



Current Status: <i>Active</i>		PolicyStat ID: 2330786
Saint Luke's South Surgery Center	Origination:	01/2004
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	Last Approved:	05/2018
	Last Revised:	05/2018
	Next Review:	05/2021
	Owner:	<i>Meagan Schwab: Business Office Manager</i>
	Policy Area:	<i>Financial</i>
References:		

Discounts for Self-Pay & Uninsured Patients

POLICY:

The Administrator/Business Office Manager will approve a pre-designated discount off billed charges for patients who pay in full at time of service.

PURPOSE:

To establish consistent and uniform standards of discounting self-pay and uninsured cash pay accounts.

SCOPE:

Self-pay and uninsured patients. (Excludes all government insured patients, i.e. Medicare, Medicaid, Tricare, and Indian Health Services).

PROCEDURE:

DISCOUNT FOR SELF PAY AND UNINSURED PATIENTS

The Facility Administrator or Business Office Manager will review and approve all requests for discounts.

A. Option A :

1. A ___% discount off billed charges may be given if payment is **made in full at the time of service** . This percentage is established by the Facility and offered to all patients who may find it necessary to 'self-pay' for a procedure.

OR

B. Option B :

1. **"Self-Pay - Coinsurance Estimator"** : For facilities that are using the Co-Insurance Estimator, the fee for uninsured/100% self pay patients will be calculated to equal a pre-designated discount for patients who **pay in full at time of service** and will be calculated as follows:
 - a. STEP 1: Enter the 'In Network Co-insurance Amount' = 100%
 - b. STEP 2: Enter CPT codes

If patient cannot pay in full at the time of service, Care Credit will be offered to the patient. If Care Credit is declined by the patient or the application is declined by Care Credit, the pre-

designated discount will not apply and a ninety (90) day payment plan will need to be signed. Payment arrangements greater than ninety (90) days are made by exception only and approved by the Facility Administrator.

- C. Notes regarding written and/or verbal communication regarding the agreement will be documented and maintained in the patient's account. Memos should include the following information:
1. Date and time of communication with patient
 2. Complete summary of conversation
 3. Initials of facility personnel making agreement
- D. The proper **Prompt Pay Discount** adjustment code should be used when applying discount to patient's account. (GWPROMT)

Attachments

[Form - Template - ASC Contract Abstract](#)

Approval Signatures

Approver	Date
Pamela Stahlberg: BOM	05/2018
Lindsey Kroenke: Administrator	08/2017