



PSYCHIATRIC HOSPITAL -- ADMINISTRATION/FISCAL

DISCHARGE PAYMENT PLAN
OPERATIONAL PROCEDURE

April, 1989 (12/18, 3/20, 3/21, 5/23, 5/24)

Policy Ref: 110-06

Reviewed/Revised: June 2025

Procedure: 705-03

A. PURPOSE:

To establish a mechanism whereby a payment methodology is developed which takes into consideration the financial status of the individual, applicable third-party coverage and other resources which may be available to the individual.

B. PROCEDURE:

- I. At admission each individual will be assigned the correct payor classification as in the Electronic Health Record (EHR).
- II. Where it has been verified that third party coverage exists, a determination will be made as to the estimated balance due, minus applicable coverage. This amount shall be due from the individual and an itemized statement sent by the Billing Office within seven (7) days.
- III. The hospital business office staff will explain the Center's billing and payment information in detail and give a copy of same to all individuals admitted. All individuals will sign the form stating they have received and understand the procedure before discharge.
- IV. All individuals will be assisted in completing a financial statement prior to discharge so a payment plan can be established when the account is received by the Billing Office or to determine if the individual qualifies for any discounts or sliding fee.
- V. The Admissions/Discharge Office shall review each individual's file for completeness and accuracy prior to discharge.

PROCEDURE APPROVED:



AVP of Risk and Corporate Compliance

June 30, 2025

Date