

# FINANCIAL MANAGEMENT 2.0

## Waiving Fees -- 2.15

---

**Date** August 14, 2000

**Issued:**

**Date Last** March 23, 2011

**Revised:**

**Signature:**



Cathy R. Taylor, DrPH, MSN, RN

**By:** Cathy R. Taylor, DrPH, MSN, RN  
Assistant Commissioner  
Bureau of Health Services

---

### **POLICY**

The Commissioner of the Department of Health may waive fees for certain services provided by the Bureau of Health Services, if doing so will promote and protect the health, safety, or welfare of the public.

### **APPLICABILITY**

This policy applies to Local Health Department, Regional and Central Office personnel.

### **PURPOSE**

To provide Regional Directors with the authority to address an identified health need.

### **PROCEDURE**

Regional Directors have authority of the Commissioner of Health to waive fees for certain services. Typically, those services would be associated with special circumstances or events, such as outbreak control, population-based environmental exposure assessments, health fairs (on-site and off-site), or other community-based public health promotion efforts. The Regional Director is responsible for notifying the Director of the Bureau of Health Services in advance of special circumstances or events that will include the waiving of fees.

If the service for which a fee waiver is requested falls outside the parameter of the special circumstances or events listed above, the Regional Director must send a written request to the Commissioner of Health, through the Director of the Bureau of Health Services, requesting approval to waive fees.

**NECESSARY FORMS**

None

**REFERENCE DOCUMENTS**

1. Rules of the Department of Health, Chapter 1200-17-2
2. T.C.A. 68-1-103

**OFFICE OF PRIMARY RESPONSIBILITY**

Office of the Director, Bureau of Health Services, (615) 741-7305