

FAMILY PLANNING

XIII. FEE SCHEDULE

Following are the eligible services and contraceptive methods to be utilized when charging Family Planning clients. See section XIV below for a full description of these service codes.

Service Code	Service Description	Percentage of Fee Charge				
		A - 100%	B - 75%	C - 50%	D - 25%	E - 0%
100	Initial, Annual, or Extended Counseling Postpartum Visit – <u>No</u> Method Fee: No charge for method if it includes clients with existing IUDs or Implants, abstinence, natural/rhythm method, spermicides, condoms, no method, or seeking pregnancy.	\$156	\$117	\$78	\$39	\$0
101	Initial, Annual, or Extended Counseling Postpartum Visit - <u>Plus</u> Method Fee: Methods:	The discounted rates below include the visit <u>plus</u> method based on the pay category.				
	A. OCs: \$7/monthly pack. Additional packs of OCs must be added to the total gross charge. See “Visit Charging Guide” for additional rates.	\$163 includes 1 pack	\$122 includes 1 pack	\$82 includes 1 pack	\$41 includes 1 pack	\$0 includes 1 pack
	D. Injection: \$2/injection	\$158	\$119	\$79	\$40	\$0
	E. Patch: \$22/monthly cycle. Additional cycles of patches must be added to the total gross charge. See “Visit Charging Guide” for additional rates.	\$178 includes 1 cycle of patches	\$134 includes 1 cycle of patches	\$89 includes 1 cycle of patches	\$45 includes 1 cycle of patches	\$0 includes 1 cycle of patches
	F. Vaginal Ring: \$15/monthly cycle. Additional cycles of rings must be added to the total gross charge. See “Visit Charging Guide” for additional rates.	\$171 includes 1 cycle of rings	\$128 includes 1 cycle of rings	\$86 includes 1 cycle of rings	\$43 includes 1 cycle of rings	\$0 includes 1 cycle of rings
	G. Diaphragm/Jelly: \$28	\$184	\$138	\$92	\$46	\$0
	I. Paragard IUD (when inserted onsite by trained HD staff): \$200	\$356	\$267	\$178	\$89	\$0
	J. Mirena IUD (when inserted onsite by trained HD staff): \$376	\$532	\$399	\$266	\$133	\$0
	K. Implanon (when inserted onsite by trained HD staff): \$285	\$441	\$331	\$221	\$110	\$0

FAMILY PLANNING

Service Code	Service Description	Percentage of Fee Charge				
		A - 100%	B - 75%	C - 50%	D - 25%	E - 0%
102	Periodic Revisit or Deferred Physical Visit – <u>No</u> Method Fee: No charge for method if it includes clients with existing IUDs or Implants, abstinence, natural/rhythm method, spermicides, condoms, no method issued, or seeking	\$67	\$50	\$34	\$17	\$0
103	Periodic Revisit or Deferred Physical Visit - <u>Plus</u> Method Fee: Methods:	The discounted rates below include the visit <u>plus</u> method based on the pay category.				
	A. OCs: \$7/monthly pack. Additional packs of OCs must be added to the total gross charge. See “Visit Charging Guide” for additional rates.	\$74 includes 1 pack	\$56 includes 1 pack	\$37 includes 1 pack	\$19 includes 1 pack	\$0 includes 1 pack
	D. Injection: \$2/injection	\$69	\$52	\$35	\$17	\$0
	E. Patch: \$22/monthly cycle. Additional cycles of patches must be added to the total gross charge. See “Visit Charging Guide” for additional rates.	\$89 includes 1 cycle of patches	\$67 includes 1 cycle of patches	\$45 includes 1 cycle of patches	\$22 includes 1 cycle of patches	\$0 includes 1 cycle of patches
	F. Vaginal Ring: \$15/monthly cycle. Additional cycles of rings must be added to the total gross charge. See “Visit Charging Guide” for additional rates.	\$82 includes 1 cycle of rings	\$62 includes 1 cycle of rings	\$41 includes 1 cycle of rings	\$21 includes 1 cycle of rings	\$0 includes 1 cycle of rings
	G. Diaphragm/Jelly: \$28	\$95	\$71	\$48	\$24	\$0
	I. Paragard IUD (when inserted onsite by trained HD staff): \$200	\$267	\$200	\$134	\$67	\$0
	J. Mirena IUD (when inserted onsite by trained HD staff): \$376	\$443	\$332	\$222	\$111	\$0
	K. Implanon (when inserted onsite by trained HD staff): \$285	\$352	\$264	\$176	\$88	\$0
104	GYN Problem/Lab/Counseling Visit	\$33	\$25	\$17	\$8	\$0
105	BP recheck/Repeat Pap smear: <ul style="list-style-type: none"> • BP recheck visit(s) to rule out hypertension • Repeat Pap smear due to technical problems (i.e., unsatisfactory or No ECC result; specimen lost or broken) 	\$0	\$0	\$0	\$0	\$0
106O	*Implant/IUD Removal Fee	\$75	\$56	\$38	\$19	\$0
107	Pregnancy Test Only Service (regardless of result)	\$11	\$8	\$6	\$3	\$0

* Requires a separate receipt when provided with other service codes on the same date of service.

NOTE: For examples of circumstances when fees can be waived, see description of “Good Cause”, earlier this section.

FAMILY PLANNING

If a client has been referred to a contracted provider for one of the following methods, utilizing approved Title X funds, the client is to be charged and billed as appropriate upon completion of the procedure. The clinic is to follow-up to confirm that the procedure was performed and document this in the patient's medical record. In the interim pending the procedure, the client is to be charged for all services/methods provided.

	A - 100%	B - 75%	C - 50%	D - 25%	E - 0%
106I Paragard IUD (when inserted by contracted provider; includes device <u>and</u> insertion fee)	\$275	\$206	\$138	\$69	\$0
106J Mirena IUD (when inserted by contracted provider; includes device <u>and</u> insertion fee)	\$451	\$338	\$226	\$113	\$0
106L Female Sterilization	\$1000	\$750	\$500	\$250	\$0
106M Male Sterilization	\$300	\$225	\$150	\$75	\$0

XIV. SERVICE CODE DESCRIPTIONS

Following are descriptions of the Family Planning service codes utilized when charging clients.

