

## Process for the Payment/Reimbursement of Charges for IGRA Testing

The Virginia Department of Health (VDH) Central Office Tuberculosis (TB) Program has a limited amount of funding budgeted each year to pay for IGRA testing of presumptive cases, contacts, and TB classified immigrants. This document outlines the process for requesting payment or reimbursement for the costs of eligible IGRA tests.

The VDH TB Program will closely monitor requests and track expenditures to ensure efficient use of the funding. If the budgeted funding will be spent prior to the end of the budget year, Districts will be notified that no more requests will be entertained.

### Criteria for Payment of IGRAs

#### Inclusion criteria:

- Presumptive TB cases
- Contacts to presumptive or confirmed pulmonary cases of TB, smear negative or smear positive (large scale investigations of >100 contacts please call the TB Program)
- TB classified immigrants: A (TB waiver [rare]), B0, B1 (both pulmonary and extrapulmonary), B2 (LTBI), and B3 (contacts)
- Humanitarian parolees required to receive TB testing as part of participation in government sponsored programs that are not eligible for benefits from the Office of Refugee Resettlement

#### Exclusion criteria:

- All clients covered by another funding source (eg. Newcomer Health)
- All persons needing a test for TB infection who are NOT included in the categories above (work, school, attempts to confirm a positive TST)

### IMPORTANT INFORMATION FOR PAYMENT OF INVOICES:

- All districts performing the IGRA test for eligible clients will email the lab invoice to EpiAP ([EpiAP@vdh.virginia.gov](mailto:EpiAP@vdh.virginia.gov)) and the TB Program ([tuberculosis@vdh.virginia.gov](mailto:tuberculosis@vdh.virginia.gov)) **with no PHI included** within **4 working days of receipt** for processing. **Include in the email ATTN: TB Program**
  - For humanitarian parolees, a targeted testing data collection sheet must also be submitted to the TB Program via FAX (804) 416-5178) or encrypted e-mail ([tuberculosis@vdh.virginia.gov](mailto:tuberculosis@vdh.virginia.gov)) before reimbursement will be processed. More information is available on the VDH Tuberculosis program website at [www.vdh.virginia.gov/tuberculosis](http://www.vdh.virginia.gov/tuberculosis) on the "Screening and Testing" page.
- If invoices are not received by the TB Program  $\leq 4$  days as requested, the District will be responsible for that invoice.
- IGRA testing for those who do not meet the inclusion criteria must be clearly identified on invoices prior to submission as these tests will NOT be reimbursed. An invoice will either be paid in full (all IGRA tests meet criteria for inclusion) or partially paid (reimbursed) to the District (some IGRA tests meet criteria for inclusion). Please see the guidelines below for the process for requesting full payment of an invoice or reimbursement for costs incurred.

## Guidelines for Requesting Reimbursement of Full Payment:

1. Paying full invoice:
  - a. If the VDH Central Office TB Program is solely responsible for paying an entire invoice amount, the invoice must be sent to the TB Program ([tuberculosis@vdh.virginia.gov](mailto:tuberculosis@vdh.virginia.gov)) and Epi Accounts Payable ([EpiAP@vdh.virginia.gov](mailto:EpiAP@vdh.virginia.gov)) prior to financial transactions occurring. This will allow the VDH TB Program to pay the vendor directly.
  - b. Example: an invoice has 20 tests and the TB Program is responsible for the payment of the entire invoice. The LHD must send the invoice (without paying it) to Epi Accounts Payable ([EpiAP@vdh.virginia.gov](mailto:EpiAP@vdh.virginia.gov)) and the TB Program ([tuberculosis@vdh.virginia.gov](mailto:tuberculosis@vdh.virginia.gov)), note in the email that all tests meet criteria for payment, and the VDH TB Program will approve and submit to Epi Accounts Payable for payment.
  
2. Paying partial invoice (reimbursement to District):
  - a. If the VDH TB Program is responsible for a portion of the full invoice amount, the District must first pay the full amount of the invoice.
  - b. The District must send an email to the TB Program ([tuberculosis@vdh.virginia.gov](mailto:tuberculosis@vdh.virginia.gov)) with the invoice attached. The email must indicate the number of tests which meet the criteria for reimbursement.
  - c. VDH will review the invoice and authorize the District to complete a limited journal to transfer funding from the TB Program to the District. This email will include the appropriate cost code and related information so that the District can complete the necessary paperwork for the limited journal.
  - d. The District will complete the necessary paperwork using the appropriate coding and submit to [limitedatv@vdh.virginia.gov](mailto:limitedatv@vdh.virginia.gov).
  - e. Example: the District receives an invoice for 20 tests and 10 of those tests meet the criteria for reimbursement from the VDH TB Program. The District must send the VDH TB Program the invoice, number of tests for reimbursement, and attestation that the tests meet TB criteria for reimbursement via email to [tuberculosis@vdh.virginia.gov](mailto:tuberculosis@vdh.virginia.gov), making sure to redact PHI. The VDH TB Program will review the request and reply to the District with approval and coding for reimbursement from the VDH TB Program accounts. The District must send a confirmation when they complete the limited journal to [tuberculosis@vdh.virginia.gov](mailto:tuberculosis@vdh.virginia.gov).

Questions or concerns may be directed to Marshall Vogt, TB Program Manager – [marshall.vogt@vdh.virginia.gov](mailto:marshall.vogt@vdh.virginia.gov)