



Sliding Fee Application and Agreement for Services

Lewis Family Wellness Center Sliding Fee Policy

POLICY: To make free or discounted services available to those in need.

PURPOSE: All clients seeking health care services at Lewis Family Wellness Center are assured that they will be served regardless of their ability to pay. No one is refused service because of lack of financial means to pay. This program is designed to provide free or discounted care to those who have no means or limited means to pay for their medical services (uninsured or underinsured).

Lewis Family Wellness Center will offer a Sliding Fee Discount Program to all who are unable to pay for their services. Lewis Family Wellness Center will base program eligibility on a person's ability to pay and will not discriminate based on an individual's race, color, sex, national origin, disability, religion, age, sexual orientation, gender identity, ability to pay, or whether payment for those services would be made under Medicare, Medicaid, or the Children's Health Insurance Program (CHIP). The [Federal Poverty Guidelines](#) are used in creating and annually updating the sliding fee schedule to determine eligibility.

SAMPLE SLIDING FEE SCHEDULE

Maximum Annual Income Amounts for each Sliding Fee Percentage Category (except for 0 percent discount)

Poverty Level	100%	110%	120%	130%	140%	150%	160%	170%	180%	190%	200%	>200%
Family Size	Discount 100%	Discount 90%	Discount 80%	Discount 70%	Discount 60%	Discount 50%	Discount 40%	Discount 30%	Discount 20%	Discount 15%	Discount 10%	Discount 0%
1	\$15,060	\$16,566	\$18,072	\$19,578	\$21,084	\$22,590	\$24,096	\$25,602	\$27,108	\$28,614	\$30,120	>\$30,120
2	\$20,440	\$22,484	\$24,528	\$26,572	\$28,616	\$30,660	\$32,704	\$34,748	\$36,792	\$38,836	\$40,880	>\$40,880
3	\$25,820	\$28,402	\$30,984	\$33,566	\$36,148	\$38,730	\$41,312	\$43,894	\$46,476	\$49,058	\$51,640	>\$51,640
4	\$31,200	\$34,320	\$37,440	\$40,560	\$43,680	\$46,800	\$49,920	\$53,040	\$56,160	\$59,280	\$62,400	>\$62,400
5	\$36,580	\$40,238	\$43,896	\$47,554	\$51,212	\$54,870	\$58,528	\$62,186	\$65,844	\$69,502	\$73,160	>\$73,160
6	\$41,960	\$46,156	\$50,352	\$54,548	\$58,744	\$62,940	\$67,136	\$71,332	\$75,528	\$79,724	\$83,920	>\$83,920
7	\$47,340	\$52,074	\$56,808	\$61,542	\$66,276	\$71,010	\$75,744	\$80,478	\$85,212	\$89,946	\$94,680	>\$94,680
8	\$52,720	\$57,992	\$63,264	\$68,536	\$73,808	\$79,080	\$84,352	\$89,624	\$94,896	\$100,168	\$105,440	>\$105,440
For each additional person, add	\$5,380	\$5,918	\$6,456	\$6,994	\$7,532	\$8,070	\$8,608	\$9,146	\$9,684	\$10,222	\$10,760	>\$10,760

*Based on the 2024 [Federal Poverty Guidelines for the 48 contiguous states and the District of Columbia](#). Please note that there are separate guidelines for Alaska and Hawaii, and that the thresholds would differ for sites in those two states. Sites in Puerto Rico and other outlying jurisdictions would use the above guidelines.



PROCEDURE:

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

1. Notification: Lewis Family Wellness Center will notify clients of the Sliding Fee Discount Program by:
 - Payment Policy document will be available to all patients during paperwork processing and at the time of service.
 - Notification of the Sliding Fee Discount Program will be offered to each patient upon admission.
 - Sliding Fee Discount Program application will be included with collection notices sent out by Lewis Family Wellness Center.
 - The Lewis Family Wellness Center's website explains our sliding fee discount program. Applications are available at the time of intake along with other intake documents.
 - Lewis Family Wellness Center places notification of the Sliding Fee Discount Program in the clinic waiting area.
2. Request for discount: Requests for discounted services may be made by clients, family members, social services staff or others who are aware of existing financial hardship. The Sliding Fee Discount Program will only be made available for clinic visits. Information and forms can be obtained from the intake coordinator through the client portal.
3. Administration: The Sliding Fee Discount Program procedure will be administered through the intake process within the client's electronic health record. Information about the Sliding Fee Discount Program policy and procedure will be provided to clients. Intake coordinators offer assistance for completion of the application. Dignity and confidentiality will be respected for all who seek and/or are provided health care services.
4. Completion of Application: The patient/responsible party must complete the Sliding Fee Discount Program application in its entirety. Staff will be available, as needed, to assist patient/responsible party with applications. By signing the Sliding Fee Discount Program application, persons are confirming their income to Lewis Family Wellness Center as disclosed on the application form.
5. Eligibility: Discounts will be based on income and family size only. We do not require clients to apply for Medicaid/health insurance or do asset testing to qualify for the sliding fee discount program.
 - a. Family is defined as a group of two people or more (one of whom is the householder) related by birth, marriage, or adoption and residing together; all such people (including related subfamily members) are considered members of one family. Lewis Family



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Wellness Center will also accept non-related household members when calculating family size.

