

POLICY AND PROCEDURE	
SUBJECT/TITLE:	Fee Schedule for Vaccines, TB Tests and Administration Fees
SCOPE:	Nursing, Finance
CONTACT PERSON & DIVISION:	Director of Nursing
ORIGINAL DATE ADOPTED:	7/14/15
LATEST EFFECTIVE DATE:	8/11/2021
REVIEW/REVISION DATE(S):	5/16, 6/17, 6/18, 9/18, 7/19, <u>12/27/19, 8/6/2021, 3/3/2022</u>
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**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**

- I. The Director of Nursing ~~and the Business Services Officer~~ will update the vaccine fee schedule annually based on the direct cost of the vaccine plus \$15 rounded up to the nearest whole dollar.
- II. ~~Tuberculin Skin Test~~ Tests, however, will be the cost will the average number of individually administered monthly TSTs of the previous year divided by the cost of the Tubersol with the addition of the cost of staff time and supplies ~~the direct cost plus \$6.7~~ rounded up to the nearest whole dollar. In addition, TSTs are exempt from the Time-of-Service policy. When billing for the TSTs the cost can be divided to equal the calucated cost which is: \$20 with the CPT code 86580 for the office visit and \$25 for the administration with the CPT code 99211.
- III. Flu vaccines will be the direct cost plus \$13 rounded up to the nearest whole dollar. The pediatric primary administration fee (90460) and adult administration fees (90471, 90472 or 99211) will be based on a cost analysis of average nursing and billing time and costs plus \$2.1 rounded to the nearest whole dollar. The additional component administration fee (90461) will be \$12 per additional component.

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~~IV.~~ Updated fee schedule will be effective July 1 of each year, following review and BOH approval. This fee schedule will be updated annually and ~~The fee schedule~~ may be amended prior to this annual update if any of the following occur:

- A. If a vaccine fee falls below the direct cost plus \$15, \$6-7 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.
- B. 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.

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**CITATIONS**

N/A

**CONTRIBUTORS**

The following staff contributed to the authorship of this document:

- 1. Olivia Roston, BSO
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**APPENDICES**

Appendix A: Vaccine Fee Schedule (Q:/Nursing/ Immunization, VFC, Fees/ Fee Schedule)  
Appendix B: Resolution #2015-139 (Q:/Board of Health/BOH Meetings/Minutes 2015/ 07-14-15/ Signed Documents)

**REFERENCE FORMS**

N/A

**SIGNATURES**

\_\_\_\_\_  
Health Commissioner

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date