

MERCY PATIENT FINANCIAL SERVICES POLICY AND PROCEDURE GUIDE

TITLE: Discounts (previously PFS Policy C - 1: Cash Discounts - Prompt Pay) POLICY: D - 12	APPROVED BY: Laura Olander	EFFECTIVE DATE: April 1, 2010 SUPERSEDES DATE: December 28, 2007 August 24, 2006 November 4, 2005 February 16, 2005 August 2, 2004 July 16, 2004 REVIEWED DATE: October 30, 2009
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POLICY:

To allow for patient discounts.

PROCEDURE: (CLINIC & HOSPITAL)

Uninsured:

1. A discount of **20%** will be granted to uninsured patients upon request.
2. Documentation of adjustment transaction will be entered on each patient account.
3. Availability of discounts is communicated through signage and billing statements.

Insured:

1. A prompt pay discount of 10% will be granted to insured patients upon request.
2. The agreed upon discount will be honored only if full payment is received within 30 days of the communication between the patient and Patient Financial Services.
3. If the payment is not received within the 30 days after the communication, no discount will be given.
4. Upon receipt of payment, the discount will be applied using the appropriate prompt pay adjustment code.
5. Documentation of the transaction(s) will be entered on each patient account.
6. Availability of discounts is communicated through signage and billing statements.

