

PDC Quarterly Invoicing to the California Prenatal Screening Program Genetic Disease Screening Program (GDSP)

- Previously the GDSP sent an invoice each quarter to the Fiscal Agent indicating the number of Patient Services Reports (PSRs) that were submitted during the quarter time period, the percentage of PSRs submitted on time, whether the PDC Quarterly Report was submitted on time, and whether the PDC would receive the PDC reporting fee. The invoice included the amount of the reporting fee that the PDC would receive (or could have received) and the amount for the Clinical Geneticist Chart Review.



PDC Quarterly Invoicing to the California Prenatal Screening Program Genetic Disease Screening Program (GDSP)

- Beginning the first Quarter of Fiscal Year 2014/15, Prenatal Diagnosis Centers (PDCs) will generate their own PDC Quarterly Invoice and submit it to GDSP for approval.
- This tutorial will explain how the PDC Invoice Liaison or Fiscal Agent can create the PDC Quarterly Invoice.



PDC Quarterly Invoicing Requirements

- At least **80%** of all PSR forms must be received and all inconsistencies resolved within 45 calendar days from the last authorized follow-up service date.
- The PDC Invoice Liaison or Fiscal Agent should check with the PDC's Genetic Counselor or PSR Contact about pending PSRs. The View PSR Status screen in the Screening Information System (SIS) will identify pending PSRs and the number of days since the PDC appointment was "Kept".



View PSR Status Screen

Search returned no rows. ← This red text message means there are no pending PSRs.



PDC Quarterly Invoicing Requirements

- The PDC Quarterly Report must be entered into SIS on time. The due date for the PDC Quarterly report is 45 days after the end of the quarter. If the Quarterly Report is not received by the deadline, which is within 30 days of the original due date, the PDC Quarterly Fee is withheld.

Quarter	Time Period	Due Date	Deadline	Reporting Fee Report
1	July 1 – September 30	November 15	December 15	January 15
2	October 1 – December 31	February 15	March 15	April 15
3	January 1 – March 31	May 15	June 15	July 15
4	April 1 – June 30	August 15	September 15	October 15



PDC Quarterly Reporting Fee

- The calculation for generating the PDC Quarterly Reporting Fee for the First Quarter of the Fiscal Year (to be created on October 15th) includes:
 1. PSRs submitted between July 1st and September 30th (1st Quarter of the fiscal year) and,
 2. PDC Quarterly Report of the 4th Quarter of the previous year (based on PDC services between April 1st – June 30th with the report entered in SIS by September 15th)



Fiscal Year Schedule for PDC Quarterly Invoices

(Fiscal year is July 1 of the current year to June 30 of the next year)

- PDC Quarterly Invoices should be created on the 16th day of the month after the end of the quarter.

1 st Quarter	July – September	Invoice on October 16 th
2 nd Quarter	October – December	Invoice on January 16 th
3 rd Quarter	January – March	Invoice on April 16 th
4 th Quarter	April – June	Invoice on July 16 th

- Note: If the date to generate a PDC Quarterly invoice falls on a weekend or a holiday, generate the PDC Quarterly invoice the next business day.



How does the PDC Invoice Liaison or Fiscal Agent create the PDC Quarterly Invoice?

- The GDSP Invoice Liaison will email the PDC Fiscal Agent on a quarterly basis the number of Patient Services Reports (PSRs) that were submitted during the quarter time period, the percentage of PSRs submitted on time, whether the PDC Quarterly Report was submitted on time, and whether the PDC would receive the PDC reporting fee.



How does the PDC Invoice Liaison or Fiscal Agent create the PDC Quarterly Invoice?

- The PDC Fiscal Agent would create a PDC Quarterly Invoice based on the number of PSRs that were submitted during the quarter time period, the percentage of PSRs submitted on time, whether the PDC Quarterly Report was submitted on time, and whether the PDC would receive the PDC reporting fee. The Invoice would include the dollar amount of the reporting fee (currently \$40.00 per patient) and include the Clinical Geneticist Chart Review fee (currently \$70.00 per patient).



