

## **Optional Movement of Payer Settlement Reports to Quarterly Cycle Policy**

### **Background:**

Settlement reports allow the Washington Vaccine Association (WVA) to collect assessments from payers in cases where providers are not yet billing the dosage-based assessment (DBA) method (using a separate form for the vaccine charges with WVA identifying payment information). These providers submit a single-form bill with the administration charges as well as the CPT codes for each vaccine, followed by the SL modifier and a zero or penny charge. This allows payers to calculate assessments for the vaccines given by these providers to their covered members. Payers then send a check on a monthly basis to the WVA for the total amount of all vaccines billed using the single format method.

Payers send to the WVA a monthly report for these single-form billing submissions. The report includes the following information:

A list of providers still billing using the single form, their tax ID numbers, number of procedures, and the total assessment amount owed to the WVA.

The outlier provider report enables the WVA to more accurately track compliance and work with individual non-compliant providers. Providers are marked as non-compliant if:

- The provider is listed on two or more outlier provider reports from payers; and
- The provider has 25 or more total procedures across the settlement reports on which the provider appears.

### **Purpose:**

The purpose of this policy is to relax the timeline for submission of payers' monthly settlement reports. Certain payers have requested that WVA allow the reports to be submitted quarterly instead of monthly. Some payers prefer to continue the monthly reports as currently set up in their systems.

### **Policy:**

Payers and TPAs that submit settlement reports and related assessment payments may instead elect to send quarterly payments and reports, starting with the third quarter of 2011. Monthly payments should continue to be made through July, 2011. For payers that

elect to make the transition to quarterly payments, payers must send their reports and payments to the WVA within thirty (30) days of the quarter close. For example, Q3 2011 reports would be due by October 31, 2011.

Rationale:

The vast majority of vaccine volume is now billed through the DBA process so payers' monthly settlement payments have decreased. Calculating assessments, creating reports, and sending the reports and checks to the WVA creates operational work for payers. Since the monthly amounts are smaller and WVA has a solid financial foundation, receiving the payments on a quarterly rather than monthly basis will not have a negative financial impact on the WVA.

Support for Policy:

- This policy was raised at the March, 2011 WVA Board meeting and discussed by the WVA Operations Team and WVA staff.
- It has been approved by the WVA Operations team.
- Settlement reports collected from payers are stored on the [WVA SharePoint site](#)