

HEALTH RECOVERY SERVICES, INC.

F-417 FINANCIAL ELIGIBILITY

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:

Definitions:

Family is defined as: a group of two people or more (one of whom is the householder) related by birth, marriage, or adoption and residing together; all such people (including related subfamily members) are considered as members of one family.

Income includes: gross wages; salaries; tips; income from business and self-employment; unemployment compensation; workers' compensation; Social Security; Supplemental Security Income; veterans' payments; survivor benefits; pension or retirement income; interest; dividends; royalties; income from rental properties, estates, and trusts; alimony; child support; assistance from outside the household; and other miscellaneous sources

1. No client will be denied services due to the inability to pay, or those with Medicare, Medicaid or CHIPS coverage.
2. Health Recovery Services, Inc. will not discriminate against or refuse its services to anyone on the basis of sex, race, color, religion, national origin, age, disability, HIV/AIDS infections, sexual preference, sexual orientation, and or gender identity, ability to pay or notoriety of the referral source of client.
3. Sliding Scale Fee option will be posted in the lobby of each office and will be reviewed with client upon admission and at least annually, and or if there is a change in the client's financial situation. Sliding Scale will also posted on the website under the HRS link. A Financial Responsibility Agreement is completed during the admission process.
4. The sliding fee scale will be used to determine each client's financial responsibility and payer status.
5. 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. Eligibility will be verified monthly at the program site.
6. First party payers will be responsible for payment of services at time of service.

7. 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.
8. Each client and responsible party will sign and upon request will be given a copy of the completed Financial Responsibility Agreement.
9. Information regarding the households' gross income, county of residence and number of dependents must be submitted to determine financial responsibility.
10. Program staff will notify Accounts Receivable of any change in financial eligibility.
11. Financial Eligibility update will be reassessed and completed prior to receiving service each fiscal year.
12. In accordance with OAC 3793:4-1-02 (YY) (1-3), Health Recovery Services, Inc. Driver's Intervention Program has developed the following procedure to provide services to indigent consumers.
 - 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.