AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Grant Application; HHS Family Planning

Action Requested:

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

Family Planning Services Grant Proposal for your review, prior to submission to Colorado Department of Health and Env. Written by Laura McLoughlin, Family Planning Coordinator

Fiscal Impact:

Submitted by: Randy Morgan on behalf of Laura McLo **Submitter's Email Address:** rmorgan@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, this grant activity is covered in the 2020 adopted budget. Will follow new process for future budget implications. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 2/3/2020

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 2/10/20

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 2/10/2020 Certificate of Insurance Required

Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 2/13/2020

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 2/18/2020

Revised April 2015

FAMILY PLANNING PROGRAM – REQUEST FOR APPLICATION #29606

1. The Gunnison County Family Planning Program is part of the Gunnison County Department of Health and Human Services. The mission of the Gunnison County Department of Health and Human Services (DHHS) is to provide culturally competent advocacy, prevention, protection and support services to families of Gunnison and Hinsdale counties so they can prosper and thrive in a healthy and supportive community. Our local public health agency (LPHA) is within this department and is led by the Director of Health and Human Services, presently Joni Reynolds, RN/CNS, MSN. The Family Planning Coordinator, presently Laura McLoughlin, RN, manages our family planning program. The County Manager and the County Commissioners oversee the Gunnison County Health and Human Services Department.

   The Gunnison County Family Planning Program previously was part of the Gunnison County Nursing Service. In approximately 2010 the Nursing Service, also called the Public Health office, joined forces with the Department of Human Services and now we are one department.

2. Our clinic has a strong history of providing family planning services to families with low-incomes and adolescent patients as these groups have always been a group that we have targeted in our community outreach and our clinic practices. We have always prioritized these groups as directed by Title X regulations.

3. Gunnison County Health and Human Services Family Planning Program served 512 unduplicated women and 113unduplicated men in 2019. We obtained this information through iCare as we don't have an electronic health record specific to our clinic. The typical family planning services provided include provision of most all contraceptive methods including long-acting reversible contraceptives, fertility awareness based methods, hormonal contraceptives and barrier methods. We refer out for vasectomy. We do not presently provide tubal ligation. Our family planning services also typically include breast and cervical cancer screenings as indicated, and STI testing and treatment for women and men. We counsel adolescents to encourage family involvement, follow strict confidentiality and mandatory reporting policies, and screen for human trafficking. We strive to create an inclusive and welcoming environment and try to decrease barriers to access as much as possible.

4. Our organization is applying for funding from the Colorado Family Planning Program (COFPP) because our community relies on these dollars to provide low cost birth control and STI screening and treatment to our most at-risk populations. These resources are essential to continuing our efforts to decrease the unplanned pregnancy rate and stop the trend of increasing STIs in our county.

5. There are no other low-cost or sliding fee scale clinics in our service area.

6. The family planning coordinator is Laura McLoughlin, RN. She provides the majority of the STI screenings, method evaluation and patient follow up for treatment and referrals. The Director of Health and Human Services (who is supervised by the county manager) supervises the coordinator. The medical director is Annamarie Meeuwsen, MD who also provides care at Gunnison Valley Family Physicians and helps with our prenatal program for undocumented clients. The finance office oversees the grants and budgets. There are two clinicians, one is a nurse practitioner, Erin Sunday, NP who provides all LARC methods, and one is a physician's assistant, Nicol Talbert, PA, who provides implants only. They both do breast and cervical cancer

screenings, STI treatment and basic infertility care. We have a bilingual clinic assistant, Kim Bemis, who also coordinates the Women's Wellness Connection and Women, Infants and Children Programs for Gunnison County. There are also a couple of administrative assistants in our program. One is bilingual in Spanish and primarily answers the phone and makes appointments. Another is responsible for all of the billing, including Medicaid and private insurances.

7. Gunnison County Health and Human Services serves both Gunnison and Hinsdale Counties. Both of these counties are located on the western slope and are frontier counties.

8. Our program serves clients at Gunnison Valley Hospital on the second floor, southwest corner, located in the "Specialty Clinic". The address is 711 N. Taylor St., Gunnison, Colorado, 81230.

9. Our organization's relationship with Connect for Health is that we provide a computer for clients for access the Connect for Health application in our reception area at the HHS building. Our local Medicaid/PEAK Enrollment system is also housed there. We have a care coordinator for Rocky Mountain and Medicaid coordination, navigation and follow up. We have an employee on staff doing the Healthy Communities program that works with new moms. Our organization is part of the West Central Health Partnership, which presently is working on behavioral care and regional housing concerns.

10. When a person comes in or calls on the phone to make an appointment, it is determined what type of appointment is needed and with what level of provider. If it is someone who is needing a routine STI screening including urine screening and/or blood draws, they can be seen by the nurse. The nurse also can do method evaluations and pregnancy testing. Pregnancy options counseling is done by the clinician only. The clinicians provide contraceptives, treat infections, do method evaluations, perform Pap smears and annual exams, and provide basic infertility care. The clinicians also order mammograms and pelvic ultrasounds when indicated, and refer for specialty care. The nurse is the one responsible for follow-up and patient navigation to other providers, whether it be for prenatal care or other referral.

    Our program provides clinical services on Monday, Wednesdays and Fridays from 8-5 at the Specialty Clinic at Gunnison Valley Hospital. The family planning coordinator works the other days at the Health and Human Services building doing administrative duties. If someone were to need emergency contraception, that is available Monday through Friday.

    Some pharmaceuticals are provided onsite at the clinic. These medications include oral contraceptives, depo injections, and treatment medications for the most common STIs and vaginal infections. We also directly dispense barrier methods of contraception. There are standing orders for the provision of contraception, emergency contraception and STI treatments. All medications dispensed from the clinic are written in the dispensing log, given a sequential prescription number and a clinician signs all prescription orders. We have a pharmacist that comes to review charts and perform chart audits quarterly.

11. When a client is given a medical referral the name, date, reason for referral, and organization that the clients is being referred to is all written in the patient's chart and in a referral log book. The referrals are followed up by the family planning coordinator in a timely manner according to the severity of the situation whether it be an emergent, essential or discretionary type referral. Emergent referrals are followed up in 12 -48 hours. Urgent referrals are followed up in 2-4 weeks. Essential and discretionary referrals are followed up in 1-2 months. Contact attempts to assess the follow up care that the client has received or to encourage follow up are dependent on

their preference, which is indicated on the client's registration page, either text, call or no call and to what phone number. Three attempts at contacting the patient are made, the first two by phone and the last one by certified mail if the previous attempts are unsuccessful. The referral log book is reviewed weekly and calls made as indicated. The referral log is reviewed weekly and calls/texts are made as indicated. All patient contact is documented in the patient chart.

