

Policies of the University of North Texas Health Science Center	Chapter 14– UNT Health
14.151 Eligibility for the Group Practice Discount Program	

Policy Statement.

Eligible uninsured or underinsured patients will be accepted for care with a discounted obligation to pay for services rendered. Uninsured and underinsured patients must not be eligible for any other health care assistance (Medicaid, CHIPS, county sponsorship, etc) in order to be considered for group practice discount program. The determination of the amount of discount will be based upon the verified household income and size in comparison to the current Federal Poverty Income Guidelines published annually (Income Guidelines).

Application of Policy.

All UNTHSC Faculty and Staff

Definitions.

1. Uninsured Patient. “Uninsured Patient” means a patient with no medical health insurance.
2. Underinsured Patient. “Underinsured Patient” means a patient with health insurance that does not adequately cover medical treatments. The insurance may have a high, unmet deductible or may only cover specific types of care.

Procedures and Responsibilities.

Procedure / Duty

1. At the time of service or request for service, any patient who indicates that they are not able to pay for services will be referred to a Clinic Supervisor. The Clinic Supervisor will follow these procedures for determining eligibility for the group practice discount program. See Eligibility Determination Procedures for the Group Practice Discount Program. The information will be entered in Signature according to directions provided in Setting Up Group Practice Discounts in Signature. Uninsured and underinsured patients seen initially in the hospital setting will be informed of the group practice discount program and requirements for qualification at the time of the clinic follow up visit. If there is no follow up visit and the patient contacts

Responsible Party

Clinic Supervisor or Designee

Patient Services requesting a discount, the qualification guidelines will be explained and a discount approved upon receipt of the required documentation.

2. Patient will be given the Automatic Group Discount Scale Determination Form to complete and sign. The Clinic Supervisor will review the documentation and classify the patient according to the Income Guidelines. Clinic Supervisor or Designee
3. Patients with household incomes up to 150% of the Poverty Level in the Income Guidelines for their household size will receive a discount of 70% of billed charges. Clinic Supervisor or Designee
4. The household size and household annual income will be entered into the Siemens Guarantor demographics screen. The Siemens system will be set to automatically assign the correct financial class and BPO (Billing Progression Override): Financial Class BC= 70% discount (BPO30). Clinic Supervisor or Designee
5. BPO PCL (indicating no discount) should be used at charge entry for any charge details such as drugs and laboratory services or supplies to be billed at the full charge amount. Clinic Supervisor or Designee
6. The patient will be given the Documents of Validation for Eligibility Determination list and reminded that his/her financial status will be reviewed at first visit and after 3 months. If the patient arrives without the required documentation at the time of review they will be considered as full pay (financial class PR) until the documentation is supplied and verified. Clinic Supervisor or Designee
7. The Clinic Supervisor will maintain records of all patients who are on the group practice discount, and will assure that those patients' eligibility is reviewed every three months. Clinic Supervisor or Designee

8. The signed Automatic Sliding Scale Fee Determination Form will be retained in the patient's medical record/EMR. Clinic Supervisor or Designee

References and Cross-references.

None

Forms and Tools. (optional)

Current Federal Poverty Income Guidelines, published annually

Automatic Sliding Scale Fee Determination Form

Documents of Validation for Eligibility Determination list

Setting up Group Practice Discounts in Signature

Eligibility Determination Procedures for the Group Practice Discount Program

Approved: March 29, 2010

Effective: March 29, 2010

Revised: