

Washington Apple Health (Medicaid)

Sterilization Supplemental Billing Guide

October 1, 2021

Disclaimer

Every effort has been made to ensure this guide's accuracy. If an actual or apparent conflict between this document and an HCA rule arises, the HCA rule applies.

Billing guides are updated on a regular basis. Due to the nature of content change on the internet, we do not fix broken links in past guides. If you find a broken link, please check the most recent version of the guide. If this is the most recent guide, please notify us at askmedicaid@hca.wa.gov

About this guide *

This publication takes effect **October 1, 2021** and supersedes earlier billing guides to this program.

The Health Care Authority (HCA) is committed to providing equal access to our services. If you need an accommodation or require documents in another format, please call 1-800-562-3022. People who have hearing or speech disabilities, please call 711 for relay services.

Washington Apple Health means the public health insurance programs for eligible Washington residents. Washington Apple Health is the name used in Washington State for Medicaid, the children's health insurance program (CHIP), and state-only funded health care programs. Washington Apple Health is administered by the Washington State Health Care Authority.

How can I get HCA provider documents?

To access provider alerts, go to HCA's [provider alerts webpage](#).

To access provider documents, go to HCA's [provider billing guides and fee schedules webpage](#).

Where can I download HCA forms?

To download an HCA provider form, go to HCA's [Forms & publications webpage](#). Type only the form number into the Search box (Example: 13-835).

* This publication is a billing instruction.

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What has changed?

Subject	Change	Reason for Change
Hysterectomy, oophorectomy, and urological procedures are not sterilization procedures	Removed language from note box "A new version of this form is available for use. For clients signing a hysterectomy consent form on or after January 1, 2020, use the November 2019 version of the form."	This statement was added when the November 2019 version of the form was new; it is no longer needed.
Instructions for the HHS-687 consent form – throughout guide	Added language "Procedure must be the same on lines #2, #6, #13, and #20.	Clarification for filling out form.

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Resources Available

Topic	Resource
Obtaining information regarding reproductive health or family planning programs, including questions about sterilization	<p>Visit HCA's Family Planning Billing Guide.</p> <p>Visit the Apple Health Billers, providers, and partners "contact us" webpage.</p> <p>Contact the Family Planning Program: familyplanning@hca.wa.gov</p>
HCA-approved Sterilization Consent form	<p>Visit U.S. Department of Health and Human Services to download English and Spanish versions of HHS-687.</p>
Pharmacy information	<p>See HCA's Pharmacy Information and the Prescription Drug Program Billing Guide.</p>
Additional HCA resources	<p>See HCA's Billers, providers, and partners webpage.</p>
Billing and Claims	<p>Providers must follow the billing requirements listed in HCA's ProviderOne Billing and Resource Guide.</p>
For additional billing guidance	<p>See the following billing guides:</p> <ul style="list-style-type: none"> • Outpatient Hospital Billing Guide • Physician-Related/Professional Services Billing Guide • Professional Administered Drugs Fee Schedule

Definitions

This section defines terms and abbreviations, including acronyms, used in this billing guide. Refer to [chapter 182-500 WAC](#) and [WAC 182-532-001](#) for additional definitions.

Contraceptive – A device, drug, product, method, or surgical intervention used to prevent pregnancy.

Family Planning Only program – The program that covers family only services for eligible clients for 12 months from the date HCA determines eligibility.

Family Planning Only-Pregnancy Related program – HCA’s program providing an additional 10 months of family planning services to eligible clients at the end of their pregnancy. This benefit follows the 60-day post-pregnancy coverage for clients who received medical assistance benefits during the pregnancy.

Family planning services – Medically safe and effective medical care, educational services, and contraceptives that enable people to plan and space the number of their children and avoid unintended pregnancies.

Informed consent – A person’s consent to a procedure after the provider who obtained a properly completed consent form has done all of the following:

- Disclosed and discussed the client's diagnosis
- Offered the client an opportunity to ask questions about the procedure and to request information in writing
- Given the client a copy of the consent form
- Communicated effectively using any language interpretation or special communication device necessary per 42 CFR 441.257
- Given the client oral information about all of the following:
 - The client's right to not obtain the procedure, including potential risks, benefits, and the consequences of not obtaining the procedure
 - Alternatives to the procedure including potential risks, benefits, and consequences
 - The procedure itself, including potential risks, benefits, and consequences

Sterilization Consent form – Unless otherwise specified in this billing guide, federal form [HHS-687](#).

Tubal sterilization – A permanent voluntary surgical procedure in which the Fallopian tubes are blocked, clamped, cut, burned, or removed to prevent pregnancy.

Vasectomy – A permanent voluntary surgical procedure in which the vas deferens (tubes that carry sperm from the testicles to the seminal vesicles) are cut, tied, burned or otherwise interrupted to prevent pregnancy.

Client Eligibility

Most Apple Health clients are enrolled in an HCA-contracted managed care organization (MCO). This means that Apple Health pays a monthly premium to an MCO for providing preventative, primary, specialty, and other health services to Apple Health clients. Clients in managed care must see only providers who are in their MCO's provider network, unless prior authorized or to treat urgent or emergent care. See HCA's [Apple Health managed care page](#) for further details.

