



POLICY ON STUDENT MEDICATION REIMBURSEMENT

Dated: August 18, 2021

Supersedes: None.

Last Review: August 18, 2021

I. PURPOSE

The purpose of this policy is to establish the process for student reimbursement of prescribing psychiatrist fees for mental health medication management that cannot be prescribed through the College's virtual mental health service provider.

II. SCOPE

This policy applies to active students enrolled at New York Medical College ("NYMC") and Touro College of Dental Medicine ("TCDM") who are referred to Montefiore Behavioral Health Center by the Office of Student Mental Health and Wellness for medication management.

III. POLICY

It is the policy of NYMC and TCDM to reimburse students up to \$150.00 of their insurance co-payment for psychiatrist fees applicable to mental health medication management that cannot be completed by the College's virtual mental health service provider during the academic year.

IV. DEFINITIONS

Co-payment: refers to an arrangement in which the policyholder will need to pay a portion of the medical expenses on their own and the insurance company will pay the remaining amount.

V. PROCEDURE

- Students in need of mental health medication management services that are unavailable through the College's virtual mental health service provider, Teladoc, should discuss their needs with the Office of Student Mental Health and Wellness.
- Students who are referred by the Office of Student Mental Health and Wellness to the Montefiore Behavioral Health Center for medication management are eligible to seek reimbursement of up to \$150.00 of their insurance co-payment per academic year.
- Students must use their insurance to cover the cost of the Montefiore Behavioral Health Center visit and must pay any visit co-payment prior to seeking reimbursement.
- To seek reimbursement, students must submit the following documentation to the Office of Student Mental Health and Wellness ("SMHW") via email at NYMC_STUDENTWELLNESS@listserv.touro.edu:

- A pdf version of the co-payment receipt with date of visit clearly stated and student name clearly identified.
- A complete W9.
- Current mailing address (where check will be sent).
- Upon receipt, SMHW will process as follows:
 - SMHW has an ongoing Excel spreadsheet of students referred to Montefiore Behavioral Health Center.
 - SMHW cross checks the receipt with the ongoing tracking sheet.
 - SMHW will track and monitor the amount of each receipt, per individual, on the sheet to ensure no one exceeds the allotted \$150.00.
 - SMHW administrative assistant will receive and input each W9 form, adding the individual to UniMarket.
 - All information will be blacked out except for co-pay expense before uploading.
 - SMHW submits the receipt on UniMarket and the students receive a check.
- Reimbursement requests must be received within **six months** of the visit and no later than the end of the academic year of the visit.
- The College will not reimburse more than \$150.00 per student, per academic year.
- The Office of Student Mental Health and Wellness will offer referrals and alternative options for medication management to students upon request, however, only visits to the Montefiore Behavioral Health Center following referral from SMHW are eligible for reimbursement.

VI. EFFECTIVE DATE

This policy is effective immediately.

VII. POLICY MANAGEMENT

Executive Stakeholder:	Vice Chancellor for College Student Services
Policy Oversight Office:	Office of Student Mental Health and Wellness