

Agencies that do not employ a provider that performs vasectomies may contract with an external vasectomy provider. The contracting process must be between the vasectomy provider and the agency.

Following Federal Regulations

Vasectomy services provided by a contracted vasectomy provider must comply with the same federal regulations as those provided by an in-house provider:

- To receive vasectomy services, clients must be at least 21 years of age by the date of the procedure.
- Clients must receive a sterilization counseling visit, in which they sign the HHS Consent for Sterilization.
 - All boxes on the consent form be checked and all blank lines be filled-in for the form to be considered complete and compliant.
 - A specific doctor must be named in the client's portion of the form and that name must match the "Physician's Signature" on the bottom of the form
 - If the original vasectomy provider listed on the consent form is unable to perform the vasectomy, the performing provider and the client should complete a new consent form on the day of the vasectomy and attach it to the original.
 - The counseling visit may be done either by clinic staff or the contracted vasectomy provider.
- The procedure must be provided at least 30 days *after* the day the client signs the consent form and no more than 180 days from the signature date.

Reimbursing the Contracted Provider

There are three main requirements when it comes to reimbursing the contracted provider.

1. RH Access Fund and OVP payments made for services rendered by the contracted vasectomy provider must be passed along to the provider in full (i.e., the agency may not withhold any portion of payment for the counsel, if applicable, or procedure reimbursement amount).

2. The vasectomy provider must agree, in the contract, not to charge the client any additional fees, including no-show fees, lab fees for the follow-up semen analysis, or fees for a post-procedure follow-up visit.
 - Any fees collected from the client for the counsel and/or procedure visit may only be collected by the clinic if the client is not enrolled in the RH Access Fund. The fees must be assessed according to the RH Program sliding fee scale.
3. The contracted vasectomy provider must bill the client's insurance, if applicable, before the agency completes and submits a CVR for services rendered.

Vasectomy referral fee

In recognition of the administrative work related to facilitating vasectomy referrals, the RH Program allows agencies that refer clients to vasectomy providers to recoup a \$50 Vasectomy Referral Fee. To be eligible for the referral fee, the reimbursement rates for both the counseling visit (as applicable) and the vasectomy procedure must be passed on, in full, to the contracted provider who performed the services.

Workflows

Clinics should consider the following questions when determining workflows for referring clients to an externally contracted provider. This is not an exclusive list; clinics may need to consider additional questions.

- Who will do the vasectomy counseling visit – clinic staff or the contracted provider?
- Who will be responsible for scheduling the appointment with the contracted provider (for either the counsel or the procedure itself)? The client? Clinic staff?
- How and when will the clinic send the required information to the contracted provider? This includes:
 - Release of Information form signed by the client
 - Referral information (see below for a Vasectomy Referral Form clinics may use)
 - Insurance information, if applicable

- Client's medical information, if applicable
- Consent for Sterilization Form
- Vasectomy Services Rendered Form (see below)
- How and when will the contracted provider be expected to return the Vasectomy Services Rendered Form?
- How will payment be passed onto the contracted provider?
- How will the contracted provider communicate to the clinic how much they collected from the client's insurance prior to the clinic completing a CVR for the visit?

Vasectomy Forms

[Vasectomy Referral Form](#): clinic staff may use this form when referring clients to a contracted vasectomy provider.

[Vasectomy Services Rendered Form](#): this form is to be completed by the contracted vasectomy provider after the counseling and/or procedure visit. It provides clinic staff the information needed to complete a CVR for the visit(s).

[Federal Sterilization Consent Form](#): This is the consent form that must be completed during the client's counseling visit. It is produced by the U.S. Health & Human Services Department and is unfortunately only available in English and Spanish.

[English](#)

[English Large Print](#)

[Spanish](#)

[Spanish Large Print](#)

[Sample Vasectomy Counsel CVR](#): this is a sample CVR for a counseling visit. It indicates which fields are required.

[Sample Vasectomy Procedure CVR](#): this is a sample CVR for the vasectomy procedure. It indicates which fields are required.

[Sample Vasectomy Referral CVR](#): this is a sample CVR for the referral fee. It indicates which fields are required.