

## CORPORATE POLICY

**SUBJECT: Employee and Dependent(s) Health Care**

**CATEGORY: Human Resources**  
**ORIGINAL DATE: March 27, 2019**  
**REVIEWED DATE:**  
**REVISION DATE:**

### I. **POLICY:**

Lake County Health Department and Community Health Center (LCHD/CHC) employees seeking services through LCHD/CHC programs will follow the general protocols required by all patients when seeking medical, behavioral, dental or prevention services from a LCHD/CHC provider.

In a situation where an employee may require immediate medical attention due to an emergency, this policy does not apply. Trained staff may decide to provide assistance as appropriate, which may include calling 9-1-1.

### II. **SCOPE:**

All LCHD/CHC employees seeking medical, behavioral, dental or prevention services from a LCHD/CHC provider.

### III. **PROCEDURE:**

- A. If a LCHD/CHC employee elects to seek medical, behavioral, dental or prevention services from a LCHD/CHC provider, the same protocols that non-employee patients follow must be adhered to, such as:
  1. Schedule the appointment in advance. Provider schedules should not be adjusted for the convenience of the employee.
  2. Appropriate medical and financial records will be kept for each patient visit.
  3. Charges for visits will be made according to LCHD/CHC fees and the employee's health insurance plan.
    - a. All covered charges will be billed to the health plan, and the employee will be required to pay in full for all deductible, co-payment or co-insurance amounts. The employee will also be responsible for full payment of any charges not covered under the employee's health plan.
    - b. If necessary, a financial interview will be conducted to determine eligibility for utilizing the sliding fee scale. In cases where the employee qualifies for the sliding fee scale, he/she will be expected to pay consistent with LCHD/CHC policies.
- B. Appointment time and travel time to appointments will not be considered paid work time. Refer to the appropriate leave policies to request time off and obtain supervisory approval. The employee is to utilize approved sick leave time to cover the appointment time. If the employee has exhausted her/his sick leave, then other benefit time may be used. If no leave is available, the use of non-pay requires supervisory approval.
- C. Employees bringing children to the LCHD/CHC for treatment during working hours will be expected to request approval from their supervisor to use sufficient leave time for picking up the child, completing the visit at the LCHD/CHC location, and returning the child to his/her home immediately. Whenever possible, routine care visits should be scheduled during non-work hours.

## **CORPORATE POLICY**

### **IV. REFERENCES:**

Medical Attention as Hours of Work Policy  
Sick Leave Policy  
Personal Leave Policy  
Employee Access to Their Own Personal Health Information Policy

### **V. AUTHORS/REVIEWERS:**

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee.

### **VI. APPROVALS:**

Lake County Board of Health President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_