



New Mexico Department of Health (NMDOH)  
Vaccine Purchase Act (VPA)-Frequently Asked Questions (FAQs)

### **NMDOH**

Questions related to billing, invoicing, and payment under the Vaccine Purchasing Act (VPA) should be directed to the New Mexico Department of Health (NMDOH), which administers VPA fund collection and invoicing. For questions regarding whether you will be billed or the status of the invoice, please contact DOH directly at [VPA.Fund@doh.nm.gov](mailto:VPA.Fund@doh.nm.gov).

### **NMOSI**

The New Mexico Office of Superintendent of Insurance (NMOSI) is responsible for oversight of VPA reporting compliance. If you have questions regarding reporting requirements or compliance expectations, you may contact OSI at [vpa.data@osi.nm.gov](mailto:vpa.data@osi.nm.gov) for general guidance and visit [Vaccine Purchasing Act - NM OSI](#) for the latest information.

**Q-1: We are now fully funded through (insurance company) as of January 1st (of current year). Do we no longer have to pay?**

**A-2:** Payment is still due during the billing period of the fiscal year for lives reported on the survey.

**Q-2: We are no longer in business; do I still need to pay invoices?**

**A-2:** Yes, payment is still due for quarters owed in the billing cycle for the fiscal year.

**Q-3: We have consolidated with another carrier/company, do we still receive an invoice?**

**A-3:** Yes, payment is still due. Arrangements need to be coordinated with the company that has consolidated/absorbed the previous payer to make compliance with payment.

**Q-4: Who should I contact with questions regarding invoicing and payment deadlines?**

**A-4.** Contact the New Mexico Department of Health (DOH) [VPA.Fund@doh.nm.gov](mailto:VPA.Fund@doh.nm.gov)

**Q-5: Why am I receiving this Vaccine Purchasing Act invoice when I never submitted any report?**

**A-5:** Your Third-party Administrator (TPA) may have reported on your company's behalf and requested that NMDOH bill the client.



**Q-6: How is the unit cost per life determined?**

**A-6:** The Vaccine Purchasing Act (VPA) invoice formula is derived from the following:  
 Annual vaccine projected amount ÷ Total Lives Reported to OSI = Annual Cost Per Life.

Annual Cost Per Life ÷ 4 Billing Quarters= Unit Cost Per Life billed each quarter. Please see NMDOH website for Vaccine Purchase Act Cost Estimate.

**Q-7: What if I need to dispute the amount of my invoice?**

**A-7:** Requests to dispute the invoice must be submitted in writing and directed to the Department of Health Immunization Program Manager within 10 working days of receipt of the department’s invoice in accordance with NMAC 7.5.4.13. B. The health insurer or group health plan may submit a letter requesting an initial administrative review of the invoice and any supporting documents to the immunization program manager or designee within 10 working days of receipt of the department’s invoice. Such requests shall be submitted to the immunization program manager at P.O. Box 26110, Santa Fe, NM 87502-6110, or via email at [VPA.Fund@doh.nm.gov](mailto:VPA.Fund@doh.nm.gov)

**Q-8: What happens if I do not pay the quarterly invoice?**

**A-8:** Health Insurers and Group Health plans are responsible for all four quarters of compliance of payment within the fiscal year. The NMDOH shall refer to the office of superintendent any health insurer or group health plan that has failed to fully reimburse the department, including any applicable late penalties, within 30 days of the date of invoice. Referrals for invoices subject to review shall be made within 30 days of the department’s decision.

**Q-9: What is the billing cycle during the fiscal year?**

**A-9:** See table below.

Billing Cycle	Department’s Invoices Date	Insurer’s and Group Health Plan’s Due Date
July 1 to September 30	September 1	October 1
October 1 to December 31	December 1	January 1
January 1 to March 31	March 1	April 1
April 1 to June 30	June 1	July 1



**Q-10: We are not listed as a provider to distribute vaccine; this must be in error of receiving this invoice.**

**A-10:** The provider list reflects sites that provide vaccine access from the Vaccine Purchase Act. During the 2015 legislative session, the Legislature passed the Vaccine Purchasing Act (VPA), requiring all health insurers and group health plans doing business in the State of New Mexico to pay their proportionate share for childhood vaccines. On March 20, 2015, the VPA went into effect, NMSA 1978, 24-5A-1 et. Seq. Pursuant to VPA, the Vaccine Purchase Fund consists of amounts reimbursed to the State by health insurers and group health plans for the purchase, storage and distribution of vaccines for their privately insured children.

This program is funding established for New Mexico children's vaccines. Therefore, since you are a business operating in New Mexico, this requires reporting to the VPA survey.

**Q-11: We no longer have New Mexico employees as of the end of the calendar year. For this reason, we will no longer need to pay, correct?**

**A-11:** Payment is still due as the cost is derived from covered lives reported by all carriers who insured children who were under the age of 19 on the last calendar day of the previous year (children insured on December 31). The invoices are based on the December 31<sup>st</sup> amount for the entire fiscal year divided into quarterly invoice amounts.