	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.10.A.11
		SUPERSEDES (Policy No. & Date): COR.10.1A.13 of March 30, 2010	
SUBJECT: INCARCERATED INDIVIDUAL MEDICAL CO-PAYMENT		Page 1 of 5	

1.0 PURPOSE

The purpose of this policy is to provide guidelines and an organized process for incarcerated individual co-payments of certain medical services.

2.0 SCOPE

This policy and procedure shall apply to all Correctional facilities and their assigned personnel.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. Hawaii Revised Statutes, Section 26-14.6, Department of Corrections and Rehabilitation; Section 353-A, Director of Corrections and Rehabilitation, Powers and Duties.
- b. Standards for Health Services in Prisons. National Commission on Correctional Health Care, (2018).
- c. Standards for Health Services in Jails. National Commission on Correctional Health Care, (2018).
- d. Standards for Mental Health Services in Correctional Facilities. National Commission on Correctional Health Care, (2015).

.2 Definitions

- a. Co-payment: A nominal amount paid by an individual for certain health care services.
- b. Episode of care: From the beginning of treatment for a particular injury or illness until there is no longer any required follow-up care as determined by the health care provider.
- c. Indigent: An incarcerated individual with less than ten dollars (\$10.00) of income in his or her spendable or restricted accounts.

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- d. Infirmery: A designated area within a facility that is expressly set up and operated for the purpose of caring for patients who do not need hospitalization, but whose care cannot be managed safely in the general population setting.
- e. Retrospective Billing System: This is not an accounting method. The terminology describes a system that charges the patient for medical services after the service is rendered to ensure access to health care.

.3 Forms

- a. DCR 0459, Medical Co-Payments, Over-The-Counter Medications, Prosthetics Purchase Agreement (attached)
- b. DCR 0414, Co-Payment Cost For Medical Services

4.0 POLICY

- .1 Incarcerated individuals shall not be denied access to health care or necessary medical treatment because of their inability to pay the co-payment fee.
- .2 There shall be a retrospective billing system for medical services rendered.

5.0 PROCEDURES

- .1 Within twenty-four (24) hours of admission incarcerated individuals shall be given written information about their responsibility to the medical co-payment plan; the self-purchase/self-administration over-the-counter medication program, prosthetic purchases and other information regarding health care services.
- .2 During the time of the fourteen (14) day physical, the incarcerated individual shall review and sign an agreement informing him or her of the medical co-payment for incarcerated individual initiated services, and the incarcerated individual's responsibility regarding other medical services, on the Medical Co-Payments, Over-The-Counter Medications, Prosthetics Purchase Agreement [DCR 0459]..
- .3 There shall be a co-payment charge of three dollars (\$3.00) per visit for identified medical and dental services requested by the incarcerated individual. There will be no charge for a return to clinic if ordered by the physician for an episode of care requested by the incarcerated individual. Subsequent visits related to the

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initial request shall include a co-payment if not initiated or scheduled by a health care provider.

- .4 Assigned medical staff shall total the co-payment cost of services and provide it to each incarcerated individual on request. The Co-Payment Cost For Medical Services form [DCR 0414] shall be submitted to the facility fiscal office every Monday. On holidays that fall on a Monday, the forms should be submitted to the facility fiscal office on the Friday preceding the Monday holiday.
- .5 For infirmary services related to incarcerated individual elective medical procedures, the incarcerated individual shall pay the full cost of the infirmary stay per day. Infirmary cost shall be estimated using per day cost of semi-private rooms in a community hospital (e.g. Hilo Hospital, Maui Memorial, Leahi Hospital). The incarcerated individual will pay the full cost of any medications or medical supplies that by necessity are prescribed by the health care provider. The incarcerated individual must have sufficient funds to cover the estimated cost of the infirmary stay prior to the elected procedure. The charges shall be totaled and submitted to the facility fiscal office on the day of discharge. To calculate the infirmary length of stay, the date of admission shall not be counted and the date of discharge shall be counted. An admission and release on the same day is counted as one day.
- .6 The co-payment charge shall be deducted from the incarcerated individual's account at the time the charges are filed provided there is a balance of over ten dollars (\$10.00) in the account. If there is more than ten dollars in the account but less than the total co-payment amount owed by the incarcerated individual, the difference shall be deducted from the account.
- .7 If an incarcerated individual is indigent at the time the charge is posted, the facility fiscal officer shall so indicate on DCR 0414 and return the form to the Health Care Section. The incarcerated individual's debt will be resubmitted with the next batch of names on the following Monday and so forth.
- .8 If an incarcerated individual disputes a bill relating to the medical co-payment, he or she may request a review of the medical co-payment bill and his or her account record. If the review fails to resolve the error, the incarcerated individuals may grieve items still in dispute.
- .9 The facility fiscal office shall submit to the Director through the chain-of-command, with a copy to the facility nurse manager, the annual amount of funds recovered by the facility through the incarcerated individuals co-payment plan for the calendar year.

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.10 The following services are exempt from the medical co-payment fee:

- a. Medical, mental health, and dental admission screenings, examinations, and diagnostic tests required by law, regulations, out-of-court settlements, the Department or the National Commission on Correctional Health Care standards for jails and prisons.
- b. Incarcerated individuals requesting Mental Health services.
- c. Mental health referrals by medical staff or correctional employees.
- d. Incarcerated individual requested diagnostic testing for suspected sexually transmitted diseases, HIV/AIDS, tuberculosis, or hepatitis.
- e. Clinic visits to assess or clear an incarcerated individual for transfer, assignment to programs, work assignments, treatment facilities, or therapeutic communities.
- f. Physician ordered infirmary admissions.
- g. Industrial injuries.
- h. Visits scheduled at the request of a health care provider. These visits may include, but are not limited to:
 1. Diagnosis, treatment and care of communicable diseases;
 2. Diagnosis, treatment and care of chronic illnesses, including regularly scheduled clinics or workshops for chronic disease management;
 3. Dietetic consultations for chronic disease management;
 4. Pre- and post-natal care and examination.

.11 Incarcerated individuals shall be charged a co-payment for the following services:

- a. Incarcerated individual requested medical and dental treatment;
- b. Incarcerated individual requests for a dietetic consultation not related to a medical condition or a chronic disease.

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.12 Special needs incarcerated individuals with mental health disabilities or disorders that interfere with the ability to carry our normal activities are exempt from the co-payment plan. This includes, but is not limited to, instances of self-mutilation, suicide attempts or incarcerated individuals in special holding or therapeutic housing units.


Incarcerated individuals are required to pay the co-payment fee when treated for self-induced injury. This includes, but is not limited to:

- a. Instigated fights with other incarcerated individuals or staff, or deliberately punching, kicking, hitting, banging, etc., movable or immovable objects;
- b. Recreational injuries.
- c. Accidental injuries.

APPROVAL RECOMMENDED:


 _____ JAN 01 2024
 Deputy Director for Corrections Date

APPROVED:


 _____ JAN 01 2024
 DIRECTOR Date

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