

**Policy and/or Procedure:**

**Calhoun-Liberty Hospital Insured Full-time Employees Account Write-offs**

Effective Date: 2/01/2014 Revised 05/08/2015

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**Policy:**

It shall be the policy of Calhoun Liberty Hospital to extend full time employees who are insured by the hospital's employee insurance a 100% courtesy discount from any balances that do not extend beyond \$5800.00. This discount excludes any applicable co-pays which are required by the payer.

**Procedure:**

1. Calhoun-Liberty Hospital full-time employees are eligible to have their total account balance(s) adjusted off for accounts with dates of service on or after 2/1/2014—with an annual limit of \$5,800.00.
  - a. If the employee is insured their insurance will be billed first and the adjustment will be applied to remaining balance after the insurance has paid.
    - i. These adjustments should be posted using the Employee Discount adjustment code.
  - b. This adjustment only applies to the employee—not their spouses or dependents. Spouses and children of the employee may receive a 70% discount off their remaining account balance(s).
    - i. Children of the employee who are eligible for the discount include minor (under 18 years of age) children or children for whom the employee is financially responsible—such as college students.
    - ii. “Step” children are included.
2. These adjustments should be posted using the Employee Discount adjustment code.
3. It is the responsibility of the employee to notify the Billing Office each time they have an account that is eligible for the discount and to make payment arrangements.

*The administrative staff at Calhoun-Liberty Hospital reserves the right to issue Administrative Adjustments or revoke previous adjustments made on accounts at their discretion.*