In most cases, a single service code will be utilized; however, there are exceptions when two are needed. Examples: 1) Client received an IUD removal, then a Depo-Provera injection on the same day. In this case, Service Codes 103D and 106O are utilized. This would result in the issuance of two receipts on the same day. 2) Client receives Depo injection on the date of service when she signed consent for a sterilization procedure and received referral. She is to be charged for the visit and Depo injection in the usual manner, then subsequently charged/billed for the sterilization procedure upon completion, resulting in two receipts on different dates of service. In this case, Service Codes 103D and 106L are utilized.

A. SERVICE CODE 100 – INITIAL, ANNUAL, EXTENDED COUNSELING POSTPARTUM VISIT: NO METHOD FEE.

An in-depth evaluation of a new or established client requiring the establishment or update of medical records, comprehensive history, complete physical examination, appropriate diagnostic laboratory tests and procedures, family planning counseling using PT+3 teaching methodology and contraceptive method as indicated per protocol.

Fees charged to the client include the visit; there is no separate fee for the method if it includes abstinence, natural/rhythm method, spermicides, condoms, no method issued, or seeking pregnancy. See fee schedule for current visit rate.

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B. SERVICE CODE 101 – INITIAL, ANNUAL, EXTENDED COUNSELING POSTPARTUM VISIT: PLUS METHOD FEE.

An in-depth evaluation of a new or established client requiring the establishment or update of medical records, comprehensive history, complete physical examination, appropriate diagnostic laboratory tests and procedures, family planning counseling using PT+3 teaching method and contraceptive method as indicated per protocol.

Fees charged to the client include the visit plus the method if it includes OCs, injection, patch, vaginal ring, Implant, Mirena IUD, Paragard IUD, or Diaphragm with spermicide jelly. See fee schedule for current visit with method rates.

C. SERVICE CODE 102 – PERIODIC REVISIT OR DEFERRED PHYSICAL VISIT: NO METHOD FEE.

A brief evaluation of a new or established client with a new or existing family planning condition; reasons include but are not limited to: contraceptive changes, issuance/ administration of supplies, or contraceptive problems (e.g. breakthrough bleeding or the need for additional guidance); OR

A visit to defer the physical examination and labwork for Initial, Annual or postpartum clients based on program protocol.

Fees charged to the client include the visit; there is no separate fee for the method if it includes abstinence, natural/rhythm method, spermicides, condoms, no method issued, or seeking pregnancy. See fee schedule for current visit rate.

D. SERVICE CODE 103 - PERIODIC REVISIT OR DEFERRED PHYSICAL VISIT: PLUS METHOD FEE.

1. A brief evaluation of a new or established client with a new or existing family planning condition; reasons include but are not limited to: contraceptive changes, issuance/ administration of supplies, or contraceptive problems (e.g. breakthrough bleeding or the need for additional guidance); OR
2. A visit to defer the physical examination and labwork for Initial, Annual or postpartum clients based on program protocol.

Fees charged to the client include the visit plus the method if it includes OCs, injection, patch, vaginal ring, Implant, Mirena IUD, Paragard IUD, or Diaphragm with spermicide jelly. See fee schedule for current visit plus method rates.

E. SERVICE CODE 104 – GYN PROBLEM/LAB/COUNSELING VISIT

Brief visit for services which may include but are not limited to: Assessment of breast problem, repeat lab visit (repeat Pap smear; Hgb, etc.), counseling only visit, etc.

FAMILY PLANNING

F. SERVICE CODE 105 – BP RECHECK/REPEAT PAP SMEAR DUE TO TECHNICAL REASONS

Brief visit for the following scenarios:

1. Occasional case where a client has a newly identified elevated blood pressure reading and must return no sooner than 6 hours for a repeat reading to rule out hypertension. This may occur a second time if a tie-breaker BP reading is indicated. NOTE: This visit does not involve those clients who are already diagnosed with hypertension, and receive quarterly BP monitoring prior to issuance of contraceptive.
2. Repeat Pap smear due to technical problems (i.e., unsatisfactory or No ECC result; specimen lost or broken).

These visits are coded as a “GYN Problem/Lab/Couns” visit in PHALCON.

G. SERVICE CODE 106I - IUD/PARAGARD BY CONTRACT PROVIDER

Includes charges for clients who have been referred to a Title X contracted provider for the insertion of a Paragard IUD. The fee includes the Paragard device and insertion fee. Once it has been confirmed with the provider that the procedure was performed, the client is to be charged/billed utilizing this service code.

H. SERVICE CODE 106J – IUD/MIRENA BY CONTRACT PROVIDER

Includes charges for clients who have been referred to a Title X contracted provider for the insertion of a Mirena IUD. The fee includes the Mirena device and insertion fee. Once it has been confirmed with the provider that the procedure was performed, the client is to be charged/billed utilizing this service code.

I. SERVICE CODE 106L – FEMALE STERILIZATION BY CONTRACT PROVIDER

Includes charges for clients who have been referred to a Title X contracted provider for a female sterilization procedure. The fee includes all procedures utilized to perform the sterilization. Once it has been confirmed with the provider that the procedure was performed, the female client is to be charged/billed utilizing this service code.

J. SERVICE CODE 106M – MALE STERILIZATION BY CONTRACT PROVIDER

Includes charges for clients who have been referred to a Title X contracted provider for a male sterilization procedure. The fee includes all procedures utilized to perform the sterilization. Once it has been confirmed with the provider that the procedure was performed, the male client is to be charged/billed utilizing this service code.

K. SERVICE CODE 106O IMPLANT/IUD REMOVAL FEE

Services include Implant or IUD removal procedures performed by a trained MD or Nurse Practitioner. This code is used in conjunction with other service codes on the same date of service.

L. SERVICE CODE 107 – PREGNANCY TEST ONLY SERVICE

Services include a pregnancy test only (regardless of result) with counseling and referral as appropriate. This visit is coded as a “GYN Problem/Lab/Couns” visit in PHALCON.