12. Our current clinical quality assurance review includes monthly chart reviews by our Medical Consultant. Our program also performs a yearly patient satisfaction survey. We also have a suggestion box in the clinic area waiting room and improvements are made based on suggestions by our clients to the best of our ability.

13. Our clinic does not have its own electronic health record. We put our clinic visit data into the state iCare system. We enter our immunization information into CIIS. Information about reportable STIs is submitted to the state. We also use the Center for Disease Detection for the majority of our lab services and from there we can get our annual numbers of Paps and other lab tests performed. We keep track of how many LARCs we provide on our dispensing log and report those numbers to the state on a quarterly basis. We also report sterilization numbers to the state quarterly. Because our clinic is located in the Gunnison Valley Hospital we follow the security rules of the hospital. Our door to the clinic space has a key pad with a code for entry. All of our files are in locked file cabinets and our medications are kept in locked cupboards. We have a strict policy of not leaving computer screens open and not leaving paperwork out and uncovered that shows patient data.

Commented [c1]: Are the STI lab tests reported via CEDRS? Are the investigations/follow-up entered into CEDRS?

14. Attached please find Attachment A, which is our Privacy Policy. This hangs in the reception area of our clinic for all clients to see. When an adolescent presents to our clinic we encourage family involvement but also let the adolescent know that everything that happens in our clinic is completely confidential. If a client presents wanting to be seen with another person, the client is first taken back into an exam room independently to make sure that the client indeed is comfortable with having the other person with them for the appointment and to make sure that there is no coercion or trafficking.

15. There is a county orientation for all staff at Gunnison County given by the county leadership. The Health and Human Services Department provides annual mandatory reporting training, active shooter response training, and Stop the Bleed and CPR training to all employees. The Family Planning Program supports annual training for clinicians, nurses, clinic assistants and administrative assistants in their areas of work including Contraceptive Updates and Colorado Family Planning Annual Conferences. All family planning staff is required to do the online family planning required trainings. These required trainings include Introduction to Title X Family Planning, Confidentiality, Counseling Adolescents, Human Trafficking and Mandatory Reporting.

    Clinical skills such as wet prep are annually peer reviewed and evaluated clinician to clinician or clinician to nurse.

16. Please find the attached policies for the Gunnison County Health and Human Services Family Planning Program.

    Attachment B. Contraceptive Services
    Attachment C. STI and HIV Screening and Prevention Services
    Attachment D. Adolescent Services

Attachment E. Preconception Health Services
Attachment F. Basic Infertility Services
Attachment G. Pregnancy Testing and Counseling

17. The Gunnison County Health and Human Services Family Planning Program is funded not only by the Title X Grant but also through the Gunnison County Activity Budget. This budget is funded by payments made to the Family Planning Program through Medicaid reimbursement, private insurance reimbursement, private pay fees and donations. Gunnison County also provides computer and phone services along with other in-kind support such as office space at the Health and Human Services building. Gunnison Valley Health, our local health network, donates clinic space at Gunnison Valley Hospital in the Specialty Clinic for which we do not have to pay. They also provide in-kind donation services such as laundry and autoclave services.

18. Please find the attached sliding fee scale.

    Attachment H. Sliding-fee scale

19. Gunnison County Health and Human Services has policies for collecting Medicaid and private insurance for family planning services and for immunizations. Please see the following attachments for details.
    Attachment I. Medicaid Billing Policy
    Attachment J. Private Insurance Billing Policy

Privacy Notice

Section 1: Purpose of This Notice and Effective Date

This Notice Describes:

1. How medical information about you may be used and disclosed; and
2. How you may obtain access to this information.

Please review this information carefully.

Effective date. The effective date of this Notice is April 14, 2003.
This Notice is required by law. Gunnison County _____ is required by law to take reasonable steps to ensure the privacy of your personally identifiable health information and to inform you about:

1. The County's uses and disclosures of Protected Health Information (PHI),
2. Your rights to privacy with respect to your PHI,
3. The County's duties with respect to your PHI,
4. Your right to file a complaint with the County and with the Secretary of the U.S. Department of Health and Human Services, and
5. The person or office you should contact for further information about Gunnison County's privacy practices.

Section 2: Your Protected Health Information

Protected Health Information (PHI) Defined

The term "Protected Health Information" (PHI) includes all information related to your past or present health condition that individually identifies you or could reasonably be used to identify you and is transferred to another entity or maintained by the County in oral, written, electronic or any other form.

PHI refers to your health information held by the County.

When the County May Disclose Your PHI

The County has amended its Departmental Documents to protect your PHI as required by federal law. Under the law, the County may disclose your PHI without your consent or authorization in the following cases:

1. ***At your request.*** If you request it, the County is required to give you access to certain PHI in order to allow you to inspect it and/or copy it.

2. ***As required by an agency of the government.*** The Secretary of the Department of Health and Human Services may require the disclosure of your PHI to investigate or determine the 's compliance with the privacy regulations.
3. ***For treatment, payment or health care operations.*** The County and its business associates will use PHI without your consent, authorization or opportunity to agree or object in order to carry out:
   - Treatment,
   - Payment, or
   - Health care operations.

The County does not need your consent or authorization to release your PHI when:

- you request it,
- a government agency requires it, or
- the uses it for treatment, payment or health care operations.

Definitions of Treatment, Payment or Health Care Operations	
Treatment is health care.	Treatment is the provision, coordination or management of health care and related services. It also includes but is not limited to consultations and referrals between one or more of your providers. ***For example:*** The County discloses to a treating orthodontist the name of your treating dentist so that the orthodontist may ask for your dental X-rays from the treating dentist.
Payment is paying claims for health care and related activities.	Payment includes but is not limited to making coverage determinations and payment. These actions include billing, claims management, subrogation, reimbursement, reviews for medical necessity and appropriateness of care, utilization review and preauthorization. ***For example:*** The County tells your doctor whether you are eligible for coverage or what percentage of the bill will be paid by the County.
HealthCare Operations keep the operating soundly.	Health care operations include but are not limited to quality assessment and improvement, reviewing competence or qualifications of health care professionals, underwriting, premium rating and other insurance activities relating to creating or renewing insurance contracts. It also includes disease management, case management, conducting or arranging for medical review, legal services and auditing functions including fraud and abuse compliance programs, business planning and development, business management and general administrative activities. ***For example:*** The County uses information about your medical claims to refer you to a disease management program, to project future benefit costs or to audit the accuracy of its claims processing functions.

