

WCHO		<i>Policy and Procedure</i>	
Department Finance	# of Pages: 2		
Policy Name FINANCIAL RATES and FEE DETERMINATIONS	Type of Policy: [] WCHO [] Regional [<input checked="" type="checkbox"/>] Network		
Policy Number 10.010	Effective Date	Revision Date	Approval Date
Administrative/Board of Directors Sign Off			
Administrative Signature:		Date:	
Board of Directors Signature:		Date:	

I. PURPOSE

To establish a policy regarding the development of rates paid for services and to ensure that the fees charged to consumers are within the approved sliding fee scale established by WCHO.

II. APPLICATION

Rates will be paid to Network Providers as issued in the Request for Proposals published periodically.

Fees assessed to consumers will adhere to an approved sliding scale in accordance with a consumer's ability to pay. Ability to pay determination will be made by the Comprehensive Specialty Services Network provider designated by WCHO.

III. DEFINITIONS

CSSN: Comprehensive Specialty Services Network provider as designated by WCHO is responsible for completing, monitoring, and updating the Client Financial Record and for determining an appropriate fee for all services provided.

IV. POLICY

It is the policy of the WCHO to pay market rates for services provided by Network Providers. Rates will take into account all other sources of funding available to offset provider costs.

It is the policy of the WCHO that all charges assessed to its consumers will conform to an ability to pay and be within the sliding scale approved by WCHO.

V. EXHIBITS

None

VII. REFERENCES

None

VIII. PROCEDURES

WHO

DOES WHAT

RATE DEVELOPMENT:

Finance Department Reviews cost information for services in the regional area that are being submitted for bids.

Establishes a reasonable rate within the market area.

Reassesses rates as services are bid out or every three (3) years.

Provider Relations Unit Coordinates with Finance Director regarding the rate(s) to be included in any Request for Proposal.

FEE DETERMINATION:

CSSN Completes Client Financial Assessment at initial appointment, annually, or whenever there is a change in the consumer's financial status.

Sets fee for service in accordance with the consumer's ability to pay and the approved sliding scale.

Notifies Consumer of assessed fee.

Notifies WCHO of Consumer's financial status, including but not limited to insurance coverage, trust fund availability, income level, and other public funding sources.

Bills all other sources of funding in accordance with the Coordination of Benefits Policy.

Provides evidence of fee collections to WCHO monthly.

Maintains accurate, current financial information regarding consumers and submits data to WCHO regularly.