WISCONSIN MEDICAL ASSISTANCE PROGRAM

HEALTHCHECK (EPSDT) SCREENING SERVICES HANDBOOK

PART D, DIVISION I

PART D, DIVISION I
HEALTHCHECK SCREENING SERVICES PROVIDER HANDBOOK
TRANSMITTAL LOG

This log is designed as a convenient record sheet for recording receipt of handbook updates. Each update to Part D, Division I, of the handbook will be numbered sequentially. This sequential numbering system will alert the provider to any updates not received. Providers must delete old pages and insert new pages as instructed. Use of this log will help eliminate errors and ensure an up-to-date handbook.

If you are missing a transmittal, please request it by transmittal number. For example, if the last transmittal number on your log is 1D-3 and you receive 1D-5, you are missing 1D-4. If the provider is missing a transmittal, copies of complete provider handbooks may be obtained by completing the order form in Appendix 36 of the WMAP Part A Provider Handbook.

Transmittal Number	Initials	Issue Date
1D-1		03/92
1D-2		06/92
1D-3		11/92
1D-4		12/92
1D-5		10/94
1D-6		02/95
1D-7		05/95

Transmittal Number	Initials	Issue Date

INTRODUCTION

The Wisconsin Medical Assistance Program (WMAP) is governed by a set of regulations known as the Wisconsin Administrative Code, Chapters HSS 101-108 and by state and federal law. These regulations are interpreted for provider use in two WMAP provider handbooks. The two handbooks are designed to be used in conjunction with each other and with the Wisconsin Administrative Code.

Part A of the WMAP handbook includes general policy guidelines, regulations and billing information applicable to all types of providers certified in the WMAP. The service specific part of the handbook includes information on provider eligibility criteria, covered services, reimbursement methodology and billing instructions. Each provider is sent a copy of the Part A and appropriate service specific handbook at the time of certification.

Additional copies of provider handbooks may be obtained by writing to the address listed in Appendix 3 of Part A of the WMAP Provider Handbook.

When requesting a handbook, be sure to indicate the type(s) of service provided (e.g., physician, chiropractic, dental, etc.).

It is important that both the provider of service and the provider's billing personnel read this material prior to initiating services to ensure a thorough understanding of WMAP policy and billing procedures.

NOTE: For a complete source of WMAP regulations and policies, the provider is referred to the Wisconsin Administrative Code, Chapters HSS 101-108. In the event of any conflict in meaning between HSS 101-108 and the handbook, the meaning of the Wisconsin Administrative Code will hold. Providers may purchase HSS 101-108 from Document Sales.

Providers should also be aware of other documents including state and federal laws and regulations, relating to the WMAP.

1. Chapter 49.43 - 49.497, Wisconsin Statutes

2. Title XIX of the Social Security Act and its enabling regulations, Title 42 - Public Health, Parts 430-456.

A list of common terms and the abbreviations appears in Appendix 30 of the Part A handbook and also in the Wisconsin Administrative Code, Chapter HSS 101.

HEALTHCHECK SCREENING SERVICES
TABLE OF CONTENTS

A. TYPE OF HANDBOOK

The HealthCheck Screening Services Handbook, Part D, Division I is the service specific portion of the Wisconsin Medical Assistance Provider Handbook. Part D, Division I includes information applicable to HealthCheck screening providers. The intent of this handbook is to provide information regarding provider eligibility criteria, covered services, reimbursement, and billing instructions for the HealthCheck program. The handbook should be used in conjunction with Part A of the Wisconsin Medical Assistance Provider Handbook which includes general policy guidelines, regulations and billing information applicable to all types of providers certified in the Wisconsin Medical Assistance Program (WMAP).

How to Use This Handbook
This handbook is intended to:

1. Explain how the HealthCheck screening examination fits into the overall HealthCheck program.

2. Provide medical practitioners with all information needed to perform an effective, reimbursable WMAP HealthCheck screening examination.

3. Provide complete information on billing the WMAP.

Scope of Service
The policies in Part D, Division I govern all HealthCheck services provided within the scope of professional practice as defined in Chapter 49, Wis. Stats. and Wis. Adm. Code Chapter HSS 105. Covered services and related limitations are enumerated in Section II of this handbook.

Overview of the HealthCheck Program
HealthCheck is the WMAP's federally mandated program known as Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) (see Federal Regulation 42CFR, Part 441). HealthCheck consists of a comprehensive screening of WMAP recipients under the age of 21. The screening includes review of growth and development, identification of potential physical or developmental problems, preventive health education, and referral assistance to appropriate providers of service. HealthCheck also includes targeted outreach and case management services to "at-risk" children, to ensure that these children have access to needed medical, social and educational services. A detailed description of screening components is provided in Section II of this handbook. Information on HealthCheck outreach and case management services is contained in Part D, Division II.

The HealthCheck program involves three distinct activities:

1. Identifying recipients who are <u>not receiving</u> preventive care from <u>either</u> physicians or non-physician screeners.

2. Seeking recipients who are "at risk", educating them on matters of health, and helping them establish a relationship with a healthcare provider. HealthCheck outreach and case management are described in detail in Part D, Division II of the handbook, which is sent only to certified case management providers.

3. Providing HealthCheck screenings, assessments and referrals.

A. TYPE OF HANDBOOK (continued)

HealthCheck screening examinations may be distinguished from other preventive health care under the WMAP because:

1. HealthCheck includes a strong anticipatory guidance and health education component, a schedule for periodic examinations (based on recommendations by organizations that are recognized as authorities in the field of child and adolescent health), detailed documentation for necessary follow-up care, and increased provider involvement for ensuring that the recipient is appropriately referred for care.

2. HealthCheck screenings qualify Medical Assistance recipients under age 21 for certain benefits not otherwise covered by the WMAP (e.g., orthodontia treatment) and "Other Services". Refer to Section II-F of this handbook for additional information on "Other Services".

B. PROVIDER INFORMATION

Provider Eligibility and Certification

Wisconsin Administrative Code, Chapter HSS 105.37(1)(a) defines the following types of providers and agencies as eligible for HealthCheck screener certification:

1. Physicians;
2. Outpatient hospital facilities;
3. Health maintenance organizations;
4. Visiting nurse associations;
5. Local public health agencies;
6. Home health agencies;
7. Rural health clinics;
8. Indian health agencies;
9. Neighborhood health centers;
10. Nurse practitioners; and
11. Clinics operated under a physician's supervision.

Eligible providers who wish to become certified as a HealthCheck screener must submit their request in writing to:

EDS
Attn: Provider Maintenance
6406 Bridge Road
Madison, WI 53784-0006

HealthCheck screening services must be performed by or under the supervision of skilled medical personnel within their scope of practice as allowed by state and federal law. Skilled medical personnel are:

1. Physicians (M.D. or D.O.)
2. Physician's Assistants
3. Nurse Practitioners
4. Public Health Nurses
5. Registered Nurses

Skilled medical personnel who perform physical assessment screening procedures must have successfully completed either a pediatric assessment or inservice training course on physical assessments that has been approved by the Department of Health and Social Services (DHSS). Paraprofessional staff may provide other individual components of a HealthCheck screening (excluding the physical assessment) if they are supervised by skilled medical personnel.

B. PROVIDER INFORMATION (continued)

Questions regarding HealthCheck clinical requirements may be directed to:

Bureau of Health Care Financing
Attn: HealthCheck Coordinator
Post Office Box 309
Madison, WI 53701-0309

Certification for Laboratory Services

All laboratories which test human specimens to determine health status are covered by the Clinical Laboratory Improvement Amendments (CLIA) of 1988. CLIA governs every aspect of laboratory operation, including tests performed, personnel qualifications, quality control, quality assurance, proficiency testing, patient test management, and records and information systems. Every provider that performs laboratory tests must obtain a CLIA identification number and a certificate of waiver or a certificate of registration from the Health Care Financing Administration (HCFA). This applies to clinics and individual provider offices that perform laboratory tests.

Clinics with laboratories with more than one location must have a WMAP billing provider number for every laboratory which has a CLIA identification number in order to receive the correct reimbursement for laboratory services.

A laboratory may qualify for a certificate of waiver if it restricts its testing to the eight specific tests identified by HCFA as waived tests.. A laboratory performing other than waived tests is issued a certificate of registration.

If you refer specimens to an outside lab for testing, you may be reimbursed for a lab handling fee as described in Section IV of this handbook. However, the referral lab must be certified by the WMAP and must bill separately for the service in order for the service to be reimbursed.

Reimbursement for laboratory services is limited to procedures for which the performing laboratory has a valid CLIA certificate of registration or certificate of waiver in effect for the date of service.

Reimbursement

In recognition of the importance of comprehensive child health care, payment for HealthCheck screenings is at a higher rate than for other preventive exams such as "well baby" and "well child". Reimbursement for HealthCheck screening services is made in accordance with a maximum allowable fee schedule established by the DHSS. This payment schedule is based upon a variety of factors including usual and customary charges for similar types of services billed by non-screener physicians, costs generally incurred in obtaining immunization biologicals, and the Wisconsin State Legislature's budgetary constraints. In all cases, HealthCheck screeners will be reimbursed the lesser of the provider's usual and customary charge (the amount charged to non-Medical Assistance recipients for the same service) or the maximum allowable fee.

Maximum allowable fees exist for the comprehensive screening package for vision screens, hearing screens, and dental screens. Laboratory tests, immunizations, and pelvic exams should be billed additionally. In most situations, a comprehensive screen is performed. However, if a comprehensive screen is not appropriate, individual screens may be provided. (Detailed information on screening components and proper billing can be found in Sections II and IV of this handbook.)

B. PROVIDER INFORMATION (continued)

Reimbursement for vaccines provided through the Vaccines for Children Program (VFC) is limited to an administration fee, since the vaccines are provided free to providers who give immunizations. Refer to Section II-L and Appendix 1 of this handbook for information on the VFC, and to Sections II-C and IV-F for information on billing for vaccines.

Copies of the HealthCheck Maximum Allowable Fee Schedule may be purchased as indicated in Appendix 3 of the WMAP Part A Provider Handbook.

Provider Responsibilities

Specific responsibilities as a provider under the WMAP are stated in Section IV of the WMAP Part A Provider Handbook. This section should be referenced for detailed information regarding fair treatment of the recipient, maintenance of records, recipient requests for noncovered services, services rendered to a recipient during periods of retroactive eligibility, grounds for provider sanctions, and additional state and federal requirements.

HealthCheck screening provider responsibilities include the following clinical and administrative activities.

1. Clinical activities include:

   a. performing all applicable screen components in a manner consistent with contemporary clinical practice.

   b. providing anticipatory guidance and health education, including nutrition evaluation and counseling, explanation of screening results and the importance of periodic HealthCheck exams, including the scheduling of next HealthCheck exam.

   c. documenting the screening tests performed and referrals made and billing the WMAP for these services in accordance with the guidelines presented in this handbook.

   d. giving the recipient a HealthCheck Verification Card or HealthCheck Referral Form as needed, for use as proof of screening so that the recipient can obtain certain services that are not usually covered by the WMAP (e.g., dental sealants).

   e. referring the recipient for an annual dental examination if a recipient over three years of age is not regularly receiving dental care.

   f. referring the recipient for any needed care that is not provided at the time of screening. If the recipient is in the Primary Provider Program, rules for the Primary Provider Program must be followed.

   g. reporting to the Center for Health Statistics, at the address listed below, any birth defect, adverse neonatal outcome, or developmental or other severe disability that is diagnosed or suspected as a result of a HealthCheck screening, pursuant to ch. HSS 116, Wis. Admin. Code.

      Center for Health Statistics
      Birth and Developmental
      Outcome Monitoring Program
      Post Office Box 309
      Madison, WI 53701-0309

B. PROVIDER INFORMATION (continued)

h. maintaining a confidential medical record of any service provided and all test results for each patient who receives a HealthCheck screening examination (HSS 105.37[1][c]b., Wis. Admin. Code). This record must include all information upon which claims for HealthCheck payment is based, including adequate documentation in the medical record that all the components of the screen have been completed).

2. Administrative activities include:

a. including, as applicable, the following written documentation in the recipient's medical record as stated in HSS 106.02 (9) (b), Wis. Admin. Code:

- Date, department or office of the provider, as applicable, and provider name and profession;
- Chief medical complaint or purpose of the service or services;
- Clinical findings;
- Diagnosis or medical impression;
- Studies ordered, such as laboratory or x-ray studies;
- Therapies or other treatments administered;
- Disposition, recommendations and instructions given to the recipient, including any prescriptions and plans of care or treatment provided; and
- Prescriptions, plans of care and any other treatment plans for the recipient received from any other provider.

b. preparing and maintaining truthful, accurate, complete, legible and concise documentation and medical and financial records according to HSS 106.02 (9) (a), Wis. Admin. Code, . In addition to the documentation and recordkeeping requirements specified in HSS 106.02 (9) (b), (c), and (d), Wis. Admin. Code, the provider's documentation, unless otherwise specifically contained in the recipient's medical record, must include:

- The full name of the recipient;
- The identity of the person who provided the service to the recipient;
- An accurate, complete and legible description of each service provided;
- The purpose of and need for the services;
- The quantity, level and supply of service provided;
- The date of service;
- The place where the service was provided; and
- The pertinent financial records.

c. Maintaining the following financial records in written or electronic form as stated in HSS 106.02 (9) (c), Wis. Admin. Code:

B. PROVIDER INFORMATION (continued)

- Payroll ledgers, cancelled checks, bank deposit slips and any other accounting records prepared by the provider;
- Billings to Medical Assistance, Medicare, health insurance, or the recipient for all services provided to the recipient;
- Evidence of the provider's usual and customary charges to recipients and to persons or payers who are not recipients;
- The provider's appointment books for patient appointments and the provider's schedules for patient supervision, if applicable;
- Billing claims forms for either manual or electronic billing for all health services provided to the recipient;
- Records showing all persons, corporations, partnerships and entities with an ownership or controlling interest in the provider, as defined in 42 CFR 455.101; and
- Employee records for those persons currently employed by the provider or who have been employed by the provider at any time within the previous five years. Employee records must include employee name, salary, job qualifications, position description, job title, dates of employment and the employee's current home address or the last known address of any former employee.

d. Maintaining the following according to HSS 106.02 (9) (d), Wis. Admin. Code:

- The provider must maintain documentation of all information received or known by the provider of the recipient's eligibility for services under Medical Assistance, Medicare or any other health care plan, including but not limited to an indemnity health insurance plan, a health maintenance organization, a preferred provider organization, a health insuring organization, or health insurance;
- The provider must retain all evidence of claims for reimbursement, claim denials and adjustments, remittance advice, and settlement or demand billings resulting from claims submitted to Medical Assistance, Medicare, or health insurance; and
- The provider must retain all evidence of prior authorization requests, cost reports and supplemental cost or medical information submitted to Medical Assistance, Medicare and health insurance, including the data, information and other documentation necessary to support the truthfulness, accuracy and completeness of the requests, reports, and supplemental information.

e. Retaining all records of services rendered for a period of not less than five years from the date of payment (HSS 105.02[4], Wis. Admin. Code).

f. complying with all other provider responsibilities cited in HSS 101-108 of the Wisconsin Administrative Code and Section IV of the WMAP Part A Provider Handbook.

C. RECIPIENT INFORMATION

Eligibility For Medical Assistance

Recipients meeting eligibility criteria for Medical Assistance are issued Medical Assistance identification cards. The identification cards include the recipient's name, date of birth, 10-digit Medical Assistance identification number, medical status code, and, when applicable, an indicator of private health insurance coverage, managed care coverage, or Medicare coverage.

Medical Assistance identification cards are sent to recipients on a monthly basis. All cards are valid only through the end of the month for which they are issued. It is important that the provider or the designated agent check a recipient's Medical Assistance identification card prior to providing service to determine if the recipient is currently eligible and if there are any limitations to the recipient's coverage.

Section V-C of the WMAP Part A Provider Handbook provides detailed information regarding eligibility for Medical Assistance, Medical Assistance identification cards, temporary cards, restricted cards and how to verify eligibility. Section V-C of Part A must be reviewed carefully by the provider before services are rendered. A sample Medical Assistance identification card can be found in Appendix 7 of the WMAP Part A Provider Handbook.

HealthCheck Program Recipient Eligibility

Any recipient under 21 years of age with a valid current Medical Assistance identification card is eligible for a HealthCheck screening, unless:

1. The recipient is enrolled in a WMAP-contracted managed care program (indicated by a yellow Medical Assistance card). Only the managed care program or its affiliated providers may provide the screening for that recipient.

2. The recipient has recently received a HealthCheck screening. The WMAP does not reimburse providers for comprehensive HealthCheck screenings more frequently than allowed under the HealthCheck Periodicity Schedule (Appendix 5 of this handbook), although interperiodic screens may also be billed. (See Sections II-A and II-D of this handbook.)

Copayment

No copayment may be charged for a HealthCheck screening provided to a recipient under 18 years of age, or to any recipient enrolled in a WMAP-contracted managed care program.

A $1.00 screening copayment must be collected from any recipient between 18 and 21 years of age for comprehensive screenings only. Applicable copayments will be automatically deducted by EDS from payments allowed by the WMAP. Do not reduce the billed amount of the claim by the amount of the recipient copayment.

Managed Care Program Coverage

WMAP recipients enrolled in WMAP-contracted managed care programs receive a yellow Medical Assistance identification card. This card has a six-character code in the "Other Coverage" column designating the recipient's managed care program. These codes are defined in Appendices 20, 21, 22, and 22a of the WMAP Part A Provider Handbook.

Providers must always check the recipient's current Medical Assistance identification card for managed care program coverage before providing services. Claims submitted to EDS for services covered by WMAP-contracted managed care programs are denied.

C. RECIPIENT INFORMATION (continued)

Medical Assistance recipients enrolled in a WMAP-contracted managed care program are entitled to all of the same HealthCheck benefits outlined in this handbook, including a referral for dental and other medically necessary services (see Section II-F of this handbook for a description of HealthCheck "Other Services"). For recipients enrolled in a WMAP-contracted managed care program, all conditions of reimbursement and prior authorization for HealthCheck services are established by the contract between the managed care programs and certified providers.

A. PERIODICITY SCHEDULE

As required by federal regulation (42CFR 441.58), the Wisconsin Medical Assistance Program (WMAP) has established a periodicity schedule for screening services. This schedule specifies the time period when services appropriate at each stage of the recipient's life should be done, beginning with a neonatal examination at birth, up to the 21st birthday. The periodicity schedule closely approximates the American Academy of Pediatrics recommendations and is consistent with reasonable standards of medical and dental practice.

Periodicity Limitations

The periodicity schedule for determining the screening intervals and age appropriate procedures is detailed in Appendix 5 of this handbook. A recipient is limited, based on their age, to the following number of comprehensive screenings for a consecutive 12-month period:

- Birth to first birthday, 6 screenings
- First birthday to second birthday, 3 screenings
- Second birthday to third birthday, 2 screenings
- Third birthday to twenty-first birthday, 1 screening per year

Claims submitted for comprehensive screening packages performed more frequently than the above limits are denied. A comprehensive screening may only be billed if all age-specific components of a screening are performed. This includes a blood pressure reading and oral assessment for recipients three years of age and older. It also includes a measurement of head circumference for infants until their second birthday.

B. COMPONENTS OF A COMPREHENSIVE HEALTHCHECK SCREENING

Required Components for Comprehensive Screens

As specified in HSS 107.22(2) Wis. Admin. Code, to be recognized as a complete screen according to WMAP definition, the provider must assess and document in the child's medical record all of these components:

1. a comprehensive health and developmental history (including anticipatory guidance);
2. a comprehensive unclothed physical examination;
3. an age-appropriate vision screen;
4. an age-appropriate hearing screen;
5. oral assessment and evaluation services plus direct referral to a dentist for children beginning at three years of age;
6. appropriate immunizations; and
7. appropriate laboratory tests.

The WMAP has developed and makes available free of charge forms that meet the documentation requirements of the program listed in this section. Use of these forms is not mandatory. Many clinics/agencies have developed documentation systems which work well for them and are encouraged to continue to do this. It is required that documentation shows that all areas listed in this section have been assessed, and is located in the individual's medical record.

B. COMPONENTS OF A COMPREHENSIVE HEALTHCHECK SCREENING (continued)

Guidelines for Completing Components

1. Health, Nutritional, and Developmental Assessment

a. Health History. A review of the recipient's and family's health and treatment history to identify special risk factors or prior conditions/treatments pertinent to future care. To avoid duplication of services, special attention should be given to recent primary or preventive care services (e.g., immunizations, WIC certifications, nutritional assessment, and questions about lead exposure) that would reduce the need for some HealthCheck screening services. Information obtained through the HealthCheck Individual Health History form (see Appendix 7 of this handbook) and the Family History (Appendix 10 of this handbook) or , other similar information is required. If the HealthCheck Family History form is used, fill it out the first time for each recipient and update it at following visits. In addition, a HealthCheck Adolescent Review form is also available for use (see Appendix 9 of this handbook).

b. Nutritional Assessment
A review of the individual's eating patterns/habits must be included in order to identify persons who may require a more in-depth dietary assessment and counseling, particularly if other nutrition-related risk factors exist (e.g., iron deficiency anemia, abnormal height/weight). The 24-Hour Food Diaries (Appendix 8a of this handbook) may be used. The Modified Basic Food Groups and Daily Suggestions for Infants (Appendices 8b and 8c of this handbook) are guides to determine the serving equivalencies that each food represents. It also shows the total number of suggested servings for each age group.

c. Health Education/Anticipatory Guidance. All screening exams must include preventive health education and an explanation of screening findings. This may include discussion of:

- Proper nutrition, parenting skills, family planning concerns, alcohol and other drug abuse/mental health concerns (see Appendix 16 of this handbook for resource literature).
- Preventive health and healthy lifestyle actions (e.g., use of infant car seats, poison prevention, injury prevention, hot water temperature settings, avoidance of tobacco products).
- Normal stages of growth and development.
- Screening findings and explanation of any problems found and the importance of necessary follow-up care.

d. Developmental Behavioral Assessment. Observed behavior and attainment of developmental milestones (including emotional status) should be compared to age specific norms to identify developmental delays or subtle indications of hidden problems. This component may include use of a developmental screening tool such as the Denver Developmental checklist for children under 6 years of age. Providers may use the HealthCheck Age-Specific Developmental Screening

B. COMPONENTS OF A COMPREHENSIVE HEALTHCHECK SCREENING (continued)

checklists developed by Memee K. Chun, M.D. or other similar age-specific device for assuring that all significant developmental milestones are considered. To obtain the HealthCheck Age-Specific Developmental Screening Checklist, refer to Appendix 16 of this handbook.

Parental concerns and observations regarding the child's development and health should be reviewed to identify possible special conditions warranting more careful examination. When appropriate, confidential review of the recipient's concerns, independent of the parent, may occur, especially with older adolescents (see Appendix 9 of this handbook for the HealthCheck Adolescent Review).

2. Physical Assessment.

a. Unclothed Physical Exam and Physical Growth Assessment. This should be a systematic examination of each body system according to accepted medical procedure. Blood pressure readings must be taken for all children beginning at 3 years of age.

NOTE: The screener should be alert for any indication of physical or sexual abuse. State law requires that signs of abuse be reported immediately to Child Protection Services of your local County Department of Social Services.

b. Growth Assessment. Comparison of recipient's height, weight and head circumference to age specific norms to identify growth abnormalities. This includes the calculation of the child's length to age percentile, weight to length percentile and head circumference to age percentile. Head circumferences to age percentiles should be determined up to age 2. The National Center for Health Statistics (NCHS) growth grids are recommended for use in identifying unusual body size which may be due to disease or poor nutrition. To obtain copies of the NCHS growth grids, refer to Appendix 16 of this handbook.

c. Sexual Development. The Tanner Sex Maturity Ratings is a useful tool for checking sexual development. To obtain copies of the Tanner Sex Maturity Ratings, refer to Appendix 16 of this handbook. Special attention should be given to recipients who have reached puberty.

At the request of the recipient or parent, the screener must provide counseling on sexual development, birth control, and sexually transmitted disease, as well as appropriate prescriptions and testing, or the screener must refer the recipient to an appropriate resource.

A pelvic examination or referral for the appropriate testing should be offered to all females who have reached puberty.

3. Examination of Visual Acuity.
All children should be observed for:

a. appropriate visual acuity
b. strabismus
c. abnormal disc reflex (under age 1 year)
d. response to cover test
e. amblyopia
f. color blindness

B. COMPONENTS OF A COMPREHENSIVE HEALTHCHECK SCREENING (continued)

Use of vision charts must be attempted to measure visual acuity beginning at age 4 years.