It is important to always check a client's eligibility prior to providing any services because it affects who will pay for the services.

How do I verify a client's eligibility?

Check the client's Services Card or follow the two-step process below to verify that a client has Apple Health coverage for the date of service and that the client's benefit package covers the applicable service. This helps prevent delivering a service HCA will not pay for.

Verifying eligibility is a two-step process:

Step 1. **Verify the patient's eligibility for Apple Health.** For detailed instructions on verifying a patient's eligibility for Apple Health, see the *Client Eligibility, Benefit Packages, and Coverage Limits* section in HCA's [ProviderOne billing and resource guide](#).

If the patient is eligible for Apple Health, proceed to **Step 2**. If the patient is **not eligible**, see the **Note** below.

Step 2. **Verify service coverage under the Apple Health client's benefit package.** To determine if the requested service is a covered benefit under the Apple Health client's benefit package, see HCA's [Program benefit packages and scope of services webpage](#).

Note: Patients who are not Apple Health clients may submit an application for health care coverage in one of the following ways:

1. By visiting the [Washington Healthplanfinder's website](#).
2. By calling the Customer Support Center toll-free at: 855-WAFINDER (855-923-4633) or 855-627-9604 (TTY)
3. By mailing the application to:
Washington Healthplanfinder
PO Box 946
Olympia, WA 98507

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In-person application assistance is also available. To get information about in-person application assistance available in their area, people may visit the [Washington Healthplanfinder's website](#) or call the Customer Support Center.

Are clients enrolled in an HCA-contracted managed care organization (MCO) eligible?

Yes. Most Apple Health (Medicaid) clients are enrolled in one of HCA's contracted managed care organizations (MCOs). For these clients, managed care enrollment is displayed on the client benefit inquiry screen in ProviderOne.

All medical services covered under an HCA-contracted MCO must be obtained through the MCO's contracted network. The MCO is responsible for:

- Payment of covered services
- Payment of services referred by a provider participating with the plan to an outside provider

Note: A client's enrollment can change monthly. Providers who are not contracted with the MCO must receive approval from **both** the MCO and the client's primary care provider (PCP) prior to serving a managed care client.

Send claims to the client's MCO for payment. Call the client's MCO to discuss payment prior to providing the service. Providers may bill clients only in very limited situations as described in [WAC 182-502-0160](#).

Managed care enrollment

Most Apple Health (Medicaid) clients are enrolled in HCA-contracted MCO the same month they are determined eligible for managed care as a new or renewing client. Some clients may still start their first month of eligibility in the FFS program because their qualification for MC enrollment is not established until the month following their Medicaid eligibility determination. Providers must check eligibility to determine enrollment for the month of service.

New clients are those initially applying for benefits or those with changes in their existing eligibility program that consequently make them eligible for Apple Health managed care.

Checking eligibility

- Providers must check eligibility and know when a client is enrolled and with which MCO. For help with enrolling, clients can refer to the Washington Healthplanfinder's [Get Help Enrolling](#) page.
- MCOs have retroactive authorization and notification policies in place. The provider must know the MCO's requirements and be compliant with the MCO's policies.

Clients have a variety of options to change their plan:

- **Available to clients with a Washington Healthplanfinder account:**

Go to [Washington HealthPlanFinder website](#).

- **Available to all Apple Health clients:**

- Visit the [ProviderOne Client Portal website](#):
- Request a change online at [ProviderOne Contact Us](#) (this will generate an email to Apple Health Customer Service). Select the topic "Enroll/Change Health Plans."
- Call Apple Health Customer Service at 1-800-562-3022. The automated system is available 24/7.

For online information, direct clients to HCA's [Apple Health Managed Care](#) webpage.

Clients who are not enrolled in an HCA-contracted managed care plan for physical health services

Some Medicaid clients do not meet the qualifications for managed care enrollment. These clients are eligible for services under the FFS Medicaid program. In this situation, each Integrated Managed Care (IMC) plan will have Behavioral Health Services Only (BHSO) plans available for Apple Health clients who are not in managed care. The BHSO covers only behavioral health treatment for those clients. Clients who are not enrolled in an HCA-contracted managed care plan are automatically enrolled in a BHSO with the exception of American Indian/Alaska Native clients. Some examples of populations that may be exempt from enrolling into a managed care plan are Medicare dual-eligible, American Indian/Alaska Native, Adoption support and Foster Care alumni.

Integrated managed care

Clients qualified for managed care enrollment will receive all physical health services, mental health services, and substance use disorder treatment through their HCA-contracted managed care organization (MCO).

American Indian/Alaska Native (AI/AN) clients have two options for Apple Health coverage:

- Apple Health Managed Care; or
- Apple Health coverage without a managed care plan (also referred to as fee-for-service [FFS])

If a client does not choose an MCO, they will be automatically enrolled into Apple Health FFS for all their health care services, including comprehensive behavioral health services. See the Health Care Authority's (HCA) [American Indian/Alaska Native webpage](#).

