



Steven K. Young, Director

Entities May File Claims for Photocopying Reimbursement

DES MOINES, IOWA (December 20, 2006) – Iowa long-term care facilities and other health care providers may now file a reimbursement claim with the Iowa Department of Inspections and Appeals (DIA) for the costs associated with photocopying documents during surveys and complaint investigations. The new option permits facility to bill the Department when photocopying costs exceed \$15, DIA Director Steve Young said. A new invoice form is available from health facilities surveyors and may be used by entities to seek reimbursement for the cost of duplicating records.

“Rather than require health facilities surveyors to pay out-of-pocket for photocopies of records and documents used in the course of their work, entities may now file a claim for reimbursement from the Department,” Director Young said. Entities will receive a warrant from DIA after the claims are verified, approved, and processed, he explained.

The new reimbursement option isn’t designed to replace the current ‘pay as you go’ process used by health facilities surveyors. This option permits facilities to submit a single bill for photocopying expenses and may be especially useful for those facilities with large duplication costs, he added.

In order to receive reimbursement for photocopying expenses exceeding \$15, the entity must file a reimbursement claim with the Department. The claim must indicate the number of photocopies produced, a description of the photocopied documents, and the price per copy. In addition, the reimbursement form must be signed by an authorized representative of the entity and must include the entity’s federal ID number. Reimbursement generally occurs within 30 days following receipt of the claim.

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Photocopying reimbursements

This release and other news items from the Department of Inspections and Appeals (DIA) may be found on the Department’s “Hot Notices” web page at <http://dia.iowa.dia/page20.html>.