

JOHNS HOPKINS UNIVERSITY STUDENT HEALTH & WELLNESS CENTER POLICY & GUIDELINES MANUAL	<i>Document Number</i>	
<i>Subject:</i> PAYMENT POLICY	<i>Created</i>	7/19/04
	<i>Page(s)</i>	1
<i>Director Approval:</i> Alain Joffe, MD, MPH		<i>Date:</i> 8/17/06
<i>Reviewed:</i> Alain Joffe, MD, MPH, 3/13/07		
<i>Revised:</i> Alain Joffe, MD, MPH, 6/3/08		

POLICY

The Student Health & Wellness Center will publicize to all students and staff its policies regarding payment for services.

PURPOSE

To promote communication between students and staff regarding the wide variety of payment options available to students.

PROCEDURE

The following methods of payment are available at the Student Health and Wellness Center:

1. Cash/Check/Credit Card – Any student can pay cash for services and/or prescriptions. Checks should be made payable to *Johns Hopkins University* and are accepted for the amount of purchase only. The student is given a receipt detailing the transaction. They may also use a credit card for purchases.
2. J-Card – Any student can use their Johns Hopkins University debit card to pay for services and/or prescriptions. The student is given a receipt with the amount remaining on their debit card and details of the transaction.
3. Billing Student Accounts – Any student who has a JHU account with the Office of Student Accounts has the option of billing his/her Johns Hopkins University student account for payment of services and/or prescriptions. Students exercise this option if they do not have credit card, cash, a check, or their J-card at the time of service. The payment is sent electronically to the Student Accounts Office and appears on the student's monthly statement from the University. Postdoctoral Fellows, Post-baccalaureate students and Peabody Conservatory students do not have an account with the University; therefore, they cannot exercise this option. (Note: to maintain confidentiality, any charge placed on a student's account is listed as "Health Clinic Charge" on the actual statement).