4. Screening for Hearing Loss

   a. All hearing screenings in infancy and early childhood should include an otoscopic exam and/or tympanometric measurements for the detection of chronic or recurrent otitis media.

   b. Screen at birth through age 2 using both methods outlined in Appendix 14 and 14a of this handbook. Children failing either screening method should be referred for audiological assessment. Refer to Appendix 16 of this handbook to order copies of "Your Child's Speech and Hearing."

   c. Administer puretone audiometric screening as follows: annually to all children 3-8 and at four-year intervals thereafter up to age 16; and to any children older than age 8 with excessive exposure to noise, delayed speech and language development or who are receiving HealthCheck screening for the first time. (See Appendix 14a of this handbook.)

5. Examination of Oral Health. This exam must be sufficient to identify children in need of early examination by a dental professional. The examination should include questioning the parents of children under age 3 years regarding the presence of problematic thumb sucking, lip biting, caries, tongue thrusting, non-erupted teeth, extra teeth, extended use of pacifier or bottle feeding practices conducive to early dental caries or malfunction of oral cavity. All children aged three or older (and younger where medically indicated) must be referred to a dentist if they are not already receiving such care. Medically necessary services which are not otherwise covered by the WMAP may be covered under HealthCheck "Other Services" (e.g., pit and fissure sealants). Refer to Section III-B of this handbook for information on HealthCheck "Other Services".

   The following dental services are only covered by the WMAP when provided to recipients under age 21 and must be in conjunction with a HealthCheck referral:

   a. Orthodontics (Once started, orthodontic services will be reimbursed to completion regardless of the recipient's eligibility. Prior authorization is required);

   b. Pit and fissure sealants. (Prior authorization is not required);

   c. One additional cleaning per year with prior authorization for children ages 13 through 20. Regular WMAP coverage is one cleaning per year for recipients between the ages of 13 and 20.

   (Refer to Appendix 6 for more detail on effective oral assessment.)

6. Immunization. Federal regulations require that immunizations be given according to the recommendations of the Advisory Committee on Immunization Practice (ACIP) or the American Academy of Pediatrics (AAP) unless medically contraindicated. These recommendations can be found in Appendix 21 of this handbook. Additional information about immunizations can be found in Section II "Vaccines for Children" of this handbook.

B. COMPONENTS OF A COMPREHENSIVE HEALTHCHECK SCREENING (continued)

7. Laboratory Tests. Blood lead test. As a result of a recent federal court settlement, all children ages 6 months to 72 months are considered at risk and must be screened for lead poisoning. Health Care Financing Administration (HCFA) now requires the use of the blood lead test when screening children for lead poisoning. The erythrocyte protoporphyrin test is no longer acceptable as a screening test for lead poisoning. The screening blood lead test may be done by fingerstick or venous blood sample:

   a. Risk Assessment. All children from 6 to 72 months of age are considered at risk and must be screened. Beginning at six months of age and at each visit thereafter, the provider must discuss with the child's parent or guardian childhood lead poisoning interventions and assess the child's risk for exposure. (See appendices 13A and 13B of this handbook for a sample questionnaire.) Use of this questionnaire is optional.

   b. Determining Risk. – Risk is determined from the responses to the questions in the verbal risk assessment. Results must be documented.

      If the answers to all questions are negative, a child is considered low risk for high doses of lead exposure, but must receive blood lead screening by blood lead test at 12 months of age and 24 months of age.

      If the answer to any question is positive, a child is considered high risk for high doses of lead exposure. A blood lead test must be obtained at the time a child is determined to be high risk.

      Subsequent verbal risk assessments can change a child's risk category. If as the result of a verbal risk assessment a previously low risk child is recategorized as high risk, that child must be given a blood lead test.

   c. Screening Blood Tests. – The term screening blood tests refers to blood tests for children who have not previously been tested for lead with a blood lead test or who have been previously tested and found not to have an elevated blood lead level. If a child is determined by the verbal risk assessment to be at:

      1. Low Risk. – A screening blood lead test is required at 12 months of age and a second blood lead test at 24 months of age.

      2. High Risk. – A blood lead test is required when a child is identified as being high risk, beginning at six months of age. If the initial blood lead test results are less than 10 micrograms per deciliter (ug/dL), a screening blood lead test is required at every visit prescribed in the HealthCheck periodicity schedule through 72 months of age, unless the child has already received a blood lead test within the last six months of the periodic visit.

C. OTHER BILLABLE HEALTHCHECK SERVICES

The following procedures should be performed when age, sex, race or other clinical indicators warrant further testing in addition to a comprehensive screening. Refer to Appendix 1 of this handbook for a list of allowable HealthCheck procedure codes, and to the HealthCheck Periodicity Table in Appendix 5 of this handbook for age appropriate test frequencies and further guidelines.

1. Performance of either Hematocrit or Hemoglobin test to screen for iron deficiency, anemia or other abnormalities. Either hematocrit or hemoglobin may be performed in a given screening. Reimbursement is limited to only one of these test procedures.

2. Urinalysis.

C. OTHER BILLABLE HEALTHCHECK SERVICES (continued)

3. Observation for pinworm.

4. Stool specimen for ova, parasites, and blood.

5. Urine culture.

6. Drug dependency screening.

7. Tuberculin Test. An annual intradermal (Mantoux) skin test using Purified Protein Derivative (PPD) is recommended for people of high risk populations, especially Southeast Asian immigrants. Additional testing may be done at the clinician's discretion.

8. Environmental Inspection (EI) for Lead Poisoning. EI may be covered with prior authorization. EI is a covered WMAP service when the child is shown to have lead poisoning, i.e., child has a veinous blood lead level > 19 µg/dL or two consecutive blood lead levels of 15-19 µg/dL done three months apart. The inspection must be of the child's home. The person doing the inspection must have received DHSS approved lead inspection training to be certified to provide this service. All three of these criteria must be met in order to receive prior authorization approval for this service.

   An agency must have certified staff to do EI. In order to be reimbursed by the WMAP, staff performing the inspection must have received Department of Health and Social Services approved lead inspection training and the agency must be a HealthCheck screening agency (provider type 66). Currently, many local public health agencies meet these criteria.

   EI of the child's home involves not only the identification of potential sources of high-dose exposure to lead, but also advising parents about identified and potential sources of lead and ways to reduce exposure. Once home owners are notified of the problem and have an opportunity to remedy the situation, a second EI should be conducted to assure that the problem is resolved. Additional information about aspects of the environmental assessment can be obtained from the CDC Guidelines on Lead Exposure ("Preventing Lead Poisoning in Young Children") and the prior authorization form in Appendix 22 of this handbook.

   Technical aspects of inspection include:

   - determining the most likely sources of high-dose exposure to lead;
   - investigating the child's home, giving special attention to painted surfaces, dust, soil, and water;
   - advising parents about identified and potential sources of lead and ways to reduce exposure;
   - notifying the property owner immediately that a child residing on the property has lead poisoning, emphasizing the importance of prompt abatement;
   - monitoring the effectiveness and timeliness of abatement procedures closely; and
   - coordinating environmental activities with those of other public health and social management agencies.

   Prior authorization for this service is obtained by sending a completed Prior Authorization Request Form (PA/RF) and a completed Prior Authorization for Environmental Inspection Form (PA/EI) to EDS. The PA/RF may be obtained from EDS. The PA/EI is in Appendix 22 of this handbook. EI is covered on a fee-for-service basis for all WMAP recipients, including recipients in WMAP-contracted managed care programs.

C. OTHER BILLABLE HEALTHCHECK SERVICES (continued)

Beginning March 1, 1995, you may obtain prior authorization for environmental lead inspections, electronically through the STAT PA system. Refer to Appendix 23 of this handbook for instructions on use of this electronic system.

Each prior authorization for lead inspection of a child's home to determine the source of lead poisoning will allow one initial inspection (W7083) and one follow-up inspection (W7084). Additionally, one visit by a nurse for education related to lead poisoning may be needed and should be billed with procedure code W7017.

9. Sickle Dex.

10. Pap Smear/Pelvic Exam. (***NOTE:*** These procedures may only be performed by or under the direct supervision of a physician, physician's assistant or nurse practitioner.)

11. Human Immunodeficiency Virus (HIV).

12. Individual screening components should be billed when less than a complete comprehensive screen is done.

13. Providers who receive vaccines through the VFC must bill for immunizations using the specific CPT codes listed in Appendix 1 of this handbook. Reimbursement is for the administration only, since providers receive the vaccine free through the VFC.

D. INTERPERIODIC VISIT

Interperiodic visits may be scheduled between regularly scheduled comprehensive screens. These medically necessary visits are to follow up on issues noted during a comprehensive screen. Examples include follow-up after finding low hemoglobin, nutrition concerns or elevated blood lead level.

In addition, interperiodic visits may be appropriate and can be requested by any individual inside or outside the formal health care system who feels there may be a physical, mental or psychosocial issue which requires additional evaluation. The scheduling of interperiodic visits shall be based on medical necessity.

Interperiodic visits are not to be billed if a child is seen for one or more components of a comprehensive screen, such as a hearing test and vision screen. In that case, the individual components performed should be billed.

In two situations you may bill for an interperiodic visit when a comprehensive screen has not previously been done. These are:

- when prior authorization has been granted for environmental lead inspection and an interperiodic visit for education related to lead poisoning (W7017) is billed; or
- when a child comes in for immunizations (W7013).

E. LABORATORY HANDLING FEE

A preparation or handling fee is allowed and may be reimbursed when billed by a HealthCheck provider for laboratory specimens sent to an outside lab. This occurs most frequently when a blood lead is drawn. If the sample is sent to an outside lab for analysis, the lab handling fee procedure code, not the blood lead procedure code, should be billed. Refer to Section IV of this handbook for billing procedures and limitations for lab handling fees, and to Appendix 1 of this handbook for allowable laboratory procedure codes.

F. HEALTHCHECK "OTHER SERVICES"

Introduction

Under HealthCheck, the WMAP will reimburse providers for other health, diagnostic and treatment services, which are medically necessary to correct or ameliorate defects and physical or mental illnesses and conditions discovered by the HealthCheck screening services. Services must be included under Title XIX of the Social Security Act, but may include services not otherwise covered by the WMAP.

HealthCheck "Other Services" always require a HealthCheck referral. In addition, HealthCheck "Other Services" always require prior authorization, except for dental sealants on first and second permanent molars. As with all Medical Assistance services, the WMAP has the authority to review the medical necessity of all requests, establish criteria for the provision of such services, and determine the amount, duration, and scope of services so long as the limitations are reasonable and maintain the preventive thrust of HealthCheck. Refer to Section III-B of this handbook for information on obtaining prior authorization for HealthCheck "Other Services".

Services Covered Under HealthCheck "Other Services"

The federal intent of coverage of HealthCheck Other Services is to expand Medical Assistance services provided to children. Wisconsin's Medical Assistance coverage is comprehensive, and includes most of the services allowed by Title XIX of the Social Security Act.

While it is not possible to identify all the services that may be requested under the "Other Services" benefit, the following list includes a sampling of services that may be requested under this benefit:

1. Child and adolescent mental health day treatment for recipients identified as severely emotionally disturbed;
2. Intensive in-home psychotherapy for children and adolescents identified as severely emotionally disturbed;
3. Medically necessary noncovered over-the-counter medications; and
4. Noncovered dental services.

NOTE: Services that are not proven to be safe and effective are not covered.

G. HEALTHCHECK REFERRALS

If the provider is unable to provide all the essential components of a comprehensive HealthCheck screen, the recipient must be referred to another certified HealthCheck provider for the remaining components of the screen.

The recipient must be referred for any needed follow-up care that cannot be provided at the time of screening, including mandatory referral for an annual dental examination if the recipient is not regularly receiving dental care. The recipient must be given a completed referral form when a referral is made. (Refer to Appendix 11 of this handbook for a sample HealthCheck Referral Form.) The referral form serves as the recipient's documentation of a HealthCheck referral for care and should be taken by the recipient to the referral appointment. Any necessary prior authorization forms must be completed by the provider of services, not the referring agency, although you may need to supply clinical information to the provider. For example, if iron supplements are required, the pharmacy will need the diagnosis, current hematocrit or hemoglobin, and planned length of treatment. Additional HealthCheck Referral forms can be obtained by submitting a written request to:

EDS
Attn: Claim Reorder
6406 Bridge Road
Madison, WI 53784-0003

G. HEALTHCHECK REFERRALS (continued)

When a referral to the WIC Supplemental Nutrition Program is made for pregnant women under age 21 and children under age 5, complete a WIC Referral Form (see Appendices 12a and 12b of this handbook). The WIC Referral Form should be given to the recipient for presentation to the WIC clinic.

For information on how to obtain the WIC or HealthCheck Referral forms, refer to Appendix 16 of this handbook.

Referrals should be considered for additional services (even if not covered by Medical Assistance), such as parent respite centers, child rearing classes, family planning services, AODA programs, adolescent health/sexuality education resources, Head Start programs, specialty treatment providers, high risk prenatal care, early intervention services, mental health programs, or developmental disabilities services. (Refer to Appendix 2a of this handbook for a listing of all appropriate referral/modifier codes). The referral process should make the recipient aware of the array of services available. It is also intended for discussing means of overcoming barriers to recipient follow-through.

To the extent possible, the screener should help the recipient resolve obstacles to accessing HealthCheck follow-up services (e.g., contact the case management agency or the county Department of Social Services for assistance in finding interpreter services or with transportation).

H. CHOOSING THE APPROPRIATE COMPONENTS FOR A PARTICULAR RECIPIENT

Not every exam component is needed for every recipient. Age, sex, race, sexual maturity, previous health problems and recent treatment will influence the recipient's risk status and the need for testing. For example, a recipient who comes for a screening, but has recently been certified to receive WIC, may not need a hematocrit test for anemia. Similarly, a hearing test is unnecessary for a recipient previously referred to an audiologist via a school screening exam. Providers should reference Sections II-B through II-D of this handbook for a complete description of the components of the HealthCheck screening. The HealthCheck Individual Health History, and the updating of this information at each visit, is designed to support the determination of necessary testing and must be a part of every HealthCheck exam.

To choose which examination components are appropriate for a given recipient and to suggest the optimal timing for periodic exams, refer to the Periodicity Table, which indicates recommended exam components for specific recipient ages (Appendix 5 of this handbook).

If some, but not all, components of a comprehensive screen are appropriate, only bill for those components performed. Refer to Appendices 1a and 1b of this handbook for a list of billable screening components.

I. ADOLESCENT HEALTH SCREENING COMPONENTS

Adolescent health visits should involve seeing the adolescent alone as well as with the parents. The adolescent should be assured of the confidentiality of the interview.

The Adolescent Review Form (see Appendix 9 of this handbook) will aid in conducting the adolescent screening, including information about sexuality, conception, contraception, and sexually transmitted diseases.

J. RESULTS OF THE SUCCESSFUL SCREENING

Following performance of the screening, test results must be explained to educate the recipient or parent about preventive measures that can be taken. Discuss the need for referred follow-up care (e.g., dentist) and schedule the next periodic examination when possible.

K. DIAGNOSIS AND TREATMENT

All appointments for any further diagnosis or treatment, as a result of the screening, must be scheduled within 60 days of the date of the HealthCheck screening. All WMAP services on a HealthCheck referral should be provided within six months of the screening date.

L. VACCINES FOR CHILDREN PROGRAM

In August 1993, Congress passed the Omnibus Budget Reconciliation Act creating the vaccines for Children (VFC) Program. This federal VFC program is intended to help raise childhood immunization levels in the United States. The VFC supplies free vaccine to private and public health care providers who administer vaccines to eligible children. Eligible children under the VFC program include, among other groups, all WMAP-eligible children.

The Department of Health & Social Services, Bureau of Public Health, ships the vaccines. Vaccines are shipped to the address included on the provider profile form which is to be completed by one provider or clinic manager for the entire practice. Vaccines are shipped on a request basis to providers from the state distribution center. Appendix 20 of this handbook contains a copy of the order form that must be used.

Providers must enroll to receive vaccines through the VFC program. All vaccines recommended by the Advisory Committee on Immunization Practices (ACIP) are provided for eligible children. Appendix 21 of this handbook contains a list of ACIP recommendations for immunizations.

Participation in the Vaccines for Children Program

Enrollment

- Complete the two Center for Disease Control forms (one set of forms per shipping site, not per provider):

  1. The "Provider Enrollment" form indicates agreement with the components of the VFC program. This form is completed only once and must be signed by a physician.

  2. The "Provider Profile" form estimates the number of children vaccinated in your practice annually and the proportion likely to qualify for VFC. This profile is used to establish maximum order levels per shipping site. The form is updated annually and can be updated more frequently if your needs change.

- Send the enrollment and profile forms to the State Immunization Program.

Ordering and Shipping

- Order forms #DOH 1099 should be sent to the Wisconsin Immunization program. Forms may be obtained from:

  Wisconsin Immunization Program
  1 W. Wilson Street
  Post Office Box 309
  Madison, WI 53701

- Vaccines must be ordered. There will be no automatic shipments.

- VVP vaccine may be used for the VFC program.

- Reorder vaccine when your VFC inventory is down to a one-month supply.

- Vaccines will be provided to you within two weeks.

Accounting and Storage

- No state report of vaccine usage is required.

- VFC vaccines must be kept with other vaccines. Use the oldest unexpired vaccine first.

- Establish an in-clinic tracking system to determine when to reorder VFC vaccine.

L. VACCINES FOR CHILDREN PROGRAM (continued)

Documentation Requirements

- Screen parent or guardian for eligibility. The response does not have to be verified.
- Maintain a record of screening on eligible children receiving VFC vaccines.

Billing for Services

The procedure for billing vaccinations to the WMAP will not change. All HealthCheck providers must bill the appropriate CPT code for immunizations given.

- Bill the appropriate CPT code(s) for the vaccine(s) given. This coding will reimburse the administration fee; and
- Bill the appropriate comprehensive screen, office visit or interperiodic screen charge to reflect the level of medical service provided at the time of the vaccination. A brief visit should be billed if the child is in for the immunization only.

M. NONCOVERED HEALTHCHECK SERVICES

Noncovered HealthCheck services include any service not specifically cited in Section II-B through II-F of this handbook as a covered component of a HealthCheck screening examination. The following services are not covered by the WMAP.

1. Comprehensive screenings in excess of periodicity limitations.
2. Pap smears and pelvic exams not performed by or under the direct supervision of a physician, physician assistant, or nurse.
3. HealthCheck screening components provided to an HMO enrollee by a non-HMO affiliated provider.
4. Any service provided to a recipient who is not eligible for Medical Assistance on the date of service.

A. PRIOR AUTHORIZATION

HealthCheck screenings do not require prior authorization. However, services which result from a HealthCheck referral are subject to all applicable prior authorization requirements.

B. PRIOR AUTHORIZATION FOR HEALTHCHECK "OTHER SERVICES"

Providers performing HealthCheck "Other Services" must submit a prior authorization request to EDS within 365 days of the HealthCheck examination during which the need for the service or item was determined. (Refer to Section II-F of this handbook for a description of HealthCheck "Other Services".)

The prior authorization request must be submitted by the provider who will provide the service within 365 days of a HealthCheck screening, and must include the following components:

1. A completed prior authorization form and appropriate attachment for the service to be provided. Do not include the CPT-4 code and type of service code for the service being requested. This information will be completed by the WMAP Medical Consultant. Refer to Appendix 14 of Part A of the WMAP Handbook for a list of required prior authorization forms for each type of provider, and to provider type specific handbooks and bulletins for instructions on form completion. Prior authorization request forms can be obtained by submitting a written request to:

   EDS
   Attn: Claim Reorder
   6406 Bridge Road
   Madison, WI 53784-0003

2. A copy of the completed and signed documentation demonstrating that a HealthCheck screen has taken place within the last 365 days.

3. On the prior authorization or HealthCheck referral form, or in the prior authorization attachment, the provider must include the following information:

   a. The medical necessity of the service;

   b. Information about the service itself;

   c. If the provider is not certified or eligible for certification with the WMAP, information about the provider's qualifications, and why the provider is qualified to deliver that particular service; and

   d. Any other information that will help define the recipient's need, the provider's skills, and the type of service or item to be provided.

For enrollees in WMAP-contracted managed care program(s), providers must submit a request to the managed care programs except for environmental inspections which are fee-for-service. Procedures for this submission must be obtained from the managed care program. If the managed care program denies a request, the recipient may appeal the decision utilizing the managed care program appeal process.

C. PRIOR AUTHORIZATION FOR ENVIRONMENTAL ASSESSMENTS FOR LEAD POISONING

To receive prior authorization, send a completed Prior Authorization Request Form (PA/RF) and a completed Prior Authorization for Environmental Inspection Form (PA/EI) to EDS or submit your request electronically. Directions for electronic prior authorization requests are in Appendix 23 of this handbook. The PA/RF may be obtained from EDS. The PA/EI is in Appendix 22 of this handbook. Environmental inspection is covered on a fee-for-service basis for all WMAP recipients, including recipients in WMAP-contracted managed care programs.

D. PRIOR AUTHORIZATION FOR HEALTHCHECK "OTHER SERVICES" (continued)

Each prior authorization for lead inspection of a child's home for the source of lead poisoning will allow one initial inspection (W7083) and one follow-up inspection (W7084). Additionally, one interperiodic visit by a nurse for education related to lead poisoning may be needed and is billed with procedure code W7017. (Procedure Code W7017 *does not* require prior authorization, but it is only covered when W7083 or W7084 is prior authorized.)

A. COORDINATION OF BENEFITS

The Wisconsin Medical Assistance Program (WMAP) is the payer of last resort for any service covered by the WMAP. If the recipient is covered by health insurance, the WMAP reimburses that portion of the allowable cost remaining after all other third party sources have been exhausted. Refer to Section IX-D of the WMAP Part A Provider Handbook for more detailed information on services requiring billing to health insurance, exceptions, and the "Other Coverage Discrepancy Report."

B. MEDICARE/ MEDICAL ASSISTANCE DUAL ENTITLEMENT

Recipients covered under both Medicare and Medical Assistance are referred to as dual-entitlees. Since Medicare does not cover HealthCheck services, claims for HealthCheck services provided to dual-entitlees need not be billed to Medicare prior to billing Medical Assistance.

C. MEDICARE QMB-ONLY

QMB-only recipients are only eligible for WMAP payment of the coinsurance and the deductibles for Medicare-covered services. Since Medicare does not cover HealthCheck services, claims submitted for QMB-only recipients are denied.

D. BILLED AMOUNTS

Providers must bill the WMAP their usual and customary charge for services provided, that charge being the amount charged by the provider for the same service when provided to private pay patients. For providers using a sliding fee scale for specific services, usual and customary means the median of the individual provider's charge for the service when provided to non-Medical Assistance patients. Providers may not discriminate against Medical Assistance recipients by charging a higher fee for the service than is charged to a private pay patient.

The billed amount should not be reduced by the amount of recipient copayment. The applicable copayment amount will automatically be deducted from the payment allowed by the WMAP. Refer to Section I-C of this handbook for additional information on recipient copayment.

E. BILLING LIMITATIONS APPLICABLE TO LABORATORY PROCEDURES

If a HealthCheck provider obtains a specimen and refers it to an outside laboratory for analysis or interpretation, only the outside laboratory that performs the analysis and interpretation may be reimbursed for the complete procedure. The HealthCheck provider may only be reimbursed for a handling fee. It is not necessary to indicate the specific laboratory test performed on the claim form.

If a HealthCheck provider performs both the professional and technical components of a laboratory test, the HealthCheck provider may be reimbursed for the complete procedure. In this instance, a handling fee will not be paid.

Additional limitations on billing handling fees are as follows:

1. One lab handling fee is paid to a HealthCheck provider per recipient, per outside laboratory, per date of service, regardless of the number of specimens sent to the laboratory.

2. When billing handling fees for specimens sent to two or more laboratories for one recipient on the same date of service, indicate the number of laboratories in element 24G and the total charges in element 24F of the HCFA 1500 claim form. The name of the laboratory does not need to be indicated on the claim form; however, this information must be documented in the provider's records.

3. A lab handling fee is paid only when "yes" is indicated for outside laboratory in element 20 of the HCFA 1500 claim form.

4. The date of service for a lab handling fee must be the date that the specimen is taken.

Clinical interpretations of laboratory tests are not separately billable, since interpretations are reimbursed within the payment for the recipient's visit.

F. VACCINES

All vaccines must be billed using the appropriate CPT procedure code listed in Appendix 1 of this handbook. The immunization administration fee (W7011) is not reimbursable for dates of service on or after October 1, 1994. Refer to Section II-L, Vaccines for Children of this handbook for additional information.

G. PROCEDURE CODES OPTIONS

For claims received by the fiscal agent between February 15 and June 30, 1995 you may bill comprehensive HealthCheck Screens by using:

- W7000, the local HCPCS code, with claim sort indicator "H" as described in Section IV-H below; or
- the appropriate preventive medicine Common Procedural Code Terminology (CPT) with claim sort indicator "P" and a HealthCheck modifier. When you use CPT codes, all HealthCheck services must be billed with a "P" claim sort indicator, not just the comprehensive screen. This billing is described in Section IV-I below.

