

# HAMILTON CENTER, INC. OPERATIONS MANUAL

Section: **FISCAL**

Policy No.: OP.05.16.00.00

Page 1 of 2

Policy: **ESTABLISHING DISCOUNTED  
FEES FOR HCI SERVICES**

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## PURPOSE

To ensure a fair and consistently applied discounted fee structure exists and supports Hamilton Center, Inc.'s (HCI) mission.

## POLICY

The HCI sliding fee scale determines an individual's financial obligation for services if meeting current guidelines for income and family size. Individuals, regardless of residence will be eligible for the HCI sliding fee scale if meeting the guidelines outlined below. When appropriate, this sliding fee scale discount will be applied accurately and fairly to charges.

### A. Definitions

1. Family, as it relates to eligibility for the sliding fee discount, is defined as the individual seeking services and/or a group of 2 or more people related by birth, marriage or adoption who can be claimed on the individuals or families most current Federal Income taxes.
2. Eligibility for the sliding fee discount can be demonstrated by one or more of the following:
  - a. A properly completed and executed Affidavit of Financial Eligibility; and/or
  - b. Proof of income from:
    - i. Earnings from employment as determined from the most current Federal Income tax return; or
    - ii. Last 30 days of paystubs;
    - iii. Social Security income;
    - iv. Case payments;
    - v. Unemployment checks;
    - vi. Child Support;
    - vii. Public Assistance;
    - viii. Distributions from income; and/or
    - ix. Other sources.

## POLICY COMPONENTS

The discounted fee schedule covers all outpatient and inpatient services at HCI. The fee schedule utilizes the most recent Federal Poverty Guidelines and is based on 200% of

- A. poverty, income, and family size. Individuals eligible for the sliding fee discount based on the current 200% Federal Poverty Guidelines may have no insurance coverage or other third party reimbursement or may have third party insurance but are financially eligible for the sliding fee discount. A consumer who has a third-party payer and is financially eligible for the sliding fee discount will owe either the amount specified by their insurance or the discounted amount according to the current fee schedule. Individuals who qualify for fee discounts are required to pay any and all applicable fees unless there is an approved application for an additional reduction of fees.
- B. This discounted fee schedule will be evaluated at a minimum of annually and may be re-evaluated more often to include updates in accordance with the annual Federal Poverty Guidelines/Levels.
- C. The Chief Fiscal Officer has oversight responsibility for this policy.