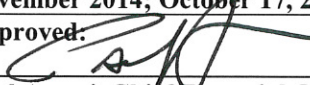





**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 2512	Co-Payment and Annual Deductible Policy
Origination Date: May 1997	
Revision Date: March 2004; March 11, 2008; April 2, 2009;	
Reviewed Date: March 2005; March 15, 2006; March 9, 2007; July 30, 2010; Sept 21, 2012, Oct. 5, 2013; November 2014; October 17, 2016	
Approved:	
 Paul Ascari, Chief Financial Officer	 Bryan C. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to accurately determine the client's co-payment and annual deductible responsibility based on services rendered and insurance information obtained during the verification process.

PROCEDURE:

During the financial intake process, a client will provide his/her income and approved expenses to complete the financial application. Based on a preset fee schedule, in the system, an amount will be generated that the client is responsible for. Applicable co-pays and deductibles are a result of the client's payer category.

- A. The verification process will enable the agency to determine which category a client falls into. The following represents information that will be discussed with the client/responsible party as a result of insurance verification:
 - Co-payment and annual deductible for services provided
 - Percentage of deductible met
 - Percentage of out of pocket met
 - Annual maximum
 - Lifetime maximum
- B. A system generated calculation determines the amount due by clients that have a balance that falls into the self-pay category. A sliding fee schedule is used to calculate a fee for clients that qualify for reduced fees. If a financial hardship exists, based on predetermined guidelines, the self-pay admissions policy should then be followed.
- C. Collection of co-payment/deductible is expected at time of service delivery. All clients will receive a receipt at the time of payment.
- D. Notifications that come from the insurance company concerning and/or affecting a co-pay or deductible are input into the system using the billing memo and a new statement is mailed to the client.