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EDMUND G. BROWN JR.  
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Office of AIDS (OA)  
Provider Network Policy Document

Pre-Exposure Prophylaxis Assistance Program (PrEP-AP)  
Policy Document number: **2018-02**

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## **Provider Network Policy Memo: Provider Contracts with External Laboratories**

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### **Overview**

The purpose of this document is to inform contracted clinical providers in the PrEP-AP Provider Network of policy requirements enforced by the PrEP-AP with respect to providers who have contracts with external laboratories.

### **Policy**

As cited in the PrEP-AP Provider Network contract under Exhibit B: 'Budget Detail and Payment Provisions', providers who have contracts with external laboratories must ensure that contracts are structured in a way that PrEP-AP clients are not charged at the point of service. The PrEP-AP requires that contracted providers provide a copy of their negotiated fee schedule and contract with external laboratories to OA. The PrEP-AP is only able to accept one fee schedule from providers. Providers in the PrEP-AP Provider Network who have contracts with more than one external laboratory must choose which external laboratory will be performing applicable laboratory tests for PrEP-AP clients. Claims submitted to the PrEP-AP's Medical Benefits Manager (MBM); Pool Administrator's Inc. (PAI), must be submitted by the contracted provider participating in the PrEP-AP Provider Network, **not** by the laboratory with which the clinical provider is contracted with. PAI will remit payment for allowable PrEP-related laboratory testing to the contracted provider on the PrEP-AP Provider Network. It is the responsibility of the contracted clinical provider to reimburse the laboratory for services rendered.

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### **For Questions or Comments Please Contact:**

PAI at 1-844-421-7050

Monday through Friday, 8 a.m. — 5 p.m.

PST

Or

The Office of AIDS via e-mail at  
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