



PIONEER MEDICAL CENTER

P.O. Box 1228, Big Timber, MT
406-932-4603 Fax: 406-932-5468

POLICY and PROCEDURE	
Title	Self-Pay Prompt Pay Discount
Manuals	CRITICAL ACCESS HOSPITAL-ORGANIZATION
	HOSPICE- ORGANIZATION
	RURAL HEALTH CLINIC- ORGANIZATION
Approved By	Date: <u>9/23/2019</u> By: <u>Brad Howell</u> Title: <u>CEO</u>

Highlights

Policy Statement

Pioneer Medical Center offers a 20% self-pay discount to any patients who pay their bill in full 30 days from when the self-pay balance is determined. This policy applies to uninsured patients, and patient with a self-pay balance after insurance has paid their claim. This policy excludes all Assisted Living Facility, Long-Term Care, and Hospice patient accounts.

Procedure

- Pioneer Medical Center would like to work with their patients to assist them financially and to ensure timely payment of amounts owing.
- If a patient requests a prompt pay discount or for a period up to 30 days from when their self-pay balance is determined, the billing staff is authorized to offer that person a 20% prompt pay discount. Patients must pay the outstanding self-pay balance in full in order to qualify for the discount.
- The Patient Account Representative will note the patient’s account with the verbal or written agreement of when the patient will pay their account in full in AS400.
- Upon receipt of the payment, per the agreement, the Patient Account Representative will add the 20% prompt pay discount in AS400 using the appropriate adjustment code to the account at that time.
- If payment is not received per the proposed arrangement, the patient will continue to be billed for the balance in full, and will comply with the Billing and Collections Policy for the organization.
- Any exceptions to this policy must be approved by the CEO.

Regulatory Reference Sources	
OBRA Regulatory Reference Numbers	
Survey Tag Numbers (optional)	