

# POLICY AND PROCEDURES

NUMBER: 1320

SUBJECT: Inmate Medical Fees

ACA STANDARDS: 4-ALDF-4C-02; 6A-09

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 1/98, 4/06, 3/10,  
1/16



## I. POLICY

The St. Louis County Department of Justice Services shall require reimbursement for medical and dental services provided to inmates.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Inmate Account staff and the Department of Health, Corrections Medicine staff are responsible for the following procedures.

## III. DEFINITIONS

**Indigent Inmate:** An inmate who has no money in his/her commissary account.

## IV. PROCEDURES

### A. General Information

1. Medical Services which require a fee per St Louis County Ordinance 24,110-2009:
  - a. Nurse's Sick Call \$2.00 (for each time seen, federal inmates may be charged for sick call 30 days after notification)



n. X-ray/Ultrasound

3. If an inmate claims an emergency and, after the examination by the Corrections Medicine staff or the doctor, it is determined that it is not an emergency, the inmate will be charged the appropriate fee.
4. Fees will be charged to the inmate's Commissary account at the time of the medical service.
5. An indigent inmate will not be denied medical treatment, but the inmate's account will still be charged. When the inmate receives money the fee will be deducted before any other transactions occur.
6. Federal inmates shall not be charged for sick call within the first 30 days of being in custody. Charges for sick calls will begin on the 31<sup>st</sup> day he/she is in custody.
7. All inmates shall receive information concerning the Fees for Medical Services Form in the Inmate Handbook upon admission to the facility.
4. The Corrections Medicine Clerk will deduct the amount from the inmate's commissary account.
6. The Corrections Medicine Clerk will deduct the appropriate fee from the inmate's account and send Balance Sheet to the Accounting Supervisor.
7. If the inmate is indigent, the Corrections Medicine Clerk will still deduct the appropriate fee from the inmate's account, giving the inmate a negative balance. Upon the inmate receiving money in his/her account, the Bonding/Records cashier will deduct the fee prior to any other transactions.
8. The Accountant III will detail all of the receipts off the balance sheet onto a Transmittal Sheet. The Transmittal Sheet will be forwarded to the County Fiscal Management Department.
9. The County Fiscal Management Department will transfer the medical charges from the Department of Justice Services to the Department of Health.