

## **Nebraska Public Service Commission Reimbursement Process**

### **Step One:**

The hospital and/or hospital network must initially notify the Nebraska Public Service Commission when a specific service begins. This notification includes the following:

- A. Hospital that is receiving the service
- B. Federal HCP Number (if applicable)
- C. Contact Name for the hospital
- D. Phone Number for the contact person
- E. Address of the Contact person
- F. Hub Hospital
- G. E-mail address
- H. Service Provider (the telecommunication company that bills you for the service).
- I. Account Number with the Service Provider that the Telehealth network services are being billed to.

The Notification of Participation of Nebraska Telehealth Network form must be submitted to both the Nebraska Public Service Commission and the Hospital's Service Provider.

The hospital and/or hospital network must also notify the Nebraska Public Service Commission when any service is changed or terminated.

If the submission of reimbursement requests is being made by a telehealth network on behalf of its hub hospitals, there needs to be a statement from each of the participating hospitals to the Nebraska Public Service Commission documenting their agreement to that arrangement.

### **Step Two:**

The telecommunications company completes the Notification of Activation of Service form and forwards to the Public Service Commission. This Notification includes:

- A. Hospital that is receiving the service
- B. State date of the service
- C. Specific type of service (i.e. T-1 from Chadron to Scottsbluff, Routers at Chadron, Firewall at Ainsworth)
- D. Total Cost of Service
- E. Amount of FUSF reimbursement
- F. Amount of NUSF reimbursement

### **Step Three:**

The Public Service Commission sends a Nebraska Universal Service Fund HCP Support Schedule to the telecommunications company and the contact for the hospital receiving service. This schedule will show the anticipated total cost for each service provided, amount USAC will pay, amount NUSF will pay, and the amount for which the hospital is responsible. This schedule will also show the amount of retroactive support and amount of recurring monthly support that the NUSF will pay.

**Step Four:**

The telecommunications company should provide a credit on the bills to the hospital and/or hospital network that is responsible for payment in the amount of NUSF support shown on the schedule.

**Step Five:**

The Nebraska Public Service Commission will reimburse the Certified Carrier on a monthly basis for the amounts validated on the submitted billing statement. Billing statements should be provided to the NPSC by the 15<sup>th</sup> of each month. In addition, with each submitted bill, the telecommunications company should provide a schedule that clearly describes for each service, the specific service being provided as set forth in Step 2.C, the cost of the service, and the credit amount separated into NUSF and FUSF amount, if applicable.

It is an expectation of the Nebraska Public Service Commission that all billing information submitted is subject to any audit or verification processes that the Nebraska Public Service Commission might find necessary to validate the bill submitted.

**Step Six:**

On an annual basis the Nebraska Public Service Commission will perform account reconciliations on all accounts, in order to reconcile funding provided and correct any over or under payments.