



# Wills Eye Hospital

## PROMPT PAY DISCOUNT

Manual: FINANCE  
Chapter: GENERAL  
Policy Number: 9.1.5  
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Effective Date: 6/8/2016

### **SCOPE/PURPOSE**

This policy is applicable to Wills Eye Hospital and to the Wills Eye Ophthalmology Clinics and provides guidance for the authorization of discounts to third party payers not contracted with WEH and self pay patients.

### **POLICY**

1. Wills Eye Hospital will provide a discount off of the gross charges of a patients' bill at the request of the insurer if no agreement exists at the time of service with the assurance of prompt payment. Wills Eye Hospital will also discount the billing to an uninsured patient not qualifying for a Charity discount upon the prompt payment at the time of service.
2. Discounting Charges for non contracted insurers
  - a. All prompt pay discounts will be considered on a case by case basis. Payers requesting discounts for all of their members will be handled by the CFO and or CEO.
  - b. Requests for discounting charges from a third party payer must be faxed to the Patient Accounting manager for consideration and approval.
  - c. Wills Eye Hospital will discount charges a maximum of 30% of charges on a case by case basis with all agreements approved and documented in writing to the Patient Accounting manager
  - d. Discounts greater than 30% require the CFO, CEO or the CNO approval.
3. Self Pay Discounts
  - a. Prompt pay discounts will be considered for patients who are paying prior to or at the time of service who do not meet the criteria for charity care.
  - b. Patients will be offered a case rate equal to 100% of the Medicare Hospital rates, with the discount applied to the Medicare Hospital rate. To qualify for the 30% off of the Medicare Hospital rate, the patient must pay the entire bill prior to care being given.
  - c. Patient accounting will estimate the total charges for the patients' clinical stay or surgery to compute the total expected payment from the Medicare program.
  - d. Patients requesting payment plans will be offered a self-pay rate equal to 125% of the Medicare Hospital rates. Payment plans will require a \$750.00 deposit and can be paid over one year.
  - e. Discounts in excess of this process will require the CFO, CEO, CNO approval.
4. Professional Courtesy Discounts
  - a. All professional courtesy discounts will be approved by the CFO, CEO or the CNO. Verbiage as to the approver will be entered into the patient accounting system.