

<b>BUSINESS OFFICE POLICY &amp; PROCEDURE MANUAL</b>	Implemented: 03/22/2017
<b>Title: Sliding Fee Discount</b>	Revised: 06/25/2025 Reviewed: 09/22/2025 Responsibility: Business Office
	Reference:

#### POLICY:

It is the policy of Fairchild Medical Clinic to provide essential services regardless of the patient's ability to pay.

#### DEFINITIONS:

**Sliding Fee Discount** - A patient is eligible for a sliding fee discount based on meeting the income eligibility criteria as established by the Federal Poverty Income Guidelines Sliding Scale.

**Federal Poverty Level** - The United States Congress has the authority to set the dollar amount of income it considers poverty according to family size. The Federal Poverty Level (FPL) is routinely updated and published in the Federal Register.

#### PURPOSE:

To provide discounts to patients who may not have the ability to pay for health care at the time of service, and to provide eligibility criteria for calculating sliding fee discounts.

#### PROCEDURE:

##### Registration:

1. Provide Sliding Fee application to the patient prior to services being rendered.
2. Return completed application to the Business Office Manager.

##### Patient:

3. Complete application for sliding fee discount by providing number of dependent persons living in household and total household income.
4. Return completed application to Registration personnel.

**Business Office:**

1. Utilizing the Sliding Fee Scale for the current year, assign discount payment based on patient's income and number of persons in the household.
2. Sliding Fee application will be good for one year from date of initial application.
3. Send approved sliding fee application to the appropriate financial counselor to process adjustments to patient account.

**Financial Counselor:**

1. Apply discount payment to each patient account that qualified during the application period.