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SECTION 3: YOUR INDIVIDUAL PRIVACY RIGHTS

You May Request Restrictions on PHI Uses and Disclosures

You may request the County to:

1. Restrict the uses and disclosures of your PHI to carry out treatment, payment or health care operations, or
2. Restrict uses and disclosures to family members, relatives, friends or other persons identified by you who are involved in your care.

The County, however, is not required to agree to your request if the County Attorney's Office or Privacy Official determines it to be unreasonable.

In addition, the County will accommodate an individual's reasonable request to receive communications of PHI **by alternative means or at alternative locations** where the request includes a statement that disclosure could endanger the individual.

You or your personal representative will be required to complete a form to request restrictions on uses and disclosures of your PHI. Make such requests to:

The Departmental Privacy Officer _____

_____

_____

_____

> ***Protected Health Information (PHI):*** includes all individually identifiable health information transmitted or maintained by the County, regardless of the form of the PHI.

You May Inspect and Copy PHI

You have a right to inspect and obtain a copy of your PHI contained in a "designated record set," for as long as the County maintains the PHI.

The County must provide the requested information within 30 days if the information is maintained on site or within 60 days if the information is maintained offsite. A single 30-day extension is allowed if the County is unable to comply with the deadline.

You or your personal representative will be required to complete a form to request access to the PHI in your designated record set. Requests for access to PHI should be made to the following officer:

The Departmental Privacy Officer _____

_____

_____

> ***Designated Record Set:*** includes your medical records and billing records that are maintained by or for a covered health care provider. Records include enrollment, payment, billing, claims adjudication and case or medical management record systems maintained by or for a health plan or other information used in whole or in part by or for the covered entity to make decisions about you. Information used for quality control or peer review analyses and not used to make decisions about you is not included.

If access is denied, you or your personal representative will be provided with a written denial setting forth the basis for the denial, a description of how you may exercise your review rights and a description of how you may complain to County and the Secretary of the U.S. Department of Health and Human Services.

You Have the Right to Amend Your PHI

You have the right to request that the County amend your PHI or a record about you in a designated record set for as long as the PHI is maintained in the designated record set subject to certain exceptions. See the County's Right to Amend Policy for a list of exceptions.
The County has 60 days after receiving your request to act on it. The County is allowed a single 30-day extension if the County is unable to comply with the 60-day deadline. If the County denied your request in whole or part, the County must provide you with a written denial that explains the basis for the decision. You or your personal representative may then submit a written statement disagreeing with the denial and have that statement included with any future disclosures of that PHI.
You should make your written request to amend PHI to the following officer:

The Departmental Privacy Officer _____

_____

_____

You or your personal representative will be required to complete a form to request amendment of the PHI.

> If you disagree with the record of your PHI, you may amend it.
>
> If the County denies your request to amend your PHI, you still have the right to have your written statement disagreeing with that denial included in your PHI.
>
> Forms are available for these purposes.

You Have the Right to Receive an Accounting of your individual PHI Disclosures

At your request, the County will also provide you with an accounting of disclosures by the County of your PHI during the six years before the date of your request and after the compliance date. See the County's Accounting for Disclosure Policy for the contents of an accounting.
The County has 60 days to provide the accounting. The County is allowed an additional 30 days if the County gives you a written statement of the reasons for the delay and the date by which the accounting will be provided.
If you request more than one accounting within a 12-month period, the County will charge a reasonable, cost-based fee for each subsequent accounting.

You Have the Right to Receive a Paper Copy of This Notice Upon Request

To obtain a paper copy of this Notice, contact the following officer:

The Departmental

Privacy Officer _____

_____

_____

Your Personal Representative

You may exercise your rights through a personal representative. Your personal representative will be required to produce evidence of authority to act on your behalf before the personal representative will be given access to your PHI or be allowed to take any action for you. Proof of

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Privacy Officer _____

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_____

Your Personal Representative

You may exercise your rights through a personal representative. Your personal representative will be required to produce evidence of authority to act on your behalf before the personal representative will be given access to your PHI or be allowed to take any action for you. Proof of

When the Disclosure of Your PHI Requires Your Written Authorization

The County must generally obtain your written authorization before the will use or disclose psychotherapy notes about you from your psychotherapist. However, the County may use and disclose such notes when needed by the County to defend itself against litigation filed by you.

> ***Psychotherapy notes*** are separately filed notes about your conversations with your mental health professional during a counseling session. They do not include summary information about your mental health treatment.

The County will obtain your written authorization before they will disclose your PHI to the _____ Pension Plan or Profit Sharing Plan.

Use or Disclosure of Your PHI That Requires You Be Given an Opportunity to Agree or Disagree Before the Use or Release

Disclosure of your PHI to family members, other relatives and your close personal friends is allowed under federal law if:

1. The information is directly relevant to the family or friend's involvement with your care or payment for that care, and
2. You have either agreed to the disclosure or have been given an opportunity to object and have not objected.

Use or Disclosure of Your PHI For Which Consent, Authorization or Opportunity to Object Is Not Required

The County is allowed under federal law to use and disclose your PHI without your consent, authorization or request under the following circumstances:

1. ***When required by law.***
2. ***Public health purposes.*** When permitted for purposes of public health activities. This includes reporting product defects, permitting product recalls and conducting post-marketing surveillance. PHI may also be used or disclosed if you have been exposed to a communicable disease or are at risk of spreading a disease or condition, if authorized by law.

> ***In general***, the County does not need your consent to release your PHI if required by law or for public health and safety purposes.

3. ***Domestic violence or abuse situations.*** When authorized by law to report information about abuse, neglect or domestic violence to public authorities if a reasonable belief exists that you may be a victim of abuse, neglect or domestic violence. In such case, the County will promptly inform you that such a disclosure has been or will be made unless that notice would cause a risk of serious harm. For the purpose of reporting child abuse or neglect, it is not necessary to inform the minor that such a disclosure has been or will be made. Disclosure may generally be made to the minor's parents or other representatives, although there may be circumstances under federal or state law when the parents or other representatives may not be given access to the minor's PHI.
4. ***Oversight activities.*** PHI may be given to a public health oversight agency for oversight activities authorized by law. These activities include civil, administrative or criminal investigations, inspections, licensure or disciplinary actions (for example, to investigate complaints against providers) and other activities necessary for appropriate oversight of government benefit programs (for example, to investigate Medicare or Medicaid fraud).

