



# City of Edmonds Disability Board

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## POLICY AND PROCEDURE

Effective: Approved by the Board at the October 20, 2016 meeting

Revised: Approved by the Board at the July 19, 2018 meeting

### **SUBJECT: APPEALS FOR SPECIAL NEEDS REIMBURSEMENT REQUESTS AND PETITIONS FOR RECONSIDERATION OF BOARD DECISIONS, #12-16**

#### **Appeals for Special Needs Medical Expense Reimbursement Requests**

As noted in the individual City of Edmonds Disability Board (Board) policies for each category of medical expenses available for reimbursement, requests for reimbursement beyond the dollar amount set in each policy are subject to appeal by the LEOFF 1 member to the Board.

**Procedure:** To seek reimbursement from the Board for special needs medical expenses above and beyond the dollar amount set in the governing policy, a written appeal must be submitted to the Board. The appeal must be accompanied by appropriate documentation from the LEOFF 1 member's medical care provider that the special needs medical expenses sought to be reimbursed are medically necessary. The Board will consider the appeal at the next regularly scheduled Board meeting. Such consideration may be made in a closed session (not open to the public). After considering the documents provided on appeal, the Board may deny reimbursement based on a finding that medical necessity has not been established and/or that the medical expenses are not reasonable. Alternatively, if the Board determines that medical necessity has been established, the Board may approve reimbursement for all or a portion of the medical expenses, based on the reasonableness of such expenses, in the sole discretion of the Board. The Board's decision shall be provided to the LEOFF 1 member in writing within thirty (30) days of the Board meeting at which the appeal was considered.

#### **Petitions for Reconsideration**

Any decision of the Board regarding the approval or denial of a claim for reimbursement for medical expenses is subject to a petition for reconsideration by the LEOFF 1 member or the employer to the Board.

#### **Grounds**

The Board may decide to reconsider its decision if one of the following grounds, with supporting facts, is alleged:

- Mistakes, inadvertence, surprise, or excusable neglect;
- Irregularity in making the decision;

- Newly discovered evidence;
- Fraud, misrepresentation, or misconduct of an adverse party;
- The decision is void; or
- Any other reason which, in the Board's discretion, justifies relief.

**Procedure:** To seek reconsideration of a Board decision, either the LEOFF 1 member or the employer must submit a written petition for reconsideration to the Board. The petition must be submitted to the Board within thirty (30) calendar days of notice of the Board decision sought to be reconsidered. Petitions received after the thirty (30) day period are barred. Pending reconsideration, the decision of the Board will be stayed. The petition must be accompanied by appropriate documentation in support of the request for reconsideration that will assist the Board in determining whether sufficient grounds for reconsideration have been established, and in reviewing the petition if the Board determines that reconsideration is warranted. The Board will review the petition at the next regularly scheduled Board meeting. If the Board determines that sufficient grounds for reconsideration have not been established, the Board may deny the petition for reconsideration. If the Board determines that sufficient grounds for reconsideration have been established, the Board may reconsider its decision. Petitions for reconsideration may be reviewed by the Board in a closed session (not open to the public). After considering the documents provided with the petition, the Board may approve or deny the petition, in whole or in part, in the Board's sole discretion. The Board's decision on the petition shall be provided to the petitioning party in writing within thirty (30) days of the Board meeting at which the petition was reviewed. The Board's decision on a petition for reconsideration is not subject to any further requests for reconsideration.