



POLICIES AND PROCEDURES

Eugene F. Herman Scottish Rite Language Disorders Clinic, Inc.

514 14th Street West, Billings, Montana 59102

Phone: (406) 259-6683, Fax: 406-259-0659

Email: secretary@billingscottishrite.com

Web Site: www.ritecarebillings.org

POLICY:

1. The Eugene F. Herman Scottish Rite Language Disorders Clinic, Inc. (Hereinafter, “Rite Care Billings”) grants Sponsorships to help fund professional speech and language therapy for children in need, eighteen (18) years of age or younger who have been evaluated and found to benefit from therapy by a certified, licensed and authorized Rite Care Billings clinician willing to propose and perform a specific Treatment Plan. Children having a current Treatment Plan on their eighteenth (18th) birthday, who merit further therapy, may continue with Treatment Plan renewals until their twenty-first (21st) birthday. Granting funding of any particular Treatment Plan is a matter reserved to the sole discretion of Rite Care Billings subject to the requirements of IRS Section 501 (c)(3) IRC, Montana law and availability of funds.

2. Payments are made to clinic/clinicians only on valid Treatment Plans. Treatment Plans are issued for periods of six (6) months and must be renewed prior to expiration. An expired Treatment Plan, unrenewed, closes the Rite Care Billings file for that specific child. Rite Care Billings does not pay retroactively and is the “payer of last resort.” When an insurance policy or employer plan provides for speech and language coverage for any part of the clinical charge for any specific clinical treatment, Rite Care Billings does not pay, even when an election is made not to use the insurance. When Rite Care Billings pays for a specific clinical treatment, it does so pursuant to the relevant Treatment Plan in force at the time of service. Rite Care encourages keeping all Treatment Plans in force, without gaps, on each child covered by insurance or employee plan to pay for therapy sessions during deductible or excludable periods.

3. Treatment Plans are granted only when a Montana licensed speech and language therapist (SLP) has signed, or is working under, a Clinic Provider Agreement with Rite Care Billings, has evaluated the child in question, proposed the Treatment Plan and is willing to perform it.

4. Applications for Sponsorships must be fully, accurately and legibly completed and signed by at least one parent or guardian at the time of submission to Rite Care Billings.

5. Clinical providers are required to submit statements/invoices on regular monthly intervals, but not necessarily for standard calendar months, specifying the name of the child served and the date of each clinical treatment during the statement period. Rite Care will not pay for any clinical treatment billed more than ninety (90) days after the date of treatment.

6. Treatment Plans must be fully completed on the form supplied by Rite Care Billings and signed by at least one parent or guardian and treating clinician before being submitted. The portions of the Treatment Plan form surrounded by a solid black border must be completed by the parent[s]/guardian and/or the treating clinician. The remaining portions of the form and the “expiration date,” surrounded by a broken black border, must be completed by Rite Care Billings. Treatment Plans are not effective until signed by Rite Care Billings.

7. Applications for Sponsorship are deemed submitted to Rite Care Billings when properly completed, signed and delivered, with the completed Proposed Treatment Plan, to the Scottish Rite secretary at his office in the Scottish Rite Temple located at 514 14th Street West in Billings Montana 59102 either as hard copy or by email (see contact information above). Communications and signed documents submitted by email are accepted and preferred.

8. Rite Care Billings has a general practice of renewing Treatment Plans administratively if the treating clinician represents, by signing a proposed Treatment Plan, that such treatment is beneficial until the child is twenty-one (21) years old. However, Rite Care reserves the right to refuse renewal or to cancel an existing Treatment Plan if, in its sole opinion, circumstances warrant it. For example, refusal to renew or for cancellation might result from lack of treatment cooperation, missing clinical sessions, clinician’s opinion that treatment is no longer needed or beneficial or financial conditions such as the availability of funds of Rite Care or the financial circumstances of the parents. Other circumstances may result in denial.

9. Rite Care attempts to approve each Treatment Plan so that it equitably allocates the cost of treatment between parent[s]/guardians and itself, taking account of a wide a range of factors apparent from the available information. This information is primarily derived from the Application for Sponsorship and the interview with parent[s]/guardian. Clinics and clinicians have no part in evaluation of financial need and are not consulted for that purpose. Referrals by clinicians to parents/guardians to Rite Care Billings for funding are informational only and do not guarantee the issuance of a Treatment Plan. The interview is conducted by two members of the Rite Care Billings board of directors and is structured to reach a mutual understanding that will provide secure, long term and reliable clinical speech and language therapy for each child. The guiding principle is finding the funding that provides the needed speech and language therapy each child needs. Interviews are sometimes conducted electronically by a single member of the board of directors.

