

## **Maine State Uniform Bill Committee**

### **Membership Policy**

#### **MISSION:**

It is the mission of the State Uniform Bill Committee to:

Review and coordinate to the greatest extent possible statewide provider/payer adherence to the national Uniform Bill data set and hard copy billing format.

Define and control statewide assignment and use of undefined data fields and local use reserved coding ranges.

Develop request(s) for change(s) to the national Uniform Bill data set or hard copy billing form in accordance with established National Uniform Bill Committee (NUBC) methodology.

Review and document UB operational/utilization problems and communicate in accordance with established NUBC methodology.

Review statewide provider/payer performance and resolve local issues, but communicate concerns with national implications in accordance with established NUBC reporting methodology.

Maintain a state uniform billing procedure manual, as needed. Ensure that manual is updated consistent with state and national changes. Maintain a procedure for statewide distribution of manual and NUBC materials.

Assure maintenance of a statewide uniform billing training program.

Continue to seek commitment to use and accept the current Uniform Bill data set (hard copy or electronically). Push for the expansion of EDI Health Care applications and national standardization of billing and payment transactions and related business applications.

**MEMBERSHIP:**

Membership of the committee will consist of representation by each of the major payers and all provider types which use the UB. In order to adequately represent the diversity of providers within the state of Maine, every effort will be made to include providers of different size and geographic location. AD HOC committee members will include the Bureau of Insurance, Maine Health Data Organization, NUBC member and Maine Health Information Managers Association.

**MEETINGS:**

The Maine State Uniform Bill Committee will convene regularly scheduled meetings to coincide with the NUBC meeting schedule. Maine SUBC meetings will generally be held in January, April, June, August, October, and December. Decisions at meetings will be reached by consensus of members present. In the event that a particular constituency (payer or provider) is under represented at a meeting, an issue may be tabled till the next meeting.

**ATTENDANCE:**

The Maine SUBC considers it a privilege to serve on this committee, and expects all members to have an exemplary attendance record. If a member cannot attend a given meeting, s/he may designate a representative to attend in her/his place, as long as that individual has been properly prepared to participate. Members who miss three consecutive meetings without sending a representative will be replaced on the committee.

**GUESTS:**

From time to time it may be necessary to invite guests to attend one of the SUBC meetings to address a particular agenda item. Guests will not be included in decision making, unless they are representing an absent member.

**Reviewed by SUBC**  
**Approved by SUBC**  
**Reviewed and updated**

**January 12, 2007**  
**January 12, 2007**  
**January 12, 2007**