



Sliding Scale Fees Eligibility Criteria

Macoupin County Maple Street Clinic is a federally qualified health center that provides primary and preventative health care services to individuals who have limited access to health care due to the lack of financial resources or health insurance. To ensure that income or lack of insurance is not a barrier to health care, low-income patients who are not covered by public or private insurance are charged on a sliding fee scale.

1. The Federal Poverty Income level guidelines are used to determine the discount the patient will receive **based on their income and family size.**
2. In order to be considered for evaluation for the Clinic's sliding fee scale, they MUST provide the following information regarding the household income with them when they come to their initial appointment. **Patients will be charged full fee until proof of income has been provided.**
3. Every six months, the patient's income will be verified once again to meet eligibility requirements.
NOTE At any time the patient's financial situation changes, such as loss of income and etc., the patient may bring in new proof of income to be considered for the discounted sliding fee rates.

ACCEPTABLE FORMS OF PROOF OF INCOME

1. Two pay stubs within the last six weeks
2. Last year's tax return
 - a. Gross income (Prior to deductions for income taxes, social security taxes, insurance premiums, etc.)
3. Other income records
 - a. (Employment Verification Statement, Verification of Unemployment, Self-Employment Records; Zero Income Affidavit)



PROOF OF INCOME

Patient Name: _____ Date of Birth: _____

Head of Household Name: _____ Date of Birth: _____

Number of people in household _____

The names of people in the household and their relationship to patient.

Names	Relationship
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Enter gross income amount per pay in the appropriate field below to determine yearly income:

Total Yearly Income Amount: _____

I understand that to perjure myself in order obtain assistance is a fraudulent offense for which I can be prosecuted:

Signature: _____ Date: _____

Witnessed by: _____ Date: _____





Prompt Pay Policy

The Maple Street Clinic offers a Prompt Pay Policy for those patients who do not qualify for the Sliding Fee Discount and not covered by a Third Party Payer. The “Prompt Pay Policy” will follow the below guidelines:

1. Patients must complete a financial worksheet to determine if ineligible for the Sliding Fee Discount.
2. Patients will receive a 30% discount for the services rendered. In order to receive this discount, patients must make payment at the time of service (with the exception of labs or dentures which are already discounted at a low rate).
3. If a patient is unable to pay at the time of service, the Patient has until the end of the next business day to bring their payment into the office. At that time, the payment and adjustment will be entered.
4. If the patient does not pay for services by the end of the following business day, full fees will be charged and billed to the patient.

I understand that to perjure myself in order obtain assistance is a fraudulent offense for which I can be prosecuted:

Signature: _____ Date: _____

Witnessed by: _____ Date: _____



Macoupin County Public Health Department



Maple Street Clinic