

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

- Currently, the GDSP sends an invoice twice a month to the Fiscal Agent for all Patient Services Reports (PSRs) that are submitted and have any inconsistencies resolved in the two weeks prior to the invoice date.
- Beginning July 2014, Prenatal Diagnosis Centers (PDCs) will generate their own invoice twice a month and submit it to GDSP for approval.
- This tutorial will explain how the PDC Invoice Liaison can generate the PDC Invoice from the Screening Information System (SIS).



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

- PDCs are paid for services provided to patients with a Screen Positive risk assessment under the Prenatal Screening Program.
- A PDC Invoice summarizes the services authorized to be reimbursed during a particular invoice period. Twice a month, the PDC Invoice Liaison will be generating a PDC Invoice to submit to GDSP.
- The fiscal year starts July 1st and ends on June 30th of the following year.



Fiscal Year Schedule for PDC Invoicing Cycles (July 1 of the current year to June 30 of the next year)

<u>Month</u>	<u>Date Range</u>	<u>Invoice Cycle</u>	<u>Month</u>	<u>Date Range</u>	<u>Invoice Cycle</u>
July	1-15	01	January	1-15	13
July	16-31	02	January	16-31	14
August	1-15	03	February	1-15	15
August	16-31	04	February	16-28	16
September	1-15	05	March	1-15	17
September	16-30	06	March	16-31	18
October	1-15	07	April	1-15	19
October	16-31	08	April	16-30	20
November	1-15	09	May	1-15	21
November	16-30	10	May	16-31	22
December	1-15	11	June	1-15	23
December	16-31	12	June	16-30	24



The PDC Invoice Liaison will generate a PDC Invoice on the **3rd** of every month and on the **18th** of every month.

<u>Month</u>	<u>Date Range</u>	<u>*Date to Generate Invoice</u>	<u>Month</u>	<u>Date Range</u>	<u>*Date to Generate Invoice</u>
July	1-15	July 18	January	1-15	January 18
July	16-31	August 3	January	16-31	February 3
August	1-15	August 18	February	1-15	February 18
August	16-31	September 3	February	16-28	March 3
September	1-15	September 18	March	1-15	March 18
September	16-30	October 3	March	16-31	April 3
October	1-15	October 18	April	1-15	April 18
October	16-31	November 3	April	16-30	May 3
November	1-15	November 18	May	1-15	May 18
November	16-30	December 3	May	16-31	June 3
December	1-15	December 18	June	1-15	June 18
December	16-31	January 3	June	16-30	July 3

***Note: If the date to generate a PDC invoice is on a weekend or a holiday, generate the PDC invoice the next business day.**



Cases Referred Screen

To understand the PDC Invoicing system in SIS, the PDC Invoice Liaison needs to know that patients under the Prenatal Screening Program are referred to a PDC and are scheduled for an appointment on the Cases Referred screen.

GDB-SIS

Data Intake Monitor Follow Up Center CCC

Follow Up Center » Cases Referred

*Center Type: Prenatal Diagnosis Center (PDC)

*Center Code: PDC1 Search

Center Name: Prenatal Diagnosis Center

Go Clear Back

Accn Number	Last Name	First Name	DOB	Appt Date	Appt Time	Appt Status	Date Referred	CCC Code	Date Services Authorized To	Services Authorized	Cmnts?
027-88-904/A-2014-32	MLPfour	MFPfour	04-02-1985	02-03-2014	1030	Kept	02-01-2014	42	02-11-2014	GC, NPT	N
030-86-905/A-2014-32	MLPfive	MFPfive	12-09-1984	02-03-2014	1100	Kept	02-01-2014	42	02-13-2014	GC, NPT	N
029-72-903/P-2014-32	MLPthree	MFPthree	02-11-1984	02-03-2014	1000	Kept	02-01-2014	42	03-17-2014	GC, NPT, 2US, AM, KA	N
025-45-901/P-2014-32	MLPone	MFPone	05-26-1980	02-03-2014	0900	Kept	02-01-2014	42	03-21-2014	GC, NPT, 2US, AM, KA	N
029-34-902/P-2014-32	MLPtwo	MFPtwo	04-21-1973	02-03-2014	0930	Kept	02-01-2014	42	03-26-2014	GC, 2US, AM, KA, AF	N



Cases Referred Screen

After follow-up services are provided at the PDC, the appointment status is either updated with "1st T Appt Kept-DX not performed" or "Kept".

