

Alberta Aids to Daily Living

**POLICY
& PROCEDURE
MANUAL**

PROSTHETIC BENEFITS

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PROSTHETICS BENEFITS BACKGROUND

Policy Statement:

The provider of Prosthetic benefits must be a “Certified Prosthetist” who is a member in good standing with the Canadian Board for Certification of Orthotists and Prosthetists. The Prosthetist must be employed by a facility that has a contract with AADL to provide prosthetic benefits.

Clients must meet general AADL criteria and specific clinical eligibility criteria for AADL Prosthetics benefits. Eligible clients may obtain prosthetic benefits through the process highlighted in the diagram in Policy P-10.

AADL Prosthetics benefits include upper limbs, lower limbs, myoelectric prostheses and soft goods.

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PROCESS FOR OBTAINING BENEFITS

Policy Statement:

Clients and prosthetists will follow the AADL procedure for obtaining and providing prosthetic benefits.

Procedure:

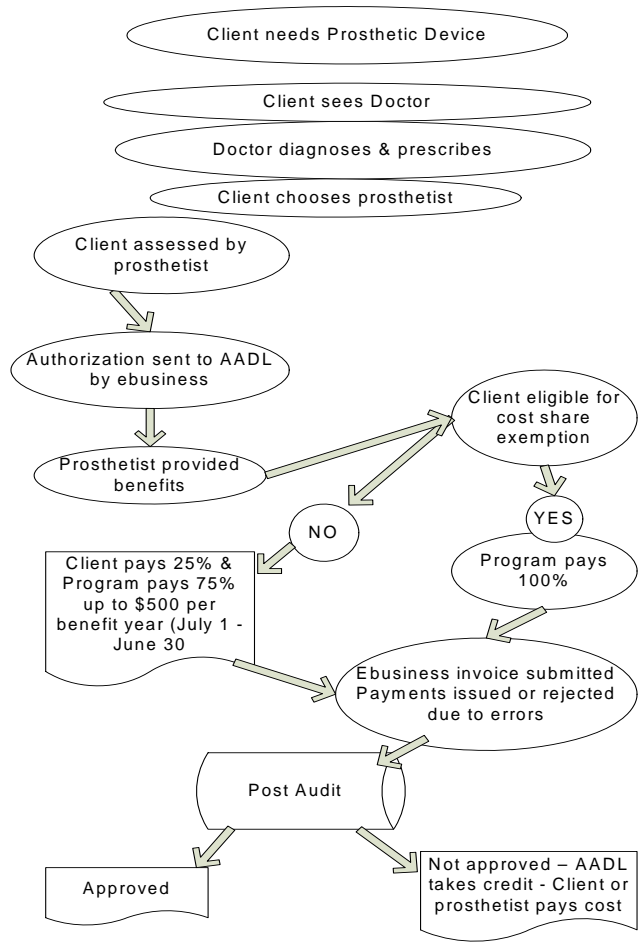
Client:

1. Follows process outlined on page 2 of this policy.

Prosthetist:

1. Follows process outlined on page 2 of this policy.

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December 1, 2007		Marjory F. Sutherland

ELIGIBILITY CRITERIA

Policy Statement:

Clients must meet the general eligibility criteria from the AADL Policy and Procedure Manual and must obtain a prescription (on a generic form and not with any vendor advertising) from their physician. The prescription is valid for three months from the date on the prescription.

The AADL Program does not fund prosthetics used exclusively for sport or recreational activities.

Procedure:

Client:

1. Obtains a prescription from a physician indicating the need for a Prosthetic device.
2. Signs the "Client Declaration" form.
3. Must seek alternative funding for prosthetic devices if ineligible or if used for strenuous sport or recreational activities.

Prosthetist:

1. Determines client eligibility.
2. Maintains accurate, up-to-date client files, including: prescription(s), clinical notes recording.
3. Signs off any patient encounter, which includes the initial assessment to the dispensing of benefits, and follow-up of all clients.
4. Retains the original signed client declaration on client file.
5. Does not accept prescriptions greater than three months old or with vendor advertising.
6. Will contact the AADL Program Manager with any prosthetic requests for AISH clients (e.g. early replacement, over quantity of prosthetic soft supports).

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FUNCTIONAL OUTCOME DETERMINATION

Policy Statement:

In consultation with the client, the prosthetist must determine the “Functional Level” the client should be able to achieve with a prosthesis.

