

**Title:** Self pay Inclusive

Department: Patient Accounting

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Created By: Fiscal Case Specialist

Date Last Reviewed

Approval: Chief Financial Officer

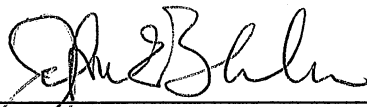
Date of Current

**POLICY:**

When it is determined that a patient will be responsible for paying there account inclusively via self pay, the following process should be followed.

**PROCEDURE:**

- 1) Confirmation is made that patient falls under one of the following scenarios:
  - a) has no health insurance
  - b) type of service is not covered under insurance
  - c) has maxed a yearly/lifetime benefit
- 2) Patient is verbally informed of the self pay discount rate during the pre-admit phone call and payment expectations are made very clear:
  - a) Inpatient and Residential
    - i) 10-day deposit
  - b) Partial Hospital and Hospital Outpatient
    - i) 10-day deposit
  - c) Starting Now – IOP
    - i) 10 visit deposit
  - d) Outpatient (AMBCC and SN-ERG)–
    - i) The patient will pay at each time of service.
- 3) A Financial Agreement form letter is completed at the time of admission/at the patient's first visit. The patient will sign the agreement keeping the original for their records. A copy will be in the Patient Accounting billing folder.
- 4) A signed release/consent form, with contact name(s), will be available for all patients under the age of 18.
- 5) For inpatient, PHP and HOP levels of care:
  - a) If it is determined that the patient needs to stay beyond their current deposit, prior to Patient Accounting requesting more money, the patient's social worker mush give the patient/family members a clinical update, including the estimated length of stay.
- 6) For any change in level of care for the patient, this process will start back at #1



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John E. Blaha, Chief Financial Officer