

Health Services

Policies and Procedures

Procedure Subject/Title: Prepayment Discount

Applicability: Medical Staff, Clinic Directors, Front Office Staff

Purpose: To establish procedure for applying the Prepayment Discount.

Procedure:

The medical provider will communicate to the patient that the plan of care includes extended services that are not included under the scope of service for a basic medical visit and that the patient will be financially responsible for the rendering of the extended services. The medical provider or nurse will provide the front office with a list of the extended services by CPT Code and description.

The front office or registration staff will inform the patient that they are eligible for a prepayment discount of 40% from the Usual and Customary Price for the extended medical services. The front office staff will calculate the prepayment amount due from the list of extended services submitted by the medical provider. The prepayment can be made with a single payment of the full amount due or the patient may make several prepayments over a period of time. The medical services may be received or scheduled once the prepayment amount due is paid in full.

Enclosure(s):