Policies & Procedures

DAVIS BEHAVIORAL HEALTH

SECTION:	Financial
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SUBJECT:	Fee Policy
EFFECTIVE DATE:	5/2010
REVISION DATE:	5/2014

FEE POLICY

PURPOSE
To charge for services based on verified ability to pay.

POLICY
Eligible patients will be assessed fees based on the Davis Behavioral Health Rate Schedule and/or Discounted Fee Schedule. Eligible patients are those not covered by Medicare, Medicaid, a contracting insurance company or a special contract. Services will not be denied based on the inability to pay.

PROCEDURES

1.0 Fee Setting & Collecting Procedures:

1.1 All clients will be provided a written explanation of the fee policy at the time of their intake appointment.

1.2 DBH will adhere to R523-1-5 regarding fee for services. All client fees, including drug court clients, will be based on the usual and customary rates established by our local authority or a negotiated contracted cost of services.

1.3 Client's fees will not exceed the average cost of delivering the service.

1.4 All fees assessed to clients, including upfront administrative fees, shall be reasonable as determined by the local authority

1.5 All of DBH's programs will make a reasonable effort to collect outstanding fee charges and use an outside collection agency when appropriate.

1.6 Individuals who indicate they are unable to pay for treatment or co-pays (and do not qualify for other funding sources) will be provided a Sliding Fee Application form. Once the form as been completed, the billing department will determine the applicants reduced fee based on the most recent Approved Fee Schedule and notify the applicant.

1.7 Individuals who indicate that they are unable to make any payment or request fee balance forgiveness will be provided a Hardship Waiver Form to complete. Once completed, waiver forms must be returned to the finance department with requested income and expense documents attached for verification. A determination by the finance department will be made regarding the information provided on the form and communicated to the client.