



POLICY: Uninsured / Self-pay Discount Department: Organization Wide

Effective Date: 9/2021 Revision Date(s):

Signature: _____ Review Date(s):

Policy:

Self-pay patients of Mad River Hospital as well as associated clinics are eligible to apply for an uninsured / self-pay discount. Discounts are calculated using the patients supplied household income and the current year's federal poverty guideline levels. Discount eligibility is valid for six (6) months from the date of application processing. Completed applications will be processed and saved electronically by Credit and Collections.

Procedure:

- Applications will be made available at all point of service registration locations or by contacting Credit and Collections within thirty (30) days of services being rendered.
- Uninsured discount applications that are completed at point of registration will be scanned into patient record (UNINSURED DISCOUNT APPLICATION). The completed application will be provided to Credit and Collections for processing.
 - Applications completed at point of service locations will be collected or sent daily with the money deposit.
- Proof of household income required for application processing can be provided at time of application completion or within 30 days of application date.
 - Proof of household income can include: most recent pay stub, Social Security Award letter, Unemployment/Disability award letter or pay stub, Worker's Compensation pay stub, child support / alimony award letter, etc.
- Completed applications not including the required household income will be held by Credit and Collections for thirty (30) days. If the required verifications are not received within that time the application is no longer valid.
- Processed applications are valid for six (6) months from application processing date. Processed applications will be scanned to the patient record (UNINSURED DISCOUNT ELIGIBILITY)
 - A Profile Note will be inputted for each patient with application eligibility and term date.

Committee Approval: _____

Policy Author: Niesje Walton

Original Date: 8/2021

References:

Distribution:

Revision: