

Policies and Procedures: WVU Physicians of Charleston
Student Health Billing Procedure

Section: Compliance
Chapter: Billing
Policy: Student Health Billing

I. Purpose

The purpose of this policy is to set forth the process to be followed for billings by WVUPC for services rendered to WVU medical, nursing and pharmacy students (hereinafter “health profession students”) during Charleston area rotations.

II. Scope

This policy applies only to student health services rendered to health profession students who are participating in educational and/or clinical rotations in the Charleston, West Virginia, area, and only during the period of time such rotations are taking place.

III. Procedure

A. The Department of Family Medicine of WVUPC shall establish and operate a Student Health Service Center in order to provide primary care services only, at a rate of \$10.00 per patient encounter, for health profession students who are participating in educational and/or clinical rotations in the Charleston, West Virginia, area.

B. Funding to the Department of Family Medicine will be from student service fees paid by WVU. These fees are paid to the University by WVU health profession students at the beginning of each semester in order to offset the costs associated with the operation of a Health Service Center, and for related fees for professional services rendered.

C. Health profession students are to identify themselves as a WVU student of the Charleston Division, or as a student on a clinical or educational rotation in Charleston, when making appointments with the Student Health Service Center.

D. After verification of student status, a patient chart will be created when a health professions student presents to the Student Health Services Center for primary care services pursuant to this policy.

E. Students are required to register at the time of presentation for primary care services, and information regarding any other available health insurance coverage for

non-primary care services (which are not covered by this policy) will be obtained at the time of registration to create a patient record in the IDX scheduling and registration system.

F. A \$10.00 co-payment is required from all WVU health professions students receiving primary care services pursuant to this policy at the time of the visit. Such co-payment is to be payable to West Virginia University. The Department will deposit the payment with WVU in the Department of Family Medicine state student account.

G. Primary care service billing and diagnosis information related to services for WVU health profession students pursuant to this policy shall not be keyed into the IDX system.

F. If referrals for non-primary care services are determined to be necessary, the fees for such services shall be billed to the student's available insurance. For students having no other available insurance, the student will be expected to make appropriate arrangements for payment of such non-primary care services, subject to standard collection policies, including those involving adjustments based on financial need.

G. No other discounts or fee waivers shall be extended by WVUPC to health profession students except as otherwise provided for in this policy.

VII. Administration and Interpretations

Questions regarding this policy should be addressed to the WVUPC Revenue Cycle Administrator, the Practice Administrator for the Department of Family Medicine, or the WVUPC Compliance Officer

XII. Amendments or Termination

This policy may be amended or terminated at any time.

POLICY/PROCEDURE NO.: B-11

Effective date: 06/23/05

Date(s) of revision: _____