

HEALTH SERVICES OFFICE Health Sciences Center
530 South Jackson Street
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University of Louisville
Louisville, Kentucky 40292
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Belknap Campus
University of Louisville
Louisville, KY 40292
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August 7, 2006

University of Louisville – Departmental Entities

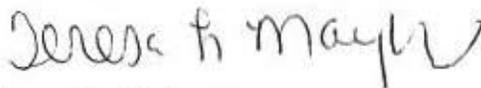
To Whom It May Concern:

This letter serves as reference when sending your employees and students to the Health Services Office for immunizations or employment related office visits. If your department is referring someone over as an interdepartmental bill, please use the following billing information so that we might process the invoice(s) correctly. We no longer process inter-department transfers (IUT) forms or speed type accounts, so please use one of the options indicated below:

1. Procurement Card. You may send the credit card with your employee or student and the payment will be processed immediately. We will accept your employees signature as consent for payment processing
2. Credit Card Information. You may send with your employee the credit card information on your department letterhead giving us permission to process the payment. Please include the name of the employee/student as well as a contact person and phone number.
3. Invoice. You can send a letter with your employee that includes your department name, address and phone number as well as a contact name just in case the billing office has questions. With this information, we will be able to send an invoice to your department. Once your invoice is received you may send the payment directly to our payment center.

Since the employer is responsible for providing some vaccines and/or services to their employees at no cost, it may be necessary to indicate your department as the Guarantor on such mentioned patient's account. Please feel free to contact one of our offices at 852-6446 or 852-6479 or email us at hlthoff@gwise.louisville.edu if you have any questions or comments. Or you may contact me directly at tlmayb01@louisville.edu or 852-2708. Thank you for assisting us in the process and we look forward to providing quality services to your employees as well as your department.

Sincerely,



Teresa L. Mayberry
Office Manager

