



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Public Health  
Office of Maternal, Child and Family Health

Jeffrey H. Coben, MD  
Interim Cabinet Secretary

Matthew Q. Christiansen, MD, MPH  
Commissioner & State Health Officer

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## INFORMATION UPDATE

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**TO:** WV Breast and Cervical Cancer Screening Program Screening Providers

**FROM:** Charlene Hickman, Director  
WV Breast and Cervical Cancer Screening Program

**DATE:** June 23, 2023

**RE:** Information Update Program Year 2 (2023-2024)

**EFFECTIVE:** June 30, 2023

All fillable forms and fee schedules have been updated and uploaded onto the BCCSP website: [BCCSP Forms \(wv.gov\)](https://www.wv.gov/bccsp/forms). These forms must be submitted for reimbursement of any services beginning June 30, 2023. The batch invoice form automatically calculates when information is entered electronically. Incorrect, incomplete forms will be returned.

Client enrollment forms must be submitted to the program within one week of enrollment to ensure the timely processing of invoices and related documentation.

**Please note:** All invoices for services through June 29, 2023 must be submitted for payment no later than August 20, 2023 for processing to ensure a smooth and timely close out of the current Program Year 1. Invoices submitted after this date may not be processed for payment.

If you have changed your business name, please provide a copy of your current W-9 so that a new contract can be issued. The auditor's office will not process any invoices where the name on the invoice and the name on the contract does not match the information on the W-9.

Please contact our office with any questions or concerns regarding forms or other matters.