

## Chapter 10 Billing Procedures and Payment

### 10.1. Procedures for Reimbursement

BCCHP will produce a monthly invoice based on information reported to us on the Examination & Reimbursement Forms. We use these data to generate billing reports that list the services provided for each client, by CPT code. To assure timely reimbursement, please submit accurate and complete forms as soon after the date of service as possible. Forms include: (1) Men's or Women's Health Examination and Reimbursement Form; (2) Radiology - Breast Evaluation Reporting Form; (3) Breast Diagnostic and Reimbursement Form; (4) Cervical Diagnostic and Reimbursement Form.

We will securely email the invoice and corresponding billing reports to each contractor for review. Contractors need to sign the invoice and send it back to BCCHP. King County Finance requires an original ink-signed invoice. We cannot accept copies and faxes. Keep a copy of the invoice with the billing reports to match up to the check when it arrives, since King County check stubs will not provide backup detail listing the payment amount.

If you need to make corrections, either call the Contract Manager at (206) 263-8175, or fax a list of adjustments to (206) 296-0208. Include the client's name, date-of-service, CPT code(s), and reason for changes. We will review the information and account for any changes on the next invoice.

Depending on the contract, the invoice may include:

1. **Fee-For-Service Billing Reports** - The billing reports list the services provided for each client, by CPT code, as reported to BCCHP on the clinical forms. On the invoice, you will see the total for "Clinical Services (fee-for-service)" under the "Current Expense" column.
2. **Client Coordination and Tracking** – Clinics that enroll clients in BCCHP and track/coordinate follow-up services receive client coordination funds in their contracts. We base the amount of funds on the estimated number of clients that the clinic will enroll in that budget year. We pay a portion of these funds on each monthly invoice.
3. **Outreach and Recruitment** - Subcontractors providing these services must turn in the Outreach Monthly Activity Report to receive reimbursement. On the invoice, you will see the total for "Public Education/Outreach" in the "Current Expense" column. We base the amount on the outreach reimbursement rate included in your contract Scope of Work (SOW). The fields in your outreach form will generate the reimbursement amount for each month, not to exceed a maximum yearly outreach funding ceiling.

### 10.2 Breast, Cervical, and Colon Health Fee Schedule

Go to: [www.kingcounty.gov/healthservices/health/chronic/bchp/downloads.aspx#fee](http://www.kingcounty.gov/healthservices/health/chronic/bchp/downloads.aspx#fee)