

LANCASTER COUNTY DOMESTIC RELATIONS

Medical Support Information

1. All support orders which result from a Domestic Relations (DRS) conference are required to have specific provisions related to medical support: which parties are responsible to provide health insurance coverage (Rule 1910.16-6(b)); and how the parties are to split any medical expenses which are not covered by insurance (Rule 1910.16-6 (c)). The costs of insurance premiums are split between the parties as a part of the guidelines support calculation. The guidelines formula also factors in that the recipient of support will be responsible to pay the first \$250.00 of any uncovered medical expenses for each dependent covered by the support order in the calendar year.
2. DRS requires that the party who is ordered to provide health insurance coverage shares the information about that coverage to the other party. **The party is also required to provide proof of coverage to the DRS.** DRS expects the parties to cooperate with each other in order to utilize any insurance benefits effectively.
3. In routine instances, DRS expects the recipient of support to adhere to any restrictions or conditions imposed by an insurance company such as using 'in network' health care providers or obtaining pre-approval for certain medical treatments as well as communication with the other party related to the medical needs of the child(ren). DRS also expects the recipient of support to pay the health care provider for any service fees not covered by insurance. After a dependent child's uncovered medical costs exceed \$250.00 in the calendar year, the recipient of support should promptly communicate with the other party related to the amount of reimbursement owed to the recipient of support. DRS expects the other party to make this payment directly to the recipient of support within 30 days unless parties agree to an alternate payment schedule.
4. While DRS expects the parties to communicate regularly regarding medical services needed and expenses which are not covered by insurance, Rule 1910.16-6(c) requires that documentation regarding uncovered medical expenses be **provided to the other party** no later than March 31 of the year following the calendar year in which the bill was received.
5. DRS has developed a worksheet the parties can use to keep track of medical expenses – it is available on request from any DRS staff member or online at www.court.co.lancaster.pa.us (located in the FAQs from the 'Domestic Relations' tab). In order to make the record keeping process simpler, a separate worksheet should be used for each child for each calendar year.
6. After submission of your request for reimbursement, please allow up to 10 business days for processing. If all necessary information has been submitted and you have notified of the other party of the amount due, DRS will contact the parties in an attempt to reach an agreement for payment. In the event the parties are unable to reach agreement about the amount owed for uncovered medical expenses, DRS has enforcement procedures in place to address such disputes – these actions will be limited to two (2) times/year.
7. The medical support provisions of the support order are defined by Rule 1910.16-6(c):

Medical expenses include insurance co-payments and deductibles and all expenses 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 or other psychological services unless specifically directed in the order of court.
8. DRS will initiate an enforcement action upon receipt of the following completed documents:
 - a. Medical Enforcement Request form (completed by recipient of support) **OR** Medical Enforcement Request for Credit form (completed by payor of support)
 - b. Copies of all medical bills listed on the form
 - c. Verification of insurance payments and Explanation of Benefits forms

Completed forms with attachments should be mailed to:
Domestic Relations
P.O. Box 83479
Lancaster, PA 17608-3479