# Provider Manual
## Show Me Healthy Women (SMHW)

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June 30, 2016 – June 29, 2017

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Overview of Show Me Healthy Women and WISEWOMAN Programs

Welcome to the Missouri Show Me Healthy Women (SMHW) and Well-Integrated Screening and Evaluation for Women Across the Nation (WISEWOMAN) programs. These programs are offered through the Missouri Department of Health and Senior Services (DHSS). The purpose of the SMHW and WISEWOMAN Provider Manual is to help participating health professionals understand program requirements and provide services to program-eligible women.

This manual is intended to offer an integrated approach in providing SMHW and WISEWOMAN services. It is designed to provide important information needed to enroll clients into the SMHW and WISEWOMAN programs, explain health professional roles and responsibilities, define reimbursable services and provide necessary reimbursement and billing information. It also includes a framework for clinical guidelines to adhere to program standards. The SMHW and WISEWOMAN staff are available to assist providers on a regular basis using e-mail, telephone, and on-site visits as needed. Help is available from the SMHW and WISEWOMAN staff by calling toll-free at 866-726-9926 or 573-522-2845.

Show Me Healthy Women Vision and Mission

Vision Statement

Improve the quality of life in Missouri through the cure and elimination of breast and cervical cancers.

Mission Statement

Support quality screening, diagnostic and treatment services, in accordance with current medical standards of care, for breast and cervical cancers for all women in Missouri. This is achieved by education, community outreach and resource development in partnership with public and private entities, communities and citizens.
WISEWOMAN Vision and Mission

Vision Statement

A world where any woman can access preventive health services and gain the wisdom to improve her health.

Mission Statement

Provide low-income, under-insured or uninsured 35-64 year-old women with the knowledge, skills and opportunities to improve their diet, physical activity and other life habits to prevent, delay or control cardiovascular and other chronic diseases.

History

National Breast and Cervical Cancer Early Detection Program

http://www.cdc.gov/cancer/nbccedp/

The United States Congress passed the Breast and Cervical Cancer Mortality Prevention Act of 1990 (Public Law 101-354) to establish the National Breast and Cervical Cancer Early Detection Program (NBCCEDP) in 1990. The Centers for Disease Control and Prevention (CDC) authorizes the NBCCEDP to provide grants to states, American Indian/Alaska Native tribes and U.S. Territories to carry out cancer early detection activities.

WISEWOMAN

http://www.cdc.gov/wisewoman

Congress amended the NBCCEDP Public Law 101-354 in 1993 to create the WISEWOMAN Program. The WISEWOMAN Program addresses women’s risk for heart disease and stroke by providing cardiovascular disease (CVD) health screenings and risk reduction lifestyle education for NBCCEDP clients.
NBCCEDP and WISEWOMAN Similarities

NBCCEDP shares an established infrastructure with WISEWOMAN to provide integrated services including:

- Recruiting and working with women eligible for services.
- Delivering screening services through an established health care delivery system.
- Collecting and reporting minimum data elements (MDEs) used to track, monitor and evaluate program efforts.
- Providing professional development opportunities for staff, providers and partners.
- Providing public education to raise awareness about the need for women to receive program services.
- Assuring that quality care is provided to women participating in the program.
## At-A-Glance
### Comparison of NBCCEDP and WISEWOMAN

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<th>WISEWOMAN</th>
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<td>First state/tribal health agency was funded</td>
<td>1990</td>
<td>1995 Three demonstration projects were funded.</td>
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<tr>
<td>Number of nation-wide funded programs</td>
<td>50 states, District of Columbia, 5 territories, and 12 tribal organizations</td>
<td>20 states and 2 tribal organizations</td>
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<tr>
<td>Program administration</td>
<td>CDC’s Division of Cancer Prevention and Control Program, Services Branch, National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP)</td>
<td>CDC’s Division for Heart Disease and Stroke Prevention, Program Development and Services Branch, NCCDPHP</td>
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| Services provided                  | Cancer screening: clinical breast exam (CBE), Pap test and mammography  
                                           Diagnostic tests to identify breast and cervical problems  
                                           Referral to health care providers for medical management of conditions for women with abnormal or suspicious test results  
                                           Referral to the Missouri Tobacco Quitline for women who smoke | Heart Disease and Stroke Risk Factor Screenings: Cholesterol and HDL, A1C or glucose, high blood pressure (HBP), waist/hip circumference, height/weight for BMI, Risk Counseling  
                                           Diagnostic office visit to identify/confirm a new diagnosis of HBP, diabetes, elevated cholesterol  
                                           Referral to community-based resources, Lifestyle Education Programs, Missouri Tobacco Quitline, uncontrolled HBP medical follow-up |
Contractual Agreements

The SMHW and WISEWOMAN programs utilize contracts with service providers to deliver program services. Contracts are available for SMHW only services or for providers who choose to deliver both SMHW and WISEWOMAN services.

What We Do
- Establish annual contracts for screening providers.
- Provide an easily accessible program manual that describes screening, follow-up, education, and reporting guidelines based on national CDC guidelines.
- Require providers to utilize the Clinical Laboratory Improvement Amendments of 1988 (CLIA) approved laboratories or assure laboratory equipment is CLIA waived.
- Provide Regional Program Coordinators (RPCs) for each geographic region to assist providers with training, technical assistance, and tracking clients with abnormal values to ensure clients receive appropriate follow-up.
- Provide training and technical assistance to provider staff.
- Provide client recruitment targeting ethnically diverse program-eligible women.
- Provide client educational materials and tools.
- Provide required reporting forms and data system for submitting service reports.
- Reimburse providers for allowable services according to the Medicare 01 region rates.
- Monitor provider services to assure quality standards.
- Maintain a central data system for tracking and reporting required data to CDC.
- Assist the service providers with client case management/follow-up and annual evaluation screening efforts.
- Provide promotional items, literature and other public educational materials when available.
Show Me Healthy Women Advisory Board

The SMHW Advisory Board strengthens the program’s activities in the state of Missouri through professional and policy development, public and clinical education, private partnerships, and coalition building.

Advisory Board Responsibilities

- Advise SMHW management on SMHW issues.
- Assist SMHW in enhancing the breast and cervical cancer control knowledge and skills of Missouri’s health care professionals.
- Assist SMHW in identifying appropriate breast and cervical cancer control legislation.
- Establish task forces, as necessary, to assist SMHW in developing cancer control policies, such as cervical and breast cancer screening protocols and policies, diagnostic guidelines and funding applications.
- Assist SMHW in identifying partners who will extend and enhance the work of SMHW.

The SMHW Advisory Board is composed of representatives of organizations that are, or potentially can be, involved in SMHW activities and of individuals with special expertise in breast and cervical cancers. The board has approximately 30 members. Board members are elected to serve a two-year term. The Board meets quarterly and meetings are open to the public.

WISEWOMAN Medical Advisory Committee

The Quality Health Care Work Group of the Missouri Heart Disease and Stroke Prevention Partnership serves as an advisory group for the WISEWOMAN program. The Quality Health Care Work Group is a work group originating from the Heart Disease and Stroke Partnership formed in August 2009. The purpose of the Quality Health Care Work Group is to assist programs with planning and implementing interventions on quality health care issues for heart disease and stroke. These topics relate to grant priorities and to provide medical advice on protocols, policies, diagnostic guidelines, program questions requiring a medical interpretation, and funding applications.
Provider Contract Requirements

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Provider Contract Requirements

All of the following provider contract requirements must be met.

Complete Provider Application

Complete and sign the Provider Application and Provider Contract annually. The Provider Application is located on page 10.2-.5 or at:
http://www.health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php

Recruit Clients

Recruit clients by the following activities:

- Utilize public education resources provided by DHSS to recruit eligible women.
- Collaborate with American Cancer Society (ACS), National Cancer Institute (NCI), American Heart Association (AHA), local cancer control coalitions, and other local partners.
- Display recruitment and educational information in waiting areas and examination rooms.
- Provide materials on screening services to all eligible women attending clinics in the facility.
- Coordinate recruitment activities with the DHSS staff and RPC in your area.
- Schedule women for annual screenings at a minimum of 10 month intervals following initial or annual screening.
- Recruit WISEWOMAN clients from SMHW clients.

Attend Training

- Attend SMHW/WISEWOMAN provider staff training.
- New providers of SMHW/WISEWOMAN services must participate in an on-site training session by DHSS staff prior to providing services.
- Ensure staff is well trained in program protocols prior to delivering services. Require at least one staff member to participate in an orientation training delivered by DHSS program staff upon initial contract application.
- Facilitate attendance/participation of staff members responsible for submission of data forms and clinical services at annual trainings that provide policy and procedure updates and review.
- Request DHSS training sessions when new staff are hired.
Register clients for services

- Obtain clients' signatures on the SMHW-WISEWOMAN Client Eligibility Agreement Form.
- Annually provide clients with the current DHSS patient privacy rights statement in accordance with Health Insurance Portability and Accountability Act (HIPAA) regulations prior to receiving services annually. The client must receive this information along with the HIPAA statement from the provider facility. The provider must retain documentation of this action.

Comply with HIPAA Regulations

- Comply with current HIPAA regulations (http://www.health.mo.gov/information/hipaa/) in delivering services.

Utilize Medical Staff

- Provision of services is dependent upon current license or certification with the State of Missouri.
- Utilize medical doctors, doctors of osteopathy, nurse practitioners, certified nurse midwives, clinical nurse specialists, certified physician assistants, and RNs with specialized training within the registered nurse’s scope of practice to provide services.

Obtain Permission for RN to Provide Services

Obtain written approval from DHSS for the RN to provide breast and cervical screening services for SMHW clients. Submit the following information in a written request to SMHW:

- A letter documenting previous practice;
- A licensure or certification numbers; and
- Documentation of any of the following breast and/or cervical cancer screening training:
  - Length of the preceptorship;
  - Number of Pap tests, CBEs, and pelvic examinations completed during the preceptorship. A minimum of 10 Pap tests, CBEs, and pelvic examinations must be performed in order for the RN to be eligible to provide screening services; and
  - The preceptor must verify that the nurse completed these examinations with minimal or no difficulty.
Laboratories

Utilize only laboratories that adhere to all applicable standards established under the Clinical Laboratory Improvement Amendments (CLIA) of 1988 or are CLIA waived. Laboratories must report Pap test findings using the Bethesda System 2001.

MQSA

Comply with Mammography Quality Standards Act (MQSA). Prior authorization by SMHW and DHSS is required for MQSA-accredited mobile mammography vans based out-of-state.

Report Results-Mammography

Report mammography test results in the American College of Radiology BIRADS system.

On-Site Quality Assurance Reviews

Agree to on-site record reviews by qualified DHSS staff six months after initial services begin and every two years thereafter, or more frequently if requested by the DHSS.

Notify Clients

Notify clients of non-program-covered services. Notify the client in writing of any services not covered by the programs prior to providing any non-program-covered services.

Billing Clients

Ensure clients receive no bills (invoices) for services covered by the SHMW or WISEWOMAN programs.

Electronic Data and Reports

Enter all data and reports electronically with accompanying Current Procedural Terminology (CPT) codes into the SMHW central data management computer-tracking program, MOHSAIC.
Reporting Form

Submit data on a reporting form within 60 days of the last date of service. An exception should be noted for end-of-grant-year services. The end-of-year billing deadline notification is sent to providers annually.

Electronic Reimbursement

Agree to receive SMHW/WISEWOMAN reimbursements through EFT. SMHW/WISEWOMAN reimbursement rates and CPT codes can be viewed in Section 9; Billing and Reporting Guidelines.

Recording and Maintaining Documentation

Complete and maintain documentation on all client eligibility, screening and case management services outlined in this manual. Maintain client records for at least seven years. All SMHW enrolled clients with an abnormal screening result must be assessed for their need of case management services and provided with such services accordingly. Examples of screening results which would require a case management assessment would be BIRADS 3, 4, 5 for mammograms; and ASC-US, LSIL and high grade lesions for Pap tests. Case management services conclude when a client initiates treatment, refuses treatment, or is no longer eligible for the SMHW program. When a woman concludes her cancer treatment, and is released by her treating physician to return to a schedule of routine screening, she may return to the program and receive services if she meets eligibility requirements.

Assure Follow-up

Assure all clients identified on screenings that have suspicious, abnormal, or alert test results receive appropriate follow-up services, including case management, rescreen, diagnostic evaluation, treatment referral and/or education services according to program protocols. These services may be provided directly by the contracted provider or by an established referral sub-contractor that meets SMHW/WISEWOMAN program requirements.

Communicating with Sub-Contractors

Ensure that communications with sub-contractors include notification and approval from the SMHW/WISEWOMAN provider prior to the subcontractor’s provision of additional tests. This communication is necessary to be sure the subcontractor’s services and reimbursements will meet SMHW/WISEWOMAN program guidelines. Providers are also responsible for ensuring that clients understand why they are being referred and what services will be provided. It is the recommendation of DHSS that a written agreement between each sub-contractor and each SMHW/WISEWOMAN provider is complete.
Subcontractor Requirements

Ensure subcontractors meet the requirements specified in these guidelines (i.e., MQSA, CLIA, etc.). Subcontracted services may include:

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<td>Pap test processing and interpretation</td>
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<tr>
<td>Cervical conization</td>
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<tr>
<td>LEEP</td>
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<tr>
<td>Cold knife conization (covered as diagnostic, not treatment)</td>
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<td>Endocervical curettage (alone)</td>
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<tr>
<td>Colposcopy with or without biopsy</td>
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<td>ECC</td>
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<td>Endometrial with AGC</td>
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<td>Mammography</td>
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<td>Specialist consultation</td>
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<td>Core needle biopsy</td>
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<td>Stereotactic biopsy</td>
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<td>Surgical incisional biopsy</td>
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<td>Excisional breast biopsy</td>
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<td>WISEWOMAN diagnostic office visits</td>
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<td>WISEWOMAN lifestyle education</td>
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<td>WISEWOMAN laboratory tests</td>
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Refer Tobacco Users

Ensure that SMHW and WISEWOMAN clients who use tobacco products are referred to the Missouri Quitline 800-QUIT-NOW (800-784-8669) for free counseling. The Missouri Quitline is available free of charge to all Missouri SMHW and WISEWOMAN participants. Be sure to have the client complete a fax referral form and fax the form to the Quitline.

Submit Personnel Information

Submit written changes of clinical, administrative or contact personnel to DHSS within 30 days.

Collaborate

Collaborate with the Missouri Department of Social Services (DSS), Family Services Division (FSD) regarding clients diagnosed with breast/cervical cancer. These clients may be eligible for treatment through the Breast and Cervical Cancer Treatment (BCCT) Act.
Providers who terminate participation

1. Submit Letter
   - Submit a letter to DHSS 30 days before the date of anticipated termination of services. The letter must include the date of termination of SMHW/WISEWOMAN services.

2. Continue to Report
   - Continue to report all diagnostic and/or treatment information after termination on the appropriate SMHW/WISEWOMAN forms to complete all outstanding follow-up cases. To accomplish this, a provider should work closely with the Regional Program Coordinator (RPC) in their area.

3. Work with RPC
   - Work with the RPC to inform clients where they may obtain SMHW/WISEWOMAN services in their area once the provider terminates participation.
Provider Application Approval Criteria

The DHSS approves or disapproves providers based on the following criteria:

**Commitment**
Commitment and ability to meet the contract requirements;

**Accreditation**
Accreditation or certification status of the site and clinical staff;

**Capacity**
Capacity to submit timely and accurate data and billing reports to DHSS via the MOHSAIC electronic reporting system;

**Location**
Located in area of need in relation to other SMHW/WISEWOMAN providers and to the population to be served;

**Commitment to Clients**
Commitment and ability to serve clients with special emphasis on priority-eligible populations, particularly women 35-64 years of age or older and women who have rarely or never been screened;

**Experience**
Successful experience in providing comprehensive breast and cervical cancer screening, education and referral services, either through existing on-site facilities or referral linkages. Access to CLIA-approved laboratory and/or MQSA accredited mammography facility;
Network

Ability to network with the ACS and NCI, and other educational state and regional resources;

Compliance

Compliance with current HIPAA regulations; and

Application Denial

If an application is denied, a contact list identifying other SMHW/WISEWOMAN providers in the same geographic area will be provided. Applicants may use this information to facilitate referrals for women in need of SMHW/WISEWOMAN services.

The Provider Application can be found at: http://www.health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php or page 10.2-.5.
How to Become a WISEWOMAN Provider

If you are currently a Show Me Healthy Women provider, you can easily become a WISEWOMAN Provider by following these steps.

Contact

♥ Contact the WISEWOMAN Program Manager at 573-522-2871.

Submit Request

♥ Submit a written request via e-mail to the Program Manager to become a WISEWOMAN Program Provider. This e-mail must request an amendment to your current SMHW Contract and a request for WISEWOMAN funding. Please be specific with the amount of WISEWOMAN funding you are requesting. This amount should be based on the number of screenings to be provided in the grant year.

Contract Amendment

♥ Once the written request is received, the WISEWOMAN Program Manager will submit the contract amendment to be processed.

♥ Once the contract amendment has been processed at the Central Office, the WISEWOMAN Program Manager will send the amendment to the requesting provider for an administrative signature.

♥ Once the signature is obtained from the requesting provider, the contract amendment is then sent to be executed.

♥ Once the contract amendment has been executed in the State of Missouri system, the requested funding will be loaded for the provider to use for WISEWOMAN services.

♥ The WISEWOMAN Education Coordinator will then contact the provider to set up orientation training to the WISEWOMAN program for the provider staff. Please note, until this training has occurred with the WISEWOMAN staff, WISEWOMAN services cannot be provided to clients.

♥ The WISEWOMAN Central Office staff, to include the Program Manager, Education Coordinator and Project Specialist are available to provide technical assistance to all providers of the WISEWOMAN Program.

♥ An education site visit will be conducted by the WISEWOMAN staff, six (6) months after a new provider has started providing WISEWOMAN services. The Regional Program Coordinator will provide audits as scheduled with the Show Me Healthy Women Program.
Client Eligibility

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Client Eligibility Guidelines

Eligibility for SMHW free breast and cervical cancer screenings is based on income, health insurance status and age guidelines. Income guidelines are based on 200 percent of the federal poverty guidelines. The SMHW program reimburses only for services when there is no other funding source available. Women 35 to 64 years of age are eligible for services; some service restrictions apply by age categories.

WISEWOMAN heart disease screening and education services are available to women who qualify for and receive services from SMHW.

Age Eligibility Includes 35 to 64 Year-Old Women

Some exceptions pertain to guidelines for services available to clients age 50 to 64 or older.

Transgender Clients

- Screening and diagnostic services are available for male-to-female transgender clients who have/are taking hormones as long as they meet program eligibility guidelines.
- The CDC does not make a recommendation on routine screening with this population; transgender women are eligible under federal law to receive appropriate cancer screening.
- CDC recommends providers discuss the benefits and harms of screening with all eligible clients to determine if screening is medically indicated.

WISEWOMAN Services

- Women 35 to 64 years of age and older are eligible for WISEWOMAN services if they are a current SMHW client. WISEWOMAN clients must have received at least one breast and cervical cancer screening service that was billed and approved for payment. This includes a screening office visit for CBE, a mammogram, pelvic exam, and/or Pap test per program guidelines.
- The WISEWOMAN screening must occur as part of the same office visit as the SMHW office visit, unless provider obtains prior approval for separate office visits from DHSS WISEWOMAN staff.
- WISEWOMAN clients must sign the joint Client Eligibility Agreement (pages 10.6 [English] and 10.7 [Spanish]) or at: http://www.health.mo.gov/living/healthcondiseases/chronic/showmehalthywomen/forms.php to acknowledge willingness to participate in the assessments, screening and lifestyle education services.
### Income Guidelines

<table>
<thead>
<tr>
<th>Household Size</th>
<th>SMHW Annual</th>
<th>SMHW monthly</th>
<th>SMHW weekly</th>
<th>SMHW hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$23,760.00</td>
<td>$1,980.00</td>
<td>$456.92</td>
<td>$11.42</td>
</tr>
<tr>
<td>2</td>
<td>$32,040.00</td>
<td>$2,670.00</td>
<td>$616.15</td>
<td>$15.40</td>
</tr>
<tr>
<td>3</td>
<td>$40,320.00</td>
<td>$3,360.00</td>
<td>$775.38</td>
<td>$19.38</td>
</tr>
<tr>
<td>4</td>
<td>$48,600.00</td>
<td>$4,050.00</td>
<td>$934.62</td>
<td>$23.37</td>
</tr>
<tr>
<td>5</td>
<td>$56,880.00</td>
<td>$4,740.00</td>
<td>$1,093.85</td>
<td>$27.35</td>
</tr>
<tr>
<td>6</td>
<td>$65,160.00</td>
<td>$5,430.00</td>
<td>$1,253.08</td>
<td>$31.33</td>
</tr>
<tr>
<td>7</td>
<td>$73,460.00</td>
<td>$6,121.67</td>
<td>$1,412.69</td>
<td>$35.32</td>
</tr>
<tr>
<td>8</td>
<td>$81,780.00</td>
<td>$6,815.00</td>
<td>$1,572.69</td>
<td>$39.32</td>
</tr>
<tr>
<td>Each additional person, add:</td>
<td>$8,320.00</td>
<td>$693.33</td>
<td>$160.00</td>
<td>$4.00</td>
</tr>
</tbody>
</table>

- Clients must have an income at or below 200 percent of the federal poverty income guidelines. Adjusted gross income on tax return or net amount on pay stub determines income eligibility.

### Insurance Status of Uninsured or Underinsured

<table>
<thead>
<tr>
<th>Health Insurance Status++</th>
</tr>
</thead>
<tbody>
<tr>
<td>No health insurance</td>
</tr>
<tr>
<td>Health insurance does not cover services</td>
</tr>
<tr>
<td>Unable to pay deductible</td>
</tr>
<tr>
<td>Have MO HealthNet with spend-down, but have not met spend-down</td>
</tr>
<tr>
<td>Have Medicare Part B, are income eligible but unable to pay premium to enroll in Medicare Part B, are eligible to receive mammograms</td>
</tr>
<tr>
<td>If a woman, 50 years and older, is eligible to receive Medicare benefits but not enrolled, she should be encouraged to enroll</td>
</tr>
</tbody>
</table>

++ Women with full MO HealthNet, Medicare Part B, POS or HMO health coverage are not eligible for services.

- Providers may use the Client Eligibility Agreement form to document insurance status of the client. Copies of these forms are located on pages 10.6-.7 or download a copy at: [http://health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php](http://health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php)
Current Breast or Cervical Cancer

- Women who are currently diagnosed with breast cancer or cervical cancer are not eligible for SMHW/WISEWOMAN services. Women being currently treated for breast cancer are also not eligible for SMHW/WISEWOMAN services. Once the physician has deemed the client is finished with the treatment she can enroll into the SMHW program if eligible.

MO HealthNet (Medicaid)

- Women with MO HealthNet coverage may be eligible for SMHW/WISEWOMAN services if they are enrolled in the Expanded MO HealthNet for Pregnant Women program, Uninsured Women’s Services, or have an unaffordable MO HealthNet spend-down. Those women would be eligible for diagnostic services through SMHW/WISEWOMAN. Expanded MO HealthNet and Uninsured Women’s Services does not cover diagnostic services. They must meet all SMHW/WISEWOMAN eligibility guidelines.

Medicare

- Women enrolled in Medicare Part B are not eligible for SMHW/WISEWOMEN services. Medicare Part B covers breast and cervical cancer screenings. Refer women with Medicare Part B coverage to providers who accept Medicare reimbursement.
- Women who meet SMHW/WISEWOMAN eligibility requirements and cannot pay the premium to enroll in Medicare Part B are eligible for SMHW/WISEWOMAN screening services. If women are eligible to receive Medicare Part B benefits and not enrolled, encourage them to enroll.
- SMHW/WISEWOMAN are the payers of last resort. Providers may call program for guidance.

Insurance

- The client’s insurance must be billed first; then include the insurance payment amount in the “Comments” section on reporting forms when billing DHSS. SMHW/WISEWOMAN will only reimburse up to the total amount allowed for the procedure per program guidelines.
- SMHW and WISEWOMAN are the payers of last resort.
- Women enrolled in prepaid/managed care and health plans (such as HMOs, POS and MO HealthNet Managed Care [formerly MC+]) are not eligible for SMHW/WISEWOMAN services.
- Women who meet the SMHW/WISEWOMAN guidelines but have private insurance or who are enrolled in PPOs and are financially unable to pay the deductible or co-payment, are eligible for SMHW/WISEWOMAN.
- Provider must retain a copy of documentation of deductibles or co-payment requirements in the client’s chart along with a copy of the client’s insurance card.
- In MOHSAIC, under comments, please indicate what insurance covered in detail, or by line item. For example: $50.00 for pathology, $40.00 for mammogram, and $250 for breast biopsy. Show Me Healthy Women can only reimburse at the contracted program amount per procedure based on current MEDICARE
reimbursement rates. It is the responsibility of the provider to keep a copy of the insurance explanation of benefits (EOB) in the client's files for audits. The payment received by Show Me Healthy Women is based on Show Me Healthy Women contract rates, not the rate of a commercial insurance company, or general public.

### Documentation and Certification of Client Eligibility

The client must sign a SMHW Client Eligibility Agreement form that is retained in the client’s record each year. (Download a copy of this form at: [http://health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php](http://health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php) or pages 10.6 [English] and 10.7 [Spanish]).

Providers must obtain documentation of income, age eligibility and address, if available, on an annual basis and place a copy of the documentation in the client’s record. (Electronic or paper medical records are acceptable.)

<table>
<thead>
<tr>
<th>The following may be used for proof of income and/or age:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Driver's license</td>
</tr>
<tr>
<td>• Medicare card</td>
</tr>
<tr>
<td>• Birth certificate</td>
</tr>
<tr>
<td>• Income tax forms (annual adjusted gross income)</td>
</tr>
<tr>
<td>• Food stamps</td>
</tr>
<tr>
<td>• WIC voucher</td>
</tr>
<tr>
<td>• Social Security award letter</td>
</tr>
<tr>
<td>• Unemployment insurance</td>
</tr>
<tr>
<td>• Pay stub (net amount)</td>
</tr>
</tbody>
</table>

Once eligibility is determined, screening providers must verify eligibility on all reporting forms. To comply with the quality assurance policy, 50 percent of client records must contain proof of eligibility.

Provider must retain information in clients’ charts regarding the green history form, (pages 10.8 [English] and 10.9 [Spanish]) or at: [http://www.health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php](http://www.health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php), and review this information with each additional annual screening. Client records must be available for seven years.
Free Transportation for Clients

Free transportation is available for SMHW/WISEWOMAN clients. Providers should contact Show Me Healthy Women/WISEWOMAN staff or the Regional Program Coordinator (RPC) assigned to their area and request a travel voucher booklet. All program services qualify for transportation services, including initial office visits, lab visits, follow-up diagnostic office visits, lifestyle education sessions, and annual evaluation screenings in the contracted counties.

Note:
Call the SMHW/WISEWOMAN office toll-free at 866-726-9926 or 573-522-2845, to receive a book of 48 vouchers.
Travel Voucher Instructions

Funds are available through SMHW and WISEWOMAN to cover the cost of transportation to help remove the barrier of access to care in receiving screening, diagnostic, and education services.

Transportation services are available in all counties, except for Mississippi, Ripley, Scott and St. Louis City. Please call the RPC for assistance in those areas. See pages 3.8 and 3.9 for a complete list of transportation providers and their contact information. Services are available Monday through Friday, with charges based on urban or county trips and one-on-one or regular-route travel. When a client calls to make an appointment for a SMHW or WISEWOMAN screening or diagnostic, or education services, please ask her the following questions before making an appointment date and time for her:

**Does the client need transportation?**

If yes, explain that free transportation is available for SMHW participants. A transportation provider will pick her up at her home, take her to the clinic, and return her to her home.

Check with the transportation provider in your area for the transportation schedule. If possible set up an appointment date and time that coincides with the transportation provider’s schedule. If it is not possible to coordinate an appointment time, a special bus can be arranged by calling the transportation provider. After you have set a time and date for an appointment, please ask the client the following questions:

**Secure client address and telephone number.**

If the client does not have a telephone, ask for a neighbor’s telephone number or for another number where she can be reached.

The transportation driver may not be familiar with the client’s address and may need directions to the residence.

**Does client need any special assistance?**

If the client needs an assistant or helper, SMHW will pay for transportation for one extra person. If necessary, the client may bring a child along. If a disabled client needs more than one assistant, call SMHW for approval. If the client has special medical equipment such as a wheelchair or oxygen, please inform the transportation provider at the time of scheduling.
Travel Vouchers

The provider can mail the travel voucher to the clients' home address with the date and time of the appointment. Please give the transportation driver this voucher when he or she comes to your home. Each voucher is for a round-trip.

After you talk to the client, call the transportation office that is closest to your facility, and identify yourself as the SMHW/WISEWOMAN contact person. Give the transportation office the information you have obtained from the client.

Complete the travel voucher, and include your facility name and site code number. The client may be accompanied by one person, 17 years of age or greater.

Notification of cancellation to the transportation provider is required to avoid a penalty charge to SMHW/WISEWOMAN for the cost of a one-way trip.

Contact the transportation provider for questions related to transportation services. See page 3.8 for a complete list of transportation providers, service areas, and contact information. Address SMHW questions to the central office by calling toll-free at 866-726-9926 or 573-522-2845.
# SMHW/WISEWOMAN Transportation Providers

## Fiscal Year 2017

<table>
<thead>
<tr>
<th>Contractor/County(ies)</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dunklin County Transit Service</td>
<td>573-276-5806</td>
</tr>
<tr>
<td>Dunklin</td>
<td>New Madrid</td>
</tr>
<tr>
<td>Ray County Transportation</td>
<td>816-776-8058</td>
</tr>
<tr>
<td>Ray</td>
<td></td>
</tr>
<tr>
<td>Southeast MO Transportation</td>
<td>573-783-5505</td>
</tr>
<tr>
<td>Bollinger</td>
<td>Iron</td>
</tr>
<tr>
<td>Madison</td>
<td>St. Francois</td>
</tr>
<tr>
<td>Ste. Genevieve</td>
<td>Crawford</td>
</tr>
<tr>
<td>Dent</td>
<td>Perry</td>
</tr>
<tr>
<td>Phelps</td>
<td>Wayne</td>
</tr>
<tr>
<td>Oats, Inc.</td>
<td>573-443-4516</td>
</tr>
<tr>
<td>Adair</td>
<td>Cooper</td>
</tr>
<tr>
<td>Andrew</td>
<td>Dade</td>
</tr>
<tr>
<td>Atchison</td>
<td>Dallas</td>
</tr>
<tr>
<td>Audrain</td>
<td>Davies</td>
</tr>
<tr>
<td>Barry</td>
<td>DeKalb</td>
</tr>
<tr>
<td>Barton</td>
<td>Douglas</td>
</tr>
<tr>
<td>Bates</td>
<td>Franklin</td>
</tr>
<tr>
<td>Benton</td>
<td>Gasconade</td>
</tr>
<tr>
<td>Boone</td>
<td>Gentry</td>
</tr>
<tr>
<td>Buchanan</td>
<td>Greene</td>
</tr>
<tr>
<td>Caldwell</td>
<td>Grundy</td>
</tr>
<tr>
<td>Callaway</td>
<td>Harrison</td>
</tr>
<tr>
<td>Camden</td>
<td>Henry</td>
</tr>
<tr>
<td>Carroll</td>
<td>Hickory</td>
</tr>
<tr>
<td>Cass</td>
<td>Holt</td>
</tr>
<tr>
<td>Cedar</td>
<td>Howard</td>
</tr>
<tr>
<td>Chariton</td>
<td>Jackson</td>
</tr>
<tr>
<td>Christian</td>
<td>Jasper</td>
</tr>
<tr>
<td>Clark</td>
<td>Jefferson</td>
</tr>
<tr>
<td>Clay</td>
<td>Johnson</td>
</tr>
<tr>
<td>Clinton</td>
<td>Knox</td>
</tr>
<tr>
<td>Cole</td>
<td>Laclede</td>
</tr>
</tbody>
</table>

### No Contract

Call local RPC for assistance

<table>
<thead>
<tr>
<th>Contractor/County(ies)</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cape Girardeau</td>
<td>Ripley</td>
</tr>
<tr>
<td>Mississippi</td>
<td>Scott</td>
</tr>
</tbody>
</table>
Please check the following resource list for other transportation options that may help your client receive appropriate services: Transportation Services Catalog.

- **Ray County Transportation** 816-776-8058
- **Southeast Missouri Transportation** 573-783-5505
- **Oats, Inc.** 573-443-4516
- **No contract** Call local RPC for assistance
- **Dunklin County Transit Service** 573-276-5806
# SMHW Screening Recommendations

**Screening Recommendations**

- Provider Responsibilities
- Initial Screening
- Annual Screening
- Rescreening

**Green History Form**

**Clinical Requirements**

- Comprehensive Breast and Cervical Screening
- Breast Cancer Screening
- Cervical Cancer Screening

**Blue Screening Form**

**Clinical Service Summary**
SMHW Screening Recommendations

Routine screening and early detection are vital to reducing morbidity and mortality from breast and cervical cancer. Regular screening and early detection decreases mortality and improves quality of life for all individuals. Regular clinical breast exams, mammography, pelvic exams, and Pap tests are the best screening methods available for breast and cervical cancers and pre-cancerous conditions.

Provider Responsibilities

- Schedule annual breast and cervical cancer screenings appropriately for clients.
- Notify clients in advance of recommended screening dates. If the client does not schedule an appointment after the first notification, a second attempt shall be made.

Initial Screening

The initial screening is:

- The first screening performed on a woman by a SMHW provider.
- OR
- If a client has not been seen for five years for a SMHW screening by the same provider.

**NOTE:**

Initial clients need to complete a SMHW green history form (pages 10.8 [English] and page 10.9 [Spanish]) or download a copy at: [http://www.health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php](http://www.health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php)

Annual Screening

The annual screening is:

- The process of returning for an annual screening test at a predetermined interval. SMHW defines an annual screening to be 10 months or greater from the initial screening or previous annual screening.

**NOTE:**

Annual clients need to review and update the green history form at each annual visit either by completing a new form or by reviewing and initialing updates and initialing the new form with the date of the current visit.
Rescreening

Rescreening is:

- An additional screening visit resulting from an abnormal initial or abnormal annual screening that is less than 10 months from an initial or annual screen.

**NOTE:**

If there is a delay in the rescreening visit for 10 months or more from the date of the annual/initial visit, reimbursement occurs only after the rescreen meets breast/cervical criteria for an annual screening.
Green History Form

All forms are specific for each grant year. When submitting an electronic or a paper form, use the version of the form that is dated correctly to correspond with the date of service. At the beginning of each grant year there are multiple versions of this form in Missouri Health Strategic Architectures and Information Cooperative (MOHSAIC). Click on the correct version when entering electronic forms. If using paper forms, check for the year of the form in the lower left corner: example (3/14).

**NOTE:**

All clients who participate in SMHW must complete a Patient History Form also referred to as green history form at the initial screening. The green history form is available in English and Spanish. Assistance may be given to the client for completion of the form. To order blank forms from SMHW call toll-free at 866-726-9926 or 573-522-2845.

- Information from the green history form is used to verify a client’s eligibility for screening, as well as statistics to evaluate the program. Some information from the green history form is also reported to the Centers for Disease Control and Prevention (CDC). Keep all information confidential.
- The information on the original form shall be entered electronically in the MOHSAIC system. File all reported information in the client's record.
- A copy of the green history form is located on page 10.8 [English] and page 10.9 [Spanish] or download a copy at: http://health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php.
- If you have additional questions, please call SMHW/WISEWOMAN toll-free at 866-726-9926 or 573-522-2845 for general assistance with central office staff.
- If you have questions or concerns regarding specific issues with MOHSAIC, contact the ITSD Help Desk by telephone at 800-347-0887 or by e-mail at support@health.mo.gov.
Clinical Requirements for SMHW Services

The screening services outlined in the following pages are clinical requirements and shall be completed by the provider of SMHW services in order to be considered for reimbursement. Age restrictions and income guidelines always apply. Providers must have the capability to provide or offer access to the following services:

Comprehensive Breast and Cervical Screening

- Clinical Breast Exam (CBE) provided annually for all women.
  - Client education on the importance of obtaining screenings for breast and cervical cancer according to the appropriate screening schedules.
  - Routine screening mammogram offered annually or every other year per clinician and client determination, beginning at age 50 and over. Special circumstances include (Table 1, page 4.6):
    - Offer a mammogram annually if a woman has a personal history of breast cancer.
    - Any client, age 35 or older, who currently has abnormal breast exam results, can receive diagnostic mammograms and other necessary breast diagnostic services covered by the SMHW program.
  - Complete visual and manual pelvic examination.
  - Pap test, conventional or liquid-based, at appropriate intervals (Table 2, page 4.7).
  - Documentation of providing screening examination results to clients per verbal report or in writing.
  - Appropriate and timely case management for all clients with suspicious or abnormal results, including rescreening, diagnostic procedures and/or treatment.

Annual Screening Protocol

Age restrictions and income guidelines always apply to a client’s eligibility for the services described below.

Breast Cancer Screening

- SMHW will reimburse for an annual breast cancer screening after ten (10) months has lapsed from the previous annual breast cancer screening. This includes annual CBE for all SMHW women ages 35 to 64 and yearly or every other year screening mammogram for women ages 50 and older.
  - If a mammogram is completed in a mammography van, a CBE is not required for mammography reimbursement. In all other scenarios, a CBE is required for mammography reimbursement. When the mammogram is performed on a mammogram van, the blue screening form, “Section B5 Mammography provider facility” field should be completed to include the name of the facility providing the van and include the word “Van” by the facility name. Example: Ellis Fischel Van. When done on a Mam Van, mark box “Van” on the blue form or in MOHSAIC.
• Perform a CBE annually on all women, especially if they have had previous breast cancer surgery.
• Annually provide clients, ages 35 to 64 with a personal history of breast cancer, a diagnostic mammogram.
• Family history of breast cancer does not qualify a woman for routine mammograms.
• A client with self-reporting abnormal breast self-exam (BSE) may be followed with a diagnostic breast work-up, with the \textbf{exception of} self-reporting pain and tenderness or family history. If pain and tenderness are self-reported, she may be followed with a rescreening CBE in two (2) weeks up to 10 months. If the client continues to report pain and tenderness, case management is at the clinician’s discretion.

\begin{itemize}
  \item [(Diagnostic workup may include services such as: diagnostic mammogram, ultrasound, specialist consult and breast biopsy.)]
\end{itemize}

• Mammogram funding for the purpose of screening women 40 to 49 years of age without abnormal breast findings through SMHW may be available. Funding is dependent on availability of donated funds.

\textbf{NOTE:}

To reserve and schedule donated funding for the woman’s screening mammogram, obtain prior approval by calling toll-free 866-726-9926 or 573-522-2845.

• Women 35 years of age and older qualify for diagnostic breast services if breast exam findings are abnormal.
Table 1

<table>
<thead>
<tr>
<th>Age</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age 35 to 39</td>
<td>Complete breast exam by health care provider annually</td>
</tr>
<tr>
<td>Age 40 to 49</td>
<td>Complete breast exam by health care provider annually Screen mammogram every 1 to 2 years IF funding is available*</td>
</tr>
<tr>
<td>Age 50 and over</td>
<td>Complete breast exam by health care provider annually Mammogram every 1 to 2 years</td>
</tr>
</tbody>
</table>

The Missouri SMHW program follows guidelines of the CDC and NCI. Clinically evaluate and schedule appropriate diagnostic procedures within 60 days, for symptomatic women.

Screening Mammograms for Women age 40 to 49 (dependent upon funding)
- For preauthorization, please call the DHSS toll-free at 866-726-9926 or 573-522-2845.
- Screening mammogram funding for this age group is only available if donations or other funding sources become obtainable during the current contract year.

Cervical Cancer Screening

- Pap test results of “inadequate specimen” are not reimbursable by SMHW.
  - Pap test results initially indicating no endocervical cells should refer to 2013 ASCCP guidelines.
  - For women who have a cervix, Pap tests will be covered every three (3) years if no human papillomavirus (HPV) done, or screening with a combination of a Pap test and HPV testing every five (5) years. See blue screening form (pages 10.10-.11).
- Hysterectomy:
  - SMHW will NOT fund Pap testing for women who had a hysterectomy for benign (non-cervical neoplasia) conditions. A woman who has no cervix due to a reason other than cancer may have a pelvic exam to establish that there is no cervix.
  - Follow a woman annually for 10 years (conventional or liquid-based Pap tests can be annually reimbursed) if reason for hysterectomy is unknown or if it was for CIN 2, CIN 3, AIS or cervical cancer in situ, which was biopsy-documented.
  - Women who had a hysterectomy for invasive cervical cancer should undergo an annual Pap test (conventional or liquid-based) indeﬁnitely as long as they are in good health.
  - Annual Pap test may be done only for persons who meet speciﬁc high-risk guidelines for cervical cancer per CDC and/or SMHW Advisory Board approval.
### Table 2

#### Annual Cervical Cancer Screening Recommendations for Women*

<table>
<thead>
<tr>
<th>Age</th>
<th>Recommendation</th>
</tr>
</thead>
</table>
| **Age 35 to 64**     | - Pelvic exam may be offered annually or with Pap testing schedule  
- Conventional or Liquid-based Pap test every 3 years  
  **Or**  
- Combination Pap test and human papillomavirus (HPV) test every 5 years |
| **Age 35 and over**  | **AFTER HYSTERECTOMY**  
- Pap is **NOT** covered for those whom have undergone a hysterectomy **unless**: (Page 4.8, Table 3)  
  - They have a remaining cervix  
    **Or**  
  - They had surgery for CIN 2, CIN 3; CIS/AIS (eligible for annual Pap for 10 years from date of hysterectomy).  
  - They have invasive cervical cancer (eligible for annual Pap) |

Pap findings are reported using the 2001 Bethesda System Guidelines.

The Missouri SMHW program follows guidelines of the CDC and American Society for Colposcopy and Cervical Pathology (ASCCP) for screening and diagnostic recommendations.

**NOTE**: *Intervals above are guidelines for asymptomatic women only. Evaluate and schedule appropriate diagnostic procedures quickly, preferably within 60 days, but within a maximum of 90 days for symptomatic women.*
### Table 3

<table>
<thead>
<tr>
<th>Cervical Cancer Risk Factors to Consider</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Women who warrant annual Pap test (conventional or liquid-based) must have a personal history of one of the following HIGH RISK factors:</strong></td>
</tr>
<tr>
<td>- Hysterectomy for invasive cervical cancer. Screenings may continue indefinitely, as long as they are in good health.</td>
</tr>
<tr>
<td>- CIN 2, CIN 3 or CIS/AIS lesions documented by tissue biopsy after hysterectomy (not based on Pap results). Follow routine Pap intervals after the client has 10 years of annual Pap test with negative results.</td>
</tr>
<tr>
<td>- Hysterectomy with reason unknown and not obtainable. Follow routine Pap intervals after the client has 10 years of annual Pap test with negative results.</td>
</tr>
<tr>
<td><strong>If Pap test is performed due to one the following reasons, please note this in the comments section on the blue screening form.</strong></td>
</tr>
<tr>
<td>- HIV+</td>
</tr>
<tr>
<td>- Kidney or other organ transplant</td>
</tr>
<tr>
<td>- Medication for severe arthritis or other collagen vascular disease</td>
</tr>
<tr>
<td>- Diethylstilbestrol exposure in utero</td>
</tr>
<tr>
<td><strong>Risk factors which are NOT adequate to warrant annual Pap screening:</strong></td>
</tr>
<tr>
<td>- Smoking</td>
</tr>
<tr>
<td>- Low income</td>
</tr>
<tr>
<td>- Numerous sexual partners (known or suspected)</td>
</tr>
<tr>
<td>- HSIL unless histologically diagnosed with a biopsy</td>
</tr>
</tbody>
</table>
Section 4
SMHW Screening Recommendations

Blue Screening Form

All forms are specific for each grant year. When submitting an electronic or a paper form, use the version of the form that is dated correctly to correspond with the date of service. At the beginning of each grant year there are multiple versions of this form in MOHSAIC (page 10.10-.11). Be sure to click on the correct version when entering electronic forms. If using paper forms, check for the year of the form in the lower left corner.

**NOTE:**

The Screening Report Form, also referred to as blue screening form, must be completed for all clients participating in the SMHW program. Please order blank forms from SMHW by calling 573-522-2845 or toll-free at 866-726-9926.

- Information from the blue screening form is used to verify clients’ eligibility for screening, as well as diagnostic services that are recommended. Some information from the blue form is reported to the CDC. Keep all information confidential.
- The information on the original form shall be entered electronically in the MOHSAIC system. File all reported information in the client’s record.
- A copy of the blue screening form is located on pages 10.10-.11 or download a copy at: [http://health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php](http://health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php)
- If you have additional questions, please call SMHW/WISEWOMAN toll-free 866-726-9926 or 573-522-2845 for general assistance with central office staff.
- If you have questions or concerns regarding specific issues with MOHSAIC, contact the ITSD Help Desk by telephone at 800-347-0887 or by e-mail at support@health.mo.gov.
<table>
<thead>
<tr>
<th>Provider Service</th>
<th>SMHW Client</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initial and Annual Screening:</strong></td>
<td><strong>SMHW Client:</strong></td>
</tr>
<tr>
<td>SMHW 20-minute office visit</td>
<td>1. Provide verification of household income, date of birth.</td>
</tr>
<tr>
<td></td>
<td>2. Sign eligibility agreement form to participate in SMHW/WISEWOMAN services.</td>
</tr>
<tr>
<td></td>
<td>3. Complete green history form (pages 10.8-.9).</td>
</tr>
<tr>
<td><strong>SMHW Provider:</strong></td>
<td>1. Verify client eligibility and retains a copy of the documentation in the chart.</td>
</tr>
<tr>
<td></td>
<td>2. Give a copy of HIPAA form to client.</td>
</tr>
<tr>
<td></td>
<td>3. Review client history form with client; update or clarify information on subsequent annual visits.</td>
</tr>
<tr>
<td></td>
<td>4. Perform CBE on women age 35 to 64 or older.</td>
</tr>
<tr>
<td></td>
<td>5. Refer clients 50 years and older whose CBE is normal or benign for screening mammogram at one to two year intervals.</td>
</tr>
<tr>
<td></td>
<td>6. Perform pelvic exam on all women ages 35 to 49. Offer pelvic exam to women ages 50 to 64 or older.</td>
</tr>
<tr>
<td></td>
<td>7. Perform Pap tests per SMHW/CDC protocols and intervals depending on age, previous screening cycle, presence of cervix, reason for hysterectomy, and previous Pap result (page 4.7, Table 2 and 4.8 Table 3 guidelines).</td>
</tr>
<tr>
<td></td>
<td>8. Schedule follow-up as needed. Refer clients with abnormal breast and cervical results for diagnostic exams as needed.</td>
</tr>
<tr>
<td></td>
<td>9. Submit green history form and blue screening form.</td>
</tr>
</tbody>
</table>

*(Continued on next page)*
### Provider Service  | SMHW Client
---|---
**Tobacco Quitline:**  
1. Refer clients who smoke to the Missouri Tobacco Quitline, 800-QUIT-NOW (800-784-8669).
2. Provide Quitline card.

**Diagnostic Office Visit:**  
20- or 30-minute office visit.  
1. Follow abnormal breast results within 60 days of result.
2. Follow abnormal cervical results by diagnostic tests within 60 to 90 days.
3. Refer women age 35 to 64 or older who have abnormal CBE, qualifying self-reporting symptoms, or personal history of breast cancer for diagnostic mammogram and possibly other breast diagnostics.
4. Schedule client for cervical follow-up rescreens or further cervical diagnostic services as needed.
5. For alert/abnormal screening results, complete documentation of scheduled or completed medical evaluation and results on Section B and/or C of the blue screening form.
6. Electronically submit purple breast form and yellow cervical form.
7. Contact RPC for any client refusals or patterns of missed appointments.
### Tobacco Quitline:

**SMHW Provider:**
1. Refer clients who smoke to the Missouri Tobacco Quitline, 800-QUIT-NOW (800-784-8669).
2. Provide Quitline card.

### Diagnostic Office Visit:

20- or 30-minute office visit. *Specific timeframes may apply.*

**SMHW Referrals/Diagnostics:**
1. Follow abnormal breast results within 60 days of result.
2. Follow abnormal cervical results by diagnostic tests within 60 to 90 days.
3. Refer women age 35 to 64 or older who have abnormal CBE, qualifying self-reporting symptoms, or personal history of breast cancer for diagnostic mammogram and possibly other breast diagnostics.
4. Schedule client for cervical follow-up rescreens or further cervical diagnostic services as needed.
5. For alert/abnormal screening results, complete documentation of scheduled or completed medical evaluation and results on Section B and/or C of the blue screening form.
6. Electronically submit purple breast form and yellow cervical form.
7. Contact RPC for any client refusals or patterns of missed appointments.
Breast Diagnostic Services and Treatment Coordination

Provider Assurances ................................................................................................................. 5.1

Rescreen Protocols ................................................................................................................. 5.2

Specialist Consultation Guidelines .......................................................................................... 5.4

Diagnostic Services Available .................................................................................................. 5.5

Guidelines: Breast Diagnostic Services .................................................................................... 5.6

Guidelines: Clinical Tables and Abnormal Breast Algorithms .................................................. 5.8

Purple Breast Form ................................................................................................................ 5.17

Alert Value Follow-Up ............................................................................................................. 5.18
Diagnostic Breast Services & Treatment Coordination

A mandatory component as a provider of the SMHW program is the responsibility for providing clinical case management of abnormal findings as well as reporting the abnormal findings, and the outcomes to the SMHW program on a timely basis.

The clinician, using current standards of practice and the established SMHW breast cancer screening protocols, determines abnormal findings clinical case management type and frequency.

Providers must ensure the following

Suspicious or Abnormal Breast Results

Clients with suspicious or abnormal breast results will receive the necessary case management as determined by the clinician based on current standards of practice for rescreening, diagnosis and/or appropriate treatment. Clinicians will report data to SMHW. Two diagnostic tests must be completed after an abnormal CBE. Include a detailed comment on the form why a second diagnostic test was not completed.

CDC: 60 days or less from result of suspicious for cancer screening to diagnosis

Standard: 60 days or less from time of cancer diagnosis to start of treatment

Breast Exception

An exception in counting the number of days has been made for women referred into the program for diagnostic evaluation after an abnormal breast test result is received from a provider outside of the SMHW program. In this instance, the interval shall begin on the referral date for diagnostic testing rather than the date of the initial abnormal breast test.
Determination of Screening Results

Suspicious screening results will be determined as normal or abnormal through short-term rescreen or diagnostic procedures.

- Notify and explain to the client with abnormal findings the need for any additional diagnostic service(s).

Pending Abnormal Screening Results

If abnormal screening results are pending for ten (10) months or longer, client eligibility must be checked and a new annual screening test must be performed prior to the initiation of further diagnostic studies. SMHW will only reimburse for additional diagnostic services if the client continues to meet SMHW eligibility guidelines.

- For clients referred to direct billing diagnostic providers (page 9.4), continue to track that the client receives/attends the scheduled appointments.
- For a client diagnosed with cancer, SMHW providers must provide the following information to SMHW:
  - Date treatment started
  - Type of treatment initiated
  - Name of the facility where treatment occurred

Note:
Contact the RPC in your area (pages 13.1-.2) with questions.

Rescreen Protocol

CBE

- A repeat CBE is optional as a rescreen, 14 days to ten (10) months later, when a CBE was initially termed suspicious for cancer and after performance of appropriate diagnostic tests confirmed a non-cancer diagnoses. There must be a previously documented first occurrence of breast pain/tenderness. It is acceptable to enter the first occurrence of pain/tenderness in the comment section if no prior Show Me Healthy Women documentation submitted.

Mammogram

- SMHW will pay up to four consecutive probable benign mammograms within a two year period. The standard recommendation of a probable benign mammogram is four consecutive six-month follow-ups (a complete cycle of two years). However, if during this follow-up cycle, the test result is downgraded to a benign finding (Category II), additional follow-up is not required. If the result remains probably benign or upgraded to a higher category, another type of additional diagnostic testing must be performed within 60 days.
• A repeat mammogram is an option within ten (10) months if the previous mammogram reported to SMHW was a “Category 0, Assessment incomplete.” If “Category 0, Assessment incomplete” is the result reported on a mammogram, film comparison, additional mammography, or ultrasound images are needed within 60 days. If possible, providers should not enter this result until the final result is available. However, if “Category 0, Assessment incomplete” is noted on the blue screening form (pages 10.10-.11) providers should complete the film comparison or take additional images within 60 days. The film comparison result should be reported on the purple breast form (pages 10.12-.13) if the blue screening form has already been submitted. Additional imaging would also be reported on the purple breast form (pages 10.12-.13).

**Reporting Directions:**

If a client receives breast diagnostic procedures that recommend a rescreen mammogram or rescreen ultrasound (typically in six months), the current purple breast form (pages 10.12-.13) should be entered as “Work-up complete.” When the rescreen mammogram is submitted it shall be on a blue screening form (pages 10.10-.11) entered as “Rescreen.”

**Ultrasound**

• Ultrasound may be used as a rescreening tool when a mammogram is not appropriate. Rescreen must be less than ten months from original abnormal ultrasound screening.

**Limitation:**

SMHW will not reimburse for more than two consecutive ultrasound tests with the result of “probably benign” without further diagnostic testing planned within 60 days (something other than ultrasound such as a specialist consult or biopsy).

**Reporting Directions:**

If a client receives breast diagnostic procedures that recommend a follow-up/rescreen mammogram or ultrasound in six months, enter as “Work-up complete” on the current purple breast form (pages 10.12-.13). Submit the rescreen ultrasound on a purple breast form with “Rescreen ultrasound” box checked.
Specialist Consultation Guidelines

A SMHW client may be referred for a specialist consultation following abnormal screening and diagnostic test results. Refer clients requiring a specialist consultation to a surgeon, OB/GYN specializing in breast and/or cervical health, or a physician or nurse practitioner who works for a cancer diagnostic or treatment center. Referral to the same screening examiner is not a specialist consult.

**Limitation:**

Reimbursement for breast and/or cervical specialist consultation following abnormal results is limited to one breast and one cervical referral per client in a contract year.

**Specialist Consultation Reminder**

- Retain a copy of the consult in the client's chart. Do not submit a copy to SMHW.
**ATTENTION:**
Complete breast diagnostic services within 60 days of an abnormal screen.

### LIMITATIONS FOR DIAGNOSTIC SERVICES

<table>
<thead>
<tr>
<th>Breast Cancer</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Diagnostic mammogram (Digital or Conventional)</td>
</tr>
<tr>
<td>• Breast ultrasound</td>
</tr>
<tr>
<td>• MRI (prior approval must be obtained)</td>
</tr>
<tr>
<td>• FNA without pathology</td>
</tr>
<tr>
<td>• FNA clinical procedure plus pathology</td>
</tr>
<tr>
<td>• FNA deep tissue under guidance plus pathology</td>
</tr>
<tr>
<td>• Core needle biopsy</td>
</tr>
<tr>
<td>• Stereotactic biopsy</td>
</tr>
<tr>
<td>• Incisional biopsy</td>
</tr>
<tr>
<td>• Excisional biopsy</td>
</tr>
<tr>
<td>• Specialist consultation</td>
</tr>
<tr>
<td>• Facility fees</td>
</tr>
<tr>
<td>• General anesthesia*</td>
</tr>
</tbody>
</table>

*Only one (1) anesthesia fee reimbursement paid for when performing multiple biopsies during the same operation.

*Payment: Services are paid at an outpatient rate only. SMHW program reimburses for services as indicated on pages 9.6-.10.

Protocols: The frequency and type of services is at the discretion of the clinician based on current standards of practice and on the protocols included on pages 5.8-.16.
Guidelines for Breast Diagnostic Services

CBE Suspicious for Cancer
- Completely evaluate and appropriately refer women age 35 and older with a clinically suspicious lesion.

Non-palpable Mammography Abnormality
- Mammography results reported by a radiologist with reference to America Cancer Society (ACS) categories “Suspicious abnormality” (Category 4) or “Highly suggestive of malignancy” (Category 5) should be referred to a surgeon.
- “Assessment incomplete” (Category 0) should be followed by additional views, comparison of films and/or ultrasound within 60 days. If comparison of previous films is needed, only the final result of the comparison study should be reported. Providers who have already submitted reporting forms with the “Assessment incomplete” (Category 0) should enter results on the Breast Diagnosis and Treatment form in the film comparison section.

Ultrasound
- Ultrasound may be recommended when the CBE is suspicious for cancer and mammogram is not appropriate.
- Abnormal ultrasound requires additional diagnostic imaging.
- Refer women whose results are Category 4 or Category 5 to the BCCT program with or without a biopsy.

Magnetic Resonance Imaging (MRI)
- All MRIs MUST HAVE PRIOR APPROVAL from the SMHW program manager. Contact your RPC with client information for approval from the manager.
- SMHW will pay for screening breast MRI when done with a mammogram and documented with one of the following:
  - BRCA mutation
  - A first-degree relative whom is a BRCA carrier
  - A lifetime risk of > 20-25% as defined by risk assessment models such as BRCAPRO (as they are highly dependent on family history)
- The CDC suggests that providers should discuss risk factors with all clients to determine if she is at high risk for breast cancer.
- MRI should **NEVER** be done alone as a breast cancer screening tool.
• Breast MRI cannot be reimbursed to assess the extent of disease in clients who have already been diagnosed with breast cancer.
• To be most effective, it is critical to complete MRIs at facilities equipped with breast MRI equipment and perform MRI-guided breast biopsies.

Breast Biopsies:
**Fine Needle Aspiration, Core Needle, Stereotactic, Incisional or Excisional**
- The BSE, CBE and/or imaging mammogram/ultrasound must be suspicious for cancer and information submitted to SMHW before the program will reimburse for breast biopsies.

3-D Mammography/Tomosynthesis
- For clients who undergo 3-D mammography, SMHW will reimburse at the rate for a standard digital 2-D mammography. Under the comments section of MOHSAIC, please enter that client had a 3-D mammogram.
- CDC does not allow SHHW to reimburse for 3D mammography/tomosynthesis.
Guidelines for the Management of **Breast Self-Exam (BSE)**

**Reported Symptoms**

MOHSAIC Reporting Form: (Blue) Screening Form Section B1 and B2

| (1) **Self-reported Lump** | Option 1) Clinician to perform CBE and it is their discretion to follow in less than 60 days with 2 diagnostic tests per program guidelines:
- Diagnostic mammogram,  - Specialist consult, or
- Ultrasound,  - Breast biopsy

Option 2) Clinician to perform CBE and it is their discretion to follow in 14 days – 10 months with a rescreen CBE |

| (2) **Nipple Discharge**
(Especially unilateral spontaneous clear or bloody drainage) | Option 1) Clinician to perform CBE and it is their discretion to follow in less than 60 days with 2 diagnostic tests per program guidelines:
- Diagnostic mammogram,  - Specialist consult, or
- Ultrasound,  - Breast biopsy

Option 2) Clinician to perform CBE and it is their discretion to follow in 14 days – 10 months with a rescreen CBE |

| (3) **Skin Changes**
(dimpling, retraction, new nipple inversion, ulceration or Paget’s disease) | Option 1) Clinician to perform CBE and it is their discretion to follow in less than 60 days with 2 diagnostic tests per program guidelines:
- Diagnostic mammogram,  - Specialist consult, or
- Ultrasound,  - Breast biopsy

Option 2) Clinician to perform CBE and it is their discretion to follow in 14 days – 10 months with a rescreen CBE |

| (4) **Pain/Tenderness** | If pain and tenderness are reported, client may be followed with a rescreen CBE in 14 days to 10 months. If client continues to report pain and tenderness twice, and breast cancer is a concern; it is the clinician’s discretion for additional follow-up or 2 diagnostic tests per program guidelines, insert statement in comment section at bottom of screening form that additional diagnostics are being done following a second rescreen. If the client comes with a recent previous history of a documented pain or tenderness complaint, make a note in the comments when the physician documented the issue, and report it as a second occurrence of pain on the blue screening form. Please consult the RPC for your area for clarification. |

| (5) **Other** | Example: Personal history of treated breast cancer. In this case, client may receive a diagnostic mammogram annually. Example: Known BRCA carrier. At this time, screening guidelines are not altered due to genetic predisposition for breast cancer. |

| (6) **Family History** | At this time, screening guidelines are not altered due to family history of breast cancer. |
## Guidelines for the Management of *Clinical Breast Exam (CBE)* Results

*Indicates suspicious for cancer and requires additional follow-up in less than 60 days from the date of the abnormal CBE result.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MOHSAIC Reporting Form: Blue screening Form Sections B3 and B4</strong></td>
<td></td>
</tr>
<tr>
<td><strong>(1)</strong> Benign Finding</td>
<td>Fibrocystic changes, diffuse lumpiness that is not clinically suspicious, clearly defined symmetrical thickening, tenderness, or nodularity palpated in the same location in both breasts. Examples include: fibroadenomas, multiple secretory calcifications, oil cysts, lipomas, galactoceles, mixed density hamartomas, intramammary lymph nodes, vascular calcification, implants, and architectural distortion related to previous surgery.</td>
</tr>
<tr>
<td><strong>(2)</strong> <em>Discrete Palpable Mass</em></td>
<td>Includes masses that may be diffuse, poorly defined thickening, asymmetric thickening/nodularity, cystic or solid.</td>
</tr>
<tr>
<td><strong>(3)</strong> <em>Nipple Discharge</em></td>
<td>Whether or not there is a palpable mass especially spontaneous unilateral, clear, serous, sanguineous or serosanguineous.</td>
</tr>
<tr>
<td><strong>(4)</strong> <em>Nipple Excoriation, Areolar Scaliness, or Erythema</em></td>
<td>Clinically suspicious of Paget’s Disease.</td>
</tr>
<tr>
<td><strong>(5)</strong> <em>Skin Changes</em></td>
<td>Dimpling; retraction; new nipple inversion/peau d’orange; ulceration; one breast lower than usual; prominent veins, unilateral; unusual increase in size, unilateral lymph nodes; also swelling of upper arm. Clinically suspicious of Inflammatory Breast Cancer.</td>
</tr>
<tr>
<td><strong>(6)</strong> <em>Abnormal clavicular, or axillary lymph nodes, or swelling of upper arm.</em></td>
<td>Enlarged, tender, fixed or hard palpable supraclavicular, infraclavicular or axillary lymph nodes, also swelling of upper arm.</td>
</tr>
</tbody>
</table>

CBE may be repeated in 14 days to 10 months. (NOT eligible for SMHW reimbursed diagnostics with these results)

2 diagnostic tests are to be performed per program guidelines (if something different is done, make a note in the comments section of the form).

- Diagnostic Mammogram
- Ultrasound
- MRI (obtain preapproval)
- Breast Consult
- FNA
- biopsy

SMHW program does not reimburse for skin biopsy.

Reassess clinical/pathology correlation if tissue biopsy results are benign. Also consider repeating the biopsy.
**Guidelines for the Management of a “Suspicious for Cancer” CBE and First Follow-up Test is a Diagnostic Mammogram**

*All diagnostic follow-up should be completed in less than 60 days from the date of the abnormal CBE*

*If the first test following an abnormal CBE is a mammogram, no matter the mammogram result (Category 0-5), an additional, different type of diagnostic test should be completed within 60 days of the abnormal CBE result.*

*Use a diagnostic mammogram, rather than a screening mammogram, if a mammogram is preferred following an abnormal CBE.*

The typical standard of care following an abnormal (suspicious for cancer) CBE when the first diagnostic test performed, is a mammogram is to complete another type of diagnostic test such as specialist consult, ultrasound, FNA, or tissue biopsy. If this protocol is not followed, justification of why a second test is not needed must be documented in the comment section at the bottom of the blue screening form.

### Mammogram Result Category 0

**Assessment Incomplete**

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compare to Previous Films</strong> <em>(Enter Results on a Blue Screening Form)</em></td>
<td><strong>Additional Diagnostic Mammogram Views</strong> <em>(Enter Results on a Blue Screening Form)</em></td>
<td><strong>Ultrasound</strong> <em>(Enter Results on a Purple Diagnostic Form)</em></td>
</tr>
<tr>
<td>If comparison does not clinically clarify mammogram result to a specific category 1-5, should perform ultrasound or refer to specialist and progress using program guidelines for breast follow-up as clinically indicated. <em>(Note: It is preferable to hold blue MOHSAIC reporting form submission until comparison results can be entered on the initial form)</em></td>
<td>If additional mammogram views do not clinically clarify result to a specific category 1-5, should perform ultrasound or refer to specialist and progress using program guidelines for breast follow-up as clinically indicated. <em>(Note: Updates of the additional mammogram views should be submitted on a purple breast diagnostic MOHSAIC form)</em></td>
<td>If Ultrasound result does not clinically correlate to the CBE result, should refer to specialist and progress to other SMHW covered diagnostic tests and progress using program guidelines for breast follow-up as clinically indicated. <em>(Note: Ultrasound result should be submitted on a purple breast diagnostic MOHSAIC form)</em></td>
</tr>
</tbody>
</table>

### Once Mammogram Result is Clarified from Category 0 to a Specific Category 1-5,

**Refer to Next Page for Follow-up Guidelines:**

SMHW staff note that at times, the original screening provider performs a diagnostic mammogram and when the client is referred to another direct biller for further diagnostics, the direct biller is repeating a mammogram. Please avoid this duplication of services when possible, to conserve funding, service and appointment efforts. If the original provider is highly suspicious of cancer, please consider where the woman would go for treatment if she is found to have breast cancer and refer for the diagnostic mammogram as appropriate. If the potential treating provider is located a significant distance away and it would create a hardship for the client to travel for the initial diagnostics please take that situation into consideration.

*(Follow-up Guidelines for Mammogram results Categories 1-5 is on page the next page.)*
Guidelines for the Management of a “Suspicious for Cancer” CBE and First Follow-up Test is a Diagnostic Mammogram

*All diagnostic follow-up should be completed in less than 60 days from the date of the abnormal CBE.

<table>
<thead>
<tr>
<th>Mammogram Result Category 1 or 2</th>
<th>Mammogram Result Category 3</th>
<th>Mammogram Result Category 4 or 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negative or Benign</td>
<td>Probably Benign</td>
<td>Suspicious Abnormality or Highly Suggestive of Malignancy</td>
</tr>
<tr>
<td>Should Perform Another type of Breast Diagnostic Testing (as clinically indicated) such as:</td>
<td>Should Perform Another type of Breast Diagnostic Testing (as clinically indicated) such as:</td>
<td>Perform Ultrasound (if clinically appropriate) to qualify client for BCCT OR</td>
</tr>
<tr>
<td>• Ultrasound</td>
<td>• Ultrasound</td>
<td>• If Ultrasound is not clinically appropriate or US result is Category 1-3; perform a Breast Consult AND FNA or Tissue Biopsy as clinically indicated.</td>
</tr>
<tr>
<td>• Surgical Consult</td>
<td>• Surgical Consult</td>
<td>(Note: It is preferable to qualify client for BCCT services by obtaining abnormal Ultrasound results of 4 or 5 rather than SMHW reimbursement for a biopsy – but if necessary, biopsy is payable by SMHW)</td>
</tr>
<tr>
<td>• FNA</td>
<td>• FNA</td>
<td></td>
</tr>
<tr>
<td>• Tissue Biopsy</td>
<td>• Tissue Biopsy</td>
<td></td>
</tr>
<tr>
<td>• MRI (obtain prior approval from SMHW manager)</td>
<td>• MRI (obtain prior approval from SMHW manager)</td>
<td></td>
</tr>
</tbody>
</table>

Perform Follow-up per Guidelines as Listed Below:

Please Note: If clinician recommends other clinical protocol to be considered, please contact the SMHW RPC or the central office SMHW staff at toll-free at 866-726-9926. The above are considered to be typical guidelines and not definitive practice standards appropriate for every situation. These guidelines address protocols that are reimbursable by the SMHW program. See provider manual for more specific information regarding covered services.
### Guidelines for the Management of Women Who Have Suspicious for Cancer CBE and First Follow-up Test Is NOT a Mammogram

(Must offer 1 or more clinically appropriate tests below)

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ultrasound</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category 1 (Negative) or Category 2 (Benign)</td>
<td>• Diagnostic Referral based on CBE result.</td>
<td></td>
</tr>
</tbody>
</table>
| Category 3 (Probably Benign) | • Clinician’s discretion  
• May proceed to Ultrasound, Surgical Consult, FNA or Biopsy within 60 days,  
• May designate work-up complete and return to routine screening,  
• May rescreen every 6 to 12 months for 1 to 2 years*  
• May rescreen at shorter intervals if medically necessary  
*If there are more than two consecutive “probably benign” results, client must have follow-up with another type of diagnostic testing such as surgical consult, FNA or biopsy, or continue rescreening schedule. |                                                                                                                                          |
| Category 4 (Suspicious Abnormality) or Category 5 (Highly Suggestive of Malignancy) | • Qualifies for BCCT (temporary eligibility) (SMHW should pay for the US) Then the specialist consult and tissue biopsy can be performed through the BCCT program. Refer to Section 7 and complete and submit form on page 12.18. | If tissue biopsy is positive for breast cancer, client qualifies for the BCCT MO HealthNet application for treatment eligibility. See Section 7. Complete and submit form on page 12.19. |
| **Mammogram** |                                                                                                                                               |                                                                                                                                          |
| Category 0 (Assessment Incomplete) | • Compare to previous films, complete additional mammogram views, or perform Ultrasound                                                                 |                                                                                                                                          |
| Category 1 (Negative) or Category 2 (Benign) | • Work-up may be complete if another test result is not suspicious for cancer  
• Clinician’s discretion to proceed to Ultrasound, Surgical Consult, FNA, MRI (prior approval obtained from SMHW manager), or Biopsy within 60 days or  
• Designate work-up complete & may rescreen at 6 month intervals for the next 6-24 months*  
*If there are two consecutive “probably benign” results, client must have some other type of further diagnostic testing done such as surgical consult, FNA, or biopsy within 60 days of abnormal CBE result |                                                                                                                                          |
| Category 3 (Probably Benign) | • Must proceed to Ultrasound, Surgical consult, FNA, or Biopsy  
• If Ultrasound result is a Category 4 or 5, complete and submit form on page 12.19 before proceeding with further diagnostics. With these ultrasound results, clients will be eligible to receive any further diagnostic and treatment services through the MO HealthNet program as well as health care for other medical issues that may occur. MO HealthNet requires prior authorization for many procedures, including ultrasound. |                                                                                                                                          |

*If clinician has other clinical protocol to be considered, please contact your RPC. The above are considered to be typical guidelines and not definitive proactive standards for every situation. These guidelines are primarily to address protocols that are reimbursable by the SMHW program. See provider manual for more specific information regarding covered services.  
(Follow-Up Guidelines for Specialist Consult, FNA, and Biopsy Findings can be found on page 5.13.)
## Guidelines for the Management of Women Who Have Suspicious for Cancer CBE and First Follow-up Test Is NOT a Mammogram

(Must offer 1 or more clinically appropriate tests below. Enter results on a purple breast form.)

<table>
<thead>
<tr>
<th>Specialist Consult</th>
<th>Category 1 (Negative) or Category 2 (Benign)</th>
<th>• Work-up may be complete if another test result is not suspicious for cancer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Category 3 (Probably Benign)</td>
<td>• Clinician’s discretion to complete additional work-up if another test result is not suspicious for cancer OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• May designate work-up complete and may perform rescreen CBE within the next 6-10 months</td>
</tr>
<tr>
<td></td>
<td>Category 4 (Suspicious Abnormality) or Category 5 (Highly Suggestive of Malignancy)</td>
<td>• Typically determination is made to perform a FNA or Biopsy within 60 days of abnormal CBE result</td>
</tr>
</tbody>
</table>

| Fine Needle Aspiration | Negative | • When clearly benign or negative, work-up may be complete |
|                       | Indeterminate | • Typically is followed by a surgical biopsy – or FNA may be repeated within 60 days of abnormal CBE result |
|                       | Suspicious for Malignancy | • Typically is followed by a surgical biopsy within 60 days of abnormal CBE result |
|                       | Malignancy | • When cancer is clearly identified, refer to BCCT for treatment and report initial breast cancer treatment to RPC within 30 days of diagnosis |
|                       | | • Refer client to full BCCT by submitting BCCT MO HealthNet Application form, (page 12.19) if not submitted previously. |

| Biopsy Pathology Findings | Benign | • Work-up may be complete and/or clinician’s discretion to perform rescreen of any abnormal Mammogram/Ultrasound results in 6-12 months for 1-2 years |
|                          | Benign Atypical or Indeterminate | • Refer to Specialist: Possible Excisional Biopsy per surgeon/radiologist recommendation |
|                          | Malignant or DCIS | • Refer to BCCT for treatment and report initial breast cancer treatment to RPC. |
|                          | | • Refer client to full BCCT by submitting BCCT MO HealthNet Application form, (page 12.19) if not submitted previously. |

*If Clinician has other clinical protocol to be considered, please contact the central office staff. The above are considered to be typical guidelines and not definitive practice standards for every situation. These guidelines are primarily to address protocols that are reimbursable by the SMHW program. See provider manual for more specific information regarding covered services.
## Diagnostic Breast Follow-up Algorithms

### ULTRASOUND Follow-Up

*Enter results on a purple breast form*

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Category 2</th>
<th>Category 3</th>
<th>Category 4</th>
<th>Category 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negative</td>
<td>Benign</td>
<td>Probably Benign</td>
<td>Suspicious Abnormality</td>
<td>Highly Suggestive of Malignancy</td>
</tr>
</tbody>
</table>

**Clinician’s discretion:**
- May complete additional diagnostic work-up within 60 days
- May designate work-up complete and return to routine screenings, or
- May designate work-up complete and may rescreen within the next 6-10 months.*

*If there are more than two consecutive "probably benign" results, clinician may follow-up with another type of diagnostic testing such as surgical consult, FNA, biopsy OR may continue a rescreening schedule at 6 month intervals.