Follow Up Center » Cases Referred

*Center Type: Prenatal Diagnosis Center (PDC)

*Center Code: PDC1 Search

Center Name: Prenatal Diagnosis Center

Go Clear Back

Accn Number	Last Name	First Name	DOB	Appt Date	Appt Time	Appt Status	Date Referred	CCC Code	Date Services Authorized To	Services Authorized	Cmnts?
027-88-904/A-2014-32	MLPfour	MFPfour	04-02-1985	02-03-2014	1030	Kept	02-01-2014	42	02-11-2014	GC, NPT	N
030-86-905/A-2014-32	MLPfive	MFPfive	12-09-1984	02-03-2014	1100	Kept	02-01-2014	42	02-13-2014	GC, NPT	N
029-72-903/P-2014-32	MLPthree	MFPthree	02-11-1984	02-03-2014	1000	Kept	02-01-2014	42	03-17-2014	GC, NPT, 2US, AM, KA	N
025-45-901/P-2014-32	MLPone	MFPone	05-26-1980	02-03-2014	0900	Kept	02-01-2014	42	03-21-2014	GC, NPT, 2US, AM, KA	N
029-34-902/P-2014-32	MLPtwo	MFPtwo	04-21-1973	02-03-2014	0930	Kept	02-01-2014	42	03-26-2014	GC, 2US, AM, KA, AF	N



Patient Services Report (PSR)

After the “1st T Appointment Kept-DX not performed” or “Kept” appointment status, a Patient Services Report is generated. The PSR will be completed by the PDC’s PSR Contact or Genetic Counselor and submitted. The services that have the status of “Provided” will be reimbursed to the PDC.

Client/Case Search
Case Summary (PNS)

Data Intake - Case Summary (PNS) - Enter PSR

Update Case (PNS) | Case Notes | Link PNS Cases | Re-assign CCC | Tracking Events
 Appointments | Service History | Enter PSR | Link Client to Entity | Unlock Specimens

Genetic Disease Screening Program Accession Number:
 *Last Name:
 First Name:
 Maiden Name:
 Birthdate:
 Social Security Number:
 PDC Medical Record Number:
 PDC Code - Center Name:
 PNS Referral due to Screen Positive For:
 *Number of Fetuses in this Pregnancy (including fetal demise):
Authorization Details
 *Were special exceptions and/or special services authorized by staff at the Genetic Disease Screening Program?:
 Last Name of person at the GDSP who authorized services:

Services Authorized by Prenatal Screening Program and Provided at your center.

Date	Service	Status	Provider
02/03/2014	Genetic Counseling	Provided	Counselor, Genetic
02/03/2014	Non-invasive Prenatal Testing	Provided	NIPT LAB
02/03/2014	Ultrasound	Provided	Sonologist, Consultative
	Amniocentesis	Declined	
	SLO's Diagnostic Testing	Not Indicated	



Cases Referred Screen

On the 3rd and 18th of every month, the PDC Invoice Liaison should login into SIS, select the Entity Code for the Comprehensive PDC Code, click on the Follow up Center tab and then click on the Services Rendered link located on the left side of the screen in the blue space.

Follow Up Center > Cases Referred

*Center Type: Prenatal Diagnosis Center (PDC)

*Center Code: PDC1 Search

Center Name: Prenatal Diagnosis Center

Go Clear Back

Accn Number	Last Name	First Name	DOB	Appt Date	Appt Time	Appt Status	Date Referred	CCC Code	Date Services Authorized To	Services Authorized	Cmnts?
027-88-904/A-2014-32	MLPfour	MFPfour	04-02-1985	02-03-2014	1030	Kept	02-01-2014	42	02-11-2014	GC, NPT	N
030-86-905/A-2014-32	MLPfive	MFPfive	12-09-1984	02-03-2014	1100	Kept	02-01-2014	42	02-13-2014	GC, NPT	N
029-72-903/P-2014-32	MLPthree	MFPthree	02-11-1984	02-03-2014	1000	Kept	02-01-2014	42	03-17-2014	GC, NPT, 2US, AM, KA	N
025-45-901/P-2014-32	MLPone	MFPone	05-26-1980	02-03-2014	0900	Kept	02-01-2014	42	03-21-2014	GC, NPT, 2US, AM, KA	N
029-34-902/P-2014-32	MLPtwo	MFPtwo	04-21-1973	02-03-2014	0930	Kept	02-01-2014	42	03-26-2014	GC, 2US, AM, KA, AF	N



Services Rendered Screen

There are two ways to have the service details appear on the Services Rendered screen:

- Select a Month, Select Days (1-15 or 16-31), and Enter the beginning year of the fiscal year

OR

- Enter an Invoice Number (Comprehensive PDC code-beginning year of the fiscal year-invoice cycle)

The next step is to click the “Go” button.

Follow Up Center » Services Rendered

*PDC Code: PDC1 Search

*PDC Name:

Month: Select Days: Select Year:

Invoice Number:

Step 1: Choose one of these two fields:
Month: February; Days: 1-15; Year: 2013
OR
Invoice Number: 01-2013-15

Step 2: Click the “Go” button



Services Rendered Screen

Services Rendered screen displays the details for each patient whose PSR was submitted with inconsistencies resolved during an invoice cycle. A “1” under the column means the service was provided and “0” indicates that the service was not provided. A “1” appears under the Admin Fee only for the patient’s first visit to the PDC.

Follow Up Center » Invoice Status » Services Rendered

*PDC Code: Search
 *PDC Name: Prenatal Diagnosis Center
 Month: Days: Year:
 Invoice Number:

Satellite Code	Accession Number	Last Name	First Name	Date of Service	GC	NPT	UG	CVS	K	1st Trimester		2nd Trimester		Mod	2nd AM	Karyo	AF- AFP	FTK	PUBS	PB	SL	2nd Op		Admin Fee
										1st US	1st F/E	2nd US	2nd F/E											
C1	027-88-904/A - 2014-32	MLPfour	MFPfour	02/03/2014	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
C1	030-86-905/A - 2014-32	MLPfive	MFPfive	02/03/2014	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
C1	025-45-901/P - 2014-32	MLPone	MFPone	02/03/2014	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
C1	029-34-902/P - 2014-32	MLPtwo	MFPtwo	02/03/2014	1	0	0	0	0	0	0	1	1	1	1	0	0	0	0	0	0	0	0	1
C1	029-72-903/P -	MLPthree	MFPthree	02/03/2014	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1

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Services Rendered Screen

Verify Service Counts for each patient **before** clicking on the “Print Invoice” button to create the PDC Invoice. If the counts are not correct, contact GDSP immediately.

Follow Up Center » Invoice Status » Services Rendered

*PDC Code: Search
 *PDC Name: Prenatal Diagnosis Center
 Month: Days: Year:
 Invoice Number:

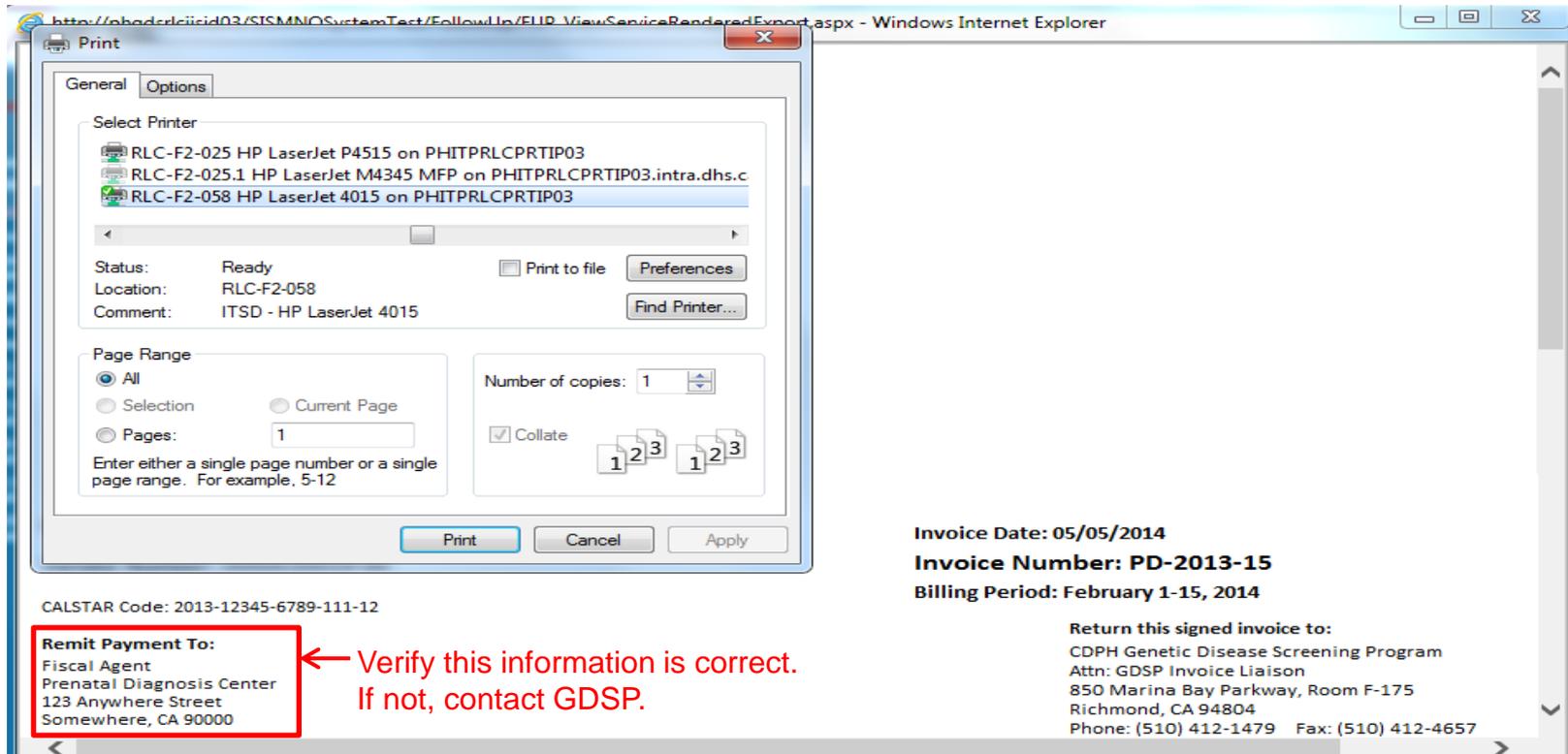
Satellite Code	Accession Number	Last Name	First Name	Date of Service	GC	NPT	UG	1st Trimester				2nd Trimester				AF- AFP	FTK	PUBS	PB	SL	2nd Op		Admin Fee
								K	1st T	1st F/E	Mod GC	2nd T	AM US	Karyo	Op US						T F/E		
																						US	
C1	027-88-904/A - 2014-32	MLPfour	MFPfour	02/03/2014	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
C1	030-86-905/A - 2014-32	MLPfive	MFPfive	02/03/2014	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
C1	025-45-901/P - 2014-32	MLPone	MFPone	02/03/2014	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	
C1	029-34-902/P - 2014-32	MLPtwo	MFPtwo	02/03/2014	1	0	0	0	0	0	0	1	1	1	1	0	0	0	0	0	0	1	
C1	029-72-903/P -	MLPthree	MFPthree	02/03/2014	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	

← Click the “Print Invoice” button after verifying the service counts for each patient is correct. If the counts are not correct, contact GDSP immediately before clicking this button.



Services Rendered Screen

When the “Print Invoice” button is clicked, the Print Invoice pop-up will appear. Verify the “Remit Payment To” has the correct Fiscal Agent’s name and the correct remittance address. If it is not correct, contact GDSP.



CALSTAR Code: 2013-12345-6789-111-12

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

← Verify this information is correct.
If not, contact GDSP.

Invoice Date: 05/05/2014
Invoice Number: PD-2013-15
Billing Period: February 1-15, 2014

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



PDC Invoice is generated-

The PDC Invoice summarizes the counts of all services authorized to be reimbursed during a particular invoice period. Verify the Service Total Counts on the PDC Invoice against the totals on the Services Rendered screen in SIS.

PDC: PDC1
 Vendor Number: 0000030059-00
 CALSTAR Code: 2013-12345-6789-111-12

Invoice Date: 05/05/2014

Invoice Number: PD-2013-15
Billing Period: February 1-15, 2014

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

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

Service	Current Count	Adjustment Count	Total Count	Rate	Grand Total
Genetic Counseling	5	0	5	\$120.00	\$600.00
Non-invasive Prenatal Testing	3	0	3	\$375.00	\$1125.00
1st Trimester Ultrasound	0	0	0	\$120.00	\$0.00
1st Trimester Fetal Echo	0	0	0	\$90.00	\$0.00
Ultrasound Guidance	0	0	0	\$90.00	\$0.00
Chorionic Villus Sampling	0	0	0	\$225.00	\$0.00
Karyotype by CVS	0	0	0	\$550.00	\$0.00
Modified Genetic Counseling	0	0	0	\$70.00	\$0.00
Ultrasound	3	0	3	\$270.00	\$810.00
Amniocentesis	1	0	1	\$115.00	\$115.00
Amniotic Fluid with Karyotype	1	0	1	\$550.00	\$550.00
AF-AFP/AChE Analysis	1	0	1	\$36.00	\$36.00
2nd Trimester Fetal Echo	0	0	0	\$90.00	\$0.00
SLOS Diagnostic Testing	0	0	0	\$150.00	\$0.00
Second Opinion Ultrasound	0	0	0	\$270.00	\$0.00
Fetal Tissue Karyotype	0	0	0	\$550.00	\$0.00
Placental Biopsy	0	0	0	\$225.00	\$0.00
PUBS	0	0	0	\$250.00	\$0.00
Administrative Fee	5	0	5	\$45.00	\$225.00

Total Reimbursement allowed: \$3461.00

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

 Authorized Vendor Signature Date

 Department of Public Health Date
 Genetic Disease Screening Program



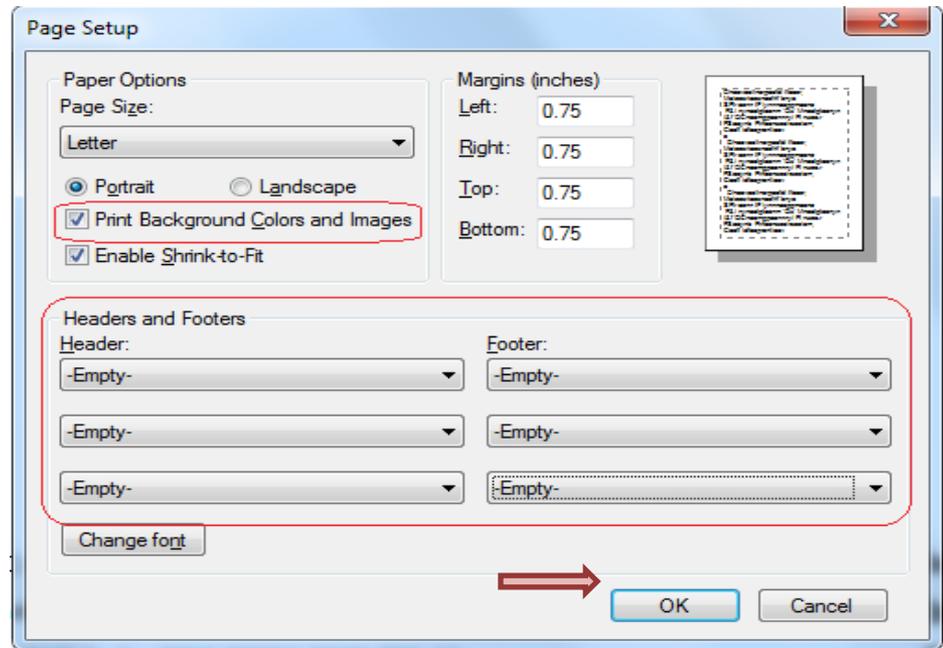
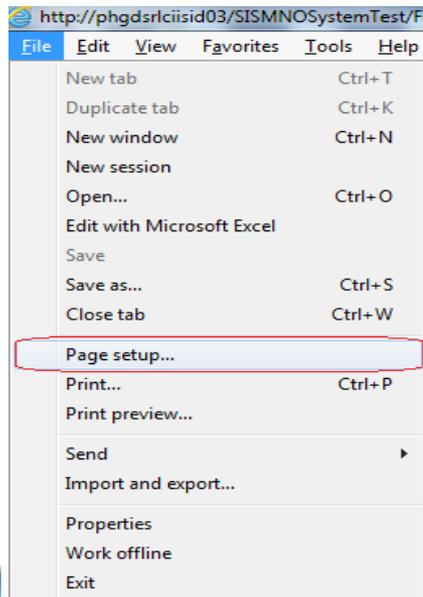
California Department of Public Health

Optional-Print the PDC Invoice on PDC letterhead

- **When the PDC Invoice is printed, a page number will appear on the top right corner and a URL at the bottom of the page. To remove these items, follow the steps below:**

- On the print invoice pop-up
- Press Alt key + “f “ key
- Go to "Page Setup”

- Check the checkbox for "Print Background Color and Image"
- Select "-Empty-" for all 6 options in "Header and Footer" Section
- Press “OK” button



Signature on the PDC Invoice

The PDC Invoice should 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: PDC1
 Vendor Number: 0000030059-00
 CALSTAR Code: 2013-12345-6789-111-12

Invoice Date: 05/05/2014
 Invoice Number: PD-2013-15
 Billing Period: February 1-15, 2014

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

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

Service	Current Count	Adjustment Count	Total Count	Rate	Grand Total
Genetic Counseling	5	0	5	\$120.00	\$600.00
Non-invasive Prenatal Testing	3	0	3	\$375.00	\$1125.00
1st Trimester Ultrasound	0	0	0	\$120.00	\$0.00
1st Trimester Fetal Echo	0	0	0	\$90.00	\$0.00
Ultrasound Guidance	0	0	0	\$90.00	\$0.00
Chorionic Villus Sampling	0	0	0	\$225.00	\$0.00
Karyotype by CVS	0	0	0	\$550.00	\$0.00
Modified Genetic Counseling	0	0	0	\$70.00	\$0.00
Ultrasound	3	0	3	\$270.00	\$810.00
Amniocentesis	1	0	1	\$115.00	\$115.00
Amniotic Fluid with Karyotype	1	0	1	\$550.00	\$550.00
AF-AFP/AChE Analysis	1	0	1	\$36.00	\$36.00
2nd Trimester Fetal Echo	0	0	0	\$90.00	\$0.00
SLOS Diagnostic Testing	0	0	0	\$150.00	\$0.00
Second Opinion Ultrasound	0	0	0	\$270.00	\$0.00
Fetal Tissue Karyotype	0	0	0	\$550.00	\$0.00
Placental Biopsy	0	0	0	\$225.00	\$0.00
PUBS	0	0	0	\$250.00	\$0.00
Administrative Fee	5	0	5	\$45.00	\$225.00

Total Reimbursement allowed: \$3461.00

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

 Authorized Vendor Signature Date

 Department of Public Health Date
 Genetic Disease Screening Program



California Department of Public Health

Invoice Status Screen

After the signed PDC 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.

Follow Up Center » Invoice Status

PDC Code: PDC1 Search
Organization Name: Prenatal Diagnosis Center
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-2013-15	<input checked="" type="checkbox"/>	02/18/2014						

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Update Cancel

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 – 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.

GDB-SIS

Data Intake Monitor **Follow Up Center** CCC

Cases Referred
PSR Status
Services Rendered
Invoice Status
View Special Auth

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-2013-15	<input checked="" type="checkbox"/>	02/18/2014	<input checked="" type="checkbox"/>	02/18/2014			4226851	03/27/2014

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Invoice Status Screen – Search by Dates

To search for a current PDC invoice number or previous invoice numbers and their details, the PDC Invoice Liaison should enter a Date Range and click “Go” button.

The screenshot shows the GDB-SIS web application interface. The top navigation bar includes 'Data Intake', 'Monitor', 'Follow Up Center' (highlighted in red), and 'CCC'. A left sidebar contains menu items: 'Cases Referred', 'PSR Status', 'Services Rendered', 'Invoice Status' (highlighted in red), and 'View Special Auth'. The main content area is titled 'Follow Up Center » Invoice Status' and contains the following search fields:

- PDC Code: Search
- Organization Name:
- Date From: - Please enter Date.
- Date To: - Please enter Date.
-

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



View PSR Status Screen

The PDC Invoice Liaison should inquire with the PDC's PSR Contact(s) or Genetic Counselor(s) about pending PSRs on the View PSR Status screen prior to the last day of the invoice cycles for each month (15th and 30th or 31st of each month).

Follow Up Center » PSR Status

Search Type:

View PSR Status

PDC Code:

PDC Name:

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



Services History Screen – No Invoice Number

Note: A PSR Contact or Genetic Counselor will be able to see the Services History screen for a particular patient. A PDC Invoice Liaison who only has this role in SIS will not be able to see the Services History screen.

