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Sliding Fee Discount Program Policy for Therapy Services PDG Therapeutics

Partnership Development Group, practicing as PDG Therapeutics, is committed to providing therapy services regardless of the individual's ability to pay for services, ensuring that the inability to pay does not create a barrier to service access. This policy serves to establish the existence of a sliding scale policy for therapy services, including the qualifications for sliding scale fees, the procedure for benefitting from these fees, and the schedule of discounted fees for qualifying individuals.

1. Consumer eligibility for the sliding fee discount program and frequency of re-evaluation of consumer eligibility:

- Consumers are evaluated for the sliding fee discount based only on the consumer's income and family size. Any assets or other financial factors are not relevant to the qualification for the sliding fee discount, or determination of fees to be paid.
- Income determination will include earnings, unemployment compensation, workers' compensation, Social Security, Supplemental Security Income, public assistance, veterans' payments, survivor benefits, pension or retirement income, interest, dividends, rents, royalties, income from estates, trusts, educational assistance, alimony, child support, assistance from outside the household, and other miscellaneous sources.
- Family is defined as: a group of two people or more (one of whom is the householder) related by birth, marriage, or adoption and residing together; all such people (including related subfamily members) are considered as members of one family.
- Consumer eligibility will be re-evaluated on an annual basis. The application process must be repeated annually for consumers to continue utilizing the sliding fee discount program.

2. Documentation and verification requirements to determine consumer eligibility:

- To apply for the sliding fee discount, consumers must submit proof of income, in the form of pay stubs, W-2 forms, benefit statements from entitlements, child support agreements, or other documents. If the consumer declares that he or she has zero income, then the person(s) supporting the consumer must provide a letter verifying that the consumer is dependent on him or her, and does not have an income source.
- To verify the family size, the consumer may bring the most recent tax return documenting the number of dependents, or may bring the birth certificates/social security cards of identified dependents.

3. How the sliding fee discount program will be advertised to the consumer population; The sliding fee discount program will be advertised in the waiting rooms and consumer areas of each office space, as well as on the applicable portion of the company's website. Materials outlining the sliding fee discount policy will be available at the reception desk, and the administrative staff will inform prospective consumers of the sliding fee discount program at the time of initial consumer scheduling.

4. Nominal fee:

To ensure compliance with, and dedication to, the therapy process, consumers who are at or below 100% of the Federal Poverty Level will be charged a "nominal fee" for therapy services. This fee will not be more than five (5) dollars, and will be collected prior to the start of each therapy service. If the consumer arrives for the appointment and is unable to pay the fee, the service will take place regardless. If the consumer is repeatedly unable to pay the nominal fee, a team meeting will take place with the consumer and relevant staff to determine if the nominal fee may be waived in that circumstance. The President and Executive Vice President are authorized to waive the nominal fee, if the therapist is also in agreement.

5. Determination of level of Discount:

Those with incomes at or below 100% of poverty will receive a full 100% discount, except for the nominal fee. Those with incomes above 100% of poverty, but at or below 200% of poverty, will be charged per the attached sliding fee schedule. The sliding fee schedule will be updated during the first quarter of every calendar year with the latest federal poverty guidelines, <http://aspe.hhs.gov/poverty>.

6. Waiving of Charges:

In certain situations, consumers may not be able to pay the nominal or discount fee. Waiving of charges may only be used in special circumstances and must be approved by PDG Therapeutics' President or Executive Vice President, or their designee. Any waiving of charges should be documented in the consumer's file along with an explanation (e.g., ability to pay, good will, health promotion event).

7. Applicant notification:

The Sliding Fee Discount Program determination will be provided to the applicant(s) in writing, and will include the percentage of Sliding Fee Discount Program write off, or, if applicable, the reason for denial. If the application is approved for less than a 100% discount or is denied, the consumer and/or responsible party must immediately establish payment arrangements with PDG Therapeutics. Sliding Fee Discount Program applications cover outstanding consumer balances for six months prior to application date and any balances incurred within 12 months after the approved date, unless their financial situation changes significantly. The applicant has the option to reapply after the 12 months have expired or anytime there has been a significant change in family income. When the applicant reapplies, the look back period will be the lesser of six months or the expiration of their last Sliding Fee Discount Program application.

8. Refusal to Pay:

If a consumer verbally expresses an unwillingness to pay or vacates the premises without paying for services, the consumer will be contacted in writing regarding their payment obligations. If the consumer is not on the sliding fee schedule, a copy of the sliding fee discount program application will be sent with the notice. If the consumer does not make effort to pay or fails to respond within 60 days, this constitutes refusal to pay. At this point in time, PDG Therapeutics can explore options not limited, but including offering the consumer a payment plan, waiving of charges, or referring the consumer collections efforts.

9. Record keeping:

Information related to the Sliding Fee Discount Program decisions will be uploaded to the consumer's electronic medical record, in an effort to preserve the dignity of those receiving free or discounted care. Applicants that have been approved for the Sliding Fee Discount Program will be logged in a password protected document on PDG Therapeutic's shared directory, noting names of applicants, dates of coverage and percentage of coverage. The Office Manager will maintain an additional monthly log identifying Sliding Fee Discount Program recipients and dollar amounts. Denials will also be logged.

10. Policy and procedure review:

Annually, the amount of Sliding Fee Discount Program provided will be reviewed by the President, Executive Vice President and/or Vice President. The SFS will be updated based on the current Federal Poverty Guidelines. Pertinent information comparing amount budgeted and actual community care provided shall serve as a guideline for future planning. This will also serve as a discussion base for reviewing possible changes in our policy and procedures and for examining institutional practices which may serve as barriers preventing eligible consumers from having access to our community care provisions.

11. Budget:

During the annual budget process, an estimated amount of Sliding Fee Discount Program service will be placed into the budget as a deduction from revenue.

Poverty Level	At/below 100% FPV	125%	150%	175%	200%	Above 200%
Family Size	Charge: Nominal fee	Charge: 20%	Charge: 40%	Charge: 60%	Charge: 80%	Charge: 100%
1	0-\$11,880	\$11,881-\$14,850	\$14,851-\$17,820	\$17,821-\$20,790	\$20,791-\$23,760	\$23,761+
2	0-\$16,020	\$16,021-\$20,025	\$20,026-\$24,030	\$24,031-\$28,035	\$28,036-\$32,040	\$32,041+
3	0-\$20,160	\$20,161-\$25,200	\$25,201-\$30,240	\$30,241-\$35,280	\$35,281-\$40,320	\$40,321+
4	0-\$24,300	\$24,301-\$30,375	\$30,376-\$36,450	\$36,451-\$42,525	\$42,526-\$48,600	\$48,601+
5	0-\$28,440	\$28,441-\$35,500	\$35,501-\$42,660	\$42,661-\$49,770	\$49,771-\$56,880	\$56,881+
6	0-\$32,580	\$32,581-\$40,625	\$40,626-\$48,870	\$48,871-\$57,015	\$57,016-\$65,160	\$65,161+
7	0-\$36,730	\$36,731-\$45,913	\$45,914-\$55,095	\$55,096-\$64,278	\$64,279-\$73,460	\$73,461+
8	0-\$40,890	\$40,891-\$51,113	\$51,114-\$61,335	\$61,336-\$71,558	\$71,559-\$81,780	\$81,781+