

**Policy and/or Procedure:**

Payment Policy for Non-Insured Patients of Calhoun-Liberty Primary Care Clinic

**Effective Date: August 1, 2018**

---

**Purpose:**

To establish reasonable procedures regarding collection of patient accounts for Non-Insured Patients.

**Definition:**

Patients are considered Non-Insured or Private Pay in any of the following circumstances:

- If the patient does not carry health insurance
- If their insurance will not pay due to a pre-existing condition clause
- If their insurance deems our facility or provider(s) "out-of-network"
- If their insurance denies payment for any other reason

**Policy:**

Payment is expected at the time of each patients visit.

**Procedure:**

Payment in full for the current days visit and any previous outstanding balances are due prior to the patient being seen.

Non-Insured patients are required to make a minimum deposit of \$55.00.

After the patient has been seen they must see the receptionist to pay the remaining portion of the charges incurred from their visit.

The patient will receive a discount of 30% off the remaining account balance if they pay the account off in full on the same date of service. If payment in full is not made on the same date of service that account will not be eligible to be discounted.

If the patient is unable to pay their balance in full they must make payment arrangements with the Business Office as soon as possible.

If the patient's outstanding balance amount reaches \$100.00 or more, no further appointments will be authorized until all balances on the entire account (guarantor and applicable dependents) have been paid, and/or financial arrangements have been made.

*Calhoun-Liberty Primary Care Clinic reserves the right to refuse treatment to any patient.*