

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

**ADMINISTRATIVE POLICY**

**DEPT:** Patient Accounts – MBMC Clinics

**SUBJECT:** Sliding Fee Scale Program for Free or Discounted Medical Care

**PURPOSE:** The Sliding Fee Scale (SFS) Program is designed to offer free or discounted care to those who have no means, or limited means, to pay for their medical services (uninsured or underinsured).

In addition to quality healthcare, patients are entitled to financial counseling by someone who can understand and offer possible solutions for those who cannot pay in full. The Financial Coordinator's role is that of patient advocate, that is, one who works with the patient and/or guarantor to find reasonable payment alternatives.

Mile Bluff Medical Center (MBMC) Clinics will offer a Sliding Fee Scale Discount Program to all who are unable to pay for their services. MBMC Clinics will base program eligibility on a person's ability to pay and will not discriminate on the basis of an individual's race, color, sex, national origin, disability, religion, age, sexual orientation, or gender identity. The Federal Poverty Guidelines are used in creating and annually updating the sliding fee schedule (SFS) to determine eligibility.

**PROCEDURE:**

The following guidelines are to be followed in providing the Sliding Fee Discount Program

**Notification**

MBMC Clinics will notify patients of the Sliding Fee Scale Program by:

- Sliding Fee Scale Program Brochure will be available to all uninsured patients at the time of service.
- Sliding Fee Scale Program is available on the back of billing statements sent out by MBMC Clinics
- An explanation of our Sliding Fee Scale Program and our application form are available on our website at [www.milebluff.com](http://www.milebluff.com).
- MBMC Clinics places notification of the Sliding Fee Scale Program in the clinic waiting room areas.

**Qualifying Factors:**

- Family/individual income: A qualifying individual must have an annual income equal to or less than 200% of the federal poverty level (FPL) for family size. The FPL scale is updated annually under the federal poverty guidelines. Income includes all earnings/wages, unemployment compensation, workers' compensation, Social Security, Supplemental Security Income, public assistance, pension or retirement income, alimony, and child support.

- Family size: Members considered for the sliding fee scale are legally claimed as dependents on a tax return.
- Households at or below 200% of the FPL based solely on annual household income and family size qualify for 100% of qualified clinical services. Applicants must provide a copy of their most recent federal tax return and copies of their last three pay stubs, if applicable.
- Households above 200% FPL may be required to submit additional financial information and documentation and may only qualify for a partial discount of qualified clinical services. Any outstanding balances are subject to Mile Bluff Medical Center Clinics collection efforts [ref: Collection of Patient Liabilities].

### **Qualifying Process:**

Any patient expressing difficulty paying for clinic services will be offered an application for the SFS program. The applicant must complete the SFS application, provide the required supporting documentation, and return all of this information to a Financial Coordinator within 30 days. The Financial Coordinator will review the application and supporting documentation and a determination of eligibility made.

The applicant will receive a letter indicating the qualified discount and payment terms for any remaining balance. The length of eligibility is determined on a case-by-case basis and is reviewed every six months.

Mile Bluff Medical Center Clinics reserves the right to:

- Verify the accuracy of applicant information when appropriate.
- Require a payment plan for balances owed
- Ask the patient to re-apply at any time.

SERVICES ELIGIBLE FOR DISCOUNT through the SFS program:

- Medical visits and medically necessary/provider recommended health maintenance services and procedures performed in the clinic setting.

SERVICES **NOT** ELIGIBLE FOR DISCOUNT through the SFS program:

- Services performed outside the clinic setting
- Laboratory and x-ray services
- Professional reading of x-rays
- Visiting specialists' services

- Cosmetic services
- Non-medically necessary procedures
- Any medical expenses billed outside of the clinics owned by Mile Bluff Medical Center Inc.

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