

<b>JOHNS HOPKINS UNIVERSITY STUDENT HEALTH &amp; WELLNESS CENTER POLICY &amp; GUIDELINES MANUAL</b>	<i>Document Number</i>	
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## **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**

- I. The following methods of payment are available at the Student Health and Wellness Center:
  - a. Cash
  - b. Check—made payable to *Johns Hopkins University* for the amount of purchase only
  - c. Visa or MasterCard
  - d. J-Card
  - e. Bill Student Account:
    - i. Any student who has a JHU account with the Office of Student Accounts has the option of billing their Johns Hopkins University student account for payment.
    - ii. At the end of each month the Sr. Medical Office Coordinator sends an Excel Spreadsheet to the Student Accounts Office with the names of students who billed their student accounts and the amount to be billed.
    - iii. Postdoctoral Fellows, Post-baccalaureate students and Peabody Conservatory students are not eligible to bill their student account.
    - iv. To maintain patient confidentiality, any charge placed on a student's account is listed as "Health Clinic Fee" on the actual statement.

- II. Students may utilize any of the aforementioned forms of payment to pay for services, medications, and/or equipment.
- III. Students are given a receipt for their transaction at time of payment that is automatically generated from the J-card machine. However, they may also request an official receipt, which includes CPT or NDC codes, to be sent via email.
- IV. Information regarding payment options is made available on the [Student Health and Wellness Center's website](#).