

STEPS REQUIRED FOR BCCCNP ENROLLMENT and ABNORMALITY FOLLOW-UP

- **Ensure Client Eligibility**

- Check Eligibility and Income Guidelines on BCCCNP Tri-Fold Pamphlet
- Provide BCCCNP Referral Post Card to patients as needed
- Seek assistance from Local Coordinating Agency (LCA) Staff as needed

- **Ensure completion of BCCCNP forms annually**

Secure current BCCCNP forms to verify patient is enrolled, or

Assist patient as needed with these forms especially for women with visual, language or literacy deficits or contact the LCA if assistance is not available at your agency:

- *Client Enrollment Form Pages 1 and 2*– Complete Every Year to document eligibility
- *Record of Informed Consent/Release of Information* – Complete Every Year
- *Release of Information* – Site specific forms may be used as needed or a BCCCNP Release form is available upon request

Forms available at: www.kalcounty.com/hcs/bcccnp/index.asp

- **Perform follow-up examinations according to BCCCNP clinical performance indicators for timely and appropriate care, as stated in the BCCCNP Medical Protocol available at www.michigancancer.org/bcccp**

- **Follow-up provider to document services provided via the following reports:**

- Office Consultation Notes*
- Pathology reports from breast or cervical biopsies*
- Cytology reports from follow-up Pap tests*
- Radiology reports from follow-up studies*
- Proof of treatment type and start date (refer to LCA for Medicaid application if needed)

- **Fax above items to:**

- BCCCNP Enrollment Site / Primary Care provider as needed
- BCCCNP Local Coordinating Agency for payment authorization: **Fax: (269)373-5362**

- **Notify client of all test results:** Utilize your agency protocol for patient notification in addition to the following BCCCNP requirements if not included in your protocol:
 - Notify patient of results including any required follow-up (immediate or short-term)
 - Make at least two attempts to contact patient by telephone and/or certified letter
 - Document all attempted contacts in the medical record

*These services may require pre-authorization from the BCCCNP LCA
Call SW MI BCCCNP LCA with questions: (269)373-5213 or (269)373-5383