

Justice Health NSW Policy

Patient Fees - Forensic Hospital

Issue Date: 01 August 2024

Patient Fees - Forensic Hospital

Policy Number 2.123

Policy Function Leadership and Management

Issue Date 01 August 2024

Next Review Date 01 August 2028

Risk Rating Medium

Summary In accordance with legislation and NSW Ministry of Health policy directives and procedure manuals, Justice Health & Forensic Mental Health Network must establish if a patient admitted to the Forensic Hospital is chargeable or non-chargeable in relation to hospital fees. This policy provides the framework for fee charging arrangements.

Responsible Officer Chief Financial Officer

Applies to

- ☒ Administration Centres
- ☐ Community Sites and programs
- ☐ Health Centres - Adult Correctional Centres or Police Cells
- ☐ Health Centres - Youth Justice Centres
- ☐ Long Bay Hospital
- ☒ Forensic Hospital

Other:

CM Reference POLJH/2123

Change summary Hyperlinks/reference updates and only minor changes to wording/grammar.

Authorised by Chair, Policy Steering Committee

Revision History

#	Issue Date	Number and Name	Change Summary
1	Aug 2024	2.123 Patient Fees - Forensic Hospital	Hyperlinks/reference updates and only minor changes to wording/grammar
2	Jun 2021	2.123 Patient Fees - Forensic Hospital	<ul style="list-style-type: none">• Updates and changes incorporated to reflect new, superseded and rescinded legislation, policy and related documents• Justice Health & Forensic Mental Health Network is now referred to "the Network"
3	Sep 2017	2.123 Patient Fees - Forensic Hospital	<ul style="list-style-type: none">• Reference to NSW Ministry of Health policy PD2016_039 Care Type Policy for Acute, Sub-Acute and Non-Acute and Mental Health Admitted Patient Care added

			<ul style="list-style-type: none"> • Updates and changes incorporated to reflect new, superseded and rescinded legislation, policy and related documents. • Detailed procedural flow charts replaced by a single chart providing a procedure overview
4	Jul 2012	2.123 Patient Fees - Forensic Hospital	New Policy
5			

PRINT WARNING

Printed copies of this document, or parts thereof, must not be relied on as a current reference document.
Always refer to the electronic copy for the latest version.

Justice Health and Forensic Mental Health Network
PO BOX 150 Matraville NSW 2036
Tel (02) 9700 3000
<http://www.justicehealth.nsw.gov.au>

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2. Preface

Justice Health & Forensic Mental Health Network (Justice Health NSW) is required to charge hospital fees to patients admitted to the Forensic Hospital in accordance with legislation, NSW Health policy directives and procedure manuals.

This policy aims to ensure:

- The Justice Health NSW complies with legislative requirements, the Ministry policy directives and procedure manuals.
- All patients admitted to the Forensic Hospital are financially classified as a chargeable or non-chargeable patient with regard to hospital fees.
- All patients are financially re-classified in accordance with **NSW Health Fees Procedures Manual for Public Health Organisations** so that patients are continuously charged the correct scale of fees throughout the duration of their hospitalisation.
- Patients who are classified as chargeable are informed their hospital fees contribute to the cost of their care and other hospital services provided to them.

3. Policy Content

3.1 Roles and Responsibilities

3.1.1 Chief Executive

Reviewing and approving or declining appeals for hospital fee waivers, reductions and postponements in accordance with the Justice Health NSW policy [2.022 Delegations Authority](#).

3.1.2 Chief Finance Officer and Service Director, Forensic Hospital

- Reviewing and approving or declining applications for hospital fee waivers, reductions and postponements in accordance with the Justice Health NSW [2.022 Delegations Authority](#).
- Signing-off on fee related bad/unrecoverable debts and refunds in accordance with the Justice Health NSW policy [2.022 Delegations Authority](#).
- Providing the Justice Health NSW Board/Chief Executive with a summary accounts reduced, waived and debts written off, as required.
- Addressing, and where necessary, escalating risks and issues that arise from the implementation of this policy.

3.1.3 General Manager Forensic Mental Hospital

Reviewing applications for a waiver, reduction or postponement for hospital fees in accordance with the *Financial Hardship Procedure* as set out in Justice Health NSW, Policy **2.123 Patient Fees- Forensic Hospital**.

Policy 2.123 Patient Fees-The Forensic Hospital provides recommendation(s) to the Delegated Officer.

3.14 Consultant Psychiatrist or Psychiatry Registrar

Ensuring they are aware of and comply with their operational roles and responsibilities relating to this policy and the *Care Type* procedure as set out in Policy **2.123 Patient Fees-Forensic Hospital**

3.1.5 Social Worker

- Notify the Patient Fees & Trust Accounting Officer when a patient's correctional, forensic or civil classification changes.
- Notify the Patient Fees & Trust Accounting Officer of a patient's visa and/or residency status, if known.
- Where applicable, register a patient into the Medicare Australia program.
- Provide support and assistance with financial hardship applications where necessary.

3.1.6 Chief Financial Officer

Ensuring Finance staff are aware of and comply with this policy, legislation, NSW Health and the Justice Health NSW policies, procedures manual and related documents.

- Providing oversight on the management of accounts by ensuring accounts are managed in accordance with **NSW Health Fees Procedures Manual for Public Health Organisations**.
- Ensuring Justice Health NSW Policy **2.123 Patient Fees-Forensic Hospital** is updated when changes to relevant legislation the NSW Health policies and manuals occur.
- Ensuring appropriate stakeholder consultation is held when changes to the Justice Health NSW Policy **2.123 Patient Fees-Forensic Hospital** is required.
- Providing the Auditor-General's Office with a summary of accounts reduced, waived and debts written-off in respect of a financial year.
- Ensuring adequate resources are in place and training is provided to support the implementation of this policy.
- Reviewing applications for a waiver, reduction or postponement for hospital fees in accordance with the *Financial Hardship Procedure* as set out in the Justice Health NSW Policy **2.123 Patient Fees-Forensic Hospital** and providing recommendation(s) to the Delegated Officer.
- Addressing, and where necessary, escalating risks and issues that arise from the implementation of this policy.

3.1.7 Financial Accountant

Ensuring they are aware of and comply with their operational roles and responsibilities relating to this policy, procedure manuals and related documents.

3.1.8 Business Manager, Hospitals and Corporate

Reviewing applications for a waiver, reduction or postponement for hospital fees in accordance with the *Financial Hardship Procedure* as set out in the Justice Health NSW Policy **2.123 Patient Fees-Forensic Hospital** and providing recommendation(s) to the Delegated Officer.

3.1.9 Patient Fees and Trust Accounting Officer

- Ensuring they are aware of and comply with their operational roles and responsibilities relating to this policy, procedure manuals and related documents.
- Capturing records relating to patient fees in accordance with the Justice Health NSW policies and best practice.
- Addressing, and where necessary, escalating risks and issues that arise from the implementation of this policy, procedure manuals and related documents.

4. Procedure Content

Procedures for the management of patient fees are detailed in the Justice Health NSW Policy **2.123 Patient Fees-Forensic Hospital**. A flow chart overview of key procedures is provided at Appendix A.

5. Definitions

Care Type

Refers to the overall nature of a clinical service provided as defined in section 6 of the Ministry policy PD2016_039 Care Type Policy for Acute, Sub-Acute and Non-Acute and Mental Health Admitted Patient Care.

Chargeable

Is a patient for whom Justice Health NSW is required to charge hospital fees.

Finance-Patient Accounts

Is a division of Justice Health NSW Finance responsible for the administration of hospital fee and trust accounts.

Financial Classification

Is a category used to define a patient as chargeable or non-chargeable. Where chargeable, the category also defines the scale of fees the patient must be charged.

Financial Classification Assessment

Is the procedure undertaken to determine a patient's chargeable or non-chargeable financial classification.

Financial Manager

(As per Justice Health NSW Policy **2.124 Patient Trust Accounts**)

- A trustee organisation or a private individual under the direction and authority of a trustee organisation appointed to manage the financial affairs of an adult patient; or
- An adult patient's Enduring Power of Attorney where the adult patient is no longer mentally capable of managing their financial affairs; or
- An adult patient's General Power of Attorney or Enduring Power of Attorney where the adult patient is mentally capable of managing their financial affairs and provides written consent for their Power of Attorney to authorise hospital fee and trust account transactions on their behalf; or
- NSW Community Services or a private person appointed under a Parental Responsibility Order to manage the financial affairs of an adolescent patient; or

- A Primary Carer or Guardian with the legal authority to manage the financial affairs of an adolescent patient.

Financial Re-classification Assessment

Is the procedure undertaken to reassess a patient's financial classification.

Free Hospitalisation Period

Is a period, up to 35-days, that starts from admission whereby Justice Health NSW cannot charge fees to a patient who meets eligibility criteria.

Must

Indicates a mandatory action that has to be complied with.

Non-chargeable

Is a patient of Justice Health NSW must not charge hospital fees.

Nursing Home Type

Is the financial classification assigned to public patients who are required to pay fees.

Should

Indicates a recommended action to be complied with, unless there are sound reasons for taking a different course of action.

6. Legislation and Related Documents

Legislation	Health Insurance Act 1973 Private Health Insurance Act 2007 Health Services Act 1997
Justice Health NSW Policies and Procedures (Justice Health NSW Intranet)	2.010 Code of Conduct Procedure 2.022 Delegations Authority 2.123 Patient Fees-Forensic Hospital 2.124 Patient Trust Accounts <i>Memorandum of Understanding between the Justice Health NSW and NSW Trustee & Guardian</i>
Justice Health NSW Forms (Justice Health NSW Intranet)	FIN423 <i>Financial Classification Assessment</i> FIN427 <i>Inpatient Election</i> FIN431 <i>Direct Debit Authority for Hospital Fees</i> FIN434 <i>Financial Hardship Application</i> FIN448 <i>Financial Re-classification Assessment</i> FIN449 <i>Finance-Patient Accounts File Note</i> FIN501 <i>Consent Authorisation</i>

The Ministry Policy
Directives, and
Guidelines

[PD2018_039](#) *Veterans Entitled Provisions of Public Health Services – 1998/99 Arrangements*

[PD2005_518](#) *Fees - Debt Collection Arrangements for Patients – Area Health Services /Public Hospitals*

[PD2005_528](#) *Asylum Seekers Assistance Scheme - Provision of Hospital Services*

[PD2016_011](#) *Nursing Home Type Patients and the National Acute Care Certificate*

[PD2019_030](#) *Health Services Act 1997 – Scale of Fees for Hospitals and Other Services*

[PD2016_055](#) *Medicare Ineligible and Reciprocal Health Agreement - Classification and Charging*

[PD2016_039](#) *Care Type Policy for Acute, Sub-Acute and Non-Acute and Mental Health Admitted Patient Care*

[PD2020_009](#) *Pension Based Scale of Fees - Charging Arrangements and Scale of Fees*

[NSW Health Accounting Policy Manual](#)

[Accounts & Audit Determination for public health entities in NSW Fees Procedures Manual for Public Health Organisations Privacy Manual for Health Information](#)

7. Appendix A – Fees Procedure Overview

