

**CLAY SURGERY CENTER
POLICY & PROCEDURE**

Financial Policy

Payment Plan, Discounts, Collection Procedure

SUBJECT: Financial assistance for patients who cannot afford to pay

SCOPE: All eligible patients

POLICY: Patients who are unable to pay for services may request an estimate of charges for a needed procedure, furthermore elective procedures will receive an estimate of charges but the policy remains of payment in advance prior to the procedure.

PROCEDURE:

1. All copays and deductibles are due prior to surgery.
2. If the patient is unable to pay this amount, credit cards are accepted.
3. Collections Procedure
 - a. A statement of account will be sent every month for three months.
 - b. After 90 days a final statement will be sent allowing 10 days to pay. If no payment is received after the 10 days have passed, the account will be sent to collections.