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| Name of Policy: | <u>Adjustment of University of Toledo Medical Center Charges</u> |  | | | | |
| Policy Number: | 3364-100-50-23 | | | | | |
| Department: | Hospital Administration | | | | | |
| Approving Officer: | Chief Executive Officer - UTMC | | | | | |
| Responsible Agent: | Chief Financial Officer – UTMC Administrator, Risk Management | | | | | |
| Scope: | The University of Toledo Medical Center | | | | | |
| | | Effective Date: 06/01/2021 | | | | |
| | | Initial Effective Date: 12/1/1988 | | | | |
| <table border="0"> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input checked="" type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table> | | | <input type="checkbox"/> New policy proposal | <input checked="" type="checkbox"/> Minor/technical revision of existing policy | <input type="checkbox"/> Major revision of existing policy | <input type="checkbox"/> Reaffirmation of existing policy |
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(A) Policy Statement

The adjustment of University of Toledo Medical Center charges related to potential risk or legal issues must be approved by either Risk Management or Hospital Administration.

(B) Purpose of Policy

To provide a systematic method for adjusting bills for services rendered by UTMC.

(C) Procedure

- Adjustments with risk management or legal implications will be referred to the Administrator for Risk Management. All other matters involving adjustment of charges will be referred to the Chief Executive Officer of UTMC for appropriate action.
- No recommendation for adjustment of charges will be made until an investigation has been completed. Either the Administrator for Risk Management or the Chief Executive Officer of UTMC may request in writing that billing activity be temporarily suspended, pending investigation.
- After investigation, if adjustment is deemed warranted, the Administrator for Risk Management or the Chief Executive Officer of UTMC, as appropriate, will forward the adjustment to Patient Financial Services.
- Any adjustment of UTMC charges will comply with contractual or statutory restrictions regarding waiver of co-payment amounts.

Questions regarding adjustment of charges can be referred to the Administrator for Risk Management or the Chief Executive Officer of UTMC.

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| Approved by: | Initiation/Review/Revision Date: |
| <u>/s/</u> | 12/1/88 10/22/2008 |
| <u>Richard Swaine</u> | 2/17/89 10/1/2013 |
| Chief Executive Officer, UTMC | 6/6/90 3/1/2017 |
| | 10/10/91 4/1/2020 |
| | 6/2/93 5/1/2021 |
| | 8/16/96 |
| | 8/13/98 |
| | 3/1/2002 |
| | 7/6/05 |
| <i>Review/Revision Completed By:</i> | Next Review Date: 5/1/2024 |
| <i>HAS</i> | |
| <i>Risk Management</i> | |
| <i>Patient Financial Services</i> | |
| Policies Superseded by This Policy: 7-50-23 - Adjustment of UTMC Charges | |