



ELIZABETHTOWN COMMUNITY HOSPITAL

POLICY/PROCEDURE

TITLE: Out-of-Network Disclosure	
DEPARTMENT: Revenue Cycle	
SECTION:	NUMBER:
Page 1 of #	<input type="checkbox"/> Attachments
<input checked="" type="checkbox"/> New -effective date - 02/22/2016	<input type="checkbox"/> Name Change- formerly
<input type="checkbox"/> Reviewed/Revised -effective date - upon Administrative approval	

Prepared by: Debra Mussen	Date: 02/22/2016
Responsible Department(s): Revenue Cycle	
Administrative Approval:	Date:
All other related polices/procedures/protocols:	

SEE LAST PAGE FOR REVIEW HISTORY

I. Purpose

The purpose of this policy is to outline the procedures and responsible parties for making required disclosures to our patients under the New York State Surprise Bill Law.

II. Policy

The New York State Surprise Bill Law requires hospitals to comply with several disclosure requirements:

- Publically posting a schedule of charges for various services on their website (or information on how to obtain charge information if the schedule of charges is not provided);
- Providing a list of health plans in which they participate;
- Advising patients that physician services may not be included in the hospital's charges, physicians who provide services in the hospital may or may not participate with the same health care plans as the hospital, and that the patient should check with the

physician arranging for the hospital services to determine the health care plans in which the physician participates;

- Post the names and contact information of practice groups for services such as radiology, anesthesiology, and pathology with which the hospital has a contract, along with information on how consumers can determine the network affiliations of those groups; and
- Post information, including network affiliations and contact information for doctors who are hospital employees.

Hospitals are also required to provide information in advance of non-emergency hospital services during registration or in admission materials:

- Advise patients to check with the physicians arranging for the hospital services to determine the name and other contact information of any other physician whose services will be arranged by the physician and whether it is anticipated that physicians who are employed or contracted by the hospital will provide services to the patient; and
- Provide the patient with information on how to timely determine with which health care plans physicians participate.

The Out-of-Network disclosure was created and adapted for ECH use to provide to patients during the registration process to ensure compliance with the NYS Surprise Bill Law. Registration staff will hand the OON disclosure to patients during the registration process providing a summary explanation of the OON disclosure

III. Procedure/General Information

A. Registration Check-in

At the end of the registration process, when checking a patient in, the Patient Registration staff will provide to every patient a copy of the Out-of-Network disclosure and summarize the disclosure (see summary below)..

B. Disclosure Summary:

Here is some important information about paying for your care at ECH. You can find a list of Health Plans ECH participates with; who our employed providers are; names and addresses of providers ECH contracts with; and how to obtain current charges for specific services at our website. www.ech.org.

Physician services are not included with the hospital charges and are billed separately. Not all physicians who provide services at the hospital are hospital employed; some are independent and therefore may or may not participate with your health plan. You will

want to check with your physician arranging your care to determine what health plans they participate with and if any other physicians will be required for your care and their contact info to determine the health plans they participate with. If you would like information regarding standard charges for services our Financial Counselor can be reached at 518-873-3139. If you do not have health insurance, you may be eligible for assistance paying your hospital bills. Our Financial Counselor is available to assist you with the application process.

C. Disclosure Exceptions

Disclosure is not required to be given for patients seeking emergent care treatment. Therefore, patients being seen in the Emergency Room or are an Admission do not need to be given the Out-of-Network Disclosure.

V. Distribution

This policy must be distributed to All ECH employees

All recipients of this policy must acknowledge their receipt and understanding of the policy by attesting in Policy Manager. Refer any questions with the policy within ten days of the issue date to your immediate supervisor. If no question or problems are stated, it will be deemed that the policy has been read and understood.

Does the draft/revised policy involve federal, state or local regulations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please describe in research/reference section below ↓					
DATE:	DRAFTED/REVISED BY:	NEW √	No Change √	REVISION (S): state reason for revisions	INITIALS
02/22/2016	Debra Mussen	X			
	Creation date				

Research/References:

New York State Out-of-Network Regulation