

SPORTS MEDICINE, INC.

Procedure: Billing - Delinquent Payment by Patients

If a patient becomes delinquent in their payments, the following steps will be taken:

1. Paper bill sent out
2. If no response, phone call is made to patient to be sure we have correct billing address.
3. If no response
 - a. Bills of more than \$100.00: Re-billed, including written notification of going to collection agency.
 - b. Bills of less than \$100.00: EMR alert is placed on patient's account. Patient must either make payment before or at time of next visit.

Written: 2/12/2019
Approved: *ER*
Date Signed: *5/28/19*
Reviewed/Revised:
Signature:
Date Signed

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