

# Ohio Professional Physicians Corporation

## SLIDING FEE DISCOUNT POLICY

<b>Department:</b> OPPC	<b>Policy Number:</b>	<b>Effective Date:</b> 1/1/2016
<b>Title:</b> Sliding Fee Discount Policy	<b>Creation Date:</b> 3/01/2016	<b>Revised Date:</b> 01/02/2019

### **PURPOSE:**

This policy has been developed to establish guidelines and eligibility requirements for free or discounted healthcare services to patients who are unable to pay due to financial hardship. The provisions for qualification are based solely on income and family size. No other factors are considered when determining qualification for this discount.

### **POLICY:**

Ohio Professional Physicians Corporation (OPPC) in accordance with HRSA guidelines will establish, universally apply and implement a Sliding Fee Discount program with a schedule of discounts that are applied to the fee schedule and adjust fees based on the patient's ability to pay. OPPC will set a nominal fee for the Sliding Fee Discount Scale. The Sliding Fee Scale allows OPPC to provide affordable health care to patients and remove barriers to health care for underserved patients. OPPC will establish the necessary, supporting procedures for determining sliding fee eligibility and sliding fee discounts. The sliding fee discount is offered for medical services and office-based labs. The Sliding Fee Discount is derived from the Federal Poverty Level Guidelines and updated at least once annually.

### **PROCEDURE:**

1. Self-pay patients should be recognized during scheduling via the eligibility criteria scale in Attachment 1, OPPC Financial Assistance Eligibility Criteria Poverty Guidelines. The attachment will be updated each year. Patients should be educated on options and advised to come in 30 minutes early for their appointments with proof of income.
2. Patients must complete, with the assistance of office staff, the appropriate paperwork to determine Ohio Medicaid eligibility. Forms must be updated annually into each database.
3. If the patient is verified by the Central Verification Team as potential Medicaid:
  - a. Verification Team contacts the patient to obtain initial information related to the patient's financial income and family size to determine if the patient may be eligible for assistance based on the Sliding Fee Discount Scale.
  - b. If the patient passes the initial qualification, the Verification Team must add documentation to the appointment management comments section indicating that the office have the patient fill out a FAP form found in Allscripts Quick Documents area.

# Ohio Professional Physicians Corporation

## SLIDING FEE DISCOUNT POLICY

<b>Department:</b> OPPC	<b>Policy Number:</b>	<b>Effective Date:</b> 1/1/2016
<b>Title:</b> Sliding Fee Discount Policy	<b>Creation Date:</b> 3/01/2016	<b>Revised Date:</b> 01/02/2019

- c. When the patient arrives at the office for their visits, the office staff must have the patient fill out a FAP form found in Allscripts Quick Documents area.
4. If the patient is verified by the office:
  - a. Office staff should obtain from the patient the initial information related to the patient's financial income and family size to determine if the patient may be eligible for assistance based on the Sliding Fee Discount scale.
  - b. If the patient passes the initial qualification, the office staff must have the patient fill out a FAP form found in Allscripts Quick Documents area.
  - c. The office staff documents in the accounts tab found in the Registration area: "Income and family size verified, eligible for 100% or 30% discount" depending on qualification parameters.
5. If a patient is potentially eligible for Medicaid, the office will forward the paperwork to the Patient Outreach team for eligibility review via fax (330)363-4892.
6. The Patient Outreach team will contact the patient to process application to completion.
  - a. The Patient Outreach team will notify the CBO of the patient eligibility for Medicaid so it can be added into the patient registration area and file for any historical dates of services covered by Medicaid.
  - b. If not eligible for Medicaid, the CBO will note the account as being Sliding Fee Discount confirmed & the corresponding discount will be applied.
7. A bill will be sent out by the Central Business Office staff that the patient will be responsible for according to the financial responsibility statement.