Policy Name: Health Sciences Immunization Program (HSIP) Health Fee
Policy ID: 3B4-HS
Effective Date: 4/1/11
Review Date: 4/1/11, 7/3/14

Policy:
A health fee is collected annually from Health Science (HS) Students to fund the costs of HSIP operations.

Purpose:
The University of Washington requires that HS students show documentation of protection against a number of vaccine-preventable diseases. The HSIP reviews students’ documentation of protection, processes records, communicates students’ compliance status to their school/program prior to placement at practicum and clinical sites, and places holds on the individual student’s registration when they have not complied with documentation guidelines.

Students are strongly encouraged to have health insurance coverage to ensure that they can pay medical fees associated with exposures or other injuries that might occur at a practice site. Some clinical or practicum sites may require HS students to have documentation of health insurance coverage. The health fee reimburses students only for BBP exposure expenses not covered by their insurance plan.

Background:
There are four possible cost components to the annual Health Fee. The overall fee for each HS school/program includes only the cost components that relate to that specific school/program.

A. Base Admin Fee: This fee covers the administrative costs of providing HSIP services each year and includes all personnel and operations costs. The per student base admin fee is calculated by totaling all administrative costs and dividing by the total number of students that are projected to participate in HSIP in a given year.

B. Influenza and TB Screening Clinics: Influenza vaccine and TB screening tests (PPD) are administered to students at scheduled clinics. HSIP either schedules the clinics and then subcontracts with an outside vendor to administer the injections, or directly provides the services.

C. BBP Exposure Program: Exposed students may request reimbursement for costs incurred (after insurance) should a BBP exposure occur during a required clinical or practicum experience. Follow-up case management services with Campus Health Services/Employee Health Clinic staff is also included in this cost.
D. Enhanced Services: Some schools have requested and receive specific enhanced services above the baseline provided to other schools/programs. Students in these schools/programs pay a higher administrative fee to support the additional personnel hours required to provide those requested services. Examples include offering extra flu and TB screening clinics, fulfilling record requests, processing reimbursements, creating customized reports, or providing faster turn-around times for reports.

Procedures:

1. Billing
   a. The Health Fee is assessed at the beginning of each school/program year.
   b. Students starting a program mid-year will pay the fee in their first quarter.

2. Payment
   a. The health fee may be paid online by web check from a checking or savings account. This FREE service is accessible to students and authorized parents/guardians from the tuition charge statement on MyUW (http://myuw.washington.edu)
   b. The health fee may also be paid by check (mail or in person), cash (in person only, UW Student Fiscal Services, Room 129 Schmitz Hall), or credit card (online only, convenience fee charged). Payments can be mailed to:
      University of Washington-Tuition
      Student Fiscal Services
      PO Box 3981
      Seattle, WA 98124-3981
   c. For more information about payment of the health fee, please see the UW Student Fiscal Services website at: http://f2.washington.edu/fm/sfs/tuition/payment
   d. Students who have other charges that are due, and want a payment applied specifically to the health fee, must send an email that includes their student ID number to Student Fiscal Services at sfshelp@uw.edu to request this action.

3. Waivers
   a. Any student who is not currently receiving services, such as a student who is on a leave of absence from their program, may be eligible for a
temporary waiver of the health fee. The health fee is typically charged
the quarter the student re-enters their program.

b. HSIP services are not available to students who are not currently
enrolled and/or have not paid a health fee for the current academic
year.

4. Reimbursements

a. Any student who completes a quarter of enrollment or receives any
HSIP services, including those who receive only administrative
services, is expected to pay their health fee. Refunds cannot be
granted when students do not complete an academic year.

b. Students are not eligible for reimbursement if administrative services,
including review of documentation and data entry of records, has
already occurred.

c. On a case-by-case basis, some students may be eligible for
reimbursement of the health fee. Refunds may be granted for students
who did not enroll, did not complete a quarter, and did not receive any
administrative or clinical services from HSIP.

d. Refunds must be requested in writing by a student’s school/program.
If the refund request is approved, the health fee is then removed from
the specified student’s account within the UW SDB.

Process Owner: Natalie Conner, MS, RN-BC     Date: 7/3/2014