

# **The BPHC Newly Funded TA Web Guide Resources for New and Existing Grantees**

## **Developed by:**

The U.S. Department of Health and Human Services (HHS)  
Health Resources and Services Administration (HRSA)  
Bureau of Primary Health Care (BPHC)  
Office of Training and Technical Assistance Coordination (OTTAC)

The BPHC Newly Funded TA Web Guide is a self assessment tool designed to help new BPHC grantees provide high-quality primary health care from the day they open their doors for business. The Guide is a central hub for links to HRSA-approved templates, information pages, and policy documents, and many other resources. The intent of the Web Guide is to help Health Center grantees improve their quality and efficiency, work within Health Center Program Requirements, and access Federal policies, programs and resources intended for the specific needs of Health Centers.

This document is a printable version of a portion of the content available on the Web Guide. It was developed by the BPHC Office of Training and Technical Assistance Coordination and is hosted at:  
<http://bphc.hrsa.gov/technicalassistance/index.html>

### 3f. Program Requirement 7: Sliding Fee Discounts

#### Requirements:

- Health center has a system in place to determine eligibility for patient discounts adjusted on the basis of the patient's ability to pay.
- This system must provide a full discount to individuals and families with annual incomes at or below 100% of the Federal poverty guidelines (only nominal fees may be charged) and for those with incomes between 100% and 200% of the Federal poverty guidelines, fees must be charged in accordance with a sliding discount policy based on family size and income.
- No discounts may be provided to patients with incomes over 200 % of the Federal poverty guidelines.

**Authority:** Section 330(k)(3)(G) of the PHS Act and 42 CFR Part 51c.303(f)

**Documents to Review for Answers:** 1) Fee Schedule/Schedule of Charges; 2) Sliding Fee Schedule/Schedule of Discounts; 3) Eligibility Standards/Policy for patient discounts; 4) Sliding Fee Application Form; 5) Self-Declaration Form; 6) Payment agreement form

#### Links and Additional Resources:

Your grant application's [Form 3](#): "Income Analysis Form." Part 1 of this form contains information on your sliding fee scale. This link is for reference purposes only.

HRSA, [BPHC TA resources page](#) for sliding fee scale, with links to slide scale fee regulations, poverty guidelines, and requirements.\*

HHS [definitions and measures of poverty](#).

The MSCG Resource Center [Management and Finance](#)\*:

See the documents: [Info on SFDS from BPHC website](#)\*,

- [Sample Sliding Fee Discount Policy and Procedures](#)\*,
- [Sample Sliding Fee Eligibility Application](#)\*, and
- [Sample Sliding Fee Scale](#)\*.

*\*Note: All non-Federal documents are for use as aids to consultants and grantees, the contents of such documents are solely the responsibility of the authors and do not necessarily represent the official views of HRSA, and should not be considered official guidance by BPHC. Any "sample" documents must be tailored to the health center's unique circumstances and needs.*

**Table 1: Sliding Fee Scale Questions**

These questions are intended to help assess that a grantee has implemented a sliding fee discount program.

#	Question	Answer
1.a.	Are all health center patients provided services regardless of ability to pay?	
1.b.	Are there mechanisms (such as signs) for communicating the availability of discounts for eligible low-income persons?	
2.a.	Does the health center's fee schedule(s) cover the cost of all types of visits (i.e. medical, dental, etc.), procedures, lab tests, and other ancillary services within the approved scope of project?	
2.b.	Is the schedule of fees or payments consistent with locally prevailing rates or charges and designed to cover the reasonable costs of operation?	
2.c.	Does the health center have a written policy for the sliding fee discount schedule so as to assure it is applied equally to all patients?	
3.a.	Do individuals and families below 100% of poverty receive a full discount, other than perhaps nominal fees?	
3.b.	Are individuals and families between 100% and 200% of poverty charged a fee according to a sliding fee discount policy based on family size and income?	
3.c.	Are individuals and families above 200% of poverty charged a non-discounted rate?	
3.d.	Does the health center have a written policy for the sliding fee discount schedule that assures it will be applied equally to all patients?	

**Table 2: Additional Sliding Fee Scale Questions**

These questions are intended to help grantees improve the purpose and function of their sliding fee discount program.

#	Question	Answer
1	Are the following items available in languages appropriate to the patient mix?	
1.a.	Are the mechanisms for announcing the availability of discounts adequate and appropriate given the space and population being served?	
1.b.	Description of the how the sliding fee discount schedule (SFDS) works?	
2	Are all patients evaluated during registration to determine eligibility for the SFDS?	
3	If the health center charges a nominal fee to individuals below 100% of poverty, is the fee reasonable and aligned with program goals?	
4	Is there a mechanism in place that assures that the health center's schedule of fees/payments and corresponding SFDS is reviewed and updated on an annual or other regular basis as appropriate?	
5	To apply for the SFDS, the patients are required to complete an application form that:	
5.a.	Requests their name and date of birth?	
5.b.	Reflects or requires documentation of family size?	
5.c.	Lists all forms of income?	
5.d.	Includes a statement about the consequences of providing false information?	
5.e.	Requires the patient's signature?	
5.f.	Requires a staff person's verification and signature?	
5.g.	If the grantee serves a substantial number of patients with limited English proficiency or low literacy levels, is the SFDS form explained verbally and/or in the appropriate language?	

**Table 3: Additional Sliding Fee Scale Questions**

These questions are intended to help grantees improve the purpose and function of their sliding fee discount program.

#	Question	Answer
1	Are the following items available in languages appropriate to the patient mix?	
1.a.	Are the mechanisms for announcing the availability of discounts adequate and appropriate given the space and population being served?	
1.b.	Description of the how the sliding fee discount schedule (SFDS) works?	
2	Are all patients evaluated during registration to determine eligibility for the SFDS?	
3	If the health center charges a nominal fee to individuals below 100% of poverty, is the fee reasonable and aligned with program goals?	
4	Is there a mechanism in place that assures that the health center’s schedule of fees/payments and corresponding SFDS is reviewed and updated on an annual or other regular basis as appropriate?	
5	To apply for the SFDS, the patients are required to complete an application form that:	
5.a.	Requests their name and date of birth?	
5.b.	Reflects or requires documentation of family size?	
5.c.	Lists all forms of income?	
5.d.	Includes a statement about the consequences of providing false information?	
5.e.	Requires the patient's signature?	
5.f.	Requires a staff person's verification and signature?	
5.g.	If the grantee serves a substantial number of patients with limited English proficiency or low literacy levels, is the SFDS form explained verbally and/or in the appropriate language?	