

MEDICAL SLIDING FEE POLICY & PROCEDURES

POLICY: *Sliding Fee* is based on current Federal Poverty Guidelines. If a person or family qualifies, depending on their income, their charges will be reduced to a percentage of the full charges. The minimum charge is **\$1.00**.

PROCEDURE:

The sliding fee will be offered to all patients regardless if they have other insurance. The patient must fill out a sliding fee application and provide proof of income as described on the sliding fee application.

If the patient qualifies, the discount will remain in effect for a period of one year from date of approval. Our computer system maintains these expiration dates.

The sliding fee discount will only be applied to the patient's account after the application is approved. Charges will be adjusted accordingly.

We will notify our patients of our sliding fee program:

- 1) When a new patient calls for an appointment.
- 2) If patients choose to disclose their income on the patient registration form and are determined to qualify for sliding fee program.
- 3) Signs are posted in waiting rooms and treatment rooms.
- 4) A sliding fee application will be sent to patients through the collection process when their account becomes delinquent.
- 5) Through our advertisements and publication of our newsletter.

If a patient states they have no income, they are instructed to write a statement as such on the sliding fee application. Our highest level of discount will be applied for a period of 90 days.

If the patient's or household's income changes, it is their responsibility to notify the Health Center and reapply, if necessary.

Any children applying will be screened for CHIP eligibility.