

## **HEALTH RECOVERY SERVICES, INC.**

### **F-417 FINANCIAL ELIGIBILITY POLICY**

**POLICY:** It is the policy of Health Recovery Services, Inc. to determine each person served financial responsibility and inform them of such in writing prior to admission to assure that each person served and his/her parents and/or responsible party is aware of their financial responsibility.

**PROCEDURE:**

1. No client will be denied services due to the inability to pay.
2. A Financial Responsibility Form is completed on each client during the admission process.
3. The sliding fee scale will be used to determine each client's financial responsibility and payer status.
4. Medicaid and third party payers will be identified and will be billed accordingly with the receipt of the proper identification and/or authorization. If the client is not currently signed up for Medicaid and may appear to be eligible, HRS will assist the client in applying.
5. First party payers will be responsible for payment of services.
6. If a client's insurance company reimburses only partially, the client will be responsible for paying any difference between the insurance company reimbursement and his/her sliding fee amount.
7. Each client and responsible party will sign and upon request will be given a copy of the completed Financial Responsibility Form.
8. Information regarding the households' gross income, county of residence and number of dependents must be submitted to determine financial responsibility.
9. Medicaid eligibility will be verified through monthly at the program site.
10. Program staff will notify Accounts Receivable of any change in financial eligibility due to change in income, family status, or Medicaid eligibility.
11. Financial Eligibility update will be reassessed and completed prior to receiving service in each fiscal year.

12. In accordance with OAC 3793:4-1-02 (YY) (1-3), the Health Recovery Services, Inc. Driver's Intervention Program has developed the following procedure to provide services to indigent consumers. Please refer to HRS Policy F-417 (Financial Eligibility Policy).
- Admission to the Driver Intervention program shall not be denied because an individual is indigent, as long as public funds are available to cover the cost of the program. State funded admissions to the program are limited to one per program.
  - Persons claiming to be indigent must have in their possession at the beginning of the Driver Intervention Program a document which indicates that the consumer is a recipient of one of the following:
    - Public assistance, including, but not limited to:
      - Supplemental Security Income (SSI)
      - Social Security Disability Income (SSD)
      - Medicaid
      - Temporary Assistance for Needy Families
      - Other category of assistance defined by OhioMHAS (currently household income at or below the federal poverty guideline as established by the US Dept. of Human Services)
  - The consumer's record shall include a photocopy of the documentation that was used to verify the indigent status.