



Counseling Assistance Program Policy

PURPOSE:

The purpose of this policy is to add clarity to the eligibility of patients and execution of the processes for clients who are need of financial support for counseling services.

SCOPE:

This policy applies to applicants for reimbursement, clinical personnel completing the application, and Cancer Connection staff and/or board members who review receipts and/or provide payment.

PROVISIONS:

1. Eligible applicants must:
 - a. be a medical patient who has a confirmed diagnosis of cancer; and
 - b. reside in one of the communities in the region of Southeast Alaska; and
 - c. be undergoing active treatment for their diagnosed cancer; and
 - d. have submitted a complete Counseling Reimbursement Patient Data form
2. For those in need of professional counseling services to help manage cancer related issues, Cancer Connection will reimburse two counseling sessions at the rate of \$100.00 each.
3. Payment will be made to the patient or appropriate recipient when receipts for eligible expenses have been received, reviewed and approved by Cancer Connection.
4. Payments may be made in part until the total allowable amount for the year has been reached.
5. Cancer Connection will attempt to provide reimbursement within 30 days of submission of receipts.
6. In the event of the death of an applicant, provided all eligibility conditions have been met and receipts have been submitted, payment will still be made to an appropriate family member or recipient.
7. Reimbursement for a calendar year will be allowed with properly dated receipts up through the end of March of the following calendar year.

Date Issued	Superseded Version Date	Last Revision Date
08/01/2016		