5. ***Court proceedings.*** When required for judicial or administrative proceedings. For example, your PHI may be disclosed in response to a subpoena or discovery request, provided certain conditions are met, including that:
   a. the requesting party must give the satisfactory assurances a good faith attempt has been made to provide you with written notice, and
   b. the notice provided sufficient information about the proceeding to permit you to raise an objection, and
   c. no objections were raised or were resolved in favor of disclosure by the court or tribunal.
6. ***Law enforcement health purposes.*** When required for law enforcement purposes (for example, to report certain types of wounds).
7. ***Law enforcement emergency purposes.*** For law enforcement purposes if the law enforcement official represents that the information is not intended to be used against the individual, the immediate law enforcement activity would be materially and adversely affected by waiting to obtain the individual's agreement and the County in its best judgment determines that disclosure is in the best interest of the individual. Law enforcement purposes include:
   a. identifying or locating a suspect, fugitive, material witness or missing person, and
   b. disclosing information about an individual who is or is suspected to be a victim of a crime, but only if the individual agrees to the disclosure or the covered entity is unable to obtain the individual's agreement because of emergency circumstances.
8. ***Determining cause of death.*** When required to be given to a coroner or medical examiner to identify a deceased person, determine a cause of death or other authorized duties.
9. ***Funeral purposes.*** When required to be given to funeral directors to carry out their duties with respect to the decedent.
10. ***Research.*** For research, subject to certain conditions.
11. ***Health or safety threats.*** When, consistent with applicable law and standards of ethical conduct, the County in good faith believes the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public and the disclosure is to a person reasonably able to prevent or lessen the threat, including the target of the threat.
12. ***Workers' compensation programs.*** When authorized by and to the extent necessary to comply with workers' compensation or other similar programs established by law.

Except as otherwise indicated in this notice, uses and disclosures will be made only with your written authorization subject to your right to revoke your authorization.

Other Uses or Disclosures

The County may contact you to provide you information about treatment alternatives or other health-related benefits and services that may be of interest to you.

The County may disclose protected health information to the sponsor of the health plan for reviewing your appeal of a benefit claims or for other reasons regarding the administration of this plan. The "plan sponsor" of this plan is Gunnison County and it's Business Associates.

5. ***Court proceedings.*** When required for judicial or administrative proceedings. For example, your PHI may be disclosed in response to a subpoena or discovery request, provided certain conditions are met, including that:
   a. the requesting party must give the satisfactory assurances a good faith attempt has been made to provide you with written notice, and
   b. the notice provided sufficient information about the proceeding to permit you to raise an objection, and
   c. no objections were raised or were resolved in favor of disclosure by the court or tribunal.
6. ***Law enforcement health purposes.*** When required for law enforcement purposes (for example, to report certain types of wounds).
7. ***Law enforcement emergency purposes.*** For law enforcement purposes if the law enforcement official represents that the information is not intended to be used against the individual, the immediate law enforcement activity would be materially and adversely affected by waiting to obtain the individual's agreement and the County in its best judgment determines that disclosure is in the best interest of the individual. Law enforcement purposes include:
   a. identifying or locating a suspect, fugitive, material witness or missing person, and
   b. disclosing information about an individual who is or is suspected to be a victim of a crime, but only if the individual agrees to the disclosure or the covered entity is unable to obtain the individual's agreement because of emergency circumstances.
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10. ***Research.*** For research, subject to certain conditions.
11. ***Health or safety threats.*** When, consistent with applicable law and standards of ethical conduct, the County in good faith believes the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public and the disclosure is to a person reasonably able to prevent or lessen the threat, including the target of the threat.
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such authority will be a completed, signed and approved Appointment of Personal Representative form. You may obtain this form by calling the County Personnel Office.

The County retains discretion to deny access to your PHI to a personal representative to provide protection to those vulnerable people who depend on others to exercise their rights under these rules and who may be subject to abuse or neglect.

> You may designate a personal representative by completing a form that is available from the County Personnel Office.

The County will recognize certain individuals as personal representatives without you having to complete an Appointment of Personal Representative form. For example, the County will automatically consider a spouse to be the personal representative of an individual covered by the County. In addition, the County will consider a parent, guardian, or other person acting *in loco parentis* as the personal representative of an unemancipated minor unless applicable law requires otherwise. A spouse or a parent may act on an individual's behalf, including requesting access to their PHI. Spouses and unemancipated minors may, however, request that the County restrict information that goes to family members as described above at the beginning of Section 3 of this Notice.

You should also review the County's Policy and Procedure for the Recognition of Personal Representatives for a more complete description of the circumstances where the County will automatically consider an individual to be a personal representative.

Section 4: The County's Duties

Maintaining Your Privacy

> This notice is written to inform you of the County's obligation to maintain the privacy of your PHI.

The County is required by law to maintain the privacy of your PHI and to provide you and your eligible dependents with notice of its legal duties and privacy practices.

This notice is effective beginning on April 14, 2003 and the County is required to comply with the terms of this notice. However, the County reserves the right to change its privacy practices and to apply the changes to any PHI received or maintained by the County prior to that date. If a privacy practice is changed, a revised version of this notice will be provided to you and to all past and present participants and beneficiaries for whom the County still maintains PHI.

The County will provide written notice to all covered individuals mailed to the address of record. Any revised version of this notice will be distributed within 60 days of the effective date of any material change to:

1. The uses or disclosures of PHI,
2. Your individual rights,
3. The duties of the County, or
4. Other privacy practices stated in this notice.

Disclosing Only the Minimum Necessary Protected Health Information

When using or disclosing PHI or when requesting PHI from another covered entity, the County will make reasonable efforts not to use, disclose or request more than the minimum amount of PHI necessary to accomplish the intended purpose of the use, disclosure or request, taking into consideration practical and technological limitations.

> The County must limit its uses and disclosures of PHI or requests for PHI to the ***minimum necessary*** amount to accomplish its purposes.

However, the minimum necessary standard will not apply in the following situations:

1. Disclosures to or requests by a health care provider for treatment,
2. Uses or disclosures made to you,
3. Disclosures made to the Secretary of the U.S. Department of Health and Human Services,
4. Uses or disclosures required by law, and
5. Uses or disclosures required for the County's compliance with legal regulations.