- Qualifies for BCCT PE (temporary eligibility) referral
- Tissue biopsy is typically performed through the BCCT/MO HealthNet program. Refer to Section 7. Please note: MO HealthNet prior authorization for procedures may be required.

### SPECIALIST CONSULT Follow-Up

*Enter results on a purple breast diagnostic form.*

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Category 2</th>
<th>Category 3</th>
<th>Category 4</th>
<th>Category 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negative</td>
<td>Benign</td>
<td>Probably Benign</td>
<td>Suspicious Abnormality</td>
<td>Highly Suggestive of Malignancy</td>
</tr>
</tbody>
</table>

(Example include: Symmetrical thickening/thickened tissue/nodularity palpated in the same location in both breast; irregularity or lumpiness that is not clinically suspicious)

**Work-up may be complete if another test result is not suspicious for cancer**

**Clinician’s discretion:**
- May complete additional diagnostic work-up within 60 days,
- May designate work-up complete and return to routine screenings, or
- May designate work-up complete and may rescreen within the next 6-10 months.

Typically the determination is made to perform a Tissue Biopsy.
If client is BCCT eligible prior to biopsy, MO HealthNet prior authorization for procedures may be required.
# Diagnostic Breast Follow-up Algorithms

## Diagnostic MAMMOGRAM Follow-Up

<table>
<thead>
<tr>
<th>Category 0</th>
<th>Category 1</th>
<th>Category 2</th>
<th>Category 3</th>
<th>Category 4</th>
<th>Category 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>Negative</td>
<td>Benign</td>
<td>Probably Benign</td>
<td>Suspicious Abnormality</td>
<td>Highly Suggestive of Malignancy</td>
</tr>
<tr>
<td>Incomplete</td>
<td>Or</td>
<td></td>
<td>Examples include: noncalcified mass, focal asymmetry, cluster of round calcifications and others.</td>
<td>Or</td>
<td></td>
</tr>
</tbody>
</table>

- **Clinician’s discretion:**
  - Work-up may be complete if another test result is not suspicious for cancer. If complete, return to routine screening: Annual CBE/Mammogram/Breast Awareness
  
**Exception:** If CBE result was abnormal, additional diagnostic work-up within 60 days of date of abnormal CBE is required. Work-up may include any or all of the following: Ultrasound, Breast Consult, and Tissue Biopsy.

If benign and CBE result was not abnormal, may rescreen at 3 to 5 months and then further follow-up may be done based on surgeon’s recommendations.

- **Clinician’s discretion:**
  - May proceed to Ultrasound, Surgical Consult, FNA, or Biopsy within 60 days, or
  - May designate work-up complete and return to routine screening, or
  - May rescreen every 6 to 12 months for 1 to 2 years*, or
  - If medically necessary, may rescreen at shorter intervals.

- **Should be referred** to a surgeon, and
- **Must proceed** to ANOTHER DIAGNOSTIC TEST such as Surgical Consult AND Tissue Biopsy.

Tissue biopsy includes: Incisional, Core Needle, Ultrasound Guided, Stereotactic, or Excisional.
## Diagnostic Breast Follow-up Algorithms

### FINE NEEDLE ASPIRATION Follow-Up

(Enter results on a purple breast diagnostic form)

Breast cyst aspiration procedure is only to be done if the cyst is complex or suspicious for breast cancer on imaging. It is NOT approved for payment if the cyst is benign on imaging and is being aspirated for pain management or reduction of a benign cyst.

<table>
<thead>
<tr>
<th>Negative</th>
<th>Indeterminate</th>
<th>Suspicious for Malignancy or Malignancy</th>
</tr>
</thead>
</table>
| Work-up may be complete | Possible repeat or surgical biopsy per surgeon/radiologist recommendation | • If not already enrolled, enroll in BCCT  
• If client is BCCT eligible prior to biopsy, MO HealthNet prior authorization for procedures may be required  
• If breast cancer is diagnosed, remember to report to RPC date and type of first cancer treatment |

### BIOPSY Follow-Up

(Enter results on a purple breast diagnostic form)

<table>
<thead>
<tr>
<th>Benign</th>
<th>Benign Atypical</th>
<th>Indeterminate</th>
<th>Suspicious for Malignancy or Malignancy</th>
</tr>
</thead>
</table>
| Diagnostic Mammogram/US in 6-12 months for 1-2 years | Possible Excisional Biopsy per surgeon/radiologist recommendation | Refer to specialist | • If not already enrolled, enroll in BCCT  
• If client is BCCT eligible prior to biopsy, MO HealthNet prior authorization for procedures may be required  
• If breast cancer is diagnosed, remember to report to RPC date and type of first cancer treatment |
Section 5
Breast Diagnostic Services and Treatment Coordination

Purple Breast Form

All forms are specific for each grant year. When submitting an electronic or a paper form, use the version of the form that is dated correctly to correspond with the date of service. At the beginning of each grant year there are multiple versions of this form in MOHSAIC. Click on the correct version when entering electronic forms. If using paper forms, check for the year of the form in the lower left corner.

**NOTE:**
Breast Diagnosis and Treatment Form, also referred to as purple breast form, is to collect complete follow-up information for all clients with abnormal breast screening results. Please order blank forms from SMHW by calling toll-free at 866-726-9926 or 573-522-2845.

- The blue screening form must accompany or precede the purple breast form. A SMHW or a non-SMHW provider must base the diagnostic service on an abnormal screening result.
- Information from the purple breast form is required by CDC and is crucial for statistical reports and studies. All information received is confidential.
- The information on the original form shall be entered electronically in the MOHSAIC system. All reported information shall be filed in the client’s record.
- MOHSAIC electronic forms can be accessed at [https://webapp01.dhss.mo.gov/SMHW/Default.aspx](https://webapp01.dhss.mo.gov/SMHW/Default.aspx) and [https://webapp02.dhss.mo.gov/SMHW/Default.aspx](https://webapp02.dhss.mo.gov/SMHW/Default.aspx).
- A copy of the purple breast form is located on pages 12.14-.15 or download a copy at: [http://health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php](http://health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php).
- If you have additional questions, please call SMHW/WISEWOMAN toll-free at 866-726-9926 or 573-522-2845 for general assistance with central office staff.
- If you have questions or concerns regarding specific issues with MOHSAIC, contact the ITSD Help Desk by telephone at 800-347-0887 or by e-mail at support@health.mo.gov.

Refer to Section 12, Forms Section or follow link to forms: [http://health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php](http://health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php).
Alert Value Follow-Up

The MOHSAIC electronic reporting system has been programmed to produce lists of clients and the SMHW providers who reported abnormal, suspicious for cancer results. These lists are forwarded at least weekly to the RPCs’. The RPCs’ check the MOHSAIC reporting system to determine if follow-up is reported timely. If no information is entered into MOHSAIC regarding the necessary follow-up, the RPC will contact the provider to ensure that follow-up has occurred and that it will be reported by the provider; or, if the provider or client is experiencing difficulty in completing the follow-up, the RPC will assist in contacting the client or in finding appropriate resources.

SMHW Providers Shall

- Implement some form of internal tracking and reminder system to ensure that SMHW clients who have abnormal breast test results suspicious for cancer receive further medical evaluation and treatment within 60 days. This includes that scheduling follow-up visits and procedures are completed timely. In addition, client attendance for appropriate follow-up needs to be monitored. If there is a missed appointment, reschedule the appointment and assist with removing barriers such as transportation difficulties.
- Implement some form of internal tracking and reminder system to ensure that women who have abnormal cervical test results receive further medical evaluation and treatment within 90 days. This ensures that scheduling follow-up visits and procedures are completed timely. In addition, client attendance for appropriate follow-up needs to be monitored. If there is a missed appointment, reschedule the appointment and assist with removing barriers to care, such as transportation.
- Promptly notify the RPC when a client is referred to BCCT in order to ensure timely and complete follow-up, complete and accurate tracking and documentation as such. Please report additional information to the RPC who can enter the information onto forms as needed, such as treatment of cancers found.
- SMHW requires two documented attempts for client follow-up, if needed.
  - Direct telephone communication is the most effective contact method.
  - If unable to reach client by telephone, a letter should be sent indicating there is need for additional diagnostic testing or treatment. For legal purposes, providers are encouraged to use a certified letter.
  - If no response after the second attempt or the client refuses further diagnostics and/or treatments, notify your RPC.
  - Schedule clients for follow-up if abnormal findings returned.
  - Utilize a tracking system to ensure that clients show up for scheduled visits and receive the appropriate diagnostic or treatment services.
  - If clients do not keep follow-up appointments, implement attempts to reach the client for rescheduling the appointment by telephone or by mail within 30 days.
  - If the client is no longer reachable or attempts to contact the client fail, please inform the RPC in your area within 30 days.
Cervical Diagnostic Services and Treatment Coordination

Abnormal Cervical Screening Results ......................................................... 6.1
  Protocol for Rescreen

Specialist Consultation Guidelines ......................................................... 6.4

Diagnostic Services Available ............................................................... 6.5

Guidelines for Cervical Diagnostic Services ............................................. 6.6
  HPV Testing
  Cervical Conization

Yellow Cervical Form ............................................................................... 6.7

ASCCP Guidelines for Cervical Diagnostic Services-Cytological ............... 6.8
  *For additional information visit the ASCCP website:  http://www.asccp.org

Alert Value Follow-up ............................................................................. 6.22
Abnormal Cervical Screening Results

A mandatory component as a provider of the SMHW program is the responsibility for providing clinical case management of abnormal findings as well as reporting the abnormal findings and the outcomes to the SMHW program on a timely basis.

The clinician, using current standards of practice and the established SMHW cervical cancer screening protocols, determines abnormal findings clinical case management type and frequency.

Providers must ensure the following

Suspicious or Abnormal Cervical Results

Clients with suspicious or abnormal cervical results will receive the necessary case management as determined by the clinician based on current standards of practice for rescreening, diagnosis and/or appropriate treatment, and clinicians will report data to SMHW.

<table>
<thead>
<tr>
<th>CDC Standard</th>
<th>60 days or less from a suspicious for cancer screening result to diagnosis.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>90 days or less from time of CIN 2 or CIN 3/CIS diagnosis to start of treatment.</td>
</tr>
</tbody>
</table>

Pap Test Exceptions:

An exception to extend the diagnostic follow-up interval to 90 days for women with an abnormal Pap test result of ASC-H or worse, including ‘presumed abnormal’ is allowable.

An exception in counting the number of days for women referred into the program for diagnostic evaluation after a received abnormal Pap test result from a provider outside of the SMHW program is allowable. In this instance, the interval shall begin on the referral date for diagnostic testing rather than the date of the initial Pap test.
Determination of Screening Results

Suspicious screening results will be determined as normal or abnormal through short-term rescreen or diagnostic procedures.

- Notify and explain to the client with abnormal findings the need for any additional diagnostic service(s).
- SMHW requires two documented attempts for client follow-up, if needed.
  - Direct telephone communication has been shown to be the most effective contact.
  - If unable to reach client by telephone, a letter should be sent indicating there is need for additional diagnostic testing or treatment. For legal purposes, providers are encouraged to use a certified letter.
  - If no response is received after the second attempt or the client refuses further diagnostics and/or treatments, notify your RPC.

Pending Abnormal Screening Results

If abnormal screening results are pending for ten (10) months or longer, client eligibility must be checked and a new annual screening test must be performed prior to the initiation of further diagnostic studies. SMHW will only reimburse for additional diagnostic services if the client continues to meet SMHW eligibility guidelines.

- For clients referred to direct billing diagnostic providers (page 9.4), continue to track that the client receives/attends the scheduled appointments.
- For a client diagnosed with cancer, SMHW providers must provide the following information to SMHW:
  - Date treatment started
  - Type of treatment initiated
  - Name of the facility where treatment occurred

Protocol for Rescreen

Follow these guidelines in the instances where performance of a rescreen is needed.

Pelvic Examination

- A repeat pelvic exam is optional as a rescreen in less than ten (10) months if the previous abnormal pelvic exam reported to SMHW was not within normal limits due to an abnormal cervical finding.
Pap Test

- Reimbursement occurs when Pap test is in accordance with the ASCCP guidelines.
- SMHW does reimburse for HPV DNA genotyping.
- HPV DNA genotyping is not considered the same as HPV testing.
- HPV DNA specific genotyping 16/18 is an ASCCP option that recommends being done with normal Pap/HPV positive results to determine if further diagnostic follow-up is needed.
- Or, the provider can choose not to do genotyping and co-test (Pap/HPV) in one year.
- Both are acceptable ASCCP options.

**Reporting Directions:**

Report a rescreen Pap test on a blue screening form (pages 110.10-.11) with the category “Rescreen” marked in the “Visit type” box.

- If rescreen results are suspicious for cancer, proceed with diagnostic procedures as indicated by ASCCP guidelines.
Specialist Consultation Guidelines

A SMHW client may be referred for a specialist consultation following abnormal screening and/or diagnostic test results. Refer clients requiring a specialist consultation to a surgeon, OB/GYN specializing in breast and/or cervical health, or a physician or nurse practitioner who works for a cancer diagnostic or treatment center.

**Limitation:**
Reimbursement for cervical specialist consultation following abnormal results is limited to one cervical referral per client per contract year.

Specialist Consultation Reminder

- Retain a copy of the consult in the client’s chart. Do not submit a copy to SMHW.

Not Considered a Specialist Consultation

- Referral to the same screening examiner is not a specialist consultation.
- Referral for the standard/routine follow-up, such as a colposcopy by a nurse practitioner for a LSIL, is not eligible for a specialist consultation. (The appropriate follow-up is known; therefore, referral for a specialist consultation to determine the management of the problem is not required).

**Limitation:**
If the provider requests reimbursement for a specialist consult on the same day as the colposcopy, information must be included in the comments as to why the specialist consult is being billed (i.e., a “cervical wash” was done to verify pap test results prior to proceeding to colposcopy). SMHW will not reimburse for the specialist consult if a rationale is not included and no additional procedure completed.
Diagnostic Services Available

**ATTENTION:**
Complete Cervical diagnostic services within 60 days unless there is an exception.

**Pap Test Exceptions**

- An allowable exception is to extend the diagnostic follow-up interval to 90 days for women with an abnormal Pap test result of ASC-H or worse, including “Presumed abnormal.”
- An exception in counting the number of days has been made for women referred into the program for diagnostic evaluation after an abnormal Pap test result is received from a non-SMHW provider. In this instance, the interval shall begin on the referral date for diagnostic testing rather than the date of the initial Pap test.

<table>
<thead>
<tr>
<th>LIMITATIONS FOR DIAGNOSTIC SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cervical Cancer</td>
</tr>
<tr>
<td>- Colposcopy without biopsy</td>
</tr>
<tr>
<td>- Colposcopy with cervical biopsy</td>
</tr>
<tr>
<td>- Colposcopy with ECC</td>
</tr>
<tr>
<td>- Cervical biopsy (polypectomy)</td>
</tr>
<tr>
<td>- Endometrial biopsy</td>
</tr>
<tr>
<td>(NOTE: Colposcopy with endometrial biopsy can be reimbursed only if cervical and/or endocervical biopsies are performed during the colposcopy.)</td>
</tr>
<tr>
<td>- Conization may be done by:</td>
</tr>
<tr>
<td>- Cold knife (refer client to BCCT/MO HealthNet if done as treatment)</td>
</tr>
<tr>
<td>- LEEP will only be reimbursed by SMHW if being performed for continued diagnostic work-up (refer client to BCCT/MO HealthNet/ Medicaid if done as treatment)</td>
</tr>
<tr>
<td>- ECC done alone</td>
</tr>
<tr>
<td>- Specialist consultation</td>
</tr>
</tbody>
</table>

Payment: Paid services are at an outpatient rate only. SMHW program reimburses for services as indicated on pages 9.6-.11.

Protocols: The frequency and type of services is at the discretion of the clinician based on current standards of practice and on the protocols included from ASCCP algorithms pages 6.8-.21.
Guidelines for Cervical Diagnostic Services

If the repeat Pap test is more than ten (10) months from the previous Pap test, then the Pap test should be part of a complete annual screening.

NOTE:

SMHW will not reimburse for more than two consecutive abnormal Pap tests with a result of LSIL or ASC-US without further diagnostic testing, as recommended by the SMHW Advisory Board in July 2001.

High-Risk Human Papillomavirus (HPV) Testing

- For five (5) years, the SMHW program will not reimburse for additional HPV testing if the initial Pap result is negative.
- If the HPV is positive, refer to the ASCCP guidelines.

Cervical Conization

- Conization by LEEP, cold knife or ECC is usually considered to be treatment and is covered by MO HealthNet BCCT. If colposcopy is inadequate, or the client is not eligible for BCCT, please call your RPC for additional instructions to meet the client’s need.
- All LEEP and cold knife procedures qualify for presumptive eligibility for BCCT with a Pap test result of HSIL, which includes AGC or worse, followed by a colposcopy or tissue pathology results of moderate dysplasia or worse.

NOTE:

SMHW funding pays for the colposcopy; LEEP and cold knife are typically paid by BCCT funding.

Yellow Cervical Form

All forms are specific for each grant year. When submitting an electronic or a paper form, use the version of the form that is dated correctly and corresponds with the date of service. **At the beginning of each grant year there are multiple versions of this form in MOHSAIC.** Click on the correct version when entering electronic forms. If using paper forms, check for the year of the form in the lower left corner.

**NOTE:**

The Cervical Diagnosis and Treatment Form (yellow cervical form – pages 10.14-.15) is to collect complete follow-up information for all clients with abnormal cervical screening results. Please order blank forms from SMHW by calling toll-free at 866-726-9926 or 573-522-2845.

- A blue screening form must accompany or precede the yellow cervical form. A SMHW or a non-SMHW provider must base the diagnostic service on an abnormal screening result.
- The CDC requires information from the yellow cervical form and is crucial for statistical reports and studies. Keep all information confidential.
- Enter the information on the original form into the MOHSAIC system. File all reported information in the client’s record.
- A copy of the yellow cervical form is located on pages 10.14-.15 or download a copy at: [http://health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php](http://health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php)
- If you have questions or concerns regarding specific issues with MOHSAIC, contact the ITSD Help Desk by telephone at 800-347-0887 or by e-mail at support@health.mo.gov.

**ASCCP Guidelines (pages 6.8-.21 of the printed version) is available online at [http://www.asccp.org/Guidelines](http://www.asccp.org/Guidelines) (click on Algorithms-PDFs for your personal use.)**
Alert Value Follow-up

The MOHSAIC electronic reporting system produces lists of clients and the SMHW providers who reported abnormal, suspicious for cancer results. The RPC’s receive these lists at least weekly. The RPCs’ check the MOHSAIC reporting system to determine if follow-up is timely. If no information is entered into MOHSAIC regarding the necessary follow-up, the RPC will contact the provider to ensure that follow-up has occurred and that it will be reported by the provider; or, if the provider or client is experiencing difficulty in completing the follow-up, the RPC will assist in contacting the client or in finding appropriate resources.

SMHW providers shall

- Implement some form of internal tracking and reminder system to ensure that SMHW clients who have abnormal breast test results suspicious for cancer receive further medical evaluation and treatment within 60 days. This ensures that scheduling follow-up visits and procedures are complete and timely. In addition, client attendance for appropriate follow-up needs to be monitored. If there is a missed appointment, reschedule the appointment and assist with removing barriers such as transportation difficulties.

- Implement some form of internal tracking and reminder system to ensure that women who have abnormal cervical test results receive further medical evaluation and treatment within 90 days. This ensures that scheduling follow-up visits and procedures are complete and timely. In addition, monitor client attendance for appropriate follow-up. If there is a missed appointment, reschedule the appointment and assist with removing barriers such as transportation.

- Promptly notify the RPC when a client is referred to BCCT in order to ensure timely and complete follow-up, complete and accurate tracking and documentation as such. Please report additional information to the RPC who can enter the information as needed, such as treatment of cancers found.

- SMHW requires two documented attempts for client follow-up.
  - Direct telephone communication is the most effective contact method.
  - If unable to reach client by telephone, a letter should be sent indicating there is need for additional diagnostic testing or treatment. For legal purposes, providers are encouraged to use a certified letter.
  - If no response after the second attempt or the client refuses further diagnostics and/or treatments, notify your RPC.
**Cervical Situations that require follow-up within 90 days include:**

- “Diagnostic work-up planned” is marked on any of the reporting forms for abnormal cervical findings.
- “Referred for diagnostic testing” is marked on the blue screening form or the yellow cervical form for abnormal cervical findings.
- Yellow cervical forms that are marked with “abnormal suspicious for cancer results,” or are marked as “positive for cervical cancer,” require the “Status of Final Diagnosis section B” to be completed.
  - Any diagnostic result on the diagnostic form that has an “*” in Section B requires a Final Diagnosis be marked in Section C.
  - Final Diagnostic Results in Section B or C that indicate malignancy need to have Section D Cervical Treatment completed with the status of treatment, type of treatment, treatment facility, and date treatment started inserted.
  - Update Section D information after submission of Sections A through C. Providers submit information for Section D to the RPC who will enter that information. Do not enter a separate form to include this data. Providers do not have access to enter new data onto submitted forms; the RPC does have access.
MO HealthNet-Breast and Cervical Cancer Treatment (BCCT) Act

The Act ........................................................................................................................................... 7.1

Basic BCCT Act Eligibility Guidelines .......................................................................................... 7.2

MO HealthNet Treatment Services Covered .................................................................................. 7.6

SMHW Provider Responsibilities ..................................................................................................... 7.7

SMHW Regional Program Coordinator BCCT Responsibilities .................................................... 7.8

Family Support Division Responsibilities ....................................................................................... 7.9
In October 2000, federal legislation was signed allowing funded programs in the NBCCEDP to participate in the MO HealthNet BCCT Act. In July 2001, Governor Bob Holden signed legislation authorizing matching funds for Missouri to participate in the Missouri Medicaid program, now known as the MO HealthNet program, effective August 28, 2001. (The legislation can be found at RSMo Section 208.151 [25]).

Most women who receive a SMHW paid screening and/or diagnostic service, and are found to need treatment for breast and/or cervical cancer, or a precancerous condition may be eligible for BCCT in Missouri.

Once a client is enrolled into BCCT, they are qualified for full MO HealthNet benefits, as well as medical services for cancer care. Please note there is also transportation assistance available for the client enrolled in BCCT. Eligibility criteria to qualify for MO HealthNet is based on need. Details for BCCT are at http://dss.mo.gov/mhd/general/pages/about.htm.
Basic BCCT Act Eligibility Guidelines

Those who are eligible for the BCCT program must meet all the following:

- A Missouri resident,
- A female,
- Under the age 65,
- Enrolled in the SMHW program **prior** to tissue biopsy and have a screening or diagnostic test paid by SMHW funds. NOTE: If the only service reimbursed by SMHW is a referral fee, the client **will NOT** be eligible for BCCT,
- Diagnosed with breast and/or cervical cancer or cervical precancerous condition through SMHW,
- Need treatment for breast and/or cervical cancers or precancerous conditions as listed below,
- Have no source of health/medical insurance that covers cancer treatment,
- Meet eligibility guidelines for SMHW, and
- Meet one of the following diagnosis results:

### BREAST CANCER DIAGNOSIS

Requires a tissue biopsy diagnosed by a pathologist with one of the following:

- Ultrasound result of “suspicious abnormality” (BI-RADS category 4) or “highly suggestive of malignancy” (BI-RADS category 5)
- Carcinoma in situ
- Invasive breast cancer

(If breast cancer is not diagnosed after a performed biopsy, the client will no longer be eligible for BCCT and will return to SMHW).
CERVICAL CANCER DIAGNOSIS

Requires a tissue biopsy diagnosed by a pathologist with one of the following to be eligible for BCCT:

- CIN 2/moderate dysplasia
- CIN 3/severe dysplasia
- CIS or AIS
- Invasive cancer

A cervical tissue biopsy with one of the above diagnosis qualifies the client for BCCT.

Despite a colposcopy diagnosis, if the client had a high-grade squamous intraepithelial lesion (HSIL), atypical glandular cells (AGC) or worse on their pap test prior to the colposcopy being done, the client still qualifies for BCCT.

The colposcopy will continue to be billed to SMHW and reimbursed by the program.

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BCCT Temporary MO HealthNet Authorization Letter

Presumptive Eligibility

The BCCT Temporary MO HealthNet Authorization letter (page 10.16 or download at: http://www.health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php), also referred to as presumptive eligibility (PE), provides temporary and immediate full MO HealthNet benefits. Clients must meet basic BCCT eligibility guidelines (above) to qualify for PE.

MO HealthNet determines the date PE begins. Typically, PE coverage begins on the date of the procedure or diagnostic test that indicate either a precancerous condition or cancer of the breast and/or cervix by tissue pathology that determined the client is eligible for BCCT (pages 7.2-3).

In order for a SMHW client to obtain PE, e-mail the completed BCCT Temporary MO HealthNet Application (page 10.16) to the MO HealthNet Service Center, Greene County Family Support Division (FSD) (page 7.4). The client receives a copy of the BCCT Temporary MO HealthNet Authorization Letter. An additional copy is retained for the client’s record. Notify the RPC of eligible clients. This procedure allows for minimal delays for women in receiving the necessary treatment indicated.
Submit the previously noted documentation for MO HealthNet to determine the date PE begins. PE coverage continues until the earlier of the following dates:

- The last day of the month following the PE decision, if the client does not submit an application for regular BCCT MO HealthNet coverage (page 10.17)

  OR

- The date the client is determined ineligible or eligible for BCCT MO HealthNet.

**BCCT MO HealthNet Application (Extended BCCT coverage)**

**Extending MO HealthNet Treatment Eligibility beyond the presumptive period**

For evaluation of continued MO HealthNet coverage, submit the (extended) BCCT MO HealthNet Application form for medical assistance to the FSD’s MO HealthNet Service Center at time of cancer diagnosis.

The client must meet the basic BCCT guidelines (page 7.2) and:

- Have a Social Security number,
- Be uninsured or underinsured for breast or cervical cancer treatment,
- Show proof of citizenship/alien status, and
- Submit a completed, signed (extended) BCCT MO HealthNet Application form to the MO HealthNet Service Center via Greene County FSD.

It is important for providers to assist clients in completing and e-mailing the Missouri BCCT MO HealthNet Application for medical assistance as soon as possible (refer to page 10.17). SMHW providers e-mail a copy of the application/temps/etc. to Greene_CoDFSIM@dss.mo.gov the forms will then be forwarded to the appropriate person. E-mailing the forms are preferable, if unable to utilize e-mail, please fax the form to 417-895-6098 and mail the paper copies to 101 Park Central Square, Springfield, MO 65806. Please see the address listed to the right. Application related questions can be addressed by calling 888-275-5908.

Upon review of the application, and if the client is determined eligible for BCCT MO HealthNet coverage, full MO HealthNet benefits will continue until the treating physician determines treatment for the breast or cervical cancer is complete.
Copies of the BCCT forms are located in Section 10 or downloadable at: [http://www.health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php](http://www.health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php)

**NOTE:**

Routine monitoring by a physician does not qualify as treatment.

Clients determined ineligible for BCCT medical assistance may receive, with prior authorization from SMHW, a cervical conization by LEEP or cold knife.

**Instructions to Transfer a client from another state BCCT Program:**

- The client should complete the Full BCCT MO HealthNet Application Form (page 10.17)
- Complete the Certification of Need for Treatment Form (pages 10.18-.19)
- Provide the clinic’s name and telephone number as contact information to MO HealthNet. Information is used to verify enrollment in the Breast and Cervical Program of that state.
- E-mail all documentation to MO HealthNet Service Center at Greene.CoDFSIM@dss.mo.gov.
  
  Or

- Fax, if necessary, to 417-895-6098, and mail all paper copies to:

  FSD Customer Relations Unit  
  101 Park Central Square  
  Springfield, MO  65806
MO HealthNet Treatment Services Covered

Covered Services

- Cervical conization
- LEEP or cold knife - if a client received a Pap test diagnosis of HSIL or worse, or colposcopy test diagnosis of moderate dysplasia or worse
- Incisional and/or Excisional breast biopsy - if ultrasound result is category 4 (suspicious abnormality) or category 5 (highly suggestive of malignancy)
- Incisional and/or Excisional breast biopsy - if fine needle aspiration, core needle, or stereotactic biopsy result is malignant
- Breast Cancer Treatment is indicated including chemotherapy, surgery, radiation, and breast reconstruction
- All other MO HealthNet covered medical services, including services not related to the breast or cervical cancer

NOTE:

MO HealthNet services may be subject to prior authorization procedures and limitations. Full MO HealthNet benefits will continue until the treating physician determines treatment for cancer is complete.
SMHW Provider Responsibilities

- Notify client of diagnosis and recommended follow-up (preferably in person). If a specialist is treating the client, ensure that the client received the diagnosis and recommended follow-up.
- Explain the BCCT program and application processes to the client.
- Determine client’s presumptive eligibility; complete the BCCT Temporary MO HealthNet Authorization letter. E-mail the letter to the FSD’s MO HealthNet Service Center within five days of BCCT qualifying test results or diagnosis.
- When MO HealthNet coverage is needed beyond the temporary PE period, assist the client in completing and signing the (extended) Missouri BCCT MO HealthNet Application (page 10.17 or download at: http://www.health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php). Ensure:
  - The client receives a copy of the completed application form.
  - A copy of the completed form is retained in the client’s medical record.
  - Verify dates included on eligibility documents are correct before sending to MO HealthNet Service Center.
  - Submit the application to the MO HealthNet Service Center for application evaluation as soon as possible after cancer diagnosis.
  - FSD’s MO HealthNet Service Center shall evaluate the application of each client for other MO HealthNet programs the client may be eligible to receive.
- Notify the SMHW RPC of clients who become eligible for the BCCT MO HealthNet Treatment program. The RPC will track the treatment provider’s name, date that the client’s treatment regimen started and the type of treatment initiated.
- Ensure that the client’s history and abnormal screening forms are entered into the MOHSAIC reporting system prior to submitting the BCCT application forms. Utilize the Department Client Number (DCN) assigned to the client when entering the SMHW green history form (page 10.8-.9) into MOHSAIC.
  - This number serves as the MO HealthNet client number for the temporary PE letter and the full BCCT application for benefits.
- Submit date treatment was initiated, type of treatment that was started, and name of treatment provider by completing Section D on the purple breast form, and/or Section D on the yellow cervical form.
- Check the “yes” box in Section A of the SMHW purple breast or yellow cervical form(s) when BCCT services initiated.
SMHW Regional Program Coordinator
BCCT Responsibilities

Regional Program Coordinators will:

• Follow-up with client and assist them with the completion of the Missouri BCCT MO HealthNet Application form for an extended period of medical assistance if needed.
• Check with client to assess status of the client’s cancer treatment upon request from FSD’s MO HealthNet.
• Assure treatment initiated and documented in MOHSAIC.
• Inform FSD’s MO HealthNet of the following:
  ♥ Follow-up biopsy result that does not document cancer diagnosis. In these cases, typically the PE BCCT has been issued for results of ultrasound category 4, category 5, or for HGSIL Pap smear result and the biopsy obtained during the PE timeframe is benign. No treatment is needed, so the extended full BCCT application does not need to be approved,
  ♥ Continue to track client’s BCCT treatment status and plan of care for breast and/or cervical cancer. MO HealthNet eligibility ends when treatment for the breast and/or cervical cancer is completed. After the MO HealthNet eligibility end date is documented, SMHW annual services can be offered to the client if all areas of met eligibility,
  ♥ Date client gains insurance coverage,
  ♥ Date client moves out of state,
  ♥ Date client is determined lost to follow-up after documented attempts by the provider and RPC to inform and assist client with barriers to care, or
  ♥ Date client refuses care (signed waiver form or certified letter returned).
Family Support Division Responsibilities

- Enter BCCT Temporary MO HealthNet Authorization letter for presumptive eligibility in the FSD system upon receipt from SMHW provider.
- Enter Missouri BCCT MO HealthNet Application for medical assistance into the FSD system upon receipt from client or the SMHW provider.
- Determine MO HealthNet eligibility for breast and/or cervical cancer treatment and other MO HealthNet programs.
- Report eligibility determination result to the client and the appropriate SMHW provider or RPC.
- After establishment of MO HealthNet approvals for breast and/or cervical treatment, track client’s need for continued treatment and continued enrollment in MO HealthNet.
  - Request the treating physician’s plan of care for breast and/or cervical cancer treatment.
  - Utilize SMHW RPC for assistance, if needed.
- Terminate breast and/or cervical cancer treatment eligibility after treatment is completed.
- Notify client and SMHW provider or RPC of termination of breast and/or cervical cancer MO HealthNet treatment eligibility.
- Provide tracking for initial treatment type and date to the SMHW RPC.

Direct questions concerning MO HealthNet treatment for SMHW to
SMHW toll free 866-726-9926 or 573-522-2845
OR
State of Missouri FSD MO HealthNet Service Center
Toll-free 888-275-5908
Quality Assurance

Performance Indicators ................................................................................................................. 8.1
  SMHW Core Performance Indicators
  WISEWOMAN Core Performance Indicators

Quality Assurance ......................................................................................................................... 8.3
  Follow-Up
  Provider Expectations

SMHW Quality Assurance Form ........................................................................................................ 8.5
The CDC evaluates the SMHW and WISEWOMAN program’s ability to meet established core program performance indicators. Performance indicators are evaluated from the Minimum Data Elements (MDEs) submitted by DHSS every October and April. MDEs are standardized data elements that provide consistent information on patient demographics, screening results, education, diagnostic procedures, and treatment information. MDEs are collected on women screened, and/or diagnosed with program funds. Obtain MDE data from the history, assessment, screening, and diagnostic reports entered into the MOHSAIC system.

### SMHW CORE PROGRAM PERFORMANCE INDICATORS

<table>
<thead>
<tr>
<th>Indicator Type</th>
<th>Program Performance Indicator</th>
<th>CDC Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Screening</strong></td>
<td>Initial program tests; *rarely or never screened</td>
<td>≥ 20%</td>
</tr>
<tr>
<td></td>
<td>Screening mammograms provided to women over age 50</td>
<td>≥ 75%</td>
</tr>
<tr>
<td><strong>Cervical Cancer</strong></td>
<td>Abnormal screening results with complete follow-up</td>
<td>≥ 90%</td>
</tr>
<tr>
<td><strong>Diagnostic Indicators</strong></td>
<td>Abnormal Pap screening results (ASC-H or worse, including ‘presumed abnormal’); time from screening to diagnoses &gt; 90 days</td>
<td>≤ 25%</td>
</tr>
<tr>
<td></td>
<td>Treatment started for diagnosis of high-grade squamous intraepithelial lesion (HSIL), cervical intraepithelial neoplasia (CIN) CIN 2, CIN 3, carcinoma in situ (CIS), Invasive</td>
<td>≥ 90%</td>
</tr>
<tr>
<td></td>
<td>HSIL, CIN 2, CIN 3, CIS; time from diagnosis to treatment &gt; 90 days</td>
<td>≤ 20%</td>
</tr>
<tr>
<td></td>
<td>Invasive carcinoma; time from diagnosis to treatment &gt; 60 days</td>
<td>≤ 20%</td>
</tr>
<tr>
<td><strong>Breast Cancer</strong></td>
<td>Abnormal screening results with complete follow-up</td>
<td>≥ 90%</td>
</tr>
<tr>
<td><strong>Diagnostic Indicators</strong></td>
<td>Abnormal screening results of clinical breast exam (CBE), mammogram or ultrasound; time from screening to diagnosis &gt; 60 days</td>
<td>≤ 25%</td>
</tr>
<tr>
<td></td>
<td>Treatment started for breast cancer</td>
<td>≥ 90%</td>
</tr>
<tr>
<td></td>
<td>Breast cancer; time from diagnosis to treatment &gt; 60 days</td>
<td>≤ 20%</td>
</tr>
</tbody>
</table>

**NOTE:**
* Rarely is defined as women who have not had a test within the past five (5) years.
Quality Assurance

The goal of the Quality Assurance (QA) program component is to assure that appropriate services are provided to each client and that program funds are utilized as required by program protocols. QA activities ensure high-quality medical standards of care are provided to women receiving SMHW and WISEWOMAN screenings, diagnostic and education services as well as referrals for treatment when appropriate.

