

**Policy Title:** Fee Policy  
**Policy Category:** Internal Procedures  
**Originated By:** MPHP Staff  
**Approved By:** MPHP Staff and Advisory Committee  
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### **Fee Policy:**

While MPHP collects donations from licensing boards, area hospitals, professional organizations, and other contributions, these sources are not sufficient to cover costs at present. Therefore a consistent fee structure must be in place to assist in supporting operational costs. MPHP does not have the capacity or resources to conduct extensive evaluations aimed at accurately determining each participant's ability to meet financial obligations. Therefore, it is particularly important that standards are in place to guide clinical coordinators and participants during the intake process and provide some consistency in payment arrangements. Finally there is some benefit to requiring fee payments as part of the commitment by the participant to the program.

### **Purpose:**

- Assure consistency in fee requirements
- Provide a baseline, with built-in flexibility, for program fees
- Enhance program accessibility

### **Procedures:**

Fee requirements will be discussed between the Clinical Coordinator and a new participant during the intake process. At this time, the Clinical Coordinator will discuss with the participant their current employment standing and determine the appropriate participant fee. A waiver or fee reduction can be requested at any time should the participant's employment or financial standing change.

Standard MPHP Participant Fees are as follows:

- Physicians, Dentists, Podiatrists, Pharmacists and Advance Practice Nurses who have signed a Monitoring Agreement: \$100 per month.
- Physician Fellows, Residents, Dental Hygienists, Nurses, Physician Assistants and Veterinarians who have signed a Monitoring Agreement: \$50 per month
- Students who have signed a Monitoring Agreement: \$10 per month
- Participants who have signed a Recovery Maintenance Agreement (Sr. Monitoring): \$125 per quarter
- Out of State Participants being monitored primarily in an equivalent program in another state: \$100 per quarter
- Pharmacy Technician program fees are waived automatically.

#### Fee Reduction and Waiver Application:

Participants who work full time are expected to pay the standard fees unless there are extenuating circumstances. Any participant who meets the criteria below may apply for a fee reduction or waiver. Conditions for consideration of a reduction and waiver are as follows:

- Participant has limited income and/or debt to income ratio creates hardship.
- Participant has limited ability to work due to legal or medical reasons.
- Participant is experiencing financial distress, is the sole provider for minors, bankruptcy, etc.

#### Criteria for Granting Fee Reductions and Waivers:

Requests will be considered based on the above criteria and will be reassessed every 6 months. Once the conditions of the reduction or waiver have changed, participants will need to reapply for the reduction or waiver to continue. When participants fall into one or more of these categories, Clinical Coordinators may determine a reasonable fee or fee waiver for each participant based on the guidelines at their own discretion.

#### Guidelines for reductions (participants may fall into several of these categories)

- Working but not employed in profession – fee reduction from standard fee.
- Financial Hardship – fee determined on a case-by-case basis.

#### **WHEN THE REQUIREMENTS OF THIS POLICY ARE NOT MET:**

When the conditions of this policy are not met, the MPHP may respond with one or more of the following:

- a. Discussion with Operations Manager and Clinical Coordinator with a payment plan worked out.
- b. MPHP Clinical Coordinator reports administrative noncompliance to the appropriate licensing Board.
- c. Participants will not receive program completion status until financial obligations are met.