Procedure:

Client:

1. Upon receipt, may complete and return the Client Satisfaction Survey to AADL, if desired to assist AADL in determining that benefits provided are meeting the identified outcomes.

Prosthetist:

1. Indicates the Functional Level on the applicable E-business “Prosthetic History” screen for lower extremities and each upper extremity. The definitions of Functional Levels are listed in the prosthetics schedule.

AADL:

1. Sends AADL client satisfaction surveys to each client.
2. Tabulates the results of the client satisfaction surveys returned to AADL.
3. Uses survey results to evaluate whether benefits provided are meeting identified outcomes.

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DIAGNOSTIC CODING

Policy Statement:

Diagnostic coding must be provided to assist in determining client eligibility for benefits.

Procedure:

Prosthetist:

1. Indicate the exact diagnostic code on the AADL E-business authorization form. Choices are listed in the drop down box on the AADL E-business "Create/Maintain" authorization screen.
2. If "Other" is used, the Prosthetist must indicate the specific diagnosis in the AADL E-business Client Benefit note.

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LEVELS OF AMPUTATION

Policy Statement:

The level of amputation used for AADL purposes is the surgical level of amputation not the functional level of the remaining limb.

Procedure:

Prosthetist:

1. Indicate on the AADL E-business prosthetic history screen the surgical level of amputation (e.g. Partial Foot-PF, Ankle Disarticulation-AD, Trans-tibial-TT, Trans-femoral-TF) NOT the functional level of the remaining limb.

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ASSESSMENT REQUIREMENT

Policy Statement:

New amputee clients who have multiple limb amputations and complex amputees must have an assessment from a physiatrist associated with a multidisciplinary rehabilitation team that includes: a physiatrist, prosthetist, physiotherapist and/or other disciplines as required.

Exceptions can be discussed with the AADL Prosthetics and Orthotics Program Manager.

Complex amputees are individuals with multiple medical problems (such as a combination of diabetes, cardiovascular conditions etc.), suspected or known cognitive impairment, a history of difficulty with prosthetic fit or concerns with access to supplemental prosthetic services.

Procedure:

Client:

1. If applicable, attends the assessment of a multi-disciplinary team.

Specialty Supplier:

1. Refers clients to a multi-disciplinary team when a client is a complex amputee.

AADL:

1. Refers clients to multidisciplinary teams when appropriate.
2. AADL will determine client eligibility for funding with assistance of the Physiatrist/multi-disciplinary team clinic notes.

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CHOICE OF PROSTHETISTS

Policy Statement:

Clients have a choice of prosthetist, unless they are an inpatient in a healthcare facility, which employ a publicly funded prosthetist.

Exceptions are at the discretion of the Regional Health Authority.

Procedure:

Client:

1. Selects a Prosthetist from the AADL approved prosthetic suppliers list.

Authorizer:

1. At discharge, will advise the client they have a choice of prosthetist and provides a list of AADL approved prosthetic suppliers.

AADL:

1. Maintains a list of AADL approved prosthetic suppliers that authorizers and clients may access for prosthetic information and services.

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SUBSTITUTION OF COMPONENTS
PRIOR APPROVAL REQUIRED

Policy Statement:

Prosthetists must obtain “prior approval” from the AADL Program for any substitution of any of the following specialty supplier contract Schedule A approved products for prosthetic components for ankles, hip joints, wrist units and elbows.

Procedure:

Prosthetist:

1. Contacts AADL Prosthetics & Orthotics (P&O) Program Manager to provide rationale as to why no other component on Schedule A meets the client’s needs prior to providing or trialing of any substituted products or components.
2. Submits an AADL/AAOP fee guide addition form (see P-110) with a copy of the manufacturer’s price list indicating the cost of the component to AADL P&O Program Manager.
3. If the substitution is approved by AADL, the prosthetist will indicate on the AADL E-business client benefit note:
 - a. The manufacturer and component’s number.
 - b. The manufacturer retail price and maximum price contribution as determined by AADL.
4. Invoices the maximum price contribution as determined by AADL.

AADL:

1. Approves or denies the request.
2. If approved:
 - a. Determines price as per the current pricing methodology.
 - b. Notifies the Prosthetist of AADL’s maximum price contribution.
3. May:
 - a. Take a credit for any component that did not receive a prior approval for substitution.
 - b. Submit a formal complaint to the AADL Complaint Registry.

