



MINNESOTA SEXUAL ASSAULT EXAMINATION PAYMENT PROGRAM FREQUENTLY ASKED QUESTIONS

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BILLING PROCESS AND FORM

What is a Supplier Number?

Any business receiving payments from the state must have a SWIFT Supplier Number (Vendor ID). It is expected that most providers submitting bills to the MSAEPP already have a supplier number. To obtain a vendor number, go to the Minnesota Management and Budget website:

<https://mn.gov/mmb/accounting/swift/vendor-resources/>

Providers are encouraged to speak with their billing office on current practices related to receiving payments from the state. Special location codes specific to sexual assault exams can be requested through MMB.

What is the location code?

Each supplier ID has at least one location code that is associated with a specific clinic/hospital location or remittance address. The location code used determines where a payment would be sent if a paper check is mailed out. On the MSAEPP cover sheet, providers are asked to provide both the location code and desired remittance address. This information is cross-referenced to ensure that payment is directed to the correct address. If there is an issue, program staff will reach out to the billing contact. Providers who do not know which location code to use should contact the program at

OJP.SA.Exams.DPS@state.mn.us.

What is the billing reference number?

The billing reference number is the provider's own identifier for the bill. Whether it is called a billing number or invoice number, it is the provider's number that is associated with the particular claim submitted and is reflected on the documentation provided. It does not have to come in any particular format.

What should the bill or invoice look like?

The invoice or bill submitted to the MSAEPP should request payment from the Minnesota Department of Public Safety Office of Justice Programs. It should include an itemized list of each exam component and the costs associated with the exam component.

Why is an itemized bill required?

OJP is following the directive of the statute which provides for a cap on how much can be reimbursed and not a flat fee. For that reason, OJP needs to have an invoice/bill that specifies what was done and the amounts for each exam component. Any different approach would require a change in the legislation.

Why is the location of the assault needed on the form?

The state only pays for exams related to assaults that occurred in Minnesota so confirmation of location is needed.

Why is the date of the assault needed on the form?

The state is interested in gathering data on sexual assault exams to better understand the nature of victim experiences and their decisions to undergo a medical forensic exam. Identifying the time between the sexual assault and the medical forensic exam is an important piece of information. OJP plans to share all data collected by the MSAEPP with stakeholders to better serve victims and guide policy.

What date should I use if the victim reports ongoing or multiple instances of sexual assault?

Provide the most recent date of sexual assault or abuse.

What if the victim does not provide the exact date?

Provide an approximate date in the date field. This field should not be left blank or say “unknown.”

ABOUT EXAMS COVERED

Does this statute only apply if a sexual assault kit is done?

No. There is no requirement that a kit be done in order for there to be payment to the provider. The only requirement that must be met is that the patient presents as a victim of sexual assault.

Does the new law include suspect exams?

No. The statute is clear that it only applies to victims. Hospitals that had arrangements with their counties to pay for suspect exams are encouraged to talk to the counties who have been paying for suspect exams to see if they will continue that practice.

Is there a time limit for how long after the assault the exam must take place?

No.

Does the statute cover exams that take place in a different state?

Yes. The cost of medical forensic exams related to sexual assaults that happened in Minnesota will be paid by the state regardless of where the exam is performed.

Does the statute cover exams for assaults that took place in a different state?

No. Find sexual assault exam payment resources in other states [here](#).

COVERED COSTS

What costs are covered?

The MSAEPP will pay for medical forensic examination components, tests and treatments related to sexually transmitted infection, and pregnancy status including emergency contraception. Exam costs typically include:

- Collection of the victim's medical history and forensic history of the events of the sexual assault.
- Physical examination of the victim for evidence of the sexual assault.
- Collection of biological samples using the sexual assault kit provided by the Minnesota Department of Public Safety Bureau of Criminal Apprehension.
- Photographs of the physical evidence of the sexual assault.
- Evaluation, testing, and prophylaxis for sexually transmitted infections.
- Testing of pregnancy status and emergency contraception.
- Cost for the use of the medical facility for the period of time the victim received the medical forensic examination.

What costs are not covered?

- Treatment of injuries related to the sexual assault.
- Assessment and treatment of medical injury or conditions unrelated to the sexual assault.

Does the statute include HIV testing and prophylaxis medications?

Yes.

BILLING INSURANCE

Can the provider bill insurance for the sexual assault exam costs?

The intent of the statute is for the state to pay for the costs of sexual assault exams. Medical service providers should always first seek reimbursement from the MSAEPP.

If the cost of the sexual assault exam is not fully paid by the MSAEPP, a medical service provider may seek insurance reimbursement if: (1) they get authorization from the victim after the exam, and (2) when seeking authorization, they notify the victim that “the victim is in no way liable for these costs or obligated to authorize the reimbursement.”

Can the provider bill insurance for costs not considered part of the medical forensic exam?

Yes. For example, the provider can bill insurance for costs associated with the treatment of injuries related to the sexual assault, and assessment and treatment of medical injury or conditions unrelated to the sexual assault.

Can a provider bill MSAEPP for unpaid co-pays?

No. This is not an expense that should be associated with a sexual assault exam nor should victims be billed a co-pay for a sexual assault exam. Expenses related to a sexual assault exam should either be reimbursed by the state or by the patient's insurance if the patient gives permission to bill insurance for the exam.

ABOUT THE VICTIM AND ASSAULT

What victims are covered under this statute?

The statute applies to sexual assault victims seeking services from a medical service provider for an assault that occurred in Minnesota.

Why do we need to include the victim's name and date of birth?

There is a need to be able to identify how many victims received an exam (not just how many exams were done). A unique patient ID is only unique to that provider, so having an additional patient identifier will allow us to ensure that that we have an accurate number of victims who have received exams as well as assist with verification and processing of the bill.

What if the victim does not know where the assault occurred?

Location information is requested because the state is responsible for paying for the exams of victims who have been sexually assaulted in Minnesota. Providing the city is preferred, however, if the victim does not know the city where the assault occurred, they should identify the county or likely county.

OTHER

Why does OJP collect additional information?

The cover sheet requests other information not required in order to pay the bill, including victim gender, victim DOB, and Track-Kit information. OJP is in a unique position to collect statewide data on sexual assault exams, including location, victim demographics, seasonal patterns, and whether a kit was done. This data will be tracked and shared with stakeholders.

In addition, OJP has an interest in making sure that laws related to sexual assault exams are followed, including putting the kit into the Track-Kit system.

Is the information provided to OJP confidential?

Victim identifying data provided to OJP is classified as private data under Minnesota Statutes section 611A.46(b).

When will the online submission of claims be available?

The online claims system is now live and ready to use! To set up an account and submit claims, go the [MSAEPP Claims System](#).