

STEPS REQUIRED FOR BCCCN P ENROLLMENT and SCREENING

- **Ensure Client Eligibility**

- Check Eligibility and Income Guidelines on BCCCN P Tri-Fold Pamphlet
- Refer to detailed Eligibility Criteria in Guidance Document section as needed
- Seek assistance from Local Coordinating Agency Staff as needed

- **Secure Eligible dates for payment of BCCCN P SCREENING Services**

- Use *Next Payable Screening Dates Form*
(Recommended for all patients new to screening site)

- **Ensure completion of BCCCN P forms annually**

Assist patient as needed with these forms especially for women with visual, language or literacy deficits (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; a BCCCN P Release form is available upon request

Provider or Provider staff must complete these forms:

- *Referral & Authorization Form* – Complete for Mammogram; Pap lab and/or Follow-up Exams (Prior Authorization required where indicated on form)
- *Screening Form Office Visit* – Document exam results and include work-up plan

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

FAX COMPLETED FORMS within 24 HOURS of SCREENING EXAM to: (269) 373-5362

- **Fax radiology / cytology reports** to BCCCN P LCA (269) 373-5362 when available to document Mammogram and Pap test results
 - Include Work-up Plan notation on reports as needed
- **Notify client of all test results:** Utilize your agency protocol for patient notification in addition to the following BCCCN P 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
- **Schedule Follow-up exams** according to BCCCN P medical Protocol to achieve a diagnosis within 60 days (breast) or 90 days (cervical).

Call SW MI BCCCN P Local Coordinating Agency with questions: 269-373-5213 or 269-373-5383