

HOW TO GET REIMBURSED FOR MEDICAL EXPENSES

Parties **MUST** follow the insurance company rules. All bills must be submitted to all available plans.

Documentation of unreimbursed medical expenses must be submitted to the other party no later than March 31st of the year following the calendar year for which reimbursement is sought.
PA RCP 1910.16-6(c)(3)

Any reimbursement of medical expenses for which documentation is not provided to the NCP by March 31 of the following calendar year shall be within the discretion of the Court and may not be collected

Documentation must be provided to show that the first \$250.00 per child/per calendar year has been met by the Custodial Parent (CP) When the CP has met the \$250 obligation, they should be advising the other party each time there is a medical expense and how much is the Non Custodial Parent's (NCP) responsibility. This will enable the NCP to pay-as-they-go.

The party with the medical bills must send copies of the bills and insurance statement to the other party, with a copy of the expense log, preferably with a certified mail receipt of other form of confirmation of receipt. The exact amount owed and to whom it is owed must be clearly stated. A medical data sheet is available through the Domestic Relations Office or website for this purpose. Please keep a copy of all correspondence regarding medical bills to and or from the other party for your records. The person responsible for paying the bills should send the payment to the other party no later than 30 days after receipt.

GETTING DOMESTIC RELATIONS INVOLVED

Domestic Relations will **NOT** become involved in the collection of unreimbursed medicals unless:

- All instructions have been followed
- All submission requirements are met.
If full payment or payment arrangements have not been made within 30 days, notify your Enforcement Officer at the Domestic Relations Office by sending the following information:
- Copy of the certified mail receipt.
- Copies of the original bill. A statement with the balance will not be accepted.
- Completed medical data sheet.
- Explanation of benefits from the insurance company.
- Verification that the first \$250 per child, per calendar year has been paid.

Fill out the medical data form completely and list the date (s) of treatment is CHRONOLOGICAL ORDER. If you have more than one child, a separate form must be completed for each.

It is STRONGLY recommended that any elective procedures be thoroughly discussed with the other party BEFORE you begin treatment. Do not assume the Courts will make the NCP pay for procedures that cannot be proven to be medically necessary.

DOMESTIC RELATIONS FOLLOW UP

Forms will be reviewed for completeness and proof of payment regarding the first \$250 will be verified. Bills and forms will be sent back to you if any of the required information is missing. You may resubmit them when all information is gathered.

The NCP will notified by the Domestic Relations Office of the amount due for the year immediately past giving them 30 days to pay you directly. The option will be given to the NCP to contact you within 10 days to make payment arrangements with you.

If the NCP fails to do either of the above, a case by case decision will be made either to add the amount to the arrearages and increase the income attachment or schedule a hearing on the matter before Family Court.

IT IS THE SUBMITTING PARTIES RESPONSIBILITY TO MAKE COPIES OF BILLS FOR SUBMISSION, DOMESTIC RELATIONS WILL NOT MAKE COPIES OF SUBMITTED MATERIALS.

ORTHODONTIC EXPENSES

The Domestic Relations Office will help you collect the non-custodial parent's portion of orthodontic expenses as they occur. You must inform the non-custodial parent IN WRITING after the initial consultation and BEFORE the orthodontic treatment is to begin of the amount of the orthodontic expense. IF THE NON-CUSTODIAL PARENT IS NOT ADVISED OF THE ORTHODONTIC TREATMENT AT THE BEGINNING OF THE PROCESS (after initial consultation) A LUMP SUM PAYMENT CANNOT BE REQUESTED.

If the NCP objects to treatment, a Family Court Hearing will be scheduled, and telephone testimony from the orthodontist may be required.

The NCP should have the opportunity to obtain a second opinion and/or receive alternate options for cost of the orthodontic treatment. Do not assume that as the CP, the treatment option you pursue, without NCP input, will be accepted by the Court.

Please see your Enforcement Officer for more detailed information regarding the Lycoming County Domestic Relations Unreimbursed Medical Expenses/Orthodontic Policy. These forms can be obtained in the Domestic Relations Office or online at:
www.lyco.org/Courts/DomesticRelations/Forms