

1.4.E.10 Medical Services Copayments

I Policy Index:



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II Policy:

Inmates in the custody of the Department of Corrections (DOC) may be charged for medical services. Medically necessary health care will not be refused by the DOC or its contracted health care providers to any inmate for lack of available funds or inability to pay for the medical service (ACA #4-4345).

III Definitions:

Claim:

Information submitted by a provider to establish that medical services were provided to a person, from which processing for payment to the provider is made.

Community Transition Program (CTP):

A program under the control of the DOC designed to assist identified offenders with successful transition to community supervision.

Community Transition Program Phase 1- Restricted:

For the purposes of this policy only, phase 1 offenders are those released to CTP who are restricted to the grounds of the facility.

Community Transition Program Phase 2:

For the purposes of this policy only, phase 2 offenders are those released to CTP who are eligible to seek employment or work off facility grounds. These offenders have access to the community.

Copayment:

A specified dollar amount which inmate/offender is required to pay for medical services.

Emergency Services:

With respect to a medical emergency. A medical screening examination that is within the capability of the emergency department of a hospital, including ancillary services routinely available to the emergency department to evaluate such medical emergency; and such further medical examination and treatment necessary to stabilize the person.

Exclusions:

Specific health care services, supplies sicknesses, or injuries that are not covered.

Medical Emergency:

A condition that without immediate attention would result in the loss or life or permanent disability, including the health of a female offender or her unborn child or acute symptoms of severe pain, as best determined by the medical services provider.

Medical Services:

Medical, dental, optometry treatment, lab, x-ray, medications or other related services for the diagnosis, prevention, treatment, cure, or relief of a health condition, illness, injury or disease.

Nurse Sick Call:

A system through which an inmate may report for and receive appropriate medical services for non-emergency illness or injury (See DOH policy P-C-06A [Inmate Medical Co-Pay](#)).

Provider:

Any supplier of medical services, i.e., physician, pharmacist, dentist, optometrist, or other health care practitioner licensed, accredited or certified to perform specified health services consistent with state law.

Work Release Program:

A program that allows qualifying and approved inmates access to the community to seek employment and to be competitively employed in the community, pursuant to SDCL § [24-8-1](#).

IV Procedures:

1. Medical Services Copayment for Inmates:

- A. All new admission inmates will be provided information regarding medical service copayment requirements while in the Admission and Orientation (A&O) unit (ACA #4-4345).
- B. All inmates, including federal detainees, will be charged the following copayment fees (See DOH policy P-C-06B [Inmate Medical Co-Pay](#)). Work Release inmates and CTP 2 offenders will not be charged these copayment fees.
 - 1. Nurse sick call initiated by the inmate - \$2.00
 - 2. Non-scheduled care by health services staff - \$2.00
 - 3. Missed/skipped appointments-\$2.00
 - 4. Inspection by the inmate or offender of their medical records (fees for copying records will be assessed separately) - \$2.00
 - 5. Care provided for self-harm/self-inflicted injury - \$2.00
 - 6. Injury arising from participation in voluntary recreational activity - \$2.00
 - 7. Dentist or hygienist - \$5.00
 - 8. Optometrist - \$5.00

9. Replacement of durable medical equipment, to include medical or dental adaptive devices such as eyeglasses, hearing aids, cochlear processors, dentures, prosthetic devices or other such devices if lost, stolen or damaged (excluding replacement of hearing aid batteries) - \$12.00
- C. Inmates may be ordered to pay specified costs for health related services (claims) that are the result of actions of the inmate (assault upon another), as so ordered by the DOC, court or required by law.
- D. Services that typically do not have a copayment assigned are as follows:
1. Staff scheduled follow-up appointments, as required by medical, dental or optometry staff;
 2. Medical emergency;
 3. Exams initiated for or by the victim of an assault or injury by another inmate;
 4. Behavioral health services;
 5. Admission physical screening and dental screening;
 6. Exams or screenings to determine half-way house or community placement eligibility;
 7. Prescriptions;
 8. Replacement batteries for hearing aids and cochlear processors;
 9. Chronic care clinic;
 10. Infirmary care;
 11. Prenatal care;
 12. PREA related medical services (no inmate or CTP offender will be charged for PREA related medical services); and
 13. Appointments or services initiated by medical, dental or optometry staff (ACA #4-4345).