Do not use parts of each billing method or bill both ways. Doing this results in claim denials or incorrect reimbursement.

This transition period allows providers to make the changeover at their convenience.

H. BILLING LOCAL PROCEDURE CODES WITH CLAIM SORT INDICATOR "H"

For claims received by the fiscal agent on or before June 30, 1995, you may continue to bill HealthCheck services exactly as you currently bill, as noted in Section G above, except fewer procedure codes are allowable as partial screening components. This method of billing HealthCheck services will not be valid for claims received by the fiscal agent after June 30, 1995.

If you choose to continue to bill comprehensive HealthCheck screens with W7000 during the transition period, follow the 1994 billing procedures and the directions below.

The only change in billing is the list of partial screening procedure codes allowed.

Valid Screening Components
Effective for dates of service on or after February 15, 1995, the only valid partial screening component codes are:

- W7002 - Vision Test
- W7003 - Hearing Test
- W7009 - Oral Assessment
- W7010 - HealthCheck Pelvic Exam

Additional Billing Information in Related Appendices
Appendix 1a lists all allowable HealthCheck local codes.

Appendix 1 lists all allowable HealthCheck lab and immunization procedure codes.

Appendix 4a is a sample HCFA-1500 billing form showing claim sort indicator "H".

Appendix 18a is a table which shows valid modifier codes, type of service (TOS) codes, and place of service (POS) codes for all allowable HealthCheck local codes. Note that modifiers should not be billed with lab or immunization codes.

I. BILLING CPT CODES WITH CLAIM SORT INDICATOR "P"

For claims received by the fiscal agent on and after February 15, 1995, you may bill comprehensive HealthCheck screens using the appropriate CPT code, the "P" claim sort indicator as noted in Section G above, and a new HealthCheck modifier. For claims received by the fiscal agent after June 30, 1995, you must bill comprehensive screens this way.

When you switch to claim sort indicator "P", follow the directions below.

I. BILLING CPT CODES WITH CLAIM SORT INDICATOR "P" (continued)

Make all the billing changes at the same time, (i.e., use CPT codes, "P" claim sort indicator and the appropriate new modifier). All HealthCheck services must then be billed with a "P" claim sort indicator

Procedure Codes
The following Preventive Medicine CPT codes will be used with a new HealthCheck modifier to bill comprehensive HealthCheck screens: 99381-99385 and 99391-99395. These codes are age specific. Refer to Appendix 1b of this handbook for definitions of the codes.

Partial screening components and interperiodic visits continue to be billed with the current local codes, but do not require a modifier.

Modifiers Indicating a Referral
Modifiers must always be used when billing a comprehensive HealthCheck screen. These modifiers indicate:

- a medical referral;
- a vision and/or hearing referral; or
- no referral.

If both the vision/hearing, and medical referral code apply, use the medical referral code.

Two new sets of modifiers are available depending on the type of provider .

HealthCheck Nursing Agencies
"HA" (medical referral), "HB" (vision or hearing referral), and "HC" (no referral) are used by HealthCheck nursing agencies only (provider type 66).

Physicians, Physician Assistants, Independent Nurse Practitioners
"MR" (medical referral),"VH" (vision or hearing referral), and "NO" (no referral) are used by physicians, physician assistants, and independent nurse practitioners. (As always, a performing provider must also be included for this group of providers). Never bill other modifiers such as "PD" or HPSA modifiers on the same claim detail as one with a HealthCheck modifier.

Refer to Appendix 2b of this handbook for more detailed descriptions of the modifiers.

Only the comprehensive screening codes require a modifier when billing CPT codes. No modifier is required for screening components, interperiodic visits, or outreach procedures billed under the "P" claim sort indicator.

Inappropriate use of modifiers will result in claim denial or incorrect reimbursement.

Table of Allowable Codes
Appendix 18b is a table showing which modifiers, TOS and POS are valid with each procedure code when claim sort "P" is used.

Sample Claim Forms
Appendices 4d, 4e,and 4f are sample completed HCFA 1500 claim forms using the "P" claim sort indicator for HealthCheck Nursing Agencies.

Appendices 4b and 4c are samples of completed HCFA 1500 claim forms using the "P" claim sort indicator for Physicians, Physician Assistants and Independent Nurse Practitioners.

J. CLAIM SUBMISSION

Paperless Claim Submission
As an alternative to submission of paper claims, the fiscal agent is able to process claims submitted on magnetic tape (tape-to-tape) or through telephone transmission via modem. Claims submitted through these systems have the same legal requirements as claims submitted on paper and will be subjected to the same processing requirements as paper claims. Software for electronic submissions may be obtained free of charge. Electronic submissions have substantial advantages in reducing clerical effort and errors, reducing mailing costs and delays, and improving processing time.

Additional information on paperless claim submission is available by contacting the Electronic Media Claims (EMC) Department at:

EDS
Attn: EMC Department
6406 Bridge Road
Madison, WI 53784-0009
(608) 221-4746

Paper Claim Submission
HealthCheck services must be submitted using the National HCFA 1500 claim form. A sample claim form and completion instructions can be found in Appendices 3 and 4a through 4f of this handbook. Physician services must be submitted on a separate claim form from HealthCheck services using the appropriate claim sort indicator for each type of claim.

HealthCheck services submitted on any paper form other than the National HCFA 1500 claim form are denied.

The National HCFA 1500 claim form is not provided by the WMAP or EDS. It may be obtained from a number of sources, including:

State Medical Society Services
Post Office Box 1109
Madison, WI 53701
(608) 257-6781 (Madison area)
1-800-362-9080 (toll-free)

Completed claims submitted for payment must be mailed to the following address:

EDS
6406 Bridge Road
Madison, WI 53784-0002

Submission of Claims
All claims for services rendered to eligible WMAP recipients must be received by the fiscal agent within 365 days from the date the service was rendered. This policy applies to all initial claim submissions, resubmissions, and adjustment requests.

Exceptions to the claim submission deadline and requirements for submission to Late Billing Appeals can be found in Section IX of the WMAP Part A Provider Handbook.

K. FOLLOW-UP TO CLAIM SUBMISSION

It is the responsibility of the provider to initiate follow-up procedures on claims submitted to the fiscal agent. Processed claims appear on the Remittance and Status Report either as paid, pending, or denied.

K. FOLLOW-UP TO CLAIM SUBMISSION (continued)

Providers are advised that the fiscal agent will take no further action on a denied claim until the information is corrected and the claim is resubmitted for processing. If a claim was paid incorrectly, the provider is responsible for submitting an adjustment request form to the fiscal agent. Section X of Part A of the WMAP Provider Handbook includes detailed information regarding:

- the Remittance and Status Report;
- adjustments to paid claims;
- return of overpayments;
- duplicate payments;
- denied claims; and
- Good Faith claims filing procedures.

HEALTHCHECK SCREENING SERVICES
APPENDICES

Page #

APPENDIX 1
HEALTHCHECK LABORATORY AND IMMUNIZATION CODES

LABORATORY TESTS:

Code	Description
81002	Urinalysis, by dipstick . . ., without microscopy, non-automated
81005	Urinalysis and qualitative or semi-qualitative, except immunoassays
82465	Cholesterol, serum; total
82960	Glucose-6-phosphate dehydrogenase (G6PD); screen
83020	Hemoglobin, electrophoresis (e.g., A2, S, C)
84203	Protoporphyria, RBC; screen
84478	Triglycerides
84703	Gonadotropin, chorionic (hCG); qualitative
85014	Blood count; other than spun, hematocrit
85018	Blood count; hemoglobin
85660	Sickling with RHC, reduction, slide mount
86280	Hemagglutination inhibition test (HAI)
86287	Hepatitis B surface antigen (HBsAg)
86289	Hepatitis B core antibody (HBcAb); IgC and IgM
86291	Hepatitis B surface antibody (HBsAb)
86317	Immunoassay for infectious agent antibody, quantitative, not elsewhere specified
86580	Skin Test; tuberculosis, intradermal
86585	Skin Test; tuberculosis, tine test
86592	Syphilis Test, Qualitative (e.g., VDRL, RPR, ART)
86687	Antibody; HTLV I
86688	Antibody; HTLV II
86689	Antibody, HTLV or HIV antibody, condimatory test (e.g., Western Blot)
87045	Culture, bacterial, definitive; stool
87081	Culture, bacterial, screening only, for single organisms
87086	Culture, bacterial, urine; quantitative, colony count
87210	Smear, primary source, with interpretation; wet mount with simple stain, for bacteria, fungi, ova, and/or parasites
87220	Tissue examination for fungi (e.g., KOH slide)
88150	Cytopathology, smears, cervical or vaginal, up to three smears; screening by technician under physician supervision
99000	Lab Handling Fee

IMMUNIZATIONS:

	Code	Description
*	90700	Diphtheria, tetanus toxoid, and acellular pertussis vaccine (DtaP)
*	90701[1]	DTP (diphtheria and tetanus toxoids and pertussis vaccine)
*	90702	DT (diphtheria and tetanus toxoids)
	90704	Mumps virus vaccine, live
	90705	Measles virus vaccine, live, attenuated
	90706	Rubella virus vaccine, live
*	90707[2]	MMR (measles, mumps and rubella virus vaccine, live)
	90708	MR (measles and rubella virus vaccine, live)
*	90712	Poliovirus vaccine, live, oral (any type) (OPV)
*	90718	Td (tetanus and diphtheria toxoids absorbed for adult use)
*	90720	DTP and Hib (Tetramune)
	90724	Influenza virus vaccine
*	90731	Hepatitis B vaccine
*	90737	Hib (Hemophilus Influenza B)
	90749	Unlisted immunization procedure
*	W7018[3]	DTP, MMR and Oral Polio
*	W7020	Hepatitis B Vaccine (HB [pediatric])

* Vaccine is provided through the VFC. Refer to Section II-L of this handbook for information on the VFC.
[1] May not be billed with procedure code 90702 or 90718.
[2] May not be billed with procedure codes 90704-90706 or 90708.
[3] May not be billed with procedure codes 90701, 90704-90708, or 90712.

APPENDIX 1a
HEALTHCHECK SCREENING CODES

❖ **Effective for claims, with claim sort indicator "H", received by the fiscal agent through 6/30/95**

COMPREHENSIVE SCREEN:

Code	Description
W7000	Comprehensive Screen

PARTIAL SCREEN (Do not use if billing the comprehensive code):

Code	Description
W7002	Vision
W7003	Hearing
W7009	Dental

INTERPERIODIC VISIT (follow-up on medically necessary issues between comprehensive screenings):

Code	Description
W7013	Brief Interperiodic (less than 15 minutes)
W7015	Intermediate Interperiodic (15 - 30 minutes)
W7016	Extended Interperiodic (over 30 minutes)

OTHER BILLABLE SERVICES

Code	Description
W7010	HealthCheck Pelvic Exam
W7083	Initial Lead Inspection (requires prior authorization)
W7084	Follow-up Lead Inspection (requires prior authorization)
W7017	Educational Visit After Lead Inspection (1 visit only allowed)

APPENDIX 1b

DEFINITIONS OF HEALTHCHECK SCREENING CPT CODES

❖ These codes may be used for claims received by the fiscal agent on and after 2/15/95. They must be used for all claims received on and after 7/1/95. Always use claim sort indicator "P".

Exam/Assessment
NEW PATIENT
Initial Evaluation[1]

CODE	DEFINITION
99381	Infant (under 1 year)
99382	Early Childhood (age 1 through 4 years)
99383	Late Childhood (age 5 through 11 years)
99384	Adolescent (age 12 through 17 years)
99385	Age 18 through 20 years

Exam/Assessment
ESTABLISHED PATIENT
Periodic Evaluation[1]

CODE	DEFINITION
99391	Infant (under 1 year)
99392	Early Childhood (age 1 through 4 years)
99393	Late Childhood (age 5 through 11 years)
99394	Adolescent (age 12 through 17 years)
99395	Age 18 through 20 years

Interperiodic Screens
(follow-up on medically necessary issues between comprehensive screens)

CODE	DEFINITION
W7013	Brief Interperiodic (less than 15 min)
W7015	Intermediate Interperiodic (15 - 30 min)
W7016	Extended Interperiodic (over 30 min)

[1] These codes require the use of HealthCheck modifier, if you did a comprehensive HealthCheck screen.

APPENDIX 1b (continued)

DEFINITIONS OF HEALTHCHECK SCREENING CPT CODES

Partial Screens

(do not use if billing a comprehensive code)

CODE	DEFINITION
W7002	Vision Screen
W7003	Hearing Screen
W7009	Oral Assessment

Other Billable Services

CODE	DESCRIPTION
W7010	HealthCheck Pelvic Exam
W7083	Initial Environmental Lead Inspection[1]
W7084	Follow-up Environmental Lead Inspection[1]
W7017	Educational Visit for Lead Poisoning[2]

[1]Requires prior authorization

[2]May only be billed when a prior authorization for lead inspection has been granted.

APPENDIX 2a
HEALTHCHECK REFERRAL/MODIFIER CODES

❖ These referral codes must only be used with "local" HealthCheck codes and only on claims received prior to 7/1/95

01 - No referral needed (test normal)

02 - Problem already under treatment

03 - Physician specialist (off site)

04 - Dentist

05 - Eye specialist

06 - Other specialist (May include referrals for HealthCheck "Other Services". Refer to Section II-F of this handbook for a description of HealthCheck "Other Services".)

07 - Social services agency

08 - Immunized on site

09 - Public health agency

10 - Headstart Program (Education)

11 - Mental Health/AODA Program

12 - Children with Special Health Care Needs Program

13 - Immunization (not on-site)

14 - WIC Program/Nutritionist (see Appendix 12 for WIC Referral Form)

15 - Hearing specialist (audiologist)

16 - Family Planning

17 - Prenatal Care Program

18 - Car safety Seat Program

19 - Early Intervention Services

20 - Developmental Disabilities Services

APPENDIX 2b
HEALTHCHECK REFERRAL/MODIFIER CODES

❖ Modifier and referral codes to be used with CPT code billing of comprehensive HealthCheck screens.

HealthCheck Nursing Agencies ONLY
(HealthCheck screener agencies such as local public health agencies)

HA Medical referral (other than dental, vision or hearing) is needed and a referral has been made, or the patient will return to this agency for follow-up.

HB Vision and/or hearing referral is needed and the referral to a specialist has been made.*

HC No medical referral (other than dental, vision or hearing) is needed, or treatment was provided during the screen.

All Other HealthCheck Providers
(Physicians, Independent Nurse Practitioners & Physician Assistants)

MR Medical referral (other than dental, vision or hearing) is needed and a referral has been made, or the patient will return to this practice for follow-up.

VH Vision and/or hearing referral is needed and the referral to a specialist has been made.*

NO No medical referral (other than dental, vision or hearing) is needed, or treatment was provided during the screen.

* If both the vision/hearing referral code and the medical referral code apply, use the medical referral code. This information is necessary for federal reporting.

APPENDIX 3
NATIONAL HCFA 1500 CLAIM FORM COMPLETION INSTRUCTIONS FOR HEALTHCHECK SERVICES

To avoid denial or inaccurate claim payment, providers must use the following claim form completion instructions. Enter all required data on the claim form in the appropriate element. Do not include attachments unless instructed to do so. All elements are required unless "not required" is specified.

Wisconsin Medical Assistance recipients receive a Medical Assistance identification card upon initial enrollment into the Wisconsin Medical Assistance Program (WMAP) and at the beginning of each month thereafter. Providers should always see this card before rendering services. Please use the information exactly as it appears on the Medical Assistance identification card to complete the patient and insured information.

ELEMENT 1 - Program Block/Claim Sort Indicator
Enter claim sort indicator "H" for the service billed in the Medicaid check box when billing using local codes for claims received before 7/1/95. Enter claim sort indicator "P" when billing using CPT codes. Claims submitted without this indicator are denied.

ELEMENT 1a - INSURED'S I.D. NUMBER
Enter the recipient's ten-digit Medical Assistance identification number as found on the current Medical Assistance identification card. This element must contain no other numbers, unless the claim is a Medicare crossover claim, in which case the recipient's Medicare number may also be indicated.

ELEMENT 2 - PATIENT'S NAME
Enter the recipient's last name, first name, and middle initial as it appears on the current Medical Assistance identification card.

NOTE: A provider may submit claims for an infant if the infant is ten days old or less on the date of service and the mother of the infant is a Medical Assistance recipient. To bill for an infant using the mother's Medical Assistance identification number, enter the mother's last name followed by "Newborn" in element 2. Enter the infant's date of birth in element 3. In element 4 enter the mother's name followed by "Mom" in parentheses. Finally, in element 1A enter the mother's ten-digit Medical Assistance identification number.

ELEMENT 3 - PATIENT'S BIRTH DATE, PATIENT'S SEX
Enter the recipient's birth date in MM/DD/YY format (e.g., February 3, 1955, would be 02/03/55) as it appears on the Medical Assistance identification card. Specify if male or female with an "X."

ELEMENT 4 - INSURED'S NAME (not required)

ELEMENT 5 - PATIENT'S ADDRESS
Enter the complete address of the recipient's place of residence.

ELEMENT 6 - PATIENT RELATIONSHIP TO INSURED (not required)

ELEMENT 7 - INSURED'S ADDRESS (not required)

ELEMENT 8 - PATIENT STATUS (not required)

ELEMENT 9 - OTHER INSURED'S NAME
Health insurance (commercial insurance coverage) must be billed prior to billing the WMAP, unless the service does not require health insurance billing according to Appendix 18a of Part A of the WMAP Provider Handbook.

- When the provider has not billed health insurance because the "Other Coverage" of the recipient's Medical Assistance identification card is blank, the service does not require health insurance billing according to Appendix 18a of Part A of the WMAP Provider Handbook, or the recipient's Medical Assistance identification card indicates "DEN" only, this element must be left blank.

- When "Other Coverage" of the recipient's Medical Assistance identification card indicates HPP, BLU, WPS, CHA or OTH, and the service requires health insurance according to Appendix 18a of Part A of the WMAP Provider Handbook, one of the following codes MUST be indicated in the first box of element 9. The description is not required, nor is the policyholder, plan name, group number, etc. (Elements 9a, 9b, 9c and 9d are not required.)

Code	Description
OI-P	PAID in part by health insurance. The amount paid by private insurance to the provider or the insured is indicated on the claim.
OI-D	DENIED by health insurance following submission of a correct and complete claim or payment was applied toward the coinsurance and deductible. Do NOT use this code unless the claim in question was actually billed to and denied by the private insurer.
OI-Y	YES, card indicates other coverage but it was not billed for reasons including, but not limited to: - Recipient denies coverage or will not cooperate; - The provider knows the service in question is noncovered by the carrier - Insurance failed to respond to initial and follow-up claim; or - Benefits not assignable or cannot get an assignment.

- When "Other Coverage" of the recipient's Medical Assistance identification card indicates "HMO" or "HMP", one of the following disclaimer codes must be indicated, if applicable:

Code	Description
OI-P	PAID by HMO or HMP. The amount paid is indicated on the claim.
OI-H	HMO or HMP does not cover this service or the billed amount does not exceed the coinsurance or deductible amount.

Important Note: The provider may *not* use OI-H if the HMO or HMP denied payment because an otherwise covered service was not rendered by a designated provider. Services covered by an HMO or HMP are not reimbursable by the WMAP except for the copayment and deductible amounts. Providers who receive a capitation payment from the HMO may not bill the WMAP for services which are included in the capitation payment.

ELEMENT 10 - IS PATIENT'S CONDITION RELATED TO (not required)

ELEMENT 11 - INSURED'S POLICY, GROUP OR FECA NUMBER
The first box of this element is used by the WMAP for Medicare information. (Elements 11a, 11b, 11c, and 11d are not required.) Medicare must be billed prior to billing to the WMAP. When the recipient's Medical Assistance identification card indicates Medicare coverage, but Medicare does not allow any charges, one of the following Medicare disclaimer codes MUST be indicated. The description is not required.

Code	Description
M-1	Medicare benefits exhausted. May be used by hospitals, nursing homes and home health agencies when Medicare has made payment up to the lifetime limits of its coverage.
M-5	Provider not Medicare certified for the benefits provided.
M-6	Recipient not Medicare eligible.
M-7	Medicare disallowed (denied) payment. Medicare claim cannot be corrected and resubmitted.
M-8	Medicare was not billed because Medicare never covers this service.

If Medicare is not billed because the recipient's Medical Assistance identification card indicated no Medicare coverage, this element must be left blank.

If Medicare allows an amount on the recipient's claim, the Explanation of Medicare Benefits (EOMB) must be attached to the claim and this element must be left blank. Do not enter Medicare paid amounts on the claim form. Refer to Appendix 17 of Part A of the WMAP Provider Handbook for further information regarding the submission of claims for dual entitlees.

ELEMENTS 12 AND 13 - AUTHORIZED PERSON'S SIGNATURE
(Not required since the provider automatically accepts assignment through Medical Assistance certification.)

ELEMENT 14 - DATE OF CURRENT ILLNESS, INJURY, OR PREGNANCY (not required)

ELEMENT 15 - IF PATIENT HAS HAD SAME OR SIMILAR ILLNESS (not required)

ELEMENT 16 - DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION (not required)

ELEMENT 17 - NAME OF REFERRING PHYSICIAN OR OTHER SOURCE (not required)

ELEMENT 17a - I.D. NUMBER OF REFERRING PHYSICIAN (not required)

ELEMENT 18 - HOSPITALIZATION DATES RELATED TO CURRENT SERVICES (not required)

ELEMENT 19 - RESERVED FOR LOCAL USE
If an unlisted procedure code is billed, providers may describe the procedure in this element. If there is not enough space for the description, or if multiple unlisted procedure codes are being billed, providers must attach documentation to the claim describing the procedure(s). In this instance, providers must indicate "See Attachment" in element 19.

ELEMENT 20 - OUTSIDE LAB
If a laboratory handling fee is billed, check "yes" to indicate that the specimen was sent to an outside lab. Otherwise, this element is not required.

ELEMENT 21 - DIAGNOSIS OR NATURE OF ILLNESS OR INJURY
The International Classification of Disease, Ninth Edition, Clinical Modification (ICD-9-CM) diagnosis code must be entered for each symptom or condition related to the services provided. When a specific medical diagnosis has not been determined, indicate diagnosis code V70.0 (routine general medical examination at health care facility). The diagnosis description is not required.

ELEMENT 22 - MEDICAID RESUBMISSION (not required)

ELEMENT 23 - PRIOR AUTHORIZATION (not required)

ELEMENT 24A - DATE(S) OF SERVICE
Enter the month, day, and year for each procedure using the following guidelines:

- When billing for one date of service, enter the date in MM/DD/YY format in the "From" field.

ELEMENT 24B - PLACE OF SERVICE
Enter the appropriate WMAP single-digit place of service code for each service. Refer to Appendix 18a and 18b of this handbook for allowable place of service codes.

ELEMENT 24C - TYPE OF SERVICE CODE
Enter the appropriate single-digit type of service code. Refer to Appendix 18a and 18b of this handbook for allowable type of service codes.

ELEMENT 24D - PROCEDURES, SERVICES, OR SUPPLIES
Enter the appropriate five-character procedure code and, if applicable, a maximum of two, two-character modifiers. Refer to Appendix 1,1a and 1b of this handbook for a list of allowable procedure codes and to Appendix 2a and 2b for a list of allowable modifiers. See Appendices 18a and 18b for procedure codes with corresponding modifiers, place of service, type of service codes, and claim sort indicators.

ELEMENT 24E - DIAGNOSIS CODE
When multiple procedures related to different diagnoses are submitted, column E must be used to relate the procedure performed (element 24D) to a specific diagnosis in element 21. Enter the number (1, 2, 3, or 4) which corresponds to the appropriate diagnosis in element 21.

ELEMENT 24F - CHARGES
Enter the total charge for each line.

ELEMENT 24G - DAYS OR UNITS
Enter the total number of services billed for each line. A decimal must be indicated when a fraction of a whole unit is billed.

ELEMENT 24H - EPSDT/FAMILY PLANNING
Enter an "H" for each procedure that was performed as a result of a HealthCheck (EPSDT) referral. Enter an "F" for each family planning procedure. Enter a "B" if BOTH HealthCheck and family planning services were provided. If HealthCheck/family planning do not apply, leave this element blank.

ELEMENT 24I - EMG
Enter an "E" for each procedure performed as an emergency, regardless of the place of service.

ELEMENT 24J - COB (not required)

ELEMENT 24K - RESERVED FOR LOCAL USE
Enter the eight-digit, Medical Assistance provider number of the performing provider for each procedure, if it is different than the billing provider number indicated in element 33. This element is not required for HealthCheck nursing agencies.

