

NOW IS THE TIME TO SUBMIT YOUR TESTING INVOICES FOR REIMBURSEMENT

You may be eligible for reimbursement if:

- You are a self-insured facility.
- You participated in state-supported COVID-19 testing for your staff.
- You have already paid the invoice.

Do NOT submit the invoice if:

- It is for resident testing as those costs are likely to be reimbursed by the resident's insurance or the third-party payor.
- You have not paid the invoice, please reject any unpaid invoices back to the laboratory. Communicate the rejection reason to the lab as: This facility is self-insured and the test(s) is(are) conducted on our staff on behalf of the state. The lab then sends the invoice directly to the state for payment.

How to submit invoices and proof of payment for reimbursement:

1. Gather electronic copies of all invoices you have paid from March 1 through December 31, 2020.
2. Send the invoices along with proof of payment and the total amount requested for reimbursement.
3. Log onto the Ohio Department of Aging Invoice Refund Request Portal:
<https://refundrequest.age.ohio.gov/>
4. Follow the prompts to submit your request
 - a. Acknowledge the requirements of the reimbursement process.

The screenshot shows the 'Portal Landing Page' for the Ohio Department of Aging Invoice Refund Request Portal. The page features the Ohio Department of Aging logo and the title 'INVOICE REFUND REQUEST PORTAL'. A central box titled 'Acknowledgement' contains two paragraphs of text. The first paragraph states that the portal is limited to claims paid through self-insurance for state-required COVID-19 testing for nursing home staff, and that it is not for resident testing or tests paid by other insurance. The second paragraph states that the entity seeking reimbursement must obtain an OAKS supplier identification number through the Ohio Office of Budget and Management site (supplier.ohio.gov) and sign an agreement prior to reimbursement. Below the text are two buttons: 'I Acknowledge' and 'Cancel'. The footer of the page includes the copyright notice '© Copyright 2020 by Ohio Department of Aging - INVOICE REFUND REQUEST Portal version : 20.350.2 All Rights Reserved.' and the 'Ohio.gov' logo.

Portal Landing Page

Ohio Department of Aging INVOICE REFUND REQUEST PORTAL

Acknowledgement

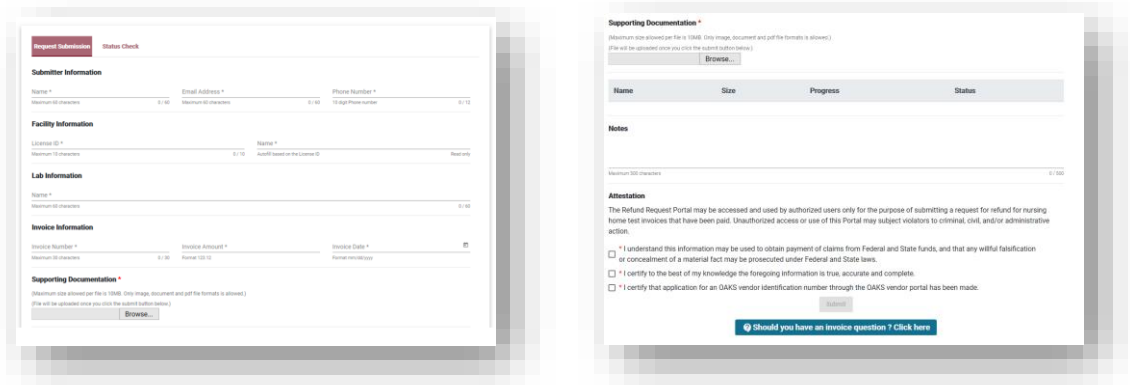
I acknowledge that the Invoice Refund Request Portal is limited to claims that have been paid through self-insurance for state-required COVID-19 testing for nursing home staff. I am not seeking a refund for resident COVID-19 testing or tests that were paid by insurance other than self-insurance. I am not seeking a refund for COVID-19 tests performed outside of state-required COVID-19 testing.

I acknowledge that the entity seeking reimbursement will be required to obtain an OAKS supplier identification number through the Ohio Office of Budget and Management site (supplier.ohio.gov), and sign an agreement prior to reimbursement being provided.

I Acknowledge Cancel

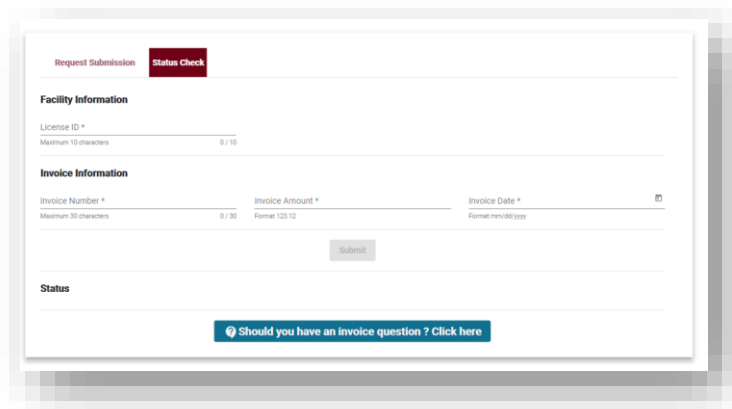
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b. Complete the request submission page.



Should you have any questions or need any assistance throughout the process, please click the teal help box at the bottom of the portal page.

You can check on status of the request through the Ohio Department of Aging Invoice Refund Request Portal.



Once approved, the Ohio Department of Health will contact you about the final step of reimbursement. You will be asked to complete a one-page form so the payment can be processed.

Invoices should be submitted by February 1, 2021.