

Tutoring Assistance Program

Provider Information Sheet

The Georgia Transplant Foundation (GTF) developed a Tutoring Assistance Program to address the educational needs of children who have received a solid organ transplant. These children typically have been chronically ill for years prior to the transplant. These children miss many school days because of transplantation, follow-up care, procedures and biopsies. In addition to sometimes diminished physical well-being, post-transplant children often experience difficulty with anxiety, attention span, and behavior in school because they are behind academically. Children who have a good school experience have increased self-esteem, are able to set goals, have healthier personal relationships, and are more likely to take post-transplant medications. Caregivers of chronically ill children, who are often living on a fixed income, cannot afford supplemental educational costs such as tutoring. Therefore, GTF's tutoring assistance program's main focus is to ensure children have a successful school experience by providing financial assistance for tutoring needs in accordance to the guidelines below.

GTF has developed a fee schedule of tutoring services. We are asking you to review this schedule and consider providing tutoring services to this client based on the fee schedule and reimbursement process outlined below. As GTF supports members of the transplant community in receiving quality affordable tutoring, we ask that each service provider agree to charge the lower amount of either your routine fee or the fee listed below.

Responsibilities of the provider are as follows:

1. The patient is responsible for the cost of the initial testing with your center.
2. GTF agrees to pay the approved provider \$40 per hour for tutoring upon the child's acceptance into GTF's program. This requires pre-approval before initiating services.
3. If you are in agreement to accept payment from GTF at \$40 per hour of tutoring, sign the attached "Provider Agreement Form" and give to the client to submit with their GTF application.
4. Provide the patient with a written educational plan for all tutoring needed.
5. If GTF approves the patient's application, GTF will fax the learning center an approval letter for payment.
6. Tutoring is approved in 24 hours segments.
7. Upon receiving GTF faxed approval, the learning center can schedule the client for tutoring, which should begin within 30 days of approval.
8. GTF will pre-pay 50% of the child's initial 24 hours of tutoring at the beginning of service.
9. The learning center will fax GTF a final bill when the approved 24 hours of tutoring are completed.
10. GTF will pay the remaining 50% balance on the initial 24 hours within 10 business days according to previously agreed fee schedule.
11. The learning center will fax GTF the progress report, evaluation and update form if further tutoring is recommended. This must also be pre-approved.
12. No services will be paid without prior written approval by GTF.

Thank you for working with this client and the Georgia Transplant Foundation to meet the supplemental educational needs of transplanted children. If you have any questions please feel free to contact Rebekah Moshiri, Director of Patient Services at 678-514-1172.