

PROBATION DEPARTMENT DIRECTIVE

No.	847
Issued	11/27/01
Post Until	12/27/01

SUBJECT: PAYMENT OF INVOICES FOR OUTSIDE MEDICAL AGENCIES

Effective immediately, in order to improve the existing process for payment of invoices for medical services rendered to juveniles at outside medical agencies, the following procedures shall be implemented:

1. The following address is to be provided to outside medical agencies for the purpose of submitting invoices for payment of service. In addition, all existing invoices are to be mailed to this address:

J.C.H.S. Finance Administration
1925 Daly Street
Los Angeles, CA 90033
(323) 226-8723

2. All offsite clinic and hospital visits are to be authorized by a JCHS (Juvenile Court Health Services) physician or nurse, except in a life threatening emergency. Please use the following protocol:
 - a. In a **life threatening emergency**, please **call 911 immediately**. Once 911 has been called, notify the facility nurse if on grounds, or contact the nurse at Central Juvenile Hall for medical triage at (323) 226-8801
 - b. For a non-life-threatening emergency, contact the nurse at the facility, or call the nurse at Central Juvenile Hall for medical triage at (323) 226-8801
3. The facility nurse must be notified the next business day of all juveniles who were transported to outside medical agencies for emergency medical care and/or hospitalization.

The above process will enable the verification of service date(s) on invoices presented for payment to JCHS Administration. It will ensure that juveniles are properly triaged, in accordance with JCHS medical guidelines, and transportation of juveniles to the appropriate outside medical facility for care has been authorized. Further, it will ensure proper notification to JCHS of outside emergency room visit and /or hospitalizations for appropriate medical follow up and case management.

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If you have any questions regarding the above procedure, please contact Linda Felix,
JCHS Administrator JCHS at (323) 226-8723.



William P. Burkert, Chief
Detention Services Bureau



Richard Saenz, Chief
Residential Treatment Bureau