

Pima County Health Department

PROGRAM POLICIES AND PROCEDURES

Subject:	Billing Outside Agencies Clinic Services	PPP NO.
Approved by Director:		Approval Date:

A. STATEMENT OF PURPOSE

To allow approved agencies to send clients to PHN offices for clinic services and then be billed for services rendered.

B. DEFINITIONS

1.

C. POLICY

The Pima County Health Department will provide clinic services to staff, volunteers, and/or students of community agencies willing to reimburse for cost of service. These agency(s) will be billed monthly by Pima County Health Department finance department for services rendered.

D. PROCEDURE

1. **Agencies requesting the ability to refer clients to PHN offices for clinic services will be referred to TB Clinic Manager. Information regarding scope of services and requirements for payment will be provided to the requesting agency. PHN offices providing services will maintain a current list of approved agencies for billing. TB Program Manager will provide an updated list to each of the PHN offices when new agencies are added. Each approved agency will be provided with PCHD Clinic Services Billing Form and will be required to use only this form when sending someone from their agency for services. PCHD will make available the Billing Form on the PCHD website. Each agency will be responsible for making additional copies of the Billing Form.**

a. Sub-section (if needed)