

Head Start Medical Billing Form

(Hot Sheet)

CF/H- 13c Revised 1/11

(mandatory)

The good physical health of each volunteer who works in the center or Family Child Care Home shall be verified by the results of a test for TB. Each volunteer who works at the center or Family Child Care Home requires TB skin testing completed not more than one year prior to or seven days after initial presence in the center, per State licensing.

If the volunteer either tests positive to the skin test performed by the nurse or has tested positive in the past, the volunteer will be referred to the local public health department for further testing. The nurse will complete the Medical Billing form indicating the name of the volunteer, birthdate, sex and address, as well as symptoms warranting the need for further testing. The nurse will call public health to obtain an appointment and note that on the medical billing form as well if possible.

The distribution is as follows:

- White: Physician or public health department
- Yellow: Returned to Nurse
- Pink: Child's health file