

ELIGIBILITY DETERMINATION PROCEDURES FOR SLIDING SCALE DISCOUNT FEES

When the registration staff is informed that the patient is unable to pay for the entire services the following determination should be done:

- 1. Determine if the patient/guarantor is employed.**
- 2. Determine if the patient/guarantor has insurance coverage.**
- 3. Ask if the patient/guarantor has applied or is eligible for Medicaid, disability or other assistance.**
- 4. Ask if the patient/guarantor is willing to disclose their financial situation.**

If the patient/guarantor agrees to release their financial information ask the patient to complete the Fee Determination Form. The forms will be supplied to your clinic.

After the form has been completed by the patient and reviewed by the staff check the list of Documents of Validation for Eligibility Determination.

If the patient/guarantor qualifies for the reduced fees, that information will need to be entered on the patient's account. If the determination is made prior to patient's registration, enter the data in the correct fields on the Siemens Signature System Guarantor Registration Demographics screen.

When the Household Income field and Household Size field are completed, the system will automatically fill in the GU BPO field and the Financial Class field. When charges are entered against this account, the system automatically calculates the adjustment.

The system does not automatically recalculate charge details already in the system.