

Minnie Hamilton Health System POLICY AND PROCEDURE GUIDELINES	
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SUBJECT: Sliding Fee Program	Board Approved: September 27, 2016 Revised: November 30, 2007, January 26, 2010, August 24, 2010, July 30, 2013, September 23, 2013, September 27, 2016

POLICY:

Minnie Hamilton Health System (MHHS) provides the Sliding Fee Program for patients who meet the Federal Income Poverty Guidelines. This policy only applies to certain services that are defined in MHHS's scope of project under the HRSA Section 330 grant.

PURPOSE:

To provide a framework for which to apply discounts for the Sliding Fee Program for all patients whose gross income falls below 200% of the Federal Income Poverty Guidelines.

PROCEDURE:

1. The qualifications for the Sliding Fee Program are based on both the number of people in the household and the total gross income received in the household. Signage will be clearly posted that explains the program basics.
2. The applicants are required to complete the Sliding Fee Program application and to provide a proof of income within 30 days after filing their application. Acceptable proof of income includes: wage statement, W-2 forms, check stub, retirement statement, unemployment statement, social security check or benefit letter, alimony check, child support check, food stamp voucher, or other documents approved by financial management.
3. Sliding fee discounts shall be applied before employee or prompt pay discounts are applied.
4. If the patient has no income, they are asked to declare so by signing a Lack of Income Verification form.
5. The Financial Assistance Application, along with the above mentioned documents verifying income or lack of it, will be processed promptly by the cashier/clerk.
6. If the patient has been approved for the Sliding Fee Program, they will receive a Sliding Fee identification card describing the benefits such as:
 - A. Nominal fee for an office / dental visit, or % of charge, collected at the time of the visit based on Federal Income Poverty Guidelines.
 - 0 - 100% and below of Federal Poverty Level = \$15 medical and \$25 for most Dental (Category A)
 - 101 - 125% of Federal Poverty Level = patient pays 25% of charge (Category B)
 - 126% - 150% of Federal Poverty Level = patient pays 50% of charge (Category C)

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- 151% - 200% of Federal Poverty Level = patient pays 60 % of charge (Category D)
- 201% and above of Federal Poverty Level = no discount

Medical and Dental services are treated differently within the sliding fee policy.

Medical services include:

- clinic visits
- laboratory services
- diagnostic x-rays (technical component only)
- respiratory procedures, Pulse Ox., EKG (Tech.& Prof.), Aerosol Treatment, Pulmonary Function Testing (PFT), and cardiac/pulmonary rehabilitation.
- Behavioral health services

Dental services include:

Main Facility (excludes School Based Health sites)

- Most emergency diagnostic, preventative, and basic restorative services. Including: examinations, restorations and extractions, x-rays, posterior composites, periodontal therapy, and resin / stainless steel crowns.

Does not apply to fixed / removable prosthodontic services (porcelain crowns, bridge services), cosmetic procedures (including composite veneers, Invisalign, or vital bleaching, etc.)

Root Canals are included in sliding fee, however, effective November 1, 2014 they will have a base rate of \$225 for Category A with Category B and C being their respective percentages off of the additional price above the base for the procedure. See example below for clarification.

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If the root canal is covered by a patients insurance, the base price will not apply, and the standard sliding fee scale will apply to the remaining balance after insurance.

Example: Category A \$225

Category B $\$595 - \$225 \text{ Base Rate} \times 25\% = \92.50
 $\$225 + \$92.50 = \$317.50$

Category C $\$595 - \$225 \text{ Base Rate} \times 50\% = \185.00
 $\$225 + \$185 = \$410$

Category D $\$595 - \$225 \text{ Base Rate} \times 60\% = \222.00
 $\$225 + \$222 = \$447$

School Based Health sites

- **Medical services:** Sliding fee discounts apply to clinical visits performed at school based sites. Parents will be billed for remaining balance.
- **Dental services:** Sliding fee discounts apply to oral examinations, periodic dental cleaning procedures, bitewing x-rays, fluoride treatments, and basic restorative services.

7. Qualification for Sliding Fee remains in effect for one year from the date of approval, unless the patient or the household income should change within that year.
8. The Sliding Fee Program benefits may apply to the outstanding patient accounts which do not exceed 365 days from the day of service. Accounts which are already sent to collection agency may not qualify for this program.
9. It is the patient's responsibility to reapply annually for continued participation in the Sliding Fee Program.
10. Eligibility for sliding fee discount of dental services that qualify, are that patients need to live within the defined areas of Calhoun, Gilmer, Ritchie, and Wirt counties. Employees of MHHS are eligible even when they live outside of Calhoun, Gilmer, Ritchie, and Wirt counties.