- b. Income includes: gross wages; salaries; tips; income from business and self-employment; unemployment compensation; workers' compensation; Social Security; Supplemental security Income; veterans' payments; survivor benefits; pension or retirement income; interest; dividends; royalties; income from rental properties, estates, and trusts; alimony; child support; assistance from outside the household; and other miscellaneous sources.
6. Income verification: Applicants are not required to provide documentation regarding income as we uphold and honor policy. Thus, the client's signed application and attestation to income serves as verification.
7. Discounts: Those with incomes at or below 100 percent of poverty will receive a full 100 percent discount for health care services. Those with incomes above 100 percent of poverty, but at or below 200 percent of poverty, will be charged a nominal fee according to the attached sliding fee schedule. The sliding fee schedule will be updated during the first quarter of every calendar year with the latest Federal [Poverty Line Guidelines](#).
8. Nominal Fee: Patients with incomes above 100 percent of poverty but at or below 200 percent poverty will be charged a nominal fee according to the attached sliding fee schedule based on their family size and income. However, patients will not be denied services due to an inability to pay. The nominal fee is not a threshold for receiving care and thus is not a minimum fee or co-payment.
9. Waiving of Charges: In certain situations, patients may not be able to pay the nominal or discount fee. Waiving of charges must be approved by Lewis Family Wellness Center's designated official. Any waiving of charges should be documented in the patient's file, along with an explanation.
10. Applicant notification: The Sliding Fee Discount Program determination will be provided to the applicant(s) in writing and will include the percentage of Sliding Fee Discount Program write-off or, if applicable, the reason for denial. If the application is approved for less than a 100 percent discount or denied, Lewis Family Wellness Center will work with the patient and/or responsible party to establish payment arrangements. Sliding Fee Discount Program applications cover outstanding patient balances for six months prior to the application date and any balances incurred within 12 months after the approved date unless their financial situation changes significantly. The applicant has the option to reapply after the 12 months have expired or anytime there has been a significant change in family income. When the applicant reapplies, the look back period will be the lesser of six months or the expiration of their last Sliding Fee Discount Program application.
11. Refusal to Pay: If a patient verbally expresses an unwillingness to pay or vacates the premises without paying for services, the patient will be contacted in writing regarding their payment obligations. If the patient is not on the sliding fee schedule, a copy of the sliding fee discount



program application will be sent with the notice. If the patient does not make effort to pay or fails to respond within 60 days, this constitutes refusal to pay. At this point in time, Lewis Family Wellness Center can explore options not limited to but including offering the patient a payment plan, waiving charges, or referring the patient to collections.

12. Record keeping: Information related to Sliding Fee Discount Program decisions will be maintained and preserved in each client’s EHR to preserve the dignity of those receiving free or discounted care.
 - a. Applicants that have been approved for the Sliding Fee Discount Program will be logged in Lewis Family Wellness’s practice management system, noting names of applicants, dates of coverage and percentage of coverage.
 - b. The business owner will maintain an additional monthly log identifying Sliding Fee Discount Program recipients and dollar amounts. Denials and applications not returned will also be logged.
13. Policy and procedure review: The Sliding Fee Schedule will be updated based on the current Federal Poverty Guidelines. Lewis Family Wellness Center will also review possible changes in our policy and procedures and for examining institutional practices which may serve as barriers preventing eligible patients from having access to our community care provisions.
14. Budget: During the annual budget process, an estimated amount of Sliding Fee Discount Program service will be placed into the budget as a deduction from revenue.

ATTACHMENTS:

- 2024 Sliding Fee Schedule
- Patient Application for the Sliding Fee Discount Program

Approval	
Revised	
Reviewed By	



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Sliding Fee Scale

Maximum Annual Income Amounts for each Sliding Fee Percentage Category (except for 0 percent discount)

Poverty Level	100%	110%	120%	130%	140%	150%	160%	170%	180%	190%	200%	>200%
Family Size	Discount 100%	Discount 90%	Discount 80%	Discount 70%	Discount 60%	Discount 50%	Discount 40%	Discount 30%	Discount 20%	Discount 15%	Discount 10%	Discount 0%
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It is the policy of Lewis Family Wellness Center to provide essential services regardless of the patient’s ability to pay. Lewis Family Wellness Center offers discounts based on the household annual income.

Please complete the following information and submit it to your patient portal for approval for a discount. The discount will apply to all services received at Lewis Family Wellness Center. You must complete this form every 12 months or if your financial situation changes.

Client Full Name	
Client Address	
# Family Members in Household	
Family Annual Gross Income (\$)	

The sliding scale fee for clients is as follows based on the family’s household gross income and family size:

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I certify that the family and income information stated above is correct.

Print Client Name	
Signature	Date