



System

Policy and Procedure

Title:	Public Viewing of Hospital Charges	Number:	SY-PF-145
Applies to:	Patient Financial Services/Patient Intake	First Created:	10/14
Issuing Dept:	Patient Financial Services	Last Revised:	
Approved by:	Shannon Hartke, MBA, FHFMA, Corporate Director - Patient Financial Services		

I. POLICY

In accordance with the Affordable Care Act, Section 2718(e) of the Public Health Service Act, all of Southern Illinois Healthcare's (SIH) hospital standard charges are available for the public to view. It is intended to promote transparency for patients to understand their potential financial liability for services obtained at our hospitals and allow comparison for similar services across hospitals.

However, hospital charge masters are lengthy and complex documents and do not provide information at a level conducive for this purpose. Therefore, patients seeking price estimates/ quotes are covered in policy SY-MC-002: Price Quotes.

II. DEFINITIONS

Hospital Charges / Uniform Charges: The amounts set before any discounts. Hospitals are required by 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 differences in treatment plans provided, as ordered by the physician, due to the patient's health. Therefore, actual total charges to a specific patient most likely differ from the average charge per case.

Meditech Charge Procedure Dictionary: a file/dictionary in the billing system where charges reside and are defined.

III. RESPONSIBILITIES

- 1.0 The Revenue Cycle Manager complies with this policy.
- 2.0 The Revenue Cycle Manager or Corporate Director of Patient Financial Services may assign a representative to comply with this policy from time to time based on the business needs of the organization.

IV. EQUIPMENT/MATERIALS

- 1.0 Meditech Charge Procedure Dictionary

V. PROCEDURE

- 1.0 Requests for specific price estimates are not covered in this policy and are directed to the Financial Counselor for further assistance. (See policy SY-MC-002).
 - 1.1 Financial Counselors can be reached at the numbers listed below.
 - A. Memorial Hospital of Carbondale 618-549-0721 ext. 64572
 - B. Herrin Hospital 618-942-2171 ext 36458
 - C. St. Joseph Memorial Hospital 618-684-3156 ext 55331

- 2.0 Request for public viewing of the charge procedure dictionary is scheduled in advance by calling 618-457-5200 ext 67700.
- 3.0 The Revenue Cycle Manager coordinates appointment times Monday – Friday from 9:00 AM to 3:00 PM (excluding federal holidays). Most appointments are scheduled within five (5) business days of the request.
 - 3.1 Appointments are scheduled for a maximum of thirty (30) minutes.
 - 3.2 To aid in the understanding of the charge dictionary, appointments are a collaborative exchange between the patient and the Revenue Cycle Manager/designee.
- 4.0 SIH maintains the right to present charge information in the manner deemed most appropriate.
- 5.0 Hospital charge information is not copied, scanned, or downloaded to any electronic device of any nature.
 - 5.1 Print screen or system images are not provided to the requestor.

VI. DOCUMENTATION

N/A

VII. CHARGES

- 1.0 Patients are not charged for this information.

Additional Approvals and Review/Revision Dates			
Review Dates:			
Revision Dates:			
Replaces:	N/A		
Additional Approvals:	Name (print) _____	Title _____	Signature _____
	Sharon McCreight	Patient Intake Manager	
	Vera Davenport	Revenue Cycle Manager	
	Daniel Skiles	Corporate Director Managed Care	