

MARSHALL-JACKSON MENTAL HEALTH BOARD, INC.

d.b.a.

MOUNTAIN LAKES BEHAVIORAL HEALTHCARE

POLICY & PROCEDURE

TITLE: Discounted Client Fees	NUMBER: 3.10.1
SUBJECT: Financial Administration	EFFECTIVE DATE: 06/01/01
REVISED BY: Myron Gargis, LCSW	PAGES: 2
REVISION APPROVED BY BOARD PRESIDENT: David Kennamer	REVISION DATES: 04/18/17; 05/20/25; 10/01/25

POLICY:

It is the policy of the Board to charge fees for all services provided, and to diligently pursue collection of payments for those charges. In cases where a client has a third party reimbursement resource, every effort will be made to properly match the client with a service provider their reimbursement resource will pay. In cases where this is not possible or the client does not have a third-party reimbursement resource, a fee will be charged directly to the client. If the client does not have the ability to pay, the charges may be discounted. The amount of the discount will be based on the income of the client and the number of other persons dependent upon that income. In cases of Medicaid eligible clients, fees will not be charged to clients for services which Medicaid pays.

No one will be denied services because of their inability to pay.

PROCEDURE:

1. Discounts will be based on income of clients and the number of persons who are dependent upon that income.
2. Documentation of income will be required for discounts to apply.
3. Verification of income level will be required, at least annually.
4. Discounts will be based on income in comparison to Federal Poverty Level income guidelines.
5. Fees will be discounted at a rate of 100% (no charge) for clients at or below the Federal Poverty Level.
6. Fees will be discounted at a rate of 75% for clients between 100-125% of the Federal Poverty Level.
7. Fees will be discounted at a rate of 50% for clients between 125-150% of the Federal Poverty Level.

8. Fees will be discounted at a rate of 25% for clients between 150-200% of the Federal Poverty Level.
9. Fees will not be discounted for clients whose income is greater than 200% of the Federal Poverty Level.
10. In all cases where clients are charged fees directly, terms of payments may be established, per mutual agreement of client and the Program Director.
11. In cases where fees are discounted 100%, nominal payments may be collected.