For more information about the services available under the FFS program, see HCA's [Mental Health Services Billing Guide](#) and the [Substance Use Disorder Billing Guide](#).

For full details on integrated managed care, see HCA's [Apple Health managed care webpage](#) and scroll down to "Changes to Apple Health managed care."

Integrated Apple Health Foster Care (AHFC)

Children and young adults in the Foster Care, Adoption Support and Alumni programs who are enrolled in Coordinated Care of Washington's (CCW) Apple Health Foster Care program receive both medical and behavioral health services from CCW.

Clients under this program are:

- Under the age of 21 who are in foster care (out of home placement)
- Under the age of 21 who are receiving adoption support
- Age 18-21 years old in extended foster care
- Age 18 to 26 years old who aged out of foster care on or after their 18th birthday (alumni)

These clients are identified in ProviderOne as "**Coordinated Care Healthy Options Foster Care.**"

The Apple Health Customer Services staff can answer general questions about this program. For specific questions about Adoption Support, Foster Care or Alumni clients, contact HCA's Foster Care Medical Team at 1-800-562-3022, Ext. 15480.

Fee-for-service Apple Health Foster Care

Children and young adults in the fee-for-service Apple Health Foster Care, Adoption Support and Alumni programs receive behavioral health services through the regional Behavioral Health Services Organization (BHSO). For details, see HCA's [Mental Health Services Billing Guide](#), under *How do providers identify the correct payer?*

About Sterilization

What is sterilization?

WAC 182-531-1550(1)

Sterilization is any medical procedure, treatment, or operation for the purpose of rendering a client permanently incapable of reproducing. This includes vasectomies and tubal sterilizations (including salpingectomies).

When a salpingectomy is performed for sterilization only, all requirements in this billing guide must be met, including completing the federal consent form, and using diagnosis code Z30.2.

When salpingectomy is performed for sterilization only for Family Planning Only Pregnancy- Related and Family Planning Only programs, all requirements in this billing guide must be met, including completing the federal consent form, and using diagnosis code Z30.2 with modifier FP. A salpingectomy for sterilization when performed during a cesarean section must be billed using the add-on CPT code 58611.

A medically necessary salpingectomy performed to treat cancer, ectopic pregnancy, prophylaxis to prevent ovarian cancer in a high-risk person, and other gynecological reasons is not considered a sterilization and is not subject to the requirements in this billing guide, including completing a sterilization consent form.

Note: Hysterectomy, oophorectomy, and urological procedures are not sterilization procedures. HCA does not pay for these procedures when performed solely for the purpose of sterilization. These procedures are covered only when medically necessary. A sterilization consent form is not required when these procedures are performed for medical necessity. The client must be informed as part of the surgical consent that the procedure will cause sterility. For more information about these procedures and billing guidelines, see the [Physician-Related Services/Health Care Professional Services Billing Guide](#). The Hysterectomy Consent and Patient Information Form (HCA 13-365) is required for approval and payment.

Who may perform sterilizations?

Any Washington Apple Health (Medicaid) provider who is licensed to do sterilizations within their scope of practice may provide vasectomies and tubal sterilizations to any Washington Apple Health client, including Family Planning Only-Pregnancy Related and Family Planning Only clients.

What are the consent requirements?

Federal regulations ([42 CFR section 441.256](#)) prohibit payment for sterilization procedures until a federally approved and accurately completed sterilization

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consent form is received with a claim. For Washington Apple Health, the consent form is federal form [HHS-687](#). A Spanish-language form is also available. Information and instructions for accurately completing the [HHS-687](#) consent form is included in Appendix A.

- To comply with this requirement, the following provider types must attach a copy of a completed [HHS-687](#) consent form to their claim:
 - Surgeons
 - Anesthesiologists and certified registered nurse anesthetists
 - Assistant surgeons
 - The facility in which the sterilization procedure was performed
- The surgeon must complete and sign the “physician statement” on the [HHS-687](#) consent form within 30 days of the sterilization procedure.
- HCA will deny a claim with a [HHS-687](#) consent form that is missing information or not completed according to instructions in Appendix A.
- HCA will deny a claim received without the [HHS-687](#) consent form.

Completion of [HHS-687](#) sterilization consent form for a client ages 18-20

- Use the [HHS-687](#) consent form.
- Cross out “**age 21**” in the following three places on the form and write in the client’s age:
 - Section I: Consent to Sterilization: “**I am at least 21...**”
 - Section III: Statement of Person Obtaining Consent: “**To the best of my knowledge... is at least 21...**”
 - Section IV: Physician’s Statement: “**To the best of my knowledge... is at least 21...**”

Who completes the consent form?

- [Sections I, II, and III of the sterilization consent form](#) are completed by the client, interpreter (if needed), and a provider from the clinic or call/practice group performing the sterilization. This may be a physician, advanced registered nurse practitioner, or physician’s assistant. Once the sterilization consent form is signed by all parties, the client must undergo the procedure no sooner than the 31st day and no later than the 180th day after the signature date. The day the consent form is signed is considered day one.

Note: If less than 31 days, refer to [What are the exceptions to the usual consent requirements for sterilization?](#) or [Section IV of the sterilization consent form](#).

- [Section IV](#), the bottom right portion of the sterilization consent form, must be completed within 30 days of the date of surgery by the provider who performed the surgery.

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Coverage and Payment

Who is eligible for sterilizations?

The following are eligible:

- Washington Apple Health clients who are age 18 and older
- Clients enrolled in the Family Planning Only-Pregnancy Related or Family Planning Only programs who meet these age requirements

HCA requires prior authorization for sterilization when a client is one of the following:

- Age 56 or older seeking a tubal sterilization
- Institutionalized or mentally incompetent (See [When does HCA cover sterilization for clients who are institutionalized or have been found mentally incompetent?](#))

For information on how to submit a prior authorization request, see the [Physician-Related Services/Health Care Professional Services Billing Guide](#).

What does HCA cover for Family Planning Only-Pregnancy Related and Family Planning Only clients?

Coverage

Both Family Planning Only programs have limited coverage for family planning services. All services provided to Family Planning Only-Pregnancy Related and Family Planning Only clients must have a primary focus and diagnosis of family planning (contraception). Sterilization is a covered service for Family Planning Only-Pregnancy Related and Family Planning Only clients.

Drugs

When a client is enrolled in either of the Family Planning Only programs and undergoes sterilization, HCA covers a limited number of prescription anti-anxiety medications before the sterilization, and pain medications after the sterilization. For information on prescribing and billing limits for drugs related to sterilization procedures, see HCA's [Prescription Drug Program Billing Guide](#).

Payment

For clients in the Family Planning Only-Pregnancy Related and Family Planning Only programs, HCA does not pay for other medical services unless they are medically necessary for clients to safely and successfully use their chosen birth control method (including sterilization). See the [Family Planning Billing Guide](#) for more details.

For clients in the Family Planning Only-Pregnancy Related and Family Planning Only programs, only claims submitted with diagnosis and procedure codes related to family planning and contraception are processed for payment. HCA does not pay for diagnosis and procedure codes that are not related to family planning and contraception under the Family Planning Only-Pregnancy Related and Family Planning Only programs. For a list of covered codes, see the [Family Planning Fee Schedule](#).

Complications

For clients enrolled in either of the Family Planning Only programs, HCA covers complications resulting from sterilizations on a case-by-case basis. Contact HCA's [Family Planning Program](#).

When does HCA pay for sterilizations for clients enrolled in managed care plans?

HCA pays for sterilizations for clients age 18 through 20 who are enrolled in an HCA-contracted managed care organization (MCO) under fee-for-service. This age group may self-refer to a fee-for-service provider who accepts Apple Health. All other managed care clients age 21 and older must obtain sterilization services from a provider contracted with their HCA-contracted MCO.

For information on prescribing, coverage, and billing for drugs related to sterilization procedures when not contracted with an HCA-contracted MCO, see HCA's [Prescription Drug Program Billing Guide](#).

When are sterilizations covered?

HCA covers sterilizations when all of the following apply:

- The client has voluntarily given informed consent.
- The client undergoes the procedure no sooner than the 31st day and no later than the 180th day after signing the consent. The day the consent form is signed is considered day one.
- The client is at least age 18 at the time an HCA-approved consent form is signed. See Completion of [HHS-687](#) sterilization consent form for a client ages 18-20 and [Appendix A](#) for special instructions for clients 18-20.
- The client is mentally competent.
- The client participates in a Washington Apple Health program ([WAC 182-501-0060](#)).

When are sterilizations paid?

- HCA pays providers for the sterilization procedure only when a qualified provider submits a completed [HHS-687](#) consent form with the claim for reimbursement.
- HCA pays only after the procedure is completed.

Does HCA pay for an office visit related to a sterilization procedure?

Yes. HCA pays for an office visit that includes counseling associated with sterilization and obtaining the client's signature on the consent form. HCA pays for this visit even if after the visit the client chooses not to be sterilized. See HCA's [Physician-Related Services/Healthcare Professional Services Billing Guide](#) for how to bill for office visits.

For clients in the Family Planning Only program who plan to have a vasectomy, the initial preoperative sterilization office visit is payable when performed on the same day as a family planning preventive visit. For more information about Family Planning Only, see HCA's [Family Planning Billing Guide](#).

Does HCA pay anesthesia providers for sterilizations?

Yes. HCA pays for anesthesia necessary to perform sterilization. Follow the billing guidelines in the [Physician-Related Service/Health Care Professional Service Billing Guide](#).

- When sterilization is done in conjunction with a delivery, HCA pays as follows:
 - If the two procedures are performed during the same operative session, anesthesia time for the sterilization is added to the time for the delivery.
 - HCA pays for epidural anesthesia in excess of the six-hour limit when sterilization is performed in conjunction with or immediately following a delivery.
 - If the sterilization and delivery are performed during different operative sessions, the time for each procedure is calculated separately.
- If the consent form is missing or not filled out according to the instructions in [Appendix A](#), HCA will deny the portion of the claim related to sterilization. HCA will process all other covered services on the claim.

Does HCA pay assistant surgeons for sterilizations?

