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| ***POLICY AND PROCEDURE*** |
| **SUBJECT/TITLE:**  | Fee Schedule for Vaccines |
| **SCOPE:**  | Nursing, Finance |
| **CONTACT PERSON & DIVISION:** | Ashley Smith, RN, DON - Nursing |
| **ORIGINAL DATE ADOPTED:** | July 14, 2015 |
| **LATEST EFFECTIVE DATE:** | July 14, 2015 |
| **REVIEW/REVISION DATE(S):** | May 2016 (Due) |
| **REVIEW FREQUENCY:**   | Annually, or as needed |
| **TOTAL # OF PAGES:**  | 2 |
| **BOH APPROVAL DATE:** | July 14, 2015  |

**PURPOSE**

The intent of this document is to establish the process for determining the fee schedule for vaccines and the administration costs of vaccines. Adherence to this standard will:

1. Set consistent and reasonable fees for the direct costs all vaccines based on vaccine cost;
2. Set consistent and reasonable fees for the indirect costs related to the administration of vaccines;
3. Allow for needed adjustments as direct and indirect costs change; and
4. Will give all patients fair and logical pricing.

**POLICY**

The Galion City Health Department will maintain an up-to-date schedule of fees for vaccines and the administration of vaccines.

**BACKGROUND**

In the past vaccines were provided to health departments by the state, however health departments must now purchase vaccines for privately insured patients and charge fees accordingly.

**GLOSSARY OF TERMS**

The following definitions are relevant to this document.

**TB Test –** Mantoux tuberculosis skin test

**PROCEDURES & STANDARD OPERATING GUIDELINES**

# The Director of Nursing and the Business Services Officer will update the vaccine fee schedule annually, or as needed, based on the direct cost of the vaccine plus $15 rounded up to the nearest whole dollar. TB Tests, however, will be the direct cost plus $6 rounded up to the nearest whole dollar. Flu vaccines will be the direct cost plus $5 rounded up to the nearest whole dollar. The primary administration fee (90460 & 90471 or 99211) will be based on a cost analysis of average nursing and billing time and costs plus $3 rounded to the nearest whole dollar. The additional component administration fee (90461 & 90472) will be $12 per additional component. The fee schedule may be amended prior to the annual update if any of the following occur:

## If a vaccine fee falls below the direct cost plus $15, $6 for TB Tests, or $5 for Flu vaccine rounded up to the nearest whole dollar, the fee may be updated to adhere to the policy.

## If a vaccine fee is greater than the direct cost plus $20, $11 for TB Tests, or $10 for Flu vaccines rounded up to the nearest whole dollar, the fee may be updated to adhere to the policy.

## The updated fee schedule will be effective July 1 of each year.

**CITATIONS**

N/A

**CONTRIBUTORS**

The following staff contributed to the authorship of this document:

1. Olivia Roston
2. Ashley Smith

**APPENDICES**

Appendix A: [Vaccine Fee Schedule](../Fee%20Schedules/Vaccine%20Fee%20Schedule.xlsx)

Appendix B: Resolution #2015-139

**REFERENCE FORMS**

N/A

**SIGNATURES**

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*Trish Factor, MPH, MCHES, CHEP Date*

*Health Commissioner*