

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER SCHOOL OF MEDICINE ODESSA POLICY AND PROCEDURE		REVISION/REVIEW NO: ORIGINAL	NUMBER: 9.2
PREPARED BY: LORI TARIN UNIT SUPERVISOR CLINICAL ADMINISTRATION	APPROVED BY:  JOHN JENNINGS M.D. REGIONAL DEAN MPIP TTUHSC AT THE PERMIAN BASIN	ORIGINAL APPROVAL DATE: 19 NOVEMBER 2009	MOST RECENT REVISION APPROVAL DATE:
TITLE: SELF PAY MINIMUM DEPOSIT / CO-PAY / DEDUCTIBLE		PAGE: 1 OF 1	

PURPOSE:

To establish a minimum deposit policy for self pay patients and a co-pay or deductible payment policy for insured patients to be administered by the Director of Clinical Administration and the Managing Director of MPIP Business Office.

SCOPE:

This policy and procedure will cover guidelines for the minimum deposit requirements of self pay patients and the receipt of co-pay or deductible payments prior to the patients visit.

ADMINISTRATION:

This policy and procedure will be administered by the Director of Clinical Administration and the Managing Director of MPIP Business Office, and reviewed on an annual basis.

PROCEDURE:

- A. **Self Pay / Co-Pay / Deductible** – Self pay patients calling to schedule appointments will be advised of the \$75 deposit to be paid prior to the visit. Commercial insurance patients will be advised of the co-pay or deductible requirement that any co-pay or deductible be paid prior to the visit. This will be documented in IDX scheduling comment section.
 - 1. New or established patients who state they cannot pay the \$75 deposit, co-pay, or deductible will have their calls referred to the respective Head Nurse or his/her designee to triage the patient and determine if it is urgent for the patient to be seen without payment or may reschedule the patient's appointment. In a questionable situation, the Head Nurse or his/her designee may consult with the attending physician. The clinic will be responsible for scheduling an appointment when the patient is able to pay the co-pay, or deductible.

DISTRIBUTION:

This policy will be distributed to the MPIP Business Office, Managing Director of MPIP Business Office, Director of Clinical Administration, Central Registration, and all departments and clinics.

REVISION:

It shall be the responsibility of the Director of Clinical Administration and the Managing Director of MPIP Business Office to initiate any revisions to this policy.