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SUBSTITUTION OF COMPONENTS
PRIOR APPROVAL NOT REQUIRED

Policy Statement:

All prosthetic components other than those outlined in Policy P-80 may be substituted without prior approval from the AADL Program.

In all cases, if the substitution cost is more than the AADL approved component, the Prosthetist may only invoice the AADL Program the price maximum. Specialty Suppliers must not invoice the client for the extra cost.

Procedure:

Prosthetist:

1. Determines the cost of substituted component.

When the cost difference between the manufacturer (MFG) price (of the substituted component) and the approved AADL MFG price is either less than 10% or \$25, invoice the AADL maximum contribution as indicated in the schedule for that catalogue number and indicate on the AADL E-business Client Benefit Note, the substituted component and MFG price.

Example Provided: Difference **Less** than 10% and less than \$25.00

	MFG Price	Markup 16%	Hours	Labor Cost	Shipping	Total Cost	AADL Invoice Cost
AADL approved component	\$100.00	\$116.00	0.5	\$69.50	\$11.66	\$197.16	\$197.16
Substituted Component	\$94.00	\$109.04	0.5	\$69.50	\$11.66	\$190.20	\$197.16
Difference	\$6.00 (6%)					6.96	

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When the cost difference between the MFG price of the substituted component and the approved AADL MFG price is more than 10% or \$25, invoice AADL the price as determined by subtracting the substituted component's MFG price plus a 16% markup from the AADL maximum price in the schedule. Indicate in the AADL E-business Client Benefit Note, the substituted component and MFG price.

Example Provided: Cost difference is **More** than 10% or \$25.00:

	MFG Price	Markup 16%	Hours	Labor Cost	Shipping	Total Cost	AADL Invoice Cost
AADL approved component	\$100.00	\$116.00	0.5	\$69.50	\$11.66	\$197.16	\$197.16
Substituted Component	\$74.00	\$85.84	0.5	\$69.50	\$11.66	\$167.00	\$167.00
Difference	\$26.00 (26%)	\$30.16				\$30.16	

In all cases, if the substitution cost is more than the AADL approved component, the Prosthetist may only invoice the AADL Program the price maximum. Specialty Suppliers must not invoice the client for the extra cost.

2. Documents in the Client Benefit Note the substitution component and the MFG price.
3. Invoices the appropriate cost to AADL as per the cost determination process.
4. Does not invoice above AADL's cost maximum.
5. Does not invoice the client the extra cost associated with the substitution of a higher cost component.

AADL:

1. Conducts random post audits.
2. Reviews the invoicing of components substituted where the cost difference is more than 10% or \$25.00.

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NEW PRODUCT SUBMISSION

Policy Statement:

New products may be submitted throughout the year up to September 15th.

Procedure:

Prosthetist:

1. Completes AADL/AAOP Fee guide Addition form (see page 2 of this policy) and submits to the AADL Prosthetics & Orthotics Program Manager.

AADL:

1. Reviews request.
2. Adds the new product to the next Schedule if approved.

AAOP = Alberta Association of Orthotists and Prosthetists.

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AADL/AAOP Fee Guide Addition

Please send to: Prosthetic & Orthotics Benefits Manager, Alberta Aids to Daily Living Program.
Phone: 780-422-6319 Fax: 780-422-0968 Email: Cathy.Johnson@gov.ab.ca

Requester Information:

Contact Name: _____

Facility Name: _____

Telephone Number: _____

Additional Information: (Items with ☞ MUST be completed)

☞ Is there a similar item on the schedule?

Yes Cat# _____

No

☞ If yes, why is the new item more appropriate for your client?

☞ If no, why should this item be added?

☞ Manufacturer and Item Number _____

☞ Manufacturer's cost: _____

☞ Invoice from manufacturer, or photocopy from price list. Attached

Description of item on Schedule A if approved for addition:

Time to order/fit/train in use: _____

How long has it been available? _____

☞ Estimated longevity/quantity per year: _____

☞ Warranty information: _____

**Please attach any manufacturer's pamphlets, or any further product information.
(E.g.: Warranty, studies, and instructions)**

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PROSTHETIC DEVICES **QUANTITY & FREQUENCY LIMITS**

Policy Statement:

Clients are eligible for one prosthetic device per limb every two years.

