APPENDIX C5c

State of Nevada DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF MENTAL HEALTH AND DEVEMOPMENTAL SERVICES SUBSTANCE ABUSE PREVENTION AND TREATMENT AGENCY REFUSAL TO PAY POLICY

Revised August 2010

Definition:

"Refusal to pay" is defined as a process with a client who is receiving treatment from a provider subsidized in whole, or in part, with grant monies received through the Substance Abuse Prevention and Treatment Agency (SAPTA) (either State or Federal funds) and assessed per the SAPTA sliding fee scale guidelines. The assessment of the client's income and the ability to pay was established and client signed documents to pay the amount determined for the level of service provided, however the client is refusing to pay.

Discharge Components required under "Refusal to Pay":

- 1. Documents are fully completed establishing the client's ability to pay the percentage determined.
- 2. Payment requirements have been discussed and documented in two treatment sessions.
- 3. Changes in the financial status of the client have not occurred and new fees were not established.
- 4. The payment request is submitted to fiscal/clinical supervisor to present to Administration.
- 5. Administrator/Director/Authorized Representative reviews documents and case notes regarding payment request.
- 6. Administrator/Director/Authorized Representative makes a decision regarding administrative discharge due to client "Refusal to Pay."

Action Items:

- 1. Check completion of sliding fee scale documents.
- 2. Case notes document payment expectation and responsibility as discussed within two treatment sessions.
- 3. Amount owed by client submitted and reviewed by fiscal/clinical supervisor.
- 4. Administration reviews documents, verbal discussions as requested, make decision on client discharge, referral, or other resolution.

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