

## ADPH Partner Instructions

Effective 1/1/14, the Bureau of Clinical Laboratories (BCL) must receive the patient’s insurance information to perform most lab tests or the patient will be billed.

The Alabama Department of Public Health (ADPH) currently partners with some facilities/providers (ADPH Partners) who serve patients with no insurance and meet federal or state grant criteria. ADPH Partner may cover the lab costs for patients who meet certain grant criteria. If you have any questions about partnering with an ADPH Program, please contact the appropriate ADPH Program.

Program	Phone	Email	Website
BCL	334- 260-3400	bcl@adph.state.al.us	<a href="http://www.adph.org/bcl">www.adph.org/bcl</a>
EPI	800-338-3874	epidemiology@adph.state.al.us	<a href="http://www.adph.org/epi">www.adph.org/epi</a>
HIV/AIDS	800-228-0469	hiv@adph.state.al.us	<a href="http://www.adph.org/aids">www.adph.org/aids</a>
IMM	800-469-4599	immunization@adph.state.al.us	<a href="http://www.adph.org/immunization">www.adph.org/immunization</a>
STD	334-206-2765	std@adph.state.al.us	<a href="http://www.adph.org/std">www.adph.org/std</a>
TB	334-206-5330	tb@adph.state.al.us	<a href="http://www.adph.org/tb">www.adph.org/tb</a>

After your facility confirms with an ADPH Program that your facility is a partner, please follow these instructions in BCL’s LIMS Webportal. To find out more information about LIMS, go to [www.adph.or/bcl](http://www.adph.or/bcl), BCL Webportal.

1. On the “Patient Information” tab, “Insurance Information” section, click “Carrier” drop-down menu.

The screenshot shows the 'Patient Sample Login' form with the 'Patient Information' tab selected. The 'Insurance Information' section contains a table with columns: Carrier, Group, ID, Responsible Last Name, Responsible First Name, and Responsible SSN. The 'Carrier' column has a drop-down menu, which is circled in red. Other fields include Patient MRN, Last Name, First Name, Middle Name, Date of Birth, Gender, Race, Ethnicity, Social Security #, Address, Zip, City, State, County, Country, E-mail, Phone, and Maiden Name.

2. In “Carrier” drop-down menu, select ADPH Partner.

The screenshot shows a list of carriers in a drop-down menu. The options include: AARP, ABC/CCDF, ADPH PARTNER (circled in red), AETNA, ALL KIDS, ANTHEM BCBS, ASSURANT HEALTH, BCBS, BCBS ALABAMA, BCBS ALLKIDS, BCBS MS, BCBS OF AL, BCBS TEXAS, BEECHSTREET, BLUE CROSS OUT OF ST, and BLUE CROSS/BLUE SHLD.

3. On the “Auxiliary Data” Tab, click “Bill to” drop-down menu.

The screenshot shows the 'Patient Sample Login' form with the 'Auxiliary Data' tab selected. The 'Bill to' dropdown menu is circled in red. Below it are several input fields: Order Provider NPI (10 digits), NPI Provider's First Name?, NPI Provider's Last Name?, Relationship of insured to PT, and six Diagnosis (ICD-9) fields. A 'Submit' button is located at the bottom right of the form area.

4. In the “Bill to” drop-down menu, select the appropriate ADPH program

The screenshot shows a dropdown menu titled '9 Record(s)' with a search box. The menu contains the following data:

Data	Description
01	Patient Insurance
02	Patient (Self Pay)
03	Ordering Facility
04	ADPH BCL Program
05	ADPH EPI Program
06	ADPH HIV Program
07	ADPH IMM Program
08	ADPH STD Program
09	ADPH TB Program

Buttons for 'OK', 'Cancel', and 'Clear' are visible at the bottom of the dialog.