DHSS monitors and evaluates the quality and appropriateness of client care using the following QA activities:

- Incorporating data edits in the MOHSAIC electronic reporting system that limit the reporting of inappropriate and inaccurate client service records.
- Reviewing electronically submitted client service reports for compliance to standards of care prior to approval for reimbursement.
- Tracking alert values (abnormal testing results) to assure clients’ receive appropriate diagnostic services and access to treatment, if needed.
- Performing initial on-site QA audits at each new SMHW and WISEWOMAN provider six months after first client is served and every two years thereafter. Scheduled QA audits occur at any time deemed necessary by DHSS staff because of questionable reports (page 8.5).
- Providing training and technical assistance to providers to improve quality of care based on results of QA audits.
- Evaluating client and provider expectations using customer satisfaction surveys.

Quality Assurance Follow-up

At the time of the provider’s on-site review, technical assistance is provided by the RPC to clarify or demonstrate any points of confusion. The on-site review is followed by a post-review letter describing any areas needing improvement. Follow-up may be conducted to review success in instituting the recommended improvements. If the RPC determines a provider has consistently not met the program clinical standards, the provider is asked to complete a corrective action plan. Typically, the RPC conducts another review in six months to ensure implementation of the corrective plan and the provider is working to resolve the problem.
Quality Assurance (QA) Provider Expectations

QA audits will monitor providers’ compliance with the following expectations:

Client Rights

- Privacy
- Confidentiality
- Access to test results
- Follow-up of medical problems through referrals, diagnosis and treatment
- Client will not be held financially responsible if identified as a SMHW client
- Access to an interpreter
- Treatment per Civil Rights Act
- Treatment per Americans with Disabilities Act

Intake and Eligibility Guidelines

- Staff knowledge of SMHW/WISEWOMAN eligibility guidelines
- Procedure to screen and identify clients
- Annual review of clients for continued eligibility

Screening and Diagnostic Protocols

- Screening include pelvic exam, Pap test, CBE, and mammogram, if appropriate
- Provide WISEWOMAN screenings that include two correct blood pressures, total cholesterol and HDL-C or lipid panel, blood glucose or A1C, and BMI
- Standards and protocols for follow-up
- Procedure to track clients with abnormal results, including:
  - Name of client
  - Test
  - Date test completed or missed appointments rescheduled
  - Results and that client is notified of results
  - Referrals including tracking that appointments were kept or rescheduled
  - Follow-up visit dates, if needed
  - Treatment
  - Disposition of client status regarding follow-up, refusals of treatment or diagnostic testing recommended. Report to the RPC problems with missed appointments, lost to follow-up or refusals, in a timely manner
Clinic Management

- Staff is trained and familiar with provider guidelines
- Policy and procedures are in place for billing and filing forms
- Procedure to track amount of program funds is in place
- Maintain professionally licensed or certified staff to perform program activities
- Notify DHSS of staffing changes promptly regarding need for providing or rescinding clinic staff MOHSAIC access
- Track clients who receive screening and diagnostic results
- Track if follow-up diagnostic tests, appointments or treatment visits are attended by the client. If missed appointments or refusals of follow-up recommendations occur, make attempts to contact the client to reschedule and let the RPC know about situations regarding missed or refused follow-up
- Programs are available for public education
- The facility is clean with appropriate space for screening
- There is an in-house plan for quality checks at regular intervals
## SMHW Quality Assurance Form

**Provider Name:**

<table>
<thead>
<tr>
<th>QA Reviewer:</th>
</tr>
</thead>
</table>

**SMHW/WW audit** [ ]  **SMHW audit only** [ ]  **6 Month New provider** [ ]  **2 year biennial audit** [ ]  **Re-audit** [ ]

**Mammography unit name:**

<table>
<thead>
<tr>
<th>Cytology Lab name:</th>
</tr>
</thead>
</table>

**Professional staff name and title of those conducting screenings:**

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
</table>

**SMHW/WW audit only**

<table>
<thead>
<tr>
<th>SMHW/WW manual available either hard copy or online:</th>
</tr>
</thead>
</table>

**6 Month New provider**

| Yes [ ]  No [ ] |

**2 year biennial audit**

<table>
<thead>
<tr>
<th>The provider site has a clean and inviting environment:</th>
</tr>
</thead>
</table>

**Re-audit**

| Yes [ ]  No [ ] |

**There are qualified SMHW/WW trained staff for all phases of service:**

| Yes [ ]  No [ ] |

**The provider site has a clean and inviting environment:**

| Yes [ ]  No [ ] |

**There is an Internal QA program for SMHW/WW services:**

| Yes [ ]  No [ ] |

**SMHW/WW manual available either hard copy or online:**

| Yes [ ]  No [ ] |

**SMHW/WW materials are prominently displayed:**

| Yes [ ]  No [ ] |

**System in place to assure follow-up of abnormal and alert values:**

| Yes [ ]  No [ ] |

---

## CHART AUDIT RESULTS

| Criteria Audited | % req’d | Chart 1 | Chart 2 | Chart 3 | Chart 4 | Chart 5 | Chart 6 | Chart 7 | Chart 8 | Chart 9 | Chart 10 | Chart 11 | Chart 12 | Chart 13 | Chart 14 | Chart 15 | Chart 16 | Chart 17 | Chart 18 | Chart 19 | Chart 20 |
|------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Eligibility |
| Copies of proof of age (proof of age is only expected once while SMHW client) |
| 50 |
| Copies of proof of income (updated annually) |
| 50 |
| SMHW/WW Eligibility Agreement Form signed annually |
| 50 |
| History form (green) updated annually |
| 50 |
| Screening and Reports |
| Physical exam, = submitted information |
| 80 |
| Mammogram scheduled if eligible |
| 80 |
| Clients with disease level blood pressure (>140/90) receive referrals for medical follow-up |
| 100 |
| WW Lab results equal submitted results |
| 80 |
| Client notified of SMHW test results |
| 80 |
| Follow-Up |
| Documentation that client notified of WW screening/risk factor results in writing & verbally |
| 80 |
| Abnormal and alert results for SMHW and WW receive appropriate follow-up and referral |
| 80 |
| Billing-Reporting |
| Procedures and results submitted to SMHW/WW equal information in chart |
| 80 |
Billing Guidelines

Billing Guidelines .............................................................................................................. 9.1
  Provider Reimbursement Guidelines
  Reasons for Denial

Insurance Guidelines .................................................................................................... 9.3

Administrative Referral Fee ......................................................................................... 9.3

Direct Billing Diagnostic Providers ............................................................................... 9.4

Screening/Referring Provider Responsibilities ............................................................. 9.5

Direct Billing Diagnostic Provider Responsibilities ....................................................... 9.5

Reimbursement Rates By CPT Codes ........................................................................... 9.6
Billing Guidelines

The billing guidelines for the DHSS SMHW and WISEWOMAN providers outlined in this section are effective June 30, 2016 through June 29, 2017 and replace all other existing billing guidelines.

**ATTENTION:**

Providers are responsible for tracking their funding amounts. When 80 percent of the provider total for SMHW or WISEWOMAN funds is expended, contact the SMHW office to request an amendment to increase funding.

Fax Request To:  573-522-2898
E-mail To:  SMHW or WISEWOMAN Manager

**Provider Reimbursement Guidelines**

The guidelines for provider reimbursement are in accordance with the Breast and Cervical Cancer Mortality Prevention Act of 1990, Public Law 101-354. Congress amended the NBCCEDP Public Law 10-354 in 1993 to create the WISEWOMAN Program. The WISEWOMAN program addresses women’s risk for heart disease and stroke by providing cardiovascular disease health screenings and risk reduction lifestyle education for NBCCEDP clients. The conditions and requirements are:

- DHSS/SMHW is the payer of last resort,
- DHSS reimbursements are considered payment in full,
- Service providers and their subcontractors shall not charge the client for any screening/diagnostic services reimbursable by DHSS,
- DHSS clients shall not be charged any administrative fees,
- When services other than the breast and cervical cancer screenings/diagnostics are performed, and/or the WISEWOMAN cardiovascular risk assessment, documentation shall be provided that verifies the client was notified in advance of these services and their cost, and
- DHSS will cover only outpatient services.

**Reasons for Denial**

Resubmission for denied service will only be considered one time. Submit questions pertaining to client’s data reporting form for service denied/adjusted to the DHSS by telephone toll-free at 866-726-9926 or 573-522-2845, or fax to 573-522-2898. Denial will be explained or reconsidered. No further resubmission will be accepted after the second denial.
Providers will not receive reimbursement under the following circumstances:

- Services are provided to ineligible women
- Standards outlined in the Provider Manual as stated in Sections 4 and 5 are not met
  
  Example:
  
  Rescreen CBE after diagnostic work-up will not be reimbursed unless the original screening CBE was abnormal.

  Example:
  
  Rescreen Pap test follows ASCCP guidelines

- Breast and cervical screening services are incomplete
- Mammography and/or Pap test results are reported as unsatisfactory. In the case of unsatisfactory results, the test must be repeated and the results reported to SMHW
- Required data reporting forms are not submitted to SMHW within 90 days of service, with the exception of filing with client's insurance, which must be submitted within 30 days from receipt of the EOB
- If data is submitted after the closing date for grant year it cannot be reimbursed by SMHW/WISEWOMAN or billed to client
Insurance Guidelines

• If the client has insurance, the provider shall first bill the client’s insurance company for the services.
• Insurance Explanation of Benefits (EOB) information must be included at the bottom of the page in the comment section. Note in comment section the amount of patient responsibility from the EOB. If assistance is needed with the EOB, please call 866-726-9926 or 573-522-2845. SMHW will check to determine if payment was made, or you may contact your RPC for assistance.
• For detailed information about clients with insurance, refer to page 3.2.

NOTE:
SMHW and WISEWOMAN will only reimburse up to the total allowed by SMHW and WISEWOMAN for that procedure.

Administrative Referral Fee

An administrative referral fee can be billed for the following:
• When a SMHW client receives a screening from a clinician that is not a SMHW provider, the SMHW provider must submit to the program patient history and screening forms with screening results from the non-SMHW provider as “Reporting Only,”
• Administrative referral fee will be paid one time per client, per provider, during an annual screening cycle,
• Direct billing providers may bill an administrative referral fee if the client was referred from another provider for a screening mammogram or diagnostic services, and
• Bill the administrative referral fee on the blue screening form (pages 10.10-.11) or diagnostic forms.

NOTE:
If your facility bills SMHW for the screening, you cannot bill for the administrative referral fee. The reimbursement fees for SMHW office visits include the fee to complete paperwork and reimbursable once per annual screening cycle.
Direct Billing Diagnostic Providers

SMHW has agreements with the following medical entities, referred to as direct billing diagnostic providers, to provide diagnostic services:

- Barnes Jewish Hospital, St. Louis—St. Louis City
- Barnes Jewish Hospital, St. Peters—St. Charles County
- Barnes Jewish OB/GYN Clinic, St. Louis-St. Louis City
- Bothwell Regional Health Center, Sedalia—Pettis County
- Bothwell Diagnostic Center Winchester, Sedalia—Pettis County
- Bothwell Health Center Truman Lake, Warsaw—Benton County
- Breast Healthcare Center (Missouri Baptist Hospital), St. Louis—St. Louis County
- Christian Hospital Northeast, St. Louis—St. Louis County
- Hannibal Clinic Operations LLC, Hannibal—Marion County
- Mercy Hospital Jefferson, Crystal City—Jefferson County
- Missouri Delta Medical Center, Sikeston—Scott County
- Northeast Missouri Family Health Clinic OB/GYN, Kirksville—Adair County
- SSM DePaul Hospital, Bridgeton—St. Louis County
- SSM Health Care St. Louis, Fenton—St. Louis County
- SSM St. Joseph Health Center (breast only), St. Charles—St. Charles County
- SSM St. Mary’s Health Center, Richmond Heights—St. Louis County
- St. Anthony’s Medical Center, St. Louis—St. Louis County
- Mercy Hospital, St. Louis (David C. Pratt Cancer Center) (breast only)—St. Louis County
- St. Louis University Cancer Center, St. Louis—St. Louis City
- Ste. Genevieve County Memorial Hospital, Ste. Genevieve—Ste. Genevieve County
- Truman Medical Center — Hospital Hill, Kansas City—Jackson County
- Truman Medical Center — Lakewood, Kansas City—Jackson County
- University of Missouri Hospital and Clinics- Ellis Fischel Cancer Center, Columbia—Boone County
Screening/Referring Provider Responsibilities

The screening/referring provider shall:

• Verify the client's eligibility for SMHW services according to the SMHW guidelines.
• Assure that new SMHW clients complete a green history form (pages 10.8 [English] -10.9 [Spanish]).
• Complete/enter the blue screening form (pages 10.10-.11) with the screening results.
• Call and make the appointment for the client with the direct billing diagnostic provider. Provide copies of the enrollment history and screening forms.
• Submit the green history and blue screening form information to SMHW as soon as possible with the appropriate billing or reporting-only information. If not, delayed payment for both screening and diagnostic services may occur.
• Copies of the client's notations and procedures shall remain in the client's records.

Direct Billing Diagnostic Provider Responsibilities

The direct billing/diagnostic provider shall:

• Retain copies of the screening provider’s information in their files. The copies should include the screening results, client eligibility form and history form.
• Provide the necessary diagnostic services.
• Complete a purple breast form (pages 10.12-.13), or a yellow cervical form (pages 10.14-.15), or a blue screening form (pages 10.10-.11), if a screening mammogram was performed. Submit data to SMHW.
• Send copies of the medical and pathology reports back to the referring screening provider.

The direct billing and screening provider shall coordinate case management services of SMHW clients. Interruption of timely diagnostic services occurs with missed appointments. Reschedule missed appointments promptly.
Breast & Cervical Reimbursement Rates by CPT Code

June 30, 2016 to June 29, 2017

A CPT code followed by TC indicates technical component. A CPT code followed by the number 26 indicates professional fee. All payments based on Missouri Medicare 01 Rates.

### SCREENING REPORT FORM

<table>
<thead>
<tr>
<th>CPT Codes</th>
<th>SMHW Rate</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral Fee</td>
<td>$ 20.00</td>
<td>Only one per client, per year, when office visit not paid</td>
</tr>
<tr>
<td>Office Visits</td>
<td>99203</td>
<td>$ 107.02</td>
</tr>
<tr>
<td></td>
<td>99202</td>
<td>$ 73.90</td>
</tr>
<tr>
<td></td>
<td>99212</td>
<td>$ 42.96</td>
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<tr>
<td></td>
<td>99212A</td>
<td>$ 42.96</td>
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<tr>
<td>Mammography</td>
<td>77057</td>
<td>$ 80.63</td>
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<td></td>
<td>77055</td>
<td>$ 87.82</td>
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<td>77056</td>
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<td></td>
<td>G0204</td>
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<tr>
<td></td>
<td>G0202</td>
<td>$ 130.25</td>
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Pap Smear & HPV

<table>
<thead>
<tr>
<th>CPT Code</th>
<th>Rate</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>88164</td>
<td>$14.39</td>
<td>Cytopathology (conventional Pap test) slides, cervical, or vaginal reported in Bethesda System, manual screening under physician supervision</td>
</tr>
<tr>
<td>88142</td>
<td>$20.70</td>
<td>Cytopathology (liquid-based Pap test), cervical or vaginal, collected in preservative fluid, automate thin layer preparation; manual screening under physician supervision</td>
</tr>
<tr>
<td>87624</td>
<td>$38.32</td>
<td>Human Papillomavirus, high risk</td>
</tr>
<tr>
<td>87625</td>
<td>$38.32</td>
<td>HPV, types 16 &amp; 18 only</td>
</tr>
</tbody>
</table>

Addendum:
HPV DNA testing is a reimbursable procedure if used in conjunction with Pap testing or for follow-up of an abnormal Pap result or surveillance as per ASCCP guidelines. It is not reimbursable as a primary screening test for women of all ages or as an adjunctive screening test to the Pap for women under 30 years of age. Providers should specify the high-risk HPV DNA panel only. No reimbursement provided for low-risk HPV types.

The CDC will allow for reimbursement of Cervista HPV HR at the same rate as the Digene Hybrid-Catpure 2 HPV DNA Assay. The CDC funds cannot be used for reimbursement of genotyping (e.g., Cervista HPV 16/18).

**BREAST FORM**

<table>
<thead>
<tr>
<th>CPT Codes</th>
<th>SMHW Rate</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral Fee</td>
<td>$20.00</td>
<td>Only once per client, per year, when office visit not paid (Can be on any form – but one time, per client, per year)</td>
</tr>
<tr>
<td>Mammography</td>
<td>77055</td>
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<td>Ultrasound</td>
<td>76641</td>
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<tr>
<td>10021</td>
<td>Fine needle aspiration without imaging guidance</td>
<td>$122.23</td>
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<td>10022</td>
<td>Fine needle aspiration with imaging guidance</td>
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<td>88172</td>
<td>Cytopathology, evaluation of fine needle aspirate; immediate cytohistologic study to determine adequacy of specimen(s) (#88172TC $19.19 / #8817226 $37.43)</td>
<td>$56.62</td>
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<tr>
<td>88173</td>
<td>Cytopathology, evaluation of fine needle aspirate; interpretation and report (#88173TC $77.72 / #8817326 $73.14)</td>
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<td>76942</td>
<td>Ultrasound guidance for needle placement, imaging supervision and interpretation (#76942TC $26.71 / #7694226 $33.69)</td>
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<td>19100</td>
<td>Breast biopsy, percutaneous, needle core, not using imaging guidance</td>
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<tr>
<td>19081</td>
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<td>19082</td>
<td>Breast biopsy, with placement of localization device and image of biopsy specimen, percutaneous; stereotactic guidance; each additional lesion</td>
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<td>Breast biopsy, with placement of localization device and image of biopsy specimen, percutaneous; ultrasound guidance; first lesion</td>
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<td>88305</td>
<td>Surgical pathology, gross and microscopic examination (#88305TC $32.87 / #8830526 $39.24)</td>
<td>$72.11</td>
</tr>
<tr>
<td></td>
<td>Facility fee, core needle biopsy when done in an outpatient facility setting</td>
<td>$500.00*</td>
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<tr>
<td></td>
<td>Facility fee, stereotactic breast biopsy when done in an outpatient facility setting</td>
<td>$700.00*</td>
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<tr>
<td></td>
<td>Facility fee, ultrasound guided breast biopsy when done in an outpatient facility setting</td>
<td>$700.00*</td>
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*Facility fees are charged in addition to the above listed procedure charges.
### Incisional Breast Biopsy

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<th>Description</th>
<th>Charge</th>
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<tbody>
<tr>
<td>19101</td>
<td>Breast biopsy, open, incisional (no guidance)</td>
<td>$340.01</td>
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<td>19101</td>
<td>Outpatient facility setting</td>
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<tbody>
<tr>
<td>76098</td>
<td>Radiological examination, surgical specimen</td>
<td>$16.39</td>
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<thead>
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<th>Code</th>
<th>Description</th>
<th>Charge</th>
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</thead>
<tbody>
<tr>
<td>88305</td>
<td>Surgical pathology, gross and microscopic examination</td>
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<table>
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<tr>
<th>Code</th>
<th>Description</th>
<th>Charge</th>
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<tbody>
<tr>
<td></td>
<td>General anesthesia (loss of ability to perceive pain associated with loss of consciousness produced by intravenous or inhalation anesthetic agents)</td>
<td>$275.00</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>$1,100.00* Facility fee, incisional breast biopsy, when done in an outpatient facility setting</td>
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### Excisional Breast Biopsy

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<th>Description</th>
<th>Charge</th>
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<tr>
<td>19120</td>
<td>Excision of cyst, fibroadenoma or other benign or malignant tumor, aberrant breast tissue, duct lesion, nipple or areolar lesion; open; one or more lesions</td>
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<tbody>
<tr>
<td>19125</td>
<td>Excision of breast lesion identified by preoperative placement of radiological marker; open; single lesion</td>
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<td>19125</td>
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<tbody>
<tr>
<td>19281</td>
<td>Placement of breast localization device, percutaneous; mammographic guidance; first lesion</td>
<td>$235.66</td>
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<td>19281</td>
<td>Outpatient facility setting</td>
<td>$103.59</td>
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<tbody>
<tr>
<td>19283</td>
<td>Placement of breast localization device, percutaneous; stereotactic guidance; first lesion</td>
<td>$265.16</td>
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<thead>
<tr>
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<tbody>
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<td>19283</td>
<td>Outpatient facility setting</td>
<td>$104.69</td>
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<th>Description</th>
<th>Charge</th>
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<tbody>
<tr>
<td>19285</td>
<td>Placement of breast localization device, percutaneous; ultrasound guidance; first lesion</td>
<td>$502.37</td>
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<td>Outpatient facility setting</td>
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<th>Description</th>
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<tbody>
<tr>
<td>76098</td>
<td>Radiological examination, surgical specimen</td>
<td>$16.39</td>
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<table>
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<th>Description</th>
<th>Charge</th>
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<tbody>
<tr>
<td>88307</td>
<td>Surgical pathology, gross and microscopic examination; requiring microscopic evaluation of surgical margins</td>
<td>$300.73</td>
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<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Charge</th>
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<tbody>
<tr>
<td></td>
<td>General anesthesia (loss of ability to perceive pain associated with loss of consciousness produced by intravenous or inhalation anesthetic agents)</td>
<td>$275.00</td>
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<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Charge</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$1,650.00* Facility fee, excisional breast biopsy, when done in an outpatient facility setting</td>
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</tr>
<tr>
<td>Magnetic Resonance Imaging (MRI)</td>
<td>77058</td>
<td>$ 519.59</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>Magnetic Resonance Imaging, breast, with and/or without contrast, unilateral (Reimbursement for breast MRI only in conjunction with a mammogram when a client meets this criteria.) See criteria listed below. <strong>Must be preauthorized on an individual basis in advance of the procedure.</strong> (#77058TC $437.35 / #7705826 $82.23)</td>
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<table>
<thead>
<tr>
<th>77059</th>
<th>$ 517.19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnetic Resonance Imaging, breast, with and/or without contrast, bilateral (Reimbursement for breast MRI only in conjunction with a mammogram when a client meets this criteria.) See criteria listed below. <strong>Must be preauthorized on an individual basis in advance of the procedure.</strong> (#77059TC $434.96 / #7705926 $82.23)</td>
<td></td>
</tr>
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</table>

**Criteria:**
Breast MRI can be reimbursed by the NBCCEDP in conjunction with a mammogram when a client has a BRCA Mutation, a first-degree relative who is a BRCA carrier, or a lifetime risk of 20 to 25% or greater as defined by risk assessment models such as BRCAPRO that are largely dependent on family history. Breast MRI should never be done alone as a breast cancer screening tool. Breast MRI cannot be reimbursed by the NBCCEDP to assess the extent of disease in a woman who is already diagnosed with breast cancer. **MUST be preauthorized on an individual basis in advance of the procedure.**

**NOTE:**
Facility fees include $120.00 for supplies and miscellaneous costs.
* This amount applies when performed service is in an outpatient facility setting and an additional facility fee is charged.
### CERVICAL FORM

<table>
<thead>
<tr>
<th>CPT Codes</th>
<th>SMHW Rate</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Referral Fee</strong></td>
<td>$ 20.00</td>
<td>Only once per client, per year, when office visit not paid (Can be on any form – but one time per client per year)</td>
</tr>
<tr>
<td><strong>Specialist Consultation</strong></td>
<td>99203A $ 107.02</td>
<td>New Patient: <em>detailed</em> history, exam, straightforward decision-making; 30 minutes</td>
</tr>
<tr>
<td><strong>Colposcopy without Biopsy</strong></td>
<td>57452 $ 108.99</td>
<td>Colposcopy of the cervix</td>
</tr>
<tr>
<td><strong>Colposcopy</strong></td>
<td>57454 $ 152.95</td>
<td>Colposcopy of cervix, with biopsy and endocervical curettage (Endometrial biopsy can only be paid as pathology.)</td>
</tr>
<tr>
<td><strong>Polypectomy</strong></td>
<td>57500 $ 126.17</td>
<td>Cervical biopsy, single or multiple, or local excision of lesion, with or without fulguration (separate procedure)</td>
</tr>
<tr>
<td></td>
<td>88305 $ 72.11</td>
<td>Surgical pathology, gross and microscopic examination (#88305TC $32.87 / #8830526 $39.24)</td>
</tr>
<tr>
<td><strong>LEEP</strong></td>
<td>57522 $ 261.98</td>
<td>Loop electrode excision procedure (may be reimbursed as a diagnostic procedure, based upon ASCCP recommendations.) <em>Must be preauthorized on an individual basis in advance of the procedure.</em></td>
</tr>
<tr>
<td></td>
<td>88305 $ 72.11</td>
<td>Surgical pathology, gross and microscopic examination (#88305TC $32.87 / #8830526 $39.24)</td>
</tr>
<tr>
<td><strong>Cold Knife</strong></td>
<td>57461 $ 316.26</td>
<td>Colposcopy with loop electrode conization of the cervix (may be reimbursed as a diagnostic procedure, based upon ASCCP recommendations.) <em>Must be preauthorized on an individual basis in advance of the procedure.</em></td>
</tr>
<tr>
<td></td>
<td>88305 $ 72.11</td>
<td>Surgical pathology, gross and microscopic examination (#88305TC $32.87 / #8830526 $39.24)</td>
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<tr>
<td><strong>Endocervical Curettage</strong></td>
<td>57505 $ 101.55</td>
<td>Endocervical curettage (not done as part of dilation and curettage)</td>
</tr>
<tr>
<td></td>
<td>88305 $ 72.11</td>
<td>Surgical pathology, gross and microscopic examination (#88305TC $32.87 / #8830526 $39.24)</td>
</tr>
</tbody>
</table>

**Note:**

Facility fees include $120.00 for supplies and miscellaneous costs.
* This amount applies when performed service is in an outpatient facility setting and an additional facility fee is charged.
Forms

Forms ........................................................................................................................................... 10.1
Provider Application .................................................................................................................. 10.2
SMHW Eligibility Agreement (English & Spanish) ............................................................... 10.6
Green Patient History (English & Spanish) ........................................................................... 10.8
Blue Screening Report ............................................................................................................ 10.10
Purple Breast Diagnosis and Treatment ............................................................................ 10.12
Yellow Cervical Diagnosis and Treatment ....................................................................... 10.14
BCCT Temporary MO HealthNet Authorization ............................................................... 10.16
BCCT Medical Assistance Application (MO HealthNet) ................................................. 10.17
Certification of Need for Treatment – Breast/Cervical Cancer ........................................ 10.18
Request for Forms .................................................................................................................. 10.20
The following pages contain forms associated with the SMHW and WISEWOMAN programs. All forms are available on the web at http://www.health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php.

Direct any questions related to the forms to your RPC.
#### Section 10

**Forms**

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**THIS SECTION IS FOR OFFICE USE ONLY**

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<th>FFATA/TRACKING#</th>
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<th>REGIONAL PROGRAM COORDINATOR</th>
<th>LPHA</th>
<th>CLINIC</th>
<th>CHC</th>
<th>HOSPITAL</th>
<th>FQHC</th>
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**PROVIDER INFORMATION**

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<th>ADDRESS</th>
<th>CITY</th>
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<table>
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<tr>
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<th>PUBLIC TELEPHONE FOR APPOINTMENTS</th>
<th>ALTERNATE TELEPHONE NUMBER</th>
<th>FAX NUMBER</th>
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<th>DAYS OF OPERATION</th>
<th>HOURS OF OPERATION</th>
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<table>
<thead>
<tr>
<th>FEDERAL TAX ID NUMBER / SOCIAL SECURITY NO.</th>
<th>MEDICAID PROVIDER</th>
<th>MEDICARE PROVIDER</th>
<th>HOW MANY CLIENTS DO YOU ESTIMATE THAT YOU WILL SEE ANNUALLY?</th>
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<tbody>
<tr>
<td></td>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
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<table>
<thead>
<tr>
<th>CYTOLOGY LAB NAME AND ADDRESS (LAB THAT READS PAP TEST)</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
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<table>
<thead>
<tr>
<th>MAMMOGRAPHY FACILITIES</th>
<th>SATELLITE SITES</th>
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<tr>
<td>☐ Yes (If yes, how many?______)</td>
<td>☐ No</td>
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**SHOW ME HEALTHY WOMEN CONTACT INFORMATION**

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<th>E-MAIL ADDRESS</th>
<th>TELEPHONE</th>
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<th>TELEPHONE</th>
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<table>
<thead>
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<th>ZIP CODE</th>
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**WISEWOMAN CONTACT INFORMATION (IF APPLICABLE)**

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<tr>
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<th>TELEPHONE</th>
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<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
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</thead>
<tbody>
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### Mammography Facilities (If Applicable)

<table>
<thead>
<tr>
<th>Mammography Facility Name and Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Telephone</th>
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</thead>
<tbody>
<tr>
<td>1. Mammography Facility Name and Address</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td>Telephone</td>
</tr>
<tr>
<td>2. Mammography Facility Name and Address</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td>Telephone</td>
</tr>
<tr>
<td>3. Mammography Facility Name and Address</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td>Telephone</td>
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<tr>
<td>4. Mammography Facility Name and Address</td>
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<tr>
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<tr>
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<td>7. Mammography Facility Name and Address</td>
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<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td>Telephone</td>
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</table>

### Satellite Sites (If Applicable)

<table>
<thead>
<tr>
<th>Satellite Site Name</th>
<th>Satellite Site Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Satellite Site Name</td>
<td>Satellite Site Address</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
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<tr>
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<td>State</td>
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## SATELLITE SITES (CONTINUED)

<table>
<thead>
<tr>
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<th>SATELLITE SITE ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
<th>SATELLITE SITE DAYS AND HOURS OF OPERATION</th>
<th>SATELLITE SITE CONTACT PERSON</th>
<th>TELEPHONE</th>
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</thead>
<tbody>
<tr>
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</table>

### CLINICAL EXAMINERS

<table>
<thead>
<tr>
<th>NAME (CLINICAL EXAMINERS PERFORMING SCREENING SERVICES)</th>
<th>TITLE</th>
<th>Nurse LICENSURE NO. AND/OR CERTIFICATE NO. (IF A NURSE PRACTITIONER OF ANY TYPE, INCLUDE YOUR RN LICENSE NUMBER)</th>
<th>PHYSICIANS LICENSE NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD ☐ DO ☐ RN ☐ NP ☐ ☐</td>
<td>RN ☐ DO ☐ RN ☐ MD ☐</td>
<td></td>
<td></td>
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<tr>
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<td>RN ☐ DO ☐ RN ☐ MD ☐</td>
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<tr>
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<td>RN ☐ DO ☐ RN ☐ MD ☐</td>
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<tr>
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<td>RN ☐ DO ☐ RN ☐ MD ☐</td>
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<tr>
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<td>RN ☐ DO ☐ RN ☐ MD ☐</td>
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MD 580-2411 (07/16)
# CLINICAL EXAMINERS (CONTINUED)

<table>
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<tr>
<th>NAME (CLINICAL EXAMINERS PERFORMING SCREENING SERVICES)</th>
<th>TITLE</th>
<th>Nurse LICENSURE NO. AND/OR CERTIFICATE NO. (IF A NURSE PRACTITIONER OF ANY TYPE, INCLUDE YOUR RN LICENSE NUMBER)</th>
<th>PHYSICIAN LICENSE NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
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<td>RN</td>
<td>DO ☐</td>
<td>MD ☐</td>
</tr>
<tr>
<td>MD ☐ DO ☐ RN ☐ NP ☐</td>
<td>RN</td>
<td>DO ☐</td>
<td>MD ☐</td>
</tr>
<tr>
<td>MD ☐ DO ☐ RN ☐ NP ☐</td>
<td>RN</td>
<td>DO ☐</td>
<td>MD ☐</td>
</tr>
<tr>
<td>MD ☐ DO ☐ RN ☐ NP ☐</td>
<td>RN</td>
<td>DO ☐</td>
<td>MD ☐</td>
</tr>
<tr>
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<td>RN</td>
<td>DO ☐</td>
<td>MD ☐</td>
</tr>
<tr>
<td>MD ☐ DO ☐ RN ☐ NP ☐</td>
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<td>DO ☐</td>
<td>MD ☐</td>
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<td>MD ☐</td>
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<tr>
<td>MD ☐ DO ☐ RN ☐ NP ☐</td>
<td>RN</td>
<td>DO ☐</td>
<td>MD ☐</td>
</tr>
</tbody>
</table>

I have reviewed the SMI-RW Provider Billing Guidelines for the Show Me Healthy Women Program. I understand all the screening guidelines and eligibility requirements and do hereby agree to comply. I understand this application will be returned if it is illegible, incomplete and/or not signed. I certify to the best of my knowledge and belief all information provided is true and accurate.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PRINTED NAME OF PERSON SIGNING</th>
<th>TITLE</th>
</tr>
</thead>
</table>

MD 580-2411 (07/16)
INSERT CLINIC NAME AND LOGO

Name: ___________________________ Birth date ___/___/____ SS#: _______________________

Address ____________________________________________________________

Street __________ City __________ State __________ Zip __________

The Missouri Department of Health and Senior Services invites you to take part in the Show
Me Healthy Women Project (SMHW). If you qualify, you will receive your breast and
cervical cancer examinations free. If your test results are not normal, this clinic will work
with SMHW and/or Department of Social Services to help you obtain additional tests and, if
needed, treatment.

Income/Insurance Information (Please check all that apply.)

Are you receiving:  Unemployment insurance [ ] WIC [ ] TANF [ ] Food stamps [ ]
Medicare Part A [ ] and/or Part B [ ] Medicaid [ ] Have you applied for Medicaid [ ]

<table>
<thead>
<tr>
<th>Do you have health insurance?</th>
<th>Yes [ ] No [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your insurance have a deductible?</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>Can you pay the deductible?</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>Is your health insurance an HMO?</td>
<td>Yes [ ] No [ ]</td>
</tr>
</tbody>
</table>

CLIENT AGREEMENT

I have not supplied documentation of household income. I declare my household income is
within SMHW present income guidelines. (If applicable, please initial)

I have received the income guidelines and I qualify for the SMHW.
A staff person has informed me which tests the SMHW program covers.
I understand that the SMHW services will be available to me at no cost.
I understand that my health is my responsibility. I am responsible for keeping my appointments.
I need to contact this clinic for my test results.
I understand that no test is 100% accurate.
I have read or had the above read to me. I agree that all the information above is correct.

As a client receiving services funded by SMHW, your protected health care information will be shared with
appropriate staff at the Department of Health and Senior Services and other agencies as required by
the federal funding source. I acknowledge that I have been given a copy of the Missouri Department of Health
and Senior Services Notice of Privacy Policies and have been told where I can obtain any subsequent
revisions to this Notice. If this document is signed by the guardian or Durable Power of Attorney for Health
Care (DPOA-HC), attach a copy of the Letters Appointing the Guardian or a copy of the Durable Power of
Attorney for Health Care.

________________________/_____/_____
Signature of the Client/Guardian/

Durable Power of Attorney for Health Care (DPOA-HC)  Date
INSTITUCIÓN MÉDICA Y LOGO

Nombre ___________________________ Fecha de Nacimiento _____________/___________/___________ Seguro Social # ___________

Dirección _____________________________________________________________________________________________

Calle ____________________________ Ciudad ______________________ Estado ____________ Código Postal ____________

El Departamento de Salud y de Servicios para Personas de Edad Avanzada de Missouri le invita a ser parte del programa Mujeres Saludables de Missouri. Si usted califica, recibirá exámenes del seno y cervical gratuitos. Si los resultados fueran anormales, trabajaremos con el Departamento de Servicio Social para obtener exámenes adicionales, incluyendo el tratamiento si es necesario.

INFORMACIÓN DE INGRESOS Y ASEGURANZA DE SALUD (seguros) (Por favor indique toda lo que aplica.)

Esta usted recibiendo: ☐ Seguro de desempleo ☐ Medicaid ☐ TANF (Ayuda Estatal)
☐ WIC ☐ Medicare Parte A ☐ o Parte B ☐

¿Ha aplicado para recibir Medicaid? ☐

| ¿Tiene usted Seguro de Salud? | Sí ☐ | No ☐ |
| ¿Tiene usted un deducible en su seguro? | Sí ☐ | No ☐ |
| ¿Puede usted pagar el deducible? | Sí ☐ | No ☐ |
| ¿Tiene usted el Seguros llamado HMO? | Sí ☐ | No ☐ |

Acuerdo del Cliente

No he presentado documentación sobre mis ingresos. Declaro que mis ingresos no sobrepasan los límites salariales de la guía del programa Mujeres Saludables de Missouri. ____________ (su inicial)

He recibido los requisitos del programa Mujeres Saludables de Missouri y califico para este proyecto.

Personal del proyecto me ha informado cuáles exámenes paga el programa Mujeres Saludables de Missouri.

Entiendo que los servicios disponibles a través del programa Mujeres Saludables de Missouri son gratuitos.

Entiendo que es mi responsabilidad cuidar mi salud. Soy responsable de cumplir y mantener las citas médicas. Entiendo que personas asociadas con el programa Mujeres Saludables de Missouri me pueden entrar en contacto para recibir servicios médicos y aconsejados.

Entiendo que necesito contactarme con la clínica para saber los resultados de mis exámenes.

Entiendo que ningún examen es 100% exacto.

Confirme que he leído o se me ha leído la información anterior.

Confirme que toda información antes mencionada es correcta.

Como cliente que esta recibiendo servicios financiados por el programa Muéstrate Mujeres Saludables, su información protegida del cuidado médico será compartida con el personal apropiado en el Departamento de Salud y de Servicios para Personas de Edad Avanzada y de otras agencias según los requisitos de la fuente del financiamiento federal. Yo reconozco que me han dado una copia de las Políticas de Privacidad del Departamento de Salud y Servicios para Personas de Edad Avanzada de Missouri y que me han dicho a dónde puedo obtener revisiones subsiguientes a este aviso. Si este documento es firmado por el Tutor (Custodio) del poder duradero para atención médica, por favor adjunte una copia de las cartas de nombramiento del Tutor o una copia del Poder Duradero (Poder Notarial).

________________________/_________/______________

Firma del Cliente/Tutor/ Fecha

Poder Duradero para atención médica (DPOA-HC)
### A. PERSONAL HISTORY

<table>
<thead>
<tr>
<th>Name (Last, First, Middle Initial)</th>
<th>Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Home Phone No.</td>
<td></td>
</tr>
<tr>
<td>Work Phone No.</td>
<td></td>
</tr>
<tr>
<td>Cell Phone No.</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td>City/State</td>
</tr>
<tr>
<td></td>
<td>Zip Code</td>
</tr>
<tr>
<td></td>
<td>County</td>
</tr>
</tbody>
</table>

**Date of Birth (MM/DD/YYYY):**

**Social Security Number (Optional):**

**What is the primary language spoken in your home?**
- [ ] English
- [ ] Spanish
- [ ] Other ____________________________

**Number of Household Members:**

**Insurance Coverage:**
- [ ] None
- [ ] Mo HealthNet
- [ ] Medicare
- [ ] Private
- [ ] Medicaid/DON/Medicare Number

**Race:** (must be answered, choose all that apply)
- [ ] (1) White
- [ ] (2) Black or African American
- [ ] (3) Asian
- [ ] (4) Native Hawaiian or Other Pacific Islander
- [ ] (5) American Indian or Alaskan Native
- [ ] (6) Other ____________________________
- [ ] (7) Unknown (please avoid using)

**Ethnicity:** (must be answered)

Are you of Hispanic origin?  [ ] Yes  [ ] No

**Highest grade of school completed (circle one):**
- [ ] 1
- [ ] 2
- [ ] 3
- [ ] 4
- [ ] 5
- [ ] 6
- [ ] 7
- [ ] 8
- [ ] 9
- [ ] 10
- [ ] 11
- [ ] 12
- [ ] 13
- [ ] 14
- [ ] 15
- [ ] 16

**How did you hear about the Show Me Healthy Women program?**
- [ ] (1) Physician
- [ ] (2) Clinic
- [ ] (3) Television
- [ ] (4) Radio
- [ ] (5) Printed Ad
- [ ] (6) Billboard
- [ ] (7) Bus Sign
- [ ] (8) Health Care Provider
- [ ] (9) Health Fair
- [ ] (10) Health Coalition
- [ ] (11) Outreach Worker
- [ ] (12) Relative/Friend
- [ ] (13) Other Location(s) (specify) _______________________________________  

**What type of transportation did you use to get to your clinic appointment?**
- [ ] (1) Bus
- [ ] (2) ACT Van
- [ ] (3) OATS Bus
- [ ] (4) Taxi
- [ ] (5) Personal Vehicle
- [ ] (6) Relative/Friend
- [ ] (7) SMTS
- [ ] (8) Other ____________________________

**Date of last Pap Test:**

**Date of Last Mammogram:**

**Do you now smoke cigarettes?**
- [ ] Everyday
- [ ] Some days
- [ ] Not at all
- [ ] Don’t know

**Name and telephone numbers of two people who can always reach you:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Phone with Area Code</th>
<th>Work Phone</th>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Home Phone with Area Code</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
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*Ch D-3*  
Revised 4/2016
### Section 10

**Forms**

**DEPARTAMENTO DE SALUD DE MISSOURI Y SERVICIOS PARA MAYORES DE EDAD**
**UNIDAD DE CONTROL DE CANCER Y DE ENFERMEDADES CRÓNICAS**
**DEL PROGRAMA MUJERES SALUDABLES DE MISSOURI**
**HISTORIA CLÍNICA DA LA PACIENTE**
**(COMPLETADA POR EL CLIENTE Y REVISARÁ ANUALMENTE)**

<table>
<thead>
<tr>
<th>FECHA DE VISITA (MES/DÍA/AÑO)</th>
<th>SITIO DE INSCRIPCIÓN/CÓDIGO SATELLITE (SI APLICA)</th>
</tr>
</thead>
</table>

**A. HISTORIA PERSONAL**

<table>
<thead>
<tr>
<th>NOMBRE (APELIDO, NOMBRE, APELLIDOS INTERMEDIO)</th>
<th>APELLIDO DE SOLTERA</th>
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</table>

<table>
<thead>
<tr>
<th>E-MAIL</th>
<th>Teléfono de Casa</th>
<th>Teléfono de su Trabajo</th>
<th>Teléfono Celular</th>
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<tr>
<th>DIRECCIÓN</th>
<th>CIUDAD</th>
<th>CÓDIGO POSTAL</th>
<th>CONDADO</th>
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</table>

<table>
<thead>
<tr>
<th>FECHA DE NACIMIENTO (AÑO/MES/DÍA)</th>
<th>NUMERO DE LA SEGURO SOCIAL (Opcional)</th>
<th>¿CUÁL ES EL IDIOMA PRINCIPAL QUE SE HABLAA EN SU CABAÑA?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ Inglés □ Español □ Otro</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>MUJERES PERSONAS QUE VIVEN EN SU HOGAR</th>
<th>QUE CLASE DE SEGURO TIENE</th>
<th>MEDICARID OC/NÚMERO DE MEDICARE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Ninguno □ Medicaid □ Mo HealthNet □ Privado</td>
<td></td>
</tr>
</tbody>
</table>

**Raza:** *(Deben contestarse, no todas las que se conciernen)*

- □ 1: Blanco
- □ 2: Negro o Afro-Amerciano
- □ 3: Asiático
- □ 4: Nativo Hawaii o de otro isla del Pacífico
- □ 5: Indio Americano o Nativo de Alaska
- □ 6: Otro
- □ 7: Desconocido

**Pertenece étnico (Las preguntas deben ser contestadas)**

- □ 1: Tiene origen Hispanics □ Si □ No

**Último año escolar que completó (marque con un círculo uno)** *(Equivalentes estadounidense, si es de otra nación):*

- □ 1  □ 2  □ 3  □ 4  □ 5  □ 6  □ 7  □ 8  □ 9  □ 10  □ 11  □ 12  □ 13  □ 14  □ 15  □ 16

**¿Cómo supo usted acerca de este proyecto? (En inglés, el Muéstreme Mujeres Saludables)?**

- □ 1: Médico
- □ 2: Clínica
- □ 3: Televisión
- □ 4: Radio
- □ 5: Anuncio en diario
- □ 6: Anuncio en carretera
- □ 7: Anuncio en autobús
- □ 8: Enfermera o otra persona clínica
- □ 9: Feria de Salud
- □ 10: Coalición de Salud
- □ 11: Promotora de Salud
- □ 12: Paciente/Amigo
- □ 13: Otras fuentes (especificar)

**¿Qué tipo de transporte utiliza para acudir a su cita clínica?**

- □ 1: Autobús
- □ 2: Van ACT
- □ 3: Autobús OATS
- □ 4: Taxi
- □ 5: Vehículo personal
- □ 6: Paciente/Amigo
- □ 7: SMS
- □ 8: Otra

**Fecha del examen de Papanicolaou pasado:**

**Fecha de la última mamografía:**

**Actualmente, ¿fuma cigarrillos?**

- □ A diario
- □ Algunos días
- □ Nada
- □ No sabe

**Nombre y teléfono de dos personas que siempre pueden localizarse:**

<table>
<thead>
<tr>
<th>Nombre</th>
<th>Teléfono de la Casa (incluya el código de área)</th>
<th>Teléfono del Trabajo (incluya el código de área)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>( )</td>
<td>( )</td>
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**Nombre**

<table>
<thead>
<tr>
<th>Teléfono de la Casa (incluya el código de área)</th>
<th>Teléfono del Trabajo (incluya el código de área)</th>
</tr>
</thead>
<tbody>
<tr>
<td>( )</td>
<td>( )</td>
</tr>
</tbody>
</table>
### A. PERSONAL DATA

<table>
<thead>
<tr>
<th>NAME (LAST, FIRST, MIDDLE INITIAL)</th>
<th>SOCIAL SECURITY NUMBER</th>
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</table>

<table>
<thead>
<tr>
<th>DATE OF BIRTH</th>
<th>CLIENT ELIGIBILITY VERIFIED</th>
<th>INSURANCE COVERAGE</th>
<th>DEDUCTIBLE MET</th>
<th>REFERRAL FEE</th>
<th>MEDICARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM DD YYYY</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>VISIT TYPE</th>
<th>Initial CBE only</th>
<th>Annual CBE only</th>
<th>Rescreen</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Height</th>
<th>Weight</th>
<th>BMI</th>
<th>Blood Pressure</th>
</tr>
</thead>
<tbody>
<tr>
<td>in</td>
<td>lbs</td>
<td></td>
<td>1st reading</td>
</tr>
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<td></td>
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<td>2nd reading</td>
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<tr>
<td></td>
<td></td>
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<td>Average</td>
</tr>
</tbody>
</table>

### B. BREAST CANCER SCREENING

**B 1. Does client report any BSE symptoms?**
- Yes
- No

(IF YES, complete B2.)

**Date of CBE**: / / / YYY

**B 2. Symptoms Reported by Client**

- Lump
- Nipple discharge
- Skin changes (dimpling, retraction, new nipple inversion, ulceration, Paget’s disease)
- Personal history of breast cancer

**B 3. CBE within normal limits and B 4. Findings Present at CBE**

- Yes
- No

**CBE Planned**: / / / YYY

**Diagnosis Work-up Planned**: / / / YYY

**B 5. Mammogram Information**

- Mammogram not done: Patient only received CBE, proceeded directly for other imaging or diagnostic workup
- Routine screening mammogram
- Mammogram performed to evaluate symptoms:
  - Positive BSE
  - Positive CBE
  - Previous abnormal mammogram results (rescreen)

**Mammography provider facility**

**Previous mammogram**: Yes

- No
- Unknown

**Date of last mammogram**: / / YYY

**Date of this mammogram**: / / YYY

**Type of mammogram**: Screening

**SMHW mammogram result**

- Negative (Category 1)
- Benign Finding (Category 2)
- Suspicious Abnormality (Category 4)
- Highly Suggestive of Malignancy (Category 5)
- Assessment Incomplete—Needs additional imaging evaluation (Category 0)

**Further diagnostic planned for**: Yes

- No

**Rescreen mammogram planned**

- (must be less than 90 months)

**Diagnosis work-up planned**

- (must be less than 60 days)

**Next routine breast screening**

- (must be less than 12 months)

**Referral for diagnostic testing/direct bill**

(Physician/facility name)

---

(Cervical Cancer Screening Report on back of this form.)
### C. CERVICAL CANCER SCREENING

- **Section 10**
- **Revised 4/2016**

#### C 1. Pelvic Exam Results

<table>
<thead>
<tr>
<th>Pelvic Exam WNL?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Additional information required in “No” selected, See C 2.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Hysterectomy?** Yes No
  - Cervix absent
  - Cervix absent due to cervical cancer
  - Cervix present
  - Reason for hysterectomy unknown

<table>
<thead>
<tr>
<th>Date of Pelvic Exam</th>
<th>MM</th>
<th>DD</th>
<th>YYYY</th>
</tr>
</thead>
</table>

#### C 2. Pelvic Exam Findings

- 1) Cervix
  - a) Polyp
  - b) Leukoplakia (white lesions)
  - c) Friable
  - d) Ulceration
  - e) Exophytic growth

- 2) Exam Complicated by Obesity
  - a) Premenopausal
  - b) Postmenopausal

<table>
<thead>
<tr>
<th>Findings Present at Pelvic Exam (check only one)</th>
</tr>
</thead>
</table>

#### C 3. Pap Test Results

<table>
<thead>
<tr>
<th>Previous Pap test</th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of last Pap test</td>
<td>MM</td>
<td>YYYY</td>
<td></td>
</tr>
<tr>
<td>Date of this Pap test</td>
<td>MM</td>
<td>DD</td>
<td>YYYY</td>
</tr>
</tbody>
</table>

- **Specimen adequacy**
  - Satisfactory
  - Unsatisfactory due to
  - Unknown

<table>
<thead>
<tr>
<th>Specimen type</th>
<th>Conventional Smear</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Liquid Based</td>
</tr>
<tr>
<td></td>
<td>Annual Pap due to previous treatment for cervical cancer</td>
</tr>
</tbody>
</table>

- **Pap test result (check one)** (Results with (*) require additional follow-up)
  - Normal
    - (1) Negative for intraepithelial lesion or malignancy
  - Abnormal
    - (2) Atypical Squamous Cells of Undetermined Significance (ASC-US) (May have HPV test)
    - (3) Low Grade SIL (HPV/HPV) Dysplasia/CIN I* (including atypical, endocervical adenocarcinoma in situ and adenocarcinoma)
    - (4) Atypical Squamous Cells, cannot exclude HSIL, (ASC-H)*
    - (5) High grade SIL (with features suspicious for invasion/CIN II/III/CIS)*
    - (6) Squamous Cell Cancer*
    - (7) Atypical Glandular Cells* (including atypical, endocervical adenocarcinoma in situ and adenocarcinoma)
    - (8) Other,________________________

- **Endocervical Cells** Yes No

#### C 4. HPV Test Date

<table>
<thead>
<tr>
<th>HPV Test Result</th>
<th>(1) Positive (High Risk)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(2) Negative</td>
</tr>
<tr>
<td></td>
<td>(3) Test not done</td>
</tr>
<tr>
<td></td>
<td>(4) Unknown</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HPV Test Date</th>
<th>MM</th>
<th>DD</th>
<th>YYYY</th>
</tr>
</thead>
</table>

- **Referred for diagnostic work-up/direct biller**
  - (physician/facility name)

<table>
<thead>
<tr>
<th>Date of next routine Pap screening</th>
<th>MM</th>
<th>YYYY</th>
</tr>
</thead>
</table>
# Section 10
## Forms

### A. PERSONAL DATA

<table>
<thead>
<tr>
<th>Name (Last, First, Middle Initial)</th>
<th>Referring Provider (For Direct Billing)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Social Security Number</th>
<th>Client Eligibility Verified</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/ DD/YYYY</td>
<td></td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insurance Coverage</th>
<th>Deductible Met</th>
<th>Referral Fee</th>
<th>Type of Medicare</th>
<th>BCCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes / No</td>
<td></td>
<td></td>
<td>Part A</td>
<td>Part A and B</td>
</tr>
</tbody>
</table>

### B. ADDITIONAL BREAST IMAGING

#### Diagnostic Mammography

<table>
<thead>
<tr>
<th>Additional mammographic view(s)</th>
<th>MM/DD/YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>L R</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Normal</th>
<th>MM/DD/YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Negative (Category 1)</td>
<td></td>
</tr>
<tr>
<td>(2) Benign Finding (Category 2)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Abnormal</th>
<th>MM/DD/YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3) Probably Benign (Category 3)</td>
<td></td>
</tr>
<tr>
<td>(4) Suspicious Abnormality (Category 4)</td>
<td></td>
</tr>
<tr>
<td>(5) Highly Suggestive of Malignancy (Category 5)</td>
<td></td>
</tr>
</tbody>
</table>

#### Ultrasound

<table>
<thead>
<tr>
<th>MM/DD/YYYY</th>
<th>Rescreen</th>
<th>Reporting only</th>
</tr>
</thead>
</table>

### BREAST DIAGNOSTIC PROCEDURES

<table>
<thead>
<tr>
<th>Specialist Consultation Date</th>
<th>Diagnostic Work-up Planned</th>
<th>CBE WNL</th>
<th>Diagnostic Work-up Planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YYYY</td>
<td>None</td>
<td>Yes / No</td>
<td>0-60 days 61-90 days</td>
</tr>
</tbody>
</table>

#### CBE WNL

- Yes / No (If "No" indicate finding below)

<table>
<thead>
<tr>
<th>Benign finding</th>
<th>Suspicious for cancer</th>
<th>Fine Needle/Cyst Aspiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Fibrocystic changes, diffuse lumpiness, clearly defined thickening, or nodularity</td>
<td>(2) Discrete palpable mass</td>
<td>(1) Negative</td>
</tr>
<tr>
<td>(3) Nipple discharge</td>
<td>(4) Nipple or areolar scaliness or erythema</td>
<td>(2) Indeterminate</td>
</tr>
<tr>
<td>(5) Skin dimpling, retraction, new nipple inversion, peau d'orange, ulceration; also one breast lower than usual; or unilateral prominent veins, or unilateral increase in size</td>
<td>(6) Enlarged, tendor, fixed, or hard palpable supraclavicular, infraclavicular, or axillary lymph nodes; also swelling of upper arm</td>
<td>(3) Suspicious for Malignancy - Refer to BCCT</td>
</tr>
</tbody>
</table>

#### Fine Needle/Cyst Aspiration

<table>
<thead>
<tr>
<th>MM/DD/YYYY</th>
<th>Cytopathology Performed</th>
<th>Yes / No</th>
<th>Reporting only</th>
</tr>
</thead>
</table>

#### Left Breast

<table>
<thead>
<tr>
<th>Type</th>
<th>Superficial</th>
<th>Deep tissue under guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Result</td>
<td>(1) Negative</td>
<td>(2) Indeterminate</td>
</tr>
</tbody>
</table>

#### Right Breast

<table>
<thead>
<tr>
<th>Type</th>
<th>Superficial</th>
<th>Deep tissue under guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Result</td>
<td>(1) Negative</td>
<td>(2) Indeterminate</td>
</tr>
</tbody>
</table>

Revised 4/2016
### Section 10

#### Forms

<table>
<thead>
<tr>
<th>Biopsy MM/DD/YYYY</th>
<th>Reporting only</th>
<th>Location</th>
<th>Physician Office</th>
<th>Hospital outpatient</th>
<th>Facility Fee</th>
<th>Yes</th>
<th>No</th>
<th>Anesthesia</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Breast**

- Left  
- Right

- Percutaneous
- Stereotactic Guided (19061)
- US Guided (19053)
- Needle Core, No Guidance (19100)
- Add Lesion

**Additional Primary Pathology:**
- No additional pathology
- 1 additional pathology
- 2 additional pathology
- 3 additional pathology

- Incisional, No Guidance (19101)
- Excisional

- Preoperative placement of clip? Yes | No
- Radiological exam? Yes | No

**Additional Lesion:**
- Clear

- Incisional, No Guidance (19101)
- Excisional

- Preoperative placement of clip? Yes | No
- Radiological exam? Yes | No

**Additional Primary Pathology:**
- No additional pathology
- 1 additional pathology
- 2 additional pathology
- 3 additional pathology

#### Biopsy Result

(Report only most severe result)

- (1) Benign
- (2) Benign/Atypical
- (3) Indeterminate
- (4) Malignancy

#### Status of Final Diagnosis

- (1) Work-up Complete (Complete Section C)
- (2) Work-up Pending
- (3) Lost to Follow-up (Enter Lost to Follow-up Date in Final Diagnosis Date)
- (4) Work-up Refused (Describe in comment section/Must have signed waiver)
- (9) Irreconcilable (Does not follow typical protocol - Describe)

**Next Breast Cancer Screening Date** MM/DD/YYYY

**Other Procedure (specify):**

**Other Procedure Date:** MM/DD/YYYY

#### C. BREAST DIAGNOSIS

(Diagnostic result with (*) require treatment)

**Final Diagnosis**

- (3) Breast Cancer not diagnosed
- (4) Lobular Carcinoma In Situ (LCIS) (Stage 0)*
- (5) Ductal Carcinoma In Situ (DCIS) (Stage 0)*
- (2) Invasive Breast Cancer*

**Final Diagnosis/Imaging Date** MM/DD/YYYY

#### D. BREAST TREATMENT

**Status of Treatment**

- (1) Started
- (2) Pending
- (3) Lost to F/U (Describe in comment section)
- (4) Refused (Describe in comment section/Must have signed waiver)
- (5) Not Needed

**Type**

- (1) Surgery
- (2) Radiation
- (3) Chemotherapy
- (4) Hormone
- (5) Immunotherapy
- (6) Other Cancer Therapy

**Treatment Facility**

(Facility Name/City)

**Date Treatment Started** MM/DD/YYYY

#### COMMENTS
### CERVICAL DIAGNOSIS AND TREATMENT

#### A. PERSONAL DATA

<table>
<thead>
<tr>
<th>ENROLLMENT SITE/SATELLITE (NAME AND ADDRESS)</th>
<th>REFERRING PROVIDER (FOR DIRECT BILLING)</th>
</tr>
</thead>
</table>

**DATE OF BIRTH**

<table>
<thead>
<tr>
<th>MM</th>
<th>DD</th>
<th>YYYY</th>
</tr>
</thead>
</table>

**SOCIAL SECURITY NUMBER**

| - | - | - |

**CLIENT ELIGIBILITY VERIFIED**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**INSURANCE COVERAGE**

<table>
<thead>
<tr>
<th>Q</th>
<th>%</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DEDUCTIBLE MET</th>
<th>REFERRAL FEE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TYPE OF MEDICARE</th>
<th>BCCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part A</td>
<td></td>
</tr>
<tr>
<td>Part A and B</td>
<td></td>
</tr>
</tbody>
</table>

#### B. CERVICAL DIAGNOSTIC PROCEDURES

- **Specialist Consultation**
  
<table>
<thead>
<tr>
<th>MM</th>
<th>DD</th>
<th>YYYY</th>
</tr>
</thead>
</table>

- **Diagnosic Work-up Planned**

<table>
<thead>
<tr>
<th>None</th>
<th>0-60 Days</th>
<th>61-90 days</th>
</tr>
</thead>
</table>

- **Colposcopy without Biopsy**
  
<table>
<thead>
<tr>
<th>MM</th>
<th>DD</th>
<th>YYYY</th>
</tr>
</thead>
</table>

- **Colposcopy**
  
<table>
<thead>
<tr>
<th>MM</th>
<th>DD</th>
<th>YYYY</th>
</tr>
</thead>
</table>

- **Polypectomy**
  
<table>
<thead>
<tr>
<th>MM</th>
<th>DD</th>
<th>YYYY</th>
</tr>
</thead>
</table>

- **Cervical Biopsy**
  - Endocervical Biopsy/ECC Biopsy
  - Endometrial Biopsy (Can only be reimbursed with cervical biopsy)
    | 1 Additional Cervical Biopsy |
    | 2 Additional Cervical Biopsies |
    | 3 Additional Cervical Biopsies |

- **Colposcopy inadequate, need further diagnostic**

- **Conization (Diagnostic procedures, choose ONLY one)**
  
<table>
<thead>
<tr>
<th>MM</th>
<th>DD</th>
<th>YYYY</th>
</tr>
</thead>
</table>

- **LEEP**
  - OR

- **Cold Knife**
  - OR

- **Endocervical Curettage (alone)**
  
  | 1 Biopsy |
  | 2 (1) Biopsy |
  | 2 (2) Additional Biopsy |
  | 2 (3) 2 Additional Biopsies |
  | 2 (4) 3 Additional Biopsies |

- **Other Cervical Procedure**

<table>
<thead>
<tr>
<th>Specify</th>
<th>MM</th>
<th>DD</th>
<th>YYYY</th>
</tr>
</thead>
</table>

- **Next Cervical Cancer Screening Date**

<table>
<thead>
<tr>
<th>MM</th>
<th>YYYY</th>
</tr>
</thead>
</table>

#### Status of Final Diagnosis

- **(1) Work-up Complete (Complete Section C)**
- **(2) Work-up Pending**
- **(3) Lost to F/U (Describe in comment section)**
- **(4) Work-up Refused (Describe in comment section/Must have signed waiver)**
- **(5) Irreconcilable (Does not follow typical protocol - Describe)**
### C. CERVICAL DIAGNOSIS

**Final Diagnosis** (RECORD MOST SEVERE RESULT) *(Diagnostic results with (*) require treatment)*

- (1) Normal/Benign Reactive/Inflammation
- (2) HPV/Condylomata/Alypia
- (3) CIN I (Mild Dysplasia/Low grade SIL (Biopsy Diagnosed))
- (4) CIN II (Moderate Dysplasia (Biopsy Diagnosed)) (Refer to BCCT)
- (5) CIN III/Severe Dysplasia/High Grade SIL/Carcinoma In S itu (CIS), Stage 0 (Biopsy Diagnosed) (Refer to BCCT)
- (6) Invasive (Biopsy Diagnosed) (Refer to BCCT)
- (7) Other

**Final Diagnosis Date**

<table>
<thead>
<tr>
<th>MM</th>
<th>DD</th>
<th>YYYY</th>
</tr>
</thead>
</table>

### D. CERVICAL TREATMENT

**Status of Treatment**

- [ ] Started
- [ ] Pending
- [ ] Lost to F/U (Describe in comment section)
- [ ] Work up refused (Describe in comment section/Must have signed waiver)
- [ ] Not Needed

**Type**

- [ ] Cryotherapy
- [ ] Conization
- [ ] Radiation Therapy
- [ ] Chemotherapy
- [ ] Surgery
- [ ] Immunotherapy
- [ ] Other Cancer Therapy - Specify

**Treatment Facility**

Facility Name/City

**Date Treatment Started**

<table>
<thead>
<tr>
<th>MM</th>
<th>DD</th>
<th>YYYY</th>
</tr>
</thead>
</table>

**Comments**
Dear [Name],

You are eligible for Temporary MO HealthNet based upon your Missouri Show Me Healthy Women program screening results. Your temporary coverage will continue until a decision is made on your eligibility for on-going MO HealthNet coverage. MO HealthNet can pay for medical services only when the medical provider you use accepts MO HealthNet payments.

An application for the MO HealthNet Breast & Cervical Cancer Treatment (BCCT) program based upon your need for breast or cervical cancer treatment is enclosed. Please complete the application and mail it to the St. Joseph Customer Service Center listed on the back of the application as quickly as possible. If you fail to complete and return the enclosed application by the last day of next month, your MO HealthNet coverage will end.

You will receive a MO HealthNet card in approximately five days. Until you receive your MO HealthNet card, use this letter as proof of eligibility when you go to your doctor, pharmacy or other medical service provider. If you have questions about MO HealthNet providers or how to get MO HealthNet services, please call the MO HealthNet Participant Services Unit toll free number at 1-800-392-2161.

If you have any questions pertaining to continuing MO HealthNet eligibility, please call the Family Support Division Information Center toll free at 1-855-373-4636.

Breast & Cervical Cancer Control Project (BCCCP) Contracted Provider: [Provider Name]

Breast & Cervical Cancer Control Project (BCCCP) Eligibility confirmed by: [Provider Name]

Date: [Date]

Name | MO HealthNet Number (DCN) | Beginning Date of Coverage
--- | --- | ---
[Name] | [DCN] | [Date]

Providers are to verify MO HealthNet coverage prior to providing services to the above participant. Problems or questions call (8-5, M-F) 1-800-392-2161, or 573-751-6527 at your expense.
Section 10
Forms

MISSOURI DEPARTMENT OF SOCIAL SERVICES
DIVISION OF FAMILY SERVICES

BCCT MEDICAL ASSISTANCE APPLICATION

FOR OFFICE USE ONLY
DATE APPLIED

DATE

SERVICE REP [ ] SUPERVISOR [ ] LOAD [ ]

COMPLETE IN INK

A. MAILING ADDRESS

NAME (FIRST, MIDDLE, LAST) ________________________________ DATE OF BIRTH ______ SOCIAL SECURITY NUMBER ______ RACE/ETHNIC ______

ADDRESS (HOUSE NO., STREET, RURAL ROUTE, PO BOX NO.), CITY, STATE, ZIP CODE, COUNTY ________________________________

HOME TELEPHONE NUMBER ________________________________ WORK TELEPHONE NUMBER ________________________________ MESSAGE PHONE NUMBER ________________________________

B. INSTRUCTIONS: Please answer each question completely.

1. Are you a U.S. citizen? If "NO," list immigration status and registration number, date of entry:

   YES [ ] NO [ ]

2. Do you currently have healthcare insurance?

   YES [ ] NO [ ]

   NAME OF COMPANY AND POLICY NUMBER ________________________________ TYPE OF COVERAGE [ ] DOCTOR [ ] HOSPITAL

   If limited coverage explain:

   YES [ ] NO [ ]

3. Do you have children under the age of 19 residing in your home?

   YES [ ] NO [ ]

4. Are you pregnant?

   YES [ ] NO [ ]

5. Are you blind?

   YES [ ] NO [ ]

6. Are you disabled?

   YES [ ] NO [ ]

C. PLEASE READ CAREFULLY AND SIGN BELOW:

- I agree to provide Social Security Numbers of all persons applying for Medicaid as required by law. The social security number is used to determine eligibility and verify information.

- I agree that my statements and information provided may be verified.

- I will report any changes in circumstances within TEN DAYS of when they happen.

- I know that it is against the law to obtain benefits to which I am not entitled. Any false claim, statement or concealment of any material fact whatsoever, in whole or in part, may subject me to criminal and/or civil prosecution.

- I agree that medical information about me can be released if needed to administer this program.

- I understand Healthcare benefits based on a person being blind, disabled, age 65 or over, pregnant women, child or parent, is not determined by completing this application. If I want eligibility for healthcare benefits explored on the basis of one of these, I must complete a different application for these benefits.

- Provided I am found to be eligible for Medicaid, I know the state of Missouri will pay for covered services on my behalf and agree the state may collect payments from any third party (i.e., insurance, estate, etc.) for services paid by the state.

- I understand the decision on my eligibility will be released to the State of Missouri BCCCP Program for tracking purposes.

- I understand that if I disagree with the decision concerning my eligibility, I may request a fair hearing within 90 days of the date of the decision.

- I understand I am entitled to fair and equal treatment regardless of my age, sex, race, color, handicap, religion, creed, national origin or political belief.

I agree that the signature below certifies under penalty of perjury that all declarations made in this eligibility statement are true, accurate, and complete, to the best of my knowledge.

SIGNATURE ________________________________ DATE __________________

CALL 1-888-275-5908 IF YOU HAVE ANY QUESTIONS.

MO 886-5977 (9/01)
Section 10
Forms

CERTIFICATION OF NEED FOR TREATMENT – BREAST/CERVICAL CANCER

I certify that the above patient:

☐ Was diagnosed as having ☐ breast or ☐ cervical cancer on ____________________; and,

☐ Is in need of treatment for breast or cervical cancer; OR

☐ Is currently receiving treatment for breast or cervical cancer. The estimated date when
the current course of treatment will end is ____________________.

Note: Eligibility Specialist must set a priority for follow-up based on estimated treatment completion date.

PHYSICIAN’S SIGNATURE ____________________ DATE ____________

TYPE OR PRINT NAME OF PHYSICIAN ____________________

PHYSICIAN SPECIALTY ____________________

MO HEALTHNET PROVIDER NUMBER ____________________ MO HEALTHNET MANAGED CARE PROVIDER NUMBER ____________________

PLEASE SEND THIS FORM TO THE FOLLOWING AGENCY:

______________________________
CERTIFICATION OF NEED FOR TREATMENT – BREAST/CERVICAL CANCER

**Purpose:** To provide a signed statement from the diagnosing/treating physician as to the date of the diagnosis and/or the length of time treatment will be for breast or cervical cancer. This form is used to tell the eligibility specialist the date of diagnosis and the time limit the treatment will last for the claimant.

**Number of Copies and Distribution:** Complete one copy of the form in ink or type and file in the case record.

**Instructions for Completion:**

The following parts of this form are to be completed by the eligibility specialist prior to sending to the treating physician:

- Patient Name
- Patient's Date of Birth
- Patient's M0 HealthNet Number (DCN)
- Address of where to send the completed form

The form is then sent to be completed by the diagnosing/treating physician.

If initially applying for BCCT through a county office, the physician must certify the following:

- Date of diagnosis, and either
- Need for treatment, or
- If currently receiving treatment, the estimated date the current course of treatment will end.

Upon receiving the completed BCC-2, the eligibility specialist will set a priority based on the patient status:

- Initial application with diagnosis only-Set priority to check on treatment status in three (3) months; or
- Active case-Set priorities as needed to redetermine whether treatment is still needed for breast or cervical cancer. Priorities are based on the date the current course of treatment is expected to end.
# REQUEST FOR FORMS

**MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES**  
**BUREAU OF GENERAL SERVICES**

**REQUEST FOR FORMS**

COMPLETE THE INFORMATION BELOW AND RETURN TO:  
**MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES**  
**GENERAL SERVICES WAREHOUSE**  
**P.O. BOX 576, JEFFERSON CITY, MO 65102-0570**

OR FAX TO: (573) 751-1574

**PLEASE SEND ME THE FOLLOWING FORMS:**

<table>
<thead>
<tr>
<th>QUANTITY REQUESTED</th>
<th>WAREHOUSE USE ONLY</th>
<th>FORM NO</th>
<th>TITLE (PLEASE LIST EXACT TITLE)</th>
<th>DHSS WAREHOUSE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

*THE COST OR A LIMITED STOCK MAY RESTRICT QUANTITIES SUPPLIED.*

**THE INFORMATION BELOW MUST BE COMPLETED IN FULL TO PROCESS YOUR REQUEST.**

<table>
<thead>
<tr>
<th>REQUESTER'S ORGANIZATION NAME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT PERSON'S NAME</th>
<th>PHONE NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHIPPING ADDRESS</th>
<th>CITY, STATE, ZIP CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(P.O. Box holders MUST include street address)</td>
<td></td>
</tr>
</tbody>
</table>

**MO 560-2908 (3-09)  
**DH-48  

AN EQUAL OPPORTUNITY/INCLUSIVE ACTION EMPLOYER - services provided on a nondiscriminatory basis

Revised 4/2016
# Section 10

## Forms

**REQUEST FOR FORMS**

**PLEASE SEND ME THE FOLLOWING FORMS:**

<table>
<thead>
<tr>
<th>QUANTITY* REQUESTED</th>
<th>FORM NO.</th>
<th>TITLE (PLEASE LIST EXACT TITLE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limit of 500</td>
<td>956</td>
<td>The Missouri Tobacco Quitline (Business Card)</td>
</tr>
<tr>
<td>Limit of 1000</td>
<td>941</td>
<td>The Missouri Tobacco Quitline (6 Steps for Success)</td>
</tr>
<tr>
<td>No Limit</td>
<td>510</td>
<td>Tobacco Quitline Card for Pregnant Women</td>
</tr>
<tr>
<td>No Limit</td>
<td>478</td>
<td>Poster – Talk to Your Child’s Doctor About Quitting - Girl</td>
</tr>
</tbody>
</table>

*The cost or a limited stock may restrict quantities supplied.

