



# FAQs

## 2010–2011 WEA Trust Seasonal Flu Vaccination Program

**Plan for privacy first.** The privacy of staff must be protected in connection with all aspects of the flu vaccination clinic.

### 1. What is the WEA Trust's maximum reimbursement for its members who participate in the on-site flu vaccination program and have the Trust as their primary health insurance?

The Trust will reimburse up to **\$30** for each flu vaccination for eligible members. If the cost per vaccine exceeds \$30, the Trust will not be responsible for the difference. Either the school district or the member will be responsible for the additional cost. You may want to discuss this with the provider and employees.

### 2. Who is eligible to receive the seasonal flu vaccination at the on-site clinic?

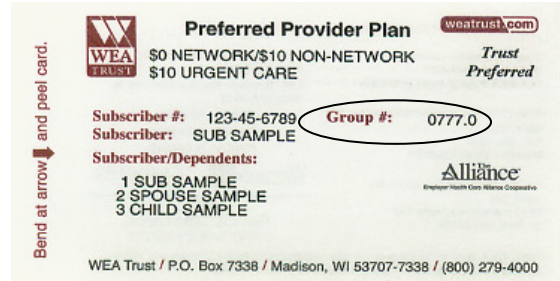
- a) School district employees, spouses, dependents, and retirees who have the Trust coverage as their **primary health insurance** are eligible. Eligible dependent children three years of age or older are also eligible to participate in an on-site clinic **at the discretion of the school district and the provider**. Please speak with your provider about dosage requirements for this age group. The parent/guardian is responsible for making sure that the child gets the second vaccination, if required (health plan deductible, copayment, and/or coinsurance may apply if provided in the doctor's office).
- b) School district employees who do not have the Trust health insurance coverage and members of the general public may participate **at the discretion of the school district and the provider**. Those individuals are responsible for payment at the time of service, unless other arrangements have been made with the provider. They should not be included on the Trust's roster.
- c) Retirees with Medicare as their **primary health insurance** may receive a flu vaccination if the provider can submit flu vaccination claims directly to Medicare. Medicare guidelines have changed, and individuals can no longer submit flu vaccination claims directly to Medicare. If the provider cannot submit these claims directly to Medicare, please advise the individual to check for alternative flu clinics on the WEA Trust FluShotFinder Web site. Retirees should bring their Medicare card to the clinic. All other retirees are eligible in the same manner as other district employees with the Trust health coverage.

### 3. How are the WEA Trust health plan member rosters used?

- a) The Trust will provide a roster to each district with the names of employees, spouses, and retirees who have a Trust health plan as their primary health insurance. Members are required to sign this roster to verify receipt of a flu vaccination.
- b) It is the provider's responsibility to verify health insurance coverage by asking to see the participant's insurance card and verifying that the member's name is on the Trust roster.
- c) The Trust will provide a blank roster for individuals not listed on the main roster, such as newly hired employees, dependents, or a person with WEA Trust primary health insurance through another district. **Please note:** Do not include non-WEA Trust health plan members on this roster, as this will delay payment of the invoice.
  - Newly hired eligible employees should **clearly print their full name** and sign their name.
  - If an eligible dependent (age three years and older) receives a flu vaccination, both the **dependent's full name and the full name of the covered subscriber should be entered on the**

**roster.** If the dependent is a minor, a parent/guardian must be present when the dependent receives the vaccination and will need to sign in place of the minor.

- If an employee has the Trust health plan as their primary health insurance through another district, he/she should print his/her full name and sign his/her name. He/she will also need to include their **Group ID #**—**NOT** their individual subscriber number. The school district ID is listed as the Group # on the Trust insurance card (see sample insurance card below). Please note that our insurance card is identical for all lines of business.



#### 4. How will the Trust pay the invoice for its health plan members?

- a) To ensure timely and accurate reimbursement, providers have been instructed to send invoices to the Trust directly.
- b) Ensure that the provider takes the completed rosters (or a copy) when the clinic is completed for the day. The Trust requires the rosters be completed and submitted to pay your provider. If another type of log is submitted, it will significantly delay payment while health insurance coverage is verified.
- c) The completed rosters and invoice should be submitted no later than **March 1, 2011**, to WEA Trust, Member Health Services Department, Flu Vaccination Program Administrative Assistant, P.O. Box 7338, Madison, WI 53708-7338.

#### 5. Whom do I call to find out about reimbursement for other vaccinations?

The Trust does not reimburse for pneumonia, hepatitis B, or other vaccinations under the Flu Vaccination Program. These types of vaccinations are only eligible when provided by the individual's physician. For questions regarding these services, please contact Customer Service at (800) 279-4000.

#### 6. What if an eligible WEA Trust health plan member receives a seasonal flu vaccination elsewhere?

- a) **Another school district:** Eligible plan members can receive a flu shot at another school district's flu vaccination clinic. The member will need to contact that district or check the WEA Trust FluShotFinder Web site, as an appointment may be required.
- b) **Community-based flu clinic:** If an eligible WEA Trust plan member receives a flu vaccination at a community-based flu clinic, he/she will pay for the vaccination and seek reimbursement from the Trust for up to \$30. The member will need to submit a receipt, including the amount paid for the vaccination, his/her name, and subscriber number to the Trust at: WEA Trust, Attention: Claims Department, P.O. Box 8220, Madison, WI 53708-8220.
- c) **Health care clinic or physician's office:** An eligible WEA Trust health plan member may receive a flu vaccination at a health care clinic or physician's office. Reimbursement for these claims is subject to any applicable deductible, copayment, and/or coinsurance.

If you have any questions, please contact Lorrie Olson, Flu Program Coordinator at (800) 279-4000, Extension 2305, or by e-mail at lolson@weatrust.com.