

SWEET MEDICAL CENTER POLICY & PROCEDURES MANUAL

FINANCIAL

REDUCTION IN FEES

Medicaid

- Co-pay will be written off with the Health Assistance Program (HAP) Adjustment transaction code (SLIDE).

Medicare

- All Medicare patients qualify for any co-pays and/or deductibles that their secondary insurance does not cover to be written off with the HAP (SLIDE) transaction code.
- If the Medicare patient is not eligible for the HAP, they are not eligible for the assistance programs.

Commercial Insurance

- Accept assignment of fees from all insurance companies. Write off any portion of the fee that is greater than the allowable charge by the insurance company with the Other Insurance Adjustment (04) transaction code.
- If the patient is eligible for the HAP, any insurance co-pay and/or deductible will be reduced by using the HAP (SLIDE) transaction code.
- If the patient is not eligible for the HAP, the patient may pay for the entire visit at the time of service. Any overpayment created by the insurance company or patients will be reimbursed to the insurance company or patient by check.

Self Pay Patients

- If the patient is eligible for the HAP, any fees will be reduced by using the HAP (SLIDE) transaction code.
- If the patient is not eligible for the HAP, the patient may pay for the entire visit at the time of service. Annually, these patients will receive three discount coupons from Sweet Medical Center, Inc. If the patient pays under \$200, he will receive a 10% discount credit; if he pays over \$200, he will receive a 15% discount credit. Each coupon may only be used one time.

Approved: _____
(Date)

Chair, Board of Directors