



Occupational Health Policy and Procedure

Title: MANAGEMENT OF SCREENING & IMMUNIZATION FEES	Effective Date: 5/2021
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Policy Statement:

It is the policy of the Office of Occupational Health to manage the fees collected from students for screening and immunization in a fiscally responsible manner.

Scope and Distribution:

This policy applies to the Office of Occupational Health.

Procedure:

- I. Screening & Immunization Fee
 - A. The screening and immunization fee will be reviewed by the Office of Occupational Health on an annual basis to ensure that the rate reflects current costs for supplies, labor, and software licensing expenses. During this review the Occupational Health Nurse and fund manager will review the fee’s intended purpose and that the fee is meeting this purpose.
 - B. If a change in fee rate, either increasing or decreasing, is necessary, these changes will be submitted to Student Business Services for review.
- II. Fee Uses
 - A. The Screening and Immunization Fee provides funds for student immunization screening, administration of immunizations, Tuberculosis skin tests (TST), TST serum, supplies associated with administering immunizations and TSTs, TST readings, exposure management, and continuous maintenance of students’ immunization records. These services are provide to students of:
 - i. Graduate School of Biomedical Sciences
 - ii. School of Medicine
 - iii. School of Nursing
 - iv. School of Dental Medicine
- III. Fee Balances
 - A. The balance of the Screening & Immunization fee will be checked every six months by the fund manager. If the balance is consistently increasing or becomes excessive, the fee rates will be reviewed with the Occupational Health Nurse to determine if the rate is still appropriate.
 - i. Fund balance will be considered excessive if it reaches over 50% of the total fees collected over a 12-month period.
- IV. Review
 - A. A periodic review of the funds used from the Screening & Immunization fee will be conducted by the Occupational Health Nurse and the fund manager to ensure fees are being used appropriately for the benefit of the students.

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