

**Alberta Health**

**Alberta Aids to Daily Living  
Augmentative Speech and  
Communication Benefits**

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**Policy & Procedures Manual**

April 1, 2013



## Revision History

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# Policy A – 01

## Eligibility Criteria for Electrolarynx

### Policy Statement

Clients must meet general AADL criteria and specific eligibility criteria outlined below:

- AADL artificial larynx benefits are available to eligible clients who have had their larynx removed and have been unsuccessful in learning esophageal speech.
- An otolaryngologist who is a member in good standing with the College of Physicians & Surgeons of Alberta, or a Speech-Language Pathologist (SLP) who is a member in good standing with the Alberta College of Speech-Language Pathologists and Audiologists must prescribe the artificial larynx benefit.

### Procedure

#### Clients:

1. Obtain a prescription, or letter from otolaryngologist or SLP stating an electrolarynx is required.
2. Obtain an assessment by speech language pathologist.
3. Pay cost share contribution if applicable.

#### Speech Language Pathologists (Authorizers):

1. Complete AADL authorization form 1250 indicating the catalogue number and device description.
2. Submit authorization form to AADL.
3. Provide client a choice of vendors, or if not available, advises client of available vendor.

#### AADL:

1. Approves or denies request.
2. Orders and purchases the device from the manufacturer.

#### Manufacturers:

1. Process AADL order request.
2. Ship the artificial larynx device directly to the authorizer.
3. Invoice AADL and invoices client for cost-share portion (if applicable).

## Policy A - 02

### Quantity and Frequency Limits for Electrolarynx

#### Policy Statement

The AADL Program provides clients with **one** electrolarynx device every six (6) years.

Replacement of an electrolarynx device will take place only if the previous device can not be repaired cost-effectively and can no longer be used.

#### Procedure

##### Clients:

1. Request a new electrolarynx device from their authorizer if she/he has had the device for more than six (6) years.
2. Request the repairing of the device if the device is less than six (6) years old and deemed repairable.
3. Sign Quantity and Frequency Review form if the device was used for less than six (6) years and early replacement is being requested.

##### Speech Language Pathologists (Authorizers):

1. Complete authorization form 1250 if the client has used for the device for more than six (6) years.
2. Complete a Quantity and Frequency Review form if the client has used the device for less than six (6) years and early replacement is being requested.
3. Submit documentation/form to AADL for consideration.

##### AADL:

1. Processes 1250 form for those devices over six (6) years of age.
2. Advises authorizer and client of Quantity and Frequency Review decision in writing.

# Policy A -03

## Electrolarynx Repairs

### Policy Statement

The AADL Program will once a year on a prior approval basis, pay the factory invoice cost of repairing electrolarynx devices (after the first year of ownership). During the first year the device is covered by the factory warranty.

### Procedure

#### Clients:

1. Contact SLP or manufacturer to troubleshoot malfunctioning device.
2. Send the malfunctioning device directly to the manufacturer if troubleshooting fails.
3. Pay cost-share portion for repair directly to manufacturer (if applicable)

#### Authorizers (Speech Language Pathologists):

1. Advise client if device needs repairing.
2. Request prior approval for repairs from AADL.
3. Send device for repair if client has sent it in to them.

#### Manufacturers:

1. Repair device.
2. Collect cost-share portion (if applicable) from client.
3. Return repaired device directly to the client or speech language pathologist if indicated.
4. Invoice the AADL Program.

#### AADL:

1. Approves, or denies request for repair.
2. Sends letter to speech language pathologist and/or client to inform them of decision and cost-share portion (if applicable).
3. Pays manufacturer's invoice.

## Policy A - 04

### Recycling Electrolarynx Devices

#### Policy Statement

All electrolarynx devices shall be recycled when no longer in use by the client.

#### Procedure

##### Previous Clients:

1. Return device to authorizer (speech language pathologist) when no longer needed or used.

##### New Clients:

1. Pay cost-share portion (if applicable) on replacement battery for recycled device.

##### Speech Language Pathologists/Otolaryngologists (Authorizers):

1. Inform client at time of purchase that the device must be returned when no longer needed or used.
2. Accept devices no longer needed from the client.
3. Recycle device at their own site.
4. Advise the AADL Program Manager when the device is provided to a new client.

##### AADL:

1. Purchases new batteries for device upon transfer to a new client.
2. Sends letter identifying recycled device and informing client of cost-share portion (if applicable) owing to manufacturer.
3. Accepts devices no longer needed from the client.

##### Manufacturers:

1. Receive payment for cost-share portion (if applicable).
2. Ship batteries to Speech Language Pathologist or client, as designated.