2. Copayments For Work Release Inmates and CTP Phase 2 Offenders:

- A. Inmates assigned to work release and offenders released to CTP Phase 2 may be assessed copayments for certain medical services (See DOC policies 1.5.A.5 [Work Release](#) and 1.5.G.2 [Parole Services-Community Transition Program](#) and DOH policies P-C-06A [Medical Expenses/Care - Work Release](#) and P-C-06C [Health Care for Community Transition Program](#)).
- B. The following copayment fees will be assessed for each medical service claim received from or charged by the provider.
1. Sick call, per visit - \$2.00
 2. Appointment with a physician, physician assistant, certified nurse practitioner, dentist, hygienist, or optometrist, per visit (includes chronic care) - \$10.00
 3. X-rays, per date of service - \$20.00
 4. Prescription medication - cost of medication, up to \$30.00 co-pay per prescription

5. Laboratory service, per date of service - \$20.00 (does not include inmate contested positive drug test results sent to the State Lab)
 6. Outside referrals, as approved by the medical director and utilization process - \$40.00
 7. Replacement of durable medical equipment, to include medical or dental adaptive devices such as eyeglasses, hearing aids (excluding replacement of hearing aid batteries), cochlear processors, dentures, prosthetic devices or other such devices if lost, stolen or damaged- \$12.00
 8. Emergent care, per visit, to include ancillary fees and ambulance service - \$50.00
- C. Work release inmates and CTP Phase 2 offenders must obtain health and/or dental (medical) insurance through their employer, if such insurance is offered. The inmate/offender is responsible for the insurance premium, copayment for services received and may be responsible for costs not covered by the insurance plan.
1. If the inmate/offender has insurance through their employer, the insurance provider will be billed first for all medical services received. The inmate/offender will be billed for any amount not covered by insurance. Any bill received by an inmate/offender must be forwarded to the inmate/offender's work release case manager or parole agent (CTP offenders).
 2. Inmates/offenders with employer provided insurance remain responsible for any copayment fees due to the provider in an amount up to those specified within this section. All services provided by Health Services that require a copayment are the responsibility of the inmate/offender.
 3. Work release case managers or the parole agents who become aware an inmate/offender has private insurance will inform Health Service staff of the private insurance. The inmate/offender will provide Health Services with the private insurance provider's information for billing purposes.
- D. If a work release inmate or CTP Phase 2 offender sustains a work-related injury or requires emergency medical services while at their job, they must immediately report the injury, including any emergency medical services received as a result of the injury, to their employer.
1. The inmate/offender and their employer are responsible for filing the Worker's Compensation claim.
 2. The inmate/offender may be responsible for any amount not covered by Worker's Compensation (exclusions).
 3. Inmates/offenders who receive medical services from an outside provider for a work related injury/accident are required to notify DOC/DOH staff of the medical services received from the outside provider directly upon return to their housing facility.
- E. Inmates/offenders housed in a county jail or contract facility will access medical services as determined by the jail/facility administrator or as instructed by DOC or DOH staff. The inmate/offender may be responsible for specified fees or copayments assessed by the provider, as determined by the DOC.
- F. Work release inmates or CTP Phase 2 offenders requiring off-site medical services may be referred by Health Services staff to an approved provider in the community (See DOH policy P-C-06C [Health Care for Community Transition Program](#)):
- G. Inmates/offenders are responsible for medical copayment fees and other charges for medical services received outside of the Health Services not pre-approved by Health Services.

3. Copayment Fees and Claims Billing:

- A. Copayment fees incurred by Work Release inmates or CTP Phase 2 offenders for medical services will be documented by Health Services staff and turned in to the respective DOC business office. The corresponding amount will be deducted from the inmate's account.
- B. Claims for medical services provided to an inmate/offender by an outside provider may be submitted directly to the DOC/DOH for processing. Bills received for service sent directly to the inmate/offender should be forwarded to unit staff or DOH staff for processing.
- C. Inmates/offenders may be held liable for all or a portion of any medical services claim not eligible for payment by the DOC (exclusions or receipt of services which were not approved).
- D. Inmates/offenders who disagree with fees assessed/billed by Health Services to the inmate/offender for medical services must utilize the Administrative Remedy procedure to appeal or contest the amount (See DOC policy 1.3.E.2 [Administrative Remedy for Inmates](#) and DOH P-A-11 [Grievance Mechanism for Health Complaints](#)).

V Related Directives:

SDCL § [24-8-1](#)

DOC policy 1.1.B.2 – [Inmate Accounts and Financial Responsibility](#)

DOC policy 1.3.E.2 – [Administrative Remedy for Inmates](#)

DOC policy 1.5.A.5 – [Work Release](#)

DOC policy 1.5.G.2 – [Community Transition Program](#)

DOH policy P-C-06A – [Medical Expenses/Care Work Release](#)

DOH policy P-C-06B – [Inmate Medical Co-Pay](#)

DOH policy P-C-06C -- [Health Care for Community Transition Program](#)

DOH policy P-A-11 – [Grievance Mechanism for Health Complaints](#)

VI Revision Log:

December 2002: **Raised** amount of co-pay from \$2 to \$5

June 2003: **Added** number 9 to services that do not require co-payments. **Added** reference to policies 1.1.B.2. and 1.3.E.2. **Combined** sections on Administrative Remedy and funds collected.