This notice does not apply to information that has been de-identified. De-identified information is information that:

1. Does not identify you, and
2. With respect to which there is no reasonable basis to believe that the information can be used to identify you.

In addition, the County may use or disclose "summary health information" to the County Sponsor for obtaining premium bids or modifying, amending or terminating the group health Plan. Summary information summarizes the claims history, claims expenses or type of claims experienced by individuals for whom a County Sponsor has provided health benefits under a group health plan. Identifying information will be deleted from summary health information, in accordance with HIPAA.

Section 5: Your Right to File a Complaint with the County or the HHS Secretary

If you believe that your privacy rights have been violated, you may file a complaint with the County in care of the following officer:

County Privacy Officer
200 E Virginia Ave.
Gunnison, CO 81230

> You have the right to file a complaint if you feel your privacy rights have been violated.
>
> The County may not retaliate against you for filing a complaint.

You may also file a complaint with:

Secretary of the U.S. Department of Health and Human Services
Hubert H. Humphrey Building
200 Independence Avenue S.W.
Washington, D.C. 20201

such authority will be a completed, signed and approved Appointment of Personal Representative form. You may obtain this form by calling the County Personnel Office.

> You may designate a personal representative by completing a form that is available from the County Personnel Office.

The County retains discretion to deny access to your PHI to a personal representative to provide protection to those vulnerable people who depend on others to exercise their rights under these rules and who may be subject to abuse or neglect.

The County will recognize certain individuals as personal representatives without you having to complete an Appointment of Personal Representative form. For example, the County will automatically consider a spouse to be the personal representative of an individual covered by the County. In addition, the County will consider a parent, guardian, or other person acting *in loco parentis* as the personal representative of an unemancipated minor unless applicable law requires otherwise. A spouse or a parent may act on an individual's behalf, including requesting access to their PHI. Spouses and unemancipated minors may, however, request that the County restrict information that goes to family members as described above at the beginning of Section 3 of this Notice.

You should also review the County's Policy and Procedure for the Recognition of Personal Representatives for a more complete description of the circumstances where the County will automatically consider an individual to be a personal representative.

Section 4: The County's Duties

Maintaining Your Privacy

> This notice is written to inform you of the County's obligation to maintain the privacy of your PHI.

The County is required by law to maintain the privacy of your PHI and to provide you and your eligible dependents with notice of its legal duties and privacy practices.

This notice is effective beginning on April 14, 2003 and the County is required to comply with the terms of this notice. However, the County reserves the right to change its privacy practices and to apply the changes to any PHI received or maintained by the County prior to that date. If a privacy practice is changed, a revised version of this notice will be provided to you and to all past and present participants and beneficiaries for whom the County still maintains PHI.

The County will provide written notice to all covered individuals mailed to the address of record. Any revised version of this notice will be distributed within 60 days of the effective date of any material change to:

1. The uses or disclosures of PHI,
2. Your individual rights,
3. The duties of the County, or
4. Other privacy practices stated in this notice.

The County will not retaliate against you for filing a complaint.

Section 6: If You Need More Information

If you have any questions regarding this notice or the subjects addressed in it, you may contact the following officer at the County Personnel Office:

County Privacy Officer

_____

_____

_____

Section 7: Conclusion

PHI use and disclosure by the County is regulated by the federal Health Insurance Portability and Accountability Act, known as HIPAA. You may find these rules at 45 *Code of Federal Regulations* Parts 160 and 164. This notice attempts to summarize the regulations. The regulations will supersede this notice if there is any discrepancy between the information in this notice and the regulations.

HEALTH AND HUMAN SERVICES DEPARTMENT
Phone: (970) 641-3244 Fax: (970) 641-3738
220 N Spruce, Gunnison, CO 81230
Website: www.GunnisonCounty.org

GUNNISON COUNTY HEALTH AND HUMAN SERVICES
CONTRACEPTIVE SERVICES POLICY

Gunnison County Health and Human Services Family Planning Program provides contraceptive methods to those in need in order to assist individuals with the number and spacing of their children. Services are provided regardless of religion, race, color, national origin, disability, age, sex, sexual orientation, number of pregnancies, or marital status. It is a prerequisite of the program that clients knowingly and willingly participate. A client must sign the program consent before services are rendered.

A client is given high quality contraceptive and health care counseling without coercion on all contraceptive methods that are available and medically indicated for them, including barrier methods , hormonal methods, fertility awareness based methods and sterilization . Preventive health screenings such as sexually transmitted infection and breast and cervical cancer screenings are also provided as indicated for the client. Referrals are made for care that is outside of the scope of the program, as needed. Follow up and client navigation is done by the family planning coordinator/family planning nurse.

Presently our clinicians provide contraceptive intrauterine devices/systems and hormonal implants as requested. We have ~~an~~ a Memorandum of Agreement (MOA) with a local provider to provide vasectomies on the sliding fee scale. We do not currently offer tubal ligations but have a list of providers if the client is seeking one. We also have an MOA with a local provider to provide colposcopies as needed.

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GUNNISON COUNTY FAMILY PLANNING PROGRAM
STI AND HIV SCREENING AND PREVENTION SERVICES POLICY

The Gunnison County Family Planning Program offers STI and HIV screening to anyone in need regardless of inability to pay. The tests included are chlamydia, gonorrhea, HIV and Pap test with HPV cotesting (when indicated). Payment is requested on a sliding-fee scale or by insurance payment. Donations are encouraged and accepted.

We screen all clients yearly under the age of 25 for gonorrhea and chlamydia, regardless of perceived risk. We offer and encourage rapid HIV screening for anyone at risk. It is explained to the client that if the rapid test appears positive then a confirmatory test is sent to the lab. A confirmatory test is provided when needed to confirm a positive rapid test. If a specimen is sent for confirmatory testing the family planning coordinator will contact someone at the state level to help with giving the confirmatory result and to help with navigation after the diagnosis is given to the client.

HEALTH AND HUMAN SERVICES DEPARTMENT
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ADOLESCENT SERVICES POLICY

Our program strives to make our services as youth friendly as possible and inviting to all. Youth under the age of 18 do not require parental consent in order to receive care from us although family involvement is greatly encouraged. Youth under 18 require skilled counseling in the areas of contraceptive use, how to avoid a failure, how to protect themselves and their partners from STIs, and what wellness screenings are recommended. Abstinence is also discussed as a current life choice whether or not they have ever previously been sexually active.

