

Document Type:¹ ☒ Policy & Procedure ☐ Process Guideline
☐ Plan ☐ System Description

Adopted: 1/1/2019
Last Reviewed: 4/10/2023
Retired: _____

Revisions: 11/07/2019, 3/25/2022

Document Scope: (applies to Policy & Procedure only)

- The requirements herein apply only to the GCBH BH-ASO Central Office and its functions.
- ☒ The requirements herein apply, verbatim, to GCBH BH-ASO and its network providers².
- The requirements herein apply both to GCBH BH-ASO and its network providers². Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.

PURPOSE: To clarify the Greater Columbia Behavioral Health, LLC BH-ASO (GCBH BH-ASO) policy on sliding fee scales and the requirements that must be followed by network providers.

DEFINITIONS

- I. **Sliding Fee Scale:** A variable schedule of provider fees for their services that is based on the Individual's income or ability to pay.
- II. **Federal Poverty Level (FPL):** A measure of income that is determined by the Health Care Authority (HCA) that usually changes annually; the FPL helps to determine an Individual's eligibility for certain benefits.

POLICY

- A. GCBH BH-ASO and the network providers shall not deny or refuse service to an Individual for crisis services, ITA services, E&T services, or SUD involuntary services due to an Individual's ability or inability to pay.
- B. Providers may develop a sliding fee schedule that is available for GCBH BH-ASO to review and approve.

PROCEDURE

1. The network provider sliding fee schedule includes non-discriminatory language that states that no individual shall be denied services (crisis, ITA, E&T, or SUD involuntary services) due to inability to pay.
2. The network provider provides education and signage to the individual to let them know about the sliding fee schedule.
3. The network provider protects the Individual's privacy when assessing fees.
4. The network provider maintains a record to account for each client visit or service and the charges incurred.

5. The network provider sliding fee scale will reflect either no charge or a nominal charge for those individuals that are at or below 100% of the Federal Poverty Level (FPL).
6. The network provider sliding fee scale will have at least three incremental amounts for Individuals between 101-220% FPL.

APPROVAL



Karen Richardson or Sindi Saunders, Co-Directors



Date