm/dd/yy yy)	DATE OF INJURY (mm/dd/yy yy)	DATE OF SERVICE (mm/dd/yy yy)	DATE OF DISCHAR GE (mm/dd/yy yy)	ICD-9

R	S	T	U	V	W	X	Υ	Z	AA	AB	AC	AD
CPT- CODE (5 digits)	CPT-Code Modifiers (only use 26/F/TC)	CHARGES PERICPT CODE	MEDICARE ALLOWAB LE CHARGES (\$)		COLLECTI ONS CPT CODE (\$)	and		Physician Invoice/A cct No.	ASA codes	(Anesthe sia) No of Units	(Anesthe sia) M/C Allowable rate	Comments (eg, Mod 59/76/77)
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# What is needed to submit your application?

Applications can be submitted through:

1. Uploaded via BOX (a secure portal)

#### **REQUIRED FORMS:**

MEMORANDUM OF AGREEMENT (MOA)

Completed *Physician Claim Form* (Excel Spreadsheet)

**Contact Name** 

List of Physicians Names and License Numbers on Letterhead

#### **OPTIONAL FORMS:**

**VENDOR FORMS** – if updates are needed **CHECKLIST FOR SUBMISSION** - reference



#### **How To Be Successful at Trauma Fund?**

#### SUBMIT YOUR APPLICATION ON TIME!

The packet must be into OSDH BOX account by 5:00 p.m. on the deadline date.

#### READ THE INSTRUCTIONS & USE THE TOOLS PROVIDED

- Webpage downloads
- Read the TF Rules OAC 310:669
- Webinars
- Real-person assistance by telephone/email contact Trauma Fund staff with questions

#### EFFECTIVE DOCUMENTATION

#### INTERNAL COLLABORATION

- Director, billing manager, support staff, etc.
- Understand your role and how it plays an important part in this process
- DO <u>NOT</u> WAIT UNTIL THE LAST MINUTE TO START!



# What's Next?



# **What Happens Next?**

#### OSDH Emergency Systems Program Area:

- Confirms complete application
- Reviews Documentation
- Verifies Clinical Eligibility
- Verifies Financial Calculations
- Identifies final eligible TOTAL amount
- Compiles all eligible submissions
- Make recommendation for reimbursement



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# Common Mistakes – Recheck your application before submission

- Submit application by deadline –
- Physician License Number not NPI #
- Submit MD, DO, DDS, and DMD only
- Date of Service
- Social Security Number
- ICD-10 and CPT codes

# **Summary**

- Introduction
  - Toolbox of Emergency Systems
  - Trauma Fund History
- Applying for Trauma Fund

Program Area Responsibilities

Common Mistakes

# QUESTIONS?

# For information or inquiries

Oklahoma State Department of Health PHS - Emergency Systems Division 123 Robert S. Kerr Oklahoma City, OK 73102-6406 Email Esystems@health.ok.gov

www.Oklahoma.gov/health/Protective Health/Emergency Systems/Trauma Division/Trauma Care

<u>Assistance Revolving Fund</u>

Katrina Warden, Special Programs Coordinator Linda Dockery, Administrative Assistant