



TEXAS
Health and Human
Services

Texas Department of State
Health Services

Texas Vaccines for Children and Adult Safety Net Provider Manual 2023



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CHAPTER 4: BILLING AND ADMINISTRATION

I. Billing for Vaccine

Clinics enrolled in the TVFC Program are prohibited from charging any TVFC-eligible child for the cost of vaccines. TVFC vaccines are provided at no cost to clinics to vaccinate eligible children. Charging for the cost of vaccines supplied by the TVFC Program constitutes fraudulent behavior. Fraud in the TVFC Program will be handled in the same manner as Medicaid fraud.

Private clinics may not refer a TVFC-eligible child to another health-care facility for TVFC vaccines if the clinic has already accepted that child into the practice as their patient, unless directed by DSHS.

II. Administration Fee

NOTE:

The maximum administration fee for TVFC vaccine is \$13.75 per dose.

Sites are required to enroll in the TVFC Program to obtain vaccines at no cost to vaccinate TVFC-eligible children, including Medicaid and CHIP children. A fee for administering TVFC vaccine to TVFC-eligible children may be charged. The maximum administration fee for TVFC vaccine is \$13.75 per dose.

Medicaid and CHIP children must not be charged the administration fee for receiving vaccines. For Medicaid children, the clinic site must accept the reimbursement for immunization administration fee set by the state Medicaid agency or the contracted Medicaid health plans.

Sites are reimbursed the lesser of the billed amount or the maximum allowable fee. The state Medicaid agency may have the discretion to pay an administration fee up to the regional maximum amount.

TVFC sites that choose to bill a vaccine administration fee to non-Medicaid patients after the date of service must issue only a single bill to the patient within 90 days of the administration of the vaccine. Sites can continue to bill for other charges such as office visits or labs. As usual, unpaid

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administration fees may not be sent to collections and the sites must not refuse to vaccinate an eligible child whose parents have unpaid vaccine administration fees.

Children 0-18 years of age who are enrolled in Medicaid as their secondary insurance are eligible to receive TVFC vaccines.

As stated in the Texas Medicaid Provider Procedures Manual, clinics should bill their usual and customary fee except for vaccines obtained from the TVFC Program.

For more information on Medicaid reimbursement, please refer to the Texas Medicaid Provider Procedures Manual located at <https://www.tmhp.com/resources/provider-manuals>.

Children 0-18 years of age who are enrolled in CHIP are eligible to receive TVFC vaccines from active CHIP participating sites; however, TVFC clinic sites must bill CHIP for the administration of a vaccine to a CHIP-enrolled child. For more information on CHIP reimbursement, please refer to the CHIP Provider Manual located at www.texaschildrenshealthplan.org/for-providers/provider-resources.

Vaccines are required to be available to all TVFC-eligible children. Services cannot be denied due to the parent's or guardian's inability to pay the administration fee and the parent or guardian must not be sent to collections. Penalties for the inability to pay administration fees must not be charged.

For additional information on the Vaccines for Children (VFC) statutory requirements for the VFC Program regarding the vaccine administration fee, please go to the following Centers for Disease Control and Prevention (CDC) link at <https://www.cdc.gov/vaccines/programs/vfc/providers/index.html>.

CHAPTER 9: ADULT SAFETY NET (ASN) PROGRAM

The policies governing vaccine management are the same in TVFC and ASN Programs. Ensure CHAPTER 3: VACCINE MANAGEMENT section of this manual is read and adhered to in its entirety.

X. Vaccine Transfers

The routine re-distribution of ASN vaccine is not allowed. However, vaccine is allowed between ASN-enrolled sites when necessary to avoid vaccine loss (i.e., if a provider's storage unit is overstocked or if the provider withdraws, is suspended, or terminated from the ASN Program). If a transfer must occur, clinic site staff are required to submit a "TVFC/ASN Vaccine Transfer Authorization Form", stock no. EC-67, in VAOS and receive approval prior to conducting a vaccine transfer. Note that electronic

NOTE:

ASN sites must submit a Vaccine Transfer Authorization Form and receive approval prior to conducting vaccine transfers.

"TVFC/ASN Vaccine Transfer Authorization Forms", stock no. EC-67, must be signed by the primary coordinator, backup coordinator, or signing clinician. The RE or clinic staff can then initialize a vaccine transfer in VAOS if the ASN Program PIN of where the vaccines are being transferred to is available.

Transfer information must be documented and tracked in VAOS. The policies governing vaccine transfers are the same in TVFC and ASN.

Ensure CHAPTER 3: VACCINE MANAGEMENT > VI: Vaccine Transfers section of this manual is read and adhered to in its entirety.

XI. ASN Billing and Administration

A. Billing for ASN Vaccine

Sites enrolled in the ASN Program are prohibited from charging any ASN-eligible adult for the cost of vaccines. ASN vaccines are provided at no cost to the enrolled sites to vaccinate eligible adults. Charging for the cost of vaccines supplied by the ASN Program constitutes fraudulent behavior.

CHAPTER 9: ADULT SAFETY NET (ASN) PROGRAM

B. ASN Administration Fee

ASN sites may charge an administration fee for administering ASN vaccine to ASN-eligible adults. The maximum administration fee that may be charged is \$25.00 per dose. Services must not be denied due to the patient's inability to pay the administration fees. ASN sites that choose to bill a vaccine administration fee after the date of service must issue only a single bill to the patient within 90 days of the administration of the vaccine. ASN patients must not be sent to collections or charge penalties for the inability to pay administration fees.

NOTE:

The maximum administration fee that an ASN-enrolled site may charge is \$25.00 per dose.

XII. ASN Site Visits

A. Adult Immunization Standards

In 2013, the National Vaccine Advisory Committee (NVAC) revised the Standards for Adult Immunization Practice. The new standards are aimed at increasing adult immunization rates in the United States. The DSHS Immunization Section highly encourages all ASN-enrolled sites to adopt the adult standards.

The Standards for Adult Immunization Practice are outlined below.

Assess

Assess immunization status for all patients at every clinical encounter. To accomplish this, policies should be implemented to ensure that patients are regularly screened for immunizations and reminded about vaccines needed.

Recommend

Strongly recommend all vaccines that patients need. Clinic site staff should stay up to date on information pertaining to adult vaccines to best inform patients.