



**SUBJECT: Sliding Fee Discount Scale Policy**

**POLICY NUMBER: 210.01**

**MANUAL: Heart of Ohio Family Health Centers Policy and Procedure Manual**

**Definitions:**

Family Size: the number of family members making up a household and includes individuals who can be claimed by the guarantor on a Federal or State income tax return. Family members living or not living with the patient but largely supported by the patient's income are also counted to determine family size.

Annual Income: the total annual income from all members of the household that includes but is not limited to wages from employment, self-employment income, veteran's benefits, workers' compensation, income earned on investments, and benefits from social security and other government programs.

**Policy:**

Heart of Ohio Family Health Centers (HOFHC) in accordance with HRSA guidelines will establish a universally applied and implemented sliding fee discount program that includes a schedule of discounts for services, or sliding fee scale discount schedule, that ensures financial barriers to care are minimized for patients who meet certain eligibility criteria based on annual income and family size. To describe the application and approval process for utilization of the sliding fee scale for all Heart of Ohio Family Health Centers (HOFHC) services. HOFHC will establish the necessary supporting procedures for determining sliding fee eligibility and sliding fee discounts. The Sliding Fee Discount Scale is derived from the Federal Poverty Level Guidelines and updated annually. A nominal charge is established for patients at or below 100% of the FPG, and is reviewed annually to determine if it remains appropriate based on the information provided by the patient. The nominal charge will not reflect the cost of the service provided.

**ORIGINAL DATE: 07/12/2018**

**REVIEW DATE: 01/22/2020**

**APPROVED FOR IMPLEMENTATION BY:**

Board Chair  Date 1-22-2020

Chief Executive Officer  Date 1-22-2020