

Health Services

Policies and Procedures

Policy Subject/Title: Family Planning Sterilization Payment and Billing

Applicability: Family Planning Case Management, Accounts Payable, and Billing Service

Purpose: To establish procedures to ensure the payment of provider billings, posting of the sterilization into the practice management system, and billing of the sterilization by the billing service.

Policy:

Brazos Valley Community Health Centers will provide sterilization services to family planning clients. Letters of Agreements will be established between BVCHC and local hospitals, physicians and anesthesiology service. BVCHC will reimburse directly the providers and bill the global sterilization procedure to the State family planning program.

Procedure:

- I. The Administrator of Operations will negotiate and secure the Letters of Agreements with the community hospital and medical providers.
- II. The Nurse Care Manager will coordinate and schedule the sterilization procedures. The Nurse Care Manager will ensure the timely receipt of billing documents and completed sterilization consent forms.
- III. The Nurse Care Manager will receive the CMS-1450 billing from the hospital and the CMS-1500 billing from the physician and anesthesiology provider. The physician will also provide the sterilization consent form.
 - A. Prepare CMS-1450 and CMS-1500 for payment.
 1. Record on the CMS form:
 - a. Patient number
 - b. Payor code with description
 - c. The agreement price
 2. Forward copies of the CMS forms to the Assistant Chief Information Officer (ACIO) for payment approval.
 - a. The CMS forms are processed for payment and forwarded to the Business Office for payment.

- b. The ACIO maintains a log of clients who received sterilization to tract reimbursement from the State.
 3. Maintain document file by client.
- B. Prepare Route Slip for posting the global procedure into the practice management system (PMS) and forwarding the route slip to the Billing Service.
 1. Use the CMS-1500 from the physician to complete the route slip.
 2. In the PMS, chose Route Slip from the Member pull down menu; then chose the “Slips/Entc” function. Complete the route slip fields. The fields may self-populate with default information; but these can be written over.
 - a. Name: enter client last name or patient number
 - b. Provider #: enter the provider ID number of the physician who performed the sterilization. Example: 50 for Dr. Pope.
 - c. Payor: press the F2 key and chose the appropriate family planning payor code from the pull down menu.
 - d. Date: press the F10 key to clear the field, then enter the date of sterilization.
 - e. Fac: press the F2 key and chose the appropriate hospital facility code. Example: ZIH College Station Med Ctr.
 - f. Print on the family planning route slip form.
 3. Complete the Route Slip
 - a. Complete the patient information sections unique to family planning
 - b. Write in the global sterilization procedure code:
 - (1) 58600 Ligation (tubal)
 - (2) 55250 Vasectomy
 - c. Write in the Dx sterilization code: V25.2
 - d. Attach a copy of the physician’s CMS-1500 and the sterilization consent form.
 4. Forward the completed Route Slip to the Practice Management Officer (PMO)
 - a. The PMO will post the route slip into the PMS.
 - b. The PMO will forward the route slip with attached documents to the billing service.

Enclosure(s):