

VDH Medication Assistance Program (MAP) Vaccine Reimbursement Procedure

Local Health Departments (LHDs) administering vaccines to VA MAP clients will use the following administration and billing procedure:

1. LHDs can utilize current vaccine inventory and order Ryan White allowable vaccines from the Central Pharmacy when more vaccines are needed.
2. Journals must be reviewed by HIV Care Services (HCS) staff for client eligibility and to ensure charges are allowable. Vaccines charged, must be included on the VA MAP formulary: <https://www.vdh.virginia.gov/disease-prevention/formulary/>. Request must be made within 30 days of the end of the month in which the vaccine is administered. Requests outside of 60 days will be denied.
3. Effective immediately, LHDs will key journals for immunizations provided at their site. Each LHD has a Chart of Accounts (COA) code for Ryan White Vaccination Reimbursements.
4. In order for LHDs to receive reimbursement for vaccine costs (only vaccine cost is reimbursed, not a fee for administration), allowable costs and journals must be approved and authorized by an HCS VA MAP Service Coordinator or HCS Business Manager before LHDs may save and complete in F & A. The Service Coordinator/Business Manager will review the respective health district chart of accounting code on the submitted journal. The approval email from the Service Coordinator or Business Manager will state “Attached is the approved VA MAP immunization journal for processing by your health district”. A scanned-approved journal will be emailed to the LHD. The approved journal includes the voucher number and date provided by the LHD.
5. Once approval is received via email from the VA MAP Service Coordinator, the LHD will save and complete in F & A the approved reimbursement journal.
6. LHDs must submit the journal and supporting documentation through the secure email address: VDH_Secure_FTP@vdh.virginia.gov. You must have previously registered to use the secure email inbox. If you have questions about or need information to register for the secure mail, please contact an HCS Service Coordinator at 855-362-0658, option 5.
7. The VA MAP Service Coordinator will reconcile journals paid to LHDs of approved charges against records on a monthly basis, using expenditure reports provided by the HCS Business Manager. HCS staff in collaboration with VDH Fiscal or Business Manager will follow up with LHDs to reverse any unauthorized ATVs.
8. The Journal may be found by visiting: <http://www.vdh.virginia.gov/disease-prevention/formulary/>. Documents are located under **Local Health Departments: Reimbursement Procedures for VA MAP Vaccines**.
9. Please contact the VA MAP Service Coordinator at 855-362-0658 (Medication Eligibility Call Center) if there are additional questions.

*Please note: Reimbursement for vaccines will only be approved for Direct VA MAP clients and clients with insurance that does not cover vaccines (must provide proof of vaccine non-coverage).