

Information regarding Alberta Aids to Daily Living Medical-Surgical Benefits

Upcoming Change to Re-assessment process:

Effective September 1, 2018 the Alberta Aids to Daily Living (AADL) program will no longer be sending the “Reassessment for Medical Surgical Supplies” letter to clients. Currently, these letters have been sent to clients who receive funding for incontinence and ostomy products to advise them of upcoming authorization expiry and the need for reassessment.

As per AADL policy “M”, the responsibility of the Authorizer has been and will continue to be to advise clients of the length of their authorization, the expiry date and the process of reassessment. In addition, many of AADL vendors remind clients of upcoming expiry dates and requirements for reassessment as part of their usual business practices.

How to use AADL Medical-Surgical forms:

- ◆ Ensure that the 1250 form is filled out completely, including the tic box client declaration area. Client’s need to print their name, sign the form and write the date that they signed the form.
- ◆ Change forms and Reassessment letters must indicate the products/quantities that are being authorized, do not put “continue with current products and quantities” and leave the form blank.
- ◆ The *Assessment Summaries for Incontinence Products* form must be sent in with all new 1250’s and change forms (when increasing quantities, or extending the authorizations).
- ◆ The *Lower Leg Assessment* forms must be included when extending authorizations for clients with venous insufficiency.
- ◆ Authorizations can be extended when the change form is sent to AADL three months prior to the authorization expiry date or up to six months after the expiration of the authorization.
- ◆ If the Authorizer suspects that the client must have a pre-existing authorization, contact AADL before sending a new 1250 form.

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Medical-Surgical authorization tips:

- ◆ Prior approval is required by all authorizers when authorizing for both catheters and diapers. Contact lori.harmon@gov.ab.ca or at 780-643-1307.
- ◆ Check with the vendor for the **total quantity** used by the client during the most recent year to ensure that quantities are correct when extending authorizations.
- ◆ Notify the AADL Administrative Co-ordinator at debbie.sykora@gov.ab.ca if there has been a change in work address for an authorizer or a change in FTE (lower than 0.6 FTE). Also notify the co-ordinator if the client has passed away, moved out-of-province or changed address.
- ◆ Make sure that you have asked the client about third party insurance. Contact lori.harmon@gov.ab.ca or at 780-643-1307 if you have any questions about this.
- ◆ M243s are for night time use only and can only be ordered for clients requiring them every night, only 60 (no more or less) can be ordered.
- ◆ Ensure that rationale is included when authorizing for silicone/coude tip catheters in clear language (e.g., silicone catheters - client experiences blockages, bypassing or has a diagnosed latex allergy).
- ◆ Authorizers are only permitted to authorize for up to the maximum allowable quantities as per the AADL Approved Product list. Please review the criteria for submitting a QFR if appropriate.
- ◆ Ensure that you are contacting the appropriate clerk. Allow 2 business days for a response. For clients with the last name from **A-L** contact debby.baumann@gov.ab.ca
M-Z penny.porta@gov.ab.ca

AADL will be hosting a teleconference Q&A session for Medical-Surgical Authorizers on Wednesday June 20, 2018 at 9:00 am. Please contact Andrea at andrea.waywanko@gov.ab.ca with your Authorizer number to register. Dial in information will be provided prior to the session.

Internet links for Medical-Surgical Benefits:

Here are common links for the Med/surg benefit area:

<http://www.health.alberta.ca/services/AADL-program-manual.html>

<http://www.health.alberta.ca/services/AADL-forms-docs.html>