



**Florida Medical Clinic, P.A.  
Policy and Procedure Office Procedures Non-Clinical  
4025 CBO Payment Arrangements**

CEO: <u>J. Gallot, CEO</u>	Effective Date: July 7, 2015
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**POLICY**

Florida Medical Clinic, P.A. is committed to providing our patients with the highest quality experience possible. This policy outlines Florida Medical Clinic’s payment arrangement requirements.

**PURPOSE**

It is Florida Medical Clinic, P.A. (FMC) policy to collect all patient due balances at the time of service for all providers within the organization. However, due to unforeseen circumstances, patients may need to set up a payment arrangement plan. Under no circumstance is the office allowed to set up payment arrangements. Please refer all patients inquiring about a payment arrangement to the Patient Financial Services Department.

**PAYMENT ARRANGEMENTS** *(Non - ASC locations only)*

FMC recognizes that there are medical circumstances, which can create a financial burden on our patients. Patients who are unable to meet their financial obligations in one payment may arrange for installments.

\$0-100	<b><u>Not to exceed</u></b> two months, 1 <sup>st</sup> payment due at time of agreement
\$101-500	<b><u>Not to exceed</u></b> six months, minimum down payment of 20%
\$501-\$1000	<b><u>Not to exceed</u></b> ten months, minimum down payment of 20%
\$1001+	<b><u>Not to exceed</u></b> twelve months, minimum down payment of 20%

A down payment is required before a payment arrangement is made.

**Recurring payments are preferred.**

- a. Payment arrangements to exceed the above parameters require CBO Management approval.
- b. As new services are incurred, additional balances can be added; however, the agreement will have to be re-evaluated to meet our guidelines.
- c. If at any time during the payment arrangement contract the patient does not make a scheduled payment, the patient will receive a payment arrangement void letter. The payment arrangement may be reinstated, one time only, if the arrear and current month’s payment is made within 15 days of the void letter. If payment is not received within 15 days, the payment arrangement is considered null and void which could result in the balance being transferred to the collection agency.

***\*Hearing aids are ineligible for payment arrangements or discounts.***

## PAYMENT ARRANGEMENTS - AMBULATORY SURGERY CENTER (ASC)

### GI/Endoscopy Procedures:

- Balances under \$700.00 must be paid in full.
- Balances over \$700.00 will require a \$700.00 minimum payment prior to scheduled procedure.

### Surgery/Pain Procedures:

*Below options will be determined by ASC management based on highest balance due:*

- Entire facility fee must be paid in full.
- Half of the total amount due.

### Orthopedics & Ophthalmology:

- Payment must be paid in full, no payment arrangement will be allowed.

### Self-pay Patients:

- Required to pay 100% of the total amount due, regardless of the type of procedure or specialty. No payment plans are allowed. If the patient cannot pay in full, they will be informed to reschedule their surgery/procedure once they are financially able to do so.

### All Other Services:

- The ASC fee must be paid in full. (*Physicians will collect their balances separately.*)
  - a. The ASC fee is required as a down payment before a payment arrangement is made. Payment arrangements are available for GI/Endoscopy and Surgery/Pain procedures upon CBO and ASC Management staff's approval.

\$0-100	<b><u>Not to exceed</u></b> two months, after ASC fee has been paid
\$101-500	<b><u>Not to exceed</u></b> six months, after ASC fee has been paid
\$501-\$1000	<b><u>Not to exceed</u></b> ten months, after ASC fee has been paid
\$1001+	<b><u>Not to exceed</u></b> twelve months, after ASC fee has been paid

- b. Payment arrangements to exceed the above parameters require the ASC Director's approval.
- c. As new FMC services are incurred, additional balances can be added; however, the agreement will have to be re-evaluated to meet our guidelines.
- d. If at any time during the payment arrangement contract the patient does not make a scheduled payment, the patient will receive a payment arrangement void letter. The payment arrangement may be reinstated, one time only, if the arrear and current month's payment is made within 15 days of the void letter. If payment is not received within 15 days, the payment arrangement is considered null and void which could result in the balance being transferred to the collection agency.