

Sage Cancer Screening Programs Orientation Checklist



This document is intended to be used as a training tool for clinic staff participating in the Sage Programs. Begin by watching the videos linked beside each section and then review the bullet points below.

All webpages linked in this document can be found on [Sage Cancer Screening Program \(health.state.mn.us/diseases/cancer/sage/index.html\)](http://health.state.mn.us/diseases/cancer/sage/index.html). Be sure to bookmark our website for future reference.

☐ Eligibility and Services Covered

[“Sage: Understanding Eligibility” Training Video \(www.youtube.com/watch?v=3eCRDQGNWsE\)](https://www.youtube.com/watch?v=3eCRDQGNWsE)

Eligibility

Patients can take part in this free cancer screening program if:

- They are 21 – 74 years old
 - 40 – 74 years old for mammogram screening
 - 21 – 64 years old for Pap test screening
- They do not have health insurance
 - You have health insurance but have a co-pay or unmet deductible
 - Your health insurance does not cover Pap tests or mammograms
- Their household income is within guidelines (250% of the Federal Poverty Level)

Services Covered

1. Breast cancer screenings
 - a. Yearly mammograms and breast exams
2. Cervical cancer screenings
 - a. Pap tests every three years or every five years if the provider opts for HPV co-testing
 - b. More frequent testing for individuals who’ve had abnormal Pap or HPV results in the past
3. Patients new to the clinic are covered for Pap or HPV tests regardless of the date of their last test
 - a. Certain follow-up diagnostic tests

□ Enrollment and Summary Forms

["Sage: Completing Sage Forms" Training Video \(www.youtube.com/watch?v=8sIN2Fua1z0\)](http://www.youtube.com/watch?v=8sIN2Fua1z0)

1. [Sage Consent/Enrollment Form](http://www.health.state.mn.us/diseases/cancer/sage/docs/enrolleng.pdf)
(www.health.state.mn.us/diseases/cancer/sage/docs/enrolleng.pdf)
 - a. Patient completes pages 1-3 and clinician completes page 4 (visit summary)
2. [Sage Imaging Summary Form](http://www.health.state.mn.us/diseases/cancer/sage/docs/imagingsum.pdf)
(www.health.state.mn.us/diseases/cancer/sage/docs/imagingsum.pdf)
 - a. Completed by the imaging facility
3. [Sage Pap Summary Form](http://www.health.state.mn.us/diseases/cancer/sage/docs/papsum.pdf)
(www.health.state.mn.us/diseases/cancer/sage/docs/papsum.pdf)
 - a. Completed by lab or pathology staff

All forms can be downloaded for printing: [Sage Forms](http://www.health.state.mn.us/diseases/cancer/sage/providers/frmslbl.html)
(www.health.state.mn.us/diseases/cancer/sage/providers/frmslbl.html).

Fax completed forms to **1-877-495-7545** or scan/email completed forms to health.sagebilling@state.mn.us.

□ Follow-Up

[Sage: Following up on Abnormal Results Training Video](http://www.youtube.com/watch?v=jEpVNMUvvSw)
(www.youtube.com/watch?v=jEpVNMUvvSw)

After a patient has received abnormal test results, participating Sage clinics must:

1. Ensure that patients receive follow-up services
2. Connect patients with specialists
3. If uninsured, connect patients with MA-BC Minnesota Medicaid program for treating breast and cervical cancers
 - a. The Minnesota Department of Human Services has established a category of Medical Assistance (MA) called "MA-BC" which has eligibility guidelines that are designed specifically for Sage patients diagnosed with breast and/or cervical cancer or pre-cancer.
 - b. If you have a patient who may qualify for MA-BC, please reach out to the Sage Programs Follow-up Coordinator Nikki Kuechenmeister at 651-201-5904 or nikki.kuechenmeister@state.mn.us.

Follow-Up Forms

These forms are created by the Sage Programs Follow-up Coordinator and sent to the appropriate follow-up contact at the clinic to report diagnostic testing findings:

1. Sage Abnormal Breast Screening Follow-Up Report
2. Sage Abnormal Cervical Screening Follow-Up Report

☐ Joining Sage and Getting Paid

1. [Sage: Connecting with Sage – and Getting Paid Training Video \(www.youtube.com/watch?v=5mOJqzJraZ8\)](https://www.youtube.com/watch?v=5mOJqzJraZ8)
2. Review [Sage Provider Manual \(www.health.state.mn.us/diseases/cancer/sage/documents/sageprovidermanual.pdf\)](http://www.health.state.mn.us/diseases/cancer/sage/documents/sageprovidermanual.pdf)

Note: Sage only accepts CPT codes listed on the [Sage Reimbursement Rates \(www.health.state.mn.us/diseases/cancer/sage/documents/sagebcreimbursement.pdf\)](http://www.health.state.mn.us/diseases/cancer/sage/documents/sagebcreimbursement.pdf) sheet.

Contact Us:

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