

**CARLINVILLE AREA HOSPITAL
CARLINVILLE, ILLINOIS
POLICY & PROCEDURE**

DEPARTMENT: BUSINESS OFFICE	Date Revised:	Policy No.
SUBJECT: PUBLIC VIEWING OF HOSPITAL CHARGES	Page Of 1 1	Effective Date: 10/01/2014
PREPARED BY: CARMEN TRUMP, BUSINESS OFFICE MANAGER	Approved by: MIKE BROWN, CFO	
REVISED BY:	Approved by:	

PURPOSE: This policy allows the public to view Carlinville Area Hospital’s standard charges in compliance with the Affordable Care Act, Section 2718(e) of the Public Health Service Act. It is intended to promote transparency for patients to understand their potential financial liability for services obtained at our hospital and to allow comparison for similar services across hospitals.

However, hospital charges masters are lengthy and complex documents and do not provide information at a level conducive for that purpose. Therefore, additional information, as outlined below will be provided to patients seeking price estimates.

PROCEDURE:

DEFINITIONS: Hospital charges are the amounts set before any discounts. Hospitals are required by the federal government to utilize uniform charges as the starting point for all bills.

Charges are based on what type of care was provided and can differ from patient to patient for the same service depending on any complications or different treatment provided due to the patient’s health. Therefore, actual charges for a specific patient will differ from the listed standard charges.

ESTIMATES/FINANCIAL ASSISTANCE: Many patients that will seek hospital charge information are interested in knowing what their out-of-pocket financial responsibility will be. This is an opportunity to have important conversations regarding finances. Those with health insurance can be directed to contact their health plan for specific financial obligations. Those without health insurance should be provided information related to the hospital’s financial assistance policy, the Hospital Uninsured Patient Discount Act and any other discounts (e.g. prompt pay) that could apply.

Requests for specific price estimates should be directed to patient financial services for further assistance.

HANDOUT PROVIDED: This document can be provided to all requesting access to the hospital’s standard charges. Understanding Healthcare Prices: A Consumer Guide can also be printed and provided.

Time/Location to View Charges: The public may view this information Monday through Friday from 8:00am to 4:30pm at Carlinville Area Hospital by appointment only. A designated representative from patient financial services will be available during these hours to assist the public in accessing the information.

Format: Note whether paper document or electronic. If electronic, ensure data is in read-only format and ensure access to other information (e.g. HIPAA, personnel, etc.) is restricted. Possibly have average charges grouped into MS-DRG and EAPC for more meaningful information. Viewing of the actual charge master may be allowed if requested at that level of detail.

Review Date							
Revised Date							