FAMILY PLANNING
Visit Charging Guide
Percentage of Fee Charge – Category A 100%

Initial/Annual/Extended PP Couns Visit/With Method:

Service Code	Method	Monthly cycles														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	
101A	OCs	\$163	\$170	\$177	\$184	\$191	\$198	\$205	\$212	\$219	\$226	\$233	\$240	\$247	\$254	
101D	Injection	\$158														
101E	Patch	\$178	\$200	\$222	\$244											
101F	Vaginal Ring	\$171	\$186	\$201	\$216											
101G	Diaphragm/Jelly	\$184														
101I	Paragard IUD	\$356														
101J	Mirena IUD	\$532														
101K	Implanon	\$441														

Periodic Revisit/Deferred Physical Visit/With Method:

Service Code	Method	Monthly cycles														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	
103A	OCs	\$74	\$81	\$88	\$95	\$102	\$109	\$116	\$123	\$130	\$137	\$144	\$151	\$158	\$165	
103D	Injection	\$69														
103E	Patch	\$89	\$111	\$133	\$155											
103F	Vaginal Ring	\$82	\$97	\$112	\$127											
103G	Diaphragm/Jelly	\$95														
103I	Paragard IUD	\$267														
103J	Mirena IUD	\$443														
103K	Implanon	\$352														

CHARGING PROCEDURE FOR FAMILY PLANNING: Assess client for Medicaid eligibility. Clients not eligible for Medicaid are charged based on their annual income assessment for services and methods as outlined in the Fee Schedule.

Family Planning Fee Management e-Day Sheet

Update 08/17/2009

e-Day Sheets and Monthly Recaps

Main Menu:

- Generate Receipt (F1)
- Patient/Client Records
- Lookup Receipt
- Void Receipt
- Return Check
- Defaults Menu (F2)
- Report Menu (F5)
- Finance Reports
- Exit (F11)



[Click here or F12 for information about this Day Sheets](#)

Version: 1.5

SiteName
Your Clinic

This package contains instructions for updating the eDay Sheet for the Family Planning fee, contraceptive code, and visit code changes. These instructions CANNOT be performed until the last Family Planning receipt is issued on August 31, 2009.

These changes go into effect September 1, 2009.

All changes listed in this package must be made BEFORE Family Planning receipts can be issued on September 1, 2009.

The changes must be made by the Office Manager using the Office Manger User Id and Password. Remember DO NOT share passwords!

Each clinic will be updating their own category codes, descriptions, and fee codes because the Family Planning information is consistent from county to county, the other service codes may not be consistent. Pushing out these changes from central office would override county specific updates to the other service codes.

Family Planning receipts CANNOT be issued while these changes are being made. Other receipts may be issued while the Office Manager is making these changes.

As soon as the Office Manager determines when they will be making these changes please let me know via email. The changes can be made either after all Family Planning receipts have been issued on August 31, 2009 or before any Family Planning receipts are issued on September 1, 2009. I need to know so I can arrange to be available for support.

Please review this package and become familiar with the contents. If you have questions while you are reviewing the material please call or email me.

**Randy Tatum
334 206-5735
randy.tatum@adph.state.al.us**

Effective 09/01/2009, there will NO LONGER be a separate Revenue (Recap) Code for Contraceptives

ONE TIME ONLY
Updating Revenue Source Code
Sign on using the Office Manager User Id and Password

e-Day Sheets and Monthly Recaps

Main Menu:

- Generate Receipt (F1)
- Patient/Client Records
- Lookup Receipt
- Void Receipt
- Return Check
- Defaults Menu (F2)
- Report Menu (F5)
- Finance Reports
- Exit (F11)



[Click here or F12 for information about this Day Sheets](#)

Version: 1.5

SiteName
Test Day Sheet

Click on Main Menu



| Record 1 | Found 15076 of 15076 | Browse | - Main Menu

Scroll down until you find RevSources Worksheet:

e-Day Sheets and Monthly P

Main Menu:

- Generate Receipt (F1)
- Patient/Client Records
- Lookup Receipt
- Void Rece
- Return Ch
- Defaults M
- Report Me
- Finance R
- Exit (F11)

Click on RevSources Worksheet

Main Menu

- List of default categories
- Report Menu
- Find Screen
- Transactions by Category
- Transactions by Date
- Which defaults?
- Defaults
- Information
- Reference Data
- Print Receipt
- Patient Info
- Crosstab 1
- Finance Reports
- Category Worksheet
- Revenue Source Report
- DataEntryScreen
- Receipt Lookup
- Print Void Receipt
- Print Duplicate Receipt
- Returned Check Receipt
- Crosstab ReturnedChk
- RevSources Worksheet
- Vital Stats Summary
- No Transactions Report
- Print Corrected Receipt
- RecapCorrections
- RecapCorrections Find Screen
- Holiday Worksheet
- Holiday's
- VitalStatsFind
- Transactions by Service Code
- ServiceCode Find Screen
- Outstanding Balances Letter2
- Outstanding Balances
- Find Outstanding Balances
- Client Numbers W/O Names
- AdjustmentScreen
- Balance Reports
- RecapDepositFind
- RecapFileFind
- RecapReturnChkFind
- ClientInvoiceDepositFind
- No Contact Report
- Find Client Invoices
- ClientLabel
- Problem Balances

Click for number

Found 15076 of 15076

Browse

- Main Menu

You will receive this screen.