AADL acknowledges the special growth issues of children and as such, provides an extra prosthetic device within the two-year period in order to meet the child's needs. The cost of a third prosthetic device within the two-year period should be referred to alternative funding services.

Procedure:

Client:

1. Follows the QFR process as outlined in the general AADL Policy & Procedure Manual.
2. Is responsible for the cost of the device if the QFR is denied.

Prosthetist:

1. Confirms client consumption on the AADL E-business "PHN Inquiry" screen:
 - If the components/soft supplies have a quantity of more than 1 / 1 year – contact the benefit clerk for the exact quantities funded and the service dates e.g.: suspension sleeves, gel liners, prosthetic socks, check sockets, temporary sockets.
 - If the client is a bilateral amputee contact the benefit clerk for the service dates of prosthetic benefits provided for each limb.
2. Advises the client of quantity and frequency limits.
3. Submits QFR for AISH clients to the AADL Program Manager, not the AISH case worker.
4. Any requests through the QFR process to replace a gel liner due to tearing/ripping will require a manufacturer review.

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5. Documentation procedure:

- If it is over two years since the client was provided a similar device/component – Document the quantitative rationale for replacing the prosthetic device/component on the AADL E-business Client Benefit Note screen.
- If it is prior to the two-year period since the client was provided a similar device/component, follow the Quantity & Frequency Review (QFR) process as outlined in the AADL general Policy & Procedure Manual.

Exceptions to submitting a QFR:

- Prosthetic finish (P013, P052, P019, P062, P025, P575, P028, P034, P032, P085, P082) on a replacement socket that has been approved through the QFR process. An override note occurs when a separate authorization is done for the finishing. Indicate to AADL the authorization form number that the replacement socket was approved.
- New bilateral clients will be indicated as an over quantity.
- Bilateral clients after two years – indicate bilateral to AADL and the rationale for replacement.

AADL

1. Provide information on actual quantities and service dates to specialty supplier.
2. Monitor the quantity and frequency requests for gel liners from all suppliers to evaluate usage.

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SUSPENSION SLEEVES QUANTITY & FREQUENCY LIMITS

Policy Statement:

AADL has a quantity maximum for each sleeve type according to the type of sleeve and is listed in "Schedule A" of the Specialty Suppliers contract.

A client may be then provided with a combination of suspension sleeves up to a maximum cost per year or a maximum quantity per year based on need.

Procedure:

Prosthetist:

1. Confirms client consumption on AADL E-business "PHN Inquiry" screen and contacts AADL benefit clerk for specific information on specific type, quantity and dates the sleeves were provided.
2. If a change in the type of sleeve is being requested/authorized, the rationale must be documented on the AADL E-business Client Benefit Note screen.
3. If applicable, advise clients of quantity and frequency limits.
4. Follows the QFR process if required as outlined in the general AADL Policy & Procedure Manual.

Client:

1. Follows the QFR process as outlined in the AADL general Policy & Procedure Manual.
2. Responsible for the cost of the device if the QFR is denied.

AADL:

1. Ensure that the combination of suspension sleeves in a year is provided based on medical need.
2. If the quantity maximum or dollar maximum is exceeded, AADL will take a credit if the Quantity and Frequency Review request has not been submitted and approved.

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MICRO-PROCESSOR KNEE PROSTHESES

Policy Statement:

AADL provides a grant to amputees who are at least a “functional level” three and want to upgrade to a micro-processor knee.

Procedure:

Prosthetist:

1. Explains client responsibility for microprocessor knee.
2. Informs client of the quantity and frequency limits of the microprocessor knee.
3. Maintains copy of client declaration for microprocessor knee on client file.

Client:

1. Signs client declaration for microprocessor knee prior to authorization being submitted.
2. Responsible for all costs or maintenance and repairs for the microprocessor knee.
3. Responsible for all costs above AADL grant contribution.

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MICRO-PROCESSOR KNEE CLIENT DECLARATION

Instructions:

1. This declaration must be completed and signed in addition to the AADL Client Declaration Form before any microprocessor knee can be provided. A copy must be kept on file at the Specialty Supplier's site.
2. If the client is unable to sign, please provide the name and phone number of the individual who is financially responsible for the client (legal guardian or trustee), and have that person sign the declaration.
 - a) I understand that this declaration is individualized due to the nature of the microprocessor knee request.
 - b) I agree that I have reviewed my prosthetic needs and eligibility with my prosthetist.
 - c) I agree that I have discussed my specific prosthetic needs with my prosthetist (including warranty, functional level and maintenance issues).
 - d) I understand that AADL will make a grant payment towards the purchase of this microprocessor knee, payable to the vendor on the service date.
 - e) I understand that I will own this microprocessor knee.
 - f) I understand that I am responsible for the care and maintenance of the microprocessor knee. AADL will not assist with the cost of repairs for five (5) years.
 - g) I understand that by choosing this type of prosthetic knee that I will not be eligible for funding from AADL for another prosthetic knee for the next five (5) years.

