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**Training Notice: Public Health  
Laboratory Billing Changes**

Please disseminate to appropriate staff in your organization.

October 29, 2014

Dear Oregon State Public Health Laboratory Client,

Beginning December 1, 2014, the Oregon State Public Health Laboratory (OSPHL) will begin requiring payer source information on test request forms submitted to the OSPHL. With these changes, the test request forms used by locations receiving no-cost gonorrhea and Chlamydia tests (STD Program, formerly IPP) will also change.

Because only the laboratory that performs the testing may bill Oregon Medicaid for the testing, the OSPHL will require that Oregon Medicaid or CCO information for all patients with this coverage be included with the specimen, unless that client is seeking confidential services due to extenuating circumstances. In addition, the OSPHL is requesting that private insurer information be provided with the specimen if your organization is not billing the private insurer for the laboratory testing.

To fully support and describe these changes, the OSPHL is offering a series of webinars. Two different webinars will be offered:

1. Customized for staff in the clinic or laboratory who complete test request forms.
2. Customized for staff who process invoices, such as billing or accounts payable staff.

Each webinar will follow the same general outline, but detailed information will be customized to the needs of the audience. Each session will also include time to ask questions about these changes.

Please register in advance by choosing webinar that aligns with your work duties and fits into your schedule. Follow the link provided to register. After registering, you will receive an e-mail with the information needed to test your computer set-up and a link to join the day of the webinar.

**Trainings tailored for clinic or laboratory staff (chose one):**

Date	Time	Link to Pre-Register
Thursday, November 13	9:00-10:00am	<a href="https://oregonconnect.ilinc.com/register/bwzmcjy">https://oregonconnect.ilinc.com/register/bwzmcjy</a>
Monday, November 17	2:00-3:00pm	<a href="https://oregonconnect.ilinc.com/register/hthxjmf">https://oregonconnect.ilinc.com/register/hthxjmf</a>
Tuesday, November 25	12:30-1:30pm	<a href="https://oregonconnect.ilinc.com/register/pcxvwsy">https://oregonconnect.ilinc.com/register/pcxvwsy</a>

**Trainings tailored for billing or accounts payable staff (choose one):**

Date	Time	Link to Pre-Register
Friday, November 14	11:30am-12:30pm	<a href="https://oregonconnect.ilinc.com/register/rkrzszf">https://oregonconnect.ilinc.com/register/rkrzszf</a>
Wednesday, November 19	9:00-10:00am	<a href="https://oregonconnect.ilinc.com/register/bwzmcmy">https://oregonconnect.ilinc.com/register/bwzmcmy</a>
Monday, November 24	2:00-3:00pm	<a href="https://oregonconnect.ilinc.com/register/zvscycy">https://oregonconnect.ilinc.com/register/zvscycy</a>

Note: If your organization only sends specimens to the OSPHL as required by state disease reporting law, the billing-specific changes do not apply to you. However, you may notice changes to our test request forms in the near future.

You may contact me at 503-693-4100 or [sarah.m.humphrey@state.or.us](mailto:sarah.m.humphrey@state.or.us) with questions or comments. In addition, the OSPHL has a website dedicated to updates about these changes. The website can be found at: [www.healthoregon.org/phlbilling](http://www.healthoregon.org/phlbilling).

Sincerely,



Sarah Humphrey, BS, CHES  
Client Services Coordinator, OSPHL