
J.D. McCarty Center

Department: Admin. Services

Policy Number: 6065.6

Effective Date: 04/07/2001

Approved By:

Prepared By: Administrative
Program Officer

Reviewed Date: 04/13/2020

Victoria Kuestersteffen
Director

Subject: Primary self-pay and
secondary self-pay
patient account
balance write-off
policy.

POLICY:

The J.D. McCarty Center acknowledges its responsibility to collect payment in a timely manner for services provided. Although primary or secondary self-pay (self-pay second payer after Medicaid or commercial) is infrequently used as a method of payment for Center provided services, the responsibility for collection is the same as for either Medicaid or commercial insurers. Self-pay collection efforts should be similar to those used with other insurers - neither more lenient nor more severe.

For primary self-pay patient accounts (Financial Code "S"), account balances will be written off if patient has a financial screening and has paid the portion responsible. If the responsible party has not paid the agreed upon amount the account will be billed in a timely manner. If at the time of either two years after the date of service or one year after the date of the last bill, whichever is earlier if the amount owed is over \$500.00 action will be taken in small claims court. If the amount owed is less than \$500.00 the account will be written off per policy.

For secondary self-pay patient accounts (Financial Code "T"), account balances will be written off if patient has a financial screening and has paid the portion responsible. If the responsible party has not paid the agreed upon amount, the account will be billed in a timely manner. If at the time of either two years after the date of service or one year after the date of the last bill, whichever is earlier if the amount owed

is over \$500.00 action will be taken in small claims court. If the amount owed is less than \$500.00 the account will be written off per policy.

This criteria allows adequate time for reasonable collection efforts to be completed by Center personnel.

PROCEDURES:

WHO

DOES WHAT

Admin. Program Officer

Is responsible for writing off primary and secondary self-pay account balances in accordance with this policy.