How does the PDC Invoice Liaison or Fiscal Agent create the PDC Quarterly Invoice?

- The PDC Quarterly Invoice should include the PDC Code, the Vendor Number, the CALSTAR Code, the Invoice date, the Invoice number, and the Billing Period. All of this information will be supplied to the PDC Fiscal Agent on the email, supplied by the GDSP Invoice Liaison.
- The PDC Quarterly Invoice should include the Total Remittance Payment, located under the Billing Period, which is the total amount of the Quarterly Reporting Fee **and** the Clinical Geneticist Chart Review Fee.



Signature on the PDC Quarterly Invoice

The PDC Quarterly Invoice **must** be signed by the Fiscal Agent (the person who signed Appendix V in the Vendor Agreement) **or** by the PDC Director and sent to GDSP via fax to (510) 412-4257 or via e-mail as an attachment to PDCGroup@cdph.ca.gov.

PDC QUARTERLY INVOICE

PDC: PDC code

Vendor Number:

CALSTAR Code:

Remit Payment To:
Fiscal Agent
Prenatal Diagnostic Center
123 Anywhere Street
Somewhere, CA 90000

Invoice Date: XX/XX/XXXX

Invoice Number: PD-2014-XX

Billing Period: Month, time period, year

Total Remittance Payment of: \$

Return this signed invoice to:
CDPH Genetic Disease Screening Program
Attn: GDSP Invoice Liaison
850 Marina Bay Parkway, Room F-175
Richmond, CA 94804
Phone: (510) 412-1479 Fax: (510) 412-4657
Email: PDCGroup@cdph.ca.gov

\$40.00 per patient will be paid if 80% or greater of PSRs are submitted on time and if the Quarterly Report is submitted on time. \$70.00 per patient will be paid for Clinical Geneticist Chart Review.

Number of Patients for whom PSRs Submitted:
Percentage of PSRs Submitted on time:
Quarterly Report Submitted on time:
Will the PDC receive a \$40.00 per patient reporting fee?
Amount of reporting fee you will receive (or could have received) - \$40.00 per patient:
Clinical Geneticist Chart Review - \$70.00 per patient:

Payment of the services contained under this invoice is authorized pursuant to Section 125000(e) of the Health and Safety Code.

I hereby certify under penalty of perjury as follows: "That the amounts as contained herein are properly payable and that such payment is authorized in the amount, for the period, and to the respective payee as indicated under all governing laws and regulations."

Authorized vendor signature Date

Department of Public Health Date
Genetic Disease Screening Program

PLEASE RETAIN A COPY OF THIS INVOICE FOR YOUR RECORDS



California Department of Public Health

Invoice Status Screen

After the signed PDC Quarterly Invoice has been sent to GDSP, the PDC Invoice Liaison should click the “PDC Submitted” box. SIS will insert the date under “PDC Submitted Date”. The PDC Invoice Liaison should click the “Update” button to save the checkmark and the date.

Invoice Number	PDC Submitted	PDC Submitted Date	Submitted	Submitted Date	Schedule Number	Schedule Date	Warrant Number	Warrant Date
FD-2014-Q1	<input checked="" type="checkbox"/>	10/20/2014	<input type="checkbox"/>					

Step 1: Click on the checkbox under “PDC Submitted” if the PDC signed invoice has been sent to GDSP; SIS will insert the date under “PDC Submitted Date”.

Step 2: Click on the “Update” button which will save the checkmark in the checkbox and date above.



Invoice Status Screen – Error Made

If the PDC Invoice Liaison makes an error and clicks on the “PDC Submitted” checkbox before the PDC’s signed invoice is sent to GDSP, the PDC Invoice Liaison can click on the checkbox which will remove the checkmark from “PDC Submitted” and the date from “PDC Submitted Date”. The “Update” button needs to be clicked to save these changes.

