



POLICY

POLICY NAME: General Financial Policy	DRAFT DATE: April 2024
BOARD APPROVAL DATE (s): April 22, 2024	REVISION DATE:
	EFFECTIVE DATE:

GENERAL

1. Pre-certification and or prior authorization of insurance coverage will be done on all applicable patients prior to financial counseling and education.
2. All Patients will receive financial counseling, preferably at least 3-5 days prior to the date of the procedure. Disclosure to the patient will include a) payment information received from insurance carrier, b.) the patient's financial responsibility (deductible, copay or coinsurances), and c) payment options available if needed. The patient's commitment to pay and method of payment should be agreed upon.
3. Certain discounts may be determined for self-pay patients, or a payment plan put in place according to the self-pay section of the Payment and Financial Assistance Policy.
4. On date of procedure the patient shall sign forms agreeing to their financial responsibility that will include an "estimate based on planned procedure." They shall also sign their agreement to certain arrangements that have been made (e.g., a promissory note if full payment is not made at the time of service.)
5. It is the goal of Southeastern Surgery Center to collect 100% of all self-pay, co-pays and un-met deductibles at the time of service.
6. Patients may request a more personalized estimate of charges and information and receive a written estimate within 7 days of request.
7. Upon discharge, patient may also request an itemized statement / superbill with charges incurred. These charges shall specify specific services by date and provider with rates. Bill shall include the facility fee as well as pending payments from insurance companies and patient to include due dates from patients along with a contact number for revenue cycle company contact and/or contact information for Business Coordinator.
8. Patient accounts are classified according to their third-party payor and/or responsible party. The classifications are as follows:
 - Commercial Insurance
 - Medicare
 - Medicaid
 - Workers Comp
 - HMO/PPO
 - Self-Pay
 - Other

