

**HEALTH INSURANCE PREMIUM PAYMENT HIPP for Kids (HFK) PROGRAM**  
**Cost Sharing of Co-pays, Deductibles and Co-insurance**

HFK provides cost sharing to the Medicaid eligible member under age 19 and their parent when they are enrolled in a qualified employer-sponsored health plan and participating in HFK. Cost sharing payments are limited to items/services covered by both the qualified employer sponsored health plan and the State Plan for Medicaid.

**Reimbursement of Cost Sharing**

The policy holder may submit the Cost Sharing Medical Expense Form to request reimbursement. Medical claims information is evaluated on a quarterly basis. Please refer to the table below:

<b>Medical Expense Period</b>	<b>*Verification Deadline</b>	<b>Reimbursement Month</b>
January thru March	May 5 <sup>th</sup>	June
April thru June	August 5 <sup>th</sup>	September
July thru September	November 5 <sup>th</sup>	December
October thru December	February 5 <sup>th</sup>	March

\*If the 5<sup>th</sup> is a weekend day or a holiday the next business day is the due date.

**In addition to submitting the Cost Sharing Medical Expense form below, the policy holder must submit:**

- copies of itemized medical bills received from the medical provider showing the procedure/diagnosis codes (the prescription drug name is required for pharmacy services and must include the person who received the prescription);
- a copy of the Explanation of Benefits (EOB); and
- a copy of the canceled check, bank statement or receipt showing payment of the medical bill for each expense.

**All prescriptions must be detailed on the Cost Sharing Medical Expense Record, one drug per line with the name of the drug in the “type of service field” or they will not be considered for reimbursement for that quarter.**

Cost sharing payments are processed on the 17<sup>th</sup> of the Verification Deadline month. The check is mailed the last Friday of that month. Expense documentation received after the 5<sup>th</sup> deadline will not be processed until the next month. **Example-** Verification received November 20<sup>th</sup>, any payment due will be issued January 17<sup>th</sup> instead of December 17<sup>th</sup> and mailed January 31<sup>st</sup>. Please note, the last day that documentation can ever be received is the last day of the Verification Month.

Please note HFK only provides cost sharing for services covered by the health plan approved under the HFK program. If the policy holder has a separate dental/vision plan for which HFK is not providing premium assistance, no cost sharing is permitted. However, for the Medicaid eligible child, the servicing provider can bill Medicaid for potential cost sharing. Additionally, no payment is available for co-insurance/deductibles for services rendered by out of network providers for the employer sponsored group health plan, unless the health plan provides payment for some or all of those out of network services.

The policy holder will be informed in writing of any requests for reimbursement that are denied. If all requested reimbursement is issued, no written notice will be sent.

**Medicaid Eligible Members**

Medicaid program providers must bill all other third-party insurance providers for items/services rendered for the Medicaid eligible member prior to billing Medicaid, as Medicaid is the payer of last resort. If the provider does not participate in the Medicaid program, the service may be eligible for cost sharing for the Medicaid eligible under age 19 when the service is also a Medicaid covered service.

**Non-Medicaid Family Members (limited to parents only)**

For expenses that meet program criteria, cost sharing for parents enrolled in the employer sponsored health plan is limited to the services covered by that plan and covered by the Medicaid State Plan.

**Effective Date for Cost Sharing for Parents**

Cost sharing for items and services rendered begins on or after the effective date of enrollment in the HIPP for Kids Program. Cost sharing will continue while there is active participation in the HIPP for Kids Program.

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF MEDICAL ASSISTANCE SERVICES  
COST SHARING MEDICAL EXPENSE RECORD – HFK PROGRAM**

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Name: \_\_\_\_\_

Phone Contact Number: \_\_\_\_\_

HIPP For Kids Case Number: \_\_\_\_\_

HIPP for Kids Case \_\_\_\_\_

Expense Period: \_\_\_\_\_

I understand, agree and certify that the information provided below is accurate and correct and that submission of documentation that has been altered or false information is cause for referral to the DMAS Recipient Audit Unit for review for fraud. Additionally, I understand that all decision on reimbursement are made in accordance with the policy and procedures governing the HFK Program.

**COST SHARING MEDICAL EXPENSE RECORD:**

NAME MEDICAID CHILD UNDER 19/PARENT WHO RECEIVED SERVICE	RELATIONSHIP TO EMPLOYEE	NAME OF SERVICES* PROVIDER	TYPE OF SERVICE RECEIVED	SERVICE DATE**		AMOUNT YOU PAID
				FROM: (MM/DD/YYYY)	TO: (MM/DD/YYYY)	

						<b>TOTAL THIS PAGE</b>	\$
						<b>GRAND TOTAL FOR MULTIPLE PAGES</b>	\$

**Participant's Signature:** \_\_\_\_\_  
 (Required to process reimbursement)

**Date:** \_\_\_\_\_

\* Provider of Services means hospital, doctor, dentist, drugstore, medical supply store, etc.  
 \*\* Service date refers to dates service was PROVIDED or available for pickup, not the date you paid or were charged for it

**Please be advised that the preferred method for submission of documentation to the HIPP unit is by:**

- Emailing scanned documents to the [HIPPcustomerservice@dmass.virginia.gov](mailto:HIPPcustomerservice@dmass.virginia.gov), address; or
- Faxing documents to the HIPP fax # @ 804-612-0020.

If you do not have access to either of these methods you may, request postage paid envelopes by phoning Commonwealth Martin at 804-780-0076 and ask for "2060 HIPP Unit envelopes" to be mailed to you or mail the documentation to: Department of Medical Assistance Services, HIPP Unit, 12<sup>th</sup> Floor, 600 East Broad Street, Suite 1300 Richmond, Virginia 23219.