

SAINT MOSCATI COMMUNITY HEALTH CARE

SLIDING FEE DISCOUNT PROGRAM POLICY

**This practice serves all patients regardless of ability to pay.
Discounts for services are offered based on family size and income.**

Saint Moscati offers a sliding fee schedule for patients with no insurance or individuals and families with annual incomes at or below 100 percent of the most current Federal Poverty Guidelines. We have a sliding fee program to offer all the patients the help they need regardless of their ability to pay for services.

Saint Moscati will base program eligibility on a person's ability to pay and will not discriminate based on an individual's race, color, sex, national origin, disability, religion, age, sexual orientation, gender identity, ability to pay, or whether payment for those services would be made under Medicare, Medicaid, or the Children's Health Insurance Program (CHIP). The Federal Poverty Guidelines are used in creating and annually updating the sliding fee schedule to determine eligibility.

The following guidelines are to be followed when providing the sliding fee discount.

1. Saint Moscati will notify patients of the sliding fee program by:
 - a. Payment policy handed to patient at the time of service.
 - b. Notice of the program will be offered to all patients upon admission.
 - c. Sliding fee applications will be handed in at patients' request.
 - d. An explanation and application will be on Saint Moscati's website.
 - e. The sliding fee discount program is placed in the clinic waiting area.
2. Request for discount may be made by patients, family members, social services staff, or others who are aware of financial hardship. Forms are available in the front office.
3. The sliding fee procedure will be administered by the office manager or a designee. Information about the program is provided to patients. Staff can offer assistance for the completion of the application.
4. The patient or responsible party must complete the sliding fee application in its entirety. Staff will be available to help. By signing the application, the patient or responsible party is confirming their income as disclosed in the application.
5. Eligibility will be determined based on income and family size. **We do not require patients to apply for Medicaid/health insurance or do asset testing to qualify for the sliding fee program.**

6. For income verification applicants may provide one of the following: prior year W-2, 2 most recent pay stubs, a letter from the employer, or form 4506-T (if W-2 is not filled out). Self-declaration of income may be used. Patients who can not provide written verification may provide a signed statement of income.
7. Those with income at or under 100% will receive a full discount for health services. Those above 100% poverty, but below 200% will be charged a nominal fee according to our sliding fee schedule. The sliding fee schedule will be updated during the first quarter of every calendar year with the latest Federal Poverty Line Guidelines.
8. Waiving of charges will be available in certain situations, in which patients are not able to pay the nominal fee. Which will be approved by the office manager and placed in the patient's file.
9. Refusal to Pay: If a patient verbally expresses an unwillingness to pay or vacates the premises without paying for services, the patient will be contacted in writing regarding their payment obligations. If the patient is not on the sliding fee schedule, a copy of the sliding fee discount program application will be sent with the notice. If the patient does not make an effort to pay or fails to respond within 60 days, this constitutes a refusal to pay. At this point, Saint Moscati can explore options not limited to, but including offering the patient a payment plan, waiving charges, or referring the patient to collections.
10. The Sliding Fee Discount Program determination will be provided to the applicant(s) in writing and will include the percentage of Sliding Fee Discount Program write-off, or, if applicable, the reason for denial. If the application is approved for less than a 100 percent discount or denied, Saint Moscati will work with the patient and/or responsible party to establish payment arrangements. Sliding Fee Discount Program applications cover outstanding patient balances for six months before the application date and any balances incurred within 12 months after the approved date, unless their financial situation changes significantly. The applicant has the option to reapply after the 12 months have expired or anytime there has been a significant change in family income. When the applicant reapplies, the look-back period will be the lesser of six months or the expiration of their last Sliding Fee Discount Program application.
11. The Sliding Fee Schedule will be updated based on the current Federal Poverty Guidelines. Saint Moscati will also review possible changes in our policy and procedures and examine institutional practices that may serve as barriers preventing eligible patients from having access to our community care provisions.
12. During the annual budget process, an estimated amount of Sliding Fee Discount Program service will be placed into the budget as a deduction from revenue.