Alberta Aids to Daily Living (AADL) collects, uses and discloses personal information in accordance with sections 33(c), 34(1)(a)(i) and (k)(i), and (ii), 39(1)(a) and (b) and 40(1)(c) and (l) of Alberta's Freedom of Information and Protection of Privacy Act (the Act).

I understand that my personal information, including information about my health, is required to verify my eligibility for AADL Program benefit(s), to arrange for benefit(s) to be provided to me and to enable AADL to bill for the benefit(s).

I consent to having information required for the above purpose sent by a health professional, authorized by AADL, to AADL and to a vendor of AADL benefit(s), for the provision and billing of the benefit(s). The information may be sent either by mail or electronically.

Client Name: _____

Signature: _____ Date: _____

Legal Guardian/Trustee Name (if applicable): _____

Address: _____

Phone Number: _____

Signature: _____ Date: _____

If you have a concern regarding the collection of personal information, please contact AADL and speak with our Information & Training Coordinator.

AADL address: 10th Flr, Milner Building, 10040 104 Street, Edmonton, AB T5J 0Z2 (780) 427-0731

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PROSTHETIC DEVICE REPAIRS

Policy Statement:

Prosthetic devices funded by the AADL Program are eligible for repair.

- The total cost of all repairs per device should not exceed 50% of the cost of a replacement device.
- The total cost of a repair to a component should not exceed 50% of the AADL maximum contribution for the component.
- Repairs over \$800 require prior approval from the AADL Prosthetics and Orthotics Program Manager.
- If a new device is prescribed within three months of a major repair (\$800.00), 50% of the cost of the repair will be deducted from the initial procedure on the cost of a new device.

Procedure:

Client:

1. Takes device to Prosthetist for repair.

Prosthetist:

1. Assesses device to determine cost effectiveness of repairing.
2. Documentation required to be provided to AADL.

The Client Benefit note for CAT# P492 must indicate the following documentation:

- a. Description of repairs/modifications procedures.
- b. Number of labour hours and total cost e.g. 3 hours: $3 \times \$154.50 = \463.50 .
- c. Cost of materials.
- d. Total cost of repairs (labour hours and materials).
- e. Percentage of total repair cost of device/component.
- f. When determining the % of cost of the modification for height adjustments or other prosthetic alignments, please use the cost of a socket (e.g. P017, P027) as the replacement cost.

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Example – Modification to socket:

Cat# P492 - adjust for socket volume and suspension
1 hour- \$154.50, materials - \$ 78.00
Total cost - \$232.50, 6% of replacement cost of a socket (\$3875.00)

Example – Alignment of trans-tibial prosthesis:

Cat# P492 - alignment of TT prosthesis
0.5 hour- \$77.25
Total cost - \$77.25, 2% of replacement cost of a socket (\$3863.00)

- a. Base the percentage on replacement cost of the component, not the whole prosthetic device.
 - b. Indicate the number of hours as the quantity on the authorization and invoice:
Example - 4 hours labor is quantity "4".
3. Document in AADL E-business Client Benefit notes the materials used in the repair/modifications using catalogue number "P693".

Example - P693 - materials \$78.00 – padding & lamination material.

- a. Invoice quantity of one per repair/modification. A quantity of one is up to \$300.00. If materials are more than \$300.00, a quantity of two must be indicated.
 - b. Indicate cost of materials only on the invoice.
4. Removal and replacement of cosmetic skin will be funded for one (1) hour.

