

DEPARTMENT: BUSINESS OFFICE – NON GOVT <input type="checkbox"/> Ingleside Campus <input checked="" type="checkbox"/> Downtown Campus	POLICY TITLE: <h3 style="text-align: center; margin: 0;">DISCOUNT PAYMENT</h3>
PAGE: 1 of 2	APPROVAL/EFFECTIVE DATE: 03/18/2019
EFFECTIVE DATE/REVISED DATE(S): 03/18/2019, 03/18/2022	
NEXT REVIEW DATE: 03/18/2025	<input type="checkbox"/> RETIRED DATE:
ATTACHMENTS:	

POLICY

Payment discounts may apply to those patients who do not qualify for Charity Care (free care) and whose family income is at or below 350% of Federal Poverty Level (FPL). Qualifying patients can include:

1. Uninsured patients who are unable to pay for hospital services
2. Insured patient with inadequate coverage and no ability to pay

Payment Discounts do not include administrative adjustments or contractual adjustments. Discount Payment policies and procedures will comply with all Federal and State of California regulations. Written documentation must also be maintained regarding all determinations whether approved or denied.

PROCEDURE

Every effort will be taken to determine financial status prior to application of discount. The appropriate A/R Adjustment Code (Courtesy Discount) will be utilized to record discounts granted under this policy.

Each patient who appears eligible for Payment Discount determination and who requests such determination will be required to provide supporting documentation as requested and necessary to verify the patient's financial condition with the Business Office Representative.

GUIDELINES FOR PAYMENT DISCOUNTS

Determination of Payment Discounts will be made based on:

- Family gross income, adjusted for family size, in accordance with Federal Poverty Guidelines published in the Federal Registration by the United States Department of Health and Human Services.
- The patients net worth and liquidity

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- The patient or guarantor's employment status and capacity for future earnings
- Living expenses and financial obligations
- Catastrophic illnesses where the medical expense exceeds the family's gross annual income.

Supporting documentation may be required, including recent pay stubs, credit reports, bank statements, and recently files Federal Tax Returns.

Patients qualifying for payment discounts will be allowed a payment plan of the discounted price over time along with an option for the patient and their family to negotiate the terms of the payment plan.

All patient accounts qualifying for Payment Discounts under this policy should be segregated and retained for possible audit.