




North Carolina Department of Health and Human Services  
Division of Public Health – Women’s & Children’s Health Section  
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Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

To: Local Health Directors  
Local Nursing Directors  
Local Family Planning Coordinators

From: Sydney Atkinson, Head   
Family Planning and Reproductive Health Unit

Re: Client Billing

Date: March 3, 2009

Many of you have raised questions about the responsibility of local agencies to provide bills to family planning clients seen in your clinics. Title X Guidelines (Section 6.3) states “clients who are responsible for paying any fee for their services must be given bills directly. In cases where a third party is responsible, bills must be submitted to that party.” The guidelines go on to state that “bills to third parties must show total charges without applying any discount.” For individual clients responsible for their own bill the guidelines state that “bills to clients must show total charges less any allowable discounts.”

Please review your agency policies and procedure to assure that the above guidelines are being followed. If you have additional questions feel free to contact your Women’s Health Regional Nurse Consultant for additional assistance.

cc: Joe Holliday  
Kevin Ryan  
Joy Reed  
Women’s Health Regional Nurse Consultants  
Local Technical Assistance & Training Administrative Consultants