

The Right Door for Hope, Recovery and Wellness.

Chapter Title	Section #		Subject #
Fiscal Resources	F		224
Subject Title Reimbursement for Financial Liability	Adopted 10/27/97	Last Revised 11/28/16	Reviewed: 1/23/06; 1/22/07; 10/27/08; 9/28/09; 10/25/10; 9/26/11; 11/26/12; 10/28/13; 11/24/14; 11/23/15; 11/28/16

POLICY

Application

This policy shall apply to The Right Door for Hope, Recovery and Wellness.

1.0 Intent

To establish the expectation that all consumers of services, and other responsible parties, will be assessed in a fair and timely manner regarding their financial liability for services rendered.

2.0 Policy

It is the policy of the Authority that the financial liability of all responsible parties will be assessed and documented according to ability-to-pay (ATP)/mental health (MH) methodology and SUD ability-to-pay methodology which is consistent with state law and administrative rules for state supported services. The Right Door for Hope, Recovery and Wellness will not impose charges in excess of a consumer's ability-to-pay.

2.1 Responsibilities

2.1.1 It is the responsibility of all staff performing intake activities to refer each applicant for services to appropriate staff who are responsible for conducting ability-to-pay assessments according to The Right Door for Hope, Recovery and Wellness procedures.

2.1.2 It is the responsibility of all staff who conduct ability-to-pay determinations to do so in an objective, timely manner, to consider all relevant information and documentation, to inform the consumer of the results of the assessment, to

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inform the consumer of the expectation that payment will be made at the time services are rendered, and to discuss arrangements for effecting payment of any financial liability.

2.1.3 It is the responsibility of the staff person conducting the ability-to-pay determination to inform each consumer of services, or the responsible parties as applicable, of their right to appeal an ability-to-pay determination, and to provide information on the process for so doing.

2.1.4 It is the responsibility of the Reimbursement Specialist and/or CFO to coordinate a mechanism for working with any consumer or responsible party, who cannot pay for service at the time it is rendered, on the development and implementation of a reasonable installment payment plan or alternative payment arrangement or method.

Reference

Michigan Mental Health Code, Public Act 258 of 1974 as Amended, Chapter 8 & associated Administrative Rules

Melissa McKinstry, Board Chairperson	Date		