

AP0400 – CHANGES TO SCHEDULE OF FEES AND CHARGES

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dǎkelh Dené, Ktunaxa, Nlaka’pamux, Secwépemc, St’át’imc, Syilx, and T̓silhqot’in Nations, where we live, learn, collaborate and work together.

Interior Health recognizes that diversity in the workplace shapes values, attitudes, expectations, perception of self and others and in turn impacts behaviors in the workplace. The dimensions of a diverse workplace includes the protected characteristics under the human rights code of: race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, criminal or summary conviction unrelated to employment.

1.0 PURPOSE

To outline the process for approving Interior Health’s (IH) Schedule of Fees and Charges.

2.0 DEFINITIONS

TERM	DEFINITION
<i>Interprovincial Billing Rate:</i>	<i>Rates approved under the Inter-Provincial Billing Agreement for Inpatient and Outpatient Hospital Services and high-cost procedures provided in BC to residents of other provinces and territories who are covered by their own provincial/territorial health insurance plan.</i>
<i>Preferred Accommodation:</i>	<i>Rooms that have features that make them demonstrably superior to a standard four bed ward accommodation.</i>
<i>Standard Ward Rate:</i>	<i>The per diem charge established by the Ministry of Health under the Interprovincial Billing Agreement for an inpatient stay at a specific hospital in BC.</i>

3.0 POLICY

To review, amend and approve the [IH Fee Schedules](#) on an annual basis. In addition:

- 3.1 Update IH’s fee schedules with any changes implemented as a result of mandates from the Ministry of Health (Interprovincial Billing Rates¹, Standard Ward Rates, etc.) with the approval of the Chief Financial Officer CFO.

¹ *Financial Policy Manual for Health Authorities*. Ministry of Health Services. Section 12.2 Interprovincial Reciprocal Billing for Inpatient and Outpatient Services. April 2020.

Policy Sponsor: Chief Financial Officer (CFO) & VP, Corporate Services	1 of 2
Policy Steward: Director Revenue and Payroll Services	
Date Approved: November 2004	Date(s) Reviewed-r/Revised-R: April 2024 (R)
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- 3.2 The CFO approves additions or changes to patient supply items and/or Services. The CFO, at their discretion, may bring proposed supply/service fee changes to SET for their approval.
- 3.3 The CFO approves any changes to [Preferred Accommodation](#) room rates and parking rates will be approved by the Senior Executive Team (SET) on an annual basis or as required.

4.0 PROCEDURES

- 4.1 Ministry Mandated Changes

The CFO receives changes to the Interprovincial Billing Rates and Standard Ward Rates from the Ministry of Health (MoH) and forwards to the Manager, Accounts Receivable (A/R). The A/R Manager updates the rates on the respective IH forms/templates and in the billing system.
- 4.2 Sale of Supply Items or Services

The Operations Managers request new supply/services prices and updates to existing items/services prices to the A/R Manager. The A/R Manager works with the requesting manager to determine the value of the service/item. The A/R Manager presents the proposed new/updated costs and templates to the CFO for review and approval. The CFO, at their discretion, may bring proposed supply/service fee changes to SET for their information and/or approval.
- 4.3 Preferred Accommodation Rates

The A/R Manager presents recommended updates to Preferred Accommodation rates to the Corporate Director, Capital Finance & Controller. The Corporate Director, Capital Finance and Controller presents the recommended rates to SET for review and approval.

5.0 REFERENCES

- 1. IH Policy: [AP0700 Signing Authority](#)
- 2. IH Policy: [AP1200 Preferred Accommodation](#)
- 3. Financial *Policy Manual for Health Authorities, Ministry of Health Services*. April 2020.

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