



USAID
FROM THE AMERICAN PEOPLE

Employee Billing Memorandum

Mandatory Reference for ADS Chapter 630

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Responsible Office: M/AS/IRD
File Name: 630mac_121406_cd46

**Agency for International Development
Employee Memorandum Billing
Instructions for Medical Cost Reimbursement**

Billing Date:
Billing Number:
Issued To:

The U.S. Government has paid the attached Medical Bills for you or your authorized dependent. The payment was authorized by the Department of State, Office of Medical Services (State/MED). The U.S. Government acts a secondary payer of medical expenses authorized by State/MED for covered employees (16 FAM 520). You are hereby advised that you MUST file these USG paid medical expenses with your insurance companies. All reimbursements by your insurance companies MUST be returned to USAID. You are requested to file a claim with your insurance companies within 10 days of receipt of this notice. You must provide evidence or a written certification to this billing office that you have filed your claim within the 10 day window. Insurance reimbursements MUST be provided to this billing office not later than 90 days from the date of this Billing Memorandum. If the insurance reimbursement has not been received by the employee within the 90 day window, a written explanation for the cause of the delay must be provided to this billing office. USPSC employees are expected to file claims with both their Medical Evacuation and Health Insurance Providers. Claims should be made first under the Medical Evacuation Policies and second under Health Insurance Policies. If an employee fails to maintain health insurance coverage (USPSC staff must maintain both health and medical evacuation insurance coverage), then the USG will NOT act as a secondary payer for these medical costs and the total amount becomes immediately due and payable by the employee (16 FAM 520).

If the employee has not provided full insurance claim reimbursement to this billing office 90 days from the billing date indicated above, or has failed to maintain health insurance (and medical evacuation coverage for USPSC staff), then the total medical bill debt is considered delinquent and the imposition of interest, penalty charges and administrative costs will be assessed against the debt in accordance with 22 CFR 213. USAID may collect this debt by administrative offset, salary offset as outlined within (5 U.S.C. 5514, 31 U.S.C. 3716, 5 CFR 550 K, and 31 CFR 900 through 904), or refer to the Department of Treasury, Financial Management Services (FMS). FMS will use all means available to the Federal Government for collection of this debt including offset against other payments that may be due you, administrative wage garnishment, collection agencies, and reporting the indebtedness to a credit bureau. Further, FMS will collect their administrative costs in addition to the amount you owe USAID. If FMS is unsuccessful in collecting the delinquent debt, there is a

possibility that the debt may be referred to the Department of Justice for litigation. You have a right to inspect and copy USAID records related to this debt. You may discuss and propose a repayment agreement for the indebtedness. You may dispute the validity of the debt and the dispute will be handled as outlined in 22 CFR 213. Interest, penalty charges, and administrative costs will continue to accrue on the debt during administrative appeal and during waiver consideration by the Agency unless precluded by statute. You should contact the billing office to discuss any questions concerning this debt.

Explanation of Billing:

Paid Medical Bills (Attached) **\$ xx,xxx.xx**

Total Interim Debt Amount **\$ 0.00**

Note: If the employee promptly submits his/her insurance companies reimbursements for these medical costs including a full claims accounting from the insurance companies and they are accepted by USAID, the above billing will be subsequently adjusted to equal the insurance reimbursement amounts.

Billing Office Contact: (Controller, USAID XXXXX, Tel 280-34-453-0000)

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