



Where Children and Families Come First

Domestic Relations Section

525 Boyds School Road, Suite 600

Gettysburg, PA 17325

HOW TO RECEIVE REIMBURSEMENT FOR MEDICAL EXPENSES

Parties **MUST** follow the insurance company rules. All bills must be submitted to all available plans.

Documentation of unreimbursed medical expenses must be submitted to the other party no later than March 31st of the year following the calendar year for which the reimbursement is sought.

The first \$250 of medical expenses per year per child is built into the basic guideline amount in the child support schedule. Only medical expenses in excess of \$250 per year per child are subject to allocation under this rule as an additional expense to be added to the basic support obligation. The Plaintiff is responsible to pay the first \$250 per year per child. The Plaintiff must provide proof that the first \$250 per year per child has been paid. The same is true with respect to spousal support so that the obligee-spouse is expected to assume the first \$250 per year of these expenses and may seek contribution under this rule only for unreimbursed expenses which exceed \$250 per year.

Documentation must be provided to the other party to show that the first \$250 per child/per calendar year has been met. When the party has met the \$250 obligation, they should advise the other party each time there is a medical expense and how much the responsibility is. This will enable the party to pay-as-they-go. ***This pertains to the submitting party and/or non-submitting party seeking reimbursement.***

PA R.C.P. 1910.16-6 (c)(1) "...medical expenses are annual unreimbursed medical expenses in excess of \$250 per person. Medical expenses include insurance co-payments and deductibles and all expense incurred for reasonably necessary medical services and supplies, including but not limited to surgical, dental and optical services, and orthodontia. Medical expenses do not include cosmetic, chiropractic, psychiatric, psychological or other services unless specifically directed in the order of court."

Any reimbursement of medical expenses for which documentation is not provided to the other party by March 31st of the following calendar year of which the final bill was received by the party seeking allocation, shall be within the discretion of the Court and may not be collected.

PA R.C.P. 1910.16-6 (c)(3) "...Documentation of unreimbursed medical expenses that either party seeks to have allocated between the parties shall be provided to the other party not later than March 31 of the year following the calendar in which the final bill was received by the party seeking allocation. For purposes of subsequent enforcement, unreimbursed medical bills need not be submitted to the domestic relations section prior to March 31. Allocation of unreimbursed medical expenses for which documentation is not timely provided to the other party shall be within the discretion of the court."

The party with the medical bills must send copies of the bills and insurance statement to the other party, with a copy of the expense log, preferably with a certified mail receipt or other form of confirmation of receipt. The exact amount owed and to whom it is owed, must be clearly stated. A Request for Unreimbursed Medical Form is available through the Domestic Relations Section and located on the Adams County website at www.adamscountypa.gov. Please keep a copy of all correspondence regarding medical bills to and or from the other party for your records. The person responsible for paying the bills should send the payment to the other party no later than 30 days after receipt.

*A maximum of one request per quarter may be filed each calendar year.

GETTING DOMESTIC RELATIONS INVOLVED

Domestic Relations will NOT become involved in the collection of unreimbursed medical expenses unless:

- All instructions have been followed.
- All submission requirements are met.

If full payment or payment arrangements have not been made within 30 days, notify your Officer at the Domestic Relations Section by sending the following information:

- Copy of the certified mail receipt and providing verification that documents were sent to the other party.
- Copies of the original bill. A statement with the balance will not be accepted.
- Completed Request for Unreimbursed Medical Expenses (UME) form.
- Explanations of Benefits (EOB) from the insurance company.
- Verification that the first \$250 per child/per year has been paid.

Fill out the Request for Unreimbursed Medical Expense Form completely and list the date(s) of treatment in **CHRONOLOGICAL ORDER**. If you have more than one child, a separate form must be completed for each child.

It is **STRONGLY** recommended that any elective procedures be thoroughly discussed with the other party **BEFORE** you begin treatment. ***Do not assume that any and all treatments you decide to pursue for the child, whether cosmetic or medically necessary, will be automatically accepted by the Court without prior input from the other party.***

DOMESTIC RELATIONS FOLLOW UP

Forms will be reviewed for completeness and proof of payment regarding the first \$250.00. Bills and forms will be sent back to you if any of the required information is missing. You may resubmit them when all information is gathered.

The requesting party will notify the Domestic Relations Section of the amount due for the year immediately after, allowing 30 days for the party to pay the requester or pay directly to the provider. The requesting party must provide proof of payment to the Domestic Relations Section.

If the non-submitting party fails to do either of the above, a case-by-case decision will be made either to add the amount to the arrearages and increase the income attachment or schedule an office conference on the matter.

*****IT IS THE SUBMITTING PARTY'S RESPONSIBILITY TO MAKE COPIES OF BILLS FOR SUBMISSION, DOMESTIC RELATIONS WILL NOT MAKE COPIES OF SUBMITTED MATERIALS. THE SUBMITTING PARTY MUST REDACT ANY SENSITIVE MATERIAL*****

Please contact the Domestic Relations Section for more detailed information regarding the Adams County Domestic Relations Unreimbursed Medical Expenses/Orthodontic Policy. These forms can be obtained in the Domestic Relations Office or online at: www.adamscountypa.gov