# Policy A – 05

## Client Roles and Responsibilities

### Policy Statement

Clients are responsible for the replacement cost of lost, stolen or damaged electrolarynx devices. The AADL Program is not responsible for replacing electrolarynx devices that have been lost, stolen or damaged due to misuse.

Clients eligible for cost-sharing are responsible for directly paying the manufacturer their cost-share contribution, prior to the device being shipped.

Clients are also responsible for the cost of replacement batteries for their electrolarynx devices.

### Procedure

#### Clients:

1. Purchase homeowners/tenants insurance to cover the cost of lost, stolen, or damaged devices.
2. Contact insurance company in the event of a lost or stolen device if applicable.
3. Pay manufacturer their cost-share contribution directly.
4. Purchase replacement batteries as required.

#### Speech Language Pathologists (Authorizers):

1. Inform clients of AADL policy regarding lost, stolen or misuse of devices.
2. Advise the client to obtain homeowners/tenant's insurance to cover the cost of replacement/repairs that the AADL does not cover.



## Policy A – 06

### Eligibility Criteria for Laryngectomy Supplies and Speaking Valves

#### Policy Statement

Clients must meet general AADL criteria and specific eligibility criteria outlined below:

- AADL laryngectomy supplies are available to laryngectomy and tracheostomized individuals.
- An otolaryngologist who is a member in good standing with the College of Physicians and Surgeons of Alberta, or a Speech-Language Pathologist (SLP) who is a member in good standing with the Alberta College of Speech-Language Pathologists and Audiologists must authorize the laryngectomy supply benefits.

#### Procedure

##### Clients:

1. Obtain an assessment by speech language pathologist.
2. Order and pay for laryngectomy supplies directly to the manufacturer/vendor.
3. Retain all laryngectomy supply receipts.
4. Submit original receipts to the AADL Program for reimbursement using the “Artificial Larynx Benefit reimbursement claim form” (AH2203#) for the period July 1 to June 30<sup>th</sup>, using catalogue number T700.
5. Receive letter from AADL with amount of remaining benefit noted, as well as new reimbursement claim form.

##### Speech Language Pathologists/Otolaryngologists (Authorizers):

1. Complete AADL authorization form 1250# indicating the catalogue number (T700) and device description.
2. Submit authorization form and required prescription to AADL.
3. Provide client a choice of manufacturers/vendors, or if not available, advises client of available manufacturer/vendor.

##### Manufacturers/Vendors:

1. Take client’s order and payment.
2. Provide supplies directly to the client.

**AADL:**

1. Reviews submitted 1250 form.
2. Approves or denies request.
3. Sends letter and reimbursement claim form to client and authorizer, informing them of decision, and eligibility for reimbursement.
4. Reviews submitted reimbursement claim forms for accuracy and eligible supplies.
5. Pays client directly, less cost-share contribution (if applicable).
6. Sends client new form with letter stating what amount of benefit funding is remaining for the benefit year (July 1- June 30).

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## Policy A – 07

### Quantity and Frequency Limits for Laryngectomy Supplies and Speaking Valves

#### Policy Statement

The AADL Program provides clients with maximum amount of funding per year for laryngectomy supplies and tracheostomy and ventilator speaking valves. A Quantity and Frequency Review form may be submitted by an authorizer if benefit maximums have been reached and a client's functional need is not being met. For program maximums, please see the Approved Product List (APL).

#### Procedure

##### Clients:

1. Request a need for more supplies once they have maxed out their benefit year funding.
2. Sign Quantity and Frequency Review form if the maximum amount of funding has been allocated for the benefit year (July 1-June 30), and no alternate funding source is available.

##### Speech Language Pathologists (Authorizers):

1. Complete a Quantity and Frequency Review form if the client has maxed out their benefit year funding (July 1-June 30).
2. Submit documentation/form to AADL for consideration.

##### AADL:

1. Approves or denies request.
2. Advises authorizer and client of Quantity and Frequency Review decision in writing.

## Policy A – 08

### Client Roles and Responsibilities for Laryngectomy Supplies and Speaking Valves

#### Policy Statement

Clients are responsible for the replacement cost of lost, stolen or damaged supplies. The AADL Program is not responsible for replacing supplies that have been lost, stolen or damaged due to misuse.

#### Procedure

##### Clients:

1. Purchase homeowners/tenants insurance to cover the cost of lost, stolen, or damaged supplies.
2. Contact insurance company in the event of lost or stolen supplies, if applicable.

##### Authorizers (Speech Language Pathologists):

1. Inform clients of AADL policy regarding lost, stolen or misuse of devices/supplies.
2. Advise the client to obtain homeowner's/tenant's insurance to cover the cost of laryngectomy supplies, that require replacement due to being lost, stolen or damaged due to misuse.