Billing Outside Agencies:
Clinic Services

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.

PURPOSE: To allow approved agencies to send large numbers of staff/volunteers/students for clinic services and then be billed for services rendered.

PROCEDURE:
I. Agencies requesting the ability to refer staff, volunteers, and/or students 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. The 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 a 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.

II. Covered services include:

- PPD
- Chest X-Ray (TB Clinic Only)
- Clearance Card (TB Clinic Only)
- MMR/Varicella
- Hepatitis B series
- Hepatitis A series
- Td/Tdap

III. The following procedure will be followed by Office Support Staff upon receipt of an authorized Billing Form. Office Support Staff will review the form for the following:

- Agency is listed and approved to be billed by PCHD
- Review form to assure that it is complete and legible
- Date of request is complete
- Identification of referring agency is checked
- Name of person receiving services and DOB are complete and legible
- Person authorizing services is complete with title and phone
- All services requested by agency are checked

If any of the above information is not complete or the information is not legible, the client will be asked to return with a new billing form.
IV. The following procedure will be followed by Office Support Staff and/or Nursing Staff to complete the information on the Billing Form:

- Complete Service Date
- Complete Office Providing Service
- Complete Service(s) provided
- Signature of staff completing service

V. If additional services need to be provided that are not requested by the referring agency (chest x-ray after a positive skin test), notify by telephone the person authorizing services from the referring agency and request an authorization to provide the service. Document this authorization next to the additional service provided as follows:

  Ok'd by Donna Jones via TC, 3/22/10, ad (initials)

VI. The following procedure will be followed by Office Support Staff once billing forms are complete and services are rendered:

PHN Offices:
- Collect all Clinic Services Billing Forms at end of clinic
- Send all Clinic Services Billing Forms to assigned Office Support Staff
- A copy of billing forms that contain both TB services and PHN services will be sent to the TB clinic for billing of TB services

TB Clinic:
- Collect all Clinic Services Billing Forms at end of clinic
- Give forms to assigned Office Support Staff for billing

VII. The following procedure will be followed for billing agencies:

- Billing information will be entered into the Accounts Receivable Computer Program by a designated staff person from the TB Program for all TB services for that month
- Billing information will be entered into the Accounts Receivable Computer Program by a designated staff person from the PHN offices for services provided by PHN staff
- Billing will be done on a monthly basis by Finance Department
- Checks will be sent directly to the Finance Department and credited to the TB Program Account and/or the Nursing Account
PIMA COUNTY HEALTH DEPARTMENT
CLINIC SERVICES BILLING FORM
(Use ONLY this form when sending an employee/student for services – No other forms will be accepted)

Date: ____________________

Referring Agency:
☐ ResCare HomeCare  ☐ PCOA FOR ALL  ☐ Direct Center for Independence  ☐ One Stop Career Center
☐ United Cerebral Palsy  ☐ Child Parent Centers  ☐ Primavera  ☐ Brown Mackie College
☐ Other: ____________________

Name of Employee/Student (print): ____________________  DOB: mm/dd/yyyy

Our agency agrees to be billed for and pay for services rendered:

Authorized by (print): ____________________  Signature: ____________________
Title (print): ____________________  Phone: ____________________

Service(s) Requested:
☐ MMR  ☐ Varicella  ☐ TB Skin Test
☐ Td  ☐ Tdap  ☐ Chest X-ray (TB Clinic only)
☐ Hepatitis B Series  ☐ Hepatitis A series  ☐ Clearance Card (TB Clinic only)
☐ Other: ____________________

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Service Date: ____________________  THIS SECTION FOR PCHD STAFF ONLY

Office Providing Service:
☐ South  ☐ North  ☐ East  ☐ Green Valley  ☐ Ajo  ☐ Catalina  ☐ TB Clinic

Service(s) Provided:
☐ MMR
☐ Td  ☐ Tdap
☐ Hepatitis B  ☐ Hepatitis A
☐ Varicella
☐ Other: ____________________
☐ TB Skin Test  ☐ Chest X-ray  ☐ Clearance Card

Given by: ____________________  Given by: ____________________  Given by: ____________________

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B Main Office
200 E. Ajo Way
243-8450
Billing Form
PCHD

