

POLICY AND PROCEDURE	
SUBJECT/TITLE:	Fee Schedule for Vaccines
SCOPE:	Nursing, Finance
CONTACT PERSON & DIVISION:	Director of Nursing
ORIGINAL DATE ADOPTED:	7/14/15/
LATEST EFFECTIVE DATE:	7/14/15, 7/1/17, 9/12/18, 7/18/19/, 06/20/23
REVIEW/REVISION DATE(S):	5/16, 6/17, 6/18, 9/18, 7/19, 06/20/23
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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 of 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, 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 \$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 rounded to the nearest whole dollar. The additional component administration fee (90461) will be \$12 per additional component.
- II. Updated fee schedule will be effective July 1 of each year, following review and BOH approval. The fee schedule may be amended prior to the annual update if any of the following occur:
 - A. If a vaccine fee falls below the direct cost plus \$15, \$6 for TB Tests, or \$5 for a 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.

CITATIONS

N/A

CONTRIBUTORS

The following staff contributed to the authorship of this document:

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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



Jason McBride, MS, MPH, CHES
Health Commissioner

6, 20, 2023

Date