



Behavioral Health Clinic, Sliding Fee Information

The RHS Behavioral Health Clinic is committed to providing discounted services to those in need, regardless of their ability to pay. The RHS Sliding Fee Discount Program ensures that all individuals, regardless of income, race, color, sex, national origin, disability, religion, age, sexual orientation, or gender identity, are eligible for this program. Patients are entitled to financial counseling to explore reasonable payment options, with patient advocates guiding them through the process. The Federal Poverty Guidelines are used to annually update the sliding fee schedule to determine eligibility.

PROCEDURE

Notification

Information about the Sliding Fee Discount Program is provided through brochures, admission notices, collection letters, and displayed in the clinic's waiting areas.

Request for Discount

Discounts may be requested by patients, family members, or social services staff and are available for clinic visits. Forms are accessible at the front desk and business office.

Administration

The Billing Liaison Staff oversees the Sliding Fee Discount Program, ensuring dignity and confidentiality for all participants.

Application Process

The patient or guarantor must complete the Sliding Fee Discount Program application, allowing RHS to verify income.

Eligibility

Discounts are determined based on income and family size. Family is defined as a group of 2 or more people (one of whom is identified as the head of household) residing together.

Noncash benefits like food stamps do not count as income.

Income Verification

Applicants must provide proof of income, such as a W-2, pay stubs, or a letter from an employer. Self-declaration is accepted only in special cases, such as homelessness.

Discount

Patients with income at or below 100% of poverty receive a 100% discount. Patients with income above 100% but below 200% of poverty pay according to the sliding fee schedule.

Nominal Fee

A \$5 nominal fee encourages patient involvement but does not limit access to care.

Waiving of Charges

Charges may be waived in special circumstances, as approved by the RHS Executive Team. Documentation is required.

Applicant Notification

Applicants are notified in writing of their eligibility and discount percentage. Applications cover six months before and after approval unless a significant change in income occurs.

Refusal to Pay

Patients unwilling to pay will be contacted in writing. If unresolved within 60 days, RHS may offer a payment plan or explore collections.

Record Keeping

Records of the Sliding Fee Discount Program are kept confidential and maintained by the Billing Liaison Staff. Logs are kept for recipients and denials.

Annual Review

The program is reviewed annually, with updates based on Federal Poverty Guidelines.

Budget

The Sliding Fee Discount Program is included as a revenue deduction in the annual budget,