



THE ASSISTANT SECRETARY OF DEFENSE

1200 DEFENSE PENTAGON
WASHINGTON, DC 20301-1200

HEALTH AFFAIRS

September 30, 2021

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND
RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND
RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE AIR FORCE (MANPOWER
AND RESERVE AFFAIRS)
DIRECTOR, DEFENSE HEALTH AGENCY

SUBJECT: Medical Billing Policy for Coronavirus Disease 2019 Vaccine Administration Fees

References: (a) Office of the Assistant Secretary of Defense for Health Affairs Memorandum, "Coronavirus Disease 2019 Vaccine Fiscal Guidance," December 23, 2020 (hereby rescinded)
(b) Executive Order 13962, "Ensuring Access to United States Government COVID-19 Vaccines," December 8, 2020
(c) Memorandum of Agreement between the U.S. DoD and U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, November 30, 2020

This guidance rescinds and replaces reference (a) and is effective upon signature. In accordance with references (b) and (c), because coronavirus disease 2019 (COVID-19) vaccines are federally purchased, such vaccines will be provided at no cost. Accordingly, Department of Defense (DoD) military medical treatment facilities (MTFs) will refrain from billing for the COVID-19 vaccine itself. However, MTFs will bill for the vaccine administration fee as indicated below.

The vaccine administration fee recognizes the costs involved in administering the vaccine, including the additional resources involved with required public health reporting, conducting important outreach and patient education, and spending additional time with patients answering any questions they may have about the vaccine. MTFs will bill for the COVID-19 vaccine administration fee as follows:

- a. For eligible DoD health care beneficiaries, including Secretarial Designees, with Other Health Insurance (OHI), MTFs will bill insurance companies for the COVID-19 vaccine administration fee and will accept the remittance as full and final payment. MTFs will not balance bill the patient.
- b. For U.S. DoD civilian employees, MTFs will classify these individuals under patient category K57-1 (Occupational Health) and will not bill for the vaccine administration fee.

As a reminder, and to facilitate MTF billing procedures, MTFs are required to collect OHI information from all patients via the DD Form 2569, “*Third Party Collection Program, Medical Services Account/Other Health Insurance.*” There are no exceptions to this requirement.

Billing rates for the COVID-19 vaccine administration fee have been uploaded to all relevant Military Health System billing systems. Billing will commence upon receipt of this memo and is retroactive.

My point of contact for this guidance is Mr. Eric Hyde, at eric.e.hyde.civ@mail.mil, or call (703) 681-1724. The Defense Health Agency (DHA) UBO Program Manager will ensure widest dissemination of this memo and will update any relevant guidance or procedural instructions as needed. Questions pertaining to UBO procedures may be directed to the DHA UBO Help Desk at UBO.Helpdesk@intellectsolutions.com.

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