

Idaho Department of Correction  	<b>Standard          Operating          Procedure</b>	Title: <b>Co-Pay for Medical Services</b>		Page: 1 of 5
		Control Number: <b>411.06.03.001</b>	Version: <b>4.0</b>	Adopted: 03-04-2008

**Pat Donaldson, division chief of management services, approved this document on 07/05/2016.**

Open to the public:  Yes  No

**SCOPE**

This standard operating procedure applies to all Idaho Department of Correction employees, inmates, contract medical providers and subcontractors.

<b>Revision History</b>
Revision date (07/05/2016) version 4.0: Added to section 6, exemption for healthcare needed for an inmate victim of sexual assault and a subsection for inmate worker injury copay, clarified assessment procedures in section 8, and changed title to improve alpha listing (previously titled Medical Co-pay).

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## **BOARD OF CORRECTION IDAPA RULE NUMBER 13**

Department Fee Structure

### **POLICY CONTROL NUMBER 411**

Medical Co-Pay

#### **PURPOSE**

The purpose of this standard operating procedure is to establish a system for charging inmates housed in Idaho Department of Correction facilities a fee for health care services provided by the department or its contractors.

#### **RESPONSIBILITY**

##### ***Health Authority***

The health authority is responsible for

- Monitoring and overseeing all aspects of health care services
- Ensuring implementation and continued practice of the requirements of this standard operating procedure

If health care is contracted, the health authority is responsible for

- Reviewing and approving all applicable contract medical provider policy, procedure, and forms before implementation
- Monitoring the contract medical provider's performance, reviewing processes, procedures, forms, and protocols used by the contract medical provider to ensure compliance with all health care-related requirements of contracts, and this standard operating procedure

##### ***Contract Medical Provider***

The contract medical provider is responsible for implementing and practicing all requirements of this standard operating procedure, unless specifically exempted by written contracts.

Nothing in this standard operating procedure relieves a contract medical provider of any obligation or responsibility of respective contractual agreements.

#### **STANDARD PROCEDURES**

Medical co-pay funds collected in department facilities offset general fund medical expenses. Out of state facilities and county jails that charge co-pay, retain those funds.

Inmates must not be denied health care services because they cannot pay.

#### **1. Informing Inmates How to Access Health Care Services**

Intake medical staff must inform inmates of the process to access health care services. This instruction takes place at intake orientation and upon arrival at a new facility.

#### **2. Medical Co-Pay Process for Inmates in Non-IDOC Facilities**

Inmates may be charged medical co-pay when housed in out-of-state and county jails governed by contract or memorandum of understanding.

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If an out-of-state facility or county jail charges co-pay, the limits are

- \$5 co-pay for an inmate-initiated request for medical or dental services
- \$3 co-pay for each medication ordered by a medical provider

A non-IDOC facility must not deny IDOC inmates medical, dental, mental health, or pharmacy services because the inmate cannot pay.

### **3. Health Care Services Requiring Payment of Medical Co-Pay Fee**

Medical co-pay fees are as follows.

#### ***Prison Inmates, CRC Inmate Facility Workers, and Unemployed CRC Work Release Inmates***

- \$5 co-pay for inmate-initiated sick call service from a physician, physician assistant, nurse practitioner, nurse, health care professional, dental, optometry, or emergency evaluation and treatment
- \$5 co-pay for each initial inmate-initiated sick call service not related to a serious chronic medical illness

Co-pay charges are the same for general population and segregated inmates.

#### ***Employed CRC Work Release Inmates***

- \$10 co-pay for inmate-initiated sick call service from a physician, physician assistant, nurse practitioner, nurse, health care professional, dental, optometry, or emergency evaluation and treatment
- \$10 co-pay for each initial inmate-initiated sick call service not related to a serious chronic medical illness

### **4. Pharmacy Services Requiring Payment of Medical Co-Pay Fee**

Whether medications are dispensed to the inmate in self-medicate or 'keep-on-person' quantities or by individual unit doses, all medical prescriptions are ordered by health care providers in quantities and durations that are medically appropriate and according to all applicable laws and regulations.

Co-pay fees are charged every 90 days for the renewal of any chronic maintenance medication except those covered under chronic disease clinics.

Pharmacy service medical co-pay fees are as follows.

#### ***Prison Inmates, CRC Inmate Facility Workers, and Unemployed CRC Work Release Inmates***

There is a \$3 pharmacy service medical co-pay for inmates receiving over-the-counter or prescription medications for each course, treatment, or per prescription.

#### ***Employed CRC Work Release Inmates***

There is a \$5 pharmacy service medical co-pay for inmates receiving over-the-counter or prescription medications for each course, treatment, or per prescription.

### **5. Approving, Reevaluating, Renewing, Rewriting, or Refilling a Medical Order**

When a health care professional approves, reevaluates, renews, rewrites, or refills a medication order, that transaction is a new prescription and subject to a co-pay charge.

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Renewed over-the-counter or prescription medications are charged a co-pay fee.

## 6. Services, Medicines, and Inmates Exempt from Medical Co-Pay

Co-pays are not charged for

- Initial assessments during the reception and diagnostic process, including physical and dental examinations and screening
- Prescribed laboratory studies and tests
- Prescribed x-rays
- Testing routinely done during the intake process
- Prescribed psychiatric or psychological testing and evaluation
- Dressing changes and other ongoing treatments ordered by a health care professional for treatment prescribed over the course of several days or weeks
- Miscellaneous inmate health assessments including screenings for work and program assignments
- Medications ordered for treatment of a chronic disease that is followed in the chronic disease program
- Tuberculosis prophylaxis types of medications
- Chronic disease program including prescribed infirmary care, transfer screenings, periodic assessments, and scheduled follow-up exams
- Follow-up visits authorized by health care professional
- Written referrals by one health care professional to another for the same presenting problem
- Inmates injured while on work projects and who are covered by department supplemental insurance or are under the care of a workman compensation provider
- Medical care needed as a result of sexual assault while incarcerated

### ***Inmate Worker Work-Related Injuries***

Inmates injured while working at a facility (kitchen worker, CI, janitor, maintenance, etc.) are allowed one initial visit and one follow up visit at no charge for the work injury. A medical provider must order further visits to be exempt from a co-pay charge.

## 7. Health Services Request Co-Pay Form

An inmate must complete a health services request co-pay form before each visit for health care services or pharmacy services except as exempted above.

Upon completion of the four-part NCR health services request co-pay form, the original (first page) is kept by the health care professional. The second and third pages go to fiscal for charging the medical or pharmacy co-pay fee. The fourth page is kept by the inmate at the medical appointment. The third page is returned to the inmate by institutional mail once charges are documented.

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#### **8. Assessing the Medical Co-Pay Fee**

The health care professional determines the appropriate type of co-pay fee to charge based on the services provided. The healthcare professional indicates the services provided on the Health Service Request form. IDOC fiscal staff completes the assessment of the co-pay charge and deduction from the inmate's account.

#### **9. Inmate Concerns**

An inmate who thinks a medical co-pay fee was unfairly charged may file a concern form seeking resolution.

#### **10. Compliance**

The health authority ensures compliance with this standard operating procedure and all related protocols by monitoring clinical practice guidelines, routine reports, program reviews, and record reviews.

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