



PSYCHIATRIC HOSPITAL -- ADMINISTRATIVE/FISCAL

UNCOMPENSATED CARE
OPERATIONAL PROCEDURE

May, 1992 (rv 2/93, 7/93, 5/94, 4/95, 6/96, 4/99, 11/99, 5/00, 9/02, 9/05)
(rv 3/08)

Policy Ref: 110-06

Reviewed/Revised: March, 2014

Procedure: 705-08

A. PURPOSE:

LifeStream Psychiatric Hospital provides care to low income and indigent individuals without discrimination on grounds of race, sex, national origin or on any other grounds unrelated to an individual's need for the service or the availability of the service needed. The subsequent procedures will be used to determine total individual liability.

Individuals will not be eligible for uncompensated care discounts at LifeStream Psychiatric Hospital if insurance coverage is available through the employer but coverage is refused by the individual/guarantor.

B. PROCEDURE:

I. If the individual is determined to potentially qualify for an uncompensated care discount, a financial statement shall be obtained and the following procedures should be employed:

a) The financial statement should be evaluated. If the reported income is suspect, substantiation may be obtained by requesting one of the following documents:

- 1) Pay stubs
- 2) Income Tax return
- 3) Written verification of wage from employer
- 4) W-2 withholding form
- 5) Written verification from a governmental agency attesting to the individual's income status.

II. Individuals whose household family income falls below 150% of the Federal Poverty Level (FISCAL:010) will be considered for the maximum allowable uncompensated discount, which will result in no individual responsible amount.

III. All uncompensated care discounts must have the approval of the Business Data Coordinator.

Exceptions to the above listed criteria may be granted if extenuating circumstances exist. ANY exception to the criteria MUST have the approval of the Chief Financial Officer.

PROCEDURE APPROVED:

QI/RM Director

Date