

**Instructions for Billing OVP**

Separate CVRs must be submitted for the counseling visit and the medical procedure for payment to be rendered.

*In-House or Locally-Contracted Vasectomy Provider:* If the agency or a locally-contracted provider performs the services, the agency should follow their normal procedure for submitting CVRs for the counseling visit and the sterilization procedure.

*Clients with OHP Coverage:* When billing DMAP for vasectomy services provided to OHP clients, mail a hard-copy of the completed Consent for Sterilization form to DMAP at:

500 Summer Street NE, E44,  
Salem, OR 97301

DMAP will withhold payment if the client does not sign and date the form 30 days prior to performing the sterilization. See [OAR 410-130-0580](#) for more information about sterilization consent procedures and exceptions under DMAP.

*Clients with No Source of Coverage:* Clients with no source of coverage should be assessed using the Title X sliding fee scale, even if the agency is not a Title X sub-recipient. If it is determined that the client owes payment for a portion of the visit, the agency should attempt to collect the fee. However, agencies must not deny or delay delivery of services due to a client's inability to pay. Agency staff are expected to make a minimum of two contact attempts to collect payment due from the client, if any, before billing OVP for services rendered. Contact attempts may be made via phone or mail and must be documented in the client's record. If the client does not provide payment, OVP will reimburse for the cost of services up to the full reimbursement rate.

For additional information, refer to [Exhibit B-4: Title X Service and Supply Discount Schedule](#) and [Exhibit B-5: Reproductive Health Program Sliding Fee Scale](#).

*Balance Billing OVP:* OVP may be billed the balance between the OVP reimbursement rates and what private insurance or OHP pay.

- Private Insurance: If private insurance reimburses less than the OVP reimbursement rate (for either the counsel or the procedure) submit a CVR for the visit:
  - Check box 11-OVP in Section 9 Source of Pay
  - Enter the amount received from private insurance in Section 17A Third Party Resource Codes

## Exhibit D-10

- Complete the rest of the CVR as a normal counsel or procedure (see chart below)
- OHP: Since OHP reimbursement rates are published, OVP may be balanced billed before payment is received from OHP. In this case, submit only one CVR for the visit with OVP as the source of pay (and not OHP):
  - Check box 11-OVP in Section 9 Source of Pay
  - Enter the amount expected from OHP in Section 17A Third Party Resource Codes
  - Complete the rest of the CVR as a normal counsel or procedure (see chart below)
  - If the actual reimbursement rate from OHP varies from the expected rate indicated on Section 17A Third Party Resource Codes, resubmit the CVR with the actual amount received from OHP in Section 17A Third Party Resource Codes

### Vasectomy Referral Fee

In recognition of the administrative work related to facilitating vasectomy referrals, the Oregon RH Program allows agencies that refer clients to vasectomy providers to recoup a \$50 Vasectomy Referral Fee, regardless of the client's source of pay. To be eligible for the referral fee, the reimbursement rates for both the counseling visit and the vasectomy procedure must be passed on, in full, to the contracted provider who performed the services.

To be reimbursed the \$50 Vasectomy Referral Fee, complete a CVR:

- Complete Sections A-E, 1-7, 8
  - In Section 3 Date of Visit enter the day AFTER the counsel, as multiple CVRs submitted with the same Date of Visit will be rejected
- Check box 11-OVP in Section 9 Source of Pay (even if the client has another source of coverage)
- Complete Sections 9B, 18, 10, 11 (if applicable)
- Check box 8-Vasectomy Referral (w/OVP SOP) in Section 12 Purpose of Visit
- Check box 18-Vasectomy Referral Fee in Section 13A Medical Services
- Complete Section 15A Primary Contraceptive Method

See [Exhibit D-11](#) for an example Vasectomy Referral Fee CVR.