BUSINESS OFFICE POLICY & PROCEDURE MANUAL

Implemented: 03/22/2017

Revised:

Reviewed: 10/09/2019 Responsibility: Business Office

Reference:

Title: Sliding Fee Discount

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:

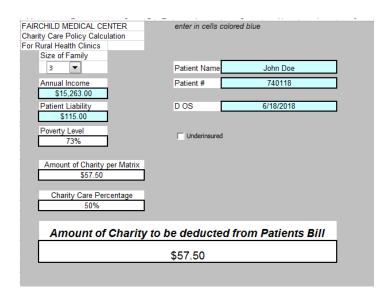
1. Provide Sliding Fee application to patient prior to services being rendered.

Patient:

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

Registration:

- 4. Open Sliding Fee (Charity) Matrix and enter the following information:
 - a. Family size
 - b. Annual income
 - c. Patient Liability (Cost of services provided)
 - d. Patient name
 - e. Patient encounter (visit) number
 - f. Date of Service



- 5. Print copy of Matrix and send to Financial Counselor at the hospital, so that patient's account may be adjusted accordingly.
- 6. Clear information entered into Matrix before entering another patient.

Note: The Sliding Fee Application must be completed for each visit, and the following services are <u>excluded</u> from the sliding fee discount:

- a. Laboratory tests
- b. X-Ray Services