

## Circumcision Payment Form Procedure

When reception staff has been notified of a parent wanting a circumcision for their baby boy, the following procedure will take place:

1. Provide the “Circumcision Payment and Financial Agreement” form to the parents to review, fill out the top portion of the form and sign.
2. Schedule the circumcision appointment per clinic guidelines. Please allow at least 2 days for the referral coordinator to check benefits.
3. Reception will submit a task in Greenway or flag in Centricity to the referral coordinator letting them know circumcision payment form is waiting for their review.
4. Once the form is signed it will be scanned into “Circumcision Paperwork” folder in the PRHCN Referrals Department, which is found on the clinic X-Drive.
  - a. Referral coordinators will fill out the bottom portion of the form based on the patient’s individual insurance benefits.
  - b. A call will be placed to the parents by the referral coordinator explaining the amount that will be expected at time of service.
  - c. Form will be scanned into the patient’s record by the referral coordinator.
5. **Exception:** If a patient has Medicaid or is uninsured then the reception staff will fill out the form, discuss the amount that will be expected at time of service and scan in form to the patients chart.
6. At the time of appointment, the reception will review the “Circumcision Payment and Financial Agreement” to ensure that the correct amount is being collected from the parents.