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5. Shipping and brokerage fees where a device or component is:
 - a. Under warranty and is being repaired/replaced by the manufacturer:
 - i. No billing for “materials”, “shipping or brokerage fees”.
 - ii. Labor to remove, install or repair component may be submitted.
 - iii. Exceptions can be discussed with AADL.
 - b. Not under warranty and being replaced:
 - i. The component can be provided under the appropriate AADL catalogue number (shipping and brokerage fees are already included in the price).
 - c. Not under warranty and being repaired by the manufacturer:
 - i. Shipping and brokerage fees may be included under Cat# “P693”.
6. Activities not considered a repair benefit include:
 - a. Trialing new components
 - b. Trim or modification to new gel liners
 - c. Gait training
 - d. Time to review a working functional device/component

AADL

1. Prosthetic & Orthotic Program Manager will review any exceptions and approve or deny.

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FUNDING FOR PROSTHETIC REPAIRS AND/OR MODIFICATIONS

Policy

AADL funds repairs and modifications for prostheses provided through AADL.

AADL does not fund repairs or modifications to a privately funded prosthetic device unless the device was replaced under the AADL Prosthetic & Orthotic contractual obligations.

Client:

1. Informs Prosthetist of the availability of alternative funding.

Prosthetist:

1. Identifies that the AADL funded prosthetic device is no longer functional and meeting the client's identified health outcomes or is no longer cost effectively repairable and the client does not have alternate funding.
2. Submits request to client's alternative funding source, if applicable.
3. Advises AADL Program Manager by email that the client has had a prosthetic device replaced under alternative funding rather than AADL.
4. Advises client to become registered with alternative funding sources (e.g. Champs, War Amps).

AADL:

1. Provide funding for repairs and modifications to AADL funded prostheses.
2. Provide funding for client's privately funded replacement prosthetic device as indicated on the AADL information system.

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CHANGING PROSTHETISTS

Policy Statement:

Clients must be attended by only one Prosthetist per prosthesis.

Procedure:

Client:

1. Responsible for providing current Prosthetist the opportunity to provide a device that meets the client's needs.
2. Contacts the AADL Prosthetic & Orthotic Program Manager regarding concerns on service or device.
3. Submits a formal "AADL Complaint" if applicable.
http://www.seniors.gov.ab.ca/AADL/AV/manual/PDF/05_complaint_form.pdf

Prosthetist:

1. Contacts AADL if aware that the client is currently seeing another Prosthetist.

AADL:

1. Reviews client's concerns.
2. Refers client to a multidisciplinary team for assessment if available.
3. Approves change of Prosthetist if appropriate.
4. Takes a credit on a device that has been determined not to be appropriate for the client.

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SERVICE DATES

Policy Statement:

The service date used for submitting claims for a prosthetic device/component is the date the client actually receives the device or component.

Procedure:

Prosthetist:

1. Indicates the service date for each procedure/component on the claim according to the date the client received the benefit.
2. Catalogue numbers on the same authorization will have the same assessment date but the invoice may have different service dates for the catalogue numbers.

Example:

Authorization AB1234 - Assessment date - May 1 2008

Invoice for Authorization AB1234 should indicate the accurate service dates.

Cat#	Description	Service Date
P114	TT check socket	May 1, 2008
E703	Temporary socket	May 3, 2008
P017	TT socket	May 16, 2008
P052	Endoskeleton finishing	June 9,2008

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STATEMENT OF ACCOUNT

Policy Statement:

Prosthetists must provide every client with a statement of account for each prosthetic service invoiced to the AADL Program. The statement of account must include the AADL contribution and cost-share portion of each prosthetic benefit (when applicable).

Procedure:

Prosthetists:

1. Provides client with a statement of account for AADL prosthetic services when invoiced to the AADL Program.
2. For cost-share clients, identify the AADL contribution and the client's cost-share contribution for each prosthetic service.
3. For cost-share exempt clients, identify AADL's contribution for each prosthetic service.
4. Retains a copy of statement of account on client file.

AADL

1. Indicates the summary of costs of the prosthetic services in the Client Satisfaction Survey sent to clients. The cost-share portion and AADL contribution will be identified.
2. Reviews discrepancies of costs with a client.

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PROSTHETIC SUPPLIER **QUALIFICATIONS**

Policy Statement:

The provider of prosthetic devices must be a “Certified Prosthetist”.

Procedure:

Prosthetist:

1. Must be a member in good standing with the Canadian Board for Certification of Orthotists and Prosthetists.
2. Employed by a facility with a contract with AADL to provide prosthetic benefits.
3. Notifies AADL when changing employment.

AADL:

1. Provides an assessor number.

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PROSTHETIC SUPPLIERS **ROLES & RESPONSIBILITIES**

Policy Statement:

Prosthetists are responsible for:

- Assessing clients,
- Fabricating and providing benefits,
- Providing clients with follow-up service,
- Submitting authorizations and invoices for benefits.

