

Guidelines for Onsite Agency-Sponsored Clinics "Flu Shots"

If your agency is interested in hosting an on-site flu shot clinic for your employees, the following guidelines established by the State in collaboration with Blue Cross of Idaho will help to assure a successful clinic:

- The flu shot provider you choose should be a contracting provider with Blue Cross of Idaho. Before you enter into an agreement with the flu shot vendor, contact Blue Cross Customer Service toll free at 866-804-2253 or in the Boise area at 331-8897 to assure that the vendor is a contracting provider. **Reminder:** Wellness Benefits are only covered under the PPO if administered by a PPO Network provider. Since the majority of employees are enrolled in the PPO it would be wise to assure that the contracting provider is a PPO Network provider. The provider should be able to tell you whether or not they are a PPO Network provider.
- If you choose a 'covered provider', the cost of the flu shot is generally reimbursed under the employee's wellness benefits, unless that employee has exhausted his/her wellness benefits for that plan year.
- Flu shots are not a covered benefit if administered by a non-covered provider (such as a grocery store or a pharmacy). *If you choose a provider who is not a 'covered provider' under Blue Cross of Idaho, be sure your employees understand that they will not receive reimbursement from Blue Cross.*

Billing Options

1. **Have the provider bill via roster billing form.**
 - The employee will have to pay the fee at the time of the clinic.
 - The roster billing document is to be furnished by the provider and is the key to proper billing. Every participant must be included on the roster and each field must be completed using the information on the member ID card. Incomplete or illegible rosters disrupt the claims process. Blue Cross cannot reimburse participants whose membership can't be verified.
 - The provider will submit the paperwork to Blue Cross for processing.
 - Blue Cross will reimburse the employee and deduct the flu shot fee from that employee's Wellness Benefits.
2. **Employees submit claims**
 - The employee will have to pay the fee at the time of the clinic.
 - Ask the provider for an itemized billing (CMS 1500 claim form), which includes the service provided, its procedure code and its diagnosis code, the date the service was furnished, the charge for each service, provider's name and address, and Blue Cross of Idaho service provider number and billing provider number. The member's name, date of birth and insurance ID number must also be included on the claim form.
 - Have the employee mail the CMS 1500 claim form and any accompanying paperwork to:
Blue Cross of Idaho Claims Control Blue Cross of Idaho P.O. Box 7408 Boise, ID 83707.
 - Blue Cross will process the claim under the Wellness Benefit and reimburse the employee

The provider you choose must carry liability insurance while onsite at your agency. You are encouraged to sign an agreement or contract with the flu shot provider, outlining fees, billing, dates, time, and a requirement for proof of liability coverage. If a roster billing is to be used, the provider is to be reminded that they are responsible for bringing the necessary roster billing form.

Ask the provider you choose to provide a patient consent form, a patient information fact sheet on the vaccine, and payment receipt forms for employees the date of the clinic.