

## **POLICY AND PROCEDURE**

**SUBJECT: Harmon Diabetes Center Diabetes Education Indigent Scholarship**

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### **PURPOSE**

To provide diabetes education to people that have no insurance or Medicaid that live in the Greater Kansas City Missouri Area.

### **POLICY**

1. Non-reimbursed visits will be written off as an operating expense. All Medicaid patients will be required to pay \$1.00 for patient visits. If the Harmon Diabetes Center reaches capacity and the needs of the Medicaid patients cannot be met without hiring additional staff, the Center Director will present the issue to the Harmon Diabetes Center Advisory Board Committee for review.
2. Up to two persons per class will be accepted into the program at no charge if they meet all three of the following criteria: (a) they are uninsured; (b) they have household income less than 150% of the federal poverty levels; and (c) they live in the Greater Kansas City Missouri Area. Persons will be requested to submit a recent paycheck stub to verify that they meet the household income limits. They will also be required to sign a statement that they have no insurance or other means of paying for the services (e.g., public assistance, Medical Savings Accounts, or Health Savings Accounts). The Center Director will determine what additional information or forms such applicants will be required to submit for admission into the program at no charge. Such patients will not be billed for services rendered.
3. If a patient is in need of Registered Dietitian services and is uninsured, the patient can be seen individually by an RD for education. The patient must still meet all of the above criteria. The patients will be scheduled for four visits during a six week period. A physician referral will still be required for visits.
4. The Harmon Diabetes Center will track the number of patients that will be served since this is a loss of program income. This will allow the Harmon Diabetes Center and The Research Foundation to promote this community service that we are providing to the indigent in our community.

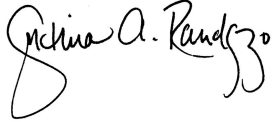
### **PROCEDURE**

1. A patient identified as being uninsured or having Medicaid and needing diabetes education will fill out The Research Foundation Scholarship Application.

2. Once submitted the application will go to the Harmon Diabetes Center Program Director for review.
3. Once reviewed by the director, it will be forwarded to the Foundation President for approval.

**APPENDICES**

A. Scholarship Application



APPROVED: \_\_\_\_\_  
President

DATE: August 26, 2008