



Document #	Title: Sliding Fee	Effective Date June 2010
Site location All CON Clinics	Johnson City Community Health Center Johnson City Downtown Day Center JCCHC/JCHA Partners for Health Hancock County School Based Clinics, Mountain City Extended Hours Health Center Washington County School Based Clinics ETSU Student/University Health	
Revision #	Prepared By Janice Jones	Date Prepared 11.07.2013
Revision Date 11.07.2013	Reviewed By	Date Reviewed
Standard	Approved By Clinic Directors; Dean College of Nursing; Vice President, Academic Health Science Center	Date Approved

POLICY STATEMENT:

It is the policy of the ETSU College of Nursing Practice Network to provide essential medical services regardless of the patient's ability to pay. Discounts are offered based upon family/household size and annual income. A sliding fee schedule is used to calculate the basic discount and is updated each year using the Federal Poverty Guidelines. Once approved, the discount will be honored for one year, after which the patient must reapply.

RESPONSIBILITY:

The Business Director has overall accountability and responsibility for maintaining and updating the sliding fee discounts and federal poverty guidelines annually.

IMPLEMENTATION:

1. A completed application including required documentation of the home address, household income, and insurance coverage must be on file and approved by the front office before a discount will be granted.
2. The discount will apply to all services received at this clinic, but not those services which are purchased from outside, including reference laboratory testing, drugs, and x-ray interpretation by a consulting radiologist, and other such services. Discounts apply only to current, not future services.



East Tennessee State University
Community Health Centers

3. Household income is defined as the combined gross income earned from all persons residing within the home.
4. Household members are defined as mother, father, and dependent children less than 18 years of age. Other adults in the household, even though related, may be considered separately.
5. Verification will include tax returns or current pay stubs. Eligibility may also be based on current participation in certain federal/state public assistance programs; including: Social Security Disability and Food Stamps.
6. A completed application with required documentation is required on the initial visit. Patients will have 3 business days from the initial date of service to provide the required income documentation to receive the discount. No discounts will be applied to accounts after the 3 business day deadline.
7. Patients above 200% of poverty will be charged full fees for services.
8. Hardship is defined as something that causes suffering or conditions of life that are difficult to endure. Hardship approval is given on a case-by-case basis by CHC management and must be documented in the financial record.
9. Homelessness is defined as:
 - An individual or family who lacks a fixed, regular and adequate nighttime residence, meaning the individual or family has a primary nighttime residence that is a public or private place not meant for human habitation such as cars, parks, sidewalks, abandoned buildings, or the street.
 - An individual or family living in a publicly or privately operated shelter designed to provide temporary living arrangements.
 - Individuals who are exiting an institution where he or she has resided for 90 days or less who resided in an emergency shelter or place not meant for human habitation immediately or prior to entry into the institution.
 - An individual or family who will imminently lose (within 14 days) their primary nighttime residence provided that no subsequent residence has been identified and the individual or family lacks the resources or support networks needed to obtain other permanent housing.
 - Unaccompanied youth (under 25) or families with children and youth who do not otherwise qualify as homeless under this definition and are defined as homeless under another federal statute, have not had permanent housing during the past 60 days, have experienced persistent instability, and can be expected to continue in such status for an extended period of time.

Homelessness approval is given on a case-by-case basis and must be documented in the record.



East Tennessee State University
Community Health Centers

REFERENCES:

HRSA – Discounted/Sliding Fee Schedule

<http://bphc.hrsa.gov/about/requirements/index.html>

NHCHC – Definition of Homelessness

<http://www.nhchc.org/faq/official-definition-homelessness/>

NACHC – Adopting a Sliding Fee

<http://www.nachc.com/client/documents/GBG%203.pdf>

Associate Dean, Practice & Community
Partnerships, ETSU CON Practice Network

Date

Dean, College of Nursing

Date

Vice President, Academic Health Science Center

Date

Community Health Center Board Chair

Date