Yes. HCA pays for assistant surgeons to assist sterilization procedures when necessary. Follow the billing guidelines in the [Physician-Related Service/Health Care Professional Service Billing Guide](#).

If the consent form is missing or not filled out according to the instructions in [Appendix A](#), HCA will deny the portion of the claim related to sterilization. HCA will process all other covered services on the claim.

Does HCA pay the facility for sterilizations performed in a facility?

Yes. HCA pays facilities (ambulatory surgery centers and hospitals) for sterilizations performed in those facilities. Follow the billing guidelines in the [Outpatient Hospital Services Billing Guide](#), the [Inpatient Hospital Services Billing Guide](#), and the [Ambulatory Surgery Centers Billing Guide](#).

If the consent form is missing or not filled out according to the instructions in [Appendix A](#):

- HCA will deny sterilization and services related to sterilization on the facility claim. HCA will process all other covered services on the claim.
- For inpatient claims, the hospital must indicate on the claim all charges that are associated with the sterilization on their own line with the appropriate revenue code as noncovered.

Does HCA pay for sterilizations performed in conjunction with another procedure?

Yes. HCA pays for these sterilizations as long as the services meet the requirements for sterilization. Submit an HCA-approved sterilization consent form with the claim.

When does HCA cover sterilization for clients who are institutionalized or have been found mentally incompetent?

HCA requires prior authorization for a sterilization procedure when a client is institutionalized or has been found mentally incompetent.

At least 30 days prior to the sterilization procedure, the provider must submit the following to HCA:

- A completed, typed General Information for Authorization form, HCA 13-835
- A sterilization consent form signed by the client's legal guardian
- A court order, which includes both of the following:
 - A statement that the client is to be sterilized
 - The name of the legal guardian who will be giving consent for the sterilization

Providers must attach a completed [HHS-687](#) consent form to the claim. The client's legal guardian must sign the form at least 30 days before the procedure date, and the surgeon must complete Section IV.

What are the exceptions to the usual consent requirements for sterilization?

Allowing a 72-hour waiting period

In two circumstances, HCA requires at least a 72-hour consent waiting period rather than the 30-day waiting period for sterilization:

- At the time of premature delivery when the client gave consent at least 30 days before the expected date of delivery. The expected date of delivery must be documented on the [HHS-687](#) consent form. Premature delivery is a

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delivery that occurs less than 37 weeks gestation. See instructions for the sterilization consent form in [Appendix A](#).

- For emergency abdominal surgery, including medically-indicated cesarean sections. The nature of the emergency must be described on the [HHS-687](#) consent form. See instructions for the sterilization consent form in [Appendix A](#).

When is a consent form invalid?

HCA considers a client incapable of informed consent when the client is in any of the following conditions:

- In labor or childbirth
- In the process of seeking to obtain or obtaining an abortion
- Under the influence of alcohol or other substances, including pain medications for labor and delivery, that affect the client's state of awareness and ability to give informed consent

Under any of the conditions listed above, HCA will not accept a signed sterilization consent form.

Coverage Table

Note: Due to its licensing agreement with the American Medical Association, HCA publishes only the official, short CPT® code descriptions. To view the full descriptions, refer to a current CPT book.

CPT Code	Short Description	Comments
00840	Anesth surg lower abdomen	May only be used with 58670, 58661, and 58671
00851	Anesth tubal ligation	
00921	Anesth vasectomy	
55250	Removal of sperm duct(s)	Used for vasectomies performed by any method
58600	Division of fallopian tube	Abdominal or vaginal approach
58605	Division of fallopian tube	Associated with a vaginal delivery
58611	Ligate oviduct(s) add-on	Associated with a cesarean delivery
58615	Occlude fallopian tube(s)	For external occlusive devices only, such as band, clip, or fallopian ring. Vaginal or suprapubic approach.
58661	Laparoscopy remove adnexa	Only payable as a sterilization when the procedure is a salpingectomy when billed with diagnosis Z30.2 and *modifier FP. An oophorectomy is not payable when done only for the purpose of sterilization. *Modifier FP is needed only for billing under the Family Planning Only Pregnancy- Related and Family Planning Only programs.
58670	Laparoscopy, tubal cautery	

CPT Code	Short Description	Comments
58671	Laparoscopy, tubal block	For external occlusive devices only, such as band, clip, or fallopian ring.
58700	Removal of fallopian tube	

Office Visits: HCA pays for an office visit for the visit that includes counseling associated with sterilization and obtaining the client's signature on the [HHS-687](#) consent form. HCA pays for this visit even if after the visit the client chooses not to be sterilized. See HCA's [Physician-Related Services/Healthcare Professional Services Billing Guide](#) for how to bill for evaluation and management visits.

