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Director

State of California—Health and Human Services Agency
Department of Health Services



GRAY DAVIS
Governor

April 10, 2003

TO: PROVIDERS AND BILLING REPRESENTATIVES
For the Physicians Services Contract Back (PSCB) and Emergency
Medicals Services Appropriation (EMSA) Contract Back Programs

SUBJECT: NOTICE OF PRIVACY PRACTICES – HIPAA COMPLIANCE
For the PSCB/EMSA Contract Back Programs

This is to notify you of changes to the PSCB/EMSA Contract Back programs. These changes are being implemented for compliance with provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, which safeguard the privacy of patient information. The PSCB/EMSA Contract Back programs are requiring your adherence to these changes no later than April 14, 2003.

The PSCB/EMSA Contract Back programs have developed the enclosed “**Notice of Privacy Practices**” (NPP) document. At the time of the third billing, a copy of this NPP must be provided to all patients for whom you submit a claim to receive reimbursement through the PSCB/EMSA Contract Back programs. Additionally, in order to continue to participate in the PSCB/EMSA Contract Back programs, all participating physicians need to complete the enclosed **PSCB/EMSA Annual Physician Enrollment and Claim Certification Form**. This form has been revised to incorporate language certifying your agreement to distribute a copy of the NPP to patients. You are also required to use the enclosed **Medical Services Claim Form** and **Electronic Billing Certification Form**, which have been revised. These now include an affidavit certifying that at the time of the third billing attempt, the patient, their parent and/or their responsible guardian was provided or sent a copy of the NPP. Please note that the enclosed **Payee Data Record Form (Std. 204)** needs to accompany your PSCB/EMSA Annual Physician Enrollment and Claim Certification Form.



Do your part to help California save energy. To learn more about saving energy, visit the following web site:
www.consumerenergycenter.org/flex/index.html

1800 Thirds Street, Room 100, P.O. 942732, Sacramento, CA 94234
(916) 445-3194

Internet Address: www.dhs.ca.gov

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For your reference, a copy of this letter, the NPP and the enclosed forms are posted on Office of County Health Services website at www.dhs.ca.gov/hisp/ochs/pss/prop99.htm. General HIPAA information may be found at: www.dhs.ca.gov/hipaa.

If you have any questions, you may contact Ms. Marlene Carrillo, PSCB/EMSA Administrating Coordinator, at (916) 327-6980.

ORIGINAL SIGNED BY DENISE SEWART

Denise Sewart, Chief
Contract Back Unit

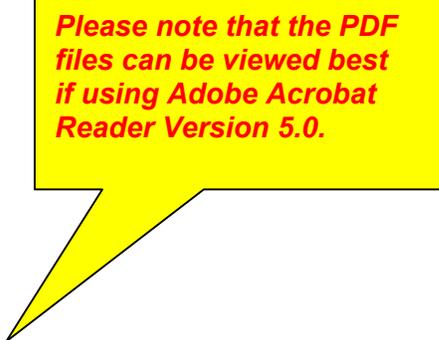
Enclosures

Click on hyperlinks below to access the PDF files:

Notice of Privacy Practices ([English](#) and [Spanish](#) Versions)
[Annual Physician Enrollment and Claim Certification Form](#)
[Medical Services Claim Form](#)
[Electronic Billing Certification Form](#)
[Payee Data Record Form \(STD. 204\)](#)

cc: Mr. Robert Krause, Chief
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Ms. Marlene Carrillo
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