



INFORMATION UPDATE



TO: WV Breast and Cervical Cancer Screening Program Providers

FROM: Christina Mullins, Program Director
WV Breast and Cervical Cancer Screening Program

DATE: November 14, 2008

RE: Timely Filing of Invoices

EFFECTIVE DATE: Immediately

The purpose of this information update is to remind all West Virginia Breast and Cervical Cancer Screening Program (WVBCCSP) providers that all invoices must be submitted within sixty days of the date of service, as outlined in your Memorandum of Understanding.

As funding becomes tighter, it has become increasingly important to know and understand where we are with Program expenses. Unfortunately, many providers are waiting far beyond the sixty days to invoice which makes it very difficult to predict how much funding will be needed and / or available for the remainder of the year. Therefore, effective immediately, the WVBCCSP will begin returning invoices unpaid that are not submitted within sixty days of the date of service.

I would like to thank you in advance for your cooperation in this matter and thank you for the work you do on behalf of our Program. Should you have any questions or concerns, please do not hesitate to contact our office.

CM/rlb

cc: Pat Moss, Director – Office of Maternal Child and Family Health
Anne Williams, Director – Division of Perinatal and Women’s Health
Denise Smith, Director – West Virginia Family Planning Program

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