

# Max Rady College of Medicine Undergraduate Medical Education Policy

<b>Policy Name:</b>	Immunization and Tuberculin Skin Test Cost Recovery
<b>Application/ Scope:</b>	Max Rady College of Medicine
<b>Approved (Date):</b>	June 2018
<b>Review Date:</b>	June 2023
<b>Revised (Date):</b>	June 2018
<b>Approved By:</b>	UGME Management Committee [June 2018]

## 1. PURPOSE

The Rady Faculty of Health Sciences Immunization Program provides required vaccines, select optional vaccines, and Tuberculin Skin Tests to students enrolled in the following programs: College of Dentistry, College of Pharmacy, College of Rehabilitation Sciences, Genetic Counselling, Max Rady College of Medicine, Pathology Assistant, Physician Assistant Studies, and School of Dental Hygiene.

## 2. DEFINITIONS

- 2.1. **Rady Faculty of Health Sciences Immunization Program ("Immunization Program")**  
– A program which provides services to all healthcare students at the Bannatyne Campus. Activities involve assessing the immune status of students, and offering optional limited healthcare services on site to students. The Immunization Program provides services to all College of Dentistry, College of Pharmacy, College of Rehabilitation Sciences, Genetic Counselling, Max Rady College of Medicine, Pathology Assistant, Physician Assistant Studies, and School of Dental Hygiene students.
- 2.2. **Required Vaccines** – Immunizations required by students as part of their healthcare program at the Bannatyne Campus; this may include one or more of the following vaccines, depending on the needs of a particular student: diphtheria, Hepatitis B, influenza, measles, mumps, pertussis, polio, rubella, tetanus, varicella.
- 2.3. **Optional Vaccines** – Immunizations not required by students as part of their healthcare program at the Bannatyne Campus, but rather requested by the student. The most common example of this is Hepatitis A vaccine, but it may also include combined Hepatitis A+B vaccine, and human papillomavirus (HPV) vaccine.
- 2.4. **Tuberculin Skin Test** – A test for latent tuberculosis infection. Tuberculin is injected under the skin of the forearm, and then the site is assessed 48 to 72 hours later by a clinician; a reaction (induration) of a particular size may indicate the presence of infection with *Mycobacterium tuberculosis* inside the body.

## 3. POLICY STATEMENTS

- 3.1. Immunizations required by students as part of their healthcare program at the Bannatyne Campus will be provided at no cost to students if the student accesses services through the Bannatyne Clinics. The Immunization Program will comply with The Workplace Safety and Health Act of Manitoba (<https://web2.gov.mb.ca/laws/statutes/ccsm/w210e.php>); in

particular, that for “any person undergoing training or serving an apprenticeship at an educational institution or at any other place” for work in a healthcare facility, the University must provide the student “information about any vaccine recommended in the Canadian Immunization Guide published under authority of the Minister of Health (Canada)” and arrange for the student “to receive the recommended vaccine and pay any associated costs”.

- 3.2. Tuberculin Skin Tests required by students as part of their healthcare program at the Bannatyne Campus will be provided at no cost to students if the student accesses services through the Bannatyne Clinics.
- 3.3. Students who choose to access services through their own healthcare providers will need to pay the costs of any vaccines and tests.
- 3.4. Students who request an optional vaccine through the Bannatyne Clinics will be expected to pay all associated costs for the vaccine and service. This will include the cost of the vaccine as charged by the pharmacy, plus an administration fee per dose administered.
- 3.5. Students who fail to attend for a Tuberculin Skin Test without informing the Immunization Program in advance will be charged a fee.
- 3.6. While Hepatitis B is a required vaccine, and Hepatitis A is an optional vaccine, students who choose to receive the combined Hepatitis A+B vaccine will be expected to pay the full cost of the vaccine, although without an administration fee.
- 3.7. Students who have failed to pay for an invoice after 100 days will have their student University accounts frozen.
- 3.8. This policy will be reviewed on the first anniversary of its original passage and every five years thereafter.

#### **4. PROCEDURES**

##### RESPONSIBILITIES OF STUDENT

- 4.1. Students who have chosen to obtain services from their own healthcare provider are expected to pay all costs of any immunizations and tests received.
- 4.2. Students who have chosen to obtain services from the Immunization Program must attend school clinics or attend for blood testing diligently.
- 4.3. Students who fail to attend for a Tuberculin Skin Test reading without informing the Immunization Program in advance must pay a fee. This charge does not apply to students who fail to attend for a Tuberculin Skin Test administration.
- 4.4. Students who have received invoices for immunizations or administrative fees must pay these fees within 30 days.

##### RESPONSIBILITIES OF THE DIRECTOR, IMMUNIZATION

- 4.5. Explains to students during the first-year orientation policies regarding costs of services, required vaccines, optional vaccines, and Tuberculin Skin Tests.
- 4.6. Writes prescriptions for students who wish to obtain an optional vaccine (typically Hepatitis A vaccine and combined Hepatitis A+B vaccine).
- 4.7. Arranges for immunizations and Tuberculin Skin Tests to be administered at the Bannatyne Campus.

**RESPONSIBILITIES OF THE IMMUNIZATION PROGRAM ASSISTANT**

- 4.8. Sends completed prescriptions to the pharmacy for processing.
- 4.9. Provides the Financial Reporting Assistant (Finance, Max Rady College of Medicine) with a list of students to be invoiced for non-required vaccines and/or missed TST readings.
- 4.10. Provides students with an invoice package, including information on how to pay an invoice.
- 4.11. Places a copy of the invoice in the student's health file.
- 4.12. Works with the Financial Reporting Assistant to track students who have not yet paid for an invoice and arranges reminders.

**RESPONSIBILITIES OF THE FINANCIAL REPORTING ASSISTANT**

- 4.13. Creates invoices for optional vaccines, administration fees, and missed Tuberculin Skin Test readings.
- 4.14. Provides the Immunization Program Assistant with invoices for optional vaccines, administration fees, and missed Tuberculin Skin Test readings.
- 4.15. Works with the Immunization Program Assistant to track students who have not yet paid for an invoice and arranges reminders.

**5. REFERENCES**

- 5.1. For more detailed information on the processes and documents used to invoice students for services refer to the document "Student Invoicing Process", available through the Director, Immunization.

**6. POLICY CONTACT**

Please contact the Director, Immunization with questions respecting this policy.