**THE INFORMATION BELOW MUST BE COMPLETED IN FULL TO PROCESS YOUR REQUEST.**

**REQUESTER’S ORGANIZATION NAME:**

**DATE:**

**CONTACT PERSON’S NAME:**

**PHONE NO.:**

**SHIPPING ADDRESS:**

(P.O. Box holders MUST include street address)

**CITY, STATE, ZIP CODE:**

---

This sample form includes available Missouri Tobacco Quitline Resources items to order from the Comprehensive Tobacco Control Program’s supply. The exact title name used on this sample form must be used when ordering.

Ordering materials direct for your organization is easy. The form may be accessed on-line at the Missouri Department of Health and Senior Services (DHSS) Warehouse [http://health.mo.gov/warehouse/](http://health.mo.gov/warehouse/), using the downloadable “DH-48 Request for Forms” document. This form can be completed electronically. Please note upon printing the date will automatically change to the date the document is printed.
MOHSAIC

Overview ........................................................................................................................ 11.1
Access ............................................................................................................................ 11.3
Navigating ...................................................................................................................... 11.8
Overview of Client Forms for MOHSAIC Entry

Providers’ entering data are not required to fill out paper forms but must have documentation of the information submitted in the Missouri Health Strategic Architectures and Information Cooperative (MOHSAIC) in client files for quality assurance (QA) review.

The Patient History, Screening Report, Breast Diagnosis and Treatment, Cervical Diagnosis and Treatment, WISEWOMAN Assessment, and WISEWOMAN Screening forms can be accessed online at: http://health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/forms.php or by calling 866-726-9926.

All forms contain a ‘Comment’ section at the bottom of the form. This is used for additional notes on the client or procedures entered by provider or DHSS staff. Explanations should be kept brief as space is limited. Comments are not mandatory, but helpful to retain information not covered in the form.

Client records must be submitted within 60 days of service. If waiting for insurance reimbursement/approval forms, notify your RPC and document this in the comments section of the form.

Green Patient History Form

The Patient History form (green form, pages 10.8-.9) shall be completed by each client at the initial screening visit and at every annual screening thereafter. The provider shall enter the green history form into MOHSAIC when reporting the initial screening visit and update the information each year, as needed. Enter the green history form into MOHSAIC before entering any other form.

Blue Screening Report

Screening Report form (blue form, pages 10.10-.11) shall be submitted at the initial, rescreen and annual screening for all clients participating in SMHW. Document the first mammogram a client receives on the screening report.

Purple Breast Diagnosis and Treatment Form

Breast Diagnosis and Treatment form (purple form, pages 10.12-.13) shall be completed for all clients with abnormal breast cancer screening results that require further diagnostic procedures and/or treatment. If needed, diagnostic service(s), date of service(s), results of diagnostic service(s), final diagnosis, and treatment (date, type and place) are also required on the purple form. This information is crucial for the successful follow-up and/or treatment of all clients with abnormal screening results.
Yellow Cervical Diagnosis and Treatment Form

Cervical Diagnosis and Treatment form (yellow form, pages 10.14-.15) shall be completed for all clients with abnormal cervical cancer screening results that require further diagnostic procedures and/or treatment. If needed, diagnostic service(s), date of service(s), results of diagnostic service(s), final diagnosis, and treatment (date, type, and place) are also required on the purple form. This information is crucial for the successful follow-up and/or treatment of all clients with abnormal screening results.

WISEWOMAN Assessment

WISEWOMAN Assessment form shall be completed for all WISEWOMAN screenings. The WISEWOMAN Assessment form shall be completed by each WISEWOMAN client. The Assessment form includes cardiovascular health history, family health history, medications, health habits, readiness to change habits, ability to participate in physical activity, and follow-up contact information. Providers review the Assessment form and assist with questions as needed.

WISEWOMAN Screening Form

WISEWOMAN Screening form shall be completed by the provider. The pink form documents screening, follow-up and lifestyle education services, including: visit type, clinical measurements, heart disease risk calculation, diagnostic office visit justification, alert and abnormal value follow-up, physical activity clearance, and lifestyle intervention record. The Risk Classification is automatically calculated when the form is entered into MOHSAIC.
MOHSAIC ACCESS

MOHSAIC is an online data system used to collect and manage client service records for the SMHW and WISEWOMAN programs.

MOHSAIC also tracks funding allocations and expenditures and is linked to the Statewide Advantage for Missouri (SAM II) system for reimbursing providers. Prior to reimbursement, SMHW and WISEWOMAN staff review all submitted forms to ensure client services meet program standards.

SMHW must submit Minimum Data Elements (MDE) reports to the Centers for Disease Control and Prevention (CDC) from the MOHSAIC reporting data forms.

How to apply for access to MOHSAIC

To apply for access to MOHSAIC, applicants will need to follow the instructions in the following pages.

AUTOMATED SECURITY ACCESS PROCESSING (A.S.A.P)

REQUESTING ACCESS TO SHOW ME HEALTHY WOMEN

STEP A. Creating A.S.A.P User profile

(This step is to be completed only once per user)

Please read...

• If you have an ASAP profile already and know your login credentials, please skip to Step B (submitting the request)

• If you are unsure you have an ASAP profile, here are a few steps to determine that

  o If you already have an LPHA e-mail account, DHSS health applications and/or DSS prod/mainframe access, you mostly likely have an ASAP profile.

  o If you try to create an ASAP profile and you receive a red message indicating that first name and last name is already in use, please contact the ITSD Call Center at 800.347.0887 for assistance. This most likely means you have an ASAP profile and the call center can assist with profile updates, password resets, logging into ASAP, and/or submitting requests.
Creating A.S.A.P User profile

- Open Internet Browser and enter address http://webapp02.dhss.mo.gov/asap_web/ASAPLogin.aspx
- Click “Yes” to any security messages

<table>
<thead>
<tr>
<th>Steps</th>
<th>Screen Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click the <strong>NEW USER</strong> option</td>
<td><img src="image" alt="New User Option" /></td>
</tr>
<tr>
<td>2. Enter your <strong>first name</strong>, <strong>last name</strong> and last four digits of your SSN. Enter a <strong>Preferred First Name</strong>, if desired. Click the <strong>CREATE USERID</strong> button.</td>
<td><img src="image" alt="Create UserID" /></td>
</tr>
<tr>
<td>3. <strong>Make note of your UserID.</strong></td>
<td><img src="image" alt="UserID Note" /></td>
</tr>
<tr>
<td>4. Choose ‘<strong>Others (Schools, Private Providers, etc.)</strong>’ for the Agency.</td>
<td><img src="image" alt="Agency Option" /></td>
</tr>
<tr>
<td>5. Choose ‘<strong>DHSS DIVISION OF COMMUNITY HEALTH</strong>’ for Local Security Officer County.</td>
<td><img src="image" alt="Local Security Officer County" /></td>
</tr>
<tr>
<td>6. Choose ‘<strong>SHOW ME HEALTHY WOMEN LSO – (MARY NOVINGER)</strong>’ for Local Security Officer.</td>
<td><img src="image" alt="Local Security Officer" /></td>
</tr>
<tr>
<td>7. Type your work street number; it will provide a drop-down list. Click your address</td>
<td><img src="image" alt="Address Information" /></td>
</tr>
<tr>
<td>8. Enter your e-mail address, telephone number, and fax number</td>
<td><img src="image" alt="Contact Information" /></td>
</tr>
</tbody>
</table>
9. Enter a password
   Retype your password
   Enter a challenge question. This should be a question only you know the answer to.
   Type the response or answer to the challenge question
   Retype the response or answer to the challenge questions

   **If ASAP did not prompt you to create a password, your password was automatically set to first initial of first name, first initial of last name, and last four digits of your social security number.**

10. Click the CREATE PROFILE button

11. You should see a message about the profile being successfully created. Make note of your User ID

<table>
<thead>
<tr>
<th>Password</th>
<th>[Password length between 6-8]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retype Password</td>
<td></td>
</tr>
<tr>
<td>Challenge Question</td>
<td></td>
</tr>
<tr>
<td>Challenge Response</td>
<td></td>
</tr>
<tr>
<td>Retype Response</td>
<td></td>
</tr>
</tbody>
</table>

PROFILE SUCCESSFULLY CREATED.
Your ASAP User ID has successfully been generated. Your User ID is: USERID

---------------------------------------- Please continue to Step B --------------------------------------

11.5
Revised 4/2016
**STEP B. Request SMHW access**

- Open Internet Browser and enter address [http://webapp02.dhss.mo.gov/asap_web/ASAPLogin.aspx](http://webapp02.dhss.mo.gov/asap_web/ASAPLogin.aspx)
- Click Yes to any security messages

1. Type the **User ID** and **Password** you created in Step A.
2. Click the **SIGN IN** button.

   **If ASAP did not prompt you to create a password, your password was automatically set to first letter of first name, first letter of last name, and last four digits of your social security number.**

3. Choose the **Completing for Self** option.
4. Click the **NEXT** button.

5. Choose **‘HEALTH APPLICATIONS’** for Area Type.
6. Choose **‘SHOWMEHEALTHYWOMEN’** for Health Area Type.
7. Choose **‘ADD ACCESS’** for Request Type.
8. Choose appropriate role from the Role drop down list. **Hold the Ctrl key to select multiple role(s). As roles are selected, they will become highlighted.** (Use the scroll bars to scroll up and down to view the complete list).
9. Choose appropriate role from the Other Role/Report Type dropdown list. **Choose SMHW.Provider (****For Use By SMHW Provider) ONLY.**
10. **Optional:** Type in any comments
11. Type in the Effective Date

---

**Who are you completing this ASAP request for?**

- Completing for Self
- Completing for Other Employee
- Approve Requests
- Vacations

**Who are you completing this ASAP request for?**
12. If you do not enter data for additional agencies, leave defaulted to ‘NO’.

13. To select other agencies, select ‘YES’ and pick the county and the agency from the the dropdown list.

<table>
<thead>
<tr>
<th>County:</th>
<th>ADAMS</th>
<th>001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
<td>ADAMS COUNTY HEALTH DEPARTMENT</td>
<td></td>
</tr>
<tr>
<td>ADD ADDRESS</td>
<td>1001 S JAMISON</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>NORMANSVILLE</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td>MO</td>
<td></td>
</tr>
<tr>
<td>Zip:</td>
<td>65501000</td>
<td></td>
</tr>
</tbody>
</table>

14. Click the ‘I Agree’ button.

15. Click the ‘Submit Form’ button.

A message should appear stating the request was successfully completed.

Print a copy of the form for your records.

If you experience any problems or have questions while using the ASAP system, please notify the DHSS ITSD Call Center using one of the following methods:

**Telephone:** 573.751.6388 or 1.800.347.0887  
**E-mail:** Support@health.mo.gov
Navigating MOHSAIC

Lesson 1: The CLIENT

This is for the Provider or MOHSAIC Customer. In this lesson, you will learn how to:

- Develop a new password
- Log onto the SMHW application
- Search for existing clients
- View Medicaid information
- Register new clients

* * * *      TURN OFF POP-UP BLOCKERS      * * * *

This program uses pop-up screens for data information.

Steps to Access the MOHSAIC Application and Log onto the SMHW Application

Log-in Process

Open the Internet browser and enter the Web address on the address line:

- If this is the first time to login, a password must be established:
  - Use the username and assigned password provided to you by e-mail from SMHW, when approved. User name is usually the first five letters of last name and first name initial. Initial password is first and last name initials and last four digits of SSN.
  - Click on 'Change Password.'
  - If you do not login to MOHSAIC for 30 days, the system will 'lock out.' You must call the ITSD Help Desk at 800-347-0887 to unlock and enter new password.
  - After a password is established, the program will ask to change your password every 30 to 60 days. This can be numbers, letters, or a combination, as desired. Password requires six (6) to eight (8) characters and one numeric value.

- Once logged in, your agency name will appear and stay constant throughout the application.
- Click the 'Login' button to proceed.
Entering or Viewing a Client

The main screen for the SMHW program appears. To enter or view a client:

- Click on the ‘Client’ link on the menu bar
- Choose ‘Submit New Forms/Billing’
Client Search

In ‘Submit New Forms/Billing’ screen under the ‘Client Information’ section, you either choose to ‘Search and Select’ or ‘Register a New Client.’

Type the Social Security Number (SSN) with no spaces or hyphens; the Departmental Client Number (DCN) or the last and first name of the client separated by a comma (Example: Doe, Jane). Do not click return – wait until drop down menu appears.

If the screen returns more names than the screen will hold, use the scroll down bar to see the full screen. If there are more than 15 names on the screen use the double arrow at the bottom of the screen to proceed to the next search result screen.
Searching for Current Client

If the client name appears, then select the correct name by clicking on it. Verify the name by checking the date of birth (DOB) and DCN number, if available. The client may be in the system with multiple names. Choose the name of the client as she presents to you. If not available, select one and then correct with ‘Update Client Information.’

The client information screen will display the client demographic information. If any information is missing, add the correct information in the ‘Update Client Information’ screen.

If the client name is not in the database, this screen will say ‘No Results Found’. Press the tab key to continue.
Adding a New Client

If the client name does not appear, then hit the ‘enter’ or ‘tab’ key and the message to add a new client appears. Click the ‘OK’ button and proceed to the ‘Add Person’ screen.

The search will check the MOHSAIC and DSS databases. If the client name is not in the system, the screen appears with the ‘No results found matching search criteria.’ Click the ‘Create New Client on MOHSAIC’ link.
Adding new client, continued

The ‘Client Information’ screen is displayed. The next step is to enter the address and telephone number. Then proceed to the ‘Provider Information’ section or view Medicaid information.
Address Verification

If the system does not recognize the address, ‘Address Verification’ will pop up. If the address is correct, enter the county and click “save.” Or, change the address to a valid address and click save.

If the county and address match the database, the pop-up box will turn orange. If not, and you are sure they are both correct, call SMHW at 866-726-9926 to request an address fix. Normally this fix will be done overnight.
Checking for Medicare/Medicaid

If the client name is not on Medicaid the screen will be empty. The ‘View Medicaid Information’ is transferred from the DSS database. This screen is read only. The screen will display the current client at the top of the screen.

If a client name is displayed at the top of the screen and she is on Medicaid, the screen will be filled in.
Checking for Medicare/Medicaid, continued

This screen shows all of the client and guardian (if applicable) information as well as the managed care information. If there is an open date but no close date, the client is on some sort of assistance.

Please remember when pulling up or entering another client under client demographics, verify the client address and other personal information is correct. We have encountered several forms that were entered for a different client, but only the client name was changed. This leads to duplicate records in the system and results in errors on the data submitted to CDC. Until a software programming change is complete, please make sure the date of birth and SSN are correct for the client form being entered.
Entering Provider and Form Type Information

On the ‘Provider Information’ section, select either ‘Regular’ or ‘Direct Billing’. If ‘Direct Billing’ is selected, a referring provider must be entered. Type in the provider’s name and select the appropriate provider. If ‘Regular Billing’ is selected, a referring provider is not necessary.

When entering information in this section is complete, proceed to the next section – ‘Form Type/Version.’

This section has two parts: a) when one of the forms is selected, the version will be filled in and b) during the first few months of the new grant year, there could be multiple versions. By default, the software automatically selects the version based on the present date. To enter a form with a different date of service, select a different version from the drop down box.
Entering Provider and Form Type Information continued

Under the gray heading, ‘Form Type/Version’, click on the correct form ‘Type’ for the submitted information:

- Breast Diagnosis and Treatment (purple)
- Cervical Diagnosis and Treatment (yellow)
- Patient History (green)
- Screening Reporting Form (blue)
- WISEWOMAN Form (pink)
Entering Provider and Form Type Information continued

Click on the correct form ‘Version’: (‘Forms for Services Provided On or After June 30, 20__ __.’). Dates must correspond with the service dates being submitted. Click on the correct form ‘Version’ for the submitted information:

- Forms for Services Provided On or After June 30, 2016
Filling Out a Form

The name is displayed before entering the data. The form on the screen is the same as the paper form. Fill in the form and click the 'Submit' button at the bottom of the screen to submit/save.

To fill in the forms you can use the mouse, tab key or the space bar. To use the mouse, click on the drop down arrow and then select the appropriate choice. If you are using the mouse for buttons, just click inside the circle. All forms work the same way.

- If you know what is in the drop down box, then tab to the empty field and type the first letter. The word will appear.
- Tab to the next field.
- If you tab to a square radio button, then hit the space bar to fill in.
- Tabbing to a radio button will automatically fill in the circle when highlighted.

<table>
<thead>
<tr>
<th>Patient History</th>
<th>Ver. 6.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider NPI</td>
<td>23730993701</td>
</tr>
<tr>
<td>Service Address</td>
<td>416 MARKET STREET, ALTON, MO 65606</td>
</tr>
<tr>
<td>Name (Last, First, Middle Initial)</td>
<td>BROWN, MARY</td>
</tr>
<tr>
<td>Maiden Name</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>03/1942</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>016-65-6624</td>
</tr>
<tr>
<td>Medicaid/Medicare Number</td>
<td>01665524</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>NON HISPANIC</td>
</tr>
<tr>
<td>Race</td>
<td>BLACK</td>
</tr>
<tr>
<td>Mental Status</td>
<td></td>
</tr>
<tr>
<td>Date Form Received</td>
<td>MM/DD/YYYY</td>
</tr>
<tr>
<td>Date of Visit</td>
<td>MM/DD/YYYY</td>
</tr>
<tr>
<td>Number of Household Members</td>
<td></td>
</tr>
<tr>
<td>Household Income (Monthly)</td>
<td></td>
</tr>
<tr>
<td>How did you hear about SMBPM?</td>
<td></td>
</tr>
<tr>
<td>(1) Physician</td>
<td></td>
</tr>
<tr>
<td>(2) Clinic</td>
<td></td>
</tr>
<tr>
<td>(3) Television</td>
<td></td>
</tr>
</tbody>
</table>

Done
How to Complete ‘Reporting Only’ Process

EXAMPLE: A client who is eligible for SMHW diagnostic services is referred from an outside provider. The client has had a breast or cervical screening/diagnostic that is suspicious for cancer. Cancer diagnosis by a tissue biopsy is unconfirmed.

- Verify client eligibility
- Have client sign SMHW Client Eligibility Agreement form
- Complete green History form
- Enter data into MOHSAIC from green History form
Screening Report Form

If a SMHW provider performs additional breast/cervical procedures, enter the data and check the appropriate visit type.

If no SMHW screening services are provided by a SMHW provider, check the appropriate ‘Visit Type’ and check the ‘Referral Fee’ box if requesting the $20 referral fee. Provider reimbursement is for the referral fee only, not an office visit.

Report any other outside diagnostic procedures completed prior to enrollment on the appropriate diagnostic form as ‘Reporting Only’ and report SMHW follow-up procedures as usual.
Screening Report Form, continued

An error message may appear at the bottom of the screen after the 'Submit' button is clicked. If this happens, the system will require form correction before proceeding. Upon form correction, click the 'Submit' button again and the system will proceed to the next screen.

After the successful submission of the form the 'Submit Form' screen will again be displayed. If you wish to continue with this client for additional forms return to 'Submit New Form/Billing.'

To search for another client, type over the current name and the new search result screen will appear. Select the new SSN and the screen will refresh with the new client name and information.
Lesson 2: Financial

In Lesson 2, you will learn how to:

- Check provider contract information
- Check daily summary of forms submitted
- Review pay status of forms

Provider Contract Information

When you click on the ‘Provider Contract Information’ the financial information is automatically displayed. This screen tracks and displays the amount of funding given, amount billed, amount paid, and amount available. The billed amount subtracts from the amount available upon submission.

If this information does not correspond with your records, contact the SMHW billing coordinator at 866-726-9926. SHMW encourages you to monitor/track your funds through your internal system.

Daily Summary of Forms Submitted

Click on the ‘Daily Summary of Forms Submitted’ and then click on the month and day you want to display. Click the arrows on the month bar to change the month and then select the day you want to display. This will display the client’s financial information by type, date and amount.

Clicking on ‘Display Full List to Print’ will display the screen for sending to the default printer. Clicking on the ‘Print Listing’ button will generate a print job. Choose the printer on the print screen and click print. If you do not want to print, click the ‘Close’ button to return to the main screen.
Review Pay Status of Forms

You can search for all records submitted or for a specific client. There are four form status types:

- Submitted by Provider,
- Approved,
- Released to Finance for Payment, and
- Check Mailed.

Each indicates a different step in the review and payment process.

If you search for a client, it will display all forms submitted for that client and the pay status. Click on ‘Form Status’ to view all clients under the criteria or click multiple items to display all the selections. (Example: ‘Check Mailed’)

Entering the date range will display all forms status for the range. Click the ‘Search’ button to display results.
Review Pay Status of Forms, continued

The ‘Form Type’ and ‘Total Amount Paid’ columns show in blue. Clicking on either one brings up the form or the claim screen to review. The claim screen form is ‘read only’.

[Image of a claim screen form]
Review Pay Status of Forms, continued

Clicking on the 'Amount Billed' link will display the detailed information for that client and date. This form is 'read only'.

If you have additional questions, please call SMHW/WISEWOMAN at 866-726-9926 for general assistance with central office staff.

If you have questions or concerns regarding specific issues with MOHSAIC, contact the ITSD Help Desk by telephone at 800-347-0887 or by e-mail at support@health.mo.gov.
Show Me Healthy Women Provider Manual

Client Navigation

Navigation .............................................................................................................................................................................. 12.1

SMHW Cancer Resources ...................................................................................................................................................... 12.2
The elimination of cancer disparities is critically important for lessening the burden of cancer. Patient navigator programs have been shown to improve clinical outcomes.

In response to Missouri women and providers reaching out to Show Me Healthy Women to inquire about additional cancer navigational resources, Show Me Healthy Women developed a list of Cancer Navigational Resources to assist in filling a gap in the current health care system.

Show Me Healthy Women generated the following resource to work with Missouri women and families to help them at many points along the health care journey: insurance problems, identification of available cancer screening programs, medication assistance, financial assistance, housing assistance during travels, etc.
<table>
<thead>
<tr>
<th>Agency</th>
<th>Website</th>
<th>Name of Program</th>
<th>Enrollment Requirements</th>
<th>Services Offered</th>
<th>Primary Contact Name</th>
<th>Primary Contact Telephone</th>
<th>Primary Contact E-mail</th>
<th>Counties Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Cancer Society</td>
<td><a href="http://www.cancer.org">www.cancer.org</a></td>
<td>American Cancer Society</td>
<td>See webpage links.</td>
<td>Free wigs to cancer patients, education materials, cancer information &amp; support.</td>
<td>See webpage links.</td>
<td>800-227-2345</td>
<td>N/A</td>
<td>All counties in Missouri.</td>
</tr>
<tr>
<td>American Cancer Society</td>
<td><a href="http://www.cancer.org/index">http://www.cancer.org/index</a></td>
<td>American Cancer Society</td>
<td>N/A</td>
<td>Webpage: cancer resources for wigs, transportation, support, local offices, etc.</td>
<td>N/A</td>
<td>800-227-2345</td>
<td>Web chat available</td>
<td>Check website link for local offices.</td>
</tr>
<tr>
<td>American Cancer Society</td>
<td><a href="http://www.cancer.org">www.cancer.org</a></td>
<td>Hope Lodge (associated with American Cancer Society)</td>
<td>Have a cancer diagnosis.</td>
<td>Free housing for cancer patients traveling to KC (must be 40 miles or &gt; from home for any cancer treatment).</td>
<td>Sarah Freyman</td>
<td>816-218-7136</td>
<td>N/A</td>
<td>Live outside Kansas City area.</td>
</tr>
<tr>
<td>American Cancer Society</td>
<td>[<a href="http://www.cancer.org/treatment/support">http://www.cancer.org/treatment/support</a> programservices/hopelodge/index](<a href="http://www.cancer.org/treatment/support">http://www.cancer.org/treatment/support</a> programservices/hopelodge/index)</td>
<td>Hope Lodge-St. Louis</td>
<td>Have a cancer diagnosis.</td>
<td>Free housing for cancer patient plus 1 caregiver traveling to St. Louis. Must be 40 miles or greater from home, for any cancer treatment.</td>
<td>N/A</td>
<td>314-286-8150</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>American Cancer Society</strong></td>
<td><a href="http://www.cancer.org">www.cancer.org</a></td>
<td><strong>Look Good…Feel Better</strong></td>
<td>For women undergoing cancer treatment. Free two-hour workshop for women undergoing cancer treatment. This program helps improve the self-image, appearance, and quality of life of patients by teaching beauty techniques to help cope with the temporary appearance-related side effects of cancer.</td>
<td>N/A</td>
<td>Patient Service Center, American Cancer Society (888) 227-6333</td>
<td>N/A</td>
<td>Offered in several SW Missouri locations including Mercy-Springfield, Mercy-Joplin, Freeman Health-Joplin, Bolivar, &amp; across the state.</td>
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<tr>
<td><strong>American Cancer Society</strong></td>
<td><a href="http://www.cancer.org/treatment/supportprograms/services/patientlodging/index">http://www.cancer.org/treatment/supportprograms/services/patientlodging/index</a></td>
<td><strong>Reach to Recovery</strong></td>
<td>Must have either a possible cancer diagnosis or a definite cancer diagnosis. Support for patients with possible breast cancer, diagnosis, or recurrence, or late stage. Considering lumpectomy, reconstruction etc. Telephone or face-to-face is provided by volunteers who are breast cancer survivors.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>All counties in Missouri.</td>
<td></td>
</tr>
<tr>
<td><strong>American Cancer Society-Joplin</strong></td>
<td><a href="http://www.cancer.org">www.cancer.org</a></td>
<td><strong>Reach to Recovery</strong></td>
<td>Breast cancer patients/survivors. Provides one-on-one mentoring for breast cancer patients. Current breast cancer patients are paired up with a breast cancer survivor from the community. Reach to Recovery volunteers have been screened and through extensive training to equip them to answer.</td>
<td>N/A</td>
<td>417-624-6808</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
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<tr>
<td>Organization</td>
<td>Website</td>
<td>Contact Person</td>
<td>Contact Information</td>
<td>Services Provided</td>
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<tr>
<td>American Cancer Society SW Missouri Office</td>
<td><a href="http://www.cancer.org">www.cancer.org</a></td>
<td>Marti Helfrecht</td>
<td>417-881-4668, Toll-free: 1-800-915-8350</td>
<td>Provides programs and services for cancer patients, survivors and caregivers, and provides many ways people can help fight cancer through volunteering, advocating, donating money or participating in fundraising activities such as Relay for Life.</td>
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<tr>
<td>Area Agencies on Aging (AAA)</td>
<td><a href="http://health.mo.gov/seniors/aaa/index.php">http://health.mo.gov/seniors/aaa/index.php</a></td>
<td>Area Agencies on Aging (AAA)</td>
<td>573-526-4542</td>
<td>Services are available under the OAA mandates to persons at least 60 years of age, in the greatest social and economic need, with special emphasis placed on low-income minority elderly. Persons with disabilities aged 18-59 may receive assistance with transportation and nutrition services through Social Services Block Grant (SSBG) or other non-Title III funds. Please check website for services provided.</td>
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<tr>
<td>Beyond the Ribbon</td>
<td>N/A</td>
<td>Lori Turk</td>
<td>N/A</td>
<td>Outreach to breast cancer families. Identifies unmet needs such as wigs, lymphedema sleeves, makeup tutorials, medication co-pays.</td>
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<tr>
<td>Boone Hospital Center</td>
<td><a href="http://www.boone.org">www.boone.org</a></td>
<td>Financial Counseling</td>
<td>573-815-3305</td>
<td>Financial discount for services at Boone for breast and cervical services. If unable to pay bill for services, offers 15% off automatically, then applies for financial assistance. No money required in advance.</td>
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<tr>
<td>Breast Cancer Foundation of the Ozarks (BCFO)</td>
<td><a href="http://www.bcfo.org">www.bcfo.org</a></td>
<td>Children's Fund</td>
<td>Contact BCFO for more information.</td>
<td>BCFO offers assistance to children of families impacted by breast cancer. Financial assistance is provided on a case by case basis and may help with: School supplies, clothing, childcare, orthodontic continuation, and holiday gifts.</td>
<td>N/A</td>
<td>417-862-3838 (Toll-free: 866-874-1915)</td>
<td>N/A</td>
<td>Barton, Jasper, Newton, McDonald, Henry, Cedar, Dade Lawrence, Barry, Polk, Greene, Christian, Stone, Dallas, Webster, Douglas, Wright, Taney, Ozark, Laclede, Texas, Howell, Shannon, &amp; Oregon Counties.</td>
</tr>
<tr>
<td>Breast Cancer Foundation of the Ozarks (BCFO)</td>
<td><a href="http://www.bcfo.org">www.bcfo.org</a></td>
<td>Free Screening Mammogram Program</td>
<td>Application for assistance must be completed and are individually evaluated. Application is based on need for screening mammogram and the inability to pay for such services through insurance or self-pay. Ages 25-80 and beyond.</td>
<td>Free screening mammograms for qualified women.</td>
<td>Jill Gold</td>
<td>417-862-3838 (Toll-free: 866-874-1915)</td>
<td><a href="mailto:jill@bcfo.org">jill@bcfo.org</a></td>
<td>Barton, Jasper, Newton, McDonald, Henry, Cedar, Dade Lawrence, Barry, Polk, Greene, Christian, Stone, Dallas, Webster, Douglas, Wright, Taney, Ozark, Laclede, Texas, Howell, Shannon, &amp; Oregon Counties.</td>
</tr>
<tr>
<td>Organization</td>
<td>Website</td>
<td>Program/Service Description</td>
<td>Contact Person</td>
<td>Phone</td>
<td>Notes</td>
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<tr>
<td>Breast Cancer Foundation of the Ozarks (BCFO)</td>
<td><a href="http://www.bcfo.org">www.bcfo.org</a></td>
<td>Lymphedema Garment Program</td>
<td>Jill Gold</td>
<td>417-862-3838</td>
<td>N/A</td>
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<td>Contact BCFO for more information. Candidates must be uninsured or underinsured, and lymphedema must be a result of breast cancer treatment.</td>
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<td>Barton, Jasper, Newton, McDonald, Henry, Cedar, Dade Laurence, Barry, Polk, Greene, Christian, Stone, Dallas, Webster, Douglas, Wright, Taney, Ozark, Laclede, Texas, Howell, Shannon &amp; Oregon Counties.</td>
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<tr>
<td>Breast Lifecare Clinic at Wes &amp; Jan Houser Women's Pavilion-Freeman Health System</td>
<td><a href="https://www.freemanhealth.com/services/womens-services/breast-lifecare">https://www.freemanhealth.com/services/womens-services/breast-lifecare</a></td>
<td>N/A</td>
<td>Wendy Chrisenbery, Women's Pavilion Supervisor</td>
<td>417-347-7777</td>
<td>Clinic located in Joplin (Jasper County) but serves the 4 corner state MO, KS, OK, &amp; AR region.</td>
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<tr>
<td>Cancer Action</td>
<td><a href="mailto:tishr@canceractionkc.org">tishr@canceractionkc.org</a></td>
<td>Cancer Action</td>
<td>Trish Rush</td>
<td>816-350-8881</td>
<td>Jackson and Clay Counties. In Kansas Wyandotte &amp; Johnson Counties.</td>
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<tr>
<td>CancerCare Co-Payment Foundation</td>
<td><a href="http://www.cancercarecopayment.org">www.cancercarecopayment.org</a></td>
<td>CancerCare Co-Payment Foundation</td>
<td>N/A</td>
<td>866-552-6729</td>
<td>N/A</td>
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<tr>
<td>Community Breast Care Project of Central Missouri</td>
<td></td>
<td>Community Breast Care Project</td>
<td>N/A</td>
<td>573-634-HOPE</td>
<td>Cole, Osage, Callaway, Miller, Moniteau, &amp; Morgan Counties.</td>
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<tr>
<td>Community Clinic-Joplin</td>
<td><a href="http://www.joplinclinic.org">www.joplinclinic.org</a></td>
<td>Breast Cancer Screening</td>
<td>Mary Fetter, Clinical Operations Manager</td>
<td>417-624-5500</td>
<td><a href="mailto:opsmgr@joplincommunityclinic.com">opsmgr@joplincommunityclinic.com</a></td>
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<td>Breast cancer screening clinics are held twice monthly and open to any women or men without other access to these services.</td>
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<td></td>
<td>Jasper County</td>
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</tbody>
</table>
| Carrie J Babb  
Cancer Center-Citizens Memorial Healthcare | [http://www.cccancer.com/](http://www.cccancer.com/) | Central Care Cancer Center | Accepts Medicaid, Medicare, insurance and self-pay. | Comprehensive oncology services and support services for cancer patients through Central Care Cancer Center. | Kim Wallin-Medical Oncology | 417-326-7200 | N/A | Polk County |
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<tbody>
<tr>
<td>CoxHealth Breast Care Clinic at Hultston Cancer Center-Springfield</td>
<td><a href="http://www.coxhealth.com">www.coxhealth.com</a></td>
<td>N/A</td>
<td>Insurance or self-pay. Financial assistance may be available for breast cancer patients through CoxHealth Foundation.</td>
<td>Comprehensive breast center. Screening/ Diagnostic imaging and breast biopsy services.</td>
<td>Manager: Susan Smith</td>
<td>417-269-6170</td>
<td><a href="mailto:susan.smith2@coxhealth.com">susan.smith2@coxhealth.com</a></td>
<td>Greene County</td>
</tr>
</tbody>
</table>
| CoxHealth Foundation-Springfield | [www.coxhealthfoundation.com](http://www.coxhealthfoundation.com) | N/A | Various programs offering patient financial assistance for services provided at CoxHealth. | Patient application, physician referral, proof of income, and explanation of need required to request assistance. | *See website for all fund programs*  
*Includes -Breast Care Fund for services provided to breast cancer patients at the Breast Care Clinic.* | N/A | 417-269-7150 | N/A |
<p>| CoxHealth Reach Together @ CoxHealth Breast Care Clinic-Springfield | N/A | CoxHealth Reach Together | A support group for those who have, or have had, breast cancer and their family members and caregivers. | A support group for those who have, or have had, breast cancer and their family members and caregivers. | Deanna Gunnett | 417-269-6253 | <a href="mailto:deanna.gunnett@coxhealth.com">deanna.gunnett@coxhealth.com</a> | Greene County |
| Ellis Fischel | <a href="http://www.muhealth.org/locations/ellisfischelcancercenter/">http://www.muhealth.org/locations/ellisfischelcancercenter/</a> | MU Health Care/Ellis Fischel | Financial discount for services at Ellis. | If unable to pay bill at Ellis and has no insurance, will get 60% off hospital charges, 25% off physician charges, and additional 20% off bill if paid in full within 39 days of bill statement. Charity Care program Financial Counseling services. | Call to speak to financial counselor and to request application. | 866-608-8025 | N/A | N/A |
| Ellis Fischel/ Cancer Screening Grant | N/A | Ellis Fischel | Women 40+ with no health insurance, make $5,000.00 over what SMHW allows to qualify for screening mammogram. | Annual screening mammograms with identification and proof of income. | Sue Sinele | 573-884-1140 or 573-884-8511 | <a href="mailto:Sinele@health.missouri.org">Sinele@health.missouri.org</a> | Any county in Missouri, but must be scheduled through Cancer Screening. |</p>
<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Web Address</th>
<th>Contact Person</th>
<th>Phone Numbers</th>
<th>Email Address</th>
<th>Location Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellis Fischel/Young Women Cancer</td>
<td></td>
<td>Ellis Fischel</td>
<td>Sue Sinele</td>
<td>573-884-1140 or 573-884-8511</td>
<td>Any county in Missouri, but must be scheduled through Cancer Screening.</td>
</tr>
<tr>
<td>Screening Grant</td>
<td></td>
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<td><a href="mailto:Sinelea@health.missouri.org">Sinelea@health.missouri.org</a></td>
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</tr>
<tr>
<td>Faith Community Health-Branson</td>
<td><a href="https://www.faithcommunityhealth.org/">https://www.faithcommunityhealth.org/</a></td>
<td>Darla Howe, Clinical Director</td>
<td>417-336-9355</td>
<td><a href="mailto:info@faithcommunityhealth.org">info@faithcommunityhealth.org</a></td>
<td>Taney &amp; Stone Counties.</td>
</tr>
<tr>
<td>Freeman Health System</td>
<td><a href="http://www.freemanhealth.com">www.freemanhealth.com</a></td>
<td>Freeman Financial</td>
<td>Financial counselors</td>
<td>417-347-6686 or 888-707-4500</td>
<td>Hospitals located in Joplin (Jasper County) and Neosho (Newton County) but services the 4 state region.</td>
</tr>
<tr>
<td>Assistance Program</td>
<td>Financial Assistance Program</td>
<td></td>
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<tr>
<td>Fordland Clinic, Inc.</td>
<td><a href="http://www.fordlandclinic.org">www.fordlandclinic.org</a></td>
<td>Office Manager: Joan Twiton</td>
<td>417-767-2273 Dental: 417-767-2100</td>
<td><a href="mailto:information@fordlandclinic.org">information@fordlandclinic.org</a></td>
<td>Webster County</td>
</tr>
<tr>
<td></td>
<td>Insurance or self-pay based on income.</td>
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<tr>
<td>Gateway to Hope</td>
<td><a href="http://www.gths1.org">http://www.gths1.org</a></td>
<td>Gateway to Hope</td>
<td>Income &lt; 350% of poverty level. Diagnosed with breast cancer or undergoing breast cancer treatment. Open to women of all ages.</td>
<td>Financial assistance to qualified individuals to assist with health insurance premiums associated with breast cancer care/treatment. Additional funding for qualified individuals for mortgages, utilities, gasoline cards.</td>
<td>Christine Lyss or available Clinical Intake Coordinator</td>
</tr>
<tr>
<td>Gilda's Club Kansas City</td>
<td><a href="mailto:Info@GildasClubKC.org">Info@GildasClubKC.org</a></td>
<td>Gilda's Club Kansas City</td>
<td>Have a cancer diagnosis.</td>
<td>Free emotional support groups &amp; educational classes.</td>
<td>Merritt Benz</td>
</tr>
<tr>
<td>Good Days from Chronic Disease Fund (CDF)</td>
<td><a href="http://www.gooddaysfromcdf.org">www.gooddaysfromcdf.org</a></td>
<td>Good Days from CDF</td>
<td>Online enrollment for qualification.</td>
<td>Cancer &amp; Chronic disease medication copay assistance.</td>
<td>Online chat available on Facebook.</td>
</tr>
<tr>
<td>Good Samaritan Care Clinic- Mountain View, MO</td>
<td><a href="http://www.goodsamaritancareclinic.org">http://www.goodsamaritancareclinic.org</a></td>
<td>N/A</td>
<td>Uninsured</td>
<td>Free medical and dental consultation services for the uninsured in South Central Missouri. This clinic is run by medical, dental, nursing, pharmaceutical, and administrative volunteers. Clinic open Monday evenings-doors open at 5:15pm.</td>
<td>N/A</td>
</tr>
<tr>
<td>GYN Cancers Alliance (GYNCA)</td>
<td><a href="http://www.gynca.org">www.gynca.org</a></td>
<td>Emergency Non-Medical Financial Support</td>
<td>Contact GYNCA for application and more information. Client must be in treatment and approval is subject to board approval. Program offers emergency non-medical financial assistance for families facing gynecologic cancer. Assistance may include rental pay.</td>
<td>Emergency Non-Medical Financial support for women and their families facing GYN cancer. Per Client- Emergency financial assistance guidelines while in treatment- Monthly per client Max=$500. Annual per client Max=$2500.00.</td>
<td>Sylvia Terbrock</td>
</tr>
<tr>
<td><strong>Hope 4 You Breast Cancer Foundation</strong></td>
<td><a href="http://www.hope4youbcf.org/">http://www.hope4youbcf.org/</a></td>
<td>Surviving Together with HOPE</td>
<td>Breast cancer survivors.</td>
<td>A support group for Breast Cancer Survivors. We will help one another by embracing each other’s lives, emotions, expectations, by way of close knit discussions, activities, and educational seminars.</td>
<td>Kim Sanders</td>
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<td><strong>Jordan Valley Community Health Center</strong></td>
<td><a href="http://jordanvalley.org">http://jordanvalley.org</a></td>
<td>Assistance with access to Insurance Marketplace for Affordable Care Act (ACA) Insurance.</td>
<td>N/A</td>
<td>Jordan Valley has certified application counselors to assist over the telephone or make an appointment. Visit in person at 440 E. Tampa, Springfield, MO, or 1166 Banning St. Marshfield, Missouri.</td>
<td>Marketplace Application Counselor or Care Coordinator.</td>
</tr>
<tr>
<td><strong>Komen of Missouri</strong></td>
<td><a href="mailto:info@komenmissouri.org">info@komenmissouri.org</a></td>
<td>Susan G. Komen</td>
<td>Once contact is made, grantees will further determine eligibility and services available.</td>
<td>Grant funds for local Diagnostic &amp; Screening Mammograms, breast health education, patient navigation &amp; support programs to women, men and families in 38 MO and IL counties.</td>
<td>not listed</td>
</tr>
<tr>
<td><strong>Lymphedema Support Group of the Ozarks</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Educational and support group for those with lymphedema and their families.</td>
<td>Nora Burgess</td>
</tr>
<tr>
<td><strong>MedZou Program</strong></td>
<td><a href="http://medicine.missouri.edu/medzou/services.html">http://medicine.missouri.edu/medzou/services.html</a></td>
<td>MedZou</td>
<td>Serves clients without insurance who are waiting for insurance coverage to begin.</td>
<td>Diagnostic breast services</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Mercy Breast Center — “Chub” O’Reilly Cancer Center</strong></td>
<td><a href="http://www.mercy.net">www.mercy.net</a></td>
<td>N/A</td>
<td>N/A</td>
<td>Provides breast cancer screening and diagnostic appointments; helps patients, spouses and families with the many adjustments following the diagnosis and treatment of breast cancer.</td>
<td>Sharon Davis-Director</td>
</tr>
<tr>
<td>Service Provider</td>
<td>Website Link</td>
<td>Description</td>
<td>Contact Information</td>
<td>County</td>
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<tr>
<td>Mercy Cancer Resource Center</td>
<td><a href="http://www.mercy.net">www.mercy.net</a></td>
<td>Provides a central location where clinical expertise is coupled with educational, emotional, practical and spiritual support to help patients and their families deal with a life-changing diagnosis and to navigate through the health care system.</td>
<td>N/A 417-820-2588 N/A</td>
<td>Greene County</td>
<td></td>
</tr>
<tr>
<td>Mercy Hospital &amp; Clinics</td>
<td><a href="https://www.mercy.net/mercy-charity-care">https://www.mercy.net/mercy-charity-care</a></td>
<td>Mercy grants hospital and clinic financial assistance to patients for emergency and other medically necessary care. Application required and available online.</td>
<td>N/A 855-420-7900 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mercy Mobile Mammography Bus- Mercy Corporate Health and Wellness</td>
<td><a href="http://wellnesspartner.org/bus.cfm">http://wellnesspartner.org/bus.cfm</a></td>
<td>The Mobile Mammography bus is an outreach of the Mercy Breast Center, staffed by highly qualified Mercy health professionals. The bus travels to various SW MO Mercy Clinics and other locations - see calendar on Mercy website.</td>
<td>Carmen Losurdo, Coordinator- Corporate Health &amp; Wellness on Tour Bus</td>
<td>N/A 417-820-2790 <a href="mailto:carmen.losurdo@mercy.net">carmen.losurdo@mercy.net</a></td>
<td>Greene &amp; surrounding SW MO Counties - Location varies.</td>
</tr>
<tr>
<td>Moniteau County Health Department</td>
<td>N/A</td>
<td>Offers Pap &amp; well woman exam for $20.00, HPV may be around $40.00. May be limited due to Affordable Care Act (ACA).</td>
<td>N/A 573-796-3412 N/A</td>
<td>All Missouri Counties</td>
<td></td>
</tr>
<tr>
<td>Missouri State University (MSU) Care Clinic (O'Reilly Clinical Health Sciences Center on MSU Campus)</td>
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<tr>
<td>Missouri State University (MSU) Care Clinic</td>
<td></td>
<td></td>
<td>Mercy and MSU operate the primary care clinic, which serves local uninsured adults who are not eligible for coverage under Medicare or Medicaid. As of 1/4/16: there is a waiting list for appointments.</td>
<td>Medical primary care services for uninsured adults.</td>
<td>Andrea Hastings, Clinic Director</td>
</tr>
<tr>
<td>Missouri State University (MSU) Care Clinic</td>
<td></td>
<td></td>
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<tr>
<td><a href="http://msucare.missouristate.edu/">http://msucare.missouristate.edu/</a></td>
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<tr>
<td>N/A</td>
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<table>
<thead>
<tr>
<th>NorthEast Missouri OB/GYN Clinics</th>
<th>NorthEast Missouri OB/GYN Clinics</th>
<th>N/A</th>
<th>Services available per sliding scale based on income.</th>
<th>Pap smears, lab work, colposcopies, Loop Electrosurgical Excision Procedure (LEEP).</th>
<th>660-626-2246</th>
<th>N/A</th>
<th>Adair, Schuyler, Scotland, Clark, Lewis, Sullivan, Knox, Macon, Shelby, Putnam, &amp; Mercer Counties.</th>
</tr>
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<tr>
<td>NorthEast Missouri OB/GYN Clinics</td>
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<td>N/A</td>
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<table>
<thead>
<tr>
<th>Ozarks Area Community Action Agency (OACAC)</th>
<th></th>
<th>Facebook: OACAC Family Planning</th>
<th>Women's Health - Family Planning</th>
<th>Contact OACAC for information.</th>
<th>Provides individuals with family planning, low-cost contraceptive methods and reproductive health services including pregnancy testing, pap smears, breast exams and sexually transmitted disease (STD) testing and treatment, throughout the southwest Missouri area.</th>
<th>Diane Anthony</th>
<th>417-864-3410</th>
<th><a href="mailto:danthony@oacac-caa.org">danthony@oacac-caa.org</a></th>
<th>Greene, Barry, Lawrence, Dade, Polk, Christian, Stone, Dallas, Webster, &amp; Taney Counties.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ozarks Area Community Action Agency (OACAC)</td>
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<tr>
<td>Facebook: OACAC Family Planning</td>
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<table>
<thead>
<tr>
<th>Patient Advocate Foundation</th>
<th></th>
<th><a href="http://www.copays.org">www.copays.org</a></th>
<th>Patient Advocate Foundation</th>
<th>Must be currently insured, &amp; have coverage for medications which financial assistance is sought.</th>
<th>Financial assistance to qualified patients for drug co-payments, relative to diagnosis.</th>
<th>N/A</th>
<th>866-512-3861</th>
<th>N/A</th>
<th>N/A</th>
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<tr>
<td>Patient Advocate Foundation</td>
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<table>
<thead>
<tr>
<th>Planned Parenthood of Kansas City &amp; Mid-Missouri</th>
<th>Planned Parenthood of KC and Mid-Missouri</th>
<th>N/A</th>
<th>Abnormal pap with need for colposcopy.</th>
<th>Colposcopies regardless of age or income for $400.00.</th>
<th>Vicki Casey</th>
<th>913-345-4617</th>
<th><a href="mailto:Vicki.casey@ppkm.org">Vicki.casey@ppkm.org</a></th>
<th>Any Missouri County.</th>
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<tbody>
<tr>
<td>Planned Parenthood of Kansas City &amp; Mid-Missouri</td>
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<tr>
<td>Right Action for Women</td>
<td><a href="http://rightactionforwomen.org">http://rightactionforwomen.org</a></td>
<td>Christina Applegate Foundation</td>
<td>Breast Magnetic Resonance Imaging (MRI) screening assistance for women at increased risk for breast cancer, who do not have insurance or the financial flexibility to cover cost for screening.</td>
<td>N/A</td>
<td>National</td>
<td></td>
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<tr>
<td>Samuel Rodgers Health Center</td>
<td><a href="mailto:amcgee@rodgershealth.org">amcgee@rodgershealth.org</a></td>
<td>Samuel Rodgers Health Center</td>
<td>Those who do not qualify for Show Me Healthy Women (SMHW) payment based on household income.</td>
<td>Angie McGee</td>
<td>816-889-4708</td>
<td>National</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSM Health Audrain St. Mary’s Hospital</td>
<td>N/A</td>
<td>SSM Audrain</td>
<td>Qualifying documentation of income.</td>
<td>N/A</td>
<td>855-989-6789</td>
<td>All Missouri Counties.</td>
<td></td>
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<tr>
<td>Swope Health Service</td>
<td><a href="http://www.swopehealth.org">http://www.swopehealth.org</a></td>
<td>Swope Health Service</td>
<td>Payment based on household income.</td>
<td>Medical services including GYN exams.</td>
<td>not listed</td>
<td>816-923-5800</td>
<td>All Missouri Counties.</td>
<td></td>
</tr>
<tr>
<td>Truman Medical Center (TMC) Hospital</td>
<td>N/A</td>
<td>Truman Medical Center Hospital</td>
<td>Payment based on household income.</td>
<td>All hospital services.</td>
<td>Financial Counseling Call Center</td>
<td>816-404-3040</td>
<td>Jackson County</td>
<td></td>
</tr>
<tr>
<td>Vincent P. Gurucharri Foundation, INC</td>
<td>N/A</td>
<td>N/A</td>
<td>Financial assistance for patients undergoing cancer treatment.</td>
<td>Assist with medication expenses, medical services, medical equipment, dental care, transportation, and other needs indicated per social worker.</td>
<td>Maura Hodges</td>
<td>573-777-3314</td>
<td>Boone, Audrain, Callaway, Cole, Cooper, Howard, Moniteau, &amp; Randolph Counties.</td>
<td></td>
</tr>
</tbody>
</table>
Appendices

