

Department: Business Office

Number: HHS-2101-BO

Attachments: _____

Policy: Private Pay Statements

Date: 1994 Revised: 11/10/01 03/07 Reviewed: 04/09

Approved by: *Patricia Ricci*

Date: 4/21/09

POLICY STATEMENT

Private pay statements will be generated for any service provided which is paid for by private funds and for all encounters for which co-pay is charged.

PURPOSE

To assure that all services are properly charged and billed and that a proper paper trail is established.

PROCEDURE

1. The provider or his/her designee must generate a duplicate statement for all private pay patients and for any patient for whom co-pay is charged.
[To assure that this is completed all patients should be seen by the Patient Account technician before leaving.]
2. All statements must have **Two (2)** copies and contain the following information:
 - a) Patient Name
 - b) Date of Service
 - c) Provider Type, eg. Dental, Medical, Pharmacy, etc.
 - d) Service Provided
 - e) Charges
3. Original statement is to be given to the patient.
4. If paid at the time of services, the duplicate statement is marked **Paid**, dated and put in the cash box.
5. If not paid at the time of service, give duplicate to Patient Account Tech for billing.
6. After reconciling the cash account with receipts and cash-on-hand, the Patient Account Technician retains the receipt to enter into the computer as a paid account. [Duplicate statement is filed in the patient account files.]
7. The statement is utilized as a cross-reference with the PCC form for the accounting file.
8. If the service is from Pharmacy, the pharmacist will give the statement to the patient and tell him/her to see the PAT before giving prescription to patient.