Follow Up Center » Invoice Status

PDC Code: PDC1 Search
Organization Name: Prenatal Diagnosis Cent
Date From: [] [] [] [] [] []
Date To: [] [] [] [] [] []
Go Clear

Invoice Number	PDC Submitted	PDC Submitted Date	Submitted Date	Submitted Date	Schedule Number	Schedule Date	Warrant Number	Warrant Date
PD-2014-Q1	<input type="checkbox"/>							

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Update Cancel

Step 1: The checkbox was clicked on and the checkmark was removed along with the date from the “PDC Submitted Date”.

Step 2: Click on the “Update” button which will save the removal of the checkmark and the date.

Invoice Status Screen – No Hyperlink on the Invoice Number or Schedule Number/Date

Note: The Invoice Number for the PDC Quarterly Invoice is not a hyperlink to any other screens in SIS, such as to the Service Rendered screen. Also no data will appear under the “Schedule Number” and “Schedule Date” boxes for invoice numbers.

Follow Up Center » Invoice Status

PDC Code: Search
Organization Name:
Date From:
Date To:

Invoice Number	PDC Submitted	PDC Submitted Date	Submitted Date	Schedule Number	Schedule Date	Warrant Number	Warrant Date
PD-2014-Q1	<input checked="" type="checkbox"/>	10/20/2014	<input checked="" type="checkbox"/>				

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Invoice Status Screen – Warrant Number and Date

When the California Department of Public Health’s Accounting Unit has issued the PDC a check/warrant for the invoice number, the warrant number and warrant date will appear in SIS.

Follow Up Center » Invoice Status

PDC Code: Search
Organization Name:
Date From:
Date To:

Invoice Number	PDC Submitted	PDC Submitted Date	Submitted	Submitted Date	Schedule Number	Schedule Date	Warrant Number	Warrant Date
PD-2014-Q1	<input checked="" type="checkbox"/>	10/20/2014	<input checked="" type="checkbox"/>	10/21/2014			4226851	11/27/2014

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Invoice Status Screen – Search by Dates

To search for a PDC Quarterly Invoice number, the PDC Invoice Liaison should enter a Date Range and click “Go” button.

Follow Up Center » Invoice Status

PDC Code: PDC1 Search
Organization Name: Prenatal Diagnosis Cent

Date From: - - Please enter Date.
Date To: - - Please enter Date.

Go Clear

Enter Date Range with “Date From” and “Date To” and then click the “Go” button.



PDC INVOICING SUMMARY

- Beginning Quarter 1 of Fiscal Year 2014/15, PDCs will need to create and submit PDC Quarterly Invoices to GDSP for reimbursement of the reporting fee and Clinical Geneticist chart review fee.
- The GDSP Invoice Liaison will email the PDC Fiscal Agent on a quarterly basis the number of Patient Services Reports (PSRs) that were submitted during the quarter time period, the percentage of PSRs submitted on time, whether the PDC Quarterly Report was submitted on time, and whether the PDC would receive the PDC reporting fee.
- The Invoice would include the dollar amount of the reporting fee (currently \$40.00 per patient) and include the Clinical Geneticist chart review fee (currently \$70.00 per patient).



SUMMARY, cont.

- The PDC Fiscal Agent or PDC Director will sign the PDC Quarterly Invoice and submit the signed Invoice to GDSP via fax or email.
- The PDC Invoice Liaison should click the “PDC Submitted” box and “Update” button on the Invoice Status screen.
- GDSP will record the date it sends the signed PDC Invoice to GDSP Accounting under the “Submitted Date” on the Invoice Status screen.



Questions with PDC Invoicing?

GDSP Invoice Liaison:

Nympha Valdezotto
Program Standards and Quality Assurance Branch
Genetic Disease Screening Program

Phone: (510) 412-1479

Nympha.Valdezotto@cdph.ca.gov

Scan and send signed PDC Invoice to:

PDCGroup@cdph.ca.gov

or

Fax it to Nympha Valdezotto at (510) 412-4657



Questions with PDC Quarterly Reports?

GDSP Quarterly Contact:

Bret Hutchinson

Program Standards and Quality Assurance Branch

Genetic Disease Screening Program

Phone: (510) 412-3939

Bret.Hutchinson@cdph.ca.gov



California Department of Public Health