Appendices

Appendix A: Consent form instructions

- HCA accepts [HHS-687](#) consent forms completed according to the following instructions:
 - Do not use abbreviations on the form.
 - The form must be signed with either:
 - A handwritten signature in ink; or
 - An electronic signature. See HCA's "[Electronic Signature Guidance](#)" for information.
 - If an interpreter's or the consenter's signature is not legible, print the name legibly underneath the signature line.
- The Apple Health (ProviderOne) client identification number may be written on the form to help identify that the client on the consent matches the claim.
- Race and ethnicity are voluntary and not required for payment.
- The interpreter's statement (Section III) is completed as needed for individual clients.
- All information on the [HHS-687](#) consent form **must be legible**. Do not cover up or obstruct portions of the form.
- Changes to Section I, II, and III of the consent form can only be made at the time of consent. Changes to Section IV may be made up to 30 days after the procedure.

What can and cannot be changed on a consent form

HCA recommends using the fill-in capability of the federal consent form to reduce the amount of handwritten information on the form. This makes the form more legible for review.

Clients can correct their entry on the consent form at the time of consent if they make a mistake on the date of birth (line 3) or printing their full name (line 4). Clients cannot correct any other line on the consent form. If a mistake is made, it is better to complete and sign a new consent form.

Providers can correct their miswritten entries by crossing out the incorrect information, initialing and dating next to the mistake, and writing in the correct information legibly. Items that can be corrected are:

- Printed name of clinic or provider
- Address of clinic
- Name of the procedure only if it is to make lines 2, 6, and 13 match for clarity. (Example: If "salpingectomy" was written in line 2 and "bilateral salpingectomy" was written on lines 6 and 13. The word "bilateral" could be added to line 2.)

- Name of person only if it is to make lines 4, 12, and 18 match for clarity. (Example: If “Mary Smith” was written on line 4 and “Mary E. Smith” was written on line 12 and 18. The initial “E” could be added to lines 12 and 18.)

Clients and providers cannot amend or correct the following items:

- Any signature
- Dates of consent by client, interpreter, and provider

Instructions for the HHS-687 consent form

(The actual federal consent form does not have section and line numbers. The example in Appendix B has section and line numbers to show where each instruction refers.)

Section I: Consent to Sterilization

Line	Instructions
1. Doctor or Clinic:	<p>Must be the full name of the health professional, clinic, or practice group that gave the client the federally required information regarding sterilization and informed consent.</p> <p>Can be a provider at a specific clinic/practice, a clinic name, or a provider on call with a specific clinic/practice. Does not have to be the same name as on line #24.</p> <p>HCA will not accept “physician on call” or abbreviations.</p> <p>Tip: There is less confusion if lines #1, #5 and #16 match.</p>
2. Specify Type of Operation	<p>Indicate a single type of sterilization procedure. Procedure must be the same on lines #2, #6, #13, and #20. The client may consent to only one type of procedure.</p> <p>Abbreviations are not accepted. “Tubal” alone is not accepted.</p> <p>Examples of acceptable procedure names: Vasectomy, tubal sterilization, tubal ligation, laparoscopic tubal ligation, laparoscopic tubal sterilization, or salpingectomy. The terms bilateral or unilateral are acceptable as long as they are followed by a procedure name. HCA recognizes that there are various techniques used for sterilization and that the term “tubal ligation” is commonly used to refer to cautery, occlusion, ligation, and excision.</p>

Line	Instructions
3. Date	<p>Must be the client's birth date. The date must match the client's birth date in ProviderOne.</p> <p>If the client is not 21 years of age, the age "21" next to the date of birth must be crossed out with a single line and the age of the client must be written in. The client must be at least 18 at the time of consent.</p>
4. Space for name or person being sterilized	<p>Must be the client's printed name as shown in ProviderOne. Must be the same name as lines #12 and #18 on this form.</p> <p>Tip: Check that the name the client is using is the same as in ProviderOne.</p> <p>Tip: Write the client's ProviderOne ID on the form. An open space such as the upper left-hand corner or near a patient sticker if that is put on the form.</p>
5. Doctor or Clinic	See line #1
6. Specify Type of Operation	See line #2. Procedure must be the same on lines #2, #6, #13, and #20.
7. Signature	Must be client's usual legal signature. Must be signed in ink or with an electronic signature that meets HCA requirements .
8. Date	<p>Date of consent. Must be the date that client was initially counseled regarding sterilization. Must be the same date as #11 and #15.</p> <p>Must be more than 30 days, but less than 181 days, from the date of sterilization (line #19). Note: This is true even of shorter months such as February.</p> <p>The sterilization may be done on the 31st through 180th day from the date of the client's signature.</p> <p>Example: <i>If the HHS-687 form was signed on 3/2/2016, the client has met the 30-day wait period and can have their sterilization on 4/1/2016.</i></p> <p>If less than 30 days, see What are the exceptions to the usual consent requirements for sterilization? and section IV of the form.</p>

Section II: Interpreter's Statement

Line	Instructions
9. Space for client's language	Must specify language into which the sterilization information statement has been translated to for the client.
10. Interpreter's signature	Must be interpreter's original signature in ink or signed with an electronic signature that meets HCA requirements .
11. Date	The date the interpreter translated for the client must be the same date the client signed. Must be the same date as lines #8 and #15.

