



HEALTH AND HUMAN SERVICES POLICY

Department: Finance

Policy Number: 3801

Policy Title: Private Pay Statements

Revision History: 1994,11/01,03/07,04/09

Revised by/Date: GS 1/2020

Approved by: *Jan Manary*
Jan Manary, Executive Director of Health Services

Commissioner Initials: *[Signature]* **Director Initials:** *[Signature]*
Date: 5/6/2022

POLICY: Private pay statements will be generated for any service provided which is paid for by private funds and for all encounters for which a co-pay, deductible, or non-covered service/balance is due.

POLICY DETAILS:

- Insurance co-pays are due at the time of service;
- Payment of co-pays and non-covered medical services must be made at the time of service;
- Payment of co-pays and non-covered substance use and mental health services must be made at the time of service;
- Payment of co-pays and non-covered pharmacy services must be made at the time of service;
- Payment of co-pays and non-covered dental services must be made at time of service;
- Payment of co-pays and non-covered optical services must be made at time of service;
- Payment of co-pays and non-covered lab services must be made at time of service;
- Deductibles will be billed after insurance verification of deductible due.
- Payment of all other clinic services will be billed within 30 days after insurance has been processed, with payment required within 15 days of statement.

Replaces Policy #	
Compliance - Posting Date	5/6/2022 <i>[Signature]</i>
Next Review - Due Date	