

**MILE BLUFF MEDICAL CENTER**  
**Mauston, Wisconsin**

**ADMINISTRATIVE POLICY**

**DEPARTMENT:** Administration

**SUBJECT:** Financial Assistance: Sliding Fee Scale Program

**PURPOSE:** The Sliding Fee Program assists qualifying individuals with medical expenses incurred in the office setting and billed by Mile Bluff Medical Center (MBMC) Clinics, owned by Mile Bluff Medical Center, Inc.

**POLICY:**

- A. Mile Bluff Medical Center is committed to providing compassionate and progressive care, improving the health and wellness of the community, and going beyond expectations in healthcare today and always. As part of this commitment, Mile Bluff Medical Center recognizes the financial needs of the patients within the communities we serve. Anyone expressing difficulty paying for medically necessary clinic services may apply for financial assistance through the Sliding Fee Scale program.
- B. Qualifying factors:
  - a. Household income: A qualifying individual must have an annual household income equal to or less than 300% of the federal poverty level (FPL) for family size. This scale is updated annually in accordance with the federal poverty guidelines.
  - b. Family size: Members considered for this measure are those legally claimed as dependent on a tax return.
  - c. Households at or below 200% of the FPL, based solely on annual household income and family size, qualify for 100% of qualified clinic services. Applicants must provide a copy of the most recent federal tax return and copy of last 3 pay stubs, if applicable.
  - d. Those households between 201%-300% of the FPL may be required to submit additional financial information and/or documentation and may qualify for a partial discount of qualified clinic services. The collection of remaining balances is subject to Mile Bluff Medical Center collection efforts. [ ref: Collection of Patient Liabilities]
- C. Qualifying process:
  - a. The applying individual must complete the application, provide required copies of supporting documentation, and return them all to the Patient Accounts Financial Coordinator. A review of the documentation and completed application will be conducted and determination of eligibility made.
  - b. The applicant will receive a letter indicating the qualified level of discount and expected terms for payment on any remaining balance. Length of eligibility is determined on a case-by-case basis and can change if household income level,

household size or other financial circumstances change; or otherwise designated by a Patient Accounting representative.

- D. Mile Bluff Medical Center, Inc reserves the right to:
  - a. Check with employers and other sources for accuracy of application information, when appropriate.
  - b. Require a payment plan for balances owed.
  - c. Ask the patient to re-apply at any time.
  - d. Modify or discontinue this program at any time.
- E. Services eligible for discount through the Sliding Fee Program:
  - a. Medical visits and medically necessary/provider recommended health maintenance services and procedures performed in the clinic setting.
- F. Services not eligible for discount through the Sliding Fee Program:
  - a. Services performed outside the clinic setting
  - b. Laboratory & x-ray services
  - c. Professional reading of x-rays
  - d. Visiting specialists' services
  - e. Cosmetic services
  - f. Non-medically necessary procedures
  - g. Any medical expenses billed outside of the clinics owned by Mile Bluff Medical Center, Inc

**DISTRIBUTION:** All Departments  
Delton Family Medical Center  
Elroy Family Medical Center  
Mile Bluff Clinic  
Necedah Family Medical Center  
New Lisbon Family Medical Center