STEP BY STEP PROCEDURE FOR SPONSORSHIP APPLICATION & RENEWAL

1. Choose a children's speech and language clinic, or clinician, that has a Provider Agreement with Rite Care Billings. Most of the children's speech and language clinics local to Billings are associated with Rite Care Billings. Inquiry should be made with the clinician or clinic. The Scottish Rite secretary may be contacted to identify Rite Care associated clinics.
2. Have the child clinically evaluated by the clinician chosen for treatment to determine whether speech and language therapy is appropriate and, if so, establish the specific course of recommended treatment.
3. Ask your clinic or clinician to assist in completing the two forms needed to apply for a Rite Care Sponsorship: (1) Application for Sponsorship, and (2) Treatment Plan. These forms should be available at the clinic. They are also available at the Scottish Rite office, located at 514 14th Street West, Billings, Montana.
4. After the fully completed and signed Application for Sponsorship and Treatment Plan have been delivered to the Scottish Rite secretary, either in hard copy or by email attachment, an interview with the parent[s]/guardian will be scheduled at the Scottish Rite Temple with the parent[s]/guardian. The interview will take about forty-five minutes and conclude with a completed Treatment Plan, or not. Both parents should attend. At least one parent is expected to attend. Specific directions will be given as whether the interview will be in-person or be done electronically.
5. If a Treatment Plan is issued at the conclusion of the interview, the parent[s]/guardian will receive a duplicate original and the Scottish Rite secretary will email another copy to the clinic or treating clinician which signed it.
6. Treatment Plans must be renewed every six (6) months before expiration of the previous Treatment Plan. Renewal will be done administratively if the treating clinician supports continued clinical treatment. Renewal is accomplished by using the same form that was used for the initial Treatment Plan. The two annual renewal dates will never change. Requests for renewal should be submitted two weeks before the expiration date of the previous Treatment Plan. Changes requested in the proposed renewal Treatment Plan should be noted on the form. Changes in funding allocations must be submitted to Rite Care for decision before Treatment Plans may be changed in that regard. Rite Care may ask for additional documentation and/or an additional parental interview prior to renewal. Frequency of treatment is within the discretion of the treating clinician.

7. Parent[s]/guardians are responsible to see that proposed renewal Treatment Plans are timely submitted and that the Existing Treatment Plan does not expire prior to renewal. It is necessary for the parent[s]/guardian to work with the treating clinician to obtain timely renewals. Expired Treatment Plans, not timely renewed, may require the application process to be repeated. Rite Care Billings will not pay for treatment rendered during gaps in Treatment Plans.

BILLING FOR CLINICAL SERVICES

1. Clinics or clinicians who have a Rite Care Billings Provider Agreement in place will bill both Rite Care Billings and the patient's parent[s]/guardians for the sums due respectively under the Treatment Plan in force in approximately equal and regular 30-day intervals or calendar months, as may be most convenient to their billing cycles. No billing for any clinical session should be issued later than ninety (90) days after the service is rendered.

2. All statements or invoices rendered under a Rite Care Provider Agreement must include the full name of the child and date of service for each clinical session.

3. If a child with a Rite Care sponsorship has coverage under an insurance policy or an employer benefit plan, clinics and clinicians will not charge or bill under the Treatment Plan if the insurance or employers plan covers and is obligated to pay all, or any part, of any particular clinical session. Treatment Plans should be kept active, with no gaps, so that Rite Care and the parent[s]/guardian may be charged and billed when the insurance coverage or employer benefits plan does not pay.

4. Clinics and clinicians who have a Rite Care Billings Provider Agreement and use a third-party billing service, should provide that service with a copy of this document and be directed to contact the Scottish Rite secretary with any questions. Insurance and employee plan billing are different from Rite Care Billings procedures and have often caused confusion.

5. All statements and invoices must be sent or delivered to the Scottish Rite secretary at the Scottish Rite Temple, located at 514 14th Street West, Billings, MT 59102 or by email at: Secretary@billingscottishrite.com.

WHAT IS RITE CARE?

Rite Care is the service mark for the children's speech, language and literacy charity of Scottish Rite, southern jurisdiction. All Scottish Rite Valleys are encouraged to participate in this charity. The Billings Valley of Scottish Rite established its own children's speech and language clinic during 1995 with the aid of a generous grant from Eugene F. Herman. It was reorganized in 2000 as a Montana nonprofit public service corporation and became a Section 501(c)(3) IRC charitable entity. It later changed its delivery of services from direct clinical delivery to a program of funding professional clinical treatment for children in need. It is a corporation created and maintained by Billings Scottish Rite and has a board of directors consisting of both Scottish Rite members and other members of the community who are interested in this charity.

HISTORY

Revised and restated Policies and Procedures adopted by motion 2/7/23 to implement policy change adopted 1/3/23.