

**BHA, FKA: SAMARITAN HEALTH SYSTEM
PATIENT FINANCIAL SERVICES
POLICIES AND PROCEDURES**

No.

3/1/00

Responsibility Center: Patient Financial Services

Title: Installment Payment Arrangements

Purpose: To inform the patient/guarantor of payment alternatives available for satisfying patient liability and to provide the patient with the best method to formally obligate patient liability in relation to the patient's financial status and ability to pay.

Responsibility

Procedure

- Patient Rep.
1. Make every attempt to have the patient/guarantor pay the amount in full at time of service or upon receipt of statement.
 2. If patient/guarantor is unable to make payment in full, then offer payment in ninety-days. This will be three (3) equal monthly payments.
 3. If patient/guarantor is unable to make payment in full, then use attached payment schedule to set up installment payments.

Patient Schedule:

Patient Balance

\$ 0 - 300
300 - 1200
1200 - 1800
Over 1800

Payment Schedule

3 equal monthly payments
6 equal monthly payments
9 equal monthly payments
12 equal monthly payments

4. If patient requires time in excess of 6 months for any amount, patient would need to provide the following:
 - Denial from a Bank Loan Program
 - A completed Financial Statement
 - Most recent year tax return
 - Bank statements

These documents will be reviewed by the Facility Director of Patient Financial Services to determine if a longer schedule is acceptable based upon the information provided. This information will also be evaluated to see if the patient qualified for charity care.

5. If patient requires time in excess of 12 months for any amount, approval must be obtained from the BHA System Director of Patient Financial Services.