



University of Houston-Downtown  
**Student Health Services**

## **Department Billing**

UH Departments may request that Faculty, Staff, or Students receive their Hepatitis B Immunizations, Hepatitis B Titers, TB Skin Test, or QuantiFERON (QFT) test at the Student Health Center. The charges for these services will be billed directly to the department.

To request services, the department's Certifying Signatory (Business Administrator) will complete a [Request for Student Health Services Form](#) and submit it to the Student Health Center via **encrypted** email at [HealthServices@uhd.edu](mailto:HealthServices@uhd.edu)

A copy of the completed form should be forwarded to the employee/student via **encrypted** email. The employee/student may schedule an appointment after this form has been submitted to the Student Health Center.

The Business Office for the Student Health Center will process a Journal Entry using the cost center designated in the request form containing the certifying signatory's approval. It is the responsibility of the patient to work with their department about any outstanding balances or denied services. Patients requesting additional services not included in the department's request form are responsible for any additional costs.