Procedure:

Prosthetist:

1. Conducts Assessment which includes:
 - a) Determining the client eligibility and cost-share status:
 - i) History of provision of benefits.
 - ii) The cost-share status of clients.
 - b) Recommends the most appropriate benefit that will meet the client's needs.
 - c) Recommends the quantity of benefits required.
 - d) Explains cost-sharing and cost-share exemption policies to clients.
 - e) Explains to clients the quantity and frequency limit related to benefits.
 - f) Determines with the client the functional level that the device should enable the client to achieve.
2. Provides Benefits:
 - a) Provides approved AADL Program benefits only as per the current Schedule A.
 - b) Ensures replacement items are only provided when the current device no longer meets the client's functional needs and/or is not cost effective to repair.
 - c) Complies with all AADL Policies and Procedures.
 - d) Obtains prior approval as necessary.
 - e) Supplies eligible clients with AADL benefits.
 - f) Provides a statement of account to the client for all AADL benefits provided and invoiced to the AADL Program.
 - g) Advises a client of their responsibilities.

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3. Provides Service:
- a) Provides appropriate follow-up activity that will ensure benefits serve the purpose for which they were provided.
 - b) Ensures trained staff is accessible and available to clients.
 - c) Ensures defective supplies and equipment are replaced at no cost to the Client.
 - d) Honors manufacturers' warranties.
 - e) Provides advice to clients.
 - f) Promptly resolves all errors relating to the assessment of a client's benefits (e.g. duplication of benefits, client's eligibility status, and assessment errors).
 - g) Resolves specialty supplier's errors at no cost to the client or AADL.

AADL:

- 1. Ensures prosthetic supplier comply with roles, responsibilities and contractual obligations.
- 2. Conducts post-audits reviews and compliance with business practices.

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FUNDING FOR PRIMARY AND SECONDARY PROSTHESIS FOR SAME LIMB

Policy Statement:

AADL provides funding for repairs and modifications to a primary prosthetic device only.

AADL does not fund repairs or modifications to a secondary prosthetic device for the same limb.

Procedure:

Prosthetist:

1. Explain policy to client.
2. Does not submit requests for funding repairs or modifications to a secondary prosthetic device for the same limb (e.g. swim leg or golf arm) to AADL.
3. Invoice costs to client or alternate funding sources.

Client:

1. Responsible for costs if alternative funding sources not available.

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CONSULT WITH CLIENT AND MULTIDISCIPLINARY TEAM

Policy Statement:

Clients are assessed by a multidisciplinary team when appropriate. Recommendations for prosthetic components may or may not result from the multidisciplinary team assessment.

Procedure:

Prosthetist:

1. Is invited by the multidisciplinary team or recommended by AADL to attend the consultation as a functional member of the team.
2. Only attends the consultation relevant to his/her specific client.
3. Obtains client signature on the AADL Client Declaration Form available at: https://eaadl/webapp/AADL/source/PDFs/client_declaration.pdf
4. Submits authorization under catalogue # P937, according to e-business procedure.
5. Invoices AADL one hour per client consult with multidisciplinary team.

Client:

1. Attends multidisciplinary team meeting.
2. Signs the "Client Declaration" Form.
3. Pays cost-share portion if applicable.

AADL:

1. Conducts periodic reviews of compliance with policy.

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SCHEDULE GROUP SIMPLIFICATION POLICY

Policy Statement:

Determination of pricing of prosthetic benefits is administratively efficient while ensuring client's functional needs are met.

Procedure:

AADL:

1. Reviews individual catalogue numbers by prosthetic schedule group to identify the pattern of client consumption for the past fiscal year:
 - The catalogue numbers that represent 80% of the client consumption of the Schedule Group remain a catalogue number based on a specific manufacturer's component cost.
 - Comparable products that meet the generic description can be submitted under the generic catalogue number.
2. Sets new generic catalogue number price:
 - Based on the highest manufacturer component cost that was actively billed in the last year in the low volume (20%) of the catalogue numbers billed.
 - Maximum price of the generic component will be determined using the same pricing formula used for all schedule catalogue numbers.
3. Monitors the generic catalogue number pricing application.

