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| Policy Title: | Budget Payment Policy - Revenue Management Division | Policy ID: | 17373 |
| Keywords | Budget Plan, Time Pay | | |

I. Purpose of Policy

To standardize the process for establishing and maintaining a budget payment plan.

II. Policy Scope

This procedure applies to all Dartmouth-Hitchcock (D-H) and Cheshire Medical Center (CMC) budget/time pay plans.

III. Definitions

Dun: When the account ages in the host system due to nonpayment.

IV. Policy Statement

- Budget plans are established with a maximum term of 36 months, use the following table to define plan terms.

| Outstanding Balance | Recommended Term Length | Maximum Term Length |
|------------------------|-------------------------|---------------------|
| Less than \$1000.00 | 12 months | 18 months |
| \$1001.00 to \$5000.00 | - | 24 months |
| Greater than \$5000.00 | - | 36 months |

- Customer Service Director or Director of Eligibility and Enrollment may approve an extension of the above terms by 20% as needed.
- Exceptions beyond should be referred to the Director, Revenue Management.
- New balances are added upon patient request and/or account review to reset the budget payment amount and keep the account from dunning.

V. References N/A

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| Responsible Owner: | Finance – Revenue Management | Contact: | Kimberly Mender |
| Approved By: | Chief Officer - Finance; Office of Policy Support - Organizational Policies Only; Mender, Kimberly; Naimie, Tina | Version # | 2 |
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| Date Policy to go into Effect: | 09/23/2019 | | |
| Related Polices & Procedures: | | | |
| Related Job Aids: | | | |