Locate the Revenue Source Code 11

Click on the Category box containing FP


REVENUESOU	REVENUEDES	VALID	CATEGORY
01	COUNTY FUNDS		MISC
05	MISCELLANEOUS		MISC
08	MATERNITY CARE COORDINATION		MAT
09	GIFT OF LIFE		MISC
10	HOME HLTH OTH FEES		MISC
13	FAM PLAN PT FEES		FP
14	MEDICAID MATERNITY - FEE SERVI		MAT
15	MATERNITY PT FEE		MAT
16	MEDICAID WAIVER-COA		MISC
18	DONATIONS		MISC
20	PATIENT FEES DENTAL		DEN
22	PATIENT FEES CLINIC		OC
23	IMMUNIZATIONS		IMM
24	ENVIRONMENT FEE		ENV
27	MATERNITY OTHER		MAT
28	MEDICAID DENTAL		DEN
30	LOCAL SUPPORT		MISC
31	LOCAL SUPPORT		MISC
32	LOCAL SUPPORT		MISC
33	LOCAL SUPPORT		MISC
34	LOCAL SUPPORT		MISC
35	LOCAL SUPPORT		MISC
37	HIV/AIDS WAIVER		MISC
4A	OPTIONS I		MISC
40	LOCAL SUPPORT		MISC
41	CASE MANAGEMENT		MISC
44	OPTIONS II		MISC
45	OFFICE VISITS - MEDICAID		MISC
47	LOCAL SUPPORT		MISC
50	LOCAL SUPPORT		MISC
51	LOCAL SUPPORT		MISC
52	2% Sales Tax receipt		MISC
53	LOCAL SUPPORT		MISC
54	LOCAL SUPPORT		MISC
55	LOCAL SUPPORT		MISC
56	LOCAL SUPPORT		MISC
58	LOCAL SUPPORT		MISC
59	LOCAL SUPPORT		MISC
60	LOCAL SUPPORT		MISC
61	LOCAL SUPPORT		MISC
62	LOCAL SUPPORT		MISC
63	LOCAL SUPPORT		MISC
64	LOCAL SUPPORT		MISC
65	LOCAL SUPPORT		MISC
69	LOCAL SUPPORT		MISC
71	Vital Statistic		VS
11	Family Planning Contraceptive		FP

Locate Revenue Source Code 11

Click on the Category box containing FP

Replace the FP with SPACES *ONLY on the Line with 11 in the Revenuesou column*

REVENUESOU	REVENUEDES	VALID	CATEGORY
01	COUNTY FUNDS		MISC
05	MISCELLANEOUS		MISC
08	MATERNITY CARE COORDINATION		MAT
09	GIFT OF LIFE		MISC
10	HOME HLTH OTH FEES		MISC
13	FAM PLAN PT FEES		FP
14	MEDICAID MATERNITY - FEE SERVI		MAT
15	MATERNITY PT FEE		MAT
16	MEDICAID WAIVER-COA		MISC
18	DONATIONS		MISC
20	PATIENT FEES DENTAL		DEN
22	PATIENT FEES CLINIC		OC
23	IMMUNIZATIONS		IMM
24	ENVIRONMENTAL FEE		ENV
27	MATERNITY OTHER		MAT
28	MEDICAID DENTAL		DEN
30	MONTGOMERY		MISC
31	MPHC SUPPORT MONTGOMERY		MISC
32	CITY OF PIKE ROAD		MISC
33	LOCAL SUPPORT		MISC
34	LOCAL SUPPORT		MISC
35	LOCAL SUPPORT		MISC
37	HIV/AIDS WAIVER		MISC
4A	OPTIONS I		MISC
40	LOCAL SUPPORT		MISC
41	CASE MANAGEMENT		MISC
44	OPTIONS II		MISC
45	OFFICE VISITS - MEDICAID		MISC
47	LOCAL SUPPORT		MISC
50	LOCAL SUPPORT		MISC
51	LOCAL SUPPORT		MISC
52	LOCAL SUPPORT		MISC
53	LOCAL SUPPORT		MISC
54	LOCAL SUPPORT		MISC
55	LOCAL SUPPORT		MISC
56	LOCAL SUPPORT		MISC
58	LOCAL SUPPORT		MISC
59	LOCAL SUPPORT		MISC
60	LOCAL SUPPORT		MISC
61	LOCAL SUPPORT		MISC
62	MACWC OFFICE MONTGOMERY		MISC
63	SCHOOL NURSE OFFICE MONT		MISC
64	BAPTIST HOSPITAL		MISC
65	JACKSON HOSPITAL		MISC
69	LOCAL SUPPORT		MISC
71	V S FEES 1ST COPY -		VS
38	BIOMONITORING		MISC
11	Family Planning Contraceptive		


Replace FP with spaces

Press F10 to return to the Main Menu

FAMILY PLANNING CATEGORY UPDATES AND ADDITIONS

Below are Family Planning Service Codes to be deactivated, Visit Rate and Description changes, and New Service Category Codes that need to be added to the Default Category Table in the e-Day Sheet.

THESE MUST BE IMPLEMENTED BEFORE RECEIPTS ARE ISSUED ON 09/01/2009.

Please follow these instructions and enter the information that is in **BOLD>**.

FIRST, UPDATE Existing Categories that will NO LONGER BE USED:

Below are the existing categories that will no longer be used when issuing regular receipts.

- Select Defaults Menu (F2) from the Main Menu
- Click on Default Categories
- Locate Category Code **101**
 - Click on the Service C code **101**.
 - The line should look like the one below.
 - | | | | | |
|-----|-----------------|----|----------------------------------|----------|
| 101 | Family Planning | FP | Family Planning-Periodic Revisit | \$182.00 |
|-----|-----------------|----|----------------------------------|----------|
 - Press the Delete Key to remove the 101
 - Click on the Default Amount and change it to **“0.00”**
 - Press Enter
 - The Line should look like the one below.
 - | | | | | |
|--|-----------------|----|----------------------------------|--------|
| | Family Planning | FP | Family Planning-Periodic Revisit | \$0.00 |
|--|-----------------|----|----------------------------------|--------|
- Locate Category Code **103**
 - Click on the Service C code **103**.
 - The line should look like the one below.
 - | | | | | |
|-----|-----------------|----|---|----------|
| 103 | Family Planning | FP | Extended Family Planning Counseling Visit | \$182.00 |
|-----|-----------------|----|---|----------|
 - Press the Delete Key to remove the 103
 - Click on the Default Amount and change it to **“0.00”**
 - Press Enter
 - The Line should look like the one below.
 - | | | | | |
|--|-----------------|----|---|--------|
| | Family Planning | FP | Extended Family Planning Counseling Visit | \$0.00 |
|--|-----------------|----|---|--------|
- Locate Category Code **106A**
 - Click on the Service C code **106A**.
 - The line should look like the one below.
 - | | | | | |
|------|-----------------|----|---------------|--------|
| 106A | Family Planning | FP | Pills Monthly | \$8.00 |
|------|-----------------|----|---------------|--------|
 - Press the Delete Key to remove the 106A
 - Click on the Default Amount and change it to **“0.00”**
 - Press Enter
 - The Line should look like the one below.
 - | | | | | |
|--|-----------------|----|---------------|--------|
| | Family Planning | FP | Pills Monthly | \$0.00 |
|--|-----------------|----|---------------|--------|
- Locate Category Code **106B**
 - Click on the Service C code **106B**.
 - The line should look like the one below.
 - | | | | | |
|------|-----------------|----|-----------------|---------|
| 106B | Family Planning | FP | Pills Quarterly | \$24.00 |
|------|-----------------|----|-----------------|---------|
 - Press the Delete Key to remove the 106B

- Click on the Default Amount and change it to “0.00”
- Press Enter
- The Line should look like the one below.

