

Big Sandy Medical Center Sliding Fee Schedule Policy

Big Sandy Medical Center's (BSMC) mission is to provide the best possible quality care for its patients, at the most reasonable cost in a competent, professional manner. As part of that commitment, Big Sandy Medical Center appropriately serves patients in difficult financial circumstances and offers financial assistance to those who have an established need.

A Sliding Fee Schedule reduces the cost of medical services for patients who do not have adequate financial resources or other means to pay for their care. This is in contrast to bad debt, which is defined as a patient and/or guarantor who, having the financial resources to pay for their health care services, has demonstrated an unwillingness to resolve a bill. The granting of the sliding fee schedule discount will be based on an individualized determination of financial need, and shall not take into account race, creed, gender, national origin, disability, age, social immigrant status, or sexual orientation.

1. Purpose

The purpose of this Sliding Fee Schedule Policy is to insure that processes and procedures exist for identifying and assisting clinic patients whose care may be provided at a discounted rate appropriate to their financial resources and ability to pay. This policy applies to all services rendered by all providers at the Big Sandy Medical Center Clinic; it does not apply to hospital or nursing home charges.

2. Definitions

- A. **Family:** The patient, his or her spouse (including a legal common-law spouse), any minor children supported by the patient, and any adults for whom the patient is legally responsible. In the case of a minor patient, family includes both parents, the spouse of a parent, minor siblings, and any adults for whom the patient's guarantor is legally responsible. A pregnant female counts as two family members.
- B. **Family Income:** The sum of a family's annual earnings and cash benefits from all sources before taxes, less payment for child support. Family income includes gross wages, salaries, dividends, interest, Social Security benefits, workers' compensation, veterans' benefits, training stipends, military allotments, regular support from family members not living in the household (other than child support), pensions, insurance, annuity payments, retirement, income from rent, royalties, estates, trusts, and other forms of income.
- C. **Financial Assistance:** A reduction in charges, based on the sliding fee schedule (Attachment A), for patients who are financially eligible, as defined in this policy. Financial assistance does not include bad debt, but may include insurance co-payments, deductibles, or both.

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- D. **Bad Debt:** Uncollectable accounts receivable, where reasonable attempts to collect have been made, arising from the failure to pay by patients whose health care has not been classified as eligible for financial assistance or who have qualified for financial assistance but have failed to pay the remaining balance due after application of discounts pursuant to this policy.
- E. **Financially Eligible:** A patient whose income is at or below 200% of the Federal Poverty Guidelines, as set forth in Attachment A.
- F. **Patient:** The person who received/ is receiving medical services.
- G. **Guarantor:** The people financially responsible for the payment of the patients account balance.

3. Eligibility for Financial Assistance

- A. Financial assistance will be given for clinic services to patients who are Financially Eligible, based on the information provided on the Financial Assistance Application (Attachment B). In addition, financial assistance may be provided in other circumstances on a case-by-case basis as determined by Big Sandy Medical Center's Board of Directors.
- B. Patients seeking financial assistance will be asked to complete the Financial Assistance Application, Attachment B. Copies of the application form are available at the BSMC Clinic or BSMC Business Office and at www.bsmc.org. If assistance is needed with gathering necessary information or materials requested as part of the Financial Assistance Application, patients are encouraged to contact BSMC's Business Office at 406-378-2188.
- C. Patients completing the Financial Assistance Application must return the signed form and required supporting materials through any of the following measures:
 - Hand-deliver to BSMC's Business Office located at 166 Montana Ave East, Big Sandy, MT 59520. If after business hours, please leave completed application in lock-box outside the business office door.
 - Mail to BSMC, Attn: Business Office, PO Box 530, Big Sandy, MT 59520
- D. If BSMC contacts the patient to request missing/additional information, the patient will have 30 days to respond. Failure to respond within that 30-day period will result in the application being denied. If a patient provides information that is inaccurate or misleading, he or she will be deemed ineligible for financial assistance and will be expected to pay his/her bill in full.

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- E. Once a Financial Assistance Application is received, BSMC's Business Office will review the application for completeness. Once an application is determined to be complete, it will be presented to BSMC's Board of Directors at the next regularly scheduled board meeting. All decisions will be sent to the patient in writing within 30 days of the Board's decision.
- F. In the event that BSMC determines a patient not eligible for financial assistance, BSMC will notify the patient in writing of such determination, including the basis for the denial; the notice will state that the patient may reapply if the patient's financial circumstances change. Patients who do not qualify for financial assistance may contact the Business Office to discuss payment options, including the availability of a payment plan.
- G. All determinations of qualification for financial assistance will be effective 3 months prior to the date of the completed Financial Assistance Application and continuing for 12 months following the date of the completed Financial Assistance Application.
- H. If a patient has been determined financially eligible for financial assistance with the Clinic, and would like to apply for Big Sandy Medical Center's Charity Care (Hospital charges only), they would need to submit a letter to the Business Office that requests Charity Care. This letter would then be presented to the BSMC Board of Directors for consideration.

4. Impact on Billing and Collection Process

- A. The applicable discount percentage from Attachment A will be applied to the gross charges billable to the patient.
- B. Patients qualifying for discounted care will be notified in writing regarding any remaining balance. Any such remaining balances will be treated in accordance with the Billing and Collection policy, a copy of which is available at the BSMC Business Office.
- C. In the event that a patient qualifies for financial assistance but fails to timely pay the remaining balance due, the hospital may take any of the actions defined in the Billing and Collection Policy.

5. Publication

- A. This policy and the Financial Assistance Application will be made widely available to BSMC Clinic patients. Copies of this policy and the Financial Assistance Application will be posted on the Clinic Website.
- B. BSMC will post, in the patient admitting areas, signage providing information regarding the availability of financial assistance and describing the application process.

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- C. BSMC will cause each billing statement sent to a patient to include a statement regarding the availability of financial assistance, including a phone number where they can request more information.

6. Confidentiality

- A. BSMC will keep all completed Financial Assistance Applications, along with required supporting information, in the Business Office. Such records will also reflect whether the application was approved or denied.
- B. BSMC recognizes that the need for financial assistance may be a sensitive and deeply personal issue for patients. Confidentiality of information and preservation of individual dignity will be maintained for all who seek financial assistance pursuant to the Policy. No information obtained in the patient's Financial Assistance Application may be released except where authorized by the patient or otherwise required by law.

Attachments:

Attachment A	Sliding Fee Schedule
Attachment B	Financial Assistance Application

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2016 – **Big Sandy Medical Center, Inc.**
Sliding Fee and Discount Schedule
Per 2016 Poverty Guidelines

	Minimum Fee (\$10.00)	25% Pay	50% Pay	75% Pay	100% Pay
Family Size					
1	11,880	15,800	19,721	23,760	23,879
2	16,020	21,307	26,593	32,040	32,200
3	20,160	26,813	33,466	40,320	40,522
4	24,300	32,319	40,338	48,600	48,843
5	28,440	37,825	47,210	56,880	57,164
6	32,580	43,331	54,083	65,160	65,486
7	36,730	48,851	60,972	73,460	73,827
8	40,890	54,384	67,877	81,780	82,189
Poverty Level	100%	133%	166%	200%	201%

Calculation: **Patient payment at time of service = BSMC Charge x appropriate payment percentage**

ATTACHMENT B

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This Financial Assistance Application is being provided to you for completion so that we can determine if you qualify for discounted medical services.

COMPLETING THIS FORM IS NOT A GUARANTEE OF ELIGIBILITY

If you do not complete this application packet or if you return it without the requested supporting documentation, we will be unable to determine whether you qualify for our Sliding Fee Schedule.

In that case, you will be responsible for the full balance due on your account.

If you need help in completing this form or gathering the supporting materials, please contact the Business Office at 406-378-2188.

To determine if you qualify for our Financial Assistance Program, please return the following supporting documentation with this completed packet:

- ✓ A copy of a photo ID (state driver's license/state ID) or other identification documents (Social Security card, alien registry card, birth certificate, baptismal or marriage certificate, passport, visa, employee ID card, etc.).
 - ✓ Last year's Form 1040 federal income tax return, with all Forms W-2 and/or 1099.
 - ✓ Last two weeks of paystubs with year to date totals, or last two months of paystubs without year to date totals (if paid in cash without paystubs, provide written verification from employer).
 - ✓ Proof of income from all other sources such as unemployment compensation, disability income, rental income, pensions, annuities, interest payments, wage and earning statement from Social Security office, etc.
 - ✓ If you are currently receiving Social Security benefits, a copy of your "benefit amount" letter, a copy of your monthly Social Security check, or copies of bank statements from three months prior showing direct deposit of the Social Security benefit.
- ❖ NOTE: The name shown on the patient's photo ID must be the same name shown on paystubs and tax forms.
- ❖ NOTE: Where parents of a minor patient are divorced or separated but share responsibility for the minor's medical care, each parent must complete a separate application.

Please return this completed application and the requested supporting documentation as soon as possible. An application will not be reviewed until all required supporting documentation has been provided. Your completed application and supporting documentation may be submitted to:

- **Hand-delivering to the Business Office at 166 Montana Avenue East, Big Sandy, MT 59520**
- **Mailing to Big Sandy Medical Center, Attn: Business Office, PO Box 530, Big Sandy, MT 59520**

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FINANCIAL ASSISTANCE APPLICATION

(PLEASE PRINT – BE SURE TO PROVIDE ALL REQUESTED INFORMATION)

I. PERSONAL INFORMATION

Personal information of applicant (or parent, if applicant is a minor):

Name _____ Date of Birth _____
 Last First MI

Address _____
 Street City State Zip Code

Living at Address since _____ Phone # (____) _____ Social Security # _____

Marital Status: Single _____ Married _____ Divorced _____ Widow _____

Spouse's Name _____ Spouse's Social Security # _____ Date of Birth _____

List family members (including parents, patient, and natural or adoptive siblings) living at above address.

FAMILY MEMBER'S LEGAL NAME	DATE OF BIRTH	RELATIONSHIP TO PATIENT
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

II. INSURANCE INFORMATION

	APPLICANT (OR PARENT, IF APPLICANT IS A MINOR)	APPLICANT'S SPOUSE
Do you have health insurance? (Y/N)		
If yes, name of health insurance plan:		
Medicare? (Y/N)		
Medicare Part D? (Y/N)		
Medicare Supplement? (Y/N)		
Medicaid? (Y/N)		
Veteran's Benefits? (Y/N)		

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III. EMPLOYMENT AND INCOME INFORMATION

Employment information of applicant (or parent, if applicant is a minor):

Employer _____ Unemployed (Y/N) _____ Date of Unemployment _____

Business Address _____
 Street _____ City _____ State _____ Zip Code _____

Phone # (_____) _____ Does Employer Offer Health Insurance? (Y/N) _____

Occupation / Position _____ Date of Hire _____

Student (Y/N) _____ Name of School _____ Number of Credits This Semester _____

MONTHLY SALARY				HOURLY PAY		HOURS WORKED WEEKLY	
GROSS	\$	NET	\$		\$		

Additional Source(s) of Income (per month):

- | | | | | | |
|--|----------|--|----------|--|----------|
| <input type="checkbox"/> Other wages | \$ _____ | <input type="checkbox"/> Child Support | \$ _____ | <input type="checkbox"/> Self Employment | \$ _____ |
| <input type="checkbox"/> Interest, Dividends | \$ _____ | <input type="checkbox"/> Retirement | \$ _____ | <input type="checkbox"/> SSI/Social Security | \$ _____ |
| <input type="checkbox"/> Rental Income | \$ _____ | <input type="checkbox"/> Worker's Comp | \$ _____ | <input type="checkbox"/> Veterans Benefits | \$ _____ |
| <input type="checkbox"/> Food Stamps | \$ _____ | <input type="checkbox"/> Unemployment | \$ _____ | <input type="checkbox"/> Other | \$ _____ |
| <input type="checkbox"/> Alimony | \$ _____ | <input type="checkbox"/> Farm Income | \$ _____ | | |

Employment information of Spouse (if applicable):

Spouse's Employer _____ Unemployed ? (Y/N) _____ Date of Unemployment _____

Business Address _____
 Street _____ City _____ State _____ Zip Code _____

Phone # (_____) _____ Does Employer Offer Health Insurance? (Y/N) _____

Occupation / Position _____ Date of Hire _____

Student (Y/N) _____ Name of School _____ Number of Credits This semester _____

MONTHLY SALARY				HOURLY PAY		HOURS WORKED WEEKLY	
GROSS	\$	NET	\$		\$		

Additional Source(s) of Income (per month):

- | | | | | | |
|--|----------|--|----------|--|----------|
| <input type="checkbox"/> Other wages | \$ _____ | <input type="checkbox"/> Child Support | \$ _____ | <input type="checkbox"/> Self Employment | \$ _____ |
| <input type="checkbox"/> Interest, Dividends | \$ _____ | <input type="checkbox"/> Retirement | \$ _____ | <input type="checkbox"/> SSI/Social Security | \$ _____ |
| <input type="checkbox"/> Rental Income | \$ _____ | <input type="checkbox"/> Worker's Comp | \$ _____ | <input type="checkbox"/> Veterans Benefits | \$ _____ |
| <input type="checkbox"/> Food Stamps | \$ _____ | <input type="checkbox"/> Unemployment | \$ _____ | <input type="checkbox"/> Other | \$ _____ |
| <input type="checkbox"/> Alimony | \$ _____ | <input type="checkbox"/> Farm Income | \$ _____ | | |

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IV. CERTIFICATION

I certify that the information I have provided in this application and the required supporting documentation is true and correct to the best of my knowledge. I will apply for any federal, state or local assistance for which I may be eligible to help pay for my medical care. I understand that the information provided may be verified by Big Sandy Medical Center, Inc., and I authorize Big Sandy Medical, Inc. to contact third parties to verify the accuracy of the information I have provided. I understand that, if I knowingly provide inaccurate or incomplete information in this application, I may be ineligible for the sliding fee schedule, and any financial assistance granted to me may be reversed, and I will be responsible for the payment of my medical bills.

Applicant's Signature _____ Date of Request _____

Your completed application and supporting documentation may be submitted to:

- Hand-delivering to the Business Office at 166 Montana Avenue East, Big Sandy, MT 59520
- Mailing to Big Sandy Medical Center, Attn: Business Office, PO Box 530, Big Sandy, MT 59520

To ensure timely processing, please be sure to include all the required information from the checklist on the first page of this application.