

Sliding Fee and Cash Discount Program

PURPOSE

The purpose of the Cash Discount and Sliding Fee Scale policy is to make comprehensive primary care services available and accessible to uninsured and underinsured patients by establishing fees that are affordable to them in accordance with federal regulations. Reference Medicare Benefits Policy Manual, Chapter 13, Section 90.2.

Policies and Procedures will be reviewed biennially, at minimum, for effectiveness and compliance with regulations.

POLICY / PROCEDURE

A Sliding Fee or Cash Discount Program may be provided to eligible individuals on the basis of their financial income or uninsured / underinsured status. The ability to pay will be determined by the household annual income and family size. Only individuals living in households with income below 200% of the *Federal Poverty Level* will qualify for a Sliding Fee Discount.

- Slide A 0-100% of poverty level 100% discount with minimum visit \$25
- Slide B 101-125% of poverty level 75% discount with minimum visit \$25
- Slide C 126-150% of poverty level 50% discount with minimum visit \$25
- Slide D 151-199% of poverty level 25% discount with minimum visit \$25
- Slide E 200% of poverty level or above 0% discount.

The Federal Poverty Guidelines (FPG) are a simplification of the poverty thresholds, which are updated each year by the Census Bureau, and are used for administrative purposes — for instance, determining financial eligibility for certain Federal programs. The guidelines reflect annual income levels below which a person or family is considered to be living in poverty, and the amounts increase according to the size of the family. The guidelines are updated annually by HHS in the Federal Register. ([ASPE Poverty Guidelines](#))

The Discount Program(s) is uniformly applied to all patients. The policy will be posted conspicuously so that all patients are aware of the policy. Income information obtained from the patient to determine that the patient qualified will be documented when appropriate. Copies of their wage statement or income tax return are not required, and self-attestations are acceptable.

PROOF OF INCOME FOR THE HOUSEHOLD

A Required when an income tax return has been filed

- IRS 1040 Income Tax Form
- Dependents listed on IRS 1040 ages 18 and over must provide one of the following:
 - a. Two letters of unemployment if not working • IRS 1040
 - b. Copy of pay stubs for prior month
 - c. W-2

B W-2 Required when an income tax return has not been filed One (1) of the following acceptable proofs of income

- • Copy of most current W-2 - use Box 1 as Gross Income
- • Copy of pay stubs for all incomes for 1 month (a minimum of 2 stubs if paid monthly)
- • Self-employed individuals must provide accounting of income or quarterly tax payments
 - Social Security will NOT be counted as household income for purposes of determining slide eligibility and category.
- • Two letters (2) from non-family members confirming that the patient has no income. The letter should include a printed name, signature and date.

[Application](#)