

In-Facility Testing Two-Server System: Test Site Reimbursement

MINNESOTA NURSE AIDE REGISTRY

This document identifies the steps for an in-facility test site to follow when reimbursement of testing costs is needed.

1. In-facility test site reimbursement for testing
 - a. Headmaster collects payment for testing in TMU (Payment for In-Facility Testing Policy)
 - i. Student payment
 1. Credit card
 - ii. Sponsor payment
 1. Credit card
 2. Purchase order
2. Headmaster reimburses test site account
 - a. Amount to be reimbursed is determined by:
 - i. Number of students that tested in one month
 - ii. Test cost
 1. Sites using Headmaster RN test observer
 2. Sites using own RN test observer
 - iii. Transaction fees (5%)

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