



AP0400 – CHANGES TO SCHEDULE OF FEES AND CHARGES

1.0 PURPOSE

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

2.0 DEFINITIONS

Interprovincial Billing Rate:	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.
Preferred Accommodation:	Rooms that have features that make them demonstrably superior to a standard four bed ward accommodation.
Standard Ward Rate:	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.

3.0 POLICY

IH will review, amend and approve the Schedule of Fees and Charges on an annual basis. In addition:

1. Any changes implemented as a result of mandates from the Ministry of Health (Interprovincial Billing Rates¹, Standard Ward Rates, etc.) will be updated on IH's fee schedules with the approval of the VP Support Services & Chief Financial Officer (CFO).
2. Additions or changes to Sales of Patient Supply Items and/or Services will be made with the approval of the CFO. The CFO, at their discretion, may bring proposed supply/service fee changes to SET for their approval.
3. 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.

¹ *Financial Management Policy Manual for Health Authorities*. Ministry of Health Services. Section 13.2 Interprovincial Billing for Inpatient and Outpatient Services. April 2011.

Policy Sponsor: Vice President Support Services and Chief Financial Officer		1 of 2
Policy Steward: Accounts Receivable Manager		
Date Approved: November 2004	Date(s) Reviewed-r/Revised-R: November 2008 (r), October 2011 (R), January 2012 (R), February 2016 (R)	



4.0 PROCEDURES

4.1 Ministry Mandated Changes

Any changes to the Interprovincial Billing Rates or Standard Ward Rates are to be forwarded from the CFO to the Manager, Accounts Receivable (A/R) who will update the rates on the respective IH forms/templates and billing system.

4.2 Sale of Supply Items or Services

Requests for charging for new supply/services or updating prices of existing items/services will be presented to the A/R Manager. The A/R Manager will work with the requesting manager and Business Support to determine the value of the service/item. The A/R Manager will present 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 and Parking Rates

Preferred Accommodation rates will be determined in consultation with the Corporate Director, Financial Services. Changes to parking rates will be developed by the Regional Director, Plant Services. Proposed rate changes to these items will be presented to SET for review and approval.

5.0 REFERENCES

1. AE0100 – Signing Authority
2. AH1200 - Preferred Accommodation
3. *Financial Management Policy Manual for Health Authorities. Ministry of Health. April 2011*

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