Specialty Supplier:

1. Determines price of generic catalogue number by using the AADL "generic pricing calculator" as provided by AADL.
2. Documents on e-business benefit note the manufacturer's name and part number, component cost and price to be invoiced to AADL as per the generic pricing calculation.
3. Contacts AADL if the generic price calculated is greater than the AADL maximum price for the generic catalogue number on the schedule.

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OFF-SITE FACILITY FEE

POLICY STATEMENT:

AADL will assist in funding prosthetists to provide prosthetic services to clients who are non-transportable or medically fragile and unable to travel to a prosthetic facility.

PROCEDURE:

Prosthetist:

1. Assesses client or fits client with a prosthetic device at the off-site facility.
2. Submits authorization under catalogue # P938 according to e-business procedures.
3. Indicates name of off-site facility on benefit note.
4. May combine off-site facility fee on an Authorization created for other prosthetic procedures or components provided as a result of the off-site facility visit.
5. May submit an Authorization for only an off-site facility visit and obtains client signature on the AADL Client Declaration Form available at:
https://eaadl/webapp/AADL/source/PDFs/client_declaration.pdf
6. Invoices AADL one hour per client if a single client is seen at the off-site facility.
7. Invoices AADL a cost that is less than one hour per client if several clients are seen during the same off-site facility visit.

Client:

1. Signs the "Client Declaration" form.
2. Pays cost-share portion if applicable.

AADL:

1. Conducts periodic reviews of compliance with policy.

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90 DAY WORKMANSHIP FOLLOW-UP

POLICY STATEMENT:

AADL will fund modifications to a prosthetic device within 90 days of provision of the device if the Client has experienced a medical change and the device is no longer functional and is no longer meeting the Client's identified health outcome.

PROCEDURE:

Prosthetist:

1. Identifies that the client has experienced a medical change and the prosthetic device is no longer functional and no longer meeting the client's identified health outcome.
2. Submits authorization under catalogue # P939 for modifications to the prosthetic device according to e-business procedures.
3. Provides documentation as follows:

The Client Benefit note for CAT# P939 must indicate the following documentation:

- a) Description of modification required for 90 Day workmanship follow-up.
- b) Number of labour hours and total cost e.g. 3 hours: $3 \times \$154.50 = \463.50 .
- c) Cost of materials.
- d) Total cost of 90 Day workmanship follow-up (labour hours and materials).

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Example – Modification to socket:

Cat# P939 - adjust for socket volume and suspension
1 hour- \$154.50, materials - \$ 78.00
Total cost - \$232.50

Example – Alignment of trans-tibial prosthesis:

Cat# P939 - alignment of TT prosthesis
0.5 hour- \$77.25
Total cost - \$77.25

4. Catalogue number of quantity of 1 is up to a maximum of \$300. Indicate the quantity that represents the “90 day workmanship follow-up” total. Example: Total Cost = \$375.00, the Quantity indicated on the Authorization Form is 2.
5. Submits request under Quantity and Frequency Limits process if a replacement is required. Refer to Prosthetic Policy P-120.

Client:

1. Pays cost-share portion if applicable.

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MYEO-ELECTRIC PROSTHESES

Policy Statement:

AADL provides funding for myeo-electric prostheses on a prior approval basis.

Procedure:

Prosthetist:

1. Submits required information to AADL by e-mail.

Example:

Catalogue #		Description	MFG Cost	
P364	1	Production Glove	137.50	Each
P813	2	UG Batteries	513.00	Each
P818	1	UG Battery Chargers	580.00	Each
P825	3	UG Connection Cables	72.77	Each
P837	1	UG Electric Hands	6,287.00	Each
P838	2	UG Electrodes	1,125.00	Each
P853	1	UG Wrist Unit	348.83	Each
P865	1	Battery Mounting Set	115.57	Each

Authorization Number: CPXXXX

Client PHN: XXXXX-XXXX

Client Name: Jane Smith

AADL:

1. Determines AADL maximum contribution.
2. Notifies Specialty Supplier by e-mail.

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APPROVED PROSTHETIC SUPPLIER LIST

Policy Statement:

Eligible clients must receive their prosthetic devices from the “Approved List of Prosthetic suppliers”.

Procedure:

Client:

1. Selects a Prosthetic specialty supplier from the current list available upon request or on AADL website.

AADL:

1. Provides clients with information in writing upon request, or refers to AADL website.
2. Maintains list of approved prosthetic specialty suppliers

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