

Immunization Billing Guidance for MnVFC Replacement Method Sites

This document provides guidance for your site’s billing office if they get calls from patients who have questions about the MnVFC program or who request that their bill be adjusted.

1. Charge only allowable fees for MnVFC.

There are three costs that may be associated with each immunization. The cost of the vaccine, administering the vaccine, and the office visit. MnVFC vaccine is provided to your site at no charge. You cannot bill a Minnesota Health Care Program (MHCP) or charge the patient for the cost of this vaccine. The program caps the administration fee you may charge MnVFC-eligible patients at \$21.22 per dose (not per vaccine antigen) for MnVFC vaccine. This fee limit is set by federal law. You may also charge for the office visit.

Permissible MnVFC Vaccine Administration Fees and Charges

Patient’s status	MnVFC eligible?	Cost of vaccine	Administration fee
Minnesota Health Care Program (MHCP)	Yes	<ul style="list-style-type: none"> Don’t bill or charge for the cost of the vaccine. 	<ul style="list-style-type: none"> Bill the MHCP \$21.22 per dose. Certain sites including FQHC, RHC, IHS and tribal clinics may bill an encounter fee for the entire visit, and this is allowable.
Uninsured	Yes	<ul style="list-style-type: none"> Use MnVFC vaccine. Don’t charge for the cost of the vaccine. 	<ul style="list-style-type: none"> Charge the patient \$21.22 or less per dose. <ul style="list-style-type: none"> Do not issue more than a single bill; waive the fee if the patient is unable to pay it.
American Indian/Alaskan Native	Yes	<ul style="list-style-type: none"> Don’t bill or charge for the cost of the vaccine. However, if the patient is privately insured and prefers to use insurance, use private vaccine and bill the insurance. 	<ul style="list-style-type: none"> If covered by an MHCP, bill the MHCP \$21.22 per dose. If un- or underinsured, charge the patient \$21.22 or less per dose. Do not issue more than a single bill; waive the fee if the patient is unable to pay it. If privately insured and prefers to use insurance, bill the insurance for the fee.
Underinsured: Only at local public health (LPH), Federally Qualified Health Centers (FQHC), Rural Health Centers (RHC), Indian Health Services (IHS), and tribal clinics	Yes	<ul style="list-style-type: none"> Don’t charge for the cost of the vaccine. 	<ul style="list-style-type: none"> Charge the patient \$21.22 or less per dose. Do not issue more than a single bill; waive the fee if the patient is unable to pay it.
Underinsured: At a site that is not eligible to see underinsured children	No	<ul style="list-style-type: none"> Consider sending the patient to a site where they would be eligible for MnVFC. If the patient stays at a private site, do not use MnVFC vaccine. 	<ul style="list-style-type: none"> Consider sending the patient to a site where they would be eligible for MnVFC.

Patient's status	MnVFC eligible?	Cost of vaccine	Administration fee
Insured	No	▪ Bill the insurance.	▪ Bill the usual and customary administration fee to the insurance.

To be reimbursed for the administration fee for patients enrolled in an MHCP, you must follow the billing procedures of each program. MHCP programs include Medical Assistance (MA) and MinnesotaCare. For billing questions, call the Minnesota Department of Human Services (DHS) at 651-431-2700.

2. Be prepared to respond to questions about MnVFC eligibility.

Your site screens patients to find out if they are eligible for the MnVFC program before giving them immunizations and keeps that screening information on file. For up-to-date details on eligibility, see the MnVFC Patient Eligibility Screening Record forms on [MnVFC Program Resources](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/resources.html) (www.health.state.mn.us/people/immunize/hcp/mnvfc/resources.html).

The MnVFC program has a self-screening form that parents can fill out on [Free or Low-Cost Shots for Children](http://www.health.state.mn.us/people/immunize/basics/howpay.html) (www.health.state.mn.us/people/immunize/basics/howpay.html). It may be a useful reference as well.

3. Waive the administration fee if a patient is unable to pay it.

MnVFC-eligible patients may not be denied vaccine for failure to pay an administration fee. You may charge a patient for the administration fee, but if they are unable to pay this fee, it should be removed from their bill. Do not send more than one bill and do not send bills to collections.

4. Enter the correct CPT code for each vaccine.

This not only affects the patient's bill but also their immunization record in the statewide immunization registry (called the Minnesota Immunization Information Connection, or MIIC), which is often derived directly from billing data. Add the SL modifier to the CPT code when billing for MnVFC-eligible children.

5. Information for complex billing questions for MnVFC-eligible patients:

1. Call the number on the back of the health care plan card.
2. For billing questions about MHCP program, call the DHS provider helpdesk at 651-431-2700.
3. For questions about the MnVFC program, call 651-201-5522 or 1-800-657-3970 or see [Immunization Program Billing](http://www.health.state.mn.us/people/immunize/hcp/billing/) (www.health.state.mn.us/people/immunize/hcp/billing/).

Minnesota Vaccines for Children Program
 PO Box 64975
 St. Paul, MN 55164-0975
 651-201-5522 or 1-800-657-3970
 Email: health.mnvfc@state.mn.us
www.health.state.mn.us/vfc

To obtain this information in a different format, call: 651-201-5414.