

**Manual:** Corporate Policy and Procedure  
**Section:** Hospital Administration  
**Title:** Staff Discounts

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## PURPOSE

This document informs staff on the Healthscope corporate policy and procedure for management of Staff Discounts.

## SCOPE

This policy applies to all Healthscope hospitals, facilities, Independence and Disability Services within Australia.

This policy refers to permanent staff and their immediate family who are planning admission to a Healthscope hospital or present to a Healthscope Emergency Department to undergo treatment.

## POLICY

**The Healthscope policy on Staff Discounts is:**

- **Staff discount rates are set annually in consultation with the Corporate Senior Leadership Team.**
- **Staff discounts apply to permanent Healthscope employees and members of their immediate family (partner, parents, siblings and children).**
- **Discounting is limited to four claims per employee family per annum and to a maximum of one claim per person (patient) per annum.**
- **Staff Discounts are applicable to out-of-pocket expenses associated with Hospital Admission and Emergency Department presentation only.**
- **Discounts do not apply to Self-Funded rates which are already discounted.**
- **The treating Hospital is responsible for funding the discount, irrespective of the staff member's place of employment.**
- **All staff discounts are to be approved by the treating Hospital General Manager.**
- **Hospital General Managers are responsible for tracking annual discounts to ensure discounting amount is not exceeded.**

## PROCEDURE

### 1. Determining a Staff Discount

- Staff should seek approval for Staff Discounts prior to admission to hospital from the General Manager of the admitting hospital.
- The patient receiving the discount must be a permanent full-time or part-time employee of Healthscope or an immediate member of a permanent employee's family. An immediate family member includes a partner, child, parent or sibling of the employee.
- The patient's admission to Hospital must attract an out-of-pocket expense to which the discount can be applied. This policy is not intended to apply to patients with no out-of-pocket expense.

### 2. Overview of Discounted Rates

- Discounts will be no greater than \$250 per case, except in the instance of presentation to the Emergency Department where the presentation may be bulk-billed and the Staff Discount applied to the subsequent hospital admission.
- Staff presentation to the Emergency Department for assessment and/or treatment of a workplace injury shall not incur an expense for their presentation.

Author:	Michelle Wallace	Authorised:	Katherine MacHutchison	Authorised:	Steven Rubic
Designation:	GM – Organisational Development	Designation:	Chief People Officer	Designation:	Chief Executive Officer
Signature:		Signature:		Signature:	

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### 3. Recording of Staff Discounts

- Where a discount has been approved for an individual employee or member of their immediate family, the billing staff should complete a journal entry in WebPAS using the Journal Type 'S3' at the time the invoice is raised.
- Journal Type 'S4' is available to reverse the Staff Discount journal.
- These journal types are to be treated the same as all other journal types and will appear on the Journals Report and Fees Invoice Reports.
- Billing staff should include comments in WebPAS on who approved the Staff Discount.
- The HRS Journals Report will also provide detail of who has received a Staff Discount and who created the journal.

### KEY PERFORMANCE INDICATORS

- 100% of staff discounts are recorded in WebPAS as 'S4'

### REFERENCES

**Author:** General Manager Organisational Development

#### REVIEW / CONSULTATION

All General Managers

All State Managers

All Quality Managers

HSO Policy Consultation Group

Author:	Michelle Wallace	Authorised:	Katherine MacHutchison	Authorised:	Steven Rubic
Designation:	GM – Organisational Development	Designation:	Chief People Officer	Designation:	Chief Executive Officer
Signature:		Signature:		Signature:	