



## MDHHS STI Pre-Paid Forms Content Relevant to: CAHC and SWP Models

### What is a pre-paid form?

A pre-paid form is a sexually transmitted infection (STI) order form intended for use of combination chlamydia and gonorrhea specimen testing using the State lab located in Lansing, Michigan. These forms are used when reimbursement cannot be sought, specifically in cases where the client is uninsured/underinsured or billing for the test could breach the confidentiality of the client (i.e., commercial health plan).

The Child and Adolescent Health Center Program purchases pre-paid forms for use in the state-funded school-based, school-linked, and school wellness programs. As they are cash-like vouchers for testing costs, we recommend keeping them in a secure area.

Prepaid forms for the current fiscal year are good from October 1 through September 30<sup>th</sup> of that year. Each form has a control number on the top right corner beginning with the number of that fiscal year (Example: Control Number starting with 22-xxxxx are for Fiscal Year 2022 and will be good through September 30, 2022). The numbers following the fiscal year are used to track submitter to monitor infection rates regionally, as well as allow the lab to contact the submitting fiduciary in the case the form contained errors. **Each year the color of the control number changes.**

At the end of the contract year, save and use the pre-paid forms to reconcile any outstanding laboratory bills from the State lab for clients that fit pre-paid criteria. If excessive forms remain, please let the State team know so we may redistribute them for use in other sites.

**NOTE: *Billing for tests is strongly encouraged for clients with a Medicaid Health Plan or clients who have consented for parents/guardians to be aware of the service.*** Tests can be billed through assigned health plan and pre-paid forms are not required. If there are concerns with confidentiality and billing Medicaid Health Plans, please contact the health plan(s) directly.

### What tests are covered on the pre-paid form?

Test: Chlamydia trachomatis (CT) and Neisseria gonorrhea (GC) combination (NAAT tests only).

Collection: Prepaid forms can be used for urine, vaginal, oral, and/or rectal. **One pre-paid form is required for each specimen submitted to the lab.**

**NOTE:** Trichomonas vaginalis is the only other test that can be added to a pre-paid form, however this test is not a covered fee with the pre-paid form. **T. vaginalis submitter will be charged a fee from the State lab.** See form for rate.

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## For which clients should I use these forms?

Pre-paid forms are intended for use with confidential clients who are uninsured, under-insured, or have commercial insurance. Forms are also used for reconciling lab bills for other GC/CT tests where the complete cost is not covered by the health plan or violation of confidentiality may occur.

### Pre-paid form utilization criteria

- Priority goes to females 24 and under
- Based on historic positivity, males presenting in our publicly funded sites are eligible for testing with a pre-paid form
- Anyone needing a 90-day re-test is eligible for a pre-paid
- Court-ordered

### EXTRA-GENITAL TESTING (Rectal and pharyngeal testing)

Use of pre-paid forms (one requisition per specimen)

- Routinely recommended for MSM
  - Most extra-genital infections are asymptomatic
  - Undiagnosed infections a concern as source of antibiotic resistant GC
- Not routinely recommended for women
  - High correlation in results across physical sites for women

NOTE: All Medicaid Health Plans are required to suppress confidential diagnosis and billing codes on Explanation of Benefits (EOB) to protect the confidentiality of the minor. We also recommend health center/billing staff reach out directly to Medicaid Health Plans with concerns regarding EOBs. Please bill Medicaid and Medicaid Health Plans for any confidential lab services by using DCH-1248 form ([https://www.michigan.gov/documents/mdch/DCH-1248.12.11\\_372085\\_7.pdf](https://www.michigan.gov/documents/mdch/DCH-1248.12.11_372085_7.pdf)).

## How does my CAHC qualify for STI pre-paid forms?

In order to received pre-paid forms from the CAHC program, one staff member from each fiduciary is required to participate in the Annual GC/CT Screening Update Call hosted by MDHHS Division of HIV and STI Programs. A notice to register for the mandatory call is sent through the CAHC listserv generally in August. The calls are typically held at the end of September, prior to the beginning of the new fiscal year.

NOTE: Some information regarding testing ages and requesting forms may differ from the CAHC Program and what is heard on the Annual GC/CT Screening Update Call hosted by MDHHS Division of HIV and STI Programs. Please contact your CAHC or SWP clinical consultant with any questions.

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## **How do I request forms?**

Contact your program consultant with questions or to request pre-paid forms.

NOTE: Use of pre-paid forms is not a requirement of the CAHC Program. Your fiduciary may opt in or out of requesting pre-paid forms. If you are new to your health center, it is recommended to check-in with your onsite coordinator or clinical staff to see if your health center uses these forms and where they are located prior to requesting forms from your CAHC or SWP program consultant.

## **How do I know how many forms to request?**

Pre-paid forms are distributed by the CAHC Program based on need. Sites with higher populations of uninsured, under-insured, and/or commercial insurances are prioritized.

The number of forms allotted per health center are based off previous years allotment of forms, as well as STI screening and testing data submitted in the Clinical Reporting Tool (CRT).

If you have question about the amount allocated, contact your CAHC or SWP program consultant.

## **Where will the forms be delivered?**

Forms are delivered to the health center or the main fiduciary location, per health center staff/coordinator request. Forms are delivered each September prior to the start of the October 1 fiscal year. An email is sent through program listservs notifying health centers the forms are on their way. If concerns arise that forms have not yet arrived, CAHC and/or SWP staff are advised to check with the school mailroom and their fiduciary.

## **How do I request more forms throughout the year?**

If you need more forms throughout the year, check-in with your onsite staff to ensure all forms have been used and no one has already requested more forms from your CAHC or SWP program consultant. If additional forms are needed, contact your CAHC or SWP program consultant.

## **What do I do with extra forms at the end of the fiscal year?**

All unused pre-paid forms should be returned to the CAHC administrative office for redistribution to other health centers to ensure use of all pre-paid forms. It is advised to save a small number of prepaid forms to reconcile any bills from the State lab.

NOTE: Unused pre-paid forms from previous fiscal years can be mailed back to the CAHC administrative office.

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## **Who do I contact with specimen questions?**

Ordering testing supplies: <http://milkots.michigan.gov>

Information regarding ordering supplies and the state lab process can be found here: [MDHHS Lab Services Quality Assurance](#)

Lab supply ordering is done completely online. Your site should be registered, but if not, you can register here: [www.michigan.gov/mdhhs/lab](http://www.michigan.gov/mdhhs/lab)

Specimen collection and submission: [Specimen Collection and Shipping Instructions](#)

## **Who do I contact with State lab billing questions?**

For questions regarding Michigan Department of Health and Human Services Bureau of Laboratories (MDHHS BOL) invoices, contact Public Consulting Group (PCG) directly, Mon – Fri; between 9:00am and 5:00pm EST.

Phone: 866-766-9018

Fax: 603-957-5201

MDHHS Contact Information Bureau of Laboratories:

[https://www.michigan.gov/mdhhs/0,5885,7-339-71551\\_2945\\_5103-14811--,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_5103-14811--,00.html)