Provider Map .................................................................................................................. 13.1
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Provider List by County .................................................................................................. 13.3
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For more information call: 866-726-9926. For the most current provider map visit our website at: http://health.mo.gov/living/healthcondiseases/chronic/showmehealthywomen/index.php.
### SMHW Regional Program Coordinator County List

#### Northwest/K.C. Area

<table>
<thead>
<tr>
<th>County</th>
<th>Coordinator</th>
<th>Phone</th>
<th>Fax</th>
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<tbody>
<tr>
<td>003 Andrew</td>
<td>Sara Walz, RN</td>
<td>816-404-6985</td>
<td>816-404-6986</td>
</tr>
<tr>
<td>005 Atchison</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>013 Bates</td>
<td></td>
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<td></td>
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<tr>
<td>021 Buchanan</td>
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<tr>
<td>025 Caldwell</td>
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<tr>
<td>037 Cass</td>
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<tr>
<td>003 Andrew</td>
<td>047 Clay</td>
<td>083 Henry</td>
<td>165 Platte</td>
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<td>005 Atchison</td>
<td>049 Clinton</td>
<td>087 Holt</td>
<td>177 Ray</td>
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<td>013 Bates</td>
<td>061 Daviess</td>
<td>095 Jackson</td>
<td>227 Worth</td>
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<td>021 Buchanan</td>
<td>063 DeKalb</td>
<td>101 Johnson</td>
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<td>025 Caldwell</td>
<td>075 Gentry</td>
<td>107 Lafayette</td>
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<tr>
<td>037 Cass</td>
<td>081 Harrison</td>
<td>147 Nodaway</td>
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#### Northeast/Central Area

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<tr>
<th>County</th>
<th>Coordinator</th>
<th>Phone</th>
<th>Fax</th>
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<tbody>
<tr>
<td>001 Adair</td>
<td>Lisa Graessle, RN</td>
<td>573-522-2855</td>
<td>573-522-2898</td>
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<tr>
<td>007 Audrain</td>
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<tr>
<td>019 Boone</td>
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<tr>
<td>027 Callaway</td>
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<tr>
<td>029 Camden</td>
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<tr>
<td>033 Carroll</td>
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<tr>
<td>041 Chariton</td>
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<tr>
<td>045 Clark</td>
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<td>015 Cole</td>
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<td>001 Adair</td>
<td>053 Cooper</td>
<td>125 Maries</td>
<td>173 Ralls</td>
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<td>007 Audrain</td>
<td>073 Gasconade</td>
<td>127 Marion</td>
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<td>019 Boone</td>
<td>079 Grundy</td>
<td>129 Mercer</td>
<td>195 Saline</td>
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<td>027 Callaway</td>
<td>089 Howard</td>
<td>135 Monroe</td>
<td>197 Schuyler</td>
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<td>029 Camden</td>
<td>103 Knox</td>
<td>137 Monroe</td>
<td>199 Scotland</td>
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<td>033 Carroll</td>
<td>111 Lewis</td>
<td>139 Montgomery</td>
<td>205 Shelby</td>
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<td>041 Chariton</td>
<td>115 Linn</td>
<td>151 Osage</td>
<td>211 Sullivan</td>
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<td>045 Clark</td>
<td>117 Livingston</td>
<td>163 Pike</td>
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<td>015 Cole</td>
<td>121 Macon</td>
<td>171 Putnam</td>
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#### St. Louis Area

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<th>County</th>
<th>Coordinator</th>
<th>Phone</th>
<th>Fax</th>
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<tbody>
<tr>
<td>071 Franklin</td>
<td>Maisha Flannel, RN</td>
<td>314-657-1413</td>
<td>314-612-5005</td>
</tr>
<tr>
<td>099 Jefferson</td>
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<tr>
<td>071 Franklin</td>
<td>113 Lincoln</td>
<td>189 St. Louis</td>
<td>219 Warren</td>
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<td>099 Jefferson</td>
<td>183 St. Charles</td>
<td>510 St. Louis City</td>
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#### Southwest Area

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<th>County</th>
<th>Coordinator</th>
<th>Phone</th>
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<tbody>
<tr>
<td>009 Barry</td>
<td>Missy Rice, RN</td>
<td>417-693-3409</td>
<td>417-345-1069</td>
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<tr>
<td>011 Barton</td>
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<tr>
<td>015 Benton</td>
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<tr>
<td>039 Cedar</td>
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<tr>
<td>043 Christian</td>
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<td>057 Dade</td>
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<td>059 Dallas</td>
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<td>009 Barry</td>
<td>067 Douglas</td>
<td>145 Newton</td>
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<td>011 Barton</td>
<td>077 Greene</td>
<td>153 Ozark</td>
<td>215 Texas</td>
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<td>015 Benton</td>
<td>085 Hickory</td>
<td>159 Pettis</td>
<td>217 Vernon</td>
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<td>039 Cedar</td>
<td>097 Jasper</td>
<td>167 Polk</td>
<td>225 Webster</td>
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<td>043 Christian</td>
<td>105 Laclede</td>
<td>169 Puleaski</td>
<td>229 Wright</td>
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<td>057 Dade</td>
<td>109 Lawrence</td>
<td>185 St. Clair</td>
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<td>059 Dallas</td>
<td>119 McDonald</td>
<td>209 Stone</td>
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#### Southeast Area

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<th>Phone</th>
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<tbody>
<tr>
<td>017 Bollinger</td>
<td>Ruth Hudson, RN</td>
<td>573-418-1358</td>
<td>573-354-2348</td>
</tr>
<tr>
<td>023 Butler</td>
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<tr>
<td>031 Cape Girardeau</td>
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<td>035 Carter</td>
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<td>055 Crawford</td>
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<td>065 Dent</td>
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<td>069 Dunklin</td>
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<td>017 Bollinger</td>
<td>091 Howell</td>
<td>149 Oregon</td>
<td>186 Ste. Genevieve</td>
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<td>023 Butler</td>
<td>093 Iron</td>
<td>155 Pemiscot</td>
<td>201 Scott</td>
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<td>031 Cape Girardeau</td>
<td>123 Madison</td>
<td>157 Perry</td>
<td>203 Shannon</td>
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<td>035 Carter</td>
<td>131 Miller</td>
<td>161 Phelps</td>
<td>207 Stoddard</td>
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<td>055 Crawford</td>
<td>133 Mississippi</td>
<td>179 Reynolds</td>
<td>221 Washington</td>
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<td>065 Dent</td>
<td>141 Morgan</td>
<td>181 Ripley</td>
<td>223 Wayne</td>
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<td>069 Dunklin</td>
<td>143 New Madrid</td>
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## Provider List as of September 2015

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<tr>
<th>COUNTY</th>
<th>PROVIDER</th>
<th>TELEPHONE</th>
<th>BREAST SERVICES</th>
<th>CERVICAL SERVICES</th>
<th>DIRECT BILLER</th>
<th>WISEWOMAN PROVIDER</th>
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<tbody>
<tr>
<td>ADAIR</td>
<td>Adair County Health Department&lt;br&gt;1001 South Jamison Street&lt;br&gt;Kirksville, MO 63501-3986</td>
<td>(660) 665-8491</td>
<td>CBE, DB=DX</td>
<td>Pelvic, PAP, DX=DB</td>
<td></td>
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</tr>
<tr>
<td>ADAIR*</td>
<td>NEMO – Kirksville&lt;br&gt;1506 Crown Drive&lt;br&gt;Kirksville, MO 63501</td>
<td>(660) 627-4493</td>
<td>CBE, DX=DB</td>
<td>Pelvic, PAP, DX=DB</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>ADAIR*</td>
<td>NEMO – OB/GYN&lt;br&gt;402 West Jefferson Street&lt;br&gt;Kirksville, MO 63501</td>
<td>(660) 665-3555</td>
<td>CBE, DX=DB</td>
<td>Pelvic, PAP, Colposcopy</td>
<td>✓ ✓</td>
<td></td>
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<tr>
<td>ADAIR</td>
<td>Northeast Missouri Women’s &amp; Family Health Clinic (NEMO)&lt;br&gt;1416 Crown Drive&lt;br&gt;Kirksville, MO 63501-2548</td>
<td>(660) 627-4493</td>
<td>CBE, DX=DB</td>
<td>Pelvic, PAP, DX=DB</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>ATCHISON</td>
<td>Atchison County Health Center&lt;br&gt;421 Main Street&lt;br&gt;Tarkio, MO 64491-1544</td>
<td>(660) 736-4121</td>
<td>CBE, DX=SUB</td>
<td>Pelvic, PAP, DX=SUB</td>
<td></td>
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<tr>
<td>AUDRAIN</td>
<td>SSM Health – St. Mary’s Hospital - Audrain&lt;br&gt;713 Jackson Street&lt;br&gt;Mexico, MO 65265</td>
<td>(573) 582-4100</td>
<td>CBE, DX=DB</td>
<td>Pelvic, PAP, DX=DB</td>
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</tr>
<tr>
<td>BARRY</td>
<td>Barry County Health Department&lt;br&gt;65 Main Street&lt;br&gt;Cassville, MO 65625-9400</td>
<td>(417) 847-2114</td>
<td>CBE, DX=SUB</td>
<td>Pelvic, PAP, DX=SUB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BARRY*</td>
<td>Barry County Health Department-Monett&lt;br&gt;1000 Lincoln&lt;br&gt;Monett, MO 65708</td>
<td>(417) 352-8402</td>
<td>CBE, DX=SUB</td>
<td>Pelvic, PAP, DX=SUB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BARRY*</td>
<td>Access Family Care-Cassville&lt;br&gt;4016 North Main Street&lt;br&gt;Cassville, MO 65625</td>
<td>(417) 847-0057</td>
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<td>Pelvic, PAP, Colposcopy, DX=Main or SUB</td>
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Revised 04/2016
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<td>Moniteau County Health Center 401 South Francis Street California, MO 65018-1490</td>
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<td>Oregon County Health Department 2nd &amp; Market Street – Clinic Site Only Thayer, MO 65791</td>
<td>(417) 264-3114</td>
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<td>Community Health Center of Central MO-Linn 1016 E. Main Linn, MO 65051</td>
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SUB – Subcontract for Services

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<td>Saint Louis University Cancer Center</td>
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<td>ST LOUIS CO</td>
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<td>(660) 265-1042</td>
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## Section 13
### Appendices

**MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES**
**BUREAU OF GENERAL SERVICES**
**REQUEST FOR LITERATURE**

Complete the information below and return to:
MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
GENERAL SERVICES WAREHOUSE
P.O. BOX 676, JEFFERSON CITY, MO 65102-0670

- **DR**: FAX TO: 573-751-1674
- **WAREHOUSE CONTROL NO.**

### PLEASE SEND ME THE FOLLOWING LITERATURE:

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*THE COST ON A LIMITED STOCK MAY RESTRICT QUANTITIES SUPPLIED.

**THE INFORMATION BELOW MUST BE COMPLETED IN FULL TO PROCESS YOUR REQUEST.**

- **REQUESTING ORGANIZATION NAME**
- **DATE**
- **CONTACT PERSON'S NAME**
- **PHONE NO.**
- **SHIPPING ADDRESS**

**DISTRIBUTION**

- WHITE = LIBRARY
- YELLOW = REQUEST BY RETURNED
- PINK = DUPLICATE

Revised 04/2016
## Available Literature in English

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Most Commonly Asked Questions

Q. We have several patients who have had an abnormal clinical breast exam reported as “discrete palpable mass, suspicious for cancer”, followed by a mammogram with a result of “negative.” The providers deemed this adequate follow-up and no further evaluation was scheduled or completed. Is this acceptable practice even though the NBCCEDP guidelines recommend further testing?

A. A negative mammogram does not rule out cancer for a patient with suspicious breast mass found on physical exam. Additional evaluations should be done such as an ultrasound or a needle biopsy to determine if the mass is malignant or not. When providers identify a suspicious mass, they are obligated to follow-up with a complete evaluation and obtain a definitive diagnosis.

Q. Since the new breast ultrasound CPT codes 76641 and 76642 are both unilateral, should we expect to see two CPT codes billed if a bilateral ultrasound exam is needed?

A. Yes. If complete examination is performed on both breasts, you should receive two ultrasound codes of 76641. If a limited exam is performed bilaterally, you should receive two 76642 codes.

Q. Does CDC ever allow payment for services that exceed Medicare reimbursement rates?

A. No. As stated in the Breast and Cervical Cancer Mortality Prevention Act of 1990 that authorized the NBCCEDP, the program cannot provide reimbursements that are higher than Medicare reimbursement rates.

Q. Is it appropriate to reimburse for an ultrasound prior to 6 months for BI-RADS 3 due to fat necrosis?

A. Yes, they should reimburse based on the findings; an earlier ultrasound is appropriate.

Q. Would SMHW pay for HPV testing if the client has paid for the Pap and the results were ASC-US?

A. SMHW can cover the diagnostic work-up.

Q. Is it appropriate to screen women with “Dense Breast” with an ultrasound alone without clinical risk assessment? And, to screen with ultrasound for dense breast tissue for women who are deemed high risk by a recognized clinical risk assessment tool?

A. Currently, there are no guidelines that recommend screening breast ultrasound. Use of ultrasound as a tool for breast cancer screening is still in an investigational phase. Inefficient use of any tool may provide the patient with false degree of relief or concern. Provider held accountable for any inappropriate use of BI-RADS results or testing.
Q. How does the CDC address transgender-identified individuals in the health care setting?

A. Following the Breast and Cervical Cancer Mortality Prevention Act that authorized the NBCCEDP and specifically states “women”. The focus of the NBCCEDP is women who are at risk for breast and cervical cancer. The federal funds may only be used to cover screening for female-to-male transgender individuals who have not yet undergone complete hysterectomy or bilateral mastectomy because these individuals are genetically female. We do not use federal funds for male-to-female individuals who are genetically males.

Q. What if a physician who does not participate in the SMHW program refers a woman with a BI-RADS IV or V ultrasound to a SMHW provider? Can that woman be enrolled into SMHW and eligible for BCCT services?

A. If a client has a BI-RADS IV or V ultrasound prior to enrolling into SMHW, the non-participating provider should refer the client to a SMHW participating provider. The client must meet SMHW eligibility requirements and complete enrollment forms. Then the SMHW provider should submit the woman’s screening and diagnostic test results completed by the non-participating provider to SMHW by completing the MOHSAIC forms and submitting them as “reporting only”. The SMHW provider may then proceed with performing additional diagnostic services such as a biopsy and submit results to SMHW for reimbursement. If the biopsy is positive for cancer, the client can be qualified for BCCT services. (SMHW must have reimbursed at least one screening or diagnostic service in order for a client to be eligible to receive BCCT services. Please note that if the only SMHW reimbursement is for a SMHW administrative referral fee for reporting only screening and diagnostic services, the client will not qualify for BCCT services).

Q. What happens when Show Me Healthy Women (SMHW) has covered the screening and/or diagnostic services, but the client needs treatment?

A. Most women who receive SMHW-paid screening and/or diagnostic services and are in need of treatment for breast and/or cervical cancer will be eligible for a special MO HealthNet (Medicaid) Breast and Cervical Treatment (BCCT) program.

Q. How much of the reimbursement for services from SMHW must be paid to the subcontractor?

A. SMHW does not require service providers to pay any specific rate to the subcontractors. The service providers can negotiate a reimbursement rate with the subcontractor, as they feel appropriate. SMHW will only pay the established reimbursement rate to the service provider.

Q. Can our facility funding amount be increased?

A. Yes. SMHW can increase the funding amount based on the availability of funds and if 80% of the facilities existing funds have been expended. Fax a letter (573-522-2898) requesting an increase in funding to the SMHW program for consideration. Or, e-mail the increase funding request and the amount of increase needed to Maurita.Swartwood@health.mo.gov. The SMHW program must be in receipt of the letter or e-mail 14 business days prior to the end of the contract period for consideration for a funding increase.
Q. If a woman under 30 contacts us reporting that she feels a lump in her breast, can we enroll her in SMHW program?

A. No. On June 30, 2003, SMHW raised the age eligibility to women 35 years or older for all services. If a provider needs assistance locating services for women under 30 years of age, please contact the Regional Program Coordinator assigned to your area.

Q. What do I do when the client does not keep her mammogram appointment and her breast screening is now over 90 days?

A. Continue to schedule the mammogram appointment and repeat the clinical breast examination (CBE), if recommended by the examiner. Client may have her screening mammogram any time before the ten (10) months have elapsed for her next annual screening. If the CBE was negative, she does not have to have a repeat CBE within the ten (10)-month period.

Q. Is a client with no Social Security number and no proof of income and residency eligible for SMHW?

A. Yes, if the client signs the client eligibility agreement form in Section 12. The English version is on page 12.8 and the Spanish version is on page 12.9.

Q. How do I report when a SMHW client has surgery after I have sent in the reporting of her diagnostic services?

A. Call the SMHW central office at the toll-free number 866-726-9926 or 573-522-2845, and provide the additional information. Or, contact your local Regional Program Coordinator (RPC) (refer to page 14.1.-.2).

Q. Who do I call if I have questions?

A. First contact your assigned RPC. If the RPC is not available, contact SMHW central office at the toll-free number 866-726-9926 or 573-522-2845, or fax inquires to the SMHW office at 573-522-2898.

Q. What if I do not have all the paperwork together while I am waiting for lab results?

A. Hold paperwork until results are available. If it is close to the 60-day cutoff, contact the lab and express your need to have the results in order to be paid. Contact your RPC and document the contacts in the comments section.

Q. What should I submit for reimbursement?

A. The clients’ reporting form(s).

Q. Who establishes subcontracts?

A. The service providers may establish subcontracts with different facilities. SMHW does not play any role in establishing or assisting to establish subcontracts.

Q. What happens if we submit our forms after 60 days?

A. Payment may be denied. If there are unusual circumstances, contact the billing coordinator at SMHW. Providers must file all forms in a timely manner.
Q. **What is the MO HealthNet Breast and Cervical Treatment (BCCT) program?**

   A. In October of 2000, federal legislation was signed allowing funded programs in the National Breast and Cervical Cancer Early Detection Program (NBCCEDP) to participate in the new BCCT program. In July 2001, Governor Bob Holden signed legislation authorizing matching funds for Missouri to participate in the Medicaid Program, effective August 28, 2001.

Q. **Who is eligible for BCCT?**

   A. Women screened and/or diagnosed with breast and/or cervical cancer, or certain precancerous conditions, through SMHW who are under 65 years of age and have a Social Security number or state identification number. SMHW works closely with Department of Social Services (DSS) FSD staff to enroll a client into the BCCT program.

Q. **How is a SMHW client enrolled in BCCT?**

   A. SMHW providers establish presumptive eligibility, which entitles a client to temporary full MO HealthNet benefits through BCCT by completing the BCCT Temporary MO HealthNet Authorization letter. The client must also complete the Missouri BCCT MO HealthNet Application. Submit it to a regional MC+ Service Center or local DSS FSD office after cancer is diagnosed from a tissue biopsy. See Section 12 for forms and details.

Q. **A client received an annual SMHW screening that was normal. She contacts her SMHW provider because she has found a lump in her breast. What will SMHW cover?**

   A. SMHW will not cover the cost of the office visit but will pay for diagnostic testing if the CBE is abnormal. If the clinician does not find a lump and chooses to complete diagnostic testing as a direct result of the breast self-examination, SMHW will cover the cost of diagnostics.
Acronyms/Abbreviations

5 A’s – assess, advise, agree, assist, and arrange

A1C test – glycosylated hemoglobin test

ACS – American Cancer Society

ADA – American Diabetes Association

AGC – atypical glandular cells

AGUS – atypical glandular cells of undetermined significance

AHA – American Heart Association

AIS – adenocarcinoma in situ

ASCCP – American Society for Colposcopy and Cervical Pathology

ASC-H – atypical squamous cells, cannot exclude high-grade squamous intraepithelial lesion

ASCUS – atypical squamous cells of undetermined significance

BCCCP – Breast and Cervical Cancer Control Project is the former name of SMHW

BCCT – Breast and Cervical Cancer Treatment (through MO HealthNet)

BMI – body mass index

BSE – breast self-examination

CBE – clinical breast examination

CDC – Centers for Disease Control and Prevention

CHD – coronary heart disease

CIN – cervical intraepithelial neoplasia

CIS – Cancer Information Service

CIS – carcinoma in situ
CLIA – Clinical Laboratory Improvement Amendments of 1988

CPT – current procedural technology (code)

CVD – cardiovascular disease

CVH – cardiovascular health

DBP – diastolic blood pressure

DCN – departmental client number

DHSS – Missouri Department of Health and Senior Services

DNA – deoxyribonucleic acid

DOB – date of birth

DSS – Missouri Department of Social Services

ECC – endocervical curettage

EOB – explanation of benefits

EFT – electronic funds transfer

FDA – Food and Drug Administration

FLP – fasting lipid panel

FNA – fine needle aspiration

FPL – federal poverty level

FSD – Family Support Division

HBP – high blood pressure

HDL – high density lipoproteins

HDL-C – high-density lipoprotein cholesterol

HIPAA – Health Insurance Portability and Accountability Act

HPV – human papillomavirus

HSIL – high-grade squamous intraepithelial lesion
HTN – hypertension

IFG – impaired fasting glucose

ITSD – Information Technology Services Division


Kg – kilograms

LDL-C – low-density lipoprotein cholesterol

LEEP – loop electrosurgical excision procedure

LSP – lifestyle program

LSIL – low-grade squamous intraepithelial lesion

MDEs – minimum data elements

MI – motivational interviewing

MOAP – Missouri Arthritis & Osteoporosis Program

MOHSAIC – Missouri Health Strategic Architectures and Information Cooperative

MQSA – Mammography Quality Standards Act of 1992

NBCCEDP – National Breast and Cervical Cancer Early Detection Program

NCCDPHP – National Center for Chronic Disease Prevention and Health Promotion

NCEP – National Cholesterol Education Program

NCI – National Cancer Institute

NHLBI – National Heart, Lung, and Blood Institute

NIH – National Institutes of Health

NMR – nuclear magnetic resonance

OATS – Older American’s Transport System, Inc.

Pap Stain – papanicolaou stain
Pap Test – papanicolaou smear

PHNPAT – Public Health Nurses Physical Assessment Training

RN – Registered Nurse

RPC – Regional Program Coordinator

SBP – systolic blood pressure

SMHW – Show Me Healthy Women – The current name of Missouri Breast and Cervical Cancer Control Project (BCCCP).

SMTS – Southeast Missouri Transit Services

SSN – social security number

TC – total cholesterol

TLC – therapeutic lifestyle changes

WIC – Woman, Infants and Children Program

WISEWOMAN – Well-Integrated Screening and Evaluation for Women Across the Nation - A heart health risk assessment and education program for women receiving a Show Me Healthy Women cervical and breast cancer screening service.

WNL – within normal limits
**Glossary of Terms**

**adenocarcinoma** - A cancer that develops from the glandular epithelium.

**adenoma** - A benign growth starting in the glandular tissue. (Also, refer to *fibroadenoma*.)

**advanced cancer** - A stage of cancer in which the disease has spread from the primary site to other parts of the body, directly or by traveling through the network of lymph glands (lymphatic) or in the bloodstream. Locally advanced means the cancer has spread only to the surrounding areas.