The screenshot shows the GDB-SIS interface. The top navigation bar includes 'Data Intake', 'Monitor', 'Follow Up Center', and 'CCC'. The left sidebar has 'Client/Case Search' and 'Case Summary (PNS)'. The main content area shows the 'Services History' for a patient with the following details:

- Client Name: MLPone, MFPone
- Date of Birth: 5/26/1980
- Accession Number: 025-45-901/P - 2014-32
- Accession Number input field: 025 - 45 - 901 / P - 2014 - 32
- Patient Name: MLPone, MFPone

Below the patient information is a table titled 'Services Provided' with the following data:

Line #	Date	Accession Number	Referral	Service Provided	Site Code	2nd Svc Auth	Provider Last Name, First Name	Invoice No.
1	2/3/2014	025-45-901/P - 2014-32	2nd Trimester	Genetic Counseling	PDC1		Counselor, Genetic	
2	2/3/2014	025-45-901/P - 2014-32	2nd Trimester	Non-invasive Prenatal Testing	PDC1		NIPT LAB	
3	2/3/2014	025-45-901/P - 2014-32	2nd Trimester	Ultrasound	PDC1		Sonologist, Consultative	

A red box highlights the 'Invoice No.' column in the table, and a red arrow points to it from the text: 'Prior to the 3rd or 18th of every month, there is no invoice number.'



Services History Screen – Invoice number

The PSR Contact or Genetic Counselor will see an invoice number for a particular patient on the 3rd or 18th of every month. The PSR Contact or Genetic Counselor can click on the Invoice No. to go to the Services Rendered screen.

GDB-SIS

Data Intake | **Monitor** | **Follow Up Center** | **CCC**

Data Intake » Case Summary (PNS) » Services History

Update Case (PNS) | Case Notes | Link PNS Cases | Re-assign CCC | Tracking Events
 Appointments | Services History | Enter PSR | Link Client to Entity | Unlink Specimens
 GA Calculator

Client Name: MLPone, MFPone Date of Birth: 5/26/1980
 Accession Number: 025-45-901/P - 2014-32

Accession Number: 025 - 45 - 901 / P - 2014 - 32

Patient Name: MLPone, MFPone

Services Provided

Line #	Date	Accession Number	Referral	Service Provided	Site Code	2nd Srvc Auth	Provider Last Name, First Name	Invoice No.
1	2/3/2014	025-45-901/P - 2014-32	2nd Trimester	Genetic Counseling	PDC1		Counselor, Genetic	PD-2013-15
2	2/3/2014	025-45-901/P - 2014-32	2nd Trimester	Non-invasive Prenatal Testing	PDC1		NIPT LAB	PD-2013-15
3	2/3/2014	025-45-901/P - 2014-32	2nd Trimester	Ultrasound	PDC1		Sonologist, Consultative	PD-2013-15



PDC INVOICING SUMMARY

- Beginning July 2014, PDCs will need to generate and submit PDC Invoices to GDSP for reimbursement of authorized follow-up services provided.
 - Note: The PDC Invoice Liaison can test this new invoicing system in SIS by generating the PDC Invoice for the last invoice cycle for May 2014 and the two invoice cycles for June 2014.
- Details of services provided on all PSRs authorized for reimbursement during the invoice cycle are found on the Services Rendered screen.
- The PDC Invoice Liaison will click the “Print Invoice” button on the Services Rendered screen to generate the PDC Invoice on the 3rd and 18th of every month.



SUMMARY, cont.

- PDCs will need to verify the service counts on the PDC Invoice against the Services Rendered screen. Any discrepancies should be reported to GDSP immediately.
- PDCs can print the PDC Invoice on PDC letterhead or on a blank sheet of paper.
- The PDC Fiscal Agent will sign the PDC Invoice and submit the signed PDC 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.



SUMMARY, cont.

- GDSP will record the date it sends the signed PDC Invoice to GDSP Accounting under the “Submitted Date” on the Invoice Status screen.
- Follow-up services submitted for reimbursement with the status of “Provided” on a PSR can be viewed by the PSR Contact or Genetic Counselor on the Services History screen along with the invoice number on the 3rd or 18th of every month.



SUMMARY, cont.

- The Warrant Number and Warrant Date on the Invoice Status screen indicates when the PDC's reimbursement check is sent to the PDC Remittance address (found on STD 204-Vendor Data Record in Vendor Agreement).
- Remember: The PDC Invoice Liaison should check with the PDC's PSR Contact(s) or Genetic Counselor(s) twice a month (prior to the 15th **and** 30th or 31st of each month) about pending PSRs.



Questions?

Contact:

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Genetic Disease Screening Program

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Scan and send signed PDC Invoice to:

PDCGroup@cdph.ca.gov

or

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

