



**Louisiana Department of Health
Health Plan Advisory 17-11
May 26, 2017**

Approval Guidelines for Lien Settlements Equal to or Greater Than \$25,000

The process for obtaining LDH approval for settlements on liens equal to or greater than \$25,000, per Section 5.13.3.7 of the contract, is as follows:

- The LDH subject matter expert (SME)/business owner for the TPL Recovery process is the point of contact for these submissions. Each Plan should provide LDH with its contact for this process.
- The Plan must submit these requests via email marked with High Importance, using the following subject format: “[Plan Name], Settlement Request, [Enrollee’s Name].”
- At minimum, the Plan must include the following in the body of the email and/or in the corresponding attachment(s):
 - Enrollee’s identifying information (name, SSN, Medicaid ID#).
 - DOA/DOI (Date of Accident/Date of Incident).
 - Third party (i.e. liable party/insurance companies, defense and plaintiff attorneys), with contact information.
 - Plan’s lien amount.
 - Case settlement amount.
 - Requested settlement amount (suggested reduced amount).
 - Description of incident and injuries.
 - Reason for request and Plan’s recommendation.
 - Other liens to be considered.
 - Attorney’s fees and expenses.
- Once received, the LDH SME/business owner will consult with LDH Bureau of Legal Services and provide its decision to the Plan contact via email.

If you have any questions regarding this advisory, you may contact the LDH Trauma Recovery SME/business owner.