



Memorandum of Understanding (MOU) UH Department Request for Student Health Center Services

Location: Health 2 Building
4349 Martin Luther King Blvd., Room 2005

Phone: 713-743-5151

Purpose: **REQUEST FOR SERVICES TO BE BILLED TO A UNIVERSITY DEPARTMENT**
<https://uh.edu/healthcenter/forms-policies/department-billing/>

Limited services are available if requested by a university department.

To request services, the department's Certifying Signature (Business Administrator) will complete and submit this form to the Student Health Center via email at myhealth@uh.edu.

A copy of the completed form should be forwarded to the employee. The employee should call 713-743-5151 to schedule an appointment after this form has been submitted to the Student Health Center.

Employee's Name

University ID Number

| SELECT TYPE OF SERVICES | |
|---|---|
| <input type="checkbox"/> Hepatitis B Vaccine Series (3 Dose Series) ^{1, 2, 3} | <input type="checkbox"/> Tuberculosis Test: TB Skin Test ^{1, 2, 3} |
| <input type="checkbox"/> Hepatitis B Titer (Lab Test + Office Visit) ^{1, 2, 3} | <input type="checkbox"/> QuantiFERON (QFT) (Lab Test + Office Visit) ^{1, 2, 3} |

¹ Cost of Services: <https://uh.edu/healthcenter/charges-and-insurance/cost-of-services/>

² Prices are subject to change. The actual cost will be determined on the exact day of service.

³ Depending on a patient's immunization/tuberculosis history, additional immunizations or lab testing may be required to obtain the necessary results.

DEPARTMENT CONTACT INFORMATION AND AUTHORIZATION:

Department Name: _____

Cost Center to be Charged: _____ - _____ - _____ - _____

Account Code: _____

Certifying Signature: _____

Print Name: _____

Date: _____

The Business Office for the Student Health Center will process a Journal Entry using the cost center that has been listed above along with the certifying signature approval.

The patient is responsible for working with their department regarding any outstanding balances or denied services. Patients requesting additional services not included above are responsible for any additional costs.