Family Planning	FP	Pills Quarterly	\$0.00
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- Locate Category Code **106C**

- Click on the Service C code **106C**.
- The line should look like the one below.
- Press the Delete Key to remove the 106C
- Click on the Default Amount and change it to “0.00”
- Press Enter
- The Line should look like the one below.

106C	Family Planning	FP	Pills Annual	\$112.00
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Family Planning	FP	Pills Annual	\$0.00
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- Locate Category Code **106D**

- Click on the Service C code **106D**
- The line should look like the one below.
- Press the Delete Key to remove the 106D
- Click on the Default Amount and change it to “0.00”
- Press Enter
- The Line should look like the one below.

106D	Family Planning	FP	Injection Contraceptive Quarterly	\$15.00
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Family Planning	FP	Injection Contraceptive Quarterly	\$0.00
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- Locate Category Code **106E**

- Click on the Service C code **106E**.
- The line should look like the one below.
- Press the Delete Key to remove the 106E
- Click on the Default Amount and change it to “0.00”
- Press Enter
- The Line should look like the one below.

106E	Family Planning	FP	Patch Quarterly	\$67.00
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Family Planning	FP	Patch Quarterly	\$0.00
-----------------	----	-----------------	--------

- Locate Category Code **106F**

- Click on the Service C code **106F**.
- The line should look like the one below.
- Press the Delete Key to remove the 106F
- Click on the Default Amount and change it to “0.00”
- Press Enter
- The Line should look like the one below.

106F	Family Planning	FP	Ring Quarterly	\$45.00
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Family Planning	FP	Ring Quarterly	\$0.00
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- Locate Category Code **106G**

- Click on the Service C code **106G**.
- The line should look like the one below.
- Press the Delete Key to remove the 106G
- Click on the Default Amount and change it to “0.00”
- Press Enter
- The Line should look like the one below.

106G	Family Planning	FP	Diaphragm	\$19.00
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Family Planning	FP	Diaphragm	\$0.00
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- Locate Category Code **106H**
 - Click on the Service C code **106H**.
 - The line should look like the one below.
 - | | | | | |
|------|-----------------|----|-------------------|--------|
| 106H | Family Planning | FP | Spermicidal Jelly | \$9.00 |
|------|-----------------|----|-------------------|--------|
 - Press the Delete Key to remove the 106H
 - Click on the Default Amount and change it to **“0.00”**
 - Press Enter
 - The Line should look like the one below.
 - | | | | | |
|--|-----------------|----|-------------------|--------|
| | Family Planning | FP | Spermicidal Jelly | \$0.00 |
|--|-----------------|----|-------------------|--------|

- Locate Category Code **106K**
 - Click on the Service C code **106K**.
 - The line should look like the one below.
 - | | | | | |
|------|-----------------|----|------------------------------------|----------|
| 106K | Family Planning | FP | Implant - Removal with Reinsertion | \$435.00 |
|------|-----------------|----|------------------------------------|----------|
 - Press the Delete Key to remove the 106K
 - Click on the Default Amount and change it to **“0.00”**
 - Press Enter
 - The Line should look like the one below.
 - | | | | | |
|--|-----------------|----|------------------------------------|--------|
| | Family Planning | FP | Implant - Removal with Reinsertion | \$0.00 |
|--|-----------------|----|------------------------------------|--------|

- Locate Category Code **106N**
 - Click on the Service C code **106N**.
 - The line should look like the one below.
 - | | | | | |
|------|-----------------|----|---------------------|----------|
| 106N | Family Planning | FP | Implant + Insertion | \$385.00 |
|------|-----------------|----|---------------------|----------|
 - Press the Delete Key to remove the 106N
 - Click on the Default Amount and change it to **“0.00”**
 - Press Enter
 - The Line should look like the one below.
 - | | | | | |
|--|-----------------|----|---------------------|--------|
| | Family Planning | FP | Implant + Insertion | \$0.00 |
|--|-----------------|----|---------------------|--------|

- Locate Category Code **106P**
 - Click on the Service C code **106P**.
 - The line should look like the one below.
 - | | | | | |
|------|-----------------|----|-------------|---------|
| 106P | Family Planning | FP | IUD Removal | \$77.00 |
|------|-----------------|----|-------------|---------|
 - Press the Delete Key to remove the 106P
 - Click on the Default Amount and change it to **“0.00”**
 - Press Enter
 - The Line should look like the one below.
 - | | | | | |
|--|-----------------|----|-------------|--------|
| | Family Planning | FP | IUD Removal | \$0.00 |
|--|-----------------|----|-------------|--------|

- Locate Category Code **106Q**
 - Click on the Service C code **106Q**.
 - The line should look like the one below.
 - | | | | | |
|------|-----------------|----|---------------|---------|
| 106Q | Family Planning | FP | Patch Monthly | \$22.00 |
|------|-----------------|----|---------------|---------|
 - Press the Delete Key to remove the 106Q
 - Click on the Default Amount and change it to **“0.00”**
 - Press Enter
 - The Line should look like the one below.
 - | | | | | |
|--|-----------------|----|---------------|--------|
| | Family Planning | FP | Patch Monthly | \$0.00 |
|--|-----------------|----|---------------|--------|

- Locate Category Code **106R**
 - Click on the Service C code **106R**.
 - The line should look like the one below.

