

POLICY: FINANCIAL ARRANGEMENTS

Patients will be informed, in advance, of the fees, which are charged by the facility for the types of services, and supplies expected to be provided to the patient, on the basis of a predetermined fee schedule. Patients will be notified if physician or other practitioner fees are to be billed separately.

PROCEDURE:

1. Records shall be maintained of all financial arrangements with patients and copies furnished to the patient. Financial records will be retained for a period of five years.
2. Physicians and other practitioners will disclose, in advance, any separate charges, upon request of the patient.
3. No additional charges, expenses, or other financial liabilities will be assessed in excess of the predetermined rate, except:
 - a. Upon written authority of the patient, who shall be given a copy of the written approval; or
 - b. In the event of a health emergency involving the patient and requiring immediate, special services or supplies to be furnished during the period of the emergency.
 - c. Agreements with third party payers and/or other payers, referral systems for patients' financial assistance, and sources of financial assistance available to the patient will be described for the patient.
 - d. Any sliding fee scales or special payment plans established by the facility will be described and will be made available for the patient to review upon the patient's request.