February 2004: **Revised** the policy statement. **Added** a section on Workman's Compensation claims for Work Release inmates. **Added** a reference to the Work Release Policy. **Added** a separate list of services charged to Work Release inmates. **Revised** for former sections on Billing for Co-Payments, Inmate Institutional Account and Other Co-Payment Guidelines into a new section entitled Billing and Payment for Health Care Services. **Added** reference to DOH policies PA 01, PC 06A and PC 06B.

October 2004: **Added** requirement that co-pay is required when inmates view medical/mental health records. **Deleted** references to the Documentation of Health Care Services form and the related attachment. **Revised** attachment 1.

September 2005: **Updated** references to DOH policies. **Added** a reference to the Community Transition Program. **Replaced** infirmary care with chronic care. **Deleted** medical co-pay for work release inmates for the psychiatrist. **Added** medical co-pay for X-ray on work release inmates. **Clarified** how money collected from the medical co-payments will be used by the DOC.

December 2006: **Revised** the procedures for work release inmates making payments on their medical obligations. **Revised** attachment 1. **Added** exams initiated as a result of an assault to services that are not charged a medical co-pay.

October 2007: **Added** "other written documentation" for those DOH employees who do not use a commissary slip to track the inmate medical co-pay.

September 2008: **Revised** formatting of policy and attachment in accordance with DOC policy 1.1.A.2. **Added** DOC policy in section V. **Replaced** "commissary spending" to "spend" account throughout policy.

Revised other grammatical and wording throughout policy.

September 2009: **Added** DOH policy P-C-06C within ss (A) and replaced \$15 with \$10 in ss (B) both within Services and Fees for Work Release Inmates Housed at a DOC Facility. **Added** P-C-06C to section V. **Added** hyperlinks.

September 2010: **Revised** formatting of Section 1. **Deleted** statement regarding inmates not having funds in their institutional account within Policy statement. **Replaced** "Workman's" with "Worker's Compensation. **Revised** \$5 to \$2 in ss (B1 and B4) and **revised** Note to include assessments and care for self-harm and **deleted** mental health within the same Note, **revised** wording within ss (C1), **revised** numbering within ss (C) through combining, **deleted** former ss (C7 and C8) regarding chronic care and sick call visits for food service workers and **revised** former ss (C10) referencing 24 hours from injury to reference injuries that are an emergency all within (Services and Fees For Non-Work Release Inmates). **Revised** \$5 to \$2 in ss (B1) regarding sick call, **revised** \$10 to \$20 in ss (B5) regarding x-rays, **revised** full cost of lab work to \$20 in ss (B7) and **replaced** forward with forfeit in ss (D) all within (Services and Fees For Work Release Inmates Housed at a DOC Facility). **Deleted** reference to doctor within ss (A1e), **replaced** employer with workers compensation or insurance in ss (B) and **deleted** reference of DHS from ss (B1) all within (Billing and Payment for Health Care Services). **Revised** co-pays to be consistent with policy, **replaced** forward with forfeit regarding inmate funds and **replaced** "workman's" with "worker's" compensation all within Attachment 1.

October 2011: **Added** "off-site facilities or providers" to Policy section. **Added** Definition of "Work Release" and "Emergency" and "Emergency Care". **Added** "/billed" to Section 1 B. **Added** "initiated by the inmate" to Section 1 B. 1. **Added** "non-scheduled care" "and care provided when medical staff determine an inmate's medical emergency was not an emergency") to the "Note" in Section 1. B. 4. **Added** "/billed" to Section 1 C. **Deleted** "screenings" and **Replaced** with "services" in Section 1 C. 4. **Added** "as determined by medical staff" to Section 1 C. 7. **Added** 10. "Chronic Care Clinic, except for Work Release Inmates" to Section 1 C. 10. **Added** 11. "Infirmary care" to Section 1 C. **Added** (service fee is for each visit) to Section 2. B. **Added** 9. to Section 2 B. **Added** "and/" to Section 2 C. 2. **Deleted** "or requires health care services" from Section 2 C. 3. **Added** "an on-going medical obligation or a medical obligation as a result of an acute (not on-going) issue, and "apply" and "This process will typically occur one time" to Section 2 D. **Added** 1. to Section 2 D. **Deleted** "The" and **Replaced** with "After the one time occurrence of sweeping the aforementioned accounts" and **Deleted** "must also agree in writing to submit a minimum payment of twenty (\$20.00) dollars every month towards the residual amount" and **Replaced** with "will make a minimum of twenty (\$20.00) dollars per month payment towards the obligation. The remaining amount will be added to the inmate's IFR as cost incurred" to Section 2 d. 2. **Added** "nursing" "non-scheduled care by health services staff, review of medical records, care provided for self-harm" "/hygienist" **Deleted** "eye doctor" and **Replaced** with "optometrist, any health care service initiated by the inmate" to Section 3. A. e. **Deleted** "filled out" and **Replaced** with "completed" in Section 3. A. 2. **Added** "(or note by staff stating the inmate refused to sign) in Section B. 1. A.

