



SOUTHERN IOWA MENTAL HEALTH CENTER

POLICY AND PROCEDURES

Manual Section: Standards for Organizational Activities

Policy Title: Organizational Environment

Policy Number: 24.3 (4) L. Patient Assistance Policy

Date approved: 4/22/2021

Reviewed: 1/31/2023

Revised: 4/22/2023

Re Approved: 4/27/2023

POLICY:

It is the policy of Southern Iowa Mental Health Center (SIMHC) to provide essential mental health services regardless of the patient's ability to pay. No patient of SIMHC is ever turned away from care due to their ability to pay for services.

PROCEDURE:

Should a patient present to SIMHC and request assistance in the payment of their mental health services, staff should have the patient fill out a Sliding Fee Scale Application.

Once a patient arrives at an office, the household income and resources will be examined. For patients with a household income at or below 150% of the Federal Poverty level (as defined by DHS), services are paid at 100% by the Block Grant and there is no expense to the patient. For patients with a household income in between 151% and 250% of the Federal Poverty level (as defined by DHS), services are provided on a sliding fee scale with a proportionate co pay assigned to the patient. Southern Iowa Mental Health Center will assist patients with their funding for up to 250% of the Federal Poverty Limits

The following resources shall be disregarded:

1. A retirement account that is in the accumulation stage.
2. A burial, medical savings or assistive technology account.

These resources are not included when calculating total household income and resources.

Any patient who is eligible for any other federal or state funded payment program (i.e., Medicaid) should also attempt to access that funding. Any patient with access to an insurance plan either through their employment or through a spouse's employment should also attempt to access that funding.

Once a patient is deemed eligible to access Block Grant funding, funding is approved on a case-by-case basis for duration. Should the patient wish to continue accessing Block Grant funding, the patient must re-apply every 90 days.

Upon approval for Block Grant funding, office/billing staff enter the Block Grant funding notification into the Center's billing system. This notice of decision will specify that either the patient's expenses are being paid at 100% by the Block Grant, or that the patient has a copayment and what that copayment is. The copayment is then expected at the time of service, however not paying the copayment does not stop the patient from receiving necessary mental health services. The block grant may also be used to assist with Co – Pay or Deductible expenses.

Should Block Grant funding cease to be available for patients, SIMHC will provide an alternative source of sliding fee scale assistance to patients that qualify.