University of Washington  
Environmental Health & Safety  
Campus Preventive Health Policies & Procedures  
Health Sciences Immunization Program

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, 4/13/15

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

Purpose:  
The University of Washington’s affiliation agreements with clinical and practicum training sites require 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 and during 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 cost components to the HSIP annual Health Fee. The fee for each HS program includes the components that relate to that specific HS program.

A. Base Administration: This fee covers the administrative costs of providing HSIP and includes personnel and operations. The per-student base administrative fee is calculated by totaling all the administrative costs and dividing by the anticipated total number of students in all HS programs in a given year.

B. Clinic Services: Some HS programs have chosen to participate in HSIP-arranged on-site clinics that provide their students with required TB screening (PPD only) and flu immunizations (injection only). HSIP personnel coordinate with HS programs to schedule the clinics, reserve locations on campus, and process students at the clinic locations. A vendor is responsible for administering the screening tests and immunizations. Other HS programs have chosen not to participate in the on-site clinics; their students receive TB screening tests and flu immunizations from a community provider and submit
the documentation to HSIP. Students in those HS programs pay a lower fee which only covers the administrative cost associated with reviewing, verifying, and entering documentation into HSIP’s tracking system.

C. Blood Borne Pathogen (BBP) Exposure Risk Pool: 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 Preventive Health/Employee Health Clinic staff is also included in this cost. The BBP exposure risk pool fee varies, depending on the actual numbers of exposures and associated costs for each HS program during recent years.

D. Enhanced Services: Some schools have requested and receive specific enhanced services above those provided to other schools/programs. Students in these schools/programs pay a higher 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, or providing access to a consulting physician with expertise to answer questions after BBP exposures.

**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: 4/13/15