October 2012: **Added** "while at their community job or during the performance of their job duties" and **Deleted** "immediately so the employer can assist in the payment of the related claims" and **Replaced** with "regarding the injury and/or health care service received" in Section 2 B. 3. **Added** 4. and 5. to Section 2 C. **Deleted** "Once the" and **Replaced** with "When a health care service" and **Added** "documenting the service provided is required" in Section 3 A. **Deleted** "by health services the end of the health service staff person's shift and will be" and **Replaced** with "by Department of Health staff no later than the next working day following when the service was provided to the inmate/offender" in Section 3 A. 2. **Added** "and/or written documentation" in Section 3 B. 1. a. **Deleted** b. "After the written documentation has been completed, it will be forwarded to the appropriate business office for processing" in Section 3 B. 1.

February 2013: **Added** "Fees and Billing for Health Care Services to title of policy. **Deleted** definition of "Inmate Institutional Account", "Health Services Nurse" and "Sick Call" **Added** "The charge will be billed through medical services and automatically deducted or a commissary slip must be completed by the inmate with the same procedure required of non-work release inmates outlined in Section 3 A. 1. If the inmate does not have funds in his/her work release expense account, a credit obligation will be applied to the inmate's account" to Section 2 A. **Added** "or have the inmate complete a commissary slip. Commissary slips will be submitted to the business office on a daily basis. If an encounter is entered by medical, it will automatically deduct the corresponding value of the encounter per sections 1. B. or 2. B. above. If the offender does not have funds in his/her spend account, a credit obligation will be applied to the offender's account" in Section 3 A. **Deleted** "a commissary slip or other written documentation documenting the service provided is required"

and **Deleted** c. "The funds collected from the medical co-payments will be deposited into a local endowment fund and used to buy medical equipment and to pay other expenses related to the care of inmates" all in Section 3. A. 2. **Deleted** a. "After being signed by the inmate (or noted by staff stated the inmate refused to sign), the commissary slip and/or written documentation will be forwarded to the appropriate business office for processing" in Section 3 B. **Deleted** "run his/her balance into the negative" and **Replaced** with "cause his/her balance to show a credit obligation" in Section 3 B. 2. b. Added "provided they are not covered by encounters entered by DOH staff" in Section 3 C. **Added** E. to Section 3.

September 2014: **Added** definition of "Medical Services". **Deleted** "of an adult facility" and **Added** "due to a lack of available funds or an inmate's inability to pay for the service" to the policy statement. **Added** "access to the community to seek employment" to definition of "Work Release". **Deleted** "Uncontrolled bleeding, the need for CPR or ambulance to be called" and **Replaced** with "Conditions that require immediate attention or treatment to prevent permanent injury or loss of function" to definition of "Emergency". **Deleted** definition of "Emergency Care". **Added** definition of "Sick Call". **Deleted** "Non-Work Release" from Section 1. **Added** "All new admission inmates will be advised at the time of admission to a DOC facility of the guidelines of medical co-payments" in Section 1 A. **Added** 2-5 in Section 1 B. **Added** "employed as part of the work release program" and "appointments or services initiated by medical staff including" in Section 1 C. **Deleted** "sexual assault" in Section 1 C. 3. **Added** CTP offenders to Section 2. **Deleted** "full" and **Replaced** with "up to \$30 co-pay" in Section 2 B. 6. **Deleted** "Full cost of service set by the provider" and **Replaced** with "\$40" in Section 2 B. 8. **Added** 9-10 in Section 2 B. **Added** "Outside referrals and specialists will need to be approved by the Medical Director through the utilization management system" in Section 2 C.5. **Deleted** D. 1. and 2. in Section 2. **Added** 8. to Section 2 D. **Added** J. to Section 2. **Deleted** Section 3 and **Replaced** with new Section 3.

September 2015: **Deleted** "MCC" from Section 2 F. **Added** 2 to Section 2 E. **Deleted** "will" and **Replaced** with "may" in Section 3 C.

September 2016: **Added** 8. to Section 1 B. **Added** 10. to Section 1 C. **Added** "hearing aids, cochlear processors, or other such devices and **Added** "repaired" and **Deleted** "as determined by Health Services staff" and **Replaced** with "not to exceed \$40" in Section 2 B. 8.

March 2018: **Numerous Revisions to the policy.**

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

04/23/2018

Date