

Texas Tech University Health Sciences Center El Paso Institutional Compliance Policy

Policy: Dental Billing Provider Separation Procedure	Policy #: BCP EP 1.3
Effective Date: April 11, 2024	Last Revision Date: April 24, 2024
References: Section 6402, Patient Protection and Affordable Care Act; 31 U.S.C. §3729(b)(3); Tex. Occ. Code, Sec. 101.352(h); BCP EP 3.1 Report and Return of Overpayments; BCP EP 3.2 Coding Accuracy Audit; Texas Tech University Health Sciences Center El Paso Woody L. Hunt School of Dental Medicine Clinic Operations Manual	

Policy Statement

The purpose of this policy is to ensure the timely notification, consistency, and processing of a dental billing provider separation from employment. This policy outlines the required steps that must be taken by a dental billing provider and their respective department when dental billing provider separates from Texas Tech University Health Sciences Center El Paso (TTUHSC EP). The process is in efforts to safeguard against the submission of false claims.

Scope

This policy applies to the separation process at Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) as it pertains to dental billing providers.

Policy

This policy provides specific steps to be followed in order to ensure the timely processing of a dental billing provider separation. All appropriate departments will be notified and the necessary steps will be taken to complete the separation process in a timely, efficient and professional manner.

Definitions

1. **Dental Billing** – for purposes of this policy, is the process of generating dental claims to submit to insurance companies for reimbursement for oral health services.
2. **Mentor** – for the purpose of this policy, a mentor is any licensed faculty member in the state of Texas authorized to oversee dental student’s procedures. This includes, but is not limited to: oral and maxillofacial surgeon, and periodontist, orthodontist, prosthodontist, and oral pathologist.
3. **Dental Provider or Practitioner** means a person licensed to practice dentistry when and where services are performed and may be referred to as a “PPO Provider”, a “Premier Provider” or a “Non-Delta Dental Provider”. A Dental Provider will also include a dental clinic OR a healthcare provider who diagnoses and treats oral health conditions to include tooth decay and gum disease.

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Procedure

1. Dental provider will notify the Department Chair and/or Administrator of their separation in accordance with their contractual obligations in writing.
2. Upon notification of dental provider separation, the Associate Director, Administration and Office of the Dean or delegate is responsible for completing and submitting the required Online Separation form according to HSCEP OP 70.19, Exit Interview and Separation Checkout Procedures. Refer to policy for details.
3. Dental Clinic Administrator or delegate is responsible for notifying Woody L. Hunt School of Dental Medicine Practice Income Plan (DPIP) and Faculty Affairs.
4. Designated Dental Clinic delegate will deactivate dental provider, with term date, via axiUm application. Once badge is deactivated, it will no longer have the capabilities to approve treatment.
5. Please note, if dental billing provider decides they are no longer separating or they will be returning as a PRN, departments must take all necessary steps to enable their dental billing number (NPI) and to restore axiUm access. Departments listed in step 3 of this policy must also be notified, to include Office of Institutional Compliance.

Frequency of Review

This policy will be reviewed on each even-numbered year by the following members:

- Department Head/Administrator
- Oral Health Clinic (Billing Associate)
- Human Resource (Vice President)
- Dental Practice Income Plan (DPIP) (Chair)
- Medical Practice Income Plan (MPIP) (Managing Director)
- Office of Institutional Compliance (Unit Manager)
- Faculty Affairs (Managing Director)

This policy may be amended or terminated at any time, to reflect changes in the TTUHSC EP policies or applicable laws and regulations.

Questions regarding this policy may be addressed to the Office of Institutional Compliance.

Review Date: April 24, 2024
Revision Date: April 24, 2024