



College of Veterinary Medicine Policies and Procedures


Subject: Request for
Teaching/Administrative
Adjustment

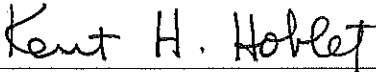
Section: AHC Client Accounts/Admissions
Number: CVM 55.6.2.06
Pages: 2
Date: 2012
Replaces Policy Dated: 2004
To Be Reviewed Yearly by: AHC Director
Source:
Cross Reference:

REQUEST FOR TEACHING/ADMINISTRATIVE ADJUSTMENT

The purpose of Administrative Adjustment funds is to correct erroneous charges and should not be used to modify or alter client bills for inaccurate estimates or lack of conscientious monitoring of the accumulation of charges. A second purpose exists whereby a faculty member may request the discounting of additional diagnostic tests or therapeutic treatments that advance educational instruction, scientific knowledge or support valuable learning opportunities that might not otherwise be available to our students, residents or interns. **All** requests for exception must be reviewed and approved by AHC Administration (AHC Director, PPM Department Head, DCS Department Head) and must reflect **significant extenuating circumstances or significant teaching value** to be considered for Administrative Adjustment.

1. To use Administrative Adjustment Funds to discount a client bill, a "Request for Teaching/Administrative Funds" form must be completed, submitted and approved prior to the submission/request in the Electronic Medical Record (EMR) for the diagnostic tests or therapeutic options to which the request will be applied. The Clinician/House Officer must document the reason(s) for the administrative adjustment and/or the teaching value of the case. AHC Administration will make all final determinations for appropriate application of funds.
2. CVM Faculty and House Officers may not apply Teaching/Administrative Adjustments to their personal hospital accounts. The CVM Client Accounts personnel upon auditing of the record will make the determination for need of any such proper corrections.
3. Faculty and House Officers may request the application of Administrative Adjustments to hospital charges for other CVM employees by submitting a written request to AHC Administration justifying the errors, reason(s) for change or teaching value of the case. AHC Administration will make all determinations for the appropriate application of funds.
4. All adjustments will be applied at the time of patient discharge. Submission of a completed and primary clinician approved request form to AHC Client Accounts prior to auditing of the client charges must be done. With final Administrative approval the adjustment will be executed. The remaining balance of the bill must be paid by the client at the time of discharge in order to receive Administrative Adjustments.
5. The request for use of Teaching/Administrative Adjustment funds by House Officers requires the signatures of the Primary Clinician assigned to the case and the appropriate Service Chief.

Approved:  7-9-13
Gary J. Burt, Director
Animal Health Center
College of Veterinary Medicine
Date

Approved:  7-9-13
Kent Hoblet, Dean
College of Veterinary Medicine
Date

Request for Teaching/Administrative Funds

MSU Animal Health Center
College of Veterinary Medicine

Section A – Requestor Information:

Name: _____ Date: _____

Clinical Service: _____

Signature: _____

Section B – Patient / Client Information:

Patient Name: _____ Client Name: _____

Case# _____

Diagnosis: _____

Amount Requested: _____ Teaching Administrative

Justification for teaching write-off (please be specific):

Section C – Approval:

Service Chief Date

Administrator Date

Comments: