

Wilson Martino Dental of Doddridge County  
Sliding Fee Schedule Policy

**POLICY:**

Wilson Martino Dental of Doddridge County will offer a sliding fee schedule to ensure that no patient will be denied access to dental health care due to their inability to pay, and to ensure access to dental care services at a cost that is fairly and consistently based on the eligible persons' ability to pay. Wilson Martino Dental of Doddridge will implement and promote this patient centered program helping to improve access to care.

All patients will be informed of their eligibility to apply for sliding fee schedule consideration by the following methods: informing patients at check-in/out and by posting notifications predominately in patient areas, verbally providing information to patients upon request, providing information to patients when discussing financial need. The Sliding Fee Schedule information will be provided in the appropriate languages and literacy level for the population served by this office.

**DEFINITIONS:**

1. Household size: household shall be defined as persons reported on annual income tax filing.
2. Household income: income shall be defined as but not limited to gross earned income, interest and dividend, retirement income, social security income, unemployment benefits, alimony and child support. Non-cash benefits, such as food stamps and housing subsidies are not included as a source of income.
3. Proof of income: Accepted proof includes but is not limited to current tax returns, W-2 forms, current child support payment, military allotment or most current monthly payroll stubs. Self employed individuals may submit a Schedule C or SE and / or detail of the most recent three months income and expenses for their business. Adequate information must be made available to determine eligibility for the program.
4. Proof of WV State Medicaid Denial: All persons applying for the Sliding Fee Schedule will be required to show proof of application and denial for WV State Aid programs, such as adult Medicaid Dental Coverage, West Virginia CHIPS (for Children) and West Virginia Medical Card (for Children).
5. Ability to Pay: Determination based solely on the results of the assessment of household size and income.
6. Refusal to Pay: If a patient verbally expresses an unwillingness to pay or vacates the premises without paying for services, the patient will be contacted regarding their payment obligations. If the patient does not make an effort to pay or fails to respond within 30 days of a statement, this constitutes refusal to pay. Wilson Martino Dental of Doddridge County will then explore options not limited to, but including offering a payment plan, offering a paid in full discount, or referring the patient to the collection department. In the interest of Dental Health, a patient will not be denied an emergent visit based on refusal to pay.
7. Nominal Fee: The nominal fee is a fixed amount that does not represent the value of the services provided from the perspective of the participant. The nominal charge is determined and approved by the leadership team of Wilson Martino Dental of Doddridge County.
8. Zero Income: A patient claiming no income must follow the following steps. Individuals who claim they do not have any income will be required to complete and sign the No Income Form (IRS Form 4506T) prior to their visit or on the day of appointment. In addition, the patient will have 14 calendar days to contact DHHR for documentation identifying their denial of dental benefits and the date they applied for and were denied assistance.

**PROCEDURE:**

1. The Sliding Fee Schedule program will apply to all services provided at the office of Wilson Martino Dental of Doddridge County.

2. The program is available to all patients of record.
3. The Sliding Fee Schedule is a means of addressing and balancing barriers to care and the need for fair charges for services rendered to patients. The sliding fee schedule is developed according to federal poverty guidelines and includes reasonable charges that are consistently and evenly applied.
4. All patients will be assessed for gross income and household size. Patient eligibility will be based on this information, along with the required documentation to support the information.
5. Patient eligibility is determined solely based on household size and household income, ensuring that acceptance is non-discriminatory and uniform. The application procedure is established and implemented to ensure the patients' dignity and privacy is respected.
6. The patient or responsible party must complete the application in full. By signing the application, the applicant authorizes Wilson Martino Dental of Doddridge County to confirm gross income as disclosed on the application. A complete application with required documentation is required for participation in the program. Once documentation is received and application is approved, eligibility in the Sliding Fee Schedule program will be valid for 12 months.
7. The Sliding Fee is calculated using household income and family size. Anyone claimed as dependents on the household's income tax form should be counted in both income generation and household size calculation.
8. Wilson Martino Dental of Doddridge County's Sliding Fee Schedule program is updated annually based on revisions to the federal poverty guidelines and is submitted to the CEO and leadership team for approval.

Other Considerations:

- a. For services that Wilson Martino Dental of Doddridge County provides a written referral, they will make all attempts to provide referral options to providers who also offer a Sliding Fee Schedule and/or Discount Program of some type.
- b. The cost of supplies, such as crowns or dental bridges will be passed onto the patient. The patient will be notified of the cost of these items before they are ordered. The patient has the right to refuse purchase of any of these items.
- c. Some services may be provided by providers outside of the Wilson Martino Dental of Doddridge County office. In such cases, Wilson Martino Dental of Doddridge County will inform the patient that they may be billed for the services or goods by the other entity in accordance with that entity's policies and procedures.



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Dr. Robert Martino, CEO

Review Date: May 2025