

## **POLICY:**

It is the policy of Adams County Regional Medical Center to provide a financial assistance program for certain individuals that meet Department of Health and Human Services poverty income guidelines.

## **INTERDEPARTMENTAL TEAM MEMBERS:**

Patient Financial Services  
Registration

### **1. Participation Requirements:**

- a. The patient (or responsible party) must contact Adams County Regional Medical Center Credit/Collection Department to set-up obligation for the balance due for the sliding scale adjustment to be made to their account.
- b. Patient or patient representative must complete the application for financial assistance form. Income verification may be required if the information provided is in question or if the patient reports zero income.
- c. Income information will be based on all applicable household income for either 3 months prior to the date of service or 12 months prior to the date of service. Income information (if required) to include pay stubs, letter from employer, other documents containing income information and, as a last resort, income tax returns.
- d. If income information is not received within 30 days of application submission, applicant's signature of attestation will be accepted.

### **2. Procedure:**

- a. After information is received and verified the patient's income information will be Compared to the hospital's current financial assistance schedule to determine level of Eligibility based on published federal poverty guidelines.
- b. The patient or patient representative will be notified of the results of their application Whether approved or disapproved and if approved the percent of financial assistance For which they are eligible.
- c. Notes will be made in the patient account indicating eligible or not eligible for FAP and the percent the patient is eligible for.
- e. Patients (or responsible parties) in default of a payment plan will be subject to collection.
- f. If approved and the patient is uninsured the appropriate adjustment will be made to the patient account once all the charges have been posted.
- g. If the patient is insured and all third party payments have been resolved, the appropriate adjustment will be made to the account balance at the time of adjustment.
- h. FAP may not be used in combination with any approved prompt pay discount.
- i. FAP will not be applied to accounts that have payments already posted. Adjustments will be applied to the current balance.**

## **Household Size Guidelines:**

1. A family shall include the patient, the patient's spouse, and all of the patient's children, natural or adoptive, under the age of eighteen who live in the home.

2. If the patient is under the age of eighteen, the “family” shall include the patient, the patient’s natural or adoptive parent(s), and the parent(s)’ children, natural or adoptive under the age of eighteen who live in the home.
3. In both of the above instances, children are the only family members who must reside in the home to be counted.
4. Spouses (if still married) are always counted as family members and their income included in the eligibility determination regardless of where they live.

**Approval:**

1. Approval is for services provided by Adams County Regional Medical Center. Professional services received during the visit are not covered. These services include: Radiologist readings, Clinic physicians/Specialists, Emergency Room Physicians, Anesthesia Services and Surgeons.

**RESOURCES:**

Physicians Offices  
Employers  
Insurance Carriers  
Patient/responsible party  
Medicare/Medicaid Manual  
1500/UB 04 Manual