- | | | | | | | | |
|------|-----------------|---|----|---|--------------|---------|---|
| 106R | Family Planning | ▼ | FP | ▼ | Ring Monthly | \$15.00 | ▼ |
|------|-----------------|---|----|---|--------------|---------|---|
- Press the Delete Key to remove the 106R
- Click on the Default Amount and change it to "0.00"
- Press Enter
- The Line should look like the one below.
- | | | | | | | | |
|--|-----------------|---|----|---|--------------|--------|---|
| | Family Planning | ▼ | FP | ▼ | Ring Monthly | \$0.00 | ▼ |
|--|-----------------|---|----|---|--------------|--------|---|

- F10 back to the Main Menu

SECOND. UPDATE Existing Categories with Rate and Description Changes:

THESE RATE and DESCRIPTION CHANGES CAN ONLY BE ENTERED AFTER THE CLOSE OF BUSINESS 08/31/2009 OR THE FIRST THING (before receipts are issued) 09/01/2009.

Below are some existing categories that need Description and/or Rate changes.

- Select Defaults Menu (F2) from the Main Menu
- Click on Default Categories
- Locate Category Code **100**
 - Click on the Description box and enter:
"Initial/Annual/Extended Visit",
 - Click on the Default Amount box and change it to "156.00"
 - Press Enter.
- Locate Category Code **102**
 - Click on the Description box and enter:
"Periodic Revisit or Deferred Physical Visit",
 - Click on the Default Amount box and enter "67.00"
 - Press Enter.
- Locate Category Code **104**
 - Click on the Default Amount box and enter "33.00"
 - Press Enter.
- Locate Category Code **107**
 - Click on the Default Amount box and enter "11.00"
 - Press Enter.
- Locate Category Code **106I**
 - Click on the Description box and enter:
"IUD/Paragard by Contract Provider",
 - Click on the Default Amount box and enter " 275.00"
 - Press Enter.
- Locate Category Code **106J**
 - Click on the Description box and enter:
"IUD/Mirena by Contract Provider",
 - Click on the Default Amount box and enter "451.00"
 - Press Enter.
- Locate Category Code **106L**
 - Click on the Description box and enter:
"Female Sterilization by Contract Provider",
 - Press Enter.

- Locate Category Code **106M**
 - Click on the Description box and enter:
"Male Sterilization by Contract Provider",
 - Press Enter.
- Locate Category Code **106O**
 - Click on the Description box and enter:
"Implant/IUD Removal",
 - Click on the Default Amount box and enter **"75.00"**
 - Press Enter.
- F10 back to the Main Menu

Third. Add New Categories:

Below are some new categories to be entered for issuing receipts for Visit/Contraceptives.

- Select Defaults Menu (F2) from the Main Menu
- Click on Default Categories
- Click on New Category Record and enter the following on the blank category line: **"101A"**,
 - Click on the Category drop down box select **"FAMILY PLANNING"**,
 - Click on the Short Cat box and select **"FP"**,
 - Click on the Description box and enter:
"In/An/Ext Vst w/ Pill Pack.",
 - Click on Default Amount box and enter **"163.00"**
 - Press Enter.
- Click on New Category Record and enter the following on the blank category line: **"101D"**,
 - Click on the Category drop down box select **"FAMILY PLANNING"**,
 - Click on the Short Cat box and select **"FP"**,
 - Click on the Description box and enter:
"In/An/Ext Vst w/ Injection",
 - Click on Default Amount box and enter **"158.00"**
 - Press Enter.
- Click on New Category Record and enter the following on the blank category line: **"101E"**,
 - Click on the Category drop down box select **"FAMILY PLANNING"**,
 - Click on the Short Cat box and select **"FP"**,
 - Click on the Description box and enter:
"In/An/Ext Vst w/ Patch",
 - Click on Default Amount box and enter **"178.00"**
 - Press Enter.
- Click on New Category Record and enter the following on the blank category line: **"101F"**,
 - Click on the Category drop down box select **"FAMILY PLANNING"**
 - Click on the Short Cat box and select **"FP"**
 - Click on the Description box and enter:
"In/An/Ext Vst w/ Ring",
 - Click on Default Amount box and enter **"171.00"**
 - Press Enter.
- Click on New Category Record and enter the following on the blank category line: **"101G"**
 - Click on the Category drop down box select **"FAMILY PLANNING"**,
 - Click on the Short Cat box and select **"FP"**,
 - Click on the Description box and enter:

- **"In/An/Ext Vst w/ Diaphragm/Jelly"**
- Click on Default Amount box and enter **"184.00"**
- Press Enter.

- Click on New Category Record and enter the following on the blank category line: **"101I"**
 - Click on the Category drop down box select **"FAMILY PLANNING"**
 - Click on the Short Cat box and select **"FP"**
 - Click on the Description box and enter:
"In/An/Ext Vst w/ Paragard Insertion"
 - Click on Default Amount box and enter **"356.00"**
 - Press Enter.

- Click on New Category Record and enter the following on the blank category line: **"101J"**,
 - Click on the Category drop down box select **"FAMILY PLANNING"**,
 - Click on the Short Cat box and select **"FP"**,
 - Click on the Description box and enter:
"In/An/Ext Vst w/ Mirena Insertion",
 - Click on Default Amount box and enter **"532.00"**
 - Press Enter.

- Click on New Category Record and enter the following on the blank category line: **"101K"**,
 - Click on the Category drop down box select **"FAMILY PLANNING"**,
 - Click on the Short Cat box and select **"FP"**,
 - Click on the Description box and enter:
"In/An/Ext Vst w/ Implanon",
 - Click on Default Amount box and enter **"441.00"**
 - Press Enter.

- Click on New Category Record and enter the following on the blank category line: **"103A"**,
 - Click on the Category drop down box select **"FAMILY PLANNING"**,
 - Click on the Short Cat box and select **"FP"**,
 - Click on the Description box and enter:
"Per Rvst/Def Phy w/ Pills",
 - Click on Default Amount box and enter **"74.00"**
 - Press Enter.

- Click on New Category Record and enter the following on the blank category line: **"103D"**,
 - Click on the Category drop down box select **"FAMILY PLANNING"**
 - Click on the Short Cat box and select **"FP"**
 - Click on the Description box and enter:
"Per Rvst/Def Phy w/ Injection ",
 - Click on Default Amount box and enter **"69.00"**
 - Press Enter.

- Click on New Category Record and enter the following on the blank category line: **"103E"**,
 - Click on the Category drop down box select **"FAMILY PLANNING"**,
 - Click on the Short Cat box and select **"FP"**,
 - Click on the Description box and enter:
"Per Rvst/Def Phy w/ Patch"
 - Click on Default Amount box and enter **"89.00"**
 - Press Enter.

- Click on New Category Record and enter the following on the blank category line: **"103F"**
 - Click on the Category drop down box select **"FAMILY PLANNING"**
 - Click on the Short Cat box and select **"FP"**
 - Click on the Description box and enter:

"Per Rvst/Def Phy w/ Ring"

- Click on Default Amount box and enter **"82.00"**
- Press enter.

- Click on New Category Record and enter the following on the blank category line: **"103G"**,
 - Click on the Category drop down box select **"FAMILY PLANNING"**,
 - Click on the Short Cat box and select **"FP"**,
 - Click on the Description box and enter:
"Per Rvst/Def Phy w/ Diaphragm/Jelly",
 - Click on Default Amount box and enter **"95.00"**
 - Press Enter.

- Click on New Category Record and enter the following on the blank category line: **"103I"**,
 - Click on the Category drop down box select **"FAMILY PLANNING"**,
 - Click on the Short Cat box and select **"FP"**,
 - Click on the Description box and enter:
"Per Rvst/Def Phy w/ Paragard Insertion",
 - Click on Default Amount box and enter **"267.00"**
 - Press Enter.

- Click on New Category Record and enter the following on the blank category line: **"103J"**,
 - Click on the Category drop down box select **"FAMILY PLANNING"**,
 - Click on the Short Cat box and select **"FP"**,
 - Click on the Description box and enter:
"Per Rvst/Def Phy w/ Mirena Insertion",
 - Click on Default Amount box and enter **"443.00"**
 - Press Enter.

- Click on New Category Record and enter the following on the blank category line: **"103K"**,
 - Click on the Category drop down box select **"FAMILY PLANNING"**,
 - Click on the Short Cat box and select **"FP"**,
 - Click on the Description box and enter:
"Per Rvst/Def Phy w/ Implanon",
 - Click on Default Amount box and enter **"352.00"**
 - Press Enter.

- Click on New Category Record and enter the following on the blank category line: **"105"**,
 - Click on the Category drop down box select **"FAMILY PLANNING"**,
 - Click on the Short Cat box and select **"FP"**,
 - Click on the Description box and enter:
"Blood Pressure Recheck/Repeat Pap Smear",
 - Click on Default Amount box and enter **"0.00"**
 - Press Enter.

- F10 back to the Main Menu
 - Select Default Menu again
 - Default Categories.

Compare what is in your table to the one below, they should be the same. If not, you will need to go to the individual lines and make the changes.

The Codes No Longer used will be at the beginning of the Defaults Category listing with spaces in the Service C. See below

Service C	Category	Short Cat	Description	Default Amount
	Family Planning	FP	Family Planning-Periodic Revisit	\$0.00
	Family Planning	FP	Extended Family Planning Counseling Visit	\$0.00
	Family Planning	FP	Pills Monthly	\$0.00
	Family Planning	FP	Pills Quarterly	\$0.00
	Family Planning	FP	Pills Annual	\$0.00
	Family Planning	FP	Injection Contraceptive Quarterly	\$0.00
	Family Planning	FP	Patch Quarterly	\$0.00
	Family Planning	FP	Ring Quarterly	\$0.00
	Family Planning	FP	Diaphragm	\$0.00
	Family Planning	FP	Spermicidal Jelly	\$0.00
	Family Planning	FP	Implant - Removal with Reinsertion	\$0.00
	Family Planning	FP	Implant + Insertion	\$0.00
	Family Planning	FP	IUD Removal	\$0.00
	Family Planning	FP	Patch Monthly	\$0.00
	Family Planning	FP	Ring Monthly	\$0.00

Scroll down the Default Category listing to Service Code 100 and compare the current Codes, Descriptions, and Fees with the ones below. They should be the same. If not, you will need to go to the individual lines and make the changes. These new categories will appear in the drop down box on the receipt entry screen where the other categories are selected for types of services.

100	Family Planning	FP	Initial/Annual/Extended Visit	\$156.00
101A	Family Planning	FP	In/An/Ext Vst w/ Pill Pack	\$163.00
101D	Family Planning	FP	In/An/Ext Vst w/ Injection	\$158.00
101E	Family Planning	FP	In/An/Ext Vst w/ Patch	\$178.00
101F	Family Planning	FP	In/An/Ext Vst w/ Ring	\$171.00
101G	Family Planning	FP	In/An/Ext Vst w/ Daiphragm/Jelly	\$184.00
101I	Family Planning	FP	In/An/Ext Vst w/ Paragard Insertion	\$356.00
101J	Family Planning	FP	In/An/Ext Vst w/ Mirena Insertion	\$532.00
101K	Family Planning	FP	In/An/Ext Vst w/ Implanon	\$441.00
102	Family Planning	FP	Peroidic Revisit or Deferred Physical Visit	\$67.00
103A	Family Planning	FP	Per Rvst/Def Phy Vst w/ Pills	\$74.00
103D	Family Planning	FP	Per Rvst/Def Phy Vst w/ Injection	\$69.00
103E	Family Planning	FP	Per Rvst/Def Phy Vst w/ Patch	\$89.00
103F	Family Planning	FP	Per Rvst/Def Phy Vst w/ Ring	\$82.00
103G	Family Planning	FP	Per Rvst/Def Phy Vst w/ Diaphragm/Jelly	\$95.00
103I	Family Planning	FP	Per Rvst/Def Phy Vst w/ Paragard Insertion	\$267.00
103J	Family Planning	FP	Per Rvst/Def Phy Vst w/ Mirena Insertion	\$443.00
103K	Family Planning	FP	Per Rvst/Def Phy w/ Implanon	\$352.00
104	Family Planning	FP	GYN Problem/Laboratory/Counseling Visit	\$33.00
105	Family Planning	FP	Blood Pressure Recheck/Repeat Pap Smear	\$0.00
106I	Family Planning	FP	IUD/Paragard By Contract Provider	\$275.00
106J	Family Planning	FP	IUD/Mirena By Contract Provider	\$451.00
106L	Family Planning	FP	Female Sterilization By Contract Provider	\$1,000.00
106M	Family Planning	FP	Male Sterilization By Contract Provider	\$300.00
106O	Family Planning	FP	Implant/IUD Removal	\$75.00
107	Family Planning	FP	Family Planning Pregnancy Test Only	\$11.00

Finally, scroll to the bottom of the Default Category listing and compare the Donation and Payment on Account codes with the ones below. They should be the same. If not, you will need to go to the individual lines and make the changes.

