

Sample Self-Declaration: Policy & Procedure

MANUAL: Patient Services	POLICY & PROCEDURE: Self-Declaration #
POLICY BOARD APPROVAL DATE:	EFFECTIVE DATE: REVISED DATE (S):
PURPOSE: To establish a mechanism for assuring access to care for patients that cannot provide the required verification documents.	
POLICY: When an individual seeks services at the health center for the first time and does not have the required documentation for patient registration and/or income verification, they may use a self- declaration. The self- declaration will be accepted and their declared income will be used to provide discounted services for a period of 90 days. The patient will be advised that they must bring the required documentation within 90 days. At the end of the 90 days, the patient will be charged full price for further services until they can provide income verification documents.	

RESPONSIBILITY: Patient Services Representatives and Department Supervisors

PROCEDURE:

1. Any patient unable to provide proof of income will be allowed to sign a Self-Declaration
2. The income and family size noted in the self-declaration form will be used to determine eligibility for sliding fee discount.
3. The PSR will assure that the patient understands that the discount is temporary and is aware of the discount's expiration date.
4. The PSR will explain to the patient the required verification documents that they must bring within 90 days.
5. The PSR will check that the Patient Registration Form and Sliding Fee Scale Application are complete and will verify that required signatures are collected.
6. The PSR will enter information in the management information system and set the sliding scale discount to expire in 90 days from the date of the self declaration.
7. The PSR will flag the record for a 90-day follow-up contact with patient to notify him/her of the required documentation to reapply for sliding scale.

(President/CEO) Approved: _____ Date: _____

Revised dates: