

## ***Understanding the Difference Between Adding a Condition to a Medical Subsidy Agreement and Requesting a Prior Approval***

### **Adding a Condition to a Medical Subsidy Agreement**

- To receive payment for services/reimbursement through the medical subsidy program, a child must have a related and approved condition/diagnosis added to their medical subsidy agreement.
- Additional conditions may be requested through the eligibility unit using the 1341-A Parent Application for Adoption Medical Subsidy for an Adopted Child. The application will require supporting documentation. The documentation must identify the condition and explain how the condition, or its cause, existed prior to the adoption.
- Once the eligibility unit has approved adding a condition, a new medical subsidy agreement with the condition added will be sent to you for signatures and then need to be returned to AGAO for processing. The agreement must have final signature from AGAO program manager or designee to be eligible.

*Example: Your child is having difficulty with academics at school. You would like assistance in paying for tutoring. Your child MUST have a related condition added to their medical subsidy (if you do not already have a related condition) before a prior approval for tutoring can be sought. Examples of related conditions could be learning disability, ADHD, Autism, etc. The 1341-A would need to be completed and submitted to the eligibility unit for an eligibility determination to be made to have a related condition that impacts learning added to your medical subsidy agreement.*

*Example: You are informed that your child will require orthodontic work. Your child MUST have orthodontics added to their medical subsidy to be eligible for payment of services/reimbursement. The 1341-A would need to be completed and submitted to the eligibility unit to have orthodontics added as a condition and must then be approved by the eligibility unit and added to your medical subsidy agreement.*

### **Requesting a Prior Approval**

- Once a condition is certified by the eligibility unit and added to your medical subsidy agreement, then many services (except for orthodontics, glasses/contacts, hearing aids, dental, medical, medical supplies, prescriptions, and camp) require a prior approval. If your child does not have a related condition on their medical subsidy and you request prior approval for a service, your prior approval request will be denied.
- Prior approval requests are submitted to your child's ongoing analyst. A prior approval requests form can be found at the end of the MDHHS-Pub-1511, Adoption Medical Subsidy Information Booklet. Prior approval requests can be emailed directly to your analyst, mailed or faxed to AGAO.
- You must complete the general information section of the prior approval forms along with the section in which you are requesting services AND provide all the required documentation indicated on the form.
- Your ongoing analyst will review the prior approval request. If you are missing required information needed to process your request, you will be notified and allotted 45 days to provide the missing information. If you do not submit the information within 45 days, your request will be denied.
- Once approved for a service/reimbursement, you will receive a prior approval letter from your analyst with the approved dates of service for your request. Payment for services will not be made if they occur outside of the prior approval dates indicated on the prior approval letter.

*Example: Your child is having difficulty with academics at school. You would like assistance in paying for tutoring. You already have an approved learning related condition on your child's medical subsidy. You now need to request a prior approval by completing the general information section for prior approvals and the section for tutoring found at the end of the MDHHS-Pub 1511, Adoption Medical Subsidy Information Booklet, along with including all required documentation listed for tutoring. This should be submitted to your ongoing analyst.*

*Example: You are informed that your child will require orthodontic work. You already have orthodontics approved on your child's medical subsidy. Orthodontics is one of the services that does not require a prior approval. A prior approval request is not needed. AGAO will pay for services on or after the date of certification for orthodontics on your child's medical subsidy.*