**alert value** - A screening result that is abnormal and requires tracking by the provider and/or Show Me Healthy Women/WISEWOMAN Regional Program Coordinators to assure appropriate follow-up care is documented.

**American College of Radiology Accreditation** - A voluntary mammography accreditation program that has become one of the standards for quality assurance and assesses the following major areas:

- Personnel qualifications and experience
- Equipment specification and technical procedures
- Quality assurance practices
- Evaluations of mammograms from the applicant’s practice and through the use of phantom images

**anesthesia** - A state characterized by loss of sensation, caused by a drug or gas. General anesthesia causes loss of consciousness. Local anesthesia is numbness in only a specified area.

**antibiotics** - Chemical substances, produced by living organisms or synthesized (created) in laboratories, for the purpose of killing other organisms that cause disease. Some cancer therapies interfere with the body’s ability to fight off infection, so antibiotics may be needed along with the cancer treatment to protect against or kill infectious diseases. The word means “destructive of life.”

**areola** - The dark area of flesh that encircles the nipple of the breast.

**aspirate** - Removal of fluid or cells from a breast lump.

**aspiration biopsy** - A procedure in which the specimen for biopsy is removed by aspirating it through an appropriate needle that pierces the skin and penetrates into the underlying tissue to be examined. (Also, refer to *fine needle aspiration*.)

**asymptomatic** - Without noticeable signs or symptoms of disease. Many cancers can develop and grow without producing symptoms, especially in the early stages. Detection tests, such as mammography, try to discover developing cancers at the asymptomatic stage, when the chances for cure are usually high.

**atypia (also atypical)** - The condition of being irregular or not conforming to type not usual, abnormal. Cancer is the result of atypical cell division.

**axilla** - Also known as the armpit.
Breast and Cervical Cancer Control Project (BCCCP) – See Show Me Healthy Women.

**benign** - Not malignant, not recurrent, favorable for recovery, not cancer. The main types of benign breast problems are fibroadenoma, fibrocystic changes, and cysts.

**Bethesda System** - A comprehensive system for the reporting and classification of Pap smear specimens, developed in December 1988. The Clinical Laboratory Improvement Act (CLIA) regulations mandate the use of the Bethesda System for laboratory reporting and proficiency testing.

**bilateral** - Affecting both sides of the body, for example bilateral breast cancer is cancer occurring in both breasts at the same time (synchronous) or at different times (metachronous).

**biopsy** - The removal and examination (by a pathologist) of tissue samples, cells or fluids from a living body. An examination of the appearance of the tissue under a microscope is done to find out if cancer or other abnormal cells are present. Complete the biopsy with a needle or by surgery.

**breast augmentation** - Surgery to increase the size of the breast (also known as breast implants).

**breast cancer** - Cancer that begins in the breast. The main types of breast cancer are ductal carcinoma in situ, infiltrating ductal carcinoma, lobular carcinoma in situ, medullary carcinoma, and Paget’s disease of the nipple.

**Breast Imaging Reporting and Data System (BIRADS)** – A uniform reporting system for reporting mammography results.

**breast self-examination (BSE)** - A technique of checking your own breasts for lumps or suspicious changes.

**breast specialist** - A term describing health professionals who have dedicated interest in breast health.

**calcifications** – Also called microcalcifications. Tiny calcium deposits within the breast, singularly or in clusters, often found by mammography, which indicate a change within the breast.

**cancer** - A general term for more than 100 diseases in which abnormal or malignant cells develop. Some exist quietly within the body for years without causing a problem. Others are aggressive, rapidly forming tumors that may invade and destroy surrounding tissue. If cancer spreads, it usually travels through the lymph system or bloodstream to distant areas of the body.

**cancer cell** - A cell that divides and reproduces abnormally and can spread throughout the body.

**capsule formation** - Scar tissue that may form around a breast implant as the body tries to “wall off” or encapsulate the foreign object; a contracture.

**carcinoma** - A malignant tumor that begins in the lining (epithelial) cells of organs. Epithelial cells are those that cover the surfaces of tissue. It can occur in any part of the body. Eighty percent or more of cancers, and all breast cancers, receive carcinoma classification.

**carcinoma in situ (CIS)** - An early stage of cancer in which the cancer is still only in the structures of the organ where it developed and the disease has not invaded other parts of the organ or spread; cancer in situ or pre-invasive. Most cancers with this classification are highly curable.
**case manager** - The member of the medical care team who acts as a liaison. This person coordinates all of the services needed by the client throughout diagnosis, treatment and recovery.

**clinical breast examination (CBE)** - A physical examination of the breasts performed by a physician, registered or advanced practice nurse or physician’s assistant.

**cell** - The basic unit of which all living things are made. Cells carry out basic life processes. Organs are clusters of cells that have developed specialized tasks. Cells replace themselves by splitting and forming new cells; cancer disrupts this process.

**cervical intraepithelial neoplasia (CIN)** - A cellular change to the mouth of the cervix that may include severe dysplasia and CIS. CIN 3 is the most severe of the three-category classification system.

**cervical precancerous lesions** - Cervical tissue biopsy results of CIN (CIN 1, 2, or 3) and AIS lesions are considered precancerous lesions. Many CIN 1 and 2 lesions are treated with simple excisional procedures. However, CIN 3 or AIS may require a hysterectomy.

**cervix** - The narrow outer end of the uterus that opens into the vagina.

**chemotherapy** - A drug treatment program that destroys cancer cells. This method often accompanies surgery or radiation, or to treat recurring cancer.

**clinical** - Description of information that pertains to or is founded on actual observation and treatment of patients, as distinguished from theoretical or basic sciences.

**clinical trials** - Research studies to test new drugs or procedures, or to compare to current standard treatments with others that may be better or equal.

**coalition building** - The process of organizing individuals, groups or organizations for the purpose of furthering a common goal or ideal.

**colposcope** - A magnifying, lighted optical instrument, which allows for the direct observation and study of vaginal and cervical cells.

**colposcopy** - Diagnostic procedure performed with a colposcope. Cervical biopsies are usually conducted by colposcopic examination.

**Comprehensive Cancer Control Program (CCCP)** - A statewide strategic plan, which includes the interaction of a cancer surveillance system, public and professional education, and a screening and follow-up system.

**cone biopsy** - The removal of a cone-shaped piece of tissue from the cervix. This is a more definitive procedure than a cervical biopsy. It is used when abnormal cells extend up into the cervical opening (Os) or through the tissue. This process also used to treat and cure carcinoma in situ and dysplasia.

**conization** - The process of removing a cone of tissue, as in partial excision of the cervix uteri. To better preserve the histologic elements cold conization is performed with a cold knife.

**consensus statements** - Recommendations for the management of a problem, in this case a disease or health problem, formulated by a group of experts based on scientific and clinical information.

**cryosurgery** - The destruction of tissue by exposure to extreme cold in order to produce well-demarcated areas of cell injury and destruction. Used to treat malignant tumors, control pain, reduce lesions in the brain and control bleeding.
cyst - A fluid-filled mass that is usually benign. The fluid can be removed for analysis.

cytology - Comes from "cyte" which means cell, the study or examination of cells, their origin, structure, function and pathology. The study determines whether cells are cancerous or benign.

detection - The finding of a case of a disease. Early detection means that the disease is found at an early stage, before it has grown large or spread to other sites. Mammography and Pap tests are the principal ways to detect breast and cervical cancer early.

diagnosis - Identifying a disease by its signs, symptoms and laboratory findings. The earlier a cancer is diagnosed, the better chance for cure.

diagnostic breast services - Refers to specialist consultation; additional mammography views; ultrasound; fine needle aspiration; needle, incisional and excisional biopsies relating to breast cancer.

diagnostic cervical services - Refers to specialist consultation, colposcopy with/without biopsy and diagnostic LEEP relating to cervical cancer.

diagnostic mammogram - Defined by the American College of Radiology as “mammography performed on women who, by virtue of symptoms or physical findings, are considered to have a substantial likelihood of having breast disease.”

dimpling - A pucker or indentation of the skin on the breast. It may be a sign of cancer.

dissemination - In health education, the dispersal of information, products or services to a population.

duct - A pathway. In the breast, a duct is a passage through which milk passes from the lobule (which makes the milk) to the nipple.

ductal carcinoma in situ - Cancer cells that started in the milk ducts and has not penetrated the duct walls into the surrounding tissue. Surgery is the treatment option for this highly curable form of breast cancer.

ductal papilloma - Small, a finger-like noncancerous growth in the breast ducts that causes bloody discharge. Most often found in women 45-50 years of age. When they exist, breast cancer risk is slightly higher.

dysplasia - An abnormality in size, appearance and organization of adult cells requires a biopsy for diagnosis.

docervix - The outside, visible portion of the cervix.

endocervical curettage (ECC) - The surgical scraping of the lining of the uterine cervix.

endocervix - The mucous membrane lining the canal of the cervix, sometimes referred to as the endocervical canal.

endocrine glands - Glands that release hormones into the bloodstream. The ovaries are examples of endocrine glands.
endocrine therapy - Manipulation of hormones for therapeutic purposes.

endometrium - The membrane lining of the uterus.

epidemiology - The collection and statistical analysis of data relating to the factors that have an impact on health and how they relate to one another. In the study of people who get cancer, the analysis of specific types of cancer and the factors that play a part in the development of that cancer.

estrogen - A female sex hormone produced primarily in the ovaries, possibly in the adrenal cortex. In men it is produced in the testes (in much smaller amounts than in women). In women, levels of estrogen fluctuate on nature’s schedule, influencing the development of secondary sex characteristics, including breast size, regulation of the monthly cycle of menstruation and preparing the body for fertilization and reproduction. In breast cancer, estrogen may feed the growth of cancer cells.

etiology - The study of the cause of disease. In cancer there are many etiologies, although research shows that genetics is a major factor in many cancers.

false negative - Negative results of a screening test, when in reality the result should be positive.

false positive - Positive results of a screening test that mistakenly identifies a disease when one is not present.

federal poverty level (FPL) - A measure of income determined annually by the U.S. Census Bureau based on the last calendar year’s increase in prices as measured by the Consumer Price Index. It is used to determine a person’s eligibility for certain programs. A woman is eligible for SMHW if her income is at or below 200 percent of the FPL.

fibroadenoma - A type of benign breast tumor composed of fibrous tissue and glandular tissue. On clinical examination or breast self-examination, it usually feels like a firm, round, smooth lump. These usually occur in young women.

fibrocystic changes - A term that describes certain benign changes in the breast. Symptoms are breast swelling or pain. Signs are nodules, lumpiness and nipple discharge. Not cancerous.

fibrocystic condition - The presence of single or multiple benign cysts in the breasts.

fibrosis - Formation of fibrous (scar) tissue, which can occur anywhere in the body.

five-year survival - Survival of cancer for five years after treatment of the disease. This is a milestone for most cancer patients, indicating treatment was successful.

genes - Segments or units of DNA that contain information on hereditary characteristics such as hair or eye color and height. Women who have the BRCA1 gene have inherited a tendency to develop breast cancer.

genetic - Something related to the genes.

glands - Organs that produce and release chemicals used locally or elsewhere in the body. This term is often used incorrectly to mean lymph nodes.

grade - The classification of the severity of a disease.
gynecological consultation - A referral to a gynecologist for an abnormal screening examination follow-up.

health education - Any combination of learning experiences designed to facilitate voluntary adaptations of behavior conducive to health.

health promotion - Activities directed toward developing the resources of clients that maintain or enhance well-being.

hereditary cancer syndrome - One or several types of conditions associated with cancers that occur within multiple family members, because they have an inherited, mutated gene.

high-grade squamous intraepithelial lesion (HSIL) - The Bethesda System classification for a Pap smear result that includes cellular changes of moderate to severe dysplasia (CIN 2 and 3/CIS).

high risk - A higher risk of developing cancer compared with the general population. Some factors that place a person at a higher risk are a family medical history, lifestyle choices and the exposure to environmental influences.

hormone - Chemical substance released into the body by the endocrine glands, such as thyroid or ovaries. The substance travels through the bloodstream and sets in motion various body functions. For example, prolactin, produced by the pituitary gland, begins and sustains the production of milk in the breast after childbirth.

human papillomavirus (HPV) - A sexually transmitted virus implicated in the pathogenesis of cervical cancer and its precursor lesions. HPV infections of the genital tract are thought to be the most common sexually transmitted viral disease. The manifestations of HPV are variable, ranging from occult infection to overt disease in which there is clinical and pathological evidence of HPV infection. Of the approximately 70 types of HPV, 20 types are detectable in the female genital tract and 15 types have been found in the majority of invasive carcinomas.

hyperplasia - An abnormal increase in the number of cells in a specific area, such as the lining of the breast ducts. This overgrowth may be due to hormonal stimulation, injury or continuous irritation. It is not cancerous by itself, but when the proliferating cells are atypical, the risk of cancer developing is greater.

hysterectomy - The surgical removal of the uterus. Types include a total hysterectomy, in which the uterus and cervix are removed, and radical hysterectomy, in which ovaries, oviducts, lymph nodes and lymph channels are removed with the uterus and cervix.

imaging - Any method used to produce an image of internal body structures. Some methods used to detect cancer are x-rays, magnetic resonance imaging (MRI), bone scans, scintigraphy, computerized axial tomography (CAT scans), and ultrasonography.

immune system - The complex system by which the body resists invasion by a foreign substance such as a bacterial infection or a transplanted organ.

incidence - The number of new cases of a disease or condition diagnosed during a specified time.

incisional biopsy - The surgical removal of a portion of an abnormal area of tissue for microscopic examination.

indicated but not performed (refused) - An examination result that applies to the field used to record examination results. This entry is marked when a client does not want the recommended examination or when a client has periodically missed appointments.
infiltrating ductal carcinoma - A cancer that starts in the milk passages of the breasts (ducts) and then breaks through the duct wall, where it invades the fatty tissue of the breast. When it reaches this point, it has the potential to spread or metastasize elsewhere in the breast, as well as to other parts of the body through the bloodstream and lymphatic system. Infiltrating ductal carcinoma is the most common type of breast cancer, accounting for about 80 percent of breast malignancies.

inflammation - A local response to cellular injury to the immune system that is marked by capillary dilatation, redness, heat, pain, swelling, or infiltration by cells.

inflammatory breast cancer - A rare cancer, where the breast looks as if it is inflamed because of its red appearance and warmth. The skin shows signs of ridges and wheals or may have a pitted appearance, and the cancer tends to spread quickly.

infraclavicular nodes - Lymph nodes located beneath the clavicle (collarbone). They are part of the network of axillary (armpit) nodes.

internal mammary nodes - Lymph nodes beneath the breast bone on each side. The lymph glands of the breast drain into the internal mammary nodes.

intervention - A strategy incorporating methods and techniques that interact with a patient or population.

intraductal papilloma - A benign tumor that starts in the ductal system of the breast. It can cause discharge from the nipple. A woman with papillomatosis (multiple intraductal papillomas) is at increased risk of developing breast cancer.

invasive cancer - A cancer that has invaded surrounding tissue and spread to distant parts of the body.

invasive cervical carcinoma - Infiltration of cancer cells into the tissue beyond the epithelium of the cervix. This term indicates that a malignant growth extends deeper than 3 mm into the stroma.

lobes, lobules, acini - Milk-producing tissues of the breast. Each of the breast’s 15 to 20 lobes branches into smaller lobules, and each lobule ends in scores of tiny acini. Milk originates in the acini and is carried by ducts to the nipple.

lobular carcinoma (infiltrating or invasive) - A type of breast cancer that starts within the lobules. It may be multicentric (occurring in multiple lobules). Compared with other types of breast cancer, this type has a higher chance of occurring in the opposite breast as well. It can often be difficult to diagnose, even with careful physical examination or mammography.

lobular carcinoma in situ - A very early type of breast cancer developing within the milk-producing glands (lobules) of the breast. It does not penetrate through the wall of the lobules. Researchers think that lobular carcinoma in situ does not eventually become an invasive lobular cancer. They believe, instead, that it places women at an increased risk of developing an invasive breast cancer later in life. This condition makes it important for women with lobular carcinoma in situ to have a physical examination three to four times per year and an annual mammogram.

local excision - The removal of a lesion or tumor confined to the breast.

localized breast cancer - A cancer that arose in the breast and is confined to the breast.
loop electrosurgical excision procedure (LEEP) - A surgical procedure used on the cervix by which an electrical current generating a radio frequency is passed through a wire loop, which is then drawn around the cervical opening (Os) to excise the tissue. The procedure can usually be performed in an outpatient setting with the use of local anesthesia. Depending on the size of the loop and of the lesion, either the transformation zone or a cone-like specimen can be obtained. LEEP and large loop excision of transformation zone (LLETZ) are terms used for this procedure.

low-grade squamous intraepithelial neoplasia (LSIL) - The Bethesda System classification for a Pap smear result, which includes cellular changes of HPV, mild dysplasia (CIN 1) or koilocytotic atypia.

lump - Any kind of mass that can be felt in the breast or elsewhere in the body.

lumpectomy - Removal of the breast lump plus a margin of normal tissue around it. If tissue is found to be malignant, radiation therapy or mastectomy often follows. Also called limited breast surgery.

lymph - Clear fluid that passes within the lymphatic system and contains cells known as lymphocytes. These cells fight infections. They have a lesser role in fighting cancer.

lymph nodes (lymph glands) - Small masses of bean-shaped tissue located along the lymphatic vessels that remove waste fluids from lymph and acts as filters of impurities in the body.

malignant tumor - A mass of cancer cells that may invade surrounding tissues or spread to distant areas of the body.

mammogram - An x-ray of the breast.

mammography facility - An entity that has met SMHW requirements to become an approved provider or provides mammography services for other SMHW-approved providers.

Mammography Quality Standards Act of 1992 (MQSA) - The national accreditation of mammography units through the FDA.

mastectomy - Surgical removal of the breast(s): (1) Modified radical mastectomy: removal of the breast, skin, nipple, areola and most of the auxiliary lymph nodes on the same side, leaving the chest muscle intact. (2) Halstead radical mastectomy: removal of the breast, skin, both pectoral muscles, and all auxiliary lymph nodes on the same side. (3) Extended radical mastectomy: removal of the breast, skin, pectoral muscles (major and minor), and all auxiliary and internal mammary lymph nodes on the same side. (4) Partial mastectomy: removal of less than the whole breast, taking only part of the breast in which the cancer occurs and a margin of healthy breast tissue surrounding the tissue. (5) Prophylactic mastectomy: removal of the interior of one or both breasts. This procedure is done before any evidence can be found, for the purpose of preventing cancer. It is recommended for a woman at a very high risk of breast cancer; its efficacy is not proven. (6) Quadrantectomy: partial mastectomy in which the quarter of the breast that contains tumor is removed. (7) Segmental mastectomy: partial mastectomy. (8) Total mastectomy: removal of only the breast.

medical professional/clinician - Physician, physician’s assistant, certified nurse practitioner, certified nurse midwife, or registered nurse.

medullary carcinoma - A specific histology of infiltrating breast cancer in which the tumor appears well defined, with obvious boundaries between tumor tissue and normal tissue. Medullary carcinoma accounts for five percent of breast cancer.

menarche - The first menstrual period. Early menarche (before age 12) is a risk factor for breast cancer, possibly because the earlier a woman's periods begin the longer the exposure to estrogen.
menopause - The time in a woman's life when monthly cycles of menstruation cease forever and the level of hormones produced by the ovaries decreases. Menopause usually occurs in the late 40s or early 50s, but surgical removal of the ovaries (oophorectomy) or the ovaries and uterus (total hysterectomy) can also induce it, as can some chemotherapy that destroys ovarian function. Among such chemotherapies are some that are used for breast cancer.

metaplasia - Abnormal replacement of cells of one type by cells of another type. It does not represent a malignant or premalignant condition.

metastasis - The spread of cancer cells to distant areas of the body by way of direct extension, lymph system, or bloodstream.

minimum data elements (MDE) - Clinical data items submitted to CDC two times a year.

needle aspiration - Removal of fluid from a cyst or cells from a tumor. In this procedure, a needle and syringe (like those used to give injections) are used to pierce the skin, reach the cyst or tumor, and with suction, draw up (aspirate) specimens for biopsy analysis. If the needle is thin, the procedure is called fine needle aspiration (FNA).

needle localization - A procedure used to do a breast needle biopsy, when the lump is difficult to locate or in areas that look suspicious in the x-ray but do not have a distinct lump. After an injection of local anesthesia to numb the area, a thin needle is inserted into the breast. X-rays are taken and used to guide the wire to the area to be biopsied. A tiny hook on the end of the wire holds it in place. Then a hypodermic needle (like the type used to give injections) is inserted, using the path of the wire as a guide, and the biopsy is completed. (Also see needle aspiration.)

neoplasia - The pathologic process that results in the formation and growth of a neoplasm.

neoplasm - Any abnormal growth; neoplasms may be benign or malignant. Cancer is a malignant neoplasm.

nipple - The tip of the breast; the pigmented projection in the middle of the areola. The nipple contains the opening of milk ducts from the breast.

nipple discharge - Any fluid coming from the nipple. It may be clear, milky, bloody, tan, gray or green.

nodal status - A count of the number of lymph nodes in the armpit (axillary nodes) to which cancer has spread (node-positive) or has not spread (node-negative). The number and site of positive axillary nodes help forecast the risk of breast cancer recurrence.

node - A lymph gland.

nodule - A small, solid lump that can be located by touch.

Nolvadex - Trade name for tamoxifen, an antiestrogen drug commonly used in breast cancer therapy. (Also see tamoxifen.)

noncancerous - Benign; not malignant; no cancer is present.

normal hormonal changes - Changes in breast and other tissues that are caused by fluctuations in levels of female hormones during the menstrual cycle.
not needed (omitted) - A category used to record examination results when it is not appropriate to perform a screening test on that particular woman. This choice might be marked under mammography results, if a woman had a mastectomy of one breast. Or, under the Pap smear results if she had a recent Pap smear at her provider's office, is pregnant, or has had a hysterectomy.

nucleus - The powerhouse at the center of a cell where the cell's important activities are carried out. DNA resides and replicates in the nucleus.

nurse practitioner - A nurse who is licensed as a registered nurse (RN) and has taken additional highly specialized training and is nationally certified and recognized by the Missouri State Board of Nursing as an Advanced Practice Registered Nurse. Nurse practitioners must have written collaborative agreements with a physician. They take on additional duties in diagnosis and treatment of patients, and in many states they may write prescriptions. (Also, refer to oncology nurse specialist.)

oncologist - A physician who is specially trained in the diagnosis and treatment of cancer. Medical oncologists specialize in the use of drugs and chemotherapy to treat cancer. Radiologic oncologists specialize in the use of x-rays (radiation) to kill tumors. Surgical oncologists specialize in the use of surgery to treat cancer. Medical and radiation oncologists often cooperate in giving complicated treatments.

oncology nurse specialist - A nurse who has taken highly specialized training in the field of cancer after being licensed as an RN (registered nurse). Oncology nurse specialists may mix and administer treatments, monitor patients, prescribe and provide aftercare (only if they are recognized by the Missouri State Board of Nursing as an Advanced Practice Registered Nurse) and teach and counsel patients and their families. Many oncology nurse specialists are also certified nurse practitioners. (Also see case manager, nurse practitioner.)

oncology social worker - A person who has a master's degree in social work and has specialized in the field of cancer. This person provides counseling and assistance to people with cancer and their families, especially in dealing with the crises that can result from cancer but are not medical, such as financial problems, housing when treatments must be taken at a facility far away from home and childcare.

ovary - A reproductive organ in the female pelvic region. Normally a woman has two ovaries. They contain the eggs (ova) that joined with sperm, result in pregnancy. Ovaries are also the primary site of production of estrogen. (Also, refer to estrogen.)

Paget's disease of the nipple - A form of breast cancer that begins in the milk passages (ducts) and involves the skin of the nipple and areola. A sign of Paget's disease is a crusting, scaly, red inflamed tissue (dermatitis) lesion on the nipple. With true Paget's disease, cancer is usually also present within the breast. This is a rare type of breast cancer that occurs in only 1 percent of cases. There is generally a good outcome or prognosis, if no lump is felt.

palliative treatment - Therapy that relieves symptoms, such as pain, but does not cure the disease. Its main purpose is to improve the quality of life.

palpation - A simple technique in which a health care provider presses on the surface of the body to feel organs or tissues underneath. One can feel a palpable mass in the breast.
Papanicolaou smear (Pap test) - A screening test of the cells of the cervix used to detect early signs of cervical cancer.

Papanicolaou stain (Pap stain) - A multichromatic staining process that is used primarily on gynecological specimens. It provides great transparency and delicacy of detail, which is important in cancer screening, especially of gynecologic screens.

Pathologist - A physician who specializes in the identification of abnormalities and disease by examining body tissue under a microscope and organs. The pathologist determines whether a lump is benign or cancerous.

Pathology - A study of disease through examination of body tissues and organs under a microscope for evidence of disease. Diagnosis of any tumor thought to be cancer by examination under a microscope.

Pectoral muscles - Muscles attached to the front of the chest wall and upper arms. The larger group is called pectoralis major, and a smaller group is called pectoralis minor. Because these muscles are in close proximity to the breast, they may become involved in breast cancer or surgery to treat it.

Pelvic examination - An internal physical examination used to detect a variety of gynecological disorders. The pelvic examination is performed by a physician, nurse or physician's assistant, and includes a visual inspection of the vagina and cervix as well as palpation of the uterus and ovaries.

Pigment - A class of substances that provide color, including in the human body. The areola and nipple of the breast are pigmented with melanin. Normally a brownish tint, melanin, in these areas of the breast can range from pale pink to deep brown.

Predisposition - Susceptibility to a disease that can be triggered under certain conditions. For example, some women have a family history of breast cancer and are therefore predisposed (but not necessarily destined) to develop breast cancer.

Premalignant - Abnormal changes in cells that may, but not always, become cancer; also known as precancerous. Most of these early lesions respond well to treatment and result in cure.

Prevalence - A measure of the proportion of persons in the population with a particular disease at a specified time.

Prevention - Avoiding the occurrence of an event, such as development of cancer, by avoiding things known to cause cancer and participating in activities that can or might prevent cancer. For example, avoiding smoking may prevent lung cancer, and taking tamoxifen may prevent breast cancer in women who are at high risk for the disease.

Preventive services - Programs or products that are developed and provided for the purpose of health promotion and maintenance.

Primary site - The site where cancer begins. Usually, the cancer is named after the organ in which it begins; for example, breast cancer.

Progesterone - A female sex hormone released by the ovaries to prepare the uterus for pregnancy and the breasts for milk production (lactation).

Prognosis - A prediction of the course of disease, including the prospects for a cure. For example, women with early detected breast cancer and receive prompt treatment have a good prognosis.
**prosthesis (breast)** - An artificial form that can be worn under the clothing after a mastectomy to simulate the shape and form of a natural breast. (Plural: protheses.)

**protocol** - A formalized outline or plan.

**public health district** - Missouri is divided into six public health districts. In the manual, the word regions is used.

**quality assurance** - The overall process of assessing and maintaining the highest possible quality in the acquisition and interpretation of results.

**radiologic technologist** - A health professional (not a physician) trained to properly position patients for x-rays, to load film and take the images, and to develop and check the images for quality. Since mammograms (breast x-rays) are done on a machine that is used only for mammograms, the technologist must have special training in mammography. A radiologist reads the films taken by the technologist.

**radiologist** - A physician who has taken additional years of training to produce and read x-rays and other types of images (for example, ultrasound or magnetic resonance imaging) for the purpose of diagnosing abnormalities.

**radiology** - A branch of medicine concerned with the use of radiant energy in the diagnosis and treatment of disease.

**radiotherapy** - Treatment with radiation to destroy cancer cells. Methods used include linear accelerators, x-rays, cobalt, and betatrons. This type of treatment may be used to reduce the size of a cancer before surgery or to destroy any remaining cancer cells after surgery. Also called irradiation and radiation therapy.

**Reach to Recovery** - A visitation program of the American Cancer Society for women who have a personal concern about breast cancer. Carefully selected and trained volunteers, who have successfully adjusted to breast cancer and its treatment, provide information and support to women newly diagnosed with the disease.

**reactive changes** - Normal changes in tissue as a result of the body's reaction to an irritation or infectious agent.

**recurrence** - Cancer that has re-occurred or reappeared after treatment. *Local recurrence* is at the same site as the original cancer. *Metastasis* means that the disease has recurred at a distant site. *Regional recurrence* is in the tissue or lymph nodes near the site.

**regimen** - A strict, regulated plan of diet, exercise, or other activity designed to reach certain goals. In cancer treatment, it is a plan to treat cancer.

**regional involvement** - The spread of cancer from its original site to nearby areas such as muscles or lymph nodes, but not distant sites such as other organs.

**Regional Program Coordinator (RPC)** - SMHW staff persons located in several regions of the state who assist with referrals for diagnosis and treatment and provide service coordination/case management services for women enrolled in SMHW.
rehabilitation - Activities to adjust, heal, and return to a full, productive life after injury or illness. This may involve physical restoration (such as the use of prostheses, exercises and physical therapy), counseling and emotional support.

risk factor - Anything that increases a person’s chance of getting a disease such as cancer. The known risk factors for breast cancer are: being a woman over the age of 50; family history of the disease, especially in one's mother or sister; beginning menstrual periods at a young age (before age 12); obesity; never having completed a pregnancy; first pregnancy after age 30.

saline solution - A saltwater solution.

scan - A study using either x-rays or radioactive isotopes to produce images of internal body organs.

scant cellularity - An unsatisfactory Pap smear with inadequate cellularity.

scirrhous cancer - A breast cancer with a hard, firm, fibrous texture; usually an infiltrating ductal carcinoma.

screening - The search for disease, such as cancer, in people without symptoms. Screening may refer to coordinated programs in large populations. The principal screening measure for breast cancer is mammography.

screening guidelines - Recommendations for the application of screening procedures, which are formulated by professional and governmental agencies.

screening mammogram - American College of Radiology defines a screening mammogram as “an x-ray breast examination of asymptomatic women in an attempt to detect breast cancer, when it is small, nonpalpable and confined to the breast.”

screening provider(s) - Health departments, primary care facilities, and/or any other entities under contract with Missouri’s SMHW program to provide breast and cervical cancer screening services.

screening services - Refers to clinical breast examination, Pap smear, pelvic examination, mammography, instruction in breast self-examination, and informational and educational services relating to breast and cervical cancer by providers of SMHW services.

secondary tumor - A tumor that forms as a result of spread (metastasis) of cancer from its site of origin.

shall/must/should - Reference to the words "shall" and "must" indicate mandatory program policy. "Should" indicates recommended program policy relating to program management and patient care that the provider is urged to follow.

Show Me Healthy Women (SMHW) - The functional entity created within the Missouri Department of Health and Senior Services, Division of Community and Public Health, Section for Community Health and Chronic Disease Prevention, Bureau of Cancer and Chronic Disease Control, to implement and manage all components of the grant.

silicone gel - Synthetic gel compound used in breast implants because of its flexibility, strength, and texture, which is similar to the texture of the natural breast. Silicone gel breast implants are available for women who have had breast cancer surgery. (See breast augmentation.)
sonogram - An image produced by using high-frequency sound waves. This technique is used to examine and measure internal body structures and detect bodily abnormalities but does not utilize radiation or x-rays.

speculum - A metal or plastic instrument that permits visual inspection of the cervix and performance of a Pap smear.

staging - A method of determining and describing the extent of cancer, based on the size of the tumor, whether regional axillary lymph nodes are involved, and whether distant spread (metastasis) has occurred. Knowing the stage at diagnosis determines the best treatment and the prognosis.

stages of breast cancer:
- **Stage 0**: The earliest stage of breast cancer; the disease is in situ.
- **Stage I**: The tumor is 2 cm or less and has not spread beyond the breast.
- **Stage II**: The tumor is more than 2 cm and spread to regional lymph nodes, such as the lymph nodes under the arm, or the tumor is more than 5 cm in diameter and no regional nodes are involved.
- **Stage III**: The tumor is any size and has spread to several regional lymph nodes and/or other tissues near the breast.
- **Stage IV**: The cancer has spread to other organs and/or tissues by way of direct extension, lymph system and/or bloodstream.

stages of cervical cancer:
- **Stage 0**: The earliest stage of cervical cancer; the disease is in situ.
- **Stage I**: Cancer has not spread beyond the cervix and uterus.
- **Stage II**: Cancer has spread beyond the uterus but not to the pelvic wall or to the lower third of the vagina.
- **Stage III**: Cancer has spread to the pelvic wall and/or involves the lower third of the vagina and/or regional lymph nodes.
- **Stage IV**: The cancer has spread to other organs and/or tissues by way of direct extension, lymph system and/or bloodstream.

stereotactic biopsy - A diagnostic procedure that combines the technology of radiological imaging with surgical biopsy. In a stereotactic biopsy, images of the area surrounding a lesion are taken from different angles and a computer precisely calculates the location of the lesion. An automatic biopsy needle obtains samples of the tissue at the exact spot calculated by the computer.

subcutaneous mastectomy - A surgery to remove internal breast tissue, yet the nipple and skin are left intact.

supraclavicular nodes - Lymph nodes that are above the collarbone (clavicle).

surgery - An operation, a procedure performed by a surgeon to repair or remove a part of the body or to find out if disease is present.
surgical or specialist consultation - A referral of a woman to a surgical specialist for additional diagnostic evaluation, following detection of a breast or cervical abnormality.

survival rate - A way of expressing how long, on average, people may live after diagnosis of disease or after treatment of the disease. It is expressed as the percentage of people who live a certain period of time, as opposed to the percentage of those who die. For example, the five-year survival rate for women with localized breast cancer (including all women living five years after diagnosis, whether the patient was in remission, disease-free, or under treatment) was 78 percent in the 1940's, but in the 1990's it was 93 percent.

suspicious abnormality - A finding on a test that indicates cancer might be present.

synchronous - At once or at the same time.

systemic disease - In breast cancer, a tumor that originated in the breast has spread to distant sites, such as the liver, chest, brain, bones, or lungs.

tamoxifen (brand name: Nolvadex) - A drug that blocks estrogen; an antiestrogen drug. Blocking estrogen is desirable in some cases of breast cancer because estrogen feeds the growth of certain types of tumors.

target population - The desired or intended audience, in this case for SMHW interventions.

therapy - Any of the measures taken to treat a disease. Alternative therapy is any therapy that has not been approved. Some alternative therapies are used along with standard therapy. Some are harmless, some may be helpful, and others can be dangerous, especially if they divert a person with cancer from receiving standard therapy. Also called questionable methods or unproven methods. Some people use alternative therapies along with standard therapy; in this approach, the health care team should be informed of the alternative method used. Experimental therapy is any new, as-yet-unproven method that is being tested for specific purposes in a scientific clinical trial. Standard therapy is any method that has been scientifically tested and proven useful for specific purposes and is the standard treatment.

tissue - A collection of similar cells, united to perform a particular function. There are four basic types of tissue in the body: epithelial, connective, muscle, and nerve.

transformation - A multistep process by which normal cells change into neoplastic cells.

tumor - Tissue growth in which the cells multiply uncontrollably, also called neoplasm. It can be either benign or malignant. Benign tumor is a noncancerous tumor (i.e., does not invade and destroy adjacent normal tissue). Malignant tumor is a tumor that is cancerous and likely to cause death unless adequately treated.

ultrasonography (ultrasound) - An imaging method in which high-frequency sound waves are used to outline a part of the body. High-frequency sound waves are transmitted through the area of the body being studied. The sound wave echoes are picked up and displayed on a television screen. This painless method is used mainly to find out if a structure is solid or liquid. It is useful in detecting breast cysts in young women with firm, fibrous breasts. No radiation exposure occurs.
**underinsured** - A patient is considered underinsured if she has medical insurance that does not cover SMHW screening services or if she has an unmet deductible or required copayment for services covered by SMHW.

**underserved** - Groups of individuals who chronically lack access to health care for a variety of reasons.

**unilateral** - Affecting one side of the body. For example, unilateral breast cancer occurs in one breast only. (Also see *bilateral*.)

**unproven methods of cancer management** - Any therapy that has not been subjected to traditional scientific study and proved effective in clinical trials. Such methods range from harmless to life threatening, especially if they are used in place of medically sound methods of treatment. The American Cancer Society maintains a reference file on proven methods of cancer management. Information is available by request from the society’s toll-free cancer information hotline, 1-800-ACS-2345. (Also see *therapy*.)

**x-rays** - One form of radiation that can, at low levels, produce an image of cancer on film, and at high levels can destroy cancer cells.