North Office
3550 N. 1st Ave.
243-2850

East Office
6920 E. Broadway #E
298-3888

South Office
175 W. Irvington
889-9543

Catalina Office
3535 E. Hawser St.
520-825-9299

Green Valley Office
601 N. La Canada Dr.
520-648-1626

Ajo Office
120 E. Raelle
520-387-206

08/10
ResCare HomeCare  
Michelle Foight, HR Manager  
4750 N. Oracle Rd. Suite 114  
Tucson AZ 85705  
520-323-4393  

United Cerebral Palsy of So. Arizona  
Sue Babcock, HR Manager  
635 N. Craycroft  
Tucson, AZ 85711  
520-795-3108  

One-Stop Career Center  
Rebecca Peters, Manager  
340 N. Commerce Park Loop  
Tucson, AZ 85745  
520-798-0500  

Primavera Foundation, Inc.  
151 W. 40th Street  
Tucson, AZ 85713  
520-882-5383  

Direct Center for Independence  
Gail Herbert, Personal Care Coordinator  
1023 N. Tyndall Ave.  
Tucson, AZ 85719  
520-624-6452  

Child Parent Centers, Inc.  
Rosie Kennedy, Health Director  
602 E. 22nd St.  
Tucson, AZ 85713  
623-2512, ext. 77735  

PCOA for ALL  
Connie Darovec, RN  
3950 S. Country Club Rd.  
Tucson, AZ 85714  
520-243-8074  

University Physicians Healthcare  
Carla Kelly, RN, Employee Health Manager  
2800 E. Ajo Way Room 543  
Tucson, AZ 85713  
874-4325  

Billing: Att: Gail Rutter, AP Specialist  
ResCare HomeCare  
950 W. Behrend Dr. Suite #1  
Phoenix, AZ 85027-4403  
623-434-8431  

Billing: Same  

Billing: County Finance (Mike Schaeffer)  

Billing: Att: Rachel Michaud, Comptroller  
Primavera Foundation  
Tucson, AZ 85713  

Billing: Att: Linda Hawkins, Finance  
Direct Center for Independence  
1023 N. Tyndall Ave.  
Tucson, AZ 85719  

Billing: Att: Peg, Accounting  
Child Parent Centers, Inc.  
602 E. 22nd St.  
Tucson, AZ 85713  

Billing: Same  

Billing: Same
Genesis House  
C/O Delia Suarez  
PO BOX 2097  
Green Valley, AZ  85622

Billing: Hands of a Friend  
C/O Patti O’Berry  
PO BOX 2097, Green Valley, AZ  85622  
(520) 648-3589

Valor Hospice  
Chad, Finance Manager  
1860 E. River Rd. #200  
Tucson, AZ  85718

Billing: Accounts Payable  
Valor Hospice  
1860 E. River Rd. #200  
Tucson, AZ  85718

Billing: Same

Brown Mackie College  
Att: Leann Williams  
4585 E. Speedway  
Tucson, AZ  85712  
319-3321

Billing: Same

Canyon Valley Memory Care  
2985 South Camino Del Sol  
Green Valley, AZ  85614

Billing: Same

Salvation Army Hospitality House  
Att: Yolie Hasler  
1021 N. 11th Ave.  
Tucson, AZ  85705  
520-622-5411

Billing: Same

Ajo Ambulance  
Att: Dan Morales  
1850 N. Gila Bend Hwy  
Ajo, AZ  85321  
520-387-5154

Billing: Same

Northwest Medical Center  
Att: Jo McCoy, RN  
Employee Health  
6200 N. La Cholla Blvd.  
Tucson, AZ  85741  
520-469-8756

Billing: Same

Gospel Rescue Mission  
Att: Juan Peralta, Administrator  
312 W. 28th Street  
Tucson, AZ  85713  
520-740-1501

Billing: Same

Chapel in the Hills School  
Att: Director  
5455 S. Westover Ave.  
Tucson, AZ  85746  
520-883-3281

Billing: Same
Java Edge
Att: Shari Henderson, General Manager
3625 E. 42nd Stravenue
Tucson, AZ 85713
520-874-1175

Odyssey Hospice
Att: Kathleen Burns, Executive Director
5210 E. Williams Circle Suite 300
Tucson, AZ 85711
520-577-0270

Billing: Same

Billing: Same