When applicable, enter the word "spenddown" and under it, the spenddown amount on the last detail line of element 24K directly above element 30. Refer to Section IX of Part A of the WMAP Provider Handbook for information on recipient spenddown.

Any other information entered in this column may cause claim denial.

ELEMENT 25 - FEDERAL TAX ID NUMBER (not required)

ELEMENT 26 - PATIENT'S ACCOUNT NO.
Optional - provider may enter up to 12 characters of the patient's internal office account number. This number will appear on the EDS Remittance and Status Report.

ELEMENT 27 - ACCEPT ASSIGNMENT
(Not required, provider automatically accepts assignment through Medical Assistance certification.)

ELEMENT 28 - TOTAL CHARGE
Enter the total charges for this claim.

ELEMENT 29 - AMOUNT PAID
Enter the amount paid by other insurance. If the other insurance denied the claim, enter $0.00. (If a dollar amount is indicated in element 29, "OI-P" must be indicated in element 9.)

ELEMENT 30 - BALANCE DUE
Enter the balance due as determined by subtracting the recipient spenddown amount in element 24K and the amount paid in element 29 from the amount in element 28.

ELEMENT 31 - SIGNATURE OF PHYSICIAN OR SUPPLIER
The provider or the authorized representative must sign in element 31. The month, day, and year the form is signed must also be entered in MM/DD/YY format.

> ***NOTE:*** This may be a computer-printed or typed name and date, or a signature stamp with the date.

ELEMENT 32 - NAME AND ADDRESS OF FACILITY WHERE SERVICES RENDERED
If the services were provided to a recipient in a nursing home (place of service 7 or 8), indicate the nursing home's eight-digit Medical Assistance provider number.

ELEMENT 33 - PHYSICIAN'S, SUPPLIER'S BILLING NAME, ADDRESS, ZIP CODE AND PHONE #
Enter the provider's name (exactly as indicated on the provider's notification of certification letter) and address of the billing provider. At the bottom of element 33, enter the billing provider's eight-digit Medical Assistance provider number.

APPENDIX 4a
SAMPLE HCFA 1500 CLAIM FORM
COMPREHENSIVE SCREEN WITH IMMUNIZATION, HEMOGLOBIN, AND LAB HANDLING FEE FOR LEAD SCREENING
CLAIM SORT INDICATOR "H"
RECEIVED BY THE FISCAL AGENT THROUGH 6/30/95
ANY HEALTH CHECK PROVIDER

HEALTH INSURANCE CLAIM FORM

PICA

CARRIER

PATIENT AND INSURED INFORMATION

1. MEDICARE [ ] (Medicare #) MEDICAID [H] (Medicaid #) CHAMPUS [ ] (Sponsor's SSN) CHAMPVA [ ] (VA File #) GROUP HEALTH PLAN [ ] (SSN or ID) FECA BLK LUNG [ ] (SSN) OTHER [ ] (ID)

1a. INSURED'S I.D. NUMBER (FOR PROGRAM IN ITEM 1): 1234567890

2. PATIENT'S NAME (Last Name, First Name, Middle Initial): Recipient, Im A

3. PATIENT'S BIRTH DATE MM DD YY: MM DD YY SEX M [X] F [ ]

4. INSURED'S NAME (Last Name, First Name, Middle Initial):

5. PATIENT'S ADDRESS (No., Street): 609 Willow St.

6. PATIENT RELATIONSHIP TO INSURED: Self [ ] Spouse [ ] Child [ ] Other [ ]

7. INSURED'S ADDRESS (No., Street):

CITY: Anytown STATE: WI

8. PATIENT STATUS: Single [ ] Married [ ] Other [ ] Employed [ ] Full-Time Student [ ] Part-Time Student [ ]

CITY: STATE:

ZIP CODE: 55555 TELEPHONE (Include Area Code): (XXX) XXX-XXXX

ZIP CODE: TELEPHONE (INCLUDE AREA CODE): ( )

9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial):

a. OTHER INSURED'S POLICY OR GROUP NUMBER:

b. OTHER INSURED'S DATE OF BIRTH MM DD YY SEX M [ ] F [ ]

c. EMPLOYER'S NAME OR SCHOOL NAME:

d. INSURANCE PLAN NAME OR PROGRAM NAME:

10. IS PATIENT'S CONDITION RELATED TO:

a. EMPLOYMENT? (CURRENT OR PREVIOUS) [ ] YES [ ] NO

b. AUTO ACCIDENT? [ ] YES [ ] NO PLACE (State)

c. OTHER ACCIDENT? [ ] YES [ ] NO

10d. RESERVED FOR LOCAL USE

11. INSURED'S POLICY GROUP OR FECA NUMBER:

a. INSURED'S DATE OF BIRTH MM DD YY SEX M [ ] F [ ]

b. EMPLOYER'S NAME OR SCHOOL NAME:

c. INSURANCE PLAN NAME OR PROGRAM NAME:

d. IS THERE ANOTHER HEALTH BENEFIT PLAN? [ ] YES [ ] NO If yes, return to and complete item 9 a-d.

READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM.

12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.

SIGNED _____ DATE _____

13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.

SIGNED _____

PHYSICIAN OR SUPPLIER INFORMATION

14. DATE OF CURRENT: MM DD YY ILLNESS (First symptom) OR INJURY (Accident) OR PREGNANCY(LMP)

15. IF PATIENT HAS HAD SAME OR SIMILAR ILLNESS, GIVE FIRST DATE MM DD YY

16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY

17. NAME OF REFERRING PHYSICIAN OR OTHER SOURCE

17a. I.D. NUMBER OF REFERRING PHYSICIAN

18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY

19. RESERVED FOR LOCAL USE

20. OUTSIDE LAB? [X] YES [ ] NO $ CHARGES

21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY. (RELATE ITEMS 1,2,3 OR 4 TO ITEM 24E BY LINE)

1. V70.0
2. ____
3. ____
4. ____

22. MEDICAID RESUBMISSION CODE ORIGINAL REF. NO.

23. PRIOR AUTHORIZATION NUMBER

24. A DATE(S) OF SERVICE From MM DD YY	To MM DD YY	B Place of Service	C Type of Service	D PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS	MODIFIER	E DIAGNOSIS CODE	F $ CHARGES	G DAYS OR UNITS	H EPSDT Family Plan	I EMG	J COB	K RESERVED FOR LOCAL USE
1 04 01 95		3	1	W7000	08	1	XX XX	1				
2 04 01 95		3	1	90707		1	XX XX	1				
3 04 01 95		3	1	90720		1	XX XX	1				
4 04 01 95		3	5	83020		1	XX XX	1				
5 04 01 95		3	5	99000		1	XX XX	1				
6												

25. FEDERAL TAX I.D. NUMBER SSN [ ] EIN [ ]

26. PATIENT'S ACCOUNT NO.: 1234JD

27. ACCEPT ASSIGNMENT? (For govt. claims, see back) [ ] YES [ ] NO

28. TOTAL CHARGE $ XXX XX

29. AMOUNT PAID $

30. BALANCE DUE $ XXX XX

31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)

I.M. Authorized MM/DD/YY
SIGNED DATE

32. NAME AND ADDRESS OF FACILITY WHERE SERVICES WERE RENDERED (If other than home or office)

33. PHYSICIAN'S, SUPPLIER'S BILLING NAME, ADDRESS, ZIP CODE & PHONE #

I. M. Billing
1 W. Williams
Anytown, WI
PIN# GRP# 87654321

(APPROVED BY AMA COUNCIL ON MEDICAL SERVICE 8/88) PLEASE PRINT OR TYPE

FORM HCFA-1500 (12-90)
FORM OWCP-1500 FORM RRB-1500

APPENDIX 4b
SAMPLE HCFA 1500 CLAIM FORM
COMPREHENSIVE SCREEN WITH PROBLEM IDENTIFIED
CLAIM SORT INDICATOR "P"
RECEIVED BY EDS ON OR AFTER 2/15/95
PHYSICIAN BILLER

CARRIER

PATIENT AND INSURED INFORMATION

PHYSICIAN OR SUPPLIER INFORMATION

HEALTH INSURANCE CLAIM FORM

1. MEDICARE [ ] (Medicare #) MEDICAID [ ] (Medicaid #) CHAMPUS [P] (Sponsor's SSN) CHAMPVA [ ] (VA File #) GROUP HEALTH PLAN [ ] (SSN or ID) FECA BLK LUNG [ ] (SSN) OTHER [ ] (ID)

1a. INSURED'S I.D. NUMBER (FOR PROGRAM IN ITEM 1): 1234567890

2. PATIENT'S NAME (Last Name, First Name, Middle Initial): Recipient, Im A

3. PATIENT'S BIRTH DATE MM DD YY: MM DD YY SEX M [ ] F [X]

4. INSURED'S NAME (Last Name, First Name, Middle Initial):

5. PATIENT'S ADDRESS (No., Street): 609 Willow St.

6. PATIENT RELATIONSHIP TO INSURED: Self [ ] Spouse [ ] Child [ ] Other [ ]

7. INSURED'S ADDRESS (No., Street):

CITY: Anytown STATE: WI

8. PATIENT STATUS: Single [ ] Married [ ] Other [ ] Employed [ ] Full-Time Student [ ] Part-Time Student [ ]

CITY: STATE:

ZIP CODE: 55555 TELEPHONE (Include Area Code): (XXX) XXX-XXXX

ZIP CODE: TELEPHONE (INCLUDE AREA CODE): ( )

9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial):

a. OTHER INSURED'S POLICY OR GROUP NUMBER:

b. OTHER INSURED'S DATE OF BIRTH MM DD YY SEX M [ ] F [ ]

c. EMPLOYER'S NAME OR SCHOOL NAME:

d. INSURANCE PLAN NAME OR PROGRAM NAME:

10. IS PATIENT'S CONDITION RELATED TO:

a. EMPLOYMENT? (CURRENT OR PREVIOUS) [ ] YES [ ] NO

b. AUTO ACCIDENT? [ ] YES [ ] NO PLACE (State)

c. OTHER ACCIDENT? [ ] YES [ ] NO

10d. RESERVED FOR LOCAL USE

11. INSURED'S POLICY GROUP OR FECA NUMBER:

a. INSURED'S DATE OF BIRTH MM DD YY SEX M [ ] F [ ]

b. EMPLOYER'S NAME OR SCHOOL NAME:

c. INSURANCE PLAN NAME OR PROGRAM NAME:

d. IS THERE ANOTHER HEALTH BENEFIT PLAN? [ ] YES [ ] NO If yes, return to and complete item 9 a-d.

READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM.

12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.

SIGNED _____ DATE _____

13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.

SIGNED _____

14. DATE OF CURRENT: MM DD YY ILLNESS (First symptom) OR INJURY (Accident) OR PREGNANCY(LMP)

15. IF PATIENT HAS HAD SAME OR SIMILAR ILLNESS, GIVE FIRST DATE MM DD YY

16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY

17. NAME OF REFERRING PHYSICIAN OR OTHER SOURCE

17a. I.D. NUMBER OF REFERRING PHYSICIAN

18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY

19. RESERVED FOR LOCAL USE

20. OUTSIDE LAB? [ ] YES [ ] NO $ CHARGES

21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY. (RELATE ITEMS 1,2,3 OR 4 TO ITEM 24E BY LINE)
1. 599.7
2.
3.
4.

22. MEDICAID RESUBMISSION CODE ORIGINAL REF. NO.

23. PRIOR AUTHORIZATION NUMBER

24. A DATE(S) OF SERVICE From MM DD YY	To MM DD YY	B Place of Service	C Type of Service	D PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS	MODIFIER	E DIAGNOSIS CODE	F $ CHARGES	G DAYS OR UNITS	H EPSDT Family Plan	I EMG	J COB	K RESERVED FOR LOCAL USE
1 03 15 95		3	1	99381	MR	1	XX XX	1				6543210
2 03 15 95		3	1	90712		1	XX XX	1				6543210
3 03 15 95		3	1	90720		1	XX XX	1				6543210
4												
5												
6												

25. FEDERAL TAX I.D. NUMBER SSN [ ] EIN [ ]

26. PATIENT'S ACCOUNT NO.: 1234JD

27. ACCEPT ASSIGNMENT? (For govt. claims, see back) [ ] YES [ ] NO

28. TOTAL CHARGE $ XX XX

29. AMOUNT PAID $

30. BALANCE DUE $ XX XX

31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)
I. M. Authorized
SIGNED MM/DD/YY DATE

32. NAME AND ADDRESS OF FACILITY WHERE SERVICES WERE RENDERED (If other than home or office)

33. PHYSICIAN'S, SUPPLIER'S BILLING NAME, ADDRESS, ZIP CODE & PHONE #
I. M. Billing
1 W. Williams
Anytown, WI 55555
PIN# GRP# 87654321

(APPROVED BY AMA COUNCIL ON MEDICAL SERVICE 8/88) **PLEASE PRINT OR TYPE** FORM HCFA-1500 (12-90) FORM OWCP-1500 FORM RRB-1500

APPENDIX 4c
SAMPLE HCFA 1500 CLAIM FORM
COMPREHENSIVE SCREEN WITH PELVIC EXAM
CLAIM SORT INDICATOR "P"
RECEIVED BY EDS ON OR AFTER 2/15/95
PHYSICIAN BILLER

HEALTH INSURANCE CLAIM FORM

CARRIER

PATIENT AND INSURED INFORMATION

1 MEDICARE [ ] (Medicare #) MEDICAID [P] (Medicaid #) CHAMPUS [ ] (Sponsor's SSN) CHAMPVA [ ] (VA File #) GROUP HEALTH PLAN [ ] (SSN or ID) FECA BLK LUNG [ ] (SSN) OTHER [ ] (ID)

1a. INSURED'S I.D. NUMBER (FOR PROGRAM IN ITEM 1): 1234567890

2. PATIENT'S NAME (Last Name, First Name, Middle Initial): Recipient, Im A

3. PATIENT'S BIRTH DATE MM DD YY: MM DD YY SEX M [X] F [ ]

4. INSURED'S NAME (Last Name, First Name, Middle Initial):

5. PATIENT'S ADDRESS (No., Street): 609 Willow St.

6. PATIENT RELATIONSHIP TO INSURED: Self [ ] Spouse [ ] Child [ ] Other [ ]

7. INSURED'S ADDRESS (No., Street):

CITY: Anytown. STATE: WI

8. PATIENT STATUS: Single [ ] Married [ ] Other [ ] Employed [ ] Full-Time Student [ ] Part-Time Student [ ]

CITY: STATE:

ZIP CODE: 55555 TELEPHONE (Include Area Code): (XXX)XXX-XXXX

ZIP CODE: TELEPHONE (INCLUDE AREA CODE): ( )

9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial): OI-Y

10. IS PATIENT'S CONDITION RELATED TO:

11. INSURED'S POLICY GROUP OR FECA NUMBER:

a. OTHER INSURED'S POLICY OR GROUP NUMBER:

a. EMPLOYMENT? (CURRENT OR PREVIOUS) [ ] YES [ ] NO

a. INSURED'S DATE OF BIRTH MM DD YY SEX M [ ] F [ ]

b. OTHER INSURED'S DATE OF BIRTH MM DD YY SEX M [ ] F [ ]

b. AUTO ACCIDENT? [ ] YES [ ] NO PLACE (State)

b. EMPLOYER'S NAME OR SCHOOL NAME:

c. EMPLOYER'S NAME OR SCHOOL NAME:

c. OTHER ACCIDENT? [ ] YES [ ] NO

c. INSURANCE PLAN NAME OR PROGRAM NAME:

d. INSURANCE PLAN NAME OR PROGRAM NAME:

10d. RESERVED FOR LOCAL USE:

d. IS THERE ANOTHER HEALTH BENEFIT PLAN? [ ] YES [ ] NO If yes, return to and complete item 9 a-d.

READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM

12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.

SIGNED _____ DATE _____

13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize payment of medical benefits to the undersigned physician or supplier for services described below.

SIGNED _____

PHYSICIAN OR SUPPLIER INFORMATION

14. DATE OF CURRENT: MM DD YY ILLNESS (First symptom) OR INJURY (Accident) OR PREGNANCY(LMP)

15. IF PATIENT HAS HAD SAME OR SIMILAR ILLNESS, GIVE FIRST DATE MM DD YY

16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION: FROM MM DD YY TO MM DD YY

17. NAME OF REFERRING PHYSICIAN OR OTHER SOURCE:

17a. I.D. NUMBER OF REFERRING PHYSICIAN:

18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES: FROM MM DD YY TO MM DD YY

19. RESERVED FOR LOCAL USE:

20. OUTSIDE LAB? [ ] YES [ ] NO $ CHARGES

21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY. (RELATE ITEMS 1,2,3 OR 4 TO ITEM 24E BY LINE)
1. V70.0
2.
3.
4.

22. MEDICAID RESUBMISSION CODE: ORIGINAL REF. NO.:

23. PRIOR AUTHORIZATION NUMBER:

24. A DATE(S) OF SERVICE From MM DD YY	To MM DD YY	B Place of Service	C Type of Service	D PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS	MODIFIER	E DIAGNOSIS CODE	F $ CHARGES	G DAYS OR UNITS	H EPSDT Family Plan	I EMG	J COB	K RESERVED FOR LOCAL USE
1 02 04 95		3	1	99385	NO	1	XX XX	1				65432100
2 02 04 95		3	5	88150		1	XX XX	1				65432100
3 02 04 95		3	1	W7010		1	XX XX	1				65432100
4												
5												
6												

25. FEDERAL TAX I.D. NUMBER SSN [ ] EIN [ ]

26. PATIENT'S ACCOUNT NO.: 1234JD

27. ACCEPT ASSIGNMENT? (For govt. claims, see back) [ ] YES [ ] NO

28. TOTAL CHARGE $ XXX XX

29. AMOUNT PAID $

30. BALANCE DUE $ X XX XX

31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)
I.M. Authorized MM/DD/YY
SIGNED DATE

32. NAME AND ADDRESS OF FACILITY WHERE SERVICES WERE RENDERED (If other than home or office):

33. PHYSICIAN'S, SUPPLIER'S BILLING NAME, ADDRESS, ZIP CODE & PHONE #
I. M. Billing
1 W. Williams
Anytown, WI 55555
PIN# GRP# 87654321

(APPROVED BY AMA COUNCIL ON MEDICAL SERVICE 8/88) **PLEASE PRINT OR TYPE** FORM HCFA-1500 (12-90) FORM OWCP-1500 FORM RRB-1500

APPENDIX 4d
SAMPLE HCFA 1500 CLAIM FORM
COMPREHENSIVE SCREEN
LEAD TEST GIVEN - BILL LAB HANDLING FEE
CLAIM SORT INDICATOR "P"
RECEIVED BY THE FISCAL AGENT ON OR AFTER 2/15/95
HEALTHCHECK NURSING AGENCY BILLER

CARRIER

HEALTH INSURANCE CLAIM FORM

PATIENT AND INSURED INFORMATION

1. MEDICARE [ ] (Medicare #) MEDICAID [P] (Medicaid #) CHAMPUS [ ] (Sponsor's SSN) CHAMPVA [ ] (VA File #) GROUP HEALTH PLAN [ ] (SSN or ID) FECA BLK LUNG [ ] (SSN) OTHER [ ] (ID)

1a. INSURED'S I.D. NUMBER (FOR PROGRAM IN ITEM 1): 1234567890

2. PATIENT'S NAME (Last Name, First Name, Middle Initial): Recipient, Im A

3. PATIENT'S BIRTH DATE MM DD YY: MM DD YY SEX M [ ] F [X]

4. INSURED'S NAME (Last Name, First Name, Middle Initial):

5. PATIENT'S ADDRESS (No., Street): 609 Willow St.

6. PATIENT RELATIONSHIP TO INSURED: Self [ ] Spouse [ ] Child [ ] Other [ ]

7. INSURED'S ADDRESS (No., Street):

CITY: Anytown STATE: WI

8. PATIENT STATUS: Single [ ] Married [ ] Other [ ] Employed [ ] Full-Time Student [ ] Part-Time Student [ ]

CITY: STATE:

ZIP CODE: 55555 TELEPHONE (Include Area Code): (XXX) XXX-XXXX

ZIP CODE: TELEPHONE (INCLUDE AREA CODE): ( )

9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial): OI-Y

10. IS PATIENT'S CONDITION RELATED TO:

11. INSURED'S POLICY GROUP OR FECA NUMBER:

a. OTHER INSURED'S POLICY OR GROUP NUMBER:

a. EMPLOYMENT? (CURRENT OR PREVIOUS) [ ] YES [ ] NO

a. INSURED'S DATE OF BIRTH MM DD YY SEX M [ ] F [ ]

b. OTHER INSURED'S DATE OF BIRTH MM DD YY SEX M [ ] F [ ]

b. AUTO ACCIDENT? [ ] YES [ ] NO PLACE (State)

b. EMPLOYER'S NAME OR SCHOOL NAME:

c. EMPLOYER'S NAME OR SCHOOL NAME:

c. OTHER ACCIDENT? [ ] YES [ ] NO

c. INSURANCE PLAN NAME OR PROGRAM NAME:

d. INSURANCE PLAN NAME OR PROGRAM NAME:

10d. RESERVED FOR LOCAL USE

d. IS THERE ANOTHER HEALTH BENEFIT PLAN? [ ] YES [ ] NO If yes, return to and complete item 9 a-d.

READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM.

12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.

SIGNED _____ DATE _____

13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize payment of medical benefits to the undersigned physician or supplier for services described below.

SIGNED _____

PHYSICIAN OR SUPPLIER INFORMATION

14. DATE OF CURRENT: MM DD YY ILLNESS (First symptom) OR INJURY (Accident) OR PREGNANCY(LMP)

15. IF PATIENT HAS HAD SAME OR SIMILAR ILLNESS, GIVE FIRST DATE MM DD YY

16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY

17. NAME OF REFERRING PHYSICIAN OR OTHER SOURCE:

17a. I.D. NUMBER OF REFERRING PHYSICIAN:

18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY

19. RESERVED FOR LOCAL USE:

20. OUTSIDE LAB? [X] YES [ ] NO $ CHARGES:

21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY. (RELATE ITEMS 1,2,3 OR 4 TO ITEM 24E BY LINE)
1. V70.0
2.
3.
4.

22. MEDICAID RESUBMISSION CODE: ORIGINAL REF. NO.:

23. PRIOR AUTHORIZATION NUMBER:

24 A DATE(S) OF SERVICE From MM DD YY	To MM DD YY	B Place of Service	C Type of Service	D PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS	MODIFIER	E DIAGNOSIS CODE	F $ CHARGES	G DAYS OR UNITS	H EPSDT Family Plan	I EMG	J COB	K RESERVED FOR LOCAL USE
1 04 01 95		3	1	99382	HC	1	XX XX	1				
2 04 01 95		3	5	99000		1	XX XX	1				
3												
4												
5												
6												

25. FEDERAL TAX I.D. NUMBER SSN [ ] EIN [ ]

26. PATIENT'S ACCOUNT NO.: 1234JD

27. ACCEPT ASSIGNMENT? (For govt. claims, see back) [ ] YES [ ] NO

28. TOTAL CHARGE: $ XXX XX

29. AMOUNT PAID: $

30. BALANCE DUE: $ XXX XX

31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)
I.M. Authorized MM/DD/YY
SIGNED DATE

32. NAME AND ADDRESS OF FACILITY WHERE SERVICES WERE RENDERED (If other than home or office):

33. PHYSICIAN'S, SUPPLIER'S BILLING NAME, ADDRESS, ZIP CODE & PHONE #
I. M. Billing
1 W. Williams
Anytown, WI 55555
PIN# GRP# 87654321

(APPROVED BY AMA COUNCIL ON MEDICAL SERVICE 8/88) **PLEASE PRINT OR TYPE** FORM HCFA-1500 (12-90) FORM OWCP-1500 FORM RRB-1500

APPENDIX 4e
SAMPLE HCFA 1500 CLAIM FORM
INTERPERIODIC SCREEN WITH IMMUNIZATION
CLAIM SORT INDICATOR "P"
RECEIVED BY THE FISCAL AGENT ON OR AFTER 2/15/95
HEALTHCHECK NURSING AGENCY BILLER

CARRIER

HEALTH INSURANCE CLAIM FORM

PATIENT AND INSURED INFORMATION

1. MEDICARE [ ] (Medicare #) MEDICAID [P] (Medicaid #) CHAMPUS [ ] (Sponsor's SSN) CHAMPVA [ ] (VA File #) GROUP HEALTH PLAN [ ] (SSN or ID) FECA BLK LUNG [ ] (SSN) OTHER [ ] (ID)

1a. INSURED'S I.D. NUMBER (FOR PROGRAM IN ITEM 1): 1234567890

2. PATIENT'S NAME (Last Name, First Name, Middle Initial): Recipient, Im A

3. PATIENT'S BIRTH DATE MM DD YY: MM DD YY SEX M [ ] F [X]

4. INSURED'S NAME (Last Name, First Name, Middle Initial):

5. PATIENT'S ADDRESS (No., Street): 609 Willow St.

6. PATIENT RELATIONSHIP TO INSURED: Self [ ] Spouse [ ] Child [ ] Other [ ]

7. INSURED'S ADDRESS (No., Street):

CITY: Anytown STATE: WI

8. PATIENT STATUS: Single [ ] Married [ ] Other [ ] Employed [ ] Full-Time Student [ ] Part-Time Student [ ]

CITY: STATE:

ZIP CODE: 55555 TELEPHONE (Include Area Code): (XXX) XXX-XXXX

ZIP CODE: TELEPHONE (INCLUDE AREA CODE): ( )

9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial): OI-Y

10. IS PATIENT'S CONDITION RELATED TO:

11. INSURED'S POLICY GROUP OR FECA NUMBER:

a. OTHER INSURED'S POLICY OR GROUP NUMBER:

a. EMPLOYMENT? (CURRENT OR PREVIOUS) [ ] YES [ ] NO

a. INSURED'S DATE OF BIRTH MM DD YY SEX M [ ] F [ ]

b. OTHER INSURED'S DATE OF BIRTH MM DD YY SEX M [ ] F [ ]

b. AUTO ACCIDENT? [ ] YES [ ] NO PLACE (State)

b. EMPLOYER'S NAME OR SCHOOL NAME:

c. EMPLOYER'S NAME OR SCHOOL NAME:

c. OTHER ACCIDENT? [ ] YES [ ] NO

c. INSURANCE PLAN NAME OR PROGRAM NAME:

d. INSURANCE PLAN NAME OR PROGRAM NAME:

10d. RESERVED FOR LOCAL USE:

d. IS THERE ANOTHER HEALTH BENEFIT PLAN? [ ] YES [ ] NO If yes, return to and complete item 9 a-d.

READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM.

12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below

SIGNED _____ DATE _____

13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE I authorize payment of medical benefits to the undersigned physician or supplier for services described below.

SIGNED _____

14. DATE OF CURRENT MM DD YY ILLNESS (First symptom) OR INJURY (Accident) OR PREGNANCY(LMP)

15. IF PATIENT HAS HAD SAME OR SIMILAR ILLNESS, GIVE FIRST DATE MM DD YY

16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION FROM MM DD YY TO MM DD YY

17. NAME OF REFERRING PHYSICIAN OR OTHER SOURCE

17a. I.D. NUMBER OF REFERRING PHYSICIAN

18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES FROM MM DD YY TO MM DD YY

19. RESERVED FOR LOCAL USE

20. OUTSIDE LAB? [ ] YES [ ] NO $ CHARGES

21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY. (RELATE ITEMS 1,2,3 OR 4 TO ITEM 24E BY LINE)
1. V70 0
2.
3.
4.

22. MEDICAID RESUBMISSION CODE ORIGINAL REF. NO.

23. PRIOR AUTHORIZATION NUMBER

PHYSICIAN OR SUPPLIER INFORMATION

24 A DATE(S) OF SERVICE From MM DD YY	To MM DD YY	B Place of Service	C Type of Service	D PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS	MODIFIER	E DIAGNOSIS CODE	F $ CHARGES	G DAYS OR UNITS	H EPSDT Family Plan	I EMG	J COB	K RESERVED FOR LOCAL USE
1 03 01 95		3	1	W7013		1	XX XX	1				
2 03 01 95		3	1	90718		1	XX XX	1				
3												
4												
5												
6												

25. FEDERAL TAX I.D. NUMBER SSN [ ] EIN [ ]

26. PATIENT'S ACCOUNT NO.: 1234JD

27. ACCEPT ASSIGNMENT? (For govt. claims, see back) [ ] YES [ ] NO

28. TOTAL CHARGE $ XX XX

29. AMOUNT PAID $

30. BALANCE DUE $ XX XX

31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)
I.M. Authorized
SIGNED MM/DD/YY DATE

32. NAME AND ADDRESS OF FACILITY WHERE SERVICES WERE RENDERED (If other than home or office)

33. PHYSICIAN'S, SUPPLIER'S BILLING NAME, ADDRESS, ZIP CODE & PHONE #
I. M. Billing
1 W. Williams
Anytown, WI 55555
PIN# GRP# 87654321

(APPROVED BY AMA COUNCIL ON MEDICAL SERVICE 8/88) PLEASE PRINT OR TYPE FORM HCFA-1500 (12-90) FORM OWCP-1500 FORM RRB-1500

APPENDIX 4f
SAMPLE HCFA 1500 CLAIM FORM
ENVIRONMENTAL LEAD INVESTIGATION AND INTERPERIODIC SCREEN
PRIOR AUTHORIZATION PREVIOUSLY APPROVED
CLAIM SORT INDICATOR "P"
RECEIVED BY THE FISCAL AGENT ON OR AFTER 2/15/95
HEALTHCHECK NURSING AGENCY BILLER

HEALTH INSURANCE CLAIM FORM

CARRIER

PATIENT AND INSURED INFORMATION

1. MEDICARE ☐ (Medicare #) MEDICAID [P] (Medicaid #) CHAMPUS ☐ (Sponsor's SSN) CHAMPVA ☐ (VA File #) GROUP HEALTH PLAN ☐ (SSN or ID) FECA BLK LUNG ☐ (SSN) OTHER ☐ (ID)

1a. INSURED'S I.D. NUMBER (FOR PROGRAM IN ITEM 1): 1234567890

2. PATIENT'S NAME (Last Name, First Name, Middle Initial): Recipient, Im A

3. PATIENT'S BIRTH DATE MM DD YY: MM DD YY SEX M [X] F ☐

4. INSURED'S NAME (Last Name, First Name, Middle Initial):

5. PATIENT'S ADDRESS (No., Street): 609 Willow St.

6. PATIENT RELATIONSHIP TO INSURED: Self ☐ Spouse ☐ Child ☐ Other ☐

7. INSURED'S ADDRESS (No., Street):

CITY: Anytown STATE: WI

8. PATIENT STATUS: Single ☐ Married ☐ Other ☐; Employed ☐ Full-Time Student ☐ Part-Time Student ☐

CITY: STATE:

ZIP CODE: 55555 TELEPHONE (Include Area Code): (XXX) XXX-XXXX

ZIP CODE: TELEPHONE (INCLUDE AREA CODE): ( )

9. OTHER INSURED'S NAME (Last Name, First Name, Middle Initial):

a. OTHER INSURED'S POLICY OR GROUP NUMBER:

b. OTHER INSURED'S DATE OF BIRTH MM DD YY SEX M ☐ F ☐

c. EMPLOYER'S NAME OR SCHOOL NAME:

d. INSURANCE PLAN NAME OR PROGRAM NAME:

10. IS PATIENT'S CONDITION RELATED TO:

a. EMPLOYMENT? (CURRENT OR PREVIOUS) ☐ YES ☐ NO

b. AUTO ACCIDENT? ☐ YES ☐ NO PLACE (State)

c. OTHER ACCIDENT? ☐ YES ☐ NO

10d. RESERVED FOR LOCAL USE

11. INSURED'S POLICY GROUP OR FECA NUMBER:

a. INSURED'S DATE OF BIRTH MM DD YY SEX M ☐ F ☐

b. EMPLOYER'S NAME OR SCHOOL NAME:

c. INSURANCE PLAN NAME OR PROGRAM NAME:

d. IS THERE ANOTHER HEALTH BENEFIT PLAN? ☐ YES ☐ NO If yes, return to and complete item 9 a-d.

READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM.

12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.

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15. IF PATIENT HAS HAD SAME OR SIMILAR ILLNESS, GIVE FIRST DATE MM DD YY

16. DATES PATIENT UNABLE TO WORK IN CURRENT OCCUPATION MM DD YY FROM TO MM DD YY

17. NAME OF REFERRING PHYSICIAN OR OTHER SOURCE

17a. I.D. NUMBER OF REFERRING PHYSICIAN

18. HOSPITALIZATION DATES RELATED TO CURRENT SERVICES MM DD YY FROM TO MM DD YY

19. RESERVED FOR LOCAL USE

20. OUTSIDE LAB? ☐ YES ☐ NO $ CHARGES

21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY. (RELATE ITEMS 1,2,3 OR 4 TO ITEM 24E BY LINE)
1. V70 0
2.
3.
4.

22. MEDICAID RESUBMISSION CODE ORIGINAL REF. NO.

23. PRIOR AUTHORIZATION NUMBER: 7654321

24 A DATE(S) OF SERVICE From MM DD YY	To MM DD YY	B Place of Service	C Type of Service	D PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS	MODIFIER	E DIAGNOSIS CODE	F $ CHARGES	G DAYS OR UNITS	H EPSDT Family Plan	I EMG	J COB	K RESERVED FOR LOCAL USE
1 02 02 95		4	9	W7083		1	XX XX	1				
2 02 09 95		4	1	W7017		1	XX XX	1				
3												
4												
5												
6												

25. FEDERAL TAX I.D. NUMBER SSN ☐ EIN ☐

26. PATIENT'S ACCOUNT NO.: 1234JD

27. ACCEPT ASSIGNMENT? (For govt. claims, see back) ☐ YES ☐ NO

28. TOTAL CHARGE: $ XXX XX

29. AMOUNT PAID: $

30. BALANCE DUE: $ XXX XX

31. SIGNATURE OF PHYSICIAN OR SUPPLIER INCLUDING DEGREES OR CREDENTIALS (I certify that the statements on the reverse apply to this bill and are made a part thereof.)
I.M. Authorized MM/DD/YY
SIGNED DATE

32. NAME AND ADDRESS OF FACILITY WHERE SERVICES WERE RENDERED (If other than home or office)

33. PHYSICIAN'S, SUPPLIER'S BILLING NAME, ADDRESS, ZIP CODE & PHONE #
I. M. Billing
1 W. Williams
Anytown, WI 55555
PIN# GRP# 87654321

(APPROVED BY AMA COUNCIL ON MEDICAL SERVICE 8/88) **PLEASE PRINT OR TYPE** FORM HCFA-1500 (12-90) FORM OWCP-1500 FORM RRB-1500

APPENDIX 4g
ELECTRONIC MEDIA CLAIMS SAMPLE SCREEN

HCFA 1500 (CT 20, 21, 22, 24, 30)

* *

MEDICAL ECS SCREEN
The field numbers on the ECS screen correspond with the numbered data elements on the HCFA 1500 claim form.

WELCOME TO ELECTRONIC CLAIMS SUBMISSION **DATE 010193**
EDS - WISCONSIN MEDICAID

BP NBR 33 L NAME 2 F NAME 2 MID 1A
PCN 26 OI 9 TPL 10 MSC 11 PA NBR 23 LAB 20
RP NBR 17 FP NBR 32 OP NBR
DIAG 1 21.1 2 21.2 3 21.3 4 21.4 5

DTL	FDOS	A1A2A3	POS	PROC	M1	M2	PP NBR	DX	CHARGE	UNIT	TOS	EMG	H/F
1	24.A	A	B	D	D	D	K	E	F	G	C	I	H
2													
3													
4													
5													
6													
7													
8													
9													
10													

TOT BILL 28 OI PAID 29 PAT PAID 24.K NET BILL 30

Doc #1 Page #1 Field #6 Form: MEDICAL 06-01-1992 10:16:34

Form	CT	Description
MEDICAL	20	Chiropractor Services
		Family Planning Clinics
		Rural Health Clinics
		Laboratory, X-ray, Radiology
		Free Standing Ambulatory Surgical Centers
		Physician Services
		Non-51.42 Owned & Operated Mental Health, AODA, Day Treatment
		Case Management
		Community Support Program
		Podiatry Services
		Prenatal Care Coordination
		HealthCheck

Department of Health and Social Services
Division of Health

APPENDIX 5
HEALTHCHECK PERIODICITY TABLE

HealthCheck should begin with a neonatal examination at birth whenever possible.
Recipients are limited, based on their age, to the following number of comprehensive screenings for a consecutive twelve month period:

- Birth to one year, 6 screenings
- Age one to two years, 3 screenings
- Age two to three years, 2 screenings
- Age three to twenty-one years, 1 screening/year

When medically necessary, additional visits may be billed as interperiodic visits.

I. Health Nutritional & Developmental Assessment / AGE 1	INFANCY						EARLY CHILDHOOD						LATE CHILDHOOD					ADOLESENCE			
	By 1 mo.	2 mos.	4 mos.	6 mos.	9 mos.	12 mos.	15 mos.	18 mos.	24 mos.	30 mos.	3 yrs.	4 yrs.	5 yrs.	6-7 yrs.	8-9 yrs.	10-11 yrs.	12-13 yrs.	14-15 yrs.	16-17 yrs.	18-19 yrs.	20-21 yrs.
A. HISTORY 2	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
B. DEVEL/BEHAV ASSESSMENT 3	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
C. HEALTH EDUCATION/ ANTICIPATORY GUIDANCE 4	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
II. Physical Assessment																					
A. MEASUREMENTS Height and Weight	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Head Circumference	●	●	●	●	●	●	●	●	●	●											
Blood Pressure											●	●	●	●	●	●	●	●	●	●	●
B. UNCLOTHED PHYSICAL EXAMINATION	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
C. SENSORY SCREENING Vision	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Hearing 5	●	●	●	●	●	●	●	●	●	●	●	●	●	●			●		●		
D. DENTAL 6											●	●	●	●	●	●	●	●	●	●	●
III. PROCEDURES																					
DPT 7		●	●	●				●					●								
OPV		●	●					●					●								
MMR							●						●								
HbCV 8		●	●	●			●														
Td																		●			
Hematocrit/Hemoglobin 9					●				●	●	●	●	●	●	●	●	●	●	●	●	●
Blood Lead (Verbal Assessment) 10						●			●		●	●	●								
Pap Smear/Pelvic HIV/Sickle Dex 11																					
Tuberculin Test 12																					
Urinalysis 13																					

Key: ● = to be performed

1. If a child comes under care for the first time at any point on the schedule, or if any items are not accomplished at the suggested age, the schedule should be brought up to date at the earliest possible time. This is especially important for children between the ages of 2 and 3.
2. Health history to include nutritional assessment.
3. By history and appropriate physical examination; if suspicious, by specific objective developmental testing.
4. Assessment of parent/child interaction and appropriate discussion and counselling should be an integral part of each visit for care.
5. Screen at birth through age 2 using both methods outlined in Appendices 14 and 14a. Children failing either screening method should be referred for audiological assessment.
Administer puretone audiometric screening as follows: Usually to all children 3-8 years old and at 4 year intervals thereafter up to age 16; to any child older than 8 who is receiving HealthCheck screening for the first time or has excessive noise exposure, delayed speech & language development.
6. For children under 3 years, question parents about problematic thumb sucking, lip biting, caries, tongue thrusting, non-erupted teeth, extra teeth, extended use of pacifier or bottle feeding practices. All children age 3 or older must be referred to a dentist, with subsequent or earlier exams as deemed medically necessary. (For this age group, six month dental check-ups are a covered benefit.)
7. These may be modified, depending on entry point into schedule and individual need.
8. Recommended by the Food and Drug Administration, Centers for Disease Control and American Academy of Pediatrics at two, four, and six months in addition to 15 months.
9. Present medical evidence suggests the need for reevaluation of the frequency and timing of hemoglobin or hematocrit tests. One determination is therefore suggested during each time period. Performance of additional tests is left to the individual practice experience.
10. Lead verbal assessment to be done at each visit between the ages of nine months through 5 years. Blood lead testing as per chart in Appendix 13b.
11. As clinically indicated.
12. For low risk groups, the Committee on Infectious Diseases recommends the following options: 1) no routine testing or 2) testing at three times - infancy, preschool, and adolescence. For high risk groups, annual TB skin testing is recommended.
13. The frequency and timing of urinalysis is left to the individual practice experience.

APPENDIX 6
EFFECTIVE ORAL ASSESSMENT

Birth to Age 3 - Referral to Dentist
Referral of a child in this age group to the dentist may be appropriate. If oral problems are apparent, referral should follow.

Many dentists prefer to examine the child (and counsel the parents) by one year of age (ideally at about 9 months of age). This early dental visit enables the dentist and parents to discuss ways to nurture excellent oral health before any serious problems have had an opportunity to develop.

Early referral is indicated when:

- dietary fluoride supplements are necessary
- oral hygiene appears inadequate
- dietary practices are abnormal (Baby Bottle Tooth Decay potential)
- eruption of teeth are abnormal (delayed or crowded)
- dental disease is present

Age 3 and Above (refer all children for dental care)
Key questions for the parent of the infant or young child prior to oral assessment.

1. Does the child consume water with adequate levels of fluoride for prevention (birth to age 16). This is the most important question in relation to the prevention of future dental disease. If the child resides in a home with rural well water or in a community that fails to add fluoride to its water, then a referral to the dentist is necessary for a water analysis. A daily fluoride supplement may be needed to ensure adequate prevention of dental caries. A Wisconsin Community Fluoridation Census will aid in determining the fluoridation status of community water systems.

2. Has child been to the dentist?

3. Does the parent brush or assist in brushing the child's teeth?

4. Does the child sleep with the bottle or carry the bottle during the day?

5. Does the child have any dental problems, concerns or complaints?

6. Have any brothers or sisters had dental problems?

Wisconsin Community Fluoridation census is available from:

Bureau of Public Health
Attn: Oral Health Consultant
1414 E. Washington Avenue
Madison, WI 53703-3044

Oral Assessment Instruction Detail is available from:

Bureau of Health Care Financing
Attn: HealthCheck Coordinator
Post Office Box 309
Madison, WI 53701

APPENDIX 7

DEPARTMENT OF HEALTH AND SOCIAL SERVICES
Division of Health
DOH-1002 (Rev.3/91)

HEALTHCHECK INDIVIDUAL HEALTH HISTORY

	CURRENT MEDICAL ASSISTANCE I.D. NUMBER PER CODE
Fill out one form for each person screened	DATE COMPLETED / /
NAME OF PATIENT	NAME OF PARENT OR GUARDIAN
ADDRESS	ADDRESS
PHONE	PHONE

BIRTHDATE	SCHOOL AND GRADE OR OCCUPATION

PHYSICIAN NAME AND ADDRESS

DENTIST NAME AND ADDRESS

GENERAL HEALTH *(Answer for All Ages)*

Office Use	Yes	No	Don't Know	
1				Has it been more than 12 months since this person had a general checkup by a physician?
2				Has it been more than 12 months since a physician examined this person because of illness or injury?
3				Has it been more than 12 months since this person had a general checkup by a dentist?
4				Has it been more than 12 months since a dentist exa mined this person because of pain of injury?
5				Is there anything about this person's health, growth or development that you are concerned or worried about? If YES, explain.
6				Does this person always use a seatbelt or carseat in an automobile?

DID THIS PERSON EVER HAVE OR DOES THIS PERSON NOW HAVE ANY OF THE FOLLOWING?

Office Use	Yes	No	Don't Know		Office Use	Yes	No	Don't Know	
7				Unexplained fever	20				Vomiting or diarrhea
8				Poor appetite or feeding problem	21				Wheezing or noisy breathing
9				Loss of weight	22				Swollen joints
10				Loss of consciousness, fainting	23				Heart murmur
11				Head Injury	24				Frequent stomach aches
12				Seizure, convulsions, fits	25				Blood in bowel movements
13				Frequent headaches	26				Bladder, kidney, or urinary problems
14				Eye trouble	27				Blood in urine
15				Earaches, draining ears	28				Rashes, eczema, hives, skin problems
16				Frequent nosebleeds	29				Many bruises or bleedings
17				Chronic cough	30				Frequent stumbling, falling
18				Hearing problems	31				Frequent colds or infections
19				Constipation					

APPENDIX 7
HEALTHCHECK INDIVIDUAL HEALTH HISTORY FORM
(continued)

Office Use	Yes	No	Don't Know	HAS THIS PERSON HAD ANY OF THE FOLLOWING?
32				
				Rubella (German measles)
				Measles (Red)
				Mumps
				Rheumatic fever
33				Did or does this person have allergies? If YES, describe.
34				Did or does this person have asthma?
35				Has this person had any serious accidents? If YES, describe.
36				Has this person had any hospitalizations, operations, major illness? If YES, describe.
37				Does this person now have any problems which you feel, or which a physician has told you, may be related to any one of the conditions 7 - 36? If YES, describe.
38				Does this person OFTEN eat things which are not usually considered to be food? (Example: dirt, paint,chips, crayons, clay, starch, newspaper.) If YES, describe.
39				Does this person have problems with toileting or toilet training?
40				Does this person get along with family members and playmates?
41				Does this person have difficulty learning?
42				Does this person get into trouble in school or dislike school?
43				Has this person taken prescription medicines in the last 12 months? For what?
44				Has this person taken non-prescription medicines in the last 12 months? (Example: aspirin, antihistimines, vitamins, food supplements.) What?
45				Has this person ever had a positive reaction to a tuberculosis test?
46				Referred for Adolescent Review
47				ANSWER FOR FEMALES BORN BEFORE 1972: Did the mother of this person take any medications to prevent miscarriage during this pregnancy?

IMMUNIZATION HISTORY: Please give the date this person received each of the following:

Type[Recommended Doses]	None	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5
DTP (Diptheria, tetanus, and whooping cough) [5 doses by school entrance]						
Td (Tetanus) [every 10 years after school entrance]						
Polio Oral (by mouth) [4 doses by school entrance]						
Measles, Mumps, Rubella [2 doses by school entrance]						
Hemophilus Influenza, type b [at 2, 4, 6 and15 months]						

APPENDIX 7
HEALTHCHECK INDIVIDUAL HEALTH HISTORY FORM
(continued)

BEHAVIORAL/EMOTIONAL HEALTH

OFFICE USE	YES	NO	DON'T KNOW	
47				Does this person have a history of either: ● behavioral or emotional problems OR ● treatment for behavioral or emotional problems at a ● clinic or hospital? If YES for any, explain.
48				Has anyone in this person's family ever been treated or hospitalized for emotional problems such as: depression, anxiety, mood swings, suicide attempts, or alcohol or drug abuse? If YES for any, explain.
49				Has this person ever abused alcohol and/or drugs? If YES, explain.
50	Has this person ever: ( ) felt hopeless or depressed ( ) had unexplained crying spells ( ) planned or attempted suicide ( ) had peculiar or bizarre thoughts ( ) had trouble eating or sleeping [too much or too little] ( ) had an excess of energy or activity ( ) felt like hurting him/her self ( ) displayed reckless or dangerous behavior ( ) heard things no one else around them heard ( ) show inappropriate emotions [reactions that don't make sense for the situation]			
51	Does this person have any of these problems at school? ( ) poor grades ( ) difficulty in making friends ( ) frequent suspensions from school ( ) fighting or arguing with peers or teachers ( ) frequently lying or stealing ( ) frequent cutting classes or playing hooky			
52	Has this person had any of the following problems at home or in the community? ( ) withdrawing socially [doesn't want to be around other people] ( ) lying or stealing ( ) arguing or fighting with peers or brothers or sisters ( ) clinging excessively to a parent, teacher, or other person ( ) running away from home ( ) problems with police ( ) refusing to follow instructions from parents, or obey the house rules, etc.			

Criteria For Referral For Further Assessment:

47. and 49. Refer for a psychiatric assessment if there is a positive response.
48. Refer only if referred criteria are met for any other question.
50. Refer for a psychiatric assessment if any responses are checked.
51. and 52. Refer for a psychiatric assessment if two or more responses are checked.

APPENDIX 7
HEALTHCHECK INDIVIDUAL HEALTH HISTORY FORM
(continued)

PREGNANCY & DEVELOPMENT

(Answer for all Ages)

BIRTH ORDER of this person. Indicate by circling whether this person was the first, second, etc. Do not count still-born brothers or sisters.

