

BUSINESS OFFICE POLICY & PROCEDURE MANUAL Title: Sliding Fee Discount	Implemented: 03/22/2017
	Revised: Reviewed: 10/09/2019 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 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

FAIRCHILD MEDICAL CENTER
Charity Care Policy Calculation
For Rural Health Clinics

enter in cells colored blue

Size of Family	Patient Name
3	John Doe
Annual Income	Patient #
\$15,263.00	740118
Patient Liability	D OS
\$115.00	6/18/2018
Poverty Level	<input type="checkbox"/> Underinsured
73%	
Amount of Charity per Matrix	
\$57.50	
Charity Care Percentage	
50%	
Amount of Charity to be deducted from Patients Bill	
\$57.50	

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 excluded from the sliding fee discount:

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