



DEPARTMENT OF ALCOHOL & DRUG SERVICES  
POLICIES & PROCEDURES MANUAL

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SUBJECT: **MEDI-CAL SHARE OF COST**

Policy

In order to protect the confidentiality of clients, that might otherwise be breached, during the collection of an unpaid balance, it is the policy of the Department of Alcohol and Drug Services to write-off the unpaid Share of Cost balance associated with Drug Medi-Cal that is not paid by the client.

Procedure

A client who has a Share of Cost (SOC) associated with their Medi-Cal benefit must be asked to pay the full SOC. Client cannot waive their Medi-Cal, and provider cannot waive client's SOC. If client can only pay a portion of SOC, then provider must collect the amount client is able to pay. Provider must prepare a receipt showing SOC paid and SOC unpaid balance. Payment and copy of receipt is sent to VMC Cashier for deposit. VMC Cashier will send a copy of receipt to PBS. PBS will keep a record of unpaid balance. PBS is instructed to write-off any unpaid SOC balance for client. Client services should **not** be stopped in the event the client is unable to pay their SOC.