

BRAZOS VALLEY COMMUNITY ACTION AGENCY, INC.
Health Services

Policies and Procedures

Policy Subject/Title: Eligibility Screening Procedures for the Sliding Fee Scale Discounts

Applicability: Registrars and Eligibility Clerks

Purpose: To establish procedures for the eligibility screening process

Policy:

Brazos Valley Community Health Centers will use an eligibility screening process that records, documents and verifies the necessary information to determine eligibility according to the criteria in the Sliding Fee Scale Discount Schedules Policy.

Procedure:

The screening process will be based upon the Client Eligibility Process of the Primary Health Care Provider Manual, Section III. This process has been modified so that two (2) criteria must be met:

- Gross family income at or below 300% of the adopted Federal Poverty Level; and
- Not eligible for other programs/benefits providing the same services.

Other modifications are noted on the enclosed copy of Section III from the PHC Provider Manual. Note: where “PHC” is used read either Center or Sliding Fee Scale.

Enclosure(s):

- Modified copy of Section III of the Primary Health Care Provider Manual
- DSHS Funding Source- Screening and Eligibility Determination Form for Medical Services Assistance Form EF05-13229, EF05-13227, EF05-13225 and Instructions
- Patient and Center Rights and Responsibilities
- Presumptive Eligibility – Title V and Primary Health Care and Instructions form PHC-08-1