1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th or over

MOTHER'S AGE AT THIS BIRTH	Circle one.	Under 17	17 - 39	40 and over	Unknown
FATHER'S AGE AT THIS BIRTH	Circle one.	Under 17	17 - 39	40 and over	Unknown

53	Yes	No	Don't Know	**MOTHER'S PREGNANCY HISTORY** *(Answer only for children UNDER 6 YEARS)*
				Was there any bleeding during this pregnancy?
				Was the baby born early? If so, how many weeks?
				Was there other difficulty or illness during this pregnancy? (Examples: rubella or german measles, high blood pressure, high blood sugar, sexually transmitted disease, etc.) If YES, describe.
				Were any X-rays taken during pregnancy?
				Were any prescription or other drugs taken during pregnancy? (Examples: tranquilizers, antibiotics, sedatives, medicines for vomiting, medicines - shot or oral - to prevent miscarriage or bleeding.) If YES, describe.
				Were any non-prescription medications taken during pregnancy? (Examples: vitamins, iron supplements, frequent aspirin, etc.) If YES, describe.
				Was there anything unusual about the labor or delivery? If YES, describe.
54				**DEVELOPMENTAL MILESTONES** *(Answer only for children UNDER 6 YEARS)*

Birthweight _____lbs. _____ozs. Length _____inches

Check the appropriate time this child did each of the following:

Follow object with eyes:
____ Not yet
____ Before one month
____ 1 - 4 months
____ After 4 months

Roll over:
____ Not yet
____ Before 2 months
____ 2 - 5 months
____ After 5 months

Turn to voice:
____ Not yet
____ Before 3 months
____ 3 - 8 months
____ After 8 months

Sit alone
____ Not yet
____ Before 5 months
____ 5 - 9 months
____ After 9 months

Act shy with strangers
____ Not yet
____ Before 5 months
____ 5 - 10 months
____ After 10 months

Walk alone:
____ Not yet
____ Before 11 months
____ 11 - 15 months
____ After 15 months

Speak single word:
____ Not yet
____ Before 9 months
____ 9 - 12 months
____ After 12 months

Speak simple sentences:
____ Not yet
____ Before 20 months
____ 20 mo - 2 1/2 years
____ After 2 1/2 years

Eat finger food alone:
____ Not yet
____ Before 2 years
____ After 2 years

Use cup alone:
____ Not yet
____ Before 2 years
____ After 2 years

Permission is hereby granted for health screening for early detection of health problems for _____
(NAME OF PATIENT)
and for the release of resulting information to appropriate health care providers and health authorities. Permission is also granted to such health care providers and health authorities to release information to personnel conducting this health screening program.

Date ____/____/____ Signature and relationship to patient _____

APPENDIX 8a
AGE-SPECIFIC HEALTHCHECK FOOD RECORDS

DEPARTMENT OF HEALTH & SOCIAL SERVICES
Division of Health
DOH 1066 (3/94)

STATE OF WISCONSIN
Completion of this form is voluntary
1-800-722-2295

INFANT'S FOOD RECORD (0-12 months of age)

Name _____ Date _____

Directions: Write down everything baby ate or drank in the last 24 hours (meals and snacks). Start with the first morning feeding yesterday to the first morning feeding today.

Example:

3:00 am	home	breastfed
7:00 am	home	breastfed
9:00 am	sitter	3 ounces SMA with Iron, concentrate (made with 1 can concentrate and 1 can water)

TIME	PLACE	AMOUNT AND FOOD/BEVERAGE EATEN

Office Use Only: oz formula: #BF: Brd: Veg: Frt: Meat:

1. Is this the way your baby eats most of the time? ___ No ___ Yes If no, why not? _____

2. What is fed to baby in a bottle? ___ breast milk ___ formula ___ juices ___ water ___ cereal ___ milk ___ jello water ___ tea ___ other: _____

3. Check any problems baby has during feedings:
   ___ chokes and gags ___ is a fussy eater ___ other: _____

4. Where does baby's drinking water come from? ___ well ___ city water ___ bottled water ___ don't know

5. How often does baby go to a babysitter or day care? ____ days a week ___ never
   If baby goes to sitter or day care, are meals/food provided? ___ No ___ Yes

6. When you are short of money for baby's food or formula, what do you do? _____

DEPARTMENT OF HEALTH & SOCIAL SERVICES
Division of Health
DOH 1066A (3/94)

STATE OF WISCONSIN
Completion of this form is voluntary
1-800-722-2295

CHILD'S FOOD RECORD (1-12 years of age)

Name _____ Date _____

Directions: Write down everything the child ate or drank in the last 24 hours (meals and snacks). Start with the first morning feeding yesterday to the first morning feeding today.

Example: 8:30 am home sandwich - 2 slices whole wheat bread, 2 slices cheddar cheese, and 1 tablespoon butter
1 cup tomato soup made with 2% milk

TIME	PLACE	AMOUNT AND FOOD/BEVERAGE EATEN

Office Use Only: Brd: Veg: Frt: Milk: Meat:

1. Is this the way this child eats most of the time? ___ No ___ Yes If no, why? _____
2. What foods does this child refuse to eat? _____
3. How often does this child eat away from home? ___ 1 to 2 times a week
   ___ 2 to 4 times a week ___ almost every day Where are these meals eaten?_____
4. Are mealtimes with this child usually pleasant? ___ No ___ Yes If no, why? _____
5. How many times in the last month did the child have problems getting enough food? _____

DEPARTMENT OF HEALTH & SOCIAL SERVICES
Division of Health
DOH 1066B (3/94)

STATE OF WISCONSIN
1-800-722-2295
Completion of this form is voluntary

ADOLESCENT'S FOOD RECORD (13-20 years of age)

Name _____ Date _____

Directions: Write down everything you had to eat or drink, and how much, in the last 24 hours (meals and snacks). Start with the first time you ate yesterday, to the first time you ate today.

Example: 10:30 home donut, 4 oz apple juice

noon home sandwich - 2 slices whole wheat bread, 2 slices cheddar cheese, 1 tablespoon butter
1 cup (8 ounces) tomato soup made with 2% milk

TIME	PLACE	AMOUNT AND FOOD/BEVERAGE EATEN

Office Use Only: Bread: Veg: Frt: Milk: Meat:

1. Is this the way you eat most of the time? ___ No ___ Yes If no, why? _____
2. What foods do you refuse to eat? _____
3. How often do you eat away from home? ___ 1 to 2 times a week ___ 2 to 4 times a week
   ___ almost every day Where are these meals eaten? _____
4. Are you on a diet, following diet restrictions, or trying to control your weight? ___ No ___ Yes
5. How many times in the last month did you have problems getting enough food? _____

APPENDIX 8b

THE MODIFIED BASIC FOUR FOOD GROUPS

FOOD NEEDS FOR CHILDREN		SUGGESTED SERVING SIZES			
FOOD	**NUMBER OF DAILY SERVINGS**	**1-3 YRS.**	**4-6 YRS.**	**7-14 YRS.**	**TEENS & ADULTS**
Milk or Milk Products	**3 or more servings**				
— Whole*, low or nonfat milk as a beverage or in food preparation, yogurt		2/3 c.	3/4 c.	1 c.	1 c.
— Cheese		1 oz	1 oz	1 oz	1 oz
* Recommended for children under 2 years of age					
Fruits and Vegetables	**4 or more servings**	4-6 tbs	1/4-1/2 c.	1/2 c.	1/2 c.
— Vitamin C: citrus fruit or juice, tomatoes, broccoli, green pepper, berries	At least 1 serving				1 c. raw
— Dark greens: Dark leafy lettuce, greens, garden cress, watercress, bok choy, Brussel sprouts, cabbage, spinach, kale, swiss chard	At least 1 serving				
— Other fruits and vegetables	2 servings				
Protein Foods	**4 or more servings**				
— Animal:	2 or more servings				
Meat, fish, poultry		1/2-1 oz	1-2 oz	2-3 oz	3 oz
Egg		1	1	1	2
— Plant:	2 or more servings				
Dried peas, beans, lentils		2-4 tbs	1/4-1/2 c.	1/2-3/4 c.	3/4 c.
Soybean curd (tofu)		2 tbs	2-4 tbs	1/4 c.	1/4 c.
Peanut butter		1 tbs	1-2 tbs	2 tbs	2 tbs
Textured soy protein		1 tbs*	1-2 tbs	2 tbs	2 tbs
Nuts or seeds		1 tbs**	1-2 tbs	2 tbs	2 tbs
Whole Grain Bread & Cereals	**4 or more servings**				
— Breads (made with whole wheat, rye, oats, commeal, etc.), cooked whole grain		1/2-1 slice	1 slice	1 slice	1 slice
— Cooked whole grain cereals: oatmeal, wheat, buckwheat, rice, cereals with wheat germ; brown rice or whole grain pasta products		4-6 tbs	1/4-1/2 c.	3/4 c.	1/2 c.
— Dry whole grain cereals: shredded wheat, rice, oats, wheat or bran flake		1/2 oz	1/2-1 oz	1 oz	1 oz
— Wheat germ or bran		1 tsp	2 tsp	1 tbs	1 tbs
Fats and Oils	**1-2 servings**				
— Oils, shortenings, salad dressings, cream, sour cream, butter, bacon, fortified margarine, cream cheese		1 tsp	2 tsp	1 tbs	1 tbs

* Creamy only
** Use only finely ground or chopped to avoid choking

Additional food needs for pregnant and breastfeeding women include 4 or more adult servings of milk or milk products.

DAILY FOOD SUGGESTIONS FOR INFANTS

These suggestions are guidelines. They are daily totals not individual meal portions. Introduction of cereals should occur when the infant is developmentally ready. In addition, babies differ in food preferences and in quantities consumed.

AGE OF INFANT	BREAST MILK OR IRON-FORTIFIED INFANT FORMULA	ENRICHED AND WHOLE-GRAIN BREADS AND CEREAL		FRUITS AND VEGETABLES		MEAT, POULTRY, FISH, LEGUMES	YOGURT, COTTAGE CHEESE, ICE CREAM, PUDDING, EGG YOLK
		INF. CEREAL (DRY)[1]	BREAD, RICE, PASTAS	FRUITS/ VEGETABLES	INFANT JUICE[2]		
BIRTH-MONTH 5	ONLY						
MONTH 6	30 - 50 oz	3 - 5 tbsp	1/2 slice toast (for teething)[3]		2 - 6 oz		
MONTH 7	30 - 32 oz	3 - 5 tbsp	1/2 slice toast (for teething)[3]	2 - 5 tbsp	2 - 6 oz		
MONTH 8	29 - 31 oz	5 - 9 tbsp	1/2 slice toast (for teething)[3]	1/2 - 1 c or 1 - 2 jars fruits & vegetables	2 - 6 oz		
MONTH 9	26 - 31 oz	6 - 12 tbsp	1 slice toast	1/2 - 1 c fruits & vegetables	2 - 6 oz	1 tbsp	
MONTH 10	24 - 32 oz	1/2 - 3/4 c	1 slice or 1/2 - 3/4 c. cooked grain	3/4 - 1 1/4 c	2 - 6 oz	1 - 2 tbsp	1 - 2 tbsp
MONTH 11	24 - 32 oz	1/2 - 3/4 c	1 slice or 1/2 - 3/4 c. cooked grain	3/4 - 1 1/4 c	2 - 6 oz	1 - 2 tbsp	1 - 2 tbsp
MONTH 12	24 - 32 oz	1/2 - 3/4 c	1 slice or 1/2 - 3/4 c. cooked grain	3/4 - 1 1/4 c	2 - 6 oz	1 - 2 tbsp	1 - 2 tbsp

[1] Iron-fortified infant cereals are recommended as the first solids introduced. Rice cereal is commonly introduced first because of its low allergic potential. Cereals may be mixed with breast milk or formula to help the infant adjust to the new texture and taste.
[2] Juice can be given when the baby can drink from a cup; juice should not be given by bottle.
[3] If allergies run in the family, do not give your baby wheat products until approximately 8 months of age.

Department of Health & Social Services • Division of Health • POH 1030 (8/91)

APPENDIX 9

Department of Health & Social Services
Division of Health
DOH-1052 (10/90)

HEALTHCHECK ADOLESCENT REVIEW

To be handed to adolescents 12 and over at the screening clinic.

Sometimes it is easier to talk about things this way. If you wish, circle YES or NO for each question and give this paper to the nurse... It will be returned to you.

1. Do you think something is wrong with your general health?	YES	NO
2. Do you feel you have to exercise more than 1 hr every day or else you feel bad about yourself?	YES	NO
3. Are you often upset?	YES	NO
4. Do you think something is wrong with your body development?	YES	NO
5. Do you think something is wrong with your weight and have you tried to lose or gain weight? How? _____	YES	NO
6. Is something slowing your progress in school?	YES	NO
7. Is something slowing your progress at work?	YES	NO
8. Are you having difficulties at home?	YES	NO
9. Do you have difficulty making friends when you are out?	YES	NO
10. Do you think something is wrong with your sex feelings?	YES	NO
11. Do you think something is wrong with your heart?	YES	NO
12. Do you think something is wrong with your skin?	YES	NO
13. Do you think something is wrong with your eyes?	YES	NO
14. Do you cough much or have breathing trouble?	YES	NO
15. Are you concerned about your stomach or bowels?	YES	NO
16. Do you think you have cancer? Where? _____	YES	NO
17. Does it "burn when you urinate?"	YES	NO
18. Do you have muscle or joint pain?	YES	NO
19. Do you have questions about drinking or use of drugs?	YES	NO
20. Do you have questions about pregnancy or birth control?	YES	NO
21. Do you have questions about discharge from your sex organs or sexually transmitted diseases?	YES	NO
22. Do you have questions about masturbation?	YES	NO

23. If you have questions or concerns about any of the following, we will be able to give you places and/or names to contact for further answers:

1	2	3	4
Dating, Going Steady	School Problems	Birth Control	Pregnancy
5	6	7	8
Drugs	Abortion	Sexually Transmitted Diseases	Weight Control

MALES ONLY

24. Do you have concerns about "wet dreams?"	YES	NO
25. Do you have concerns about size of your sex organ?	YES	NO

FEMALES ONLY

26. Have you started your periods? When _____	YES	NO
When was your last period? _____		
27. How often do you get them? _____		
28. Do you have problems with your periods?	YES	NO
29. Do you take any medicine for them?	YES	NO
30. Have you ever had problems with a discharge, bleeding or anything else between your periods?	YES	NO
31. Please answer the following if you think you are pregnant:		
Do you live in a house built before 1950 where there is paint peeling?	YES	NO
Do you have a hobby that includes lead bullets, lead weights for fishing or lead glass?	YES	NO
Do you eat non-food items such as clay dirt, azarcon, Pay-loo-ah or Greta?	YES	NO

ANY OTHER COMMENTS OR QUESTIONS?

APPENDIX 10

DEPARTMENT OF HEALTH & SOCIAL SERVICES
Division of Health
DOH-1063 (11/91)

HEALTHCHECK FAMILY HISTORY

NAME OF RECIPIENT

FAMILY MEMBERS - LIVING OR DEAD
(List natural or blood relatives)

PRESENT OR PAST ILLNESS *For each person, check those which apply. Use NOTES section for additional information.*	Father (natural)	Mother (natural)										Any of the Grandparents
YEAR OF BIRTH												
AUTISM												
ALCOHOLISM (Drinking Problem)												
ALLERGIES OR ASTHMA												
BEHAVIORAL DIFFICULTIES												
BIRTH DEFECTS												
CANCER												
DIABETES												
EPILEPSY												
HEARING DISABILITIES												
HEART ATTACK UNDER AGE 40												
HIGH BLOOD CHOLESTEROL												
HIGH BLOOD PRESSURE												
LEARNING DIFFICULTIES												
MENTAL ILLNESS												
MENTAL RETARDATION												
NEED FOR SPECIAL EDUCATION												
SPEECH & LANGUAGE PROBLEMS												
VISION DIFFICULTIES												
DECEASED AGE												
CAUSE												

NOTES: (Other Illnesses, Disabilities Or Conditions That Run In Your Family That You Are Concerned About)

OTHER SIGNIFICANT INFORMATION:

APPENDIX 11
HEALTHCHECK REFERRAL FORM

DATE OF SCREENING: _____

RECIPIENT NAME: _____ MA-ID # _____

DATE OF REFERRAL APPOINTMENT: _____

REASON FOR REFERRAL: _____

REFERRED TO: _____

_____

_____
Provider Name, Address and/or Specialty

COMMENTS: _____

_____

_____

_____

SIGNATURE: _____ DATE: _____
Screening Provider

APPENDIX 11A
HEALTHCHECK VERIFICATION CARD

FRONT

HEALTHCHECK CARD

This verifies that Ima Recipient (name) received a comprehensive HealthCheck screening on 7/1/93 (date).

Your child should receive needed medical or dental follow-up services recommended by your HealthCheck provider. To get follow-up services, like dental sealants, you will need to show this card to the service provider. Take it with you to your child's medical and dental appointments.

This card is good for one year.

Anytown Clinic (Place of Service) J. M. Provider (Provider Signature)

Department of Health and Social Services • Division of Health DOH 1112 (2/93)

BACK

PREVENTION PAYS.

Call for your next appointment MM/DD/YY (date)

Comprehensive Screenings include:

- Health and Developmental Check
- Physical Exam
- Vision Test
- Hearing Test
- Oral Assessment
- Needed Shots/Immunizations
- Lab Tests

Health Check

APPENDIX 12a

Department of Health & Social Services
Division of Health
DOH 4024 (Rev 3/86)

State of Wisconsin

WIC MEDICAL REFERRAL FORM
FOR

☐ Infant (to 1 yr.) ☐ Child (1-5 yrs)

PATIENT'S NAME _____ PARENT/CARETAKER'S NAME _____

ADDRESS _____

PHONE _____ BIRTHDATE _____ AGE _____ SEX: _____MALE _____FEMALE

The following information is required for referral to the WIC Program:

		Infants Only:
Present wt: _____	Hct: _____ % and/or	Birthweight: _____ lbs. _____ oz.
Present lgth/ht: _____	Hgb: _____ gm	Birthlength: _____ in. _____ 8ths.
Date taken: _____	Date taken: _____	Gestational age: _____ wks.

Vitamin/Mineral Rx: _____ Formula/Milk Rx: _____

Please check (✓) any medical/nutritional condition which might (or has) influenced the health of this child.

- ☐ Lead poisoning
- ☐ Birth injury (i.e. cleft lip/palate)
- ☐ Frequent infections
  - _____ number of colds in last 6 months
  - _____ number of otitis media in last 6 months
  - _____ number of throat infections in last 6 months
- ☐ Diabetes, CP, CF
- ☐ Severe dental problems
- ☐ Clinical signs of nutrient deficiency:
  _____

Additional Diagnoses/Health Concerns: _____

_____

_____

Physician or Health Professional's Name _____

Address: _____

_____ Phone: _____

Medical Office/Clinic: _____

Signature: _____ Date: _____

Final eligibility is based on a combination of nutritional, financial and medical criteria which will be determined by the local WIC Project.

This is an Equal Opportunity Program. If you believe you have been discriminated against because of age, race, color, handicap, sex, creed, national origin, ancestry, sexual orientation, arrest or conviction record, marital status, or religion, write immediately to your local WIC project. If you are not satisfied or if you do not get a response in approximately 30 days, write to DHSS, Affirmative Action/Civil Rights Compliance Office, P.O. Box 7850, Madison, WI 53707.

LOCAL WIC PROJECT:

APPENDIX 12b

WIC MEDICAL REFERRAL FORM

FOR

☐ Pregnant Woman ☐ Breastfeeding Woman

PATIENT'S NAME _____

ADDRESS _____

PHONE _____ BIRTHDATE _____ AGE _____

The following information is required for referral to the WIC Program:

ALL WOMEN:	ALL WOMEN:	PREGNANT:	BREASTFEEDING:
Present wt: _____	Hct: _____ % and/or	E.D.C. _____	Del. date: _____
Present ht: _____	Hgb: _____ gm	Wks gest: _____	Gest. age: _____ wks.
Date taken: _____	Date taken:	Prepreg. wt.: _____ lbs.	Wt. gained: _____ lbs.
Vit/Min Rx: _____	_____	Wt. gained: _____ lbs.	Prepreg. wt.: _____ lbs.

Please check (✓) any medical/nutritional condition which might (or has) influenced the outcome of this pregnancy.

- ☐ Lead poisoning
- ☐ Previous stillbirth, miscarriage, abortion
- ☐ Previous premature delivery
- ☐ Multiple birth or fetus
- ☐ Chronic disease: _____
- ☐ Hypertension, diabetes
- ☐ Late entry to OB care (after 1st trimester)
- ☐ Substance abuse: _____
- ☐ Therapeutic diet ordered: _____

Additional Diagnoses/Health Concerns: _____

_____

_____

Physician or Health Professional's Name _____

Address: _____

_____ Phone: _____

Medical Office/Clinic: _____

Signature: _____ Date: _____

Final eligibility is based on a combination of nutritional, financial and medical criteria which will be determined by the local WIC Project.

This is an Equal Opportunity Program. If you believe you have been discriminated against because of age, race, color, handicap, sex, creed, national origin, ancestry, sexual orientation, arrest or conviction record, marital status, or religion, write immediately to your local WIC project. If you are not satisfied or if you do not get a response in approximately 30 days, write to DHSS, Affirmative Action/Civil Rights Compliance Office, P.O. Box 7850, Madison, WI 53707.

LOCAL WIC PROJECT:

THANK YOU FOR YOUR COOPERATION

APPENDIX 13
WISCONSIN LEAD TESTING RESOURCES

Paint Testing and Environmental Evaluation:

Milwaukee Health Department, Environmental Health Unit evaluates lead hazards in Milwaukee residences where children have elevated blood lead levels: (414) 278-3538.

Local/county health departments may have limited capability to analyze lead in paint.

State Lab of Hygiene Toxicology Lab (608) 263-8160 and Milwaukee City Health Department (414) 278-3526 can test paint chips for lead content.

Blood:

Blood samples can be taken at any medical practice and in some local public health agencies and WIC clinics. For diagnostic blood lead analysis, these laboratories participate in national proficiency programs and have considerable experience:

State Lab, Toxicology	(608) 262-1146
West Allis Hospital Laboratory	(414) 546-6313
Milwaukee City Health Department	(414) 278-3526
Milwaukee Children's Hospital	(414) 266-2500
Marshfield Clinics	(715) 387-5317

Many of these labs, particularily the State Lab and Milwaukee City Health Department, provide advice on screening and blood testing.

Water: UW State Laboratory of Hygiene: (608) 262-1293
Department of Natural Resources certifies labs for water testing: (608) 266-0821 or DNR district offices.

Soil: UW Soils Lab: Madison (608) 262-4364 Milwaukee (414) 229-4894

Pottery: State Lab: (608) 262-1146
Milwaukee City Health Department Lab: (414) 278-3526

Occupational Exposures:

U.S. Department of Labor OSHA:	Milwaukee	(414) 297-3315
	Appleton	(414) 734-4521
	Madison	(608) 264-5388
	Eau Claire	(715) 832-9019

Wisconsin Division of Health: (608) 266-9383
Milwaukee City Health Department: (414) 278-3538

Home Testing Equipment for Pottery and Painted Surfaces:

Frandon:	(800) 359-9000
Hybrivet:	(800) 262-LEAD
BGI:	(617) 891-9380

General Information:

Wisconsin Division of Health: (608) 266-5885; regional offices or your local or county health department.

APPENDIX 13a
REPRINTED FROM PREVENTING LEAD POISONING IN YOUNG CHILDREN
A STATEMENT BY THE CENTERS FOR DISEASE CONTROL - OCTOBER, 1991

Screening Schedule
The following sections provide a minimum screening schedule for children aged 6 up to 36 and 36 to 72 months. The schedule is not rigid. Rather, it is a guide for pediatric health-care providers and screening programs to use in conjunction with other pertinent information in determining when an individual child should be tested.

Children six up to 36 months of age:
A questionnaire should be used at each routine office visit to assess the potential for high-dose lead exposure and, therefore, the appropriate frequency of screening.

- ***Schedule if the child is at low risk for high-dose lead exposure by questionnaire:***

  A child at low risk for exposure to high-dose lead sources by questionnaire should have an initial blood lead test at 12 months of age.

  If the 12-month blood lead result is **<10 μg/dL**, the child should be retested at 24 months if possible, since that is when blood lead levels peak.

  If a blood lead test result is **10-14 μg/dL**, the child should be retested every three to four months. After two consecutive measurements are < 10 μg/dL or three are <15 μg/dL, the child should be retested in a year.

  If any blood lead test result is **≥15 μg/dL**, the child needs individual case management, which includes retesting the child at least every three to four months.

- ***Schedule if the child is at high risk for high-dose lead exposure by questionnaire:***

  A child at high risk for exposure to high-dose lead sources by questionnaire should have an initial blood lead test at six months of age.

  If the initial blood lead result is **<10 μg/dL**, the child should be rescreened every six months. After two subsequent consecutive measurements are <10 μg/dL or three are <15 μg/dL, testing frequency can be decreased to once a year.

  If a blood lead test result is **10-14 μg/dL**, the child should be screened every three to four months. Once two subsequent consecutive measurements are <10 μg/dL or three are <15 μg/dL, testing frequency can be decreased to once a year.

  If any blood lead test result is **≥15 μg/dL**, the child needs individual case management, which includes retesting the child at least every three to four months.

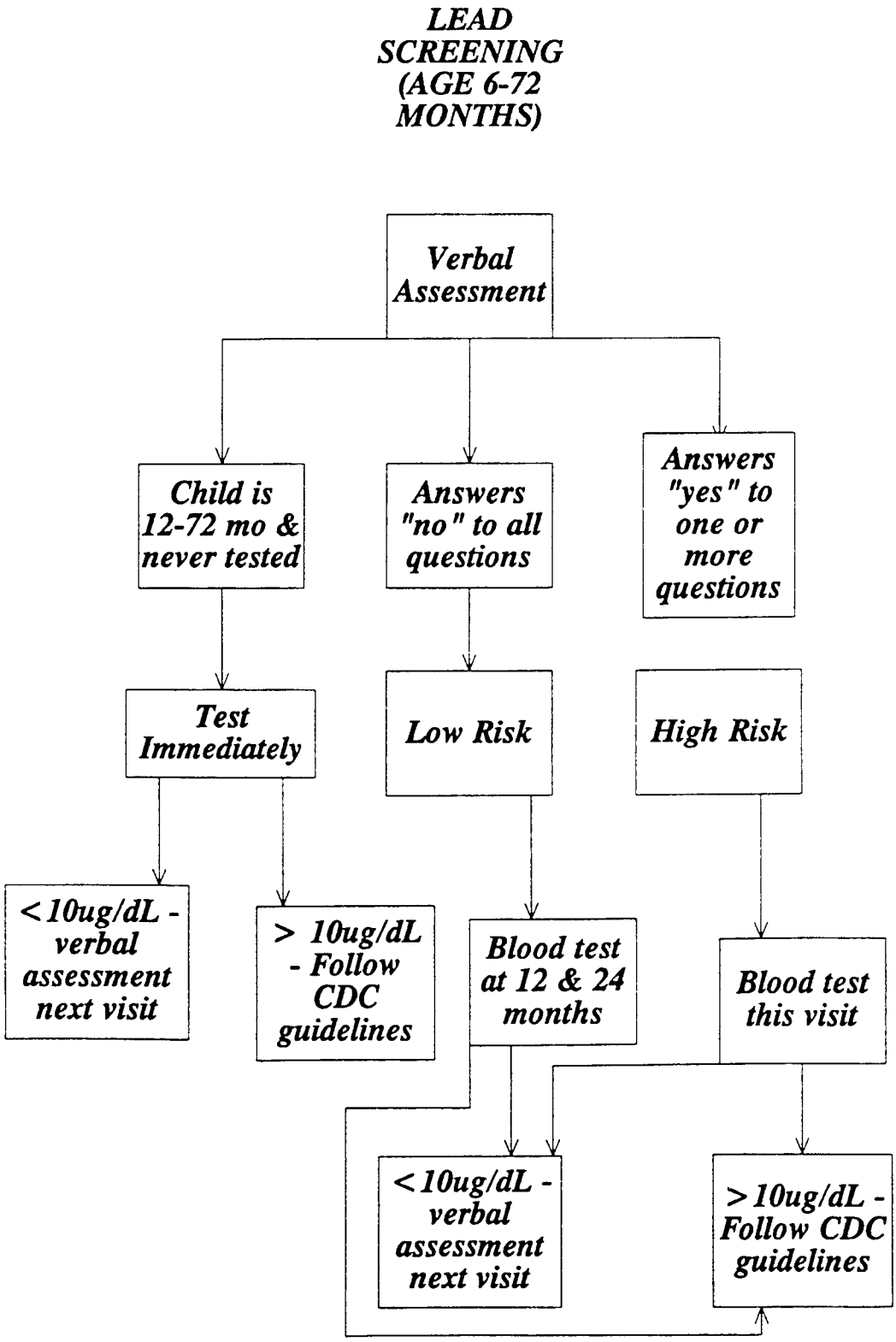
Children ≥36 months and <72 months of age:
As for younger children, a questionnaire should be used at each routine office visit of children from 36 to 72 months of age. Any child at high risk by questionnaire who has not previously had a blood lead test should be tested. All children who have had venous blood lead tests ≥15 μg/dL or who are at high risk by questionnaire should be screened at least once a year until their sixth birthday (age 72 months) or later, if indicated (for example, a developmentally delayed child with pica). Children should also be rescreened any time history suggests exposure has increased. Children with blood lead levels ≥15 μg/dL should receive followup as described below.

Followup of children with blood lead levels ≥15 μg/dL:
Followup of children with blood lead levels ≥15 μg/dL is briefly summarized below. In general, such children should receive blood lead tests at least every three to four months.

- **If the blood lead level is 15-19 μg/dL,** the child should be screened every three to four months, the family should be given education and nutritional counseling and a detailed environmental history should be taken to identify any obvious sources or pathways of lead exposure. When the venous blood lead level is in this range in two consecutive tests three to four months apart, environmental investigation and abatement should be conducted, if resources permit.

- **If the blood lead level is ≥20 μg/dL,** the child should be given a repeat test for confirmation. If the venous blood lead level is confirmed to be ≥20 μg/dL, the child should be referred for medical evaluation and followup. Such children should continue to receive blood lead tests every three to four months or more often if indicated. Children with blood lead levels ≥45 μg/dL must receive urgent medical and environmental followup, preferably at a clinic with a staff experienced in dealing with this disease. Symptomatic lead poisoning or a venous blood lead concentration ≥70 μg/dL is a medical emergency, requiring immediate inpatient chelation therapy.

APPENDIX 13b
LEAD SCREENING GUIDELINES



APPENDIX 13c
QUESTIONS FOR LEAD SCREENING - RISK ASSESSMENT

Beginning at six months of age and at each visit thereafter, the provider must discuss with the child's parent or guardian childhood lead poisoning interventions and assess the child's risk for exposure. Ask the following types of questions at a minimum.

- Does your child live in or regularly visit an older house built before 1960? Was your child's day care center, preschool, or babysitter's home built before 1960? Does the house have peeling or chipping paint?
- Does your child live in a house built before 1960 with recent, ongoing or planned renovation or remodelling?
- Have any of your children or their playmates had lead poisoning?
- Does your child frequently come in contact with an adult who works with lead? Examples are construction, welding, pottery (or other trades practiced in your community).
- Does your child live near a lead smelter, battery recycling plant, or other industry likely to release lead such as (give examples in your community)?
- Do you give your child any home or folk remedies which may contain lead?
- Does your child live near a heavily travelled major highway where soil and dust may be contaminated with lead?
- Does your home's plumbing have lead pipes or copper with lead solder joints?
- Ask any additional questions that may be specific to situations which exist in a particular community.

If the answer to <u>any</u> question is positive, a child is considered high risk for high doses of lead exposure. One additional question that should also be asked for determining risk is:

- When, if ever, did your child have a blood lead test done?

Source: State Medicaid Manual, Part 5, September, 1992 **Effective Date:** 9/19/92

APPENDIX 14
HIGH RISK FACTORS FOR HEARING LOSS IN NEONATES AND INFANTS

HIGH RISK FACTORS FOR HEARING LOSS IN NEONATES AND INFANTS

In 1990 the Joint Committee on Infant Hearing*, in response to recent research and new legislation (P.L. 99.457), expanded and clarified the risk criteria for hearing loss they proposed in 1982. Because moderate to severe sensorineural hearing loss can be confirmed in 2.5% to 5.0% of neonates manifesting any of the previously published risk criteria, audiological testing of this group by six months of age is warranted. The Program for Children with Special Health Care Needs (CSHCN) recommends that neonates or infants who have one or more of the risk factors should be referred to a qualified audiologist for hearing screening.

A. Risk Criteria: Neonates (birth - 28 days)

The risk factors that identify those neonates who are at-risk for sensorineural hearing impairment include the following:

1. **Family history of congenital or delayed onset childhood sensorineural impairment.
2. Congenital infection known or suspected to be associated with sensorineural hearing impairment such as toxoplasmosis, syphilis, rubella, cytomegalovirus and herpes.
3. Craniofacial anomalies including morphologic abnormalities of the pinna and ear canal, absent philtrum, low hairline, et-cetera.
4. Birth weight less than 1500 grams (-3.3 lbs.).
5. Hyperbilirubinemia at a level exceeding indication for exchange transfusion.
6. Ototoxic medications including but not limited to the aminoglycosides used for more than 5 days (e.g., gentamicin, tobramycin, kanamycin, streptomycin) and loop diuretics used in combination with aminoglycosides.
7. Bacterial meningitis.
8. Severe depression at birth, which may include infants with Apgar scores of 0-3 at 5 minutes or those who fail to initiate spontaneous respiration by 10 minutes or those with hypotonia persisting to 2 hours of age.
9. Prolonged mechanical ventilation for a duration equal to or greater than 10 days (e.g., persistent pulmonary hypertension).
10. Stigmata or other findings associated with a syndrome known to include sensorineural hearing loss (e.g., Waardenburg or Usher's Syndrome).

B. Risk Criteria: Infants (29 days - 2 years)

The factors that identify those infants who are at-risk for sensorineural hearing impairment include the following:

1. Parent/caregiver concern regarding hearing, speech, language, and/or developmental delay.
2. Bacterial meningitis.
3. Neonatal risk factors that may be associated with progressive sensorineural hearing loss (e.g., cytomegalovirus, prolonged mechanical ventilation and inherited disorders).
4. Head trauma especially with either longitudinal or transverse fracture of the temporal bone.
5. Stigmata or other findings associated with syndromes known to include sensorineural hearing loss (e.g., Waardenburg or Usher's Syndrome).
6. Ototoxic medications including but not limited to the aminoglycosides used for more than 5 days (e.g., gentamicin, tobramycin, kanamycin, streptomycin) and loop diuretics used in combination with aminoglycosides).
7. Children with neurodegenerative disorders such as neurofibromatosis, myoclonic epilepsy, Werdnig-Hoffman disease, Tay-Sach's disease, infantile Gaucher's disease, Nieman-Pick disease, any metachromatic leukodystrophy, or any infantile demyelinating neuropathy.
8. Childhood infectious diseases known to be associated with the sensorineural hearing loss (e.g., mumps, measles).

*The 1990 Joint Committee was represented by the following: American Speech-Language-Hearing Association; American Academy of Otolaryngology-Head and Neck Surgery; American Academy of Pediatrics; Council on Education of the Deaf; Directors of Speech and Hearing Programs in State Health and Welfare Agencies.

**This criteria pertains ONLY to relatives of the child who had a permanent hearing loss which began in the first five years of life, and required the use of a hearing aid and/or special education.

APPENDIX 14a

DEPARTMENT OF HEALTH & SOCIAL SERVICES
Division of Health
IOH 1067 (5/91)

STATE OF WISCONSIN

YOUR CHILD'S SPEECH AND HEARING

INSTRUCTIONS: Read each question through the child's age group and check YES or NO. Add the total number of NOs. If you obtain 2 or more NOs within an age level, or three or more NOs in all age groups through the child's age group refer for audiological and communicative screening/assessment.

Check One ✔ YES	NO	Hearing and Understanding	Child's Age	Talking	Check One ✔ YES	NO
		Does your child listen to speech? Does your child startle or cry at noises? Does your child awaken at loud sounds?	**BIRTH** 	Does your child make pleasure sounds? When you play with your child, does he/she look at you, look away, & then look again?		
		Does your child turn to you when you speak? Does your child smile when spoken to? Does your child seem to recognize your voice and quiet down if crying?	**0-3 MONTHS** 	Does your child repeat the same sounds a lot (cooing, gooing)? Does your child cry differently for different needs? Does your child smile when he/she sees you?		
		Does your child respond to "no"? Changes in your tone of voice? Does your child look around for the source of new sounds, e.g., the doorbell, vacuum, dog barking? Does your child notice toys that make sound?	**4-6 MONTHS** 	Does your child's babbling sound more speech-like with lots of different sounds, including *p*, *b*, and *m*? Does your child tell you (by sound or gesture) when he/she wants you to do something again? Does your child make gurgling sounds when left alone? When playing with you?		
		Does your child recognize words for common items like "cup," "shoe," "juice"? Has your child begun to respond to requests ("come here," "want more?")?	**7 MONTHS-1 YEAR** 	Does your child have 1 or 2 words (bye-bye, dada, mama, no) although they may not be clear?		
		Does your child enjoy games like peek-a-boo and pat-a-cake? Does your child turn or look up when you call his or her name? Does your child listen when spoken to?		Does your child's babbling have both long and short groups of sounds such as "tata upup bibibibi"? Does your child imitate different speech sounds? Does your child use speech or non-crying sounds to get and keep your attention?		

APPENDIX 14a
YOUR CHILD'S SPEECH AND HEARING
(continued)

Check One ✔ YES	NO	Hearing and Understanding	Child's Age	Talking	Check One ✔ YES	NO
		Can your child point to pictures in a book when they are named? Does your child point to a few body parts when asked? Can your child follow simple commands and understand simple questions ("Roll the ball," "Kiss the baby," "Where's your shoe?")? Does your child listen to simple stories, songs, and rhymes?	**1-2 YEARS** 	Is your child saying more and more words every month? Does your child use some 1-2 word questions ("where kitty?" "go bye-bye?" what's that?")? Does your child put 2 words together ("more cookie," "no juice," "mommy block")? Does your child use many different consonant sounds at the beginning of words?		
		Does your child understand differences in meaning ("go-stop"; "in-on"; "big-little"; "up-down")? Does your child continue to notice sounds (telephone ringing, television sound, knocking at the door)? Can your child follow two requests ("get the ball and put it on the table")?	**2-3 YEARS** 	Does your child have a word for almost everything? Does your child use 2-3 word "sentences" to talk about and ask for things? Do you understand your child's speech most of the time? Does your child often ask for or direct your attention to objects by naming them?		
		Does your child hear you when you call from another room? Does your child hear television or radio at the same loudness level as other members of the family? Does your child answer simple "who," "what," "where," "why" questions?	**3-4 YEARS** 	Does your child talk about what he/she does at school or a friends' homes? Does your child say most sounds correctly except a few, like *r, l, th* and *s*? Does your child usually talk easily without repeating syllables or words? Do people outside your family usually understand your child's speech? Does your child use a lot of sentences that have 4 or more words?		
		Does your child hear and understand most of what is said at home and in school? Does everyone who knows your child think he/she hears well (teacher, baby sitter, grandparent, etc.)? Does your child pay attention to a story and answer simple questions about it?	**4-5 YEARS** 	Does your child communicate easily with other children and adults? Does your child say all sounds correctly except maybe one or two? Does your child use the same grammar as the rest of the family? Does your child's voice sound clear like other children's? Does your child use sentences that give lots of details (e.g., "I have two red balls at home")? Can your child tell you a story and stick pretty much to the topic?		
		Total		**Total**		

APPENDIX 15
SCREENING SCHEDULE FOR PEDIATRIC EYE PROBLEMS

Screening schedule for pediatric eye problems

By incorporating the following screening procedures into your program of well-child checks, you'll be able to make the earliest possible referrals for strabismus, amblyopia, and other serious eye problems, which you may encounter.

Age	Recommended procedures	Refer to an ophthalmologist if you find:
Newborn (nursery exam)	Consider history, examine external ocular structures. Assess infant's ability to follow your face. Perform red reflex gemini test. Try to examine fundi.	Any impediment to flow of light to the retina, infection, malformation, corneal abnormalities, or photophobia.
2 months	Check external ocular structures. Perform red reflex gemini test. Test pupillary reflexes.	Any condition listed above or abnormal pupillary response.
3 - 4 months	Ask parent if child's eyes always seem aligned and appear to be working together. Examine external ocular structures. Perform red reflex gemini/corneal light reflex test and cover test. Test pupillary reflexes.	Any condition listed above.*
6 months	Update history. If history is negative, perform red reflex gemini/corneal light reflex test and cover test, test pupillary reflexes and examine fundi.	Any condition listed above or any indication of misalignment or abnormal eye movement.
6 months to 2 - 3 years	Update history. Perform red reflex gemini/corneal light reflex test and cover test.	Any condition listed above.
2 - 3 years (when child begins to become verbal)	Update history. If negative, perform red reflex gemini/corneal light reflex test and cover test. Test visual acuity in each eye separately with Allen picture cards.	Any condition listed above or test results suggesting a great difference in visual acuity between the two eyes.**
3 - 4 years (approximately)	Same as above, but consider using E game or HOTV chart to test visual acuity.	Any condition listed above.**
5 years (or when child becomes literate)	Same as above, but consider using a standard Snellen's chart to assess visual acuity.	Any condition listed above.**

*You might want to refer if you find any indication of misalignment or abnormal eye movement; at least plan to recheck your finding before 6 months of age.
**A difference of 5 ft in the Allen picture card test or of two lines in the E game, HOTV chart, or Snellen's chart indicates a significant difference in visual acuity.

APPENDIX 16
HEALTHCHECK RESOURCE GUIDE

SECTION A - Resources Available from EDS

1. Bureau of Health Care Financing Publications - The following publications may be obtained by writing to the address listed in Appendix 3 of Part A of the WMAP Provider Handbook.

   a. Wisconsin Medical Assistance Provider Handbook
   Handbooks include procedure guidelines and billing instructions for all providers and for specific provider types in the Wisconsin Medical Assistance Program. Do not send orders to the Bureau of Health Care Financing.

   b. Maximum Allowable Fee Schedules
   Procedure codes and maximum allowable fees for specific provider types participating in the Wisconsin Medical Assistance Program.

   c. Provider Bulletins (A Subscription Service)
   A set of individual bulletins issued periodically. Current information regarding changes or clarifications of new and existing Medical Assistance policies and procedures.

   * Fee

SECTION B - Resources Available Directly from State Agencies

1. DEPARTMENT OF HEALTH AND SOCIAL SERVICES

   a. Bureau of Health Care Financing Publications* - Available from the Bureau of Health Care Financing at the address listed below.

	Document #
- HealthCheck Outreach/Case Management Providers by County	
- HealthCheck Individual Health History Form	DOH 1002
- HealthCheck Brochure (English)	POH 1007
- HealthCheck Brochure (Spanish)	POH 1007S
- HealthCheck Brochure (Hmong)	POH 1007H
- Oral Assessment Instruction	POH 1038
- HealthCheck Periodicity Table	DOH 1061
- HealthCheck Adolescent Review Form	DOH 1062
- HealthCheck Family History	DOH 1063
- Infant Food Record (0-12 Months of Age)	DOH 1066
- Child's Food Record (1-12 Years of Age)	DOH 1066A
- Adolescent Food Record (13-20 Years of Age)	DOH 1066B
- Your Child's Speech and Hearing	DOH 1067
- Daily Food Suggestions for Infants	POH 1030
- Modified Basic Four Food Groups	POH 1031
- Screening Schedule for Pediatric Eye Problems	POH 1033
- Preventing Childhood Lead Poisoning	POH 4535
- Renovating Your House	POH 4529

(continued)

APPENDIX 16
HEALTHCHECK RESOURCE GUIDE
(continued)

Section B - Resources Available Directly from State Agencies (continued)

- HealthCheck Poster (8 1/2 x 14")	POH 1041
- HealthCheck Check Stuffer/Handbill	POH 1041A
- HealthCheck Bus Poster (14 x 28)	POH 1041B
- HealthCheck Stickers	POH 1041C
- HealthCheck Logo Sheet	POH 1041D
- HealthCheck Periodicity Poster	POH 1042
- HealthCheck Note Pad	DOH 1103
- HealthCheck Verification Card (100/packet)	DOH 1112

Age Specific HealthCheck Documentation Forms* (by Memee K. Chun, M.D.)

- 3-4 Weeks	DOH 1068A
- 6-8 Weeks	DOH 1068B
- 4 Months	DOH 1068C
- 6 Months	DOH 1068D
- 9 Months	DOH 1068E
- 12 Months	DOH 1068F
- 15 Months	DOH 1068G
- 18 Months	DOH 1068H
- 24 Months	DOH 1068I
- 3-5 Years (preschool)	DOH 1068J
- 6-12 Years (elementary school)	DOH 1068K
- 13-20 Years (teenage)	DOH 1068L
- Teenager Confidential Health Survey	DOH 1068M

* No Charge

Available from: Wisconsin Division of Health
Bureau of Health Care Financing
Forms Publication
Post Office Box 309
Madison, WI 53701-0309

b. Family and Community Health - Maternal and child health materials are available from Wisconsin's Division of Health - Family and Community Health, Family Health Unit, at the address listed below.

- Report of the Second Task Force on Blood Pressure Control in Children (1987)
- Chlamydia Trachomatis Risk Assessment Checklist and Policies/Protocols.
- Nutrition Screening and Assessment Manual (0-5 Years)
- Family Health Resource Catalog and order form

(continued)

APPENDIX 16
HEALTHCHECK RESOURCE GUIDE
(continued)

Section B - Resources Available Directly from State Agencies (continued)

- Helping Baby Grow: Month by Month (Parents) - A food guide for parents of children 1-5 years of age #4029
- The first 12 months: A guide to feeding your baby (Parents) #4030
- Healthy Teeth for Happy Smiles (Parents) - A dental pamphlet for parents of infants and young children #4078

* No Charge

Available From: Wisconsin Division of Health
Bureau of Public Health
Family Health Unit
1 West Wilson Street
Post Office Box 309
Madison, WI 53701-0309

c. Division of Community Services

- Licensing Rules for Group and Family Day Care Centers (10/84)

Available From: Wisconsin Division of Community Services
1 West Wilson Street, Room 465
Madison, WI 53701

d. Bureau of Public Health, Communicable Disease Prevention and Control Unit

- Information and Recommendations for child care and pediatric AIDS, HIV Infections and Related Conditions #4200
- Educators Guide to AIDS & Other STD's #4263

Available from: Wisconsin Division of Health
Bureau of Public Health
Communicable Disease Prevention and Control Unit
1414 E. Washington Avenue
Madison, WI 53703-3044

(continued)

APPENDIX 16
HEALTHCHECK RESOURCE GUIDE
(continued)

Section B - Resources Available Directly from State Agencies (continued)

2. DEPARTMENT OF PUBLIC INSTRUCTION

	Document #
- A Guide to Curriculum Planning in Health Education (1987 Reprint)	#6102
- Instructions about AIDS in Wisconsin Schools (1988)	#8248
- Dealing with Child Sexual Assault and Abuse: A Resource and Planning Guide (1989 Reprint)	#6509
- Suicide Prevention: A Resource and Planning Guide (1988 Reprint)	#6517
- Educational Assessment of Emotional Disturbance: An Evaluation Guide (1990)	#0452

All Orders Must be Accompanied by Personal Check or Money Order, or call with Visa or Master Card Orders. Catalog Available.

Available From: Publications Sales
Wisconsin Department of Public Instruction
Drawer 179
Milwaukee, WI 53293-0179
Customer Service: (800) 243-8782
Fax: (608) 267-1052

SECTION C - Resources Available from National Organizations

1. National Society for the Prevention of Blindness

- Guidelines for School and Preschool Vision Screening. Reprint available after 4/91.

a. Prevent Blindness - Wisconsin

- Most Current Guidelines Used Throughout the State

* Fee

Available From: National Society to Prevent Blindness
759 North Milwaukee Street
Milwaukee, WI 53202
(414) 765-0505

2. American Heart Association

- Cholesterol Tracking Record

(continued)

APPENDIX 16
HEALTHCHECK RESOURCE GUIDE
(continued)

SECTION C - Resources Available from National Organizations (continued)

- Prevention of Rheumatic Fever: A Statement for Health Professionals (1988 Revised)
- Diet in the Healthy Child (1983)
- Dietary Treatment for High Blood Pressure and High Cholesterol for the Patient
- Dietary Treatment for Increased Blood Pressure and Increased Cholesterol for the Counselors

Available From: American Heart Association
795 North Van Buren Street
Milwaukee, WI 53202
1-800-242-9236

3. American Academy of Pediatrics

	Document #
- Guidelines for Health Supervision - 2nd Edition (1988) Spiral bound, 22 cue cards	MA 0021*
- Substance Abuse: A Self-Teaching Guide for Health Professionals (1988) Softcover	MA 0036*
- Adolescent Sexuality: Guides for Professional Involvement (1988). Two-volume - 3 Ring Binder Set.	MA 0040
- Pediatric Nutrition Handbook - 2nd Edition (1985)	MA 0020
- Child Sexual Abuse: What It Is and How to Prevent It (100 copies)	HE 0029*
- Health Care for Children of Migrant Families (10/89)	HE 9166
- Health Needs of Homeless Children (12/88)	RE 8124
- Adolescent Health Update - Physical Assessment of Early Adolescent (Tanner Sex Maturity Ratings - 1989)	HE 0091

* Member and Nonmember fee(s).

Available From: Publications Department
141 Northwest Point Boulevard
Post Office Box Box 927
Elk Grove Village, IL 60009-0927
(708) 228-5005 (Catalog available)

(continued)

APPENDIX 16
HEALTHCHECK RESOURCE GUIDE
(continued)

SECTION C - Resources Available from National Organizations (continued)

U.S. GOVERNMENT PRINTING OFFICE

- Federal Health Services Publications Catalog

  Available From: U.S. Government Printing Office
  Washington, DC 20402-9325
  (202) 783-3238 (Order and Information Desk)
  (202) 275-3634 (For Updates on Publications)

  * No Charge

- Health Information Resources in Federal Government: Year 2000 Priorities - 5th Edition (1991)

  * Fee

  Available From: National Center for Health Information
  Post Office Box 1133
  Washington, DC 20013-1133
  Telephone: 1-800-336-4797
  301-565-4167

JOHN MUIR MEDICAL CENTER - A catalog of entries (613 audiovisuals) is available from John Muir Medical Center at the address listed below.

