



BILLING POLICY

WHAT WE CHARGE FOR:

There is no charge to be seen by a physician, nurse practitioner, or a nurse. Depending upon insurance coverage, there can be charges for laboratory tests, immunizations and injections, and most procedures.

THE BILLING PROCESS:

Each student is responsible for payment of their own bills. The initial billing statement for services rendered is sent electronically to the student's (secure) online student health portal. All Health Service charges unpaid 45 days after the billing date are forwarded to Student Financial Services with a \$5.00 service fee, posted to student's Wellesley College student account, and subject to College billing procedures. Once posted to the student account, and should these charges remain unpaid, students may be subject to late payment fees, and/or a transcript, registration, or diploma hold.

MAKING PAYMENTS:

The Health Service accepts payment by cash, check, or credit card (Visa, MasterCard and Discover) both by phone and in person. Please include the Banner ID # on all checks. The Health Service cannot be responsible for cash sent through campus mail. Never send payment information by email.

SUBMITTING CLAIMS / REIMBURSEMENT REQUESTS:

Insurance companies may agree to reimburse for lab charges, immunizations, or other services if a claim is filed by the student. To submit a claim to an insurance company, Contact the Member Services' toll free number on the insurance card or visit the company website for detailed instructions.

**Claims are processed under Wellesley College Health Service
TAX ID # 043044145 and NPI # 1366573891**

Questions about charges or payments should be directed to Bette Saraglow, Billing Coordinator at Bsaraglo@wellesley.edu.

**FOR CONFIDENTIALITY REASONS, ALL ITEMIZED STATEMENTS
ARE SENT DIRECTLY TO STUDENTS**