**WINTHROP-UNIVERSITY HOSPITAL** File: Outpatient No: H-6

**Mineola, L.I., New York 11501**

**ADMITTING DEPARTMENT** Subject: **Hempstead High School Health Center Registration POLICY & PROCEDURE MANUAL**

Approved: Effective Revised Pages:

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Preciosa Oliveira, Director, Patient Access Services

**Policy:** The Patient Access Representative will arrive or create a or case for patients having services at the Hempstead High School Health Center.

**Purpose:** To ensure timely and accurate encounters of patients having services.

**Procedure:**

1. When a patient presents for services at the Hempstead High School Health Center, the Patient Access Representative will check the patient in accordance with policy R-3. All Heampstead H.S encounters will have an organizational guarantor of (HHS). for scheduled appointment and walk ins if the center has parental permission to treat the patient, the Patient Access Representative will create an encounter with clinical services of clinic-confidential and a confidentiality indicator set to hempsteam h.s confidential. If there is no permission, the patient will be seen as a community benefit and will be check in as with clinical service of clinic
   1. a clinical service of Heampstead High School confidential .

1. The patient/representative will be asked to provide information needed for the patient encounter, which will include paperwork provided and signed by the physician requesting the test, the reason for the test including the diagnosis code, and a referral, if applicable. (See attachment A).
2. The patient/representative will also be asked to verify their name, date of birth, and social security number, if applicable. The patient/representative will be asked to provide an ID which verifies name and address, such as a driver’s license or non driver’s license. If license is not available, a picture ID is required. The patient’s insurance card can also be used as identification providing it contains a social security number.
3. Hempstead High School
4. Register all SBHC encounters using Organizational Guarantor Hempstead High School
5. Soarian will auto assign guarantor contract Hempstead High School to all encounters
6. Billable visits will be assigned clinical service CLN and bill routinely; denials and remaining balances after payment will auto transfer to guarantor and automatically write off.
7. Confidential visits will be assigned clinical service HHC and VIP indicator of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Clinical service HHC will be used in the rules to create dummy bills for all health plans except Medicaid and auto balance transfer the balance to the guarantor.
8. The guarantor contract will auto allowance any guarantor balances
9. Downtime Numbers and Process.