ENDON	Environmental Fees	▼	ENV	▼	Environmental Donations	\$0.00	▼
ENPOA	Environmental Fees	▼	ENV	▼	Environmental Payment on Account	\$0.00	▼
FPDON	Family Planning	▼	FP	▼	Family Planning Donation	\$0.00	▼
FPPOA	Family Planning	▼	FP	▼	Family Planning Payment on Account	\$0.00	▼
IMDON	Misc-Immun	▼	IMM	▼	Immunization Donation	\$0.00	▼
IMPOA	Misc-Immun	▼	IMM	▼	Immunization Payment on Account	\$0.00	▼
OCDON	Other Clinic	▼	OC	▼	Other Clinic Donation	\$0.00	▼
OCPOA	Other Clinic	▼	OC	▼	Other Clinic Payment on Account	\$0.00	▼

Effective 09/01/2009, there will NO LONGER be a separate Revenue (Recap) Code for Contraceptives.

Because of the new Default Category Codes combining a visit with a contraceptive there will **NO LONGER be a requirement for two separate receipts when contraceptives are issued.** Only, one receipt with the correct Visit/Contraceptive code will be necessary.

THERE ARE TWO EXCEPTIONS THAT MAY REQUIRE TWO RECEIPTS:

1) The patient that has an IUD/Implanon removal (service code 106O) will have 2 charges that will require separate receipts.

- A) A receipt for the visit and supplies if applicable
- B) A receipt for the IUD/Implanon removal (106O)

2) The patient that applies for Plan First and is **not awarded** will have 2 charges billed to them that will require separate receipts based on the requirements at the time of the visit.

- A) A receipt for the visit
- B) A receipt for supplies if applicable

Please refer to the example on the next page.

In the example below a patient was not awarded Plan First and is being charged for an Annual Visit that was provided when they applied for Plan First.

Look up the Patients Number and Create a Receipt.

Leave the date as the CURRENT DATE.

Main Menu (F10)

Day Sheet

Clerk ADPH		Test Day Sheet Test Day Sheet 24 Somewhere Road Montgomery, AL 00000		Date issued 8/3/2009	
Client Number 9111	Client Name Paula Test Patient				
Payment Category FP	Service Code 100	Gross Fee Charge \$156.00	Percent %	Net Charges	Amount Paid
<input type="radio"/> Check <input type="radio"/> Cash <input type="radio"/> Both	CheckAmount	CashAmount	Previous Balance \$46.00	Current Balance \$52.00	Vital Stats-1st Vital Stats-2nd
Recap Source	Received From/Payer:				
Notes	Todays Date 8/3/2009				

Print Receipt

Select the Service Code from the Drop Down Box, if the code is not there enter the code.

Must change the Gross Fee Charge amount to the amount that was in effect for the date the service was rendered.

Complete the receipt for the Annual Visit.

Main Menu (F10)

Day Sheet

Clerk		Test Day Sheet			
ADPH		Test Day Sheet			
24 Somewhere Road Montgomery, AL 00000					
Client Number	Client Name	Date issued			
9111	Paula Test Patient	8/3/2009			
Payment Category	Service Code	Gross Fee Charge	Percent %	Net Charges	Amount Paid
FP	100	\$182.00	25%	46.00	0.00
<input type="radio"/> Check	CashAmount	Previous Balance	Current Balance		
<input checked="" type="radio"/> Cash	\$0.00	\$52.00	\$98.00		
<input type="radio"/> Both					
Recap Source	Received From/Payer:				
13					
Notes					Today's Date
For Services on 7/10/09 PF Not Awarded					8/3/2009

Print Receipt

Documentation referring to the date the service was rendered and the reason for the receipt.

After the Gross Fee Amount was changed.

In the example below a patient was not awarded Plan First and is being charged for supplies that were provided while the Plan First application was being processed.

Look up the Patients Number and Create a Receipt.

Leave the date as the Current Date.

Complete the receipt following the instructions on the example below.

Main Menu (F10)

Day Sheet

Clerk ADPH		Test Day Sheet Test Day Sheet 24 Somewhere Road Montgomery, AL 00000			
Client Number 9111	Client Name Paula Test Patient	Date issued 8/3/2009			
Payment Category FP	Service Code 106B	Gross Fee Charge \$24.00	Percent % 25%	Net Charges 6.00	Amount Paid 0.00
<input type="radio"/> Check <input checked="" type="radio"/> Cash <input type="radio"/> Both	CashAmount \$0.00	Previous Balance \$52.00	Current Balance \$58.00		
Recap Source 13	Received From/Payer:				
Notes Supplies issued on 7/10/09 PF Appl Not Awarded	Todays Date 8/3/2009				

Print Receipt

Scroll down the drop down box and select FAM PLAN PT FEES, it will convert to 13.

Enter the Service Code for the supplies that were issued.

Enter the Gross Amount to be charged that was in effect the day the supplies were issued.

Documentation referring to the date the supplies were issued and the reason for the receipt.

UPCOMING EVENTS

There will be a new version of the eDay Sheet sent out Wednesday, September 30, 2009.

We have not determined what time this version will be loaded. It maybe that someone will have to be available after hours on Wednesday 9/30/2009.

Please think about who will able to be available at each site for emails and/or phone calls during the process of loading the new version. Please send this to me via email. Make sure you indicate in your email the person's name, their location and a phone number where they can be reach after hours. **randy.tatum@adph.state.al.us**

More information will be coming on the New Version in the next couple of weeks. I just wanted to give you as much time to plan as possible.

Thank You for all of your hard work and dedication.