

**UNIVERSITY OF KANSAS  
WATKINS HEALTH SERVICES  
BUSINESS OFFICE**

<b>NUMBER:</b> <p style="text-align: center;"><b>BO-309</b></p>	<b>ISSUE DATE:</b> <p style="text-align: center;"><b>11/13/03</b></p>
<b>TITLE:</b> <p style="text-align: center;"><b>Request for Information by Employer</b></p>	<b>REVISED:</b> <p style="text-align: center;"><b>6/25/12</b></p>
<b>TITLE OF OWNER:</b> <p style="text-align: center;"><b>Business Operations Manager</b></p>	<b>APPROVED:</b> <p style="text-align: center;">Associate Director</p>

**PURPOSE:**

To provide a process to bill an employer for services when they request more than generic information be returned to them concerning their employee.

**POLICY:**

Refer to policy (AD-308) Request for Information by Employer

**PROCEDURES:**

1. When the Authorization for Release of Information Requested by Employer form (AD-308-2) is received do the following:
  - 1.1.1. Invoice the charges coded on the patient's account and put the ticket on hold until paid by the department.
  - 1.2. A statement including the following will be typed and mailed to the designated person.
    - 1.2.1. Patient's name
    - 1.2.2. Ticket #
    - 1.2.3. Service provided (immunization, physical, etc)
    - 1.2.4. dollar amount due
2. Department must request a more itemized statement if the above is not sufficient.

**REFERENCES:**

Request for Information by Employer (AD-308)

**This document is on file with the KU Policy Library.**