

New England Organ Bank's Reimbursement Schedule

New England Organ Bank is pleased to provide a new and simplified reimbursement schedule and process for funeral service professionals. Beginning with donors on July 1, 2015 through June 30, 2016, the reimbursement schedule is as follows:

Organs/Tissues Donated	Reimbursement Amount
Multi-Organ or Multi-Tissue Donor or Contract Embalmer	\$324.00
<u>Skin Only</u> Donor	\$224.00
<u>Cornea</u> donation is <u>not</u> reimbursable and it does not make up part of a "Multi-Tissue" donation (for example, if the donor was a skin and cornea donor, you would be reimbursed as a "skin only" donation)	
Recovery at Funeral Home – Use of Space	Reimbursed on case by case basis - <u>Must</u> contact Melanie Peffer to discuss
NEOB Requested Transport – local	- Contract Transporter is reimbursable at the flat rate for local - Non-Contract Transporter is reimbursable at the rate in their General Price List
Additional Miles for Transport to/from Tissue Recovery Center (Non-Contract Transporter)	- NEOB will reimburse the additional mileage incurred due to transport to or from our Waltham facility (<i>the family is responsible for the standard transport fee</i>). - If NEOB provides the transport to your funeral home, the family cannot be charged for transport of the decedent.

Effective immediately, invoices to New England Organ Bank for donation related services will require the following information to be on the invoice:

- ❖ Funeral Home letterhead (NEOB will make the check payable to FH with address on letterhead)
- ❖ Date of Services
- ❖ Donor Name
- ❖ Date of Death
- ❖ Name of Embalmer (typed or printed)
- ❖ Signature of Embalmer
- ❖ Embalmer License Number including State (ex., 123456 CT; PR 123654 ME; 132456 NH)
- ❖ Services Provided:
 - Additional Embalming (\$224 or \$324 as stated above)
 - Additional Transportation cost (additional miles over standard radius)
 - NEOB Special Request

All invoices must contain the above information or they will be returned to the funeral home for correction. Invoices must be submitted on funeral home letterhead with the managers or owner's printed or typed name and signature on the invoice.

(1) Trade Embalmers must work with their funeral home clients to determine who will be responsible for submitting for the reimbursement. Only one provider will be reimbursed for a single donor. NEOB will reimburse funeral homes for the applicable fees for embalming as defined in NEOB's reimbursement schedule seen above.

❖ Trade Embalmers: Your company invoice must have your name and Trade Embalmer status in the heading if you are billing.

(2) Individual embalmers may receive checks made out to them; **however, the embalmer must complete a 1099 in order to be reimbursed individually (revised 6/2014).** The same information, as stated above, must still be provided. Checks issued to individual embalmers are mailed to the address of the funeral home.

(3) Transport Reimbursement – you must include a copy of your General Price List with the invoice.

(4) Example of NEOB Requested Transport (Non-Contract Transporters):

❖ Funeral home has already pick-up decedent because there was no morgue at the hospital - we then ask you to transport back to the hospital for us to do the recovery there.

All invoices must continue to include the statement that you are accepting reimbursement in lieu of any additional charges to the donor family or the donor's estate.

All invoices should be sent to:

New England Organ Bank
Attention: Melanie Peffer
60 First Ave
Waltham, MA 02451

If you have any questions, please contact Melanie Peffer at 617-558-6663 or via email at melanie_peffer@neob.org.