- Babies at Risk - The Growing Tragedy of Babies Being Born Malnourished or Drug Addicted
- The Miracle of Birth
- New Parents, New Baby
- Parents Guide to Quality Child Care

* Fee

Available From: John Muir Medical Center
1601 Ygnacio Valley Road
Walnut Creek, CA 94598
(415) 947-5303
Fax: (415) 947-5341

(continued)

APPENDIX 16
HEALTHCHECK RESOURCE GUIDE
(continued)

SECTION C - Resources Available from National Organizations (continued)

OTHER RESOURCES

- W.I.C. (Women's, Infant's and Children's). WIC Referral Forms are available from the WIC Program Project or your local Health Department

- Risking the Future: Adolescent Sexuality, Pregnancy and Childbearing Vol. 1 and 2 (1987) * Catalog Available

Available From: National Academy Press
Publications Division of National Academy of Science
2101 Constitution Avenue Northwest
Washington, DC 20418
Attn: Order Department
Telephone: (202) 334-2000

- Mentoring Manual/Handbook: A guide to Program Development and Implementation (1989) Resource for mentoring disadvantaged youth

* Fee, no purchase orders or charges accepted.

Available From: Abell Foundation
210 North Charles Street #1116
Baltimore, MD 21201
(301) 547-1300

- Teaching Decision Making to Adolescents: A Critical Review (1989)

* Publication List Available

Available From: Carnegie Council on Adolescent Development
2400 North Street Northwest Floor 6
Washington, DC 20036
Telephone: 202-429-7979
Fax: 202-775-0134

- Make a Life for Yourself (1988 Revision) * Catalog Available

* Minimal Cost

Available From: Center for Population Options
1025 Vermont Avenue Northwest #210
Washington, DC 20005
Telephone: (202) 347-5700

(continued)

APPENDIX 16
HEALTHCHECK RESOURCE GUIDE
(continued)

SECTION C - Resources Available from National Organizations (continued)

- Safe State, Safe Teen Counseling Guide (1989)

Available From: Massachusetts Dept. of Public Health
Statewide Comprehensive Injury Prevention Program
150 Tremont Street, 3rd Floor
Boston, MA 02117
Telephone: (617) 727-1246

MODEL ADOLESCENT HEALTH SCREENING/ASSESSMENT TOOLS

- Health History and Physician Exam

Available From: Operation Fresh Start
Attn: Susan Bunge-Quigley
1925 Winnebago Street
Madison, WI 53704
Telephone: (608) 244-4721

- Adolescent Review (History Supplement)

Available From: Wisconsin Division of Health
Attn: Family and Community Health Section
Post Office Box 309
1 West Wilson Street
Madison, WI 53701-0309
Telephone: (608) 266-0220

- Adolescent Health Risk Appraisal

Available From: Waukesha County Department of Health
Attn: Beth Heller
325 East Broadway
Waukesha, WI 53186
Telephone: (414) 549-3012

- Teen Health Assessment Form - Teen Health Services

Available From: LaCrosse Lutheran Hospital
Attn: Brian Theiker - Teen Health Service
1910 South Avenue
LaCrosse, WI 54601
Telephone: (608) 785-0530

(continued)

APPENDIX 16
HEALTHCHECK RESOURCE GUIDE
(continued)

SECTION C - Resources Available from National Organizations (continued)

ADOLESCENT NEEDS ASSESSMENT TOOLS LISTED IN WISCONSIN

Youth Risk Behavior Survey - Center for Disease Control. This tool was administered by the Department of Public Instruction to a sampling of grades 9-12 in the Spring of 1990.

Available From: Department of Public Instruction
Attn: Barbara Nehls-Lowe
125 South Webster Street, 4th Floor
Madison, WI 53707

Teen Assessment Project - University of Wisconsin Extension
Through a statewide youth initiative, the cooperative extension works with schools and communities to do a needs assessment and analysis of data. Surveys were completed in schools in the following counties:

Juneau	Oconto	Grant
Clark	Adams	Ashland
Forest	Florence	Jefferson
Oneida	Vilas	Langlade
Marathon		

* Minimal cost

Available From: University of Wisconsin
Department of Child and Family Studies
Attn: Stephen Small
Madison, WI 53706

or

Contact your local Cooperative Extension agent.

SECTION D - Other

Referral Forms:
HealthCheck referral forms can be obtained by submitting a written request to:

EDS
Attn: Claim Reorder
6406 Bridge Road
Madison, WI 53784-0003

(continued)

APPENDIX 16
HEALTHCHECK RESOURCE GUIDE
(continued)

SECTION C - Resources Available from National Organizations (continued)

**Allen Picture Cards For use in doing vision testing with 2-3 year olds. May be ordered from:

Herslof Optical
University Station Clinics
2880 University Avenue
Madison, WI 53705

** There is a charge for these cards.

Denver 2 Developmental Kit

Denver Developmental Materials, Inc.
P.O. Box 6919
Denver, CO 80206-0919
Telephone: (303) 355-4729

* There is a charge for this kit.

APPENDIX 17
HEALTHCHECK SERVICES CODES

ALLOWABLE PLACE OF SERVICE

Code	Description
0	Other
2	Outpatient Hospital
3	Office
4	Home

ALLOWABLE TYPE OF SERVICE

Code	Description
1	Medical
5	Lab
9	Other

NOTE: Refer to Appendix 18a and 18b to identify allowable place of service and type of service codes for specific HealthCheck procedure codes.

APPENDIX 18a
SCREENING PROCEDURE CODES
WITH ALLOWABLE CLAIM SORT INDICATORS AND MODIFIERS
FOR CLAIMS RECEIVED BY THE FISCAL AGENT DURING THE TRANSITION PERIOD
(FROM 2/15/95 THROUGH 6/30/95)

H" CLAIM SORT INDICATOR

Procedure Code	Description	POS	TOS	Claim Sort	Modifiers
W7000	Comprehensive Screen	0,2-4	1	H	01-07, 09-12, 14-20
W7002	Vision Test	0,2-4	1	H	01-03, 05-06, 09-10, 12, 19-20
W7003	Hearing Test	0,2-4	1	H	01-03, 06-07, 10, 12, 15, 19-20
W7009	Oral Assessment	0,2-4	1	H	01-04, 06, 12, 14, 19-20
W7010	Pelvic Exam	0,2-4	1	H	01-03, 06, 16-17
W7013	Interperiodic; Brief	0,2-4	1	H	01-07, 09-12, 14-20
W7015	Interperiodic; Intermediate	0,2-4	1	H	01-07, 09-12, 14-20
W7016	Interperiodic; Extended	0,2-4	1	H	01-07, 09-12, 14-20
W7017	Educational Visit, Lead Poisoning	0,3,4	1	P	None
W7083	Environmental Lead Inspection (initial)	4	9	P	None
W7084	Environmental Lead Inspection (follow-up)	4	9	P	None

OR

"P" CLAIM SORT INDICATOR

Procedure Code	Description	POS	TOS	Claim Sort	Modifiers
99381-5	Initial Evaluations	0,3,4	1	P	MR, VH, NO/HA, HB, HC
99391-5	Periodic Evaluations	0,3,4	1	P	MR, VH, NO/HA, HB, HC
W7002	Vision Test	0,3,4	1	P	None
W7003	Hearing Test	0,3,4	1	P	None
W7009	Oral Assessment	0,3,4	1	P	None
W7010	Pelvic Exam	0,3,4	1	P	None
W7013	Interperiodic; Brief	0,3,4	1	P	None
W7015	Interperiodic; Intermediate	0,3,4	1	P	None
W7016	Interperiodic; Extended	0,3,4	1	P	None
W7017	Educational Visit, Lead Poisoning	0,3,4	1	P	None
W7083	Environmental Lead Inspection (initial)	4	9	P	None
W7084	Environmental Lead Inspection (follow-up)	4	9	P	None

APPENDIX 18b
SCREENING PROCEDURE CODES WITH ALLOWABLE CLAIM SORT INDICATORS AND MODIFIERS FOR CLAIMS RECEIVED BY THE FISCAL AGENT ON OR AFTER 7/1/95

Procedure Code	Description	POS	TOS	Claim Sort	Modifiers
99381-5	Initial Evaluations	0,3,4	1	P	MR, VH, NO or HA, HB, HC
99391-5	Periodic Evaluations	0,3,4	1	P	MR, VH, NO or HA, HB, HC
W7002	Vision Test	0,3,4	1	P	None
W7003	Hearing Test	0,3,4	1	P	None
W7009	Oral Assessment	0,3,4	1	P	None
W7010	Pelvic Exam	0,3,4	1	P	None
W7013	Interperiodic, Brief	0,3,4	1	P	None
W7015	Interperiodic, Intermediate	0,3,4	1	P	None
W7016	Interperiodic, Extended	0,3,4	1	P	None
W7017	Educational Visit, Lead Poisoning	0,3,4	1	P	None
W7083	Environmental Lead Inspection (initial)	4	9	P	None
W7084	Environmental Lead Inspection (follow-up)	4	9	P	None

APPENDIX 19
EMC QUESTIONNAIRE

PAPERLESS CLAIMS REQUEST FORM

Please complete this form if you want additional information on electronic billing.

Name: ______________________________
Address: ______________________________
____
____

Medicaid Number: ______________ **Phone #:** ______________________
Contact Person: ______________________________
Type of Service(s) Provided: ______________________________
Estimated Monthly Medicaid Claims Filed: ______________________________

* *

1. Do you currently submit your Medicaid claims on paper? __YES __NO

2. Are your Medicaid claims computer generated on paper? __YES __NO

3. Do you use a billing service? __YES __NO
   If the answer is YES to #2 or #3, please complete the following:
   Name: ______________________ Contact: ______________
   Address: ______________________ Phone #: ______________
   ____

4. Do you have an in-house computer system? __YES __NO
   If YES, type of computer system:
   a. Large main frame (e.g., IBM 360, Burroughs 3800) Manufacturer: ____________ Model #: ____________
   b. Mini-Computer (e.g., IBM System 34, or 36 TI 990) Manufacturer: ____________ Model #: ____________
   c. Micro-Computer (e.g., IBM PC, COMPAQ, TRS 1000) Manufacturer: ____________ Model #: ____________

5. Please send the paperless claims manual for:

   __ magnetic tape submission

   __ telephone transmission (EDS free software) ___ 3-1/2" ___ 5-1/4"

   __ telephone transmission (3780 protocol transmission)

Return To: EDS
Attn: EMC Department
6406 Bridge Road
Madison, WI 53784-0009

APPENDIX 20

State of Wisconsin
Department of Health and Social Services
Division of Health
DOH-1099 (Rev 10/92)

MEDICAL ASSISTANCE VOLUME VACCINE PURCHASE PROGRAM
SHIPPING REPORT AND ORDER FORM

Medical Assistance Volume Vaccine Purchase Program
Shipping Report and Order Form

Your shipment of vaccines is listed below. If you need to change your shipping information or if you need to order additional vaccines, use this form and return it to us. Complete instructions are on the reverse side of the form. If you have questions about this form, call the Immunization Program at (608)-267-5148.

DIVISION OF HEALTH
IMMUNIATION PROGRAM
P.O. BOX 309
MADISON WI 53701-0309

A. Shipping Information

1. Medical Assistance (MA) Provider Name

2. M A Provider Number

3. Contact Person and Telephone Number for Deliveries

4. Shipping Address (include street address, city, state and zip code)

5. Days and hours available to receive shipment:

TUE	WED	THUR	FRI

B. Vaccine(s) Shipment

** FY = July 1 - June 30

C. Vaccine(s) Order

Vaccine Type	Unit	This Shipment (Units)	Lot Numbers	Total Units Shipped This F.Y. **	Total Units Shipped Last F.Y. **		Order Amount (Units)
DTP	15 doses/vial					6. DTP	vials
DTaP	10 doses/vial					7. DTaP	vials
DT(Ped)	10 doses/vial					8. DT(Ped)	vials
Td(Adult)	10 doses/vial					9. Td(adult)	vials
MMR	10 doses/box					10. MMR	box
OPV	10 doses/tray					11. OPV	tray
IPV	1 dose/vial					12. IPV	vials
Hep. B	1 ml/vial					13. Hep. B	ml
Hib	5 doses/vial					14. Hib	vials

Shipment Date:

15. Check one box. (See instructions on reverse.)

☐ If new provider, please check.

☐ Other Instructions.

16. Signature of person completing form

17. Date of Signature

Medical Assistance Volume Vaccine Purchase Program
Shipping Report and Order Form
DOH-1099

This form is used for 3 purposes. Part A includes shipping information. Use Part A to provide current shipping instructions for the receipt of your vaccine shipments. Part B of the form will include information about the shipment when your vaccines are shipped to you. Use Part C of this form to order additional amounts of vaccines.

1. **Medical Assistance Provider Name** – Enter your clinic name, or if you are in individual practice, enter your name as recognized by EDS on the provider file.

2. **Medical Assistance Provider Number** – Enter your clinic billing number as recognized by EDS on the provider file. If you are in individual practice, enter your performing provider number.

3. **Contact Person and Telephone Number for Deliveries** Enter the name and telephone number of the person who will handle vaccine ordering and deliveries. Be sure to include the area code with the telephone number.

4. **Shipping Address** – Enter the street address, city and state. Include a room number if appropriate. Do not use a box number. Most vaccines will be shipped by a delivery agency, such as UPS.

5. **Days and office hours when available to receive shipment** – Enter the office hours when someone will be available to receive shipments of vaccine. Because vaccines must be refrigerated, we cannot ship for a Monday delivery.

6-14. **Vaccine(s) Order Amount** – Enter the number of *units* for each vaccine; for Hepatitis B, enter the number of *milliliters*.

15. **Check one box.**
New provider. – If you are a new provider or one who has not received vaccine from this program before, check this box and enter your estimated three month need in items 6 - 14.

Other Instructions. – Use this box for any other action. Provide a short explanation.

16. **Signature of person completing this form** – Enter the signature of the person completing this form. If it is different from the contact person listed in item 3, include a printed version of the name.

17. **Date of Completion** – Enter the date when this form is completed and signed.

Shipping Report

Part B of the form is completed when vaccines are shipped to you. This portion of the form is essentially a packing slip. The vaccines and their unit amounts are listed in columns one and two. The third column includes the number of units in this shipment (for Hepatitis B, number of milliliters). The fourth column lists the lot numbers of the vaccines in the current shipment. The fifth column is your total shipment through the date provided. The sixth column is the total units shipped to you in the previous fiscal year.

Use this form to change your shipping instructions or to order more vaccine.

APPENDIX 21
ACIP RECOMMENDED IMMUNIZATION SCHEDULE

ACIP Recommended Immunization Schedule

9/94

	Hepatitis B[1]	Oral Polio	Diphtheria, Tetanus, Pertussis[2,3]	*Haemophilus* b Conjugate[3,4]	Measles, Mumps, Rubella[5]
Birth	HB (a)				
2 Months	HB (a) or (b)	OPV	DTP	Hib (A) or (B)	
4 Months	HB (b)	OPV	DTP	Hib (A) or (B)	
6 Months	HB (a) or (b)	OPV	DTP	Hib (A)	
12-15 Months			DTP or DTaP (15 months if DTaP is used)	Hib (A) or (B)	MMR
4-6 Years		OPV	DTP or DTaP		MMR
14-16 Years			Td		

NOTE

- All recommended vaccines may be given simultaneously.
- These recommended ages are not absolute. For example, 2 months can be 6-10 weeks.

[1] Hepatitis B vaccine may be given in either of 2 schedules:
(a) Birth, 1-2 Months, 6-18 Months
(b) 1-2 Months, 4 Months, 6-18 Months

[2] DTP preparation containing acellular pertussis vaccine (DTaP) is recommended for the 4th and 5th doses (for children 15 months of age or older), but whole-cell DTP may still be used if DTaP is not available.

[3] Combination DTP/Hib conjugate vaccine may be used when both shots are scheduled simultaneously.

[4] There are 2 schedules for Hib conjugate vaccines:
(A) HbOC (HibTITER™), PRP-T (ActHIB™), or DTP/HbOC (TETRAMUNE™): 2, 4, 6, & 12-15 Months
(B) PRP-OMP (PedvaxHIB®): 2, 4, & 12-15 Months

[5] The second dose of MMR may be administered at 11-13 years of age.

CDC
CENTERS FOR DISEASE CONTROL AND PREVENTION

APPENDIX 22

ENVIRONMENTAL INSPECTION WORKSHEET

PA/EI

Environmental Inspection Information/Requirements: [Technical aspects of inspection: 1) Determine the most likely sources of high-dose exposure to lead; 2) Investigate the child's home, giving special attention to painted surfaces, dust, soil and water; 3) Advise parents about identified and potential sources of lead and ways to reduce exposure; 4) Notify the property owner immediately that a child residing on the property has lead poisoning; 5) Monitor the effectiveness and timeliness of abatement procedures closely; 6) Coordinate environmental activities with those of other public health and social management agencies.]

Reminder: This form is required when submitting a paper prior authorization request.

Provider Number: _____

Recipient Medicaid Number: _____

Procedure Code: W7083 (Initial Inspection) - press *917083

W7084 (Follow-up Inspection) - press *917084

Type of Service: 9

Diagnosis: 984

Place of Service: _____ (If the child's home, enter 4. If other, enter 0)

Anticipated Date of Service: _____ (Enter MMDDYY)

Quantity Requested: 1

PA Request Checklist

ALL information must be provided in order to be processed.

A) Indicate recipient's blood lead level: _____

Indicate the date(s) of testing (use MMDDYY numeric format): _____

B) Has inspection staff completed DHSS-approved lead inspection training?

1 - Yes 2 - No

An approved prior authorization request allows Wisconsin Medicaid payment for two services. An initial inspection (W7083) and one follow-up inspection (W7084). Where necessary, one Interperiodic visit for education related to lead poisoning may be billed. The code for this is W7017.

APPENDIX 23
WISCONSIN STAT PA INSTRUCTIONS TO OBTAIN PRIOR AUTHORIZATION FOR ENVIRONMENTAL LEAD INSPECTIONS

The Wisconsin STAT PA system is an electronic prior authorization system that allows Medicaid certified HealthCheck providers to receive prior authorization electronically rather than by mail. STAT PA allows you to answer a series of questions and receive an immediate response of approval or denial of your prior authorization request.

Providers communicate with the STAT PA system by entering requested information on a touch-tone telephone keypad, a personal computer or verbally through a Help Desk.

The system is available from 8:00 a.m. to 9:00 p.m., Monday through Friday, excluding holidays. Providers must have their eight-digit WMAP provider number to access the system.

How to use STAT PA

1. Complete the Prior Authorization for Environmental Lead Inspection (PA/EI) worksheet. (This serves both as your documentation and worksheet for answering the questions on the STAT PA system.)

2. Select your mode of transmission (touch-tone phone, personal computer, help desk)

   Touch-Tone Phone
   If you want to use a touch-tone phone to submit a prior authorization call:

   1. (800) 947-1197
      or
      (608) 221-2096

   This connects you directly with the STAT PA system.

   2. When the system answers, it will ask a series of questions that you answer by entering the information on the telephone keypad. Your completed worksheet gives you the information you need to answer these questions in the order they'll be asked. NOTE: **When using a touch-tone telephone, providers must always press the pound (#) sign to mark the end of the data just entered.**

   3. Once all data has been entered, STAT PA begins to process the information and, in minutes, "speaks" back either the prior authorization number and the authorized level of service or a denial.

   As providers become familiar with the system, they may enter information in the designated order without waiting for the "speaking" of the question to conclude. The system automatically proceeds to the next field when you do this.

   Personal Computer
   If you want to use a personal computer to submit a prior authorization :

   1. Enter the prior authorization information into the STAT PA software provided FREE by EDS. This software may be obtained electronically through EDS's bulletin board system, EDS-EPIX. Please refer to Appendix 24 of this handbook for instructions on how to access the Bulletin Board. You may also call the Help Desk at (800) 947-1197 or (608) 221-2096 to request software.

   The STAT PA software screens contain all the data fields needed to process the request. Please refer to the STAT PA User Manual for software instructions.

APPENDIX 23
WISCONSIN STAT PA INSTRUCTIONS TO OBTAIN PRIOR AUTHORIZATION FOR ENVIRONMENTAL LEAD INSPECTIONS
(continued)

2. Once all data has been entered, transmit the electronic request to EDS by using a modem and telephone line as is done for electronic claims. For submissions, call:

(800) 947-4947
or
(608) 221-1233

This connects you directly with the STAT PA system.

STAT PA processes the information and, in minutes, generates an electronic confirmation transaction that displays directly on your personal computer screen. The transaction shows what you requested and what the system allowed, as well as the assigned prior authorization number, and grant and expiration dates.

Help Desk
Providers who do not have a touch-tone telephone or a personal computer should call the Help Desk. The Help Desk operator has the personal computer software to access STAT PA and will enter the required data for you. For the Help Desk, call:

(800) 947-1197
or
(608) 221-2096

Record your prior authorization number for use with claim submission:

- Regardless of the way you request prior authorization, you must retain the assigned prior authorization number for use in claim submission.

- Providers also receive, by mail, a confirmation notice indicating the assigned prior authorization number and the STAT PA decision. This confirmation notice should be kept as a permanent record of the transaction.

HELPFUL HINTS

- The provider is given three attempts at each field to correctly enter the requested data.
- Failure to enter any data within 1-1/2 minutes ends the connection.
- You are limited to 5 transactions per connection for telephone or Help Desk and 25 transactions per connection for computers.
- In the event the STAT PA system is unavailable before the inspection is made, you may request backdating of the prior authorization for up to four calendar days.
- The Help Desk is available to all STAT PA users. If you are experiencing difficulties with the system , please call the Help Desk.

APPENDIX 24
HOW TO ACCESS THE BULLETIN BOARD

EDS-EPIX (V 1.1) Quick Guide To Obtaining WMAP STAT PA Information

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This is a quick guide to retrieving WMAP STAT PA Information using *EDS-EPIX*. If you wish to receive the complete *EDS-EPIX* User Manual, please call EDS at (608) 221-4746, and ask for the EMC Department.

1. Before downloading, we recommend that you create a directory on your hard drive specifically for your STAT PA software. To do this, type the following command at the C:\ prompt:

   MD STATPA <Enter>

2. Set up your communication software to dial *EDS-EPIX*. Along with the telephone number you may need to program your software to dial with the following settings:

Phone Number:	(608) 221-8824	**Stop Bits:**	1
Baud Rate:	9600 (maximum)	**Duplex:**	Full
Parity:	None	**Protocol:**	XMODEM (recommended)
Data Bits:	8	**Terminal Emulation:**	ANSI

3. Dial into *EDS-EPIX*. When you go through this initial logon, you will be asked your first and last names. If you wish, you may logon as follows:

What is your first name?	STAT
What is your last name?	PA
What is your password?	WMAP

4. Select option "T" (Transfer Protocol) from the main menu. Next, select the protocol you wish to use for your download. We recommend that you select Xmodem/CRC as your protocol.

5. Select option "D" (Download a File) from the main menu and type the file name STATSOFT.EXE. Next, tell your communications software package to "Receive a File". If you are unsure of how to do this, follow the download instructions in the user manual for your communications software package. Your communications software will probably ask you for a transfer protocol (choose XMODEM), and a file name. When you type in the name of the file, please include the directory path you created above (e.g. C:\STATPA\STATSOFT.EXE). If you fail to specify the directory path with the file name, the file will be downloaded into the default download directory for your communications software. The download will take from 15-35 minutes depending on the speed of your modem and the clarity of your telephone line.

6. When you have downloaded your file, select "G" (Goodbye) to end your *EDS-EPIX* session, quit your communication software, and return to DOS.

7. Go to the STATPA subdirectory and look for your download file. It should be listed when you list the directory. If the download file is in the directory, you will need to decompress the file*. At the DOS command prompt, type the name of the download file without the ".EXE" extension:

   STATSOFT <Enter>

   * Note: If you did not download the STATSOFT.EXE file to the STATPA directory, copy the file to your STATPA directory before proceeding. To do this, go to the subdirectory where the file was downloaded, and type the following command:

   COPY STATSOFT.EXE C:\STATPA <Enter>

8. This will extract your STAT PA information. The files with the .DOC extension are your manuals. These files are ASCII DOS text files. To print these files, use the DOS Print command: PRINT [filename]. The file will be printed on the print device you specify.