



DRAFT

Division: CBO

POLICY TITLE: Collections

POLICY STATEMENT: This policy outlines the process to be followed by the Praxis Health Group/Central Billing Office (CBO) in the collection process of all accounts.

PROCEDURES

Harmon Memorial Hospital will send statements to all patient accounts that are in a self-pay status monthly for three consecutive months. On the fourth month, if there has not been an attempt to satisfy the balance on the account, Praxis Health Group will send a letter and make a phone call to the patient explaining that approximately 30 days from the date of the letter the account will be sent to a Collection Agency if there has not been a payment agreement established. Each account will have 120 days of collection activity prior to the account being sent to a Collection Agency.

Department Approval: _____ Date: _____ \

Administrative Approval: _____ Date: _____

Replaces Policy: _____ Original Date _____

CAH Reference: _____ Dated _____

State Licensing: _____ Dated _____

Date Reviewed	Date Revised	Supervisor Initials	Comments