Per May 2019 Title X regulations, Gunnison County Family Planning Program will perform "A preliminary screening of any teen who presents with an STI, pregnancy, or any suspicion of abuse, in order to rule out victimization of a minor". Confidentiality is always kept except in certain situations such as a reportable STI, child abuse, child molestation, sexual abuse, rape or incest. These conditions are communicated to the adolescent client.

Adolescents under 18 years old with private insurance that don't want their parents to know that they have gotten services with us are allowed to opt out of using their insurance and pay on the sliding fee scale if confidentiality is a concern. Clients 18-26 who have private insurance under their parent's policy may contact the insurance company and request that EOBs are sent to the covered individual and not to the policy holder to ensure confidentiality.

Education and counseling about family involvement, sexual coercion, and the Pregnancy Intention Screening Question (or reproductive life plan) is provided to all teens and documented in the chart.

HEALTH AND HUMAN SERVICES DEPARTMENT
Phone: (970) 641-3244 Fax: (970) 641-3738
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Website: www.GunnisonCounty.org

PRECONCEPTION HEALTH SERVICES AND POLICY OF DISCUSSING REPRODUCTIVE LIFE PLANS WITH ALL CLIENT

Our program uses the One Key Question "Would you like to become pregnant in the next year?" at all initial appointments and yearly after that. Clients that answer "yes" to wanting to become pregnant in the next year are offered preconception counseling.

Preconception counseling includes information about prenatal care and the importance of early and continuing care during pregnancy. Drugs and alcohol during pregnancy are discussed. The SBIRT tool is used to identify problems with drug and alcohol use. Clients are referred to the Colorado Quit Line or Baby and Me Tobacco Free programs to help with quitting smoking.

Also discussed is the importance of good nutrition, including the need for 400-800 mcg folic acid supplementation to prevent neural tube defects. Prenatal vitamins are provided to anyone wanting to be pregnant in the next year.

Physical fitness, health screenings, and immunizations are emphasized as extra important during this time. STI screenings are offered.

If a client is on a contraceptive method, return of fertility after discontinuing the method is discussed.

Social support and mental health assessments are conducted to help refer the client to care they may need. We use the questions "Have you had little interest or pleasure in doing things?" and "Have you felt down, depressed or hopeless?" and how often the client had been feeling this way in order to know if a referral is needed for more in-depth screening. All clients are screened for intimate partner violence.

The importance of spacing pregnancies is discussed.

HEALTH AND HUMAN SERVICES DEPARTMENT
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220 N Spruce, Gunnison, CO 81230
Website: www.GunnisonCounty.org

BASIC INFERTILITY SERVICES AND COUNSELING

Our program provides basic infertility services including basic education and fertility assessment, as indicated. Services include history and physical exam with appropriate lab testing, counseling, and referral for those requiring more extensive assessment and treatment.

A referral to an infertility provider is given when a couple reports having regular, unprotected intercourse for one year or more without conceiving. These referrals are expedited in the cases of a woman over the age of 35, history of irregular menstrual cycles, the man has infertility concerns, either partner with a history of a disease that may cause fertility problems or neither partner has never produced a pregnancy despite having regular unprotected intercourse.

HEALTH AND HUMAN SERVICES DEPARTMENT
Phone: (970) 641-3244 Fax: (970) 641-3738
220 N Spruce, Gunnison, CO 81230
Website: www.GunnisonCounty.org

PREGNANCY TESTING AND COUNSELING POLICY

A pregnancy test and the test results must be provided to all clients requesting a pregnancy test. Clients complete a "Request for Pregnancy Test" form and complete subjective and objective data as indicated on the form.

Nondirective pregnancy options counseling and information may be offered by either a MD, PA, NP, or CNM which includes information about abortion. Other staff members are not allowed to discuss or refer for abortions services. A prenatal referral is given to all clients who have a positive pregnancy test. Information about our prenatal program is given at that time if the client doesn't have insurance. A client may also be referred for the Nurse Family Partnership or WIC if eligible.

Other counseling provided to clients that test positive at the pregnancy test visit include reviewing the danger signs in early pregnancy, the importance of prenatal care, the dangers of smoking and drug use during pregnancy, the importance of good nutrition, and providing prenatal vitamins when needed. Psychosocial determinants of health such as living situation, relationship with the father, work/school situation or future dreams, and other social supports are assessed and supported, as needed.

Counseling to a client with a negative pregnancy test includes the possibility of a false negative test. Birth control history and its effects on menstruation and natural family planning may be discussed. Talking with the client about how they feel about being pregnant, or not pregnant, is significant in helping the client to make a reproductive life plan.

COLORADO
Department of Public Health & Environment

Colorado Family Planning Program Gross Family Income and Family Size Codes for 2019

	ANNUAL INCOME			MONTHLY INCOME			WEEKLY INCOME			CODE
1 Person			$12,490			$1,041			$240	1
	$12,491	to	$18,735	$1,042	to	$1,561	$241	to	$360	2
	$18,736	to	$24,980	$1,562	to	$2,082	$361	to	$480	3
	$24,981	to	$31,225	$2,083	to	$2,602	$481	to	$600	4
	$31,226		and over	$2,603		and over	$601		and over	5
2 Persons			$16,910			$1,409			$325	1
	$16,911	to	$25,365	$1,410	to	$2,114	$326	to	$488	2
	$25,366	to	$33,820	$2,115	to	$2,818	$489	to	$650	3
	$33,821	to	$42,275	$2,819	to	$3,523	$651	to	$813	4
	$42,276		and over	$3,524		and over	$814		and over	5
3 Persons			$21,330			$1,778			$410	1
	$21,331	to	$31,995	$1,779	to	$2,666	$411	to	$615	2
	$31,996	to	$42,660	$2,667	to	$3,555	$616	to	$820	3
	$42,661	to	$53,325	$3,556	to	$4,444	$821	to	$1,025	4
	$53,326		and over	$4,445		and over	$1,026		and over	5
4 Persons			$25,750			$2,146			$495	1
	$25,751	to	$38,625	$2,147	to	$3,219	$496	to	$743	2
	$38,626	to	$51,500	$3,220	to	$4,292	$744	to	$990	3
	$51,501	to	$64,375	$4,293	to	$5,365	$991	to	$1,238	4
	$64,376		and over	$5,366		and over	$1,239		and over	5
5 Persons			$30,170			$2,514			$580	1
	$30,171	to	$45,255	$2,515	to	$3,771	$581	to	$870	2
	$45,256	to	$60,340	$3,772	to	$5,028	$871	to	$1,160	3
	$60,341	to	$75,425	$5,029	to	$6,285	$1,161	to	$1,450	4
	$75,426		and over	$6,286		and over	$1,451		and over	5
6 Persons			$34,590			$2,883			$665	1
	$34,591	to	$51,885	$2,884	to	$4,324	$666	to	$998	2
	$51,886	to	$69,180	$4,325	to	$5,765	$999	to	$1,330	3
	$69,181	to	$86,475	$5,766	to	$7,206	$1,331	to	$1,663	4
	$86,476		and over	$7,207		and over	$1,664		and over	5
7 Persons			$39,010			$3,251			$750	1
	$39,011	to	$58,515	$3,252	to	$4,876	$751	to	$1,125	2
	$58,516	to	$78,020	$4,877	to	$6,502	$1,126	to	$1,500	3
	$78,021	to	$97,525	$6,503	to	$8,127	$1,501	to	$1,875	4
	$97,526		and over	$8,128		and over	$1,876		and over	5
8 Persons			$43,430			$3,619			$835	1
	$43,431	to	$65,145	$3,620	to	$5,429	$836	to	$1,253	2
	$65,146	to	$86,860	$5,430	to	$7,238	$1,254	to	$1,670	3
	$86,861	to	$108,575	$7,239	to	$9,048	$1,671	to	$2,088	4
	$108,576		and over	$9,049		and over	$2,089		and over	5

