

WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH)
Administrative Manual

**SUBJECT: FINANCIAL ARRANGEMENTS
THIRD PARTY PAYERS**

No: AM 7.7

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**REVIEWED/REVISED: 4/03, 4/04, 01/05, 12/05, 01/06; 01/07; 01/08; 1/09; 1/10; 1/11; 1/12;
1/13; 1/14; 1/18, 1/21, 1/24**

PURPOSE:

To establish the process whereupon the patient or his/her representative will be informed of the fees for services.

POLICY:

It is the policy of the hospital to inform the patient or his/her representative of the fees for services and to provide written record of all financial arrangements made with them.

PROCEDURE:

1. Advise the Patient or his/her representative, upon admission, that a copy of the fees for services will be provided to them at their request.
2. Provide a written record of all financial arrangements made with the patient or his/her representative. This record will be maintained consistent with the hospital's record retention policy. A copy will be provided to the patients or his or her representative.
3. Additional charges in excess of the daily rate included in the admission will be assessed only with:
 - a. Written approval and authority of the patient or his or her representative. A copy will be provided for the patient or his/her representative.
 - b. Written orders of the patient's attending physician stipulating services and supplies not included in the admission agreement.
 - c. The patient or his/her representative will receive written notice, upon 30 days prior, of additional charges due to increased cost of maintenance and/or operation of the hospital.
 - d. A consultation with the patient or his/her representative regarding their insurance coverage or application for financial assistance.

- e. In the event of a health emergency involving the patient and requiring immediate special services or supplies to be furnished during the period of emergency.
- 4. The hospital will inform the patient at the time financial arrangements are made of any contractual relationship with third party payers and the effect the relationship will have on the patient's account.

Administrator