

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, Td, Hepatitis B Series, Other: _____, Varicella, Tdap, Hepatitis A series, TB Skin Test, Chest X-ray (TB Clinic only), Clearance Card (TB Clinic only)

THIS SECTION FOR PCHD STAFF ONLY

Service Date: _____

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: _____

Table with 7 columns: B Main Office, North Office, East Office, South Office, Catalina Office, Green Valley Office, Ajo Office. Includes addresses and phone numbers for each office.

**PIMA COUNTY HEALTH DEPARTMENT
BILLING AGENCIES - CONTACT INFORMATION**

Updated April, 2012

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

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

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

Billing: Same

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

Billing: County Finance (Mike Schaeffer)

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

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

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

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

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

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

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

Billing: Same

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

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

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

Billing: Same

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

Billing: Same