

04/01/06

Dear Family Planning Fee Collection Contacts,

Here is the latest (Spring 2006) update of the Family Planning Fee Collection Protocol. **Please give a copy of this Fee Collection Protocol to each Family Planning clerk**, and anyone else in your office that uses this information and wants a copy. Please have clerks and other staff attend the Fee Collection Trainings in 2006.

The 2006 Family Planning Fee Collection Protocol has a few changes. I have broken it down by each item and its corresponding page so everyone can read the updated information.

Here are the items and the pages where they can be found:

Hardship add to page 1, D-3 (to locate Hardship)  
Income Bracket page 5 – number 2, wording changed.  
New Clinical Encounter Form 2006, Pages 13 through 18.  
2006 Poverty Guidelines (updated percent pay spreadsheet), page 19.  
Bad Check fee \$25.00 Page 21 – d, Page 36 at the top Bad Check Charge, and at bottom of page on Return Checks (f).  
Fee Collection Committee members listed on page 32 – q.  
Credit memo-Adjustment code 83 (Hardship) page 36 and (e) page 37.  
Medicaid application (copy) in English and Spanish and the Narrative is also included page 41 through 50.

I look forward to working with all of you who have been so helpful over this last year. I want to thank the Fee Collection Committee for their helpfulness this year. A special thanks goes to all the clerks/nurses who called and emailed with questions and speak up during meetings and the Fee Collection Trainings with their issues and concerns.

Sincerely,

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