

**UNIVERSITY OF KANSAS
WATKINS HEALTH SERVICES
ADMINISTRATION**

NUMBER: <p style="text-align:center">AD-015</p>	ISSUE DATE: <p style="text-align:center">1/1/2006</p>
TITLE: <p style="text-align:center">Campus Health Fee</p>	REVISED: <p style="text-align:center">10/21/2015</p>
TITLE OF OWNER: <p style="text-align:center">Associate Director, Info. Mgt.</p>	APPROVED: <p style="text-align:center">Director, WHS</p>

PURPOSE: To define the conditions under which the Campus Health Fee is charged, including when only a portion is initially charged by the University of Kansas (KU) and the “remainder” is charged by Watkins Health Services (WHS).

BACKGROUND: The “Campus Health Fee” is a necessary component of the revenue generated each semester to help fund the operations of WHS, as is the guiding principle that those patients who do not qualify to pay the Campus Health Fee should be assessed reasonable, additional charges to help underwrite WHS operations. A two-tiered rate structure is in place for most services rendered within WHS, with the lower rate charged to those who have paid the Health Fee and the higher rate charged to those who do not qualify to pay the Health Fee.

The exact amount of the Campus Health Fee is established by KU administration in concert with WHS administration and the Student Senate. This fee is paid at the time of other mandatory campus fees for study at the Lawrence campus. The fee is waived along with other campus fees only when in compliance with policies of KU Registrar’s Office, such as when the student is:

- A. Designated primarily as “KU Staff / Faculty”
- B. Studying abroad that semester or beyond
- C. A senior citizen taking classes
- D. Performing “fieldwork” for that semester

The Campus Health Fee for a given semester has a “life span” that runs from:
Fall Semester – Aug. 1 to Dec. 31
Spring Semester – Jan. 1 to May 31
Summer Semester – June 1 to July 31

POLICY:

1. Only KU students are eligible to pay the Health Fee (HF).
2. KU students who have had their fees waived per items B, C and D as noted above but then are seen in our clinic by Nursing or Medical Provider will be charged the full HF upon their first visit. If they only use ancillary services, they will not be charged the HF and will be charged non-HF rates.

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3. Because tuberculosis (TB) is a significant public health concern, any current or future student at either the Lawrence or Edwards campus who is being screened for TB or needs Direct Observation Therapy (DOT) will not be charged a HF Remainder, nor will they be assessed any office visit charges related to that service. Non-HF rates will be charged for any Lab tests or Radiology studies related to the TB screening. The WHS provider will then coordinate that student's care with a suitable outside provider.
4. Students enrolled simultaneously at KU and KU Medical Center (KUMC) are charged a reduced, mandatory Campus Health Fee at both campuses. If the total enrolled hours are six or more in Fall and Spring, or five or more in Summer, they are considered to have fully paid their HF. If the total hours are less than these amounts, then a HF Remainder will be charged.
5. If a student is solely enrolled at KUMC and prefers to see WHS providers on Lawrence campus, the student will be given the option of either paying the full Lawrence campus HF for that semester, or paying non-HF rates for services. The student will need to sign an acknowledgement form to confirm the choice each semester to which it applies.
6. WHS staff will be charged the HF rates for use of ancillary services. If staff person is purchasing ancillary services for his/her spouse/domestic partner or child, the non-HF rates apply. No charging of medications or "over-the-counter" items to their account is allowed, i.e. those must be paid for at time of service. Any WHS staff members seen in the Faculty & Staff Immediate Care Clinic (ICC) will have their insurance billed and any balance owed (except co-pays), will be discounted to a Health Fee-paid-equivalent rate. Co-pays will be charged per insurance coverage.
7. KU Faculty and Staff (other than WHS staff) who use WHS are charged the non-HF rate for those services. No charging of medications or "over-the-counter" items to their account is allowed, i.e. those must be paid for at time of service.
8. Participants in KU summer youth programs and camps are charged at the non-HF rate for any services received. WHS will perform billing for those services and not expect payment at time of service.
9. Anytime the HF or Remainder is charged, only 40% is charged after the following dates:
 - Fall Semester – After Dec. 1
 - Spring Semester – After May 1
 - No partial rate will be charged for Summer due to short duration and cost
10. All KU students coming to WHS to participate in certain classes are charged the standing fee for such classes, regardless of Health Fee status. Examples: CPR classes and Alcohol and Drug Sanction Program. Non-students may take a CPR

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class and are charged the Non-Health Fee rate. Only KU students may take an Alcohol and Drug Sanction Program.

11. KU Athletes

- Those arriving in June for training are to be considered **summer** enrollees. If they come to WHS for service, they will be charged either the Health Fee or Health Fee Remainder (for summer session) depending upon their enrollment status.
- Those athletes arriving in August for training are to be considered **fall** semester enrollees. If they come to WHS for service, they will be charged either the Health Fee or Health Fee Remainder (for fall session) depending upon their enrollment status.

12. All individuals participating in research studies who receive study-related services at WHS are not assessed any fees or charges for those services, regardless of the participant's Health Fee status. Non-HF rates are charged for these services and will be billed to the unit responsible for the research study.

Refer to Attachment A for example scenarios of how this policy is applied.

GLOSSARY OF TERMS:

- **Ancillary Services** = Pharmacy, Lab, Radiology, Immunization & Allergy services
- **Campus Health Fee (HF)** = The fee charged by KU (Lawrence Campus) at the beginning of each semester to most students and which provides some of the operating revenue for Watkins Health Services. Generally, the fee entitles the student to a discounted rate for services as well as no charge for provider visits. Students enrolled in fewer than six (6) hours in Fall or Spring Semester, or fewer than five (5) hours in Summer Semester are charged only a pro-rated portion of the full Health Fee by the Registrar.
- **Health Fee Remainder** = The portion of the full Campus Health Fee that was not charged at the beginning of the semester.
- **Non-HF Rate** = The higher rate charged for services rendered to those who are not eligible to pay the Campus Health Fee.
- **Visiting Scholars as "Affiliates"** = These individuals are considered students and are to be assessed the Campus Health Fee and they will be eligible for services at WHS like any other student.
- **Visiting Scholars as "J-1 Scholars"** = These individuals are paid employees of KU during their stay here and are identified by way of a letter from the International Student Services Office. This letter must be presented to the WHS Business Office to ensure correct billing and it must include the ending date of the waiting period, which is typically 60-90 days long. During this waiting period, WHS will provide:
 - Medical assessment upon arrival at KU
 - Treatment of urgent/acute needs
 - Referrals to providers in the local community

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After this waiting period, the J-1 scholars are classified as KU employees and are to receive the same limited level of service.

- **Health Fee Rate** = the discounted rate charged for services rendered to those who have paid the Campus Health Fee.
- **User Fee** = The additional charge applied to pharmaceuticals and to lab tests performed by the outside reference lab when provided to or performed for those patients who are not eligible to pay the Campus Health Fee.

REFERENCES:

This document is on file with the KU Policy Library.