

ADVISORY BULLETIN

TRANSMITTAL NO. 2023-06

**TO: ALL FUNDED PROGRAMS
ADVISORY COUNCIL MEMBERS**

**FROM: ELIZABETH CRONIN, ESQ.
DIRECTOR**

**SUBJECT: REQUIREMENT FOR NEW STANDARDIZED BILLING FORM FOR FORENSIC RAPE
EXAM (FRE) CLAIMS**

DATE: August 16, 2023

Dear Colleague:

The New York State Office of Victim Services (OVS) requires that Forensic Rape Exam (FRE) Direct Reimbursement claims include an itemized bill for services rendered. OVS is implementing a new, standardized billing form to streamline operations and ensure consistency in provider reimbursement.

As of January 1, 2024, only the standardized OVS billing form will be accepted as the itemized bill for each FRE claim. This standardized billing form must be used in lieu of entity-specific itemized bills and pharmacy addendums. The new form is available at <https://ovs.ny.gov/fre-billing-form>.

This form is a fillable PDF, and it contains fields that calculate total fees charged based on the number of units billed. The billing form contains commonly used diagnosis and procedure codes. If additional diagnoses are noted, or additional services rendered are not pre-filled, please utilize the 'Other' fields, attaching additional pages if necessary. It is important that the services charged on this billing form match the patient's medical record **exactly**. OVS has the statutory authority to request medical records for FRE patients and will do so, where appropriate and necessary, to ensure program compliance or in instances where fraud, waste, or abuse is suspected.

Because FRE claim forms must contain original, pen-and-ink (wet) signatures, all claims and itemized bills must continue to be mailed to the following location:

NYS Office of Victim Services
Alfred E. Smith Building
80 South Swan Street, 2nd Floor
Albany, NY 12210

For any inquiries, please call us at 518-457-8727, or email us at ovs.sm.fre@ovs.ny.gov. Thank you for your continued commitment to serving victims of crime in New York State.



Elizabeth Cronin, Esq.
Director