Section III Statement of Person Obtaining Consent

Line	Instructions
12. Name of individual	See line #4.
13. Specify type of operation	See line #2. Procedure must be the same on lines #2, #6, #13, and #20.
Age of client (middle of Section IV)	If the client is not 21 years of age, the age "21" in the 1st sentence of the 3rd paragraph must be crossed out with a single line and the age of the client must be written in.
14. Signature of person obtaining consent	Must be usual legal signature signed in ink or with an electronic signature that meets HCA requirements .
15. Date	Date consent was obtained. Must be the same as #8 and #11.
16. Facility	See line #1. Tip: For legibility, print the name of the person obtaining consent on line #16 below the signature.
17. Address	Must be physical address of medical practice/group, clinic, or health professional's office where the consent was signed.

Section IV Physician's Statement

Line	Instructions
18. Name of Individual:	See line #4.
19. Date of Sterilization:	<p>Must be more than 30 days, but less than 181 days, from client's signed consent date listed in line #8, #11, and #15.</p> <p>If less than 30 days, see What are the exceptions to the usual consent requirements for sterilization? and section IV of the form.</p> <p>Date must match the date of procedure on the submitted claim</p>
20. Specify Type of Operation:	<p>Indicate the type of sterilization operation performed. It must match the type of operation on the claim submitted by the surgeon.</p> <p>Procedure must be the same on lines #2, #6, #13, and #20.</p> <p>Abbreviations are not accepted. "Tubal" alone is not accepted.</p> <p>Examples of acceptable operation names: Vasectomy, salpingectomy, tubal ligation, laparoscopic tubal ligation, or salpingectomy. The terms bilateral or unilateral are acceptable as long as they are followed by a procedure name. HCA recognizes that there are various techniques used for sterilization and that the term "tubal ligation" is commonly used to refer to cauterization, occlusion, and ligation.</p>
Age of client (middle of section IV)	If the client is not 21 years of age, the age "21" in the 1st sentence of the 4th paragraph must be crossed out with a single line and the age of the client must be written in.
21. Premature Delivery:	<p>Check if delivery is premature. Premature means a delivery occurring at less than 37 weeks gestation.</p> <p>Cross out the paragraph identified with (1) as instructed on the consent form.</p>
22. Expected Date of Delivery	To be completed if there is a premature delivery. Enter the expected date of delivery. Do not use the actual date of delivery.

Line	Instructions
<p>23. Emergency Abdominal Surgery:</p>	<p>Check if emergency abdominal surgery is required.</p> <p>On line #24, list diagnoses codes if sterilization was done at the time of emergency abdominal surgery. This includes medically indicated cesarean sections. It is unnecessary to write descriptions if the diagnosis codes indicate what the emergency was.</p> <p>Cross out the paragraph identified with (1) as instructed on the consent form.</p>
<p>24. [blank] Reason for waiving the 30 day waiting period:</p>	<p>To be completed if the 30 day waiting period is waived.</p> <p>If it is emergency abdominal surgery see instruction for line 23.</p>
<p>25. [blank] Surgeon's printed name</p>	<p>Print the provider's name signed on line #25. To verify the claim for payment the provider's name must be printed above the signature or located nearby (may be on a patient sticker).</p>
<p>26. Physician's signature</p>	<p>Must be the provider who actually performed the sterilization procedure. Must be signed in ink or with an electronic signature that meets HCA requirements. Name must be the same name as on the primary surgeon's claim submitted for payment.</p>
<p>27. Date</p>	<p>Date of provider's signature. Must be no later than 30 days after the sterilization procedure.</p> <p>Tip: It is best if Section IV is signed and dated on the date of the procedure to prevent delay in payment for other providers and facilities that are billing for the same procedure.</p>

Appendix B: Consent Form

(This is an example. The current HCA-approved sterilization form is federal form HHS-687.)

Form Approved: OMB No. 0937-0168
Expiration date: 4/30/2022

CONSENT FOR STERILIZATION

NOTICE: YOUR DECISION AT ANY TIME NOT TO BE STERILIZED WILL NOT RESULT IN THE WITHDRAWAL OR WITHHOLDING OF ANY BENEFITS PROVIDED BY PROGRAMS OR PROJECTS RECEIVING FEDERAL FUNDS.

Section I ■ CONSENT TO STERILIZATION ■

I have asked for and received information about sterilization from _____ (1) _____, When I first asked _____ (2) _____, Doctor or Clinic

for the information, I was told that the decision to be sterilized is completely up to me. I was told that I could decide not to be sterilized. If I decide not to be sterilized, my decision will not affect my right to future care or treatment. I will not lose any help or benefits from programs receiving Federal funds, such as Temporary Assistance for Needy Families (TANF) or Medicaid that I am now getting or for which I may become eligible.

I UNDERSTAND THAT THE STERILIZATION MUST BE CONSIDERED PERMANENT AND NOT REVERSIBLE. I HAVE DECIDED THAT I DO NOT WANT TO BECOME PREGNANT, BEAR CHILDREN OR FATHER CHILDREN.

I was told about those temporary methods of birth control that are available and could be provided to me which will allow me to bear or father a child in the future. I have rejected these alternatives and chosen to be sterilized.

I understand that I will be sterilized by an operation known as a _____ (3) _____. The discomforts, risks and benefits associated with the operation have been explained to me. All my questions have been answered to my satisfaction.

I understand that the operation will not be done until at least 30 days after I sign this form. I understand that I can change my mind at any time and that my decision at any time not to be sterilized will not result in the withholding of any benefits or medical services provided by federally funded programs.

I am at least 21 years of age and was born on: _____ (4) _____ Date

I, _____ (5) _____, hereby consent of my own free will to be sterilized by _____ (6) _____, Doctor or Clinic

by a method called _____ (7) _____. My consent expires 180 days from the date of my signature below.

I also consent to the release of this form and other medical records about the operation to:
Representatives of the Department of Health and Human Services, or Employees of programs or projects funded by the Department but only for determining if Federal laws were observed.
I have received a copy of this form.

_____, (8) _____ Signature Date

You are requested to supply the following information, but it is not required: (Ethnicity and Race Designation) (please check)
Ethnicity: Hispanic or Latino Not Hispanic or Latino
Race (mark one or more): American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Section II ■ INTERPRETER'S STATEMENT ■

If an interpreter is provided to assist the individual to be sterilized:
I have translated the information and advice presented orally to the individual to be sterilized by the person obtaining this consent. I have also read him/her the consent form in _____ (9) _____ language and explained its contents to him/her. To the best of my knowledge and belief he/she understood this explanation.

_____, (10) _____ Interpreter's Signature _____ (11) _____ Date

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Section III

■ STATEMENT OF PERSON OBTAINING CONSENT ■

Before _____ (12) _____ signed the consent form, I explained to him/her the nature of sterilization operation _____ (13) _____, the fact that it is _____ (14) _____

intended to be a final and irreversible procedure and the discomforts, risks and benefits associated with it.

I counseled the individual to be sterilized that alternative methods of birth control are available which are temporary. I explained that sterilization is different because it is permanent. I informed the individual to be sterilized that his/her consent can be withdrawn at any time and that he/she will not lose any health services or any benefits provided by Federal funds.

To the best of my knowledge and belief the individual to be sterilized is at least 21 years old and appears mentally competent. He/She knowingly and voluntarily requested to be sterilized and appears to understand the nature and consequences of the procedure.

_____, (14) _____ Signature of Person Obtaining Consent _____ (15) _____ Date

_____, (16) _____ Facility _____ (17) _____ Address

■ PHYSICIAN'S STATEMENT ■ Section IV

Shortly before I performed a sterilization operation upon _____ (18) _____ on _____ (19) _____ Name of Individual Date of Sterilization

I explained to him/her the nature of the sterilization operation _____ (20) _____, the fact that it is _____ (21) _____

intended to be a final and irreversible procedure and the discomforts, risks and benefits associated with it. I counseled the individual to be sterilized that alternative methods of birth control are available which are temporary. I explained that sterilization is different because it is permanent.

I informed the individual to be sterilized that his/her consent can be withdrawn at any time and that he/she will not lose any health services or benefits provided by Federal funds.

To the best of my knowledge and belief the individual to be sterilized is at least 21 years old and appears mentally competent. He/She knowingly and voluntarily requested to be sterilized and appeared to understand the nature and consequences of the procedure.

(Instructions for use of alternative final paragraph: Use the first paragraph below except in the case of premature delivery or emergency abdominal surgery where the sterilization is performed less than 30 days after the date of the individual's signature on the consent form. In those cases, the second paragraph below must be used. Cross out the paragraph which is not used.)

(1) At least 30 days have passed between the date of the individual's signature on this consent form and the date the sterilization was performed.

(2) This sterilization was performed less than 30 days but more than 72 hours after the date of the individual's signature on this consent form because of the following circumstances (check applicable box and fill in information requested):

Premature delivery _____ (21) _____
Individual's expected date of delivery: _____ (22) _____
 Emergency abdominal surgery (describe circumstances): _____ (23) _____

_____, (24) _____ _____ (25) _____

_____, (26) _____ Physician's Signature _____ (27) _____ Date

Appendix C: Common Reasons Sterilization Claims are Denied

- A copy of the consent form is NOT attached.
- There are blank lines on the **consent form**. (All lines in sections I, II, and IV must be completed, except lines 21, 22, and 23 which are required only in certain cases.)
- Lines are not completed correctly on the consent form, or inaccurate information is included rather than what is needed.
- On the consent form, there are fewer than 30 days from the date of the client's signature (line 8) to the date of the sterilization operation (line 19).
- The sterilization date on the consent form (line 19) is not the same as the sterilization date on the claim.
- The provider who signs the consent form (line 24) is not the provider listed on the claim as performing the sterilization procedure.
- The provider's signature is illegible on the consent form and the provider's name is not printed above his or her signature (line 24).
- The handwriting on the consent form is illegible or the photocopy quality is too poor to read.
- No expected date of delivery is listed with a premature delivery (line 22).
- Salpingectomy (procedure code 58661 or 58700) is billed as a sterilization but tubal ligation is listed as the specific type of operation (line 20).
- Chart labels or stickers cover up information or signatures on the consent form.