

Utah Nursing Assistant Registry (UNAR)

Reimbursement

Effective Date: 09/07/2017

1. Purpose

- 1.1. To set forth guidelines by which reimbursement will be made by UNAR.

2. References

- 2.1. Testing Center Partner Memorandum of Understanding

3. Definitions

- 3.1. No-show means a student missed their scheduled test appointment and did not cancel or reschedule their appointment with at least 1 full business days' notice.
- 3.2. Business day is Monday through Friday, excluding weekends and holiday closures.
- 3.3. Testing service partners are testing sites that share a Memorandum of Understanding with UNAR to provide testing services to certified nursing assistant examinees.

4. Policy

- 4.1. UNAR reimburses our testing service partners monthly for all invoiced knowledge, skills and no-show testing appointments.
- 4.2. Testers who fail to attend a previously scheduled testing appointment without 1 full business days' notice are considered a "no-show" and will forfeit all fees associated with the testing appointment.
- 4.3. Testers are not charged for any scheduled testing appointment if they cancel or reschedule themselves through the TMU portal or by contacting the testing center partner or UNAR with greater than 1 full business days' notice.
- 4.4. UNAR will make changes to a requesting examinees appointment up to 1 full business day before the scheduled appointment time.
- 4.5. Testing fees are non-refundable.

5. Procedure

5.1. An invoice is generated monthly by each testing service partner based on the numbers provided on the Test Site Summary report in TMU. The invoice and supporting documentation is emailed to the UNAR Certification Specialist for approval and processing.

5.2. Testing service partners will not receive payment without submitting an invoice.

5.3. Payment requests are approved by reconciling the testing service partner's invoice, Test Site Summary and Invoice Detail report. An Invoice Approval form is then submitted to the fiscal office along with the required supporting documentation.

5.4. The UNAR Director authorizes the final payment request upon receipt from the fiscal office.

5.5. The fiscal office is then responsible for payment disbursement to each testing service partner to the address provided on each invoice.

6. Approval and Notes

6.1. Policy updated 09/07/17 to incorporate new processes related to updated Testmaster Universe software program, no-show and tester reimbursement information.

6.2. Policy revision dates include; 10/21/05, 10/17/07, 09/25/08, 07/07/10, 10/03/14, 02/17/16.