Code 1: At or below 100% of poverty, as defined by 2019 guidelines.

Code 2: Between 101% and 150% of poverty, as defined by 2019 guidelines.

Code 3: Between 151% and 200% of poverty, as defined by 2019 guidelines.

Code 4: Between 201% and 250% of poverty, as defined by 2019 guidelines.

Code 5: Above 250% of poverty, as defined by 2019 guidelines.

Use Codes 1 to 5 with Sliding Fee Scale to determine the amount patients will pay for services and supplies.
https://www.federalregister.gov/documents/2019/01/18/2019-00814/annual-update-of-the-hhs-poverty-guidelines

Gunnison County Public Health
Family Planning Sliding Scale 2018

	Income as % of Poverty Guidelines	CPT Code	0-100%	101-150%	151-200%	201-250%	250-350%
			Code 1	Code 2	Code 3	Code 4	Code 5
	% Pay Status	Cost	0%	25%	50%	75%	100%
VISIT TYPES (Select one from this section per visit)	New Patient-Focused	99201	$0	$11	$21	$32	$42
	New Patient-Expanded	99202	$0	$18	$36	$53	$71
	New Patient-Detailed	99203	$0	$26	$52	$78	$104
	New Patient-Comprehensive	99204	$0	$40	$80	$120	$160
	Establish Patient-Minimal	99211	$0	$5	$10	$14	$19
	Established Patient-Focused	99212	$0	$11	$21	$32	$42
	Established Patient-Expanded	99213	$0	$18	$35	$53	$70
	Established Patient-Detailed	99214	$0	$26	$52	$78	$104
	New Patient Preventive Visit - 12-17 Years of Age	99384	$0	$33	$66	$99	$132
	New Patient Preventive Visit - 18-39 Years of Age	99385	$0	$32	$64	$96	$128
	New Patient Prevnetive Visit - 40-64 Years of Age	99386	$0	$37	$74	$111	$148
	Established Patient Preventive Visit - 12-17 Years of Age	99394	$0	$28	$57	$85	$113
	Established Patient Preventive Visit - 18-39 Years of Age	99395	$0	$29	$58	$86	$115
	Established Patient Preventive Visit - 40-64 Years of Age	99396	$0	$31	$62	$92	$123
	Individual Counseling, 15 minutes	99401	$0	$9	$18	$26	$35
	Individual Counseling, 30 minutes	99402	$0	$15	$31	$46	$61
	Individual Counseling, 45 minutes	99403	$0	$20	$40	$60	$80
	Smoking Cessation Counseling <10 minutes	99406	$0	$5	$10	$15	$20
	Smoking Cessation Counseling >10 minutes	99407	$0	$8	$15	$23	$30
	IUD Insertion	58300	$0	$38	$75	$113	$150
	IUD Removal	58301	$0	$25	$50	$75	$100
	Implant Insertion	11981	$0	$38	$75	$113	$150
	Implant Removal	11982	$0	$38	$75	$113	$150
	Implant Removal with Reinsertion	11983	$0	$63	$125	$188	$250
	Vasectomy[1] (by referral)		$0	$35	$70	$105	$140
LAB SERVICES	Chlamydia/Gonorrhea (slides for the reasons stated below	87491/591	$0	$6	$13	$19	$25
	Thin Prep Pap Test (Initial or Annual Exam)*	88175	$0	$8	$15	$23	$30
	HPV Screening Test Done with Pap	87621	$0	$11	$23	$34	$45
	Urinalysis	81000	$0	$3	$5	$8	$10
	Urine Pregnancy Test	81025	$0	$3	$5	$8	$10
	Wet Mount Microscopy Smear	87210	$0	$3	$5	$8	$10
	Blood Draw/Venipuncture (with a lab that slides)*	36415	$0	$1	$2	$3	$4
	Specimen Handling to Lab (with a lab that slides)*	99000	$0	$1	$2	$2	$3
	Collection of Capillary Blood Specimen	36416	$0	$1	$2	$3	$4
	HIV Rapid Test	86701	$0	$5	$10	$15	$20
	Hepatitis C Rapid Test	86803	$20	$20	$20	$20	$20
	Syphillis Blood Draw	86592	$30	$30	$30	$30	$30
	Herpes Symplex Virus Swab Test	87529	$30	$30	$30	$30	$30
	Herpes Symplex Virus Serum Blood Draw	86695	$31	$31	$31	$31	$31
CONTRACEPTIVES/SUPPLIES	Oral Birth Control	S4993	$0	$5	$10	$15	$20
	Depo-Provera	J1055	$0	$5	$10	$15	$20
	Nuva Ring (single ring)	J7303	$0	$5	$10	$15	$20
	Nuva Ring (pack of 3)	J7303	$0	$15	$30	$45	$60
	BBT Thermometer		$0	$3	$7	$10	$13
	Cycle Beads		$0	$5	$10	$15	$20
	Male Condoms (12)	A4267	$0	$0	$1	$1	$1
	Latex Free Condoms (per pkg of 6)	A4267	$0	$0	$1	$1	$1
	Female Condom (each)	A4268	$0	$5	$10	$15	$20
	Emergency Contraception	S4993	$0	$5	$10	$15	$20
	IUD Kyleena	J7296	$0	$69	$138	$206	$275
	IUD Liletta	J7297	$0	$14	$28	$41	$55
	IUD Paragard	J7300	$0	$65	$130	$195	$260
	IUD Skyla	J7301	$0	$69	$138	$206	$275
	IUD Mirena	J7302	$0	$69	$138	$206	$275
	Implanon	J7307	$0	$110	$220	$330	$440
	Azithromycin (state supplied)	Q0144	$0	$0	$0	$0	$0
	Azithromycin (Non-340B)	Q0144	$5	$5	$5	$5	$5
	Bactrim (per treatment)		$5	$5	$5	$5	$5
	Bicillin Injection		$5	$5	$5	$5	$5
	Diflucan Single Tablet		$5	$5	$5	$5	$5
	Metrogel (5 applicators)		$10	$10	$10	$10	$10
	Metronidazole Tablets (per treatment)		$5	$5	$5	$5	$5
	Ceftriaxone		$5	$5	$5	$5	$5

Starred (*) items are only required to slide to $0 when meeting conditions in parentheses. In other instances, clients may be charged full price for these services.

[1]These items are provided at no cost to the client through the Colorado Family Planning Initiative

[2]a) Annually for women and men with indicators at visit (as described in the FPP STD Protocol); b) Annually for women < age 25; c) All women pre-IUD.

GUNNISON COUNTY HEALTH AND HUMAN SERVICES

December 2019

MEDICAID BILLING FOR FAMILY PLANNING AND IMMUNIZATIONS

All clients are screened for insurance at the time of check in at the front desk. Permission should be obtained for billing any insurance. Clients with Medicaid should present their card, and a copy should be made. If they do not have a card, the eligibility can be verified using the client's full name and date of birth in the Colorado Medicaid Portal. Gunnison County Health and Human Services cannot bill Medicaid for states other than Colorado. If a client declines billing for their services, they will be placed on the sliding fee scale for Family Planning services and billed accordingly. Immunization eligibility will be determined based on client age and vaccine supply.

Billing for clients with Medicaid through Rocky Mountain Prime are billed through the "My Ability" billing portal. Clients with Colorado State Medicaid are billed through the Medicaid Portal.

All Medicaid client's eligibility needs to be verified for each visit through the State Portal. The portal can be found on the front desk computer under the Explorer icon – Favorites – Medicaid. If using a different computer, website is www.colorado.gov/hcpf. Use the "for our providers" tab, then web portal, then login. Login and password access is required. New users can call Provider Services at 844-235-2387.

To verify eligibility, use Eligibility Tab and follow the prompts. Need to have client name, date of birth and date of visit. Verify Medicaid number and determine is client has Rocky Mountain Prime or State Medicaid.

Once Eligibility is determined, billing for clients with Medicaid through "Rocky Mountain Prime" (most adults) – can be billed through the private billing system, using the My Ability Network. Rocky Mountain Prime Medicaid is billed through Rocky Mountain Health Plan, following the same steps as any private insurance.

Any clients that have "state Medicaid" can be billed through the state portal mentioned above.

Billing is done through the tab titled "submit professional claim". Once the state number is keyed in, the client demographics will auto populate. Patient account number is the same as their Medicaid number. All questions with a Red * must be answered. All procedures being billed must include a diagnosis code, procedure (CPT) code, units of service and cost. The provider number NPI can be found on the "billing cheat sheet" at the front desk, or obtained via the "look up" option.

Once completed, enter submit, then confirm. Medicaid payments are made weekly via Electronic Fund Transfers into the county bank account. Every Monday morning these deposits are posted via the portal. The deposits also contain remittance statements that give an explanation for denials. These deposit amounts are reported to the Finance Department monthly for the purposes of coding to the appropriate program.

GUNNISON COUNTY HEALTH AND HUMAN SERVICES

December 2019

PRIVATE INSURANCE BILLING FOR FAMILY PLANNING AND IMMUNIZATIONS

All clients are screened for insurance at the time of check in at the front desk. If the client has private insurance, efforts are made to collect from the insurance company, once the client has given permission for this. If a client declines this process, they will be placed on the sliding fee scale for Family Planning Services and charged accordingly. If an Adult immunization client does not have insurance, they will be asked to pay for the vaccine, depending on the adult supply. Children's vaccines are provided through the Vaccines for Children Program for any children that are uninsured at no cost.

Almost all private insurance billing can be done electronically through the "My Ability" billing website. Medicaid for Children and Medicare are done separately through the state portal. (separate procedure page for that process)

To access the billing portal – use the front desk computer. The program can be found under Explorer Favorites, listed as "My Ability". The billing person for the department will have a username and password. New users can obtain a login via the help line at 888-499-5465. The website address if using a different computer is: www.myabilitynetwork.com

Items needed from client prior to submitting a claim include: Name, Date of Birth, Address, Telephone number, insurance card with ID numbers – Client ID and Group ID. The clinicians need to provide the Diagnosis Codes, CPT codes for procedures and prices of items. There is a master list of these items kept at the front desk for reference.

To submit a claim:

- Login
- Billing Tab
- Link 1500
- Add a New Claim
- Fill in the following items: Payer via use of the drop down options, then numbers 1-7, 10,11,11D,12,13,14,21,24 (all items in this line), 25 and 27. Lines 31-33 will auto populate.
- Save
- Transmit
- A few pointers: Place of service is always "11" which is the office. Rendering Provider ID will auto populate after you fill in line 25.
- Anything that is billed must be documented.

- When choosing the provider, the highest level of provider is used – ie, the RN and PA both see a client, the billing is done with the PA credentials.
- RNS can only bill for short visits including: 99211, 99401, 99402 and Immunizations. Health Educators visits must be billed using the RN or mid level provider numbers
- If you are submitting a claim for a client that we have seen within the last 18 months, their information should be saved in the billing system. In that case, search under the transmitted claims tab, and select the client. You can use the template and change whatever information needed for a new visit. Click on Modify and follow prompts
- Adult Medicaid clients with Medicaid Prime are billed in this same method. The insurance company name is Rocky Mountain Health. ID number is on their card. Group name/number is Prime. All Medicaid eligibility should be verified first using the Colorado Medicaid Portal
- Medicare can only be billed for flu shots. Gunnison Health and Human Services is not a Medicare provider for other services