

POLICY AND PROCEDURE

SUBJECT/TITLE:	Fee Schedule – Time of Service
SCOPE:	Nursing, Finance
CONTACT PERSON & DIVISION:	Director of Nursing
ORIGINAL DATE ADOPTED:	7/14/15
LATEST EFFECTIVE DATE:	7/14/15, 6/17, 06/2023
REVIEW/REVISION DATE(S):	5/16, 5/17, 6/18, 2/19, 06/2023
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PURPOSE

The intent of this document is to establish the process for determining costs for vaccines and the administration cost of vaccines for any patient who wishes to pay in full at the time of service. 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;
4. Will give all patients fair and logical pricing; and
5. Allow for a discount on indirect costs related to the administration of vaccines.

POLICY

The Galion City Health Department will maintain an up-to-date fee schedule for fees for vaccines and the administration of vaccines for patients who wish to pay in full at the time of service.

BACKGROUND

Vaccine costs can be expensive and not all individuals have insurance, have insurance that covers the costs of vaccines, or are eligible for vaccine programs that reduce costs. Making vaccine costs more affordable can help improve vaccination rates among children and adults who may opt out of getting vaccines due to the costs. Individuals who pay in full at the time of service do not have the billing time of the indirect costs, so providing discounts for these patients also does not affect the health department's bottom line.

PROCEDURES & STANDARD OPERATING GUIDELINES

- I. The Director of Nursing will update the Fee Schedule - Time of Service Policy annually or as needed.
- II. All direct vaccine costs will follow the Vaccine Fee Schedule.
- III. The customary, indirect fee for the administration of vaccines (90460, 90471, & 90472) from the Vaccine Fee Schedule will be discounted under the Time of Service policy based on a cost analysis of average nursing time rounded up to the nearest whole dollar minus \$9 for reduced administrative time. To assist with the affordability of vaccines with multiple components, the secondary administration fee (90461) will be waived.
- IV. Any patient wishing to utilize the time of service fees may do so; regardless of insurance status
- V. However, Businesses wishing to host vaccination clinics for their employees with less than 10 individuals receiving vaccines will not receive the time of service discount.

CITATIONS

N/A

CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Ashley Smith, former DON
2. Olivia Roston, BSO
3. Emily Miller DON
4. Lynn Corwin, DON

APPENDICES

Appendix A: Fee Schedule for Vaccines Policy

REFERENCE FORMS

Vaccine Fee Schedule (Q:/Nursing/Immunizations, VFC, Fees/ Fee Schedules)

SIGNATURES



Jason McBride, MS, MPH, CHES
Health Commissioner

06, 20, 2023
Date