

Policies & Procedures

FEE POLICY

Section: Finance

Pages: 2

Subject: Fee Policy

Effective Date: 05/2010

Revision Date: 01/2024

PURPOSE

To charge for services based on verified ability to pay.

POLICY

Eligible patients will be assessed fees based on the Davis Behavioral Health Rate Schedule and/or Discounted Fee Schedule. Eligible patients are those not covered by Medicare, Medicaid, a contracting insurance company or a special contract.

PROCEDURES

- 1.0 Fee Setting & Collecting Procedures:
 - 1.1 All client fees, including drug court clients, will be based on the usual and customary rates established by our local authority or a negotiated contracted cost of services.
 - 1.2 Client's fees will not exceed the average cost of delivering the service.
 - 1.3 All fees assessed to clients, including upfront administrative fees, shall be reasonable as determined by the local authority
 - 1.4 All of DBH's programs will make a reasonable effort to collect outstanding fee charges and use an outside collection agency when
 - 1.5 Individuals who indicate they are unable to pay for treatment or co-pays (and don't qualify for other funding sources) must provide proof of monthly income (pay stub or bank statement etc.) in order to qualify for a Sliding Fee (Individuals who do not

provide the required documentation may not be scheduled to receive services). The sliding fee will be based on the most recent Approved Fee Schedule.

- 1.6 Individuals who indicate that they are unable to make any payment or request fee balance forgiveness will be provided with a Hardship Waiver Form to complete. Once completed, waiver forms must be returned to the Corporate Compliance Officer with requested income and expense documents attached as well as the provider's recommendation. A determination will be made regarding the information provided on the form and communicated to the client.
- 1.7 DBH will adhere to the administrative rules outlined in Utah Code 523-2-5 in regard to client fees. This includes a provision that clients who have received an